NCME Board Meeting Minutes
April 16, 2018
Westin New York Times Square
New York, NY

In attendance:

Officers & Board Members

- Rebecca Zwick, President
- Stephen Sireci, Vice President
- Randy Bennett, Past President
- Ye Tong, Board Member
- Andrew Ho, Board Member
- Debbie Durrence, Board Member

- Walter (Denny) Way, Board Member
- Rose McCallin, Board Member
- Derek Briggs, Board Member

Guests

Committee Chairs & Staff Members

- Elizabeth Franks, Executive Director
- Rosemary Reshetar, Budget & Finance Chair
- Matt Gaertner, Website Committee Co – Chair
- Charles DePascale, 2018 Program Chair
- Emily Shaw, 2019 Program Chair
- James Roberts, 2019 Training and Professional Development Chair
- Ellen Forte, Communications Award Committee Chair

Via Telephone:

- Brian Leventhal, Website Committee Co-Chair

Welcome
R. Zwick called the meeting to order and welcomed new Directors, new Vice President, and new Chair of the Budget and Finance Committee.

It was noted that Rosemary Reshetar has to have access to the Board only site to access Board documents. Staff will set this up and notify her accordingly.

2018-2019 Priorities and Meeting Dates
R. Zwick reviewed the priorities and meeting dates included in the Board books:

- July 16-17, 2018 in San Francisco – Fernley is working on a contract at the JW Marriott in

Union Square. Details will be sent shortly.
- October 10 - 11, 2018 in Lawrence, Kansas (Classroom Assessment Conference)
- January 28-29, 2019 in Washington, DC - (planned in conjunction with the 2019 Policy Seminar)
- April 5, 2019 in Toronto, Ontario, Canada (current Board, in conjunction with Annual Meeting)
- April 8, 2019 in Toronto, Ontario, Canada (new Board, in conjunction with Annual Meeting)

The Board voiced support for President R. Zwick's focus for the coming year and theme for the 2019 Conference – Communicating with the Public about Educational Measurement.   Some suggested speakers and topics for the 2019 meetings:

- Henry Potts on Visualization
- Hadley Wickham on Visualization
- John White, Louisiana State Superintendent of Education
- Panel presentations, including people who took tests
- Ask students their top questions about testing
- Identify the top three criticisms and address the debates of the day in the policy and communications arena
- Exploring the downside of testing

It was also suggested to promote the plans for the theme with the press. NCME does not currently have a press distribution list. Some potential starting points:

- Holly Kurtz, Director, Education Week Research Center
- AERA press list
- Education writers for New York Times, Washington Post
- Invitation list for the 2018 Policy Seminar

ACTION: Ye Tong as Liaison for the Outreach and Partnership Committee to ask that committee to help develop a press list.

Journal Contracts
Many Board members are not familiar with the terms of the Wiley and other contracts, due to a non disclosure clause with the publisher. Some of the contracts may be auto renewal.

Staff will post the contracts in the Board only section of the website. Board members should sign confidentially documents as part of Board service. Staff will distribute these for Board signature. Committee Chairs may be asked to sign on a case by case basis.

There was a suggestion that NCME consider adding a Legal Committee, but it was also agreed that legal documents should be reviewed by an attorney for NCME. No decision was made.

Annual Meeting – 2018 Review and 2019 Discussion
2018 Program Chair Charles DePascale, 2019 Program Chair Emily Shaw, and 2019 Training and Development Chair James Roberts joined the meeting as guests.   They discussed the annual meeting program with the Board:

Meeting Program:
- The 2018 Program Chairs shared a helpful report on their experience. This and information from previous Chairs should be shared and available for all future Chairs.
- The Meeting Program content was excellent. It reflected a tremendous amount of work and attention from the Chairs.
- Need to carefully manage the conflict resolution process with AERA; not all conflicts identified were actual conflicts, but clarifying this delayed the process.
- Need to get program finalized and announced earlier for speakers and attendees.
- The mobile app was not as useful as in previous years; needs to improve for 2019.
- Consider outreach discussions between AERA Program Chairs and NCME Program Chairs.
- Maintain ongoing coordination with Division D.

MOTION: A motion to offer the printed program for registrants upon request, was made, seconded, and unanimously approved.

MOTION: A motion to include, through 2023, discussants in individual paper sessions who will also be chairs for the sessions, was made, seconded, and unanimously approved.

NCME will use a new abstract submission and collection service for 2019, through their new website provider, Higher Logic. It is critical that this be up and running in compliance with NCME criteria by June. Web Development Committees is planning on that, but an alternate plan is advisable.

Training Sessions (ACTIONS)
- Need to establish a minimum number of attendees for Training Sessions.
- Make sure that presenters of Training Sessions which are webinars will also allow recording, so the webinars can be used later.
- Maintain the same (two day) schedule.
- Maintain current policy regarding handouts: presenters who want handouts copied and distributed for their sessions can ask headquarters to do so; headquarters staff should reach out in advance so that they can plan accordingly.

At this time S. Sireci announced the Program Chairs for the 2020 meeting:
- Thanos Patelis, Program Co-Chair
- Andrew Wiley, Program Co-Chair
- Ada Woo, Program Co-Chair
- Anita Rawls, Training and Professional Development Co-Chair
- Kim Colvin, Training and Professional Development Co-Chair

Communications Award
Communications Award Chair Ellen Forte joined the Board to discuss the new award to be presented for the first time in 2019. The criteria and plan for the award was approved by the Board and included in the Board packets. It was suggested to reach out to members who have connections to the media. Members and non-members of the NCME will be eligible. The call for nominations will go out the same time as other awards.

Classroom Assessment

Classroom Assessment Task Force Member and Standards and Test Use Chair Neal Kingston joined the Board and reported:

- The Task Force received five proposals for the 2019 Special Conference on Classroom Assessment.
- The Task Force will evaluate the proposals and make a proposal to the Board.
- They will evaluate the financial impact of each of the locations; costs need to be feasible and not dependent exclusively on sponsorship.

Standards and Test Use Committee

The Standards and Test Use Committee is seeking more members, and would like to include two graduate students, and a state agency representative.

ACTION: Staff will send the committee a list of NCME Student Members.

Diversity Issues and Testing Committee

The committee should consider expanding the scholarship program beyond the Annual Meeting, to include the Special Conference on Classroom Assessment and the Policy Seminar in Washington, DC.

Committee on Informing Assessment Policy and Practice

- Classroom Assessment Policy Statement is with Mark Wilson for review.
- Two papers – Test Security and Use of College Admissions Test for Unintended Purposes – are out for member comment through May 4.
- Another paper – Theories of Action for Testing Programs – will be posted and announced after the meeting.
- Member comments will be sent to authors and to the Committee on Informing Assessment Policy and Practice.

Website Development

Website Development Chair Matt Gaertner joined the Board. Co-Chair Brian Leventhal joined by phone. They updated the Board on the progress of vendor Higher Logic in developing the new website and abstract submission program:

- The committee was able to negotiate some cost reductions with Higher Logic and EConverse.
- The abstract submission system is on target to open on June. They understand the importance of some key requirements:
  - Good experience for the submitters' side
  - Preselected key words
  - Quick communications back and forth
  - Blended peer review

ACTION: The Board and Website Development committee should be ready with an alternate plan for proposal submission, in the event that the Higher Logic system is not ready and approved by late June 2019.

At this time the Board went into Executive Session and staff was excused.

Respectfully submitted,

Elizabeth B. Franks