



**Meeting Minutes**  
**NCME Board Meeting: July 14-15, 2020**  
**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   |
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| <b>Welcome, Review of Agenda</b>   | <ul style="list-style-type: none"> <li>• Meeting was called to order at 11:05am eastern.</li> <li>• Tong welcomed attendees, reviewed the proposed agenda and asked for any additions; no additions offered.</li> <li>• Board reviewed minutes from April meetings; no edits.</li> </ul>   |   |
| <b>2020 Virtual Conference</b>   | <ul style="list-style-type: none"> <li>• Board reviewed sessions to date:               <ul style="list-style-type: none"> <li>○ 3 coordinated sessions, 2 training workshops</li> <li>○ Gray provided an attendance and evaluation summary</li> <li>○ Board discussed promotional efforts</li> </ul> </li> <li>• Additional planned content:               <ul style="list-style-type: none"> <li>○ 29 sessions through mid-September; 26 coordinated, 1 training workshop, 1 general session, 1 networking event.</li> </ul> </li> </ul> | <p><b>ACTION:</b> Staff to update NCME email template to include YouTube channel in social media ribbon to advertise recorded videos</p> <p><b>ACTION:</b> Staff/website chairs to update NCME website with July-September virtual meeting schedule</p> |
| <b>2021 Conference</b><br><br><i>Leslie Keng, Susan Davis Becker (program co-chairs) Sarah Quesen (training workshop chair) join as guests</i> | <ul style="list-style-type: none"> <li>• O’Leary reviewed hotel responses to 2021 RFP:               <ul style="list-style-type: none"> <li>○ Hilton Baltimore Inner Harbor identified as the front-runner</li> <li>○ “No penalty” cancellation up to 6 months prior to event; favorable room night and F&amp;B minimums</li> <li>○ O’Leary will continue to negotiate terms and seek more “no penalty” cancellation flexibility.</li> </ul> </li> </ul>   |   |

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|                                       | <ul style="list-style-type: none"> <li>• Registration fees:             <ul style="list-style-type: none"> <li>○ Tong and Gray presented a grid outlining member/non-member and in-person/virtual fee options.</li> <li>○ Differentials between in-person and virtual rates are equal to annual member dues in specific categories (active, student etc.). If in-person registrations need to be converted to virtual, NCME will offer membership equivalent in order to avoid issuing refunds; individuals will need to retain the ability to 'opt-out'.</li> <li>○ Further discussion will occur during 2021 budget planning and as additional hotel contract terms are finalized.</li> </ul> </li> <li>• Attendees discussed proposal review process and qualifying questions used to categorize content submissions.</li> <li>• Attendees discussed training session goals and integration of social justice and equity content.</li> <li>• Ho suggests an FAQ doc on COVID-related considerations for an in-person meeting; program co-chairs will discuss during upcoming meetings.</li> <li>• Additional considerations:             <ul style="list-style-type: none"> <li>○ In-person attendance cap to accommodate social distancing?</li> <li>○ Need for 'overflow' options @ other hotels?</li> <li>○ In-person + virtual exhibit halls?</li> </ul> </li> <li>• October 2020 board meeting will dedicate adequate time to make content, format and logistical decisions.</li> </ul> | <p><b>ACTION:</b> Program chairs to draft guidelines for presenter uploads to AllAcademic</p> <p><b>ACTION:</b> Tong to send courtesy email to AERA prior to launch of 2021 call for proposals</p> <p><b>ACTION:</b> Staff to send board meeting Zoom chat summary of 2021 conference discussion to program chairs.</p> |
| <p><b>Past-President's Report</b></p> | <ul style="list-style-type: none"> <li>• Sireci reviewed nominations process:             <ul style="list-style-type: none"> <li>○ Discussed Executive Committee rationale for changing nomination committee composition.</li> <li>○ Reviewed call for nominations' timeline.</li> </ul> </li> <li>• Sireci discussed approach to 2021 sponsorship:             <ul style="list-style-type: none"> <li>○ Start with an update to 2020 prospectus</li> </ul> </li> </ul>   |   |

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|   | <ul style="list-style-type: none"> <li>○ Develop an FAQ doc for how supporting a hybrid meeting will work</li> <li>○ Initial outreach to previous supporters; additional prospecting from 'like' organizations (APA, CCSSO etc.)</li> <li>● Committee Engagement:             <ul style="list-style-type: none"> <li>○ Attendees discussed disparities in activity, communications among committees and the need for stronger guidelines for board liaison management.</li> </ul> </li> <li>● Independent Executive Director             <ul style="list-style-type: none"> <li>○ Sireci revisited previous discussions around hiring an Executive Director (external to TMG management staff). This would be an industry leader.</li> <li>○ Sireci recommends a Taskforce be convened to consider the need and make a recommendation to the NCME board; Everson, Rosenberg, Forte volunteer to participate.</li> </ul> </li> </ul> | <p><b>ACTION:</b> Briggs, Everson charged with reviewing relevant portions of NCME Handbook(s) to confirm or update committee workflows</p>   |
| <p><b>Publications Committee</b></p>                | <ul style="list-style-type: none"> <li>● Attendees reviewed submitted board report:             <ul style="list-style-type: none"> <li>○ Journal submissions are down 25-30%; editors are pursuing alternative articles.</li> <li>○ New editors being sought for upcoming terms.</li> </ul> </li> <li>● Attendees discussed the ITEMS content channel and whether modules should be consolidated into another NCME platform.</li> </ul>   | <p><b>ACTION:</b> Everson, Gray to connect Andre Rupp with AllAcademic to determine feasibility as an alternative platform for ITEMS modules</p> <p><b>ACTION:</b> Everson to ask Andre Rupp to document ITEMS module utilization</p> |
| <p><b>Informing Assessment Policy Committee</b></p> | <ul style="list-style-type: none"> <li>● Attendees reviewed submitted board report.</li> <li>● Committee will convene tomorrow and update board liaison on activities.</li> </ul>   |   |

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| <p><b>Membership Committee</b></p> | <ul style="list-style-type: none"> <li>• Attendees reviewed submitted board report.</li> <li>• Gray shared 'dashboard' stats as of 6.30.20 for membership categories and SIGIMIEs.</li> <li>• Attendees discussed member spotlight request.</li> <li>• Attendees discussed data mining expectations and the need to review the committee charge; potentially eliminate data management aspects housed with TMG staff.</li> <li>• Attendees discussed outreach plans to lapsed members.</li> </ul>   | <p><b>ACTION:</b> Briggs to ask Jaime Malatesta to articulate committee plans/timelines for spotlight initiative; suggest intersection with SIGIMIE chairs to identify individuals to spotlight</p> <p><b>ACTION:</b> Exec Committee + staff to review lapsed member list in Google doc, determine outreach approach</p> |
| <p><b>Awards Report</b></p>        | <ul style="list-style-type: none"> <li>• Walker reported that the Hanson Award Committee is still being convened; all others are in place.</li> <li>• Call for nominations scheduled to be launched in September.</li> <li>• Sireci noted that the Career Contributions Award used to be a public surprise; winner announcement embargoed until annual meeting.</li> </ul>  | <p><b>ACTION:</b> Walker to discuss nomination and selection timelines with each committee.</p> <p><b>ACTION:</b> Walker to discuss a return to the Career Contribution Award being a public surprise with committee chair</p>   |
| <p><b>Diversity Committee</b></p>  | <ul style="list-style-type: none"> <li>• Attendees reviewed submitted board report.</li> <li>• 2020 conference diversity panel will convene in 2021.</li> <li>• Attendees discussed the current committee charge and whether 'diversity' was an academic construct or intended to be representative of ALL perspectives?</li> <li>• Attendees discussed reception scheduling during 2021 conference and the desire for a more favorable timeslot than previous years to drive attendance. Options:             <ul style="list-style-type: none"> <li>○ Tuesday 'off-property' dinner @ 8pm</li> <li>○ Wednesday or Thursday dinner 'on-property'</li> <li>○ Friday cocktail reception @ 6pm</li> </ul> </li> </ul> | <p><b>ACTION:</b> Walker to discuss expanding the definition of 'diversity' with CODIT Committee</p> <p><b>ACTION:</b> Walker to ask committee about preferred day/time for 2021 conference reception</p>  |
| <p><b>Adjournment</b></p>          | <ul style="list-style-type: none"> <li>• Meeting adjourned for the day @ 4:40pm eastern.</li> </ul>   |  |

**July 15**

| TOPIC  | DISCUSSION   | ACTION/MOTION  |
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| <p><b>Welcome, Review of Agenda</b></p>  | <ul style="list-style-type: none"> <li>• Meeting was called to order at 11:08am eastern.</li> <li>• Tong welcomed attendees and reviewed the day 2 agenda.</li> <li>• Gray reviewed day 1 action items.</li> </ul>   |  |
| <p><b>Financial Statements</b></p> <p><i>Mark Kroopnick, Budget &amp; Finance Committee member, joins as guest</i></p> | <ul style="list-style-type: none"> <li>• Reshetar, Gray reviewed year-to-date actuals through 5.31.20               <ul style="list-style-type: none"> <li>○ June close is in process</li> <li>○ Cash flow through first half of year has been healthy; 350k+ in operating account compared to 40k in 2019.</li> </ul> </li> <li>• Reshetar, Gray reviewed preliminary year-end projections:               <ul style="list-style-type: none"> <li>○ Revenue forecast should be achieved</li> <li>○ Additional relief on the expense side may be realized:                   <ul style="list-style-type: none"> <li>▪ T/F/L in the absence of an October 2020 board meeting in Boston</li> <li>▪ Journal editorial and subscription fees may end up being lower</li> </ul> </li> </ul> </li> <li>• Reshetar, Gray reviewed preliminary 2021 budget:               <ul style="list-style-type: none"> <li>○ Revenue:                   <ul style="list-style-type: none"> <li>▪ Membership projected to be flat</li> <li>▪ Assuming decrease in Wiley royalties due to economic downturn</li> <li>▪ All revenue related to annual conference will need to be refined throughout the fall</li> </ul> </li> <li>○ Expenses:                   <ul style="list-style-type: none"> <li>▪ Annual meeting remains the largest unknown; figures will be refined as a live-venue contract is finalized.</li> </ul> </li> </ul> </li> </ul> | <p><b>ACTION:</b> Staff to extract award fund revenue lines from annual meeting budget</p> |

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|  | <ul style="list-style-type: none"> <li>▪ TMG conference management fee will fluctuate with deliverable; decreased fee if in-person is cancelled.</li> <li>○ Attendees discussed tweaks to budget and desire for a second draft to be developed over the summer.</li> </ul>   | <p><b>ACTION:</b> Staff to update 2021 Draft Budget with Past-President Reception, Pipeline Scholarships, Diversity Reception figures discussed during board meeting</p> <p><b>ACTION:</b> Staff to include breakfast tickets, fitness run and 'optional event' in annual meeting 2021 budget round 2</p>  |
| <p><b>NCME Handbooks.</b></p>                | <ul style="list-style-type: none"> <li>• Gray reviewed recent updates since April board meeting: <ul style="list-style-type: none"> <li>○ References to Digital Presence Committee removed</li> <li>○ Updated description of the Nominating Committee composition</li> </ul> </li> <li>• Newly identified external financial advisor will review all relevant sections and suggest additional updates.</li> </ul>  |  |
| <p><b>SIGIMIEs</b></p>                       | <ul style="list-style-type: none"> <li>• Attendees reviewed submitted reports and noted variations in activity and communication akin to committees.</li> <li>• Attendees discussed the need to revisit pilot initiative goals and ensure SIGIMIE direction is aligned with NCME mission.</li> <li>• Attendees discussed the need to balance autonomy with seeking 'permission' from the board to engage in certain activities to ensure they are operating within the NCME 'tent'.</li> </ul> | <p><b>ACTION:</b> Sireci to draft guidelines/reminders for SIGIMIE chairs related to activity expectations and relation to NCME mission and goals.</p> <p><b>ACTION:</b> <i>*Pending action item above*</i>- All SIGIMIE board liaisons to connect with SIGIMIE chairs to share the spirit of the board conversation around SIGIMIE ops and relation to NCME mission and goals</p> |
| <p><b>Classroom Assessment Taskforce</b></p> | <ul style="list-style-type: none"> <li>• Attendees reviewed submitted board report. Durrence highlighted: <ul style="list-style-type: none"> <li>○ Succession planning proposal— retaining autonomy over governance independent of term requirements imposed on NCME committees. Board discussed pros and cons.</li> </ul> </li> </ul>   | <p><b>ACTION:</b> Tong, Durrence to define short-term options for CATF governance based on board discussion</p>  |

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|   | <ul style="list-style-type: none"> <li>○ 2021 Conference—planning has been on hold due to uncertainty surrounding NCME annual plans; Durrence will revisit this item with CATF given recent developments.</li> </ul>  |  |
| <b>Outreach and Partnership Committee</b> | <ul style="list-style-type: none"> <li>● Attendees reviewed submitted board report.</li> <li>● Forte commented on the need for a more fluid report template; will offer recommendations to staff for improvement.</li> <li>● Additional committee meetings are pending.</li> </ul>                                      |  |
| <b>Mission Fund Committee</b>             | <ul style="list-style-type: none"> <li>● Attendees reviewed submitted board report.</li> <li>● There have been bookkeeping discrepancies during the past 3 years. Reshetar and staff are working to reconcile.</li> <li>● Executive Committee will further discussions on Mission Fund expectations and ROI.</li> </ul> |  |
| <b>Archive Committee</b>                  | <ul style="list-style-type: none"> <li>● Attendees reviewed submitted board report.</li> <li>● Board discussed the committee purpose and whether it should be updated given the intersection with TMG staff responsibilities for maintaining records.</li> </ul>  | <b>ACTION:</b> Briggs to connect with committee chair to discuss purpose and applicability of current charge |
| <b>Graduate Student Issues Committee</b>  | <ul style="list-style-type: none"> <li>● Attendees reviewed submitted board report.</li> <li>● Board discussed combining grad student and ‘no host’ receptions @ 2021 conference.</li> </ul>  | <b>ACTION:</b> Sireci to gauge GSIC comfort level with combining receptions.                                 |
| <b>Social Media Committee</b>             | <ul style="list-style-type: none"> <li>● Attendees reviewed submitted board report.</li> <li>● Chair/board liaison meeting pending to discuss activities.</li> </ul>  |  |

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| <p><b>Website Committee</b></p>                | <ul style="list-style-type: none"> <li>• Attendees reviewed submitted board report.</li> <li>• Attendees discussed defining systematic/periodic content reviews.</li> <li>• Chair/board liaison meeting pending to discuss activities.</li> </ul>  |  |
| <p><b>Standards and Test Use Committee</b></p> | <ul style="list-style-type: none"> <li>• Attendees reviewed submitted board report.</li> <li>• Committee will convene in August to discuss redesign, format and delivery (open-source etc.) of planned new editions of the ‘Standards’ publication.</li> <li>• Attendees discussed legal/lawsuit history of previous versions of the ‘Standards’.</li> </ul>   |  |
| <p><b>New Business</b></p>                     | <ul style="list-style-type: none"> <li>• Board Meeting Agendas:             <ul style="list-style-type: none"> <li>○ Attendees discussed including an evaluation/reflection on NCME mission and goals as a standing item to help determine if activities are moving objectives forward.</li> </ul> </li> <li>• Nominees for Board Positions:             <ul style="list-style-type: none"> <li>○ Attendees discussed asking nominees to comment directly on their ability to help achieve stated NCME goals.</li> </ul> </li> </ul> |  |
| <p><b>Adjournment</b></p>                      | <ul style="list-style-type: none"> <li>• Meeting adjourned at 4:15pm eastern.</li> </ul>   |  |