

**National Council on Measurement in Education
Board of Directors Meeting Minutes
April 10, 2006
Hotel Nikko, San Francisco**

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

Staff: Susan Rees

Invited Guests: Jerry Sroufe, Robert Smith, Karlei Mitchell (Blackwell),
Chad Buckendahl, Lori Nebelsick-Gullet, Mary Pitoniak,
Michael Jodoin, and Cheryl Cardell

Call to Order

President Dan Eignor called meeting to order at 4:14 p.m. PDT. Eignor welcomed new board members Leslie Lukin, Stephen Sireci and Vice President, Anne Fitzpatrick.

Classroom Assessment

Cook reported the teacher recognition award has not been given for two years. NCME has been working with NATD to create a closer sponsoring relationship. ATI, the group that had been coordinating the award, reported that they do not have people in every area of the country, which makes it difficult to identify award winners; however, they do have a good network in Chicago. NATD and NCME are still committed to the award. Cook had requested last year to add additional people to the committee, but it was not formalized. The committee should be structured to include co-chairs from ATI (now owned by ETS) and NATD. This award may eventually transition to an NATD activity.

New Committees and Assignment of New Board Members

Lukin will work with Cook on the Awards; Sireci will work with Ackerman on Publications.

Web Development Committee

Impara reported on the proposal from The Rees Group and the subsequent discussions concerning development of the website. JEM and EM:IP will need an article submission system and Suzanne Lane will contact TRG to discuss the process. David Miller has been asked to chair the temporary Web Committee, and will be forming a committee to support the transition.

Other Committee Work

Eignor reported that the committee rosters are still not current, and Wheeler will be sending rosters for updating to the Board. Open committee positions will need to be filled, with chairs submitting names to Eignor through the respective Board liaisons. Eignor will review the committee rosters to insure individuals are not sitting on multiple committees. New committee members should be named by mid- to late-May.

AERA Discussion

Jerry Sroufe joined the meeting at 4:30. Sroufe reported that the conference facilities worked out very well this year. Eignor reported on issues that NCME had encountered, including the fact that the Nikko overbooked people the first night and upon arrival individuals had no hotel room; these individuals were sent to the Parc 55, which only had smoking rooms, and ended up staying elsewhere.

Scheduling problems included Board members scheduled to take part in AREA sessions at the same time as the NCME breakfast, and at the same time as the board meetings. A promise had been made in 2005 by AERA that this would not happen at the 2006 meeting. A reminder will be sent to AERA at the time the VIP registrations are sent in to help ensure that this will not happen in 2007.

Lukin reported that AERA had promised to send the program materials earlier than usual so NCME could cross check the program and move any NCME presentations that conflict with AERA's schedule. No materials were ever sent to NCME, and the program co-chairs retrieved the information from AERA's website. Robert Smith joined the meeting at 4:45 p.m.. Smith reported that AERA sessions had been scheduled by late January and then reviewed by presenters and submitters. Additional changes were made after that time. The AERA program went to press February 18th. Sroufe promised to send the program materials to NCME program chairs for review for the 2007 meeting. Smith reported the 2008 meeting will begin the 24th of March, and the 2007 meeting will be a dry run on the logistics involved in creating a program to meet that early deadline. For the 2007 program, the AERA program is to be complete by early January.

Impara reported the positive statements he has heard about all the NCME sessions in the Nikko Hotel. The hotel staff has been very responsive, and the sessions have gone smoothly. Impara requested AERA consider moving the Division D reception to a night that would not conflict with NCME's reception, if possible.

Smith reported the 2007 Chicago meeting would, again, be held in multiple hotels rather than a convention center, with the Sheraton, Hyatt, Intercontinental and Marriott as primary hotels. He also said that the city of Chicago is facing labor issues like those faced in San Francisco, although current reports indicate the situation should be settled before the time of the meeting. Smith reported AERA registration for the 2006 San Francisco meeting was 15,501.

Eignor said the Board will try to meet in Washington DC for its upcoming Fall Board meeting and will invite Sroufe and Smith to the meeting to report on the progress being made on the 2007 meeting.

Program Committee Report

Eignor introduced the new program co-chairs, Mary Pitoniak and Michael Jodoin.

Lukin and Buckendahl reported on the 2006 planning process. Buckendahl reported the biggest change from previous years was the creation of an electronic submission system for the conference papers. The system went live on July 1, 2005, and things went smoothly. The reviewer system was a little more problematic, not from the perspective of the site function, but from the perspective of interacting with reviewers via email. There are changes that need to be made to allow for an easier retrieval of information. Finding and assigning reviewers was a greater challenge because no former reviewer database could be referenced. A total of 175 individuals reviewed, and Buckendahl recommended more reviewers in the future. The future system would link to the membership database and can be easily retrieved. Lukin suggested it was time to coordinate the general call for papers with the graduate student call. Graduate student submissions will be part of the 2007 submission system. The system will allow the graduate student submission process to remain open for a longer period of time than the general process, for review. Lukin reported the electronic review system worked very well and the process was greatly simplified. Impara reminded the new co-chairs that will be developing the 2007 call for papers that this should be done immediately following the 2006 meeting so that it can be placed in the upcoming issue of EM:IP. The call will be posted to the website and should be submitted to David Miller and John Hofmann for posting.

Training Session

Nebelsick-Gullet reported there was no registration desk, which AREA had promised, for the training sessions in the Nikko Hotel. Nebelsick-Gullet and Bruce Wheeler had talked about standardizing pricing for the full and half-day sessions, as well as removing support materials, such as books and software, from training session pricing and pricing those items separately. Nebelsick-Gullet will follow up with all the organizers and with all the participants to see what worked well and what didn't. Nebelsick-Gullet recommended a two-tiered pricing system for graduate students and for professionals. Nebelsick-Gullet also had requests from presenters for additional compensation, such as free or reduced registration, or an honorarium. A suggestion was made to announce the presenters at the NCME breakfast as well.

Liaison to Blackwell

Suzanne Lane reported on a very successful first year working relationship with Blackwell. However, an online submission system for both journals will need to be developed. Blackwell does not offer an online submission system, but can recommend a vendor that can develop the system for NCME. Ackerman reported that the Publications Committee had discussed the online submission system issue, and it will become an increasing important issue with the selection of the new JEM editor.

Karlei Mitchell reported that the bundling of the two journals (JEM and EM:IP) has increased subscriptions from 300 to over 1000. The journals are available in about 1400 institutions. JEM was downloaded about 5,000 times in 2005, but Mitchell sees the potential for a significant increase. Back issues are also online. Older back issues will be sent to TRG for fulfillment for individuals who request them, and there may be a potential with the Blackwell vendor to print on demand, particularly for articles. The website would point members to TRG for fulfillment, with all other requests going to print on demand. Lane asked if there is a need for her to remain as liaison to Blackwell, or if it is time to turn this over to TRG and the Publications Committee. The Board supported the recommendation to turn over the liaison duties to TRG. Mitchell outlined the procedures on how promotion of the journal is done. She also wanted to know if a public relations campaign would be of interest to NCME. Impara asked if sponsors could be provided with the opportunity of a half page ad in the journal. Mitchell will work with Wheeler, Ackerman and the Publications committee to design and coordination a public relations and sponsorship campaign. Impara requested Mitchell provide electronic submissions output specifications for publishing and file structure for submission to provide as information that would assist in finding a suitable vendor for the journal submission system. Mitchell will provide the specifications to Ackerman and Wheeler. Mitchell reported that the NCME production editor has left the company, and will be replaced shortly. She will notify Ackerman and Wheeler who the replacement will be.

Publications

Ackerman reported conference calls have been held every few months with the publications committee and the committee met during the NCME conference. Mike Kolen recommends that the new editor for JEM be identified as soon as possible, and that the person needs to be comfortable helping to make the transition to an online submission system. Kolen's term ends January 2008, but the new editor will begin reviewing submissions in January, 2007.

The Educational Measurement: Issues and Practice report outlined current submissions and the transition to Susan Brookhart as incoming editor.

Progress on the Handbook on Teacher Evaluation has not been made, primarily because Ackerman has not identified anyone who would be appropriate to serve as Editor. A suggestion was made to put a request on the list serve for individuals interested in being editor or in submitting chapters.

Ackerman requested that the new website be designed to have a supervisory system in place to allow the Web Committee Chair to make changes to content. Rees assured the Board this functionality had been included in the quote and will be available with the new website.

Ackerman will develop a call for the new JEM editor for the NCME newsletter and also post it on the listserv and web site. Impara reviewed the process for submission and review of candidates. Ackerman will have nominations by July 1.

Awards

Cook reported there was an issue about the budget for the awards. For the Hanson, Cascallar and Loyd budgets, the question is whether there a process for invoicing for the awards. Rees said that Wheeler will investigate the process for invoicing the foundations for these awards and report it to Cook. Cook and Lukin will work with Wheeler to formalize the process.

Cook would like the dissertation award winners to be able to present at the NCME conference the year following receipt of the award. Cook and Lukin will develop a proposal for consideration by the Board. Discussion included the challenges of adding one more fixed session to the meeting versus the importance of more exposure for these award winners.

Cook discussed the importance of NCME membership for the award recipient with the Hansen family. Because the family felt this was important, it will remain a Hansen Award criteria. Cook and Lukin met with the committee chairs, and discussed the practice that award winners who have paid for a breakfast ticket do not currently receive reimbursement. The Board agreed that in future, award winners who have paid for their tickets will be reimbursed.

Future Board Meeting Dates:

Eignor proposed a two-day summer meeting in Madison and a three-day fall meeting in Washington, DC. The group agreed to meet August 18 and 19 in Madison; the fall meeting will be discussed at a future date but will likely be held in November.

Sireci raised the issue of NCME developing a voice for educational policy. Discussion included mounting a PR campaign and creating position papers aimed at policy makers. The topic will be revisited in the future.

Meeting adjourned at 7:12 p.m.