

# **Minutes of the NCME Board of Directors**

**April 21 and 24, 2003**

**Chicago**

## **MONDAY MEETING, APRIL 21**

Attending.

Linda Crocker, President; Suzanne Lane, Vice-president; H.D. Hoover, past-President; and directors: LeAnn Gamache; Mark Reckase; Sharif Shakrani; Rebecca Zwick; Wayne Camara; and Douglas Becker; and newly elected member, Duncan MacQuarrie. Also attending, Gerald Sroufe, NCME Central Office Liaison. Attending for portions of the meeting: Linda Cook, Dan Eignor, Richard Sawyer, Kim Seock-Ho, and Felice Levine.

### **WELCOME AND REVIEW OF MINUTES AND AGENDA.**

The members of the Board of Directors were welcomed by President Crocker. The minutes of the October, 2002 meeting of the NCME Board of Directors, which had been circulated electronically in November, were reviewed, corrected, and approved. It was agreed to modify the agenda schedule to accommodate NCME members who were providing reports as their conference schedule permitted.

### **PRESIDENT'S REPORT.**

President Crocker expressed her delight at the progress being made with regard to the 4<sup>th</sup> Yearbook of Education Measurement. Outlines of chapters are under review, and the publisher was gracious about accepting all changes that had been proposed by the Board, save one: the proposal for a joint copyright. There was some discussion among Board members involved in preparation of chapters about page length requirements and commentaries received. It was noted that Bob Brennan had not yet provided his comments to authors, and that his would be the definitive ones to follow in making revisions.

President Crocker expressed satisfaction that the NCME dues increase had been approved by a seven to one margin in an election by the membership. She also acknowledged the work of the nominating and election committees and central office staff in creating a strong slate of candidates and conducting a problem-free election.

President Crocker announced that she had, with concurrence of the Board, appointed David Miller as the new Website editor. She indicated that an NCME representative was to be appointed to the JCTP board, and said she would speak with Greg Cizek about taking this responsibility. In discussion of remuneration for such activities it was noted that NCME provided expenses to enable its representatives to attend one annual conference for meetings other than those held at the NCME Annual Meeting.

## REPORT ON TRAINING SESSIONS AT ANNUAL MEETING

Kim Seock-Ho reported that the final program included four training sessions. Seven had been accepted, but three were cancelled because of very low attendance. A variety of explanations for the low subscriptions to some sessions were offered. It was noted that the sessions have to be self-supporting, so prices realistically cannot be reduced. Gerald Sroufe observed that AERA also had to cancel some training sessions also, and that some experienced a last minute surge of enrollments that was unanticipated. He said that AERA felt it needed to provide more information--more prominently and earlier--about the training program opportunities. Members of the Board expressed their enthusiasm for the quality of the sessions that had been designed, and their appreciation for the work of Kim Seock-Ho. Allan Cohen has accepted responsibility for developing training sessions for the 2004 annual meeting.

## PUBLICATIONS COMMITTEE REPORT

Rebecca Zwick's committee was to meet on Thursday. She and Doug Becker informed the Board about a number of publications issues. They noted that Del Harnisch will continue to be responsible for the NCME Website until July 1 and should be recognized at the 2004 annual breakfast meeting. A search has begun for a new editor for the Journal of Educational Measurement: Barbara Dobb is currently serving, but a new chair needs to be appointed by January 2004 to provide for a transition; the new editor will begin in January 2005.

Doug Becker intends to make three appointments to the publications committee: Jon Twing, Tim Vancle, and Greg Cizek. He indicated that a graduate student representative was yet to be appointed. Two issues arose regarding the appointments. One was regarding whether Greg Cizek was to be appointed to the publications committee or representative to JCTP. President Crocker was to speak with Cizek about his preferences. Rebecca Zwick noted the ambiguity in the procedures handbook about the role of the director of the publications committee and the means for counting members. Publications is the only Board of Directors area that has only one committee, and the Board member serves as chair of the committee. The question: Does the chair then count as one of six committee members? The issue deferred to the October meeting of the Board of Directors.

The Board voted to have Doug Becker or his designee prepare text to update the call for nomination for the JEM editor and to have the announcement carried in the next issue of EM:IP, as well as being placed on the NCME website. The nominations received will be considered at the October meeting of the Board.

There was a humorous discussion of a recent cover of JEM that was printed without any graphics. LeAnn Gamache observed that the missing logo was essential to the identity of the organization. The Board queried whether there was a final review of journals before going to the publisher, and if it would be possible to secure a rebate from the publisher. Gerald Sroufe said he thought it would be possible to report back by the Thursday meeting, or following the NCME annual meeting. It was suggested that the schedule of

due dates for NCME publications be provided to the NCME board members, as well as a yearly timeline for when announcements are need for publication in EM:IP. Sroufe observed that it might be good to place them on the Website as well

## FINANCIAL REPORT

The NCME Board accepted the auditor's report for FY 2002. The 2003-4 budget was approved for presentation to the membership at the annual breakfast meeting.

President Crocker observed that NCME was currently operating with a deficit annual budget and suggested that every president undertake a significant fund-raising agenda. Crocker's fund raising items will be the CD ROM project and the 4<sup>th</sup> edition of Educational Measurement, both of which are expected to generate revenue. Sharif Shakrani requested that a substantial portion of the October Board meeting be devoted to a discussion of increasing revenues and decreasing expenses, as the current budget was likely to produce a deficit of at least \$25,000. His proposal was endorsed enthusiastically by the NCME Board.

Richard Sawyer reported on a membership development initiative involving a targeted mailing. Sroufe announced that 20 new NCME members had resulted from the targeted mailing and President Crocker commended Sawyer for his persistence in getting all the pieces together and implementing to plan below budget. There was discussion of similar membership development opportunities: (1) replicate the mailing to attendees at the CCSSO's meeting; targeting NAEP state coordinators (Susan Triplett was noted as a potential liaison with this group); the Association of Test Publishers; and the state and local district administrators responsible for NCLB. It was suggested that such activities could be undertaken by the recruitment committee.

## NCME 2003 ANNUAL MEETING

Linda Cook and Dan Eigner, program chairs of the 2003 meeting, provided an overview to supplement their written report. President Crocker announced that Dan had agreed to serve as a member of the 2004 program committee meeting to provide the institutional memory that has been absent in the past. Eigner mentioned several issues regarding the program planning work: (1) the overall support required, often provided by the home institution of the program chair; (2) conflict resolution delays and other aspects of integration with the AERA program; (3) the over-involvement of a few presenters, which made conflict resolution even more difficult; and (4) the by-hand system of actually organizing the sessions. Eigner has agreed to prepare an article about the annual meeting for the NCME newsletter and the Board encouraged him to call attention to the problem of individuals with multiple submissions. It was suggested that a standardized form for the Annual Meeting Report be developed and used. The report would include information from 3-5 years to allow for the examination of changes over time.

## NCME Awards

There was a general discussion of the procedures for announcing, nominating and selecting awardees. The NCME Board is seeking ways to enhance its awards program.

Among the ideas discussed were: (1) having a two-page spread in EM:IP announcing all awards, due dates, committee members, and previous winners; (2) extending award committee terms to two or three years rather than one; (3) creating designated committee positions to assure representation on other NCME committees. Sroufe mentioned that AERA was also concerned about the generally passive approach of its award committees and thought some of the NCME ideas might be useful to AERA as well. AERA did develop a booklet for the awards presentation at this annual meeting that called attention to the awards and committees.

#### APPRECIATION.

The Board expressed appreciation to the three members whose terms have expired. President H.D. Hoover, and Board members LeAnn Gamache and Rebecca Zwick.

## **Thursday Meeting, April 24**

#### Attending:

Suzanne Lane, President; John Frisbie, Vice-president; Linda Crocker, past-President; and directors: Douglas Becker; Wayne Camara; Duncan MacQuarrie; Mark Reckase; and Sharif Shakrani. Also attending, Gerald Sroufe, NCME Central Office Liaison, Attending for portions of the meeting: Ron Deitel, James Fisher, Felice Levine. Don Yarbrough.

#### JOINT COMMITTEE.

Don Yarbrough distributed a report of his activities as NCME representative to JCSEE. He indicated that he was willing to continue to serve as NCME representative and that he thought there was some value in maintaining continuity.

#### FINANCE.

The draft budget for 2004 was adopted. A financial report will be provided at the October meeting to assist in monitoring the financial status of the organization and its revenue and expense trajectories. . The decision to appoint an auditor for 2003 was deferred until October to provide AERA time to determine whether or not to make a change in the hopes of gaining more information from the audit than has been provided recently.

#### AREA ASSIGNMENTS.

New Board members were assigned to areas (committees): Jeri Benson was assigned to Outreach; Duncan MacQuarrie was assigned to Standards.

#### OUTREACH AND PARTNERSHIP COMMITTEE

Ron Deitel, chair of the outreach and partnership committee elaborated on his written report seeking clarification from the Board about the intended role of the committee. Among the issues raised by members of his committee were: (1) goals of outreach

committee; (2) distinction from goals of membership; (3) intent of Board regarding operating procedures of outreach; (4) budget. It was concluded that the committee should work with the strengths of Deitel and his committee members in developing strategies to (1) inform carefully selected other organizations about NCME and, (2) to develop relationships with selective organizations. The committee was requested to develop a two-year plan for the Board's consideration that would involve work with three organizations in providing information and establishing relationships. Among those organizations suggested were: AASA; NCSL; NASSP.

#### RECRUITMENT COMMITTEE

It was reported that the current chair was ill and, consequently, leadership had been a problem in recent months. Board members noted that the career brochure provided by the committee was the same as received and edited by the Board a year ago – none of the requested modifications have been made. The Board's previous feedback was to be provided to Thanos Petelles for incorporation into the draft. President Lane said she would reconstruct the changes that had been suggested previously.

Biographical statements which have been gathered from leading education measurement specialists will be posted on the NCME Website with a cover letter prepared by Linda Crocker. It will be titled, "Careers in Education Measurement."

President Lane requested an update on the various projects as well as a timeline of the Recruitment Committee.

#### STANDARDS COMMITTEE

Sharif Shakrani called for rethinking of Board's decision to sunset the professional practices committee. He noted that the work of the standards committee is largely reactive, and argued that the times call for a more proactive approach that might best be facilitated by a professional practices committee. He gave an account of assessment problems in Chile, and pointed out that none of the 41 state employees hired with federal funds to help states with assessments had a measurement background. Wayne Camara observed that the problems raised by Shakrani were real and immediate, but thought that if the committee were to be reinstated consideration should be given to an alternative mission statement. He suggested that one activity might be to develop "white papers" on issues of professional practice, such as adequate yearly progress. Duncan MacQuarrie agreed with the need for NCME to address practice issues and suggested that it also might become involved in providing training within other associations. The Board passed a motion to create an ad hoc professional practices committee to address issues raised and also to propose a session for the 2004 annual meeting on professional practices.

#### PUBLICATIONS COMMITTEE

Doug Becker stated that the announcement seeking a new editor of JEM would appear in the next newsletter and would be a PDF file on the Website.

James Fisher, Input Solutions, provided a demonstration of the NCME CD ROM and answered questions from the Board. The CD was on display at the NCME booth and Fisher indicated that members seemed as enthusiastic as the Board members about its desirability. It was suggested that institutions would be especially interested in purchase, and that a check-off box might be placed on the NCME membership form. Questions were asked about possibility of plagiarism; potential for updating the material; and relationship to JSTOR. It was determined that the Board would give further consideration to the working with JSTOR for distribution of publications at its October meeting.

#### 2004 NCME ANNUAL MEETING

President Lane introduced the co-chairs of the 2004 program committee, Carol Parke and Susan Brookhart, both of Duquesne University, who led a discussion of the forthcoming program and their plans for immediate posting of information on the NCME Website. Rosemary Rynn will serve as coordinator.

Dan Eignor will update guidelines for program planning as is customary and will address issues such as room size. Rooms were all very large in the 2003 program, and typically NCME has had one small, one medium and one large room. Other issues discussed included printing of the program, setting up the exhibit area, evaluation of individual sessions

#### DATE OF NEXT BOARD MEETING

It was determined that the October meeting of the NCME Board of Directors would be October 3 and 4 in Washington, DC...

