

**National Council on Measurement in Education
Board of Directors Meeting Minutes
April 9, 2007
Chicago**

Members: Dan Eignor
James Impara
Anne Fitzpatrick
Terry Ackerman
Linda Cook
Judith Koenig
Leslie Lukin
Stephen Sireci
Hariharan Swaminathan

Staff: Bruce Wheeler

Guests: Todd Rogers
Larry Rudner
Mark Reckase
George Engelhard
Kris Waltman
David Frisbie
Marc Kroopnick
Cheryl Cardell
Greg Cizek
Mary Kennedy
Sue Brookhart
Jim Carlson
Alina von Davier
Jodi Casabianca
Heather Day

Call to Order

Dan Eignor called the meeting to order at 4:10 PM Central.

Introductions

Incoming Board members Todd Rogers, Larry Rudner and Mark Reckase were introduced. Guests present at the beginning of the meeting were also introduced and welcomed by Eignor.

Approval of November 2006 Minutes

It was noted that, under item 7 in the minutes, “CSSO” should be “CCSSO”.

Anne Fitzpatrick made a motion to approve the amended minutes. Leslie Lukin seconded the motion. The motion was passed.

Report from Wiley-Blackwell Publishing Company

Eignor introduced Heather Day, a marketing representative from Wiley-Blackwell Publishing Company, which publishes JEM and EM:IP. Wheeler distributed to the Board an executive summary of the annual report for these two journals that Wiley-Blackwell had prepared.

Larry Rudner asked if Wiley-Blackwell sold JEM and EM:IP subscriptions in a package or bundled with other journal subscriptions. Impara told the Board that the original contract with Blackwell stipulated that the two journals would be sold as a package; Heather Day confirmed that the two subscriptions are sold as a package.

The Board voiced some concern over the high cost of institutional subscriptions. Wheeler noted that individuals could join NCME and receive the journals at a rate much less than that of institutional subscriptions.

A question about who would receive gratis subscriptions was raised. Sireci was asked to discuss individuals/organizations to include in the gratis list with the Publications Committee and make a recommendation to the Board at its summer meeting.

Handbook of Teacher Evaluation

Mary Kennedy and Greg Cizek, the co-editors selected to develop the revision of the Handbook of Teacher Evaluation, were introduced and congratulated on their efforts to date on the planning of the Handbook.

Kennedy and Cizek reviewed with the Board an outline of proposed chapters for the handbook and some of their plans for reviewing the manuscripts submitted. These plans included a “Critical Friend” review, which involved asking authors to review each others’ chapters. Kennedy and Cizek described this as being comparable to a peer review. Friend/reviewers will be selected by Kennedy and Cizek, both of whom will also review submissions.

Kennedy and Cizek asked whether NCME had found a publisher for the handbook. Impara reported that Liz Brenkus of Corwin Press, had contacted him in August, 2005, to ask about updating the Handbook. Corwin Press is owned by Sage Publications, which published the previous edition of the handbook. Cizek and Kennedy asked whether or not a new publisher might be used. Wheeler said that contracts would generally prohibit bringing a revision of a book to another publisher.

To ensure that the editors received from the publisher the editorial support they needed, Fitzpatrick urged Cizek and Kennedy to be very specific about their editorial needs when the contract with Sage is negotiated.

Fitzpatrick suggested that authors be directed to write chapters of varying lengths, based on the content of the chapter. Koenig suggested that economists' approach to evaluation be included in the book. Steve Sireci said that he would like to see a chapter on the evaluation of teachers in higher education included in the handbook.

Cizek said that he and Kennedy would continue to meet and would work to incorporate comments from the Board and others. Cizek requested that one person be assigned liaison responsibilities so that he and Kennedy are not taking direction from multiple sources. Sireci was identified as the new liaison.

Terry Ackerman agreed to show Kennedy and Cizek's outline to the *ad hoc* task force he convened to select the editors of the new Handbook. This task force consists of Drew Gitomer, Judy Koenig, Karen Mitchell, Andy Porter, and Marie Thompson,

The Board thanked Cizek and Kennedy for their efforts.

Scholar One

Eignor said that the ScholarOne system was now operational, allowing manuscripts to be submitted to JEM and EM:IP online.

Sue Brookhart, Editor of EM:IP, said that she had seen an increase in submissions since the online system had been implemented. She reported that she had also decided to use the online system to handle resubmissions of manuscripts originally submitted on paper.

Brookhart said that 41 manuscripts had been submitted to her between 5/1/06 and 3/31/07. Of those, 12 were revisions and 29 were new manuscripts. The 12 revised manuscripts include 5 that were in the process of being reviewed. Decisions had been made about the remaining 7 ; these decisions were as follows:

- 5 (71%) were accepted or conditionally accepted pending minor changes,
- 1 (14%) were asked to revise/resubmit (again), and
- 1 (14%) were rejected.

The 29 new manuscripts include 7 in that were now in the review process. The decisions about the remaining 22 manuscripts were as follows :

- 5 (23%) were accepted or conditionally accepted pending minor changes,
- 12 (55%) were asked to revise/resubmit,
- 3 (14%) reject + 2 (9%) were returned unreviewed, producing a total of 5 (23%) rejected in some way.

Brookhart concluded by saying that two new manuscripts and one resubmitted manuscript had been received since April 1.

Jim Carlson, Editor of JEM, reported that he had also seen an increase in submissions since the online system was made available. He also noted that he was seeing an increase in submissions from

overseas. Although he reported that glitches have occurred, Carlson said that he was generally very pleased with the online system.

To explain to the Board how the ScholarOne system worked, Carlson gave a brief description of the steps involved in submitting a manuscript online.

Ad Hoc Website Task Force

George Engelhard, chair of the *ad hoc* Website Task Force, told the Board that his committee had met by phone, as noted in his report. He said that his committee believes that the website is the public face of NCME, and that it should be a resource for multiple audiences. Engelhard acknowledged the work of NCME Webmaster, David Miller.

Engelhard noted that a policy decision would be needed on the matter of posting on NCME's website links to other websites. He noted that it would be important to consider when deciding this policy whether including such links would imply an endorsement by NCME of the linked material.

Wheeler asked the Board for permission to move the current website content to a new platform that had been designed. The Board approved the request.

Impara suggested that Engelhard and his committee identify important policy issues related to the website for the Board and make some recommendations to the Board. Rudner suggested that the many "missions" of the website, such as outreach to potential members, be identified as part of the task force's charge.

Training and Development Committee

Cheryl Cardell, chair of the Training and Development Committee, reported that 12 pre-conference training sessions had been held. A total of 254 individuals had pre-registered for the sessions, and 21 individuals had registered on site. She said that evaluation forms were distributed to all session participants. Wheeler told the Board that Cardell had done a tremendous amount of work. The Board thanked Cardell for her efforts.

Use of Color in Journals

Terry Ackerman, chair of the Publications Committee, reported that he had received an inquiry about NCME's interest in publishing color graphics in JEM. Ackerman said that he had learned from Blackwell that printing in color would be cost-prohibitive. However, he was now exploring the option of printing the paper versions of the journals in black and white, but offering color graphics in the online versions of the journals. The Board indicated that this option was a good one and should be pursued.

ABCs of School Testing

Steve Sireci reported that in January, 2007, the Joint Committee on Testing Practices (JCTP) forwarded a description of their proposal to revise the Leadership Guide for the ABCs of School Testing and to develop a related PowerPoint presentation. The JCTP asked NCME to approve the proposal. Sireci said that the NCME Board reviewed the proposal and asked for clarification regarding scope and potential costs to NCME. The scope was clarified, and the JCTP indicated that

NCME would not be responsible for any cost related to producing and distributing the revised materials.

Sireci reported that the working group convened to develop the ABCs of School Testing materials will work remotely and primarily discuss issues via conference calls. He noted that Amy Schmidt and Kurt Geisinger are NCME's representatives to this working group.

In early March, the NCME Board approved the JCTP proposal (via e-mail). Sireci also outlined for the JCTP NCME's levels of approval, as described in the Policy and Practices Handbook.

Sireci said that the Publications Committee will keep the Board informed of progress on the revision of the ABCs of Testing.

Web-based Training Options

Impara asked for feedback from the Board on his report describing options for web-based training, often called webinars. To gauge NCME members' interest in webinars, Impara suggested that NCME could identify some external organizations that offer webinars and make these webinars available to NCME members at no cost. He cautioned the Board not to underestimate the potential of web-based education should the first sessions draw small audiences.

Consent Agenda

Impara made a motion to approve the reports submitted as part of the consent agenda; committees submitting written reports that required no Board discussion were Elections, Membership and Recruitment. Ackerman seconded the motion. The motion was passed.

Graduate Students Issues Committee (GSIC)

Marc Kroopnick, chair of the GSIC Committee, told the Board that a survey of graduate students had been developed for integration with the new NCME website. Judy Koenig worked closely with the GSIC on drafting the survey, and the final version was submitted for Board approval.

Kroopnick said that the survey would be sent to graduate students who had registered for the conference, as well as current members of NCME who are graduate students. It was suggested that demographic questions be added to the survey; this information will help to define the sample of respondents. Also it was suggested that respondents be asked how they learned of the survey. Eignor asked that Board members forward comments/suggestions to Kroopnick.

Budget and Finance Committee

David Frisbie, chair of the Budget and Finance Committee, said that Larry Rudner had completed his term on the Finance Committee and that Linda Hargrove would be joining the committee. Jerry Melican will be the new chair of the committee.

Frisbie reminded the Board that NCME was moving from a fiscal year of July 1 – June 30 to a fiscal year of January 1 – December 31. In order to accomplish this, a budget was needed for an interim

‘fiscal year’ of 6 months for the July 1-December 31, 2007 period. He referred the group to the previously submitted budget for this time period.

Fitzpatrick made a motion to accept the budget for the July 1 – December 31, 2007, period. Impara seconded the motion. The motion was passed.

Frisbie also showed the Board a first draft of the 2008 budget, which the Board will consider in the fall.

Impara encouraged the Board to consider whether or not NCME should continue to follow AERA in raising conference fees. He noted that it seemed likely that NCME would have higher costs for the 2008 annual meeting in New York City.

Frisbie referred the Board to the current draft of the Investment Policy. Sireci asked if NCME might consider socially responsible investments. Frisbie suggested that the current draft be approved, and that the matter of the types of investments be considered separately.

Impara made a motion to approve the Investment Policy. Sireci seconded the motion. The motion was passed.

Frisbie referred the Board to the “NCME Board of Director’s Conflict of Interest Policy,” explaining this was requested after NCME’s 2006 audit. Frisbie asked the members of the Board to review the policy and provide suggestions for revisions to him in the next month or so.

Frisbie referred the Board to the Records Retention Policy, which was also suggested by the auditor.

Sireci made a motion to approve the Record Retention Policy. Lukin seconded the motion. The motion was passed.

Wheeler asked that the Finance Committee consider two additional issues. He asked that a policy on spending authorities be drafted in order to clarify the spending authorities of the Executive Director, Finance Committee Chair, President, and Board of Directors for items that had not been budgeted. He also recommended that a Reserve Policy be developed to help inform future spending decisions.

Awards Area

Linda Cook discussed with the Board the current policy that prohibited giving an award to more than one person or entity. She noted that this policy had been established by the Board in the spring of 2005, so it was a new policy. She recommended that the policy remain in place for a few years before a further change was contemplated. The Board agreed.

Outreach Committee

Kris Waltman, chair of the Outreach Committee, reported that the activities of her committee had focused on the following: a) developing a proposal for surveying professional organizations about their measurement-related needs in order to identify the specific measurement topics that should be targeted for the website and/or other modes of dissemination, and b) brainstorming ways in which the

NCME website could be redesigned so that it can be used to disseminate information related to measurement topics in accordance with the Outreach mission.

Waltman referred the Board to her report, which listed organizations that NCME might contact to ascertain their interest in completing the survey. Board members suggested that some additions to her list, including the National Association of Testing Directors (NATD), the Educational Writers Association, and the Council of Greater City Schools.

Sireci complimented the committee on its work, which directly supported the long range planning discussions held during the fall of 2006. Waltman said that she would recommend to the new committee chair, Chad Buckendahl, a list of organizations that might be targeted. The Board directed the committee to move forward with the project, authorizing a budget of \$500.

The Board asked the Outreach Committee to identify new content for the NCME website that would appeal to individuals and organizations outside of NCME.

Waltman recommended that the size of the committee be increased, due to the anticipated increase in scope of work. Because of the difficulty in finding qualified volunteers, Impara suggested the consideration of alternative, creative ways to accomplish tasks, such as project-driven assignments or *ad hoc* committees. Impara also suggested the committee develop a timeline of activities that might coincide with related NCME activities, such as the seating of a website editorial board.

Adjourn

The discussion of the Strategic Plan was tabled until the next meeting. The meeting was adjourned at 7:15 PM.

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April 12, 2007
Chicago**

Members: Anne Fitzpatrick
Dan Eignor
Judith Koenig
Leslie Lukin
Stephen Sireci
Hariharan Swaminathan
Todd Rogers
Larry Rudner

Staff: Bruce Wheeler

Guests: David Frisbie
Tasha Beretvas
Jerry Melican
Karen Barton
Michael Jodoin
Mary Pitoniak
Jerry Srouffe
Robert Smith

1. Call to Order

Anne Fitzpatrick called the meeting to order at 4:05 PM Central and formally welcomed the new Board members.

2007 Annual Meeting Program Committee

Michael Jodoin, co-chair of the 2007 Annual Meeting Program Committee, referred the group to his written report, highlighting the fact that more papers had been submitted for the 2007 meeting than the 2006 meeting. He suggested adding a second poster session at future meetings, if space was available. Fitzpatrick congratulated and thanked the 2007 Program Committee co-chairs for their efforts on behalf of NCME.

Karen Barton, co-chair of the 2008 Annual Meeting Program Committee, asked the Board to recommend topics for the 2008 program. Eignor suggested that Barton's committee look into the issue of individuals serving as discussant for multiple presentations. He also noted that scheduling sessions at the annual meeting becomes much more complicated when there are a lot of individuals who have multiple presentations.

Because of the likely delays in obtaining scheduling information from AERA, Fitzpatrick reported that she expected that the 2008 annual meeting program would be developed based on preliminary information from AERA. She expected that resolving scheduling conflicts between NCME and AERA would be impossible. She noted that she and the co-chairs of the 2008 Annual Meeting Program were developing strategies for minimizing the impact of schedule conflicts on presenters, chairs and discussants participating in the 2008 Annual Meeting.

Standards Area

Eignor reported that the process of selecting co-chairs for the Joint Committee was taking longer than expected. He said that the Management Committee and the co-chairs would select the committee that will undertake the task of revising the Standards. Participating organizations will be asked to give feedback about revisions needed in the existing Standards; this feedback is needed by September, 2007. Eignor said that he has been talking with Doug Becker, chair of the Standards and Test Use Committee, about whom to ask for this feedback.

ANSI Technical Advisory Group (TAG)

Eignor said that the process of developing international standards is moving forward. NCME has committed to \$6,000 per year for each of the next three years in order to participate in a TAG being administered by the Association of Test Publishers. This involvement will allow NCME to participate in discussions about the development of international standards. Eignor said that NCME still has to identify a technical representative to the TAG.

Invitation from Morgan State University

Fitzpatrick described the request for NCME to provide a representative to an Advisory Committee being formed at Morgan State University to guide a new program in psychometrics being started at the university. She noted that this request provided NCME with an important opportunity to contribute to the field. Hearing no concerns about the request, Fitzpatrick asked the Board to send any nominees for the position to her.

Bylaws Revisions

Fitzpatrick asked the Board to review the bylaw revisions that the NCME membership will vote on in the fall of 2007, at the same time that they vote in the 2008 elections for new members of the NCME Board.

She reminded the Board that the bylaws revisions were undertaken because of the need to move to electronic balloting, a method of voting not clearly addressed in the current bylaws. She said most of the suggested changes were cosmetic. The Board thanked Fitzpatrick for her efforts; Fitzpatrick acknowledged the invaluable support she had received from David Frisbie and Jim Impara in developing the revisions.

Visit from AERA Central Office Staff

Fitzpatrick welcomed Jerry Sroufe and Robert Smith, of AERA. She then thanked Smith for assigning the Inter-Continental Hotel to NCME, noting that it was a fine hotel with spacious meeting rooms. Wheeler thanked Sroufe and Smith for their support and complimented the hotel's banquet, sales and A/V staff.

Wheeler asked whether it was possible to have an NCME conference registration desk at the NCME hotel during the Annual Meeting in 2008. Smith said this was possible and that he would work with Wheeler on the details over the coming year.

When asked about possible NCME hotels for the 2008 Annual Meeting in New York City, Smith said that a final decision might be made as early as June.

Fitzpatrick asked when AERA registration fees might be increased; Smith said that he didn't believe fees would be raised in 2008.

Fitzpatrick then asked when final scheduling information for AERA's 2008 program might be made available to NCME. Smith said that he did not know, because the preliminary calendar had not yet been approved within AERA.

Fitzpatrick asked if AERA would share its list of presenters with NCME in the fall. She explained that this list would help NCME's Annual Meeting Program committee identify individuals who might have schedule conflicts. Smith said he could provide the requested list in early November. Barton also asked that the preliminary program be shared as early as possible.

Smith reported that New Orleans will be the host city for the AERA/NCME conferences in 2011, and Vancouver will serve as the host city in 2012. Cities still under consideration for 2010 are Salt Lake City, Denver and San Antonio. Smith also said that, starting with the 2010 meeting, AERA would switch to a meeting pattern of Friday – Tuesday. Fitzpatrick asked about future crossovers with the Easter holiday; Smith said that AERA was trying to move away from holding the meeting over Easter/Passover.

Executive Director's Report

Wheeler handed out copies of the final contract between AERA and NCME for conference planning services. The group voiced concern over the lack of a firm date for receipt of the AERA program information. No further concerns with the contract were expressed.

Lukin made a motion to approve the 2008 – 2010 NCME/AERA contract for the provision of conference services. Eignor seconded the motion. The motion was passed.

Wheeler referred the group to the current contract between NCME and TRG for the provision of central office support. Wheeler noted that the current contract assumed that a good deal of work would be done by NCME members rather than central office staff. Wheeler suggested that the Board consider allocating more of this kind of work to the central office staff.

Fitzpatrick said that she would ask Board members to complete an evaluation of TRG's management services. She expected that the results would be helpful in developing a new contract with TRG, which must be signed before July 1, 2007.

Wheeler said that he felt that NCME was a pleasure to work with. The Board said that they were very pleased with the staff presence at the annual meeting. Fitzpatrick asked for more NCME signs at the 2008 meeting.

Wheeler reported that emails had been sent to more than 300 graduate students attending the conference in order to invite them to the No-Host/new member reception; similar emails had also been sent to all new regular NCME members. Rudner suggested that non-members attending the conference be contacted and encouraged to join. Fitzpatrick said the Membership Committee would follow up.

It was suggested that AERA program books be made available at the NCME information/registration area at the 2008 conference; Wheeler said he would discuss the necessary logistics with AERA. It was also suggested that NCME distribute its own bags in 2008, possible containing information from NCME's organization(s) that sponsored the bag.

TRG Evaluation

Fitzpatrick referred the Board to the description of the evaluation process that had been developed for the evaluation of the management services provided by The Rees Group (TRG) over the past year. She noted that David Frisbie was the chief architect of this process, and she thanked him for his contribution. She said that she was also working on a rating scale to include with the written evaluation. The Board was supportive and suggested that a section for "Other Services" be added to the form.

Strategic Plan

Fitzpatrick told the new Board members that a strategic planning session had taken place immediately prior to the November, 2006, meeting. The five broad areas of achievement identified as 10 year goals were as follows:

1. Have a voice/influence in public policy and industry standards.
2. Develop a broader stakeholder audience
3. Be a recognized source of expertise in educational measurement
4. Provide a broad, accessible forum for resources
5. Provide members with opportunities for professional development and a strong professional identity

Lukin made a motion to approve the 10-year goals. Sireci seconded the motion. The motion was passed.

Rudner said that the impending reauthorization of No Child Left Behind might spur NCME to action on Item 1 of the Strategic Plan – having a voice/influence in public policy – sooner rather than later. He suggested the development of a process whereby NCME could comment on pending legislation.

The group discussed processes for supporting comment letters generated by other organizations, and processes for the development of NCME position papers/statements. Generally, the group agreed that, because NCME is new at providing comment in the public policy arena, the full Board should be included in the approval process.

Todd Rogers made a motion that when spontaneous requests for timely review or endorsements of a position paper or letter occur, the President would bring the request to the Board for review. Rudner seconded the motion. The motion was passed.

Sireci made a motion to form a task force that would develop an NCME brief to submit to Congress related to assessment policies within NCLB. Koenig seconded the motion. The motion was passed.

Lukin volunteered to chair the NCLB task force; Sireci and Koenig volunteered to assist.

The group discussed whether or not NCME should comment on the LaValle legislation. Eignor agreed to look into the proposed legislation and make a recommendation to the Board about future action.

Joint Committee on Standards for Educational Evaluation

Fitzpatrick told the Board that Don Yarborough has been NCME's representative to the JCSEE for many years. Fitzpatrick noted that Yarborough elected to cover his own expenses rather than asking NCME to pay his expenses. The Board expressed its appreciation for Yarborough's many years of service and work on behalf of NCME.

Volunteer Roster

Fitzpatrick asked that the open committee positions on the Membership, Outreach, Recruitment, and Diversity Issues and Testing Committees be filled by June 1, 2007. This will enable these committees to begin their work very soon. She asked that the open positions on the Awards Committees be filled by August 1, 2007. Fitzpatrick asked that she be informed as soon as new members are seated so that the same individuals aren't asked to serve on multiple committees.

Summer Board Meeting

The group agreed to hold a Board meeting in Chicago in July. When asked about a preference between a downtown or O'Hare location, the group preferred a hotel close to O'Hare.

Policy and Practices Handbook

Fitzpatrick reported that if the Board is agreeable she would like to reorganize the Handbook, so that the information about each committee is a separate chapter. Noting that it was difficult to find all the information that related to a particular committee because information was often placed in different sections of the Handbook, she recommended that that appendices be incorporated into the body of the Handbook. The Board was agreeable.

Adjourn

The meeting was adjourned at 7:15 PM.