



Meeting Minutes
NCME Board Meeting: February 2-3, 2021
Via Zoom Call

Board Attendees: Ye Tong, Steve Sireci, Andrew Ho, Michael Walker, Howard Everson, Debbie Durrence, Sharyn Rosenberg, Ellen Forte, Derek Briggs
Guests: Rosemary Reshetar, Chair- Budget & Finance Committee
Staff Attendees: Ethan Gray, Erin O’Leary

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> • Meeting was called to order at 11:04am eastern. • Tong welcomed attendees and reviewed action items from the October board meeting. • Board reviewed October meeting minutes; no edits. • Board reviewed agenda. SIGIMIE reports will be discussed during day 2. 	
2021 Annual Conference <i>(Susan Davis-Becker, Leslie Keng, conference co-chairs, and Sarah Quesen, training workshop chair, join as guests)</i>	<ul style="list-style-type: none"> • Board report reviewed. • Announcement to go entirely virtual has been made public. • Program chairs recapped submitted proposals; 92% acceptance rate. • Staff is scheduling demos of virtual delivery platforms (Pathable, vFairs); considerations will include content-delivery, networking, and sponsor/exhibitor engagement opportunities. • Board and program chairs discussed branded items to drive engagement and/or provide a registration incentive. • Virtual Yoga and Fun Run logistics are in process. • Registration will launch pending final decisions on all registration ‘products’ (branded items, yoga, fun run etc.) • Board discussed the need to optimize the learning experience for training sessions given their duration. 	<p>ACTION: Staff to develop promo language to advertise 2021 conference + NCME membership during COVID webinar series.</p> <p>ACTION: Program Chairs, Staff to determine plans for mailed items to 2021 conference attendees (giveaway, purchased, sponsored)</p> <p>ACTION: Staff to develop a process for calendar invites to be sent to 2021 conference attendees as they register</p> <p>ACTION: Quesen, Staff to convene training session faculty to discuss optimizing the learning experience for attendees (combination of synchronous + asynchronous content?)</p>

<p>President’s Report</p>	<ul style="list-style-type: none"> • COVID Webinar Series: <ul style="list-style-type: none"> ○ Tong recapped sessions and attendance to date. ○ Non-member attendees will be approached to join NCME. • Standards Management Committee <ul style="list-style-type: none"> ○ Tong reviewed joint committee member responsibilities; an open call will be sent to determine NCME’s next representative. • Women in Measurement, Inc. <ul style="list-style-type: none"> ○ Tong reviewed the organization’s purpose. ○ Tong, Forte disclose that they both serve as board members ○ Organization is just getting off the ground and is seeking support. ○ Board discussed collaborative opportunities; deferred decisions to day 2 of the board meeting. 	
<p>Nominations/Elections Update</p>	<ul style="list-style-type: none"> • Sireci reviewed submitted report and recapped vote count procedures with staff. • Board discussed ways to drive more participation—candidate townhalls, pre-recorded statements, etc. • Board discussed the need for an ‘abstain’ option for members who do not feel informed enough to select a candidate. 	
<p>Finance Update</p> <p><i>Marc Kroopnick, Budget & Finance Committee Member, joins as guest.</i></p>	<ul style="list-style-type: none"> • Reshetar, Gray reviewed preliminary 2020 year-end statements: <ul style="list-style-type: none"> ○ Cash position is similar to 2019 year-end. ○ Investment balances have crested over \$2M; over 188k of growth during 2020. ○ 2020 ended in an operating surplus largely based on minimal conference-related expenses, retention of conference sponsorship revenue and steady membership revenue • Reshetar, Gray reviewed revised 2021 budget: <ul style="list-style-type: none"> ○ Expenses associated with in-person conference eliminated. 	<p>ACTION: Staff to develop a process for online gift memberships.</p>

	<ul style="list-style-type: none"> • Conference registration revenue now reflects modest virtual attendance only. • Some additional conference-related variability based on pending logistical decisions. • In-person board meeting expectations now projected at a 2-meeting maximum. 	
<p>Awards Update</p>	<ul style="list-style-type: none"> • Walker reviewed submitted board reports, recapped nomination processes and submissions to date. • Recipients to be selected by February 22nd; winners notified by March 6th. 	<p>ACTION: Staff to ensure we have a process for board acknowledgement and award winner plaques to be delivered in coordination with 2021 virtual conference schedule.</p> <p>ACTION: Tong to contact Arizona Community Foundation to find contact information for Scott Hanson.</p>
<p>Informing Assessment Policy Committee</p>	<ul style="list-style-type: none"> • Ho reviewed submitted report. • Board considered how to best manage potential media inquiries: <ul style="list-style-type: none"> ○ Showcasing NCME’s organizational sphere of influence ○ Identifying individual subject matter experts ○ Making appropriate statements/speaking on behalf of NCME 	<p>ACTION: Ho, Committee to develop a process for managing media inquiries (outlining NCME expertise, identifying SMEs, process for connecting individuals to media contacts).</p>
<p>Membership Committee</p>	<ul style="list-style-type: none"> • Briggs reviewed submitted report. • Board discussed overall purpose and recent activity. Discussed opportunities for more continuity and innovation within the online member spotlight and mentorship initiatives. • Gray reviewed 2020 year-end stats: <ul style="list-style-type: none"> ○ Recovered members after initial COVID valley; retention and acquisition stemming from free webinar content and student hardship considerations. ○ 3.5% total member growth since December 2019. • 2021 membership renewals are in process; will continue to send notices through Q1. 	<p>ACTION: Exec Committee to review purpose/charges of NCME committees (start with Membership) as they relate to strategic goals; consider convening all chairs to discuss priority objectives.</p>

Handbook Updates	<ul style="list-style-type: none"> • Briggs reviewed edits to date in the Governance Handbook with focus on committee operations. • Board discussed process for appointing new journal editors given the importance of the roles and desire to ensure a codified approach across all publications. 	<p>ACTION: All board members invited to review Google doc Handbook; suggest edits to relevant sections</p> <p>ACTION: Everson to review and suggest updates to written procedures for nominating and approving new journal editors</p>
-------------------------	--	--

~Meeting Suspended at 4:57pm~

February 3rd

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> • Meeting reconvened at 11:03am eastern. • Tong reviewed agenda topics and recapped day 1 discussions. • Board revisited nomination and election processes. • Board revisited Women in Measurement collaboration opportunities (<i>Tong and Forte recuse themselves from this portion of the meeting due to their roles as board members for Women in Measurement, Inc.</i>) 	<p>MOTION: Briggs, Ho move to formally add 'abstain' selections to the NCME election ballot. Motion carries unanimously.</p> <p>MOTION: Briggs, Sireci move to offer future board candidates the opportunity to record a video statement for their candidacy Motion carries unanimously.</p> <p>MOTION: Sireci, Everson move to support Women In Measurement at \$1,500 level in 2021; motion fails. (<i>Tong, Forte in absentia</i>)</p> <p>MOTION: Briggs, Ho move to support Women in Measurement at the \$6,000 level in 2021; motion carries unanimously. (<i>Tong, Forte in absentia</i>)</p>
Diversity Committee	<ul style="list-style-type: none"> • Walker reviewed submitted report; discussed need to connect Diversity and Membership Committee Chairs to better match mentors and mentees. • Board discussed committee plans to hold an annual conference reception despite in-person activities being eliminated. 	<p>MOTION: Sireci, Rosenberg move to approve conference reception funding to support virtual networking; motion carries unanimously.</p> <p>ACTION: Staff to ensure visibility for pipeline scholarships in future conference proposal calls.</p>

<p>Executive Director Task Force</p>	<ul style="list-style-type: none"> • Sireci reviewed submitted report. • Board discussed evolving job description and employment models. 	<p>ACTION: Task force to determine cost estimates for employing an Executive Director under different employment models (NCME-employed, TMG-employed, Temp Agency-employed)</p>
<p>Outreach and Partnership Committee</p>	<ul style="list-style-type: none"> • Forte reviewed submitted report; meeting with chair on 2/19. • Forte will inform committee on collaborative efforts with Women in Measurement Inc., ask them to brainstorm on other collaborative opportunities. 	
<p>Classroom Assessment Task Force</p>	<ul style="list-style-type: none"> • Durrence reviewed submitted report: <ul style="list-style-type: none"> ○ FACT website development. ○ Planning for 2021 conference with Virginia hosts in process; will need to determine approach to in-person, hybrid, or virtual content. • Board discussed having a dedicated ‘classroom assessment’ seat on the NCME board; more discussion required. • Board revisited CATF conversion to a standing NCME Committee. • Board members formally acknowledge the efforts and accomplishments of the CATF and Debbie Durrence’s leadership as liaison. 	<p>ACTION: Staff to coordinate virtual delivery platform discussions between NCME annual conference and Classroom Assessment groups; determine any economies of scale that could be leveraged.</p> <p>ACTION: Briggs to Circulate Boulder Classroom Assessment Conference summary report for reference.</p> <p>MOTION: Tong, Durrence move to establish a Classroom Assessment Committee under the terms outlined in the submitted board report; motion carries unanimously.</p>
<p>Standards and Test Use Committee</p>	<ul style="list-style-type: none"> • Forte reviewed submitted report. • Board discussed open comment period for NCCA standard revisions; comments due March 1st, 2021. 	<p>ACTION: Committee to review proposed revisions to NCCA Standards for the Accreditation of Cert Programs; submit during open comment period if applicable.</p>
<p>Archive Committee</p>	<ul style="list-style-type: none"> • Committee on hiatus; no activity to report. 	

<p>Graduate Student Issues Committee</p>	<ul style="list-style-type: none"> • Sireci reviewed submitted report. • Board discussed budget request for summer book club. 	<p>ACTION: Committee to articulate cost estimates for summer book club proposal; submit to NCME Exec Committee for consideration.</p>
<p>Publications Committee</p>	<ul style="list-style-type: none"> • Everson reviewed submitted report: <ul style="list-style-type: none"> ○ JEM submissions are down; could be a COVID correlation. ○ CEJEME—first issue published in December. ○ EM:5 work is behind schedule. Editors have requested delivery date be pushed back 1 year to spring 2023. • Board discussed the need for a strategic analysis of online content channels (NCME.org, Journal sites, ITEMS, YouTube etc.); more discussion required. 	<p>ACTION: Everson to communicate need for CEJEME Editors to contribute to quarterly Publications Committee board reports.</p> <p>ACTION: Staff Determine if Wiley can facilitate online comment/dialogue features for EM:IP, JEM.</p>
<p>Website Committee</p>	<ul style="list-style-type: none"> • Rosenberg reviewed submitted report. • Staff has taken on recent additions (FACT, CATF pages); some update requests continue to be sent directly to volunteers. • New chair (Erin Banjanovic) has been integrated into the volunteer team. 	
<p>Mission Fund Committee</p>	<ul style="list-style-type: none"> • Tong reviewed submitted report. • Fundraising initiatives are on hold due to current economic climate. 	
<p>Joint Committee on Standards for Educational Evaluation</p>	<ul style="list-style-type: none"> • Tong reviewed submitted report. • NCME will continue to support JCSEE annual dues (\$300). 	
<p>SIGIMIE Reports</p>	<ul style="list-style-type: none"> • Sireci revisited recently established SIGIMIE guidelines and recapped an “all-chair” call from November 2020. • Sireci discussed socializing reports among all chairs. • Board discussed pending proposals for SIGIMIE’s to use their \$1,000 stipends in 2021. 	<p>ACTION: Sireci to ask SIGIMIE Chairs if they are comfortable with recent board reports being circulated to showcase activities.</p> <p>ACTION: Sireci to provide guidance/examples to SIGIMIES on how they could spend stipends.</p>

	<ul style="list-style-type: none"> • Board discuss the need for dedicated SIGIMIE real-estate on NCME.org; similar to global committee landing page with customized interior pages. • Board discussed need for a global events calendar for membership engagement (SIGIMIE, Committee activities etc.) • Board reviewed individual SIGIMIE reports. Specific highlights: <ul style="list-style-type: none"> ○ Diagnostic Measurement—discussed coordinated session slotted during 2021 annual conference. ○ SALAL—discussed potential need to split state and district constituencies. More discussion required. 	<p>ACTION: Staff to develop template for SIGIMIE landing pages.</p> <p>ACTION: Staff to create a Google calendar to be populated by volunteers and staff.</p> <p>ACTION: Everson to solicit a formal proposal from Diagnostic Measurement SIGIMIE for Laine Bradshaw presentation during NCME 2021 conference</p>
Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 5:02pm eastern. 	