

Minutes  
NCME Board of Directors' Meeting  
October 7/8, 2002

Attending

Presidents Linda Crocker, Suzanne Lane (vice president), H.D. Hoover (past president); Directors LeAnn Gamache (second day), Mark Reckase, Sharif Shakrani, Rebecca Zwick, Wayne Camera (second day), and Douglas Becker. Also attending, AERA Executive Director, Felice Levine, Director of Publications, Linda Dziobek, and Gerald Sroufe, NCME Central Office Liaison.

Welcome and Announcements.

President Crocker welcomed members of the Board of Directors and AERA/NCME staff attending the meeting.

Approval of Minutes.

Minutes of the 4/1/02 meeting, and 4/4/02 meeting, had been circulated electronically shortly after the NCME Annual Meeting. The printed copy was reviewed and approved following minor editing.

President's Report.

Linda Crocker noted that she and other directors had encountered difficulty in knowing the members of their committees and their exact terms. She advocated that terms be stated in terms of the year of expiration. Also, she called on directors to provide her with complete, current, and accurate lists of all members by November 1 so they could be included in the updated handbook and membership rosters.

Membership Involvement. It was reported that 130 membership involvement forms had been turned in at the NCME breakfast meeting, and that 118 individuals had volunteered to serve in a variety of capacities.

Annual Meeting. It was reported that 203 papers had been submitted, 38 symposia have been proposed, and 8 training sessions were approved. AERA staff indicated that space would be provided for training sessions already approved. There was discussion of having electronic submission and processing of ballots in the future. It was concluded that the topic should be considered further at the April meeting of the Board and that specific issues to be addressed include an estimate of the cost; consideration of unique aspects of NCME proposals that might make electronic processing difficult; and anticipated impact on submissions. The recent experiences of AERA with electronic processing should be instructive in this discussion. Suzanne Lane volunteered to take the lead in providing information and facilitating this discussion in April.

Elections. A slate of candidates has been provided by the NCME nominating committee (Michael Kolen, chair; John Fremer; Kris Waltman) and the Central Office will mail ballots to all members in time for tabulation prior to the Annual Meeting in April. In addition, a tellers committee has been appointed to count and certify the election: James

Carlson, chair; Vinetta Jones, and Ramsey Selden. Central Office will arrange for them to meet and count the ballots. During discussion of the election process the Board was reminded that nominees for vice president need not have served on the Board prior to nomination.

The idea of expanding the Board to reduce the workload on those willing to serve was considered. Doug Becker suggested that a “secretary” might be included along the lines of APA. Felice Levine observed that the Board did represent a relatively small work group with significant responsibilities. No decision about increasing the size of the board was made at this meeting.

#### Executive Director’s Report

**Membership.** Felice Levine reported on the general difficulty of providing accurate and timely reports with the present membership database system and procedures. She indicated that AERA would be addressing this issue in a fundamental way in the next months. However, it was clear that there has been little growth in NCME and that this had an impact on the resources available to the association. She encouraged the Board to pursue its efforts with regard to marketing the association.

**Subscriptions.** Rates are to be increased from present low level, but additional marketing also is required. The discussion included the need to get specific information on the libraries now subscribing to NCME publications and to exploration of new markets that might be generated by the requirements or recent legislation such as No Child Left Behind. The Central Office will develop a list of libraries presently subscribing to NCME publications as a marketing tool.

**Financial:** It was noted that NCME reserves are in bonds rather than stocks, so there has been a relatively small decline in reserves. At issue, however, is the current budget which reflects an \$80,000 deficit for FY 2003. Following this discussion the Board determined to raise the prices of a number of items and to reduce some proposed expenditures, and to return to consideration of the budget on the second day of the meeting.

It was noted that the administrative fee due to AERA was booked each year, but not always paid, which resulted in an incurred debt.

#### Publications Area

Steve Ferrara was appointed as editor of EM:IP. President Crocker will notify other candidates of the Board’s decision. Appreciation was offered to Doug Becker for his service as newsletter editor.

Webpage postings are to go to Brad Hanson. A discussion about how best to provide answers to questions about NCME was resolved by suggesting that a site for inquiries be created on the NCME Webpage.

There was discussion of using polybags to protect publications through mailing. The Board determined not to do so at this time, and requested that President Crocker explore the cost of using paper sleeves, which were regarded as more desirable for environmental reasons.

Discussion of the feasibility of production of a word-searchable CD-ROM of JEM resulted in a decision to proceed with such a project so long as the cost was less than \$10,000. It was assumed that this would be a revenue-producing project, and Board members were encouraged to provide the central office with a list of institutions likely to be interested in purchase of such a CD. Simultaneously, the Board determined to make JEM available through JSTOR. It was anticipated that this would provide increased subscriptions and memberships. A “firewall” of publication-date currency would be provided to preserve value of subscribing to journals directly.

The Board discussed the desirability of entering into a contract with Greenwood Publishers and ACE to produce a forth edition of Education Measurement. The Board expressed enthusiasm for the project and with regard to the news that Bob Breenan has agreed to serve as editor. A meeting among the parties to be involved, NCME, publisher, and editors, has been planned for late October. The Board discussed some modifications it would prefer to see in the proposed contract, and requested that President Crocker work with other parties to negotiate on behalf of NCME, and to sign a contract for the work when satisfied with the provisions of the contract. Contractual items to be reviewed included: the number of complementary copies to NCME (it is anticipated that there will be 29 authors); opportunity of NCME to purchase for resale; sales promotion efforts envisioned; possibility of attaining joint copyright; academic review of copy prior to publication; and evidence of NCME prominently displayed on the cover of the publication. It is anticipated that the publication will produce revenue for NCME, as well as making a substantial contribution to the field. (It was observed that the 3<sup>rd</sup> edition was soon to be released in paperback for \$69.95.)

#### Standards Area.

The Board considered a request from the Joint Committee on Testing Practice to endorse the Code of Fair Testing. The Board agreed to be listed among the agencies endorsing the Code. The Board considered also a request from JCTP to endorse development of a casebook related to the recently revised edition of the *Standards for Educational and Psychological Testing*. The Board determined to take no action with regard to this request.

Stimulated by discussion of the endorsement of the Code and consideration of the casebook, the Board placed consideration of NCME’s endorsement policies on its January agenda. Central office is to provide board members with extracts from previous minutes related to adoption of policy and its formulation.

#### Recruitment.

Richard Sawyer was authorized to spend as much as \$800 to secure labels and do recruitment mailing related to a conference hosted by the CCSSO, as discussed at the preceding Board meeting.

There was considerable discussion of the ongoing program to create and disseminate biographies of education measurement leaders for purposes of building the field and recruitment. Concerns were raised about competing efforts by ETS and the length of time already devoted to completion of the project, partly due to modifications requested by the Board. The decision of the Board was that the project should proceed immediately, according to specific guidelines of number of statements (4); length (one page) and format (compatible), and that the biographical statements should be placed on the NCME Webpage. President Crocker will prepare an introductory statement.

The Board requested that the Membership Committee provide a proposal for conducting a survey of university-based graduate measurement programs. The proposal should deal with modest costs anticipated, timeline, procedures (including contact with groups doing similar surveys). It was suggested that the results of the survey be viewed as a potential article for NCME publications. It was suggested, that if events move as planned, that the committee be invited to meet with the Board during its day-one meeting at the Annual Meeting in Chicago.

The committee was requested, also, to develop a draft of a “lapsed member” survey that could be considered by the Board at its April meeting.

Other recruitment suggestions, such as attending other professional association meetings, were not recommended.

The April meeting will provide the occasion of the first award of the Millman award. The Board authorized a travel subsidy of up to \$1000 to encourage Meridith Millman to attend the ceremony.

#### Updating Policy Manual

The NCME Policy Manual is comprehensive but in need of revision. The current issue is dated 2001-2002. It omits some recent phenomena such as the Website policies, it is not up-to-date regarding committee members and terms, and it needs to reflect changes in the committee structures. Ideally, it should be placed on the Web for all members to review. Suzanne Lane agreed to chair a committee of the three presidents to update the guide and consider modifications, such as breaking it into two documents (one which would be “permanent” and one which would be modified annually, such as committee rosters). The current Website publishing policy is to be distributed to members of the Board by Rebecca Zwick.

### Committee Revisions

The Board conducted a review of all committees and discussed their continued viability – some have achieved their objectives, others regarded as having been overcome by events. The Board eliminated three committees: (1) Education Testing Legislation and Policy Analysis; (2) Professional Practices; (3) Fellowship. The Board determined that the activities of the Classroom Assessment and Awards Committee would be suspended for the year and that no awards would be made at the Annual Meeting in Chicago. In addition, the Board revised the mission of the Outreach and Partnership Committee to include identification of organizations for potential with collaboration and to advise the Board of them; preparing descriptions of complementary organizations for the NCME newsletter; developing and maintaining information on these organizations. Mark Reckase is to propose mission wording and a title for the restructured committee for the Board's consideration.

Following the discussion of the reformulation of the mission of the Outreach and Partnership Committee, Suzanne Lane volunteered to develop a list of upcoming meetings of groups for review by the Board and subsequent inclusion on the Webpage.

The Recruitment Committee is to be asked to confer with Graduate Students Committee about strategies for recruiting other graduate students to NCME membership. The Minority Committee name will be changed to "Diversity Issues and Testing" and its charge will be revised to reflect the change and will include a phrase such as "recruiting a diverse and inclusive membership for NCME."

The International Committee will be requested to bring a proposal for a revised charge to the April meeting of the Board.

### Budget revisions

The Board approved budget revisions which served to reduce the planned deficit by nearly half. Among the changes adopted:

An increase in the NCME breakfast by five dollars to \$20 per person; determined to allow the student fee to remain at the same level; and to provide a notice in the newsletter about the reason for the changes.

Publication prices for NCME journal subscriptions were increased, some expenses were reduced. Subscriptions to institutions were increased as follows: JEM to \$110; EM:IP to \$65.

The Board determined that the NCME Executive Committee should consider the feasibility and desirability of a dues increase to be included with the January mailing of the NCME ballots. The increase proposed would be from \$45 to \$60 per regular member. (An increase in the fee charged for attendance at the Annual Meeting had been approved previously.)

Appreciation.

The Board of Directors expressed appreciation for the service of LeAnn Gamache and Rebecca Zwick for service to the association over the past three years, terms of both will conclude at the April meeting.