

**National Council on Measurement in Education
Board of Directors Meeting Minutes
July 13, 2007
Chicago**

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

Staff: Bruce Wheeler

Guest: Jerry Melican (via conference call)

Call to Order

Anne Fitzpatrick called the meeting to order at 8:30 AM Central and thanked the Board members for arranging their schedules so that they could all attend this board meeting.

Approval of April Meeting Minutes

Corrections to the minutes of the April 9, 2007 Board meeting were requested and noted. **Lukin made a motion to approve the corrected minutes; Eignor seconded the motion. The motion was passed.**

Corrections to the minutes of the April 12, 2007 Board meeting were requested and noted. **Reckase made a motion to approve the corrected minutes; Rogers seconded the motion. The motion was passed.**

Publications Committee Report

Fitzpatrick briefly explained events that had led NCME and Mary Kennedy, a co-editor of the Handbook of Teacher Evaluation, to part ways. Fitzpatrick said that NCME would move forward with its planned revision of the handbook in the spring of 2008 with Greg Cizek and a second co-author to be appointed.

Fitzpatrick said that she had learned from the process that NCME should define more clearly what its role is and expectations are for sponsored publications.

Sireci reported that Jacqueline Leighton and James Roberts had joined the Publications Committee, and that Sean Tierney was the new Student Member. Sireci also said that Scott Bishop's term as

editor of the Newsletter is up at the end of 2008; Bishop's recommendation was that a new editor be appointed by June, 2008.

The Board briefly discussed giving members an option to receive a hard copy of the newsletter in the future. Sireci said that he would provide two questions about this in the online version of the membership survey.

Sireci said that NCME receives 20 complimentary copies of JEM and EM:IP each year. In response to a request made at the April 2007, Board meeting, the Publications Committee is considering a list of potential recipients. The committee suggests that a formal letter from the NCME president be sent with the first complimentary issues. Because the number of groups that might benefit from receipt of NCME journals was greater than the number of complimentary copies available, the Committee requested that additional copies of EM:IP be distributed, at no cost, to interested parties. Wheeler was asked to contact Blackwell to find out if additional copies could be obtained. Fitzpatrick noted that this effort overlapped with activities of the Outreach Committee; she suggested that Sireci discuss this issue with Outreach Committee Chairman, Chad Buckendahl.

Wheeler explained that Blackwell could reproduce color graphs that appear in articles published in its online version of NCME journals. If submitted in color, the graph(s) in question would be translated into black and white for hard copy publication, but would be reproduced in color online.

Sireci reported that the electronic submission system has been well received by authors. Reckase noted that some reviewers found it more difficult to use than the previous system, which utilized hard-copy submissions.

“No Child Left Behind” Update

Lukin reported that she had several conversations with Sireci and Koenig about developing a position paper on NCLB for NCME. Among other things, they tried to identify an NCME member to draft NCME's position paper, as well as possible reviewers. Koenig is under the impression that this issue is slowing down in Washington and may not be addressed until after the 2008 election.

Nominations Committee Report

Eignor thanked the Board members for their support and suggestions of nominees for consideration. The Board was complimentary about the final slate of candidates. The candidates for Vice President are Terry Ackerman and Cathy Welch. The candidates for the State/Federal Board position are Susan Loomis and Mary Pommerich. The candidates for the At Large Board position are Hua Hua Chang and Kadriye Ercikan.

Website Update

Rudner reported that he viewed the mock up of the new website, and he was pleased with it. Fitzpatrick said she was anxious to see the process move forward so that the work defined by the current contract could be completed. Wheeler said that John Hofmann, NCME's webmaster, needed to receive the online version of the membership survey and key search words by July 27.

Reckase highlighted his written report about the proposed Website Management Committee, noting the need to move responsibility for the website away from the Publications Committee and to a new

oversight body. The *ad-hoc* committee chairman, George Engelhard, has volunteered to serve as the chair of the new committee, should it be formally created. Fitzpatrick suggested that a Board member be appointed as a liaison to the committee, rather than being appointed as a committee member. She also suggested that committee membership include representation from other key NCME committees, such as Membership, Outreach and Recruitment. The Board agreed to remove the proposed Board seat from the committee.

Reckase said he would develop a formal definition of this new committee, to include terms of service, committee makeup and purpose. He agreed to submit the definition to the Board for approval by the end of August.

Test Standards Update

Eignor referred the Board to his written report. Committee Chair Doug Becker is soliciting suggestions from the NCME membership for revisions to specific chapters of the 1999 Test Standards. There is also a website that the Standards Management Committee has set up to receive comments on needed revisions. Eignor said that the comments website will close in October. Barbara Plake and Laurie Wise have been selected as co-chairs of the Joint Committee that will review the suggestions for revisions. Fitzpatrick said that a symposium organized by the Standards Management Committee is being planned for the NCME 2008 conference to solicit further comments on needed revisions.

Eignor reported that the five members of the ANSI TAG will meet in October. Kurt Geisinger had agreed to attend meetings on behalf of NCME. Eignor also reported that the ISO group is trying to align the 1999 Standards to the proposed international standards.

Information-Only Reports

Fitzpatrick noted that the Annual Meeting Program Committee had requested \$1,000 to advertise the Highlights of the 2008 Annual Meeting in *Educational Researcher* (ER). **Reckase made a motion to approve \$1,000 to pay for an advertisement in ER; Eignor seconded the motion. The motion was passed.**

Referring to the JCTP report, Fitzpatrick noted that the report described a plan to develop technical standards that would be easily accessible to the general public. Because details about this endeavor were not provided in the report, it was unclear what was involved. Fitzpatrick said that she would discuss the plan with Neal Kingston, one of the NCME representatives to the JCTP.

Fitzpatrick noted that the Recruitment Committee's plans to recruit new members were activities that really fell under the purview of the Membership Committee. She said that she hoped that the Board would have time during the Fall Board meeting to review and refine some of the NCME committees' charges, since there appeared to be some confusion about their purposes.

Budget and Finance Committee Report

Jerry Melican joined the meeting via conference call to present the Committee's report.

With regard to the Conflict of Interest policy, Reckase asked about ramifications to individuals found to be in violation of their signed Conflict of Interest Statement. Larry noted that the policy addressed this issue.

Rogers made a motion to approve the Conflict of Interest policy as submitted; Lukin seconded the motion. The motion was passed. Wheeler asked the Board members to sign and return their Conflict of Interest statements.

Wheeler was asked get clarification on the examples of personal gain as discussed in the Conflict of Interest Policy, Article II, Section 3.

Melican said the Committee recommended that neither the breakfast fee nor the conference registration fee should be increased for the 2008 Annual Meeting. Since the cost of the breakfast in New York City is expected to be high, Wheeler agreed to investigate several different breakfast options with different prices in order to reduce the costs.

The Board discussed reducing the cost of breakfast tickets for graduate students; Fitzpatrick said she would ask the Graduate Student Issues Committee to consider this issue.

The Board agreed not to raise 2008 breakfast or registration fees.

Melican discussed the options for year-end audits, noting that the most recent fiscal year concluded June 30, and the current fiscal year is an abbreviated one that will conclude December 31. After discussing the options, the Board agreed to conduct an audit at the end of 2007 that would cover the period of July 1, 2006 through December 31, 2007. Melican said he would confer with the Budget and Finance Committee and let the Board know if the committee had concerns with the Board's position.

Outreach Committee Report

The Board discussed the Outreach Committee's request that the Board consider strategies for systematically interacting with targeted organizations, which included using the website to respond to needs of complimentary groups; development of new training sessions in association with the conference; and development of new chapters for ITEMS. After discussing the issue, the Board agreed to remand to the committee the task of recommending plans for future interactions with external groups.

Regarding the Outreach Committee's use of untried software for its survey of the testing needs of external organizations, the Board suggested that the committee consider using a well-established software program such as Survey Monkey or a program developed by staff at the Central Office. Rogers said that he would also seek clarification from the Committee about the paper/pencil version of the survey.

Executive Director's Report

Wheeler showed the Board current membership statistics. In order to understand possible reasons for membership lapses, the Board asked Wheeler to run a report of lapsed members and their join dates.

The Board discussed the inclusion of a session on measurement in evaluation during the 2008 conference as a way to attract professionals NCME may not be adequately serving at this time. The Board also discussed broadening future programs to include a range of content as a way of making NCME more meaningful to a broader audience.

Wheeler asked Board members to review the updated committee rosters and communicate any additions/corrections to him. Fitzpatrick asked that open committee seats be filled as quickly as possible.

Wheeler reported that Robert Smith, AERA's Director of Meetings, had resigned and that Andrea Simon will begin work as the new director on July 16. Because of this staff change and a problem with one of the conference hotels in New York City, Wheeler said that AERA had not yet assigned a host hotel for NCME; staff at AERA indicated they hoped to have decisions made later in the summer.

Wheeler thanked the Board for their participation in the evaluation of Central Office performance. He also noted that NCME and The Rees Group were about to sign a new 3-year contract for Central Office services and management of the Annual Meeting.

Other Business

Rogers reported that Rick Stiggins did not plan to attend the NCME meeting in 2008 and suggested discontinuing the Classroom Assessment award. Lukin suggested that the award be revised to recognize either (1) outstanding dissemination of information about classroom assessment practices; (2) outstanding efforts to support the implementation of best practice in classroom assessment; or (3) outstanding contribution to the theoretical/empirical literature on classroom assessment. She explained that what the three suggested categories have in common is that they are examples of ways that individuals (or groups of individuals) can contribute to "the improvement of classroom assessment practices." Furthermore, having more than one category would allow NCME to recognize the work of individuals working in a variety of settings (universities, K-12, state, or federal).

Lukin suggested that eligibility for recognition of outstanding dissemination of information would require a well-written book, a series of articles, or perhaps a creative web application, the idea being that information is packaged and presented in such a way that it is accessible to the desired audience (teachers, trainers, and administrators).

Eligibility for recognition of outstanding contribution to the theoretical/empirical literature would require creative training ideas or programs, or policy that encourages the development of increased levels of teacher assessment literacy and the improvement of classroom assessment practices. Examples would include innovative pre-service or in-service training programs for teachers or the creation of an assessment endorsement for teacher certification.

The Board was supportive of Lukin's suggestions. Lukin agreed to draft a call for the new award.

Adjourn

Fitzpatrick adjourned the meeting at 4:05 PM.

Saturday, July 14, 2007

Call to Order

Fitzpatrick reconvened the meeting at 9:00 AM.

2007 Breakfast Survey Demographics

Fitzpatrick noted that in past meetings, the Board had discussed whether or not to revise the categories from which the slate of nominees to the Board were drawn; of concern was the question of whether the current categories adequately reflected the current membership. To learn more about membership demographics, additional occupational categories were added to the 2007 breakfast survey, as well as to the membership renewal form.

Referring to Fitzpatrick's summary of the data collected at the breakfast, the Board discussed the results and their implications. Rogers suggested that an ad hoc committee be convened to review data collected during the 2008 membership renewal cycle and make recommendations to the Board. Eignor, Reckase, and Rogers agreed to serve on this committee.

The Board agreed that committees should have, to the extent possible, representation from the categories represented on the Board. Wheeler pointed out that the online membership survey, to be implemented in the fall, would enable staff to provide better information to committee chairs about the membership categories of individuals volunteering for committee service.

Strategic Plan

Fitzpatrick noted that the discussion about membership demographics and Board representation had a direct tie to the strategic plan. It was noted that, in the context of long-range, strategic planning, different people have different expectations for the future and makeup of NCME.

The Board also discussed adding a short, targeted publication as part of the Strategic Goal to have a voice/influence in public policy and industry standards.

A related topic of discussion was held on the possibility of visiting legislators during the Board's fall Board meeting in Washington, DC. Koenig mentioned that the Board of her organization plans specific conversations/training topics as part of regularly scheduled meetings, to which legislators, press and other interested groups are invited. It was suggested that Jerry Sroufe, AERA's Government Relations Director, be invited to the fall Board meeting to discuss how NCME might undertake activities in support of the Strategic Goal to have a voice/influence in public policy and industry standards.

Adjournment

Fitzpatrick adjourned the meeting at 11:10 AM.