



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

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

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

<b>Handbook Updates</b>	<ul style="list-style-type: none"> <li>• Briggs reviewed edits to date in the Governance Handbook with focus on committee operations.</li> <li>• Board discussed process for appointing new journal editors given the importance of the roles and desire to ensure a codified approach across all publications.</li> </ul>	<p><b>ACTION:</b> All board members invited to review Google doc Handbook; suggest edits to relevant sections</p> <p><b>ACTION:</b> Everson to review and suggest updates to written procedures for nominating and approving new journal editors</p>
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*~Meeting Suspended at 4:57pm~*

**February 3<sup>rd</sup>**

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

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

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

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