

**Minutes of the Meeting of the NCME Board of Directors  
July 24 and 25, 2004  
Washington DC**

**Attending:** David Frisbie (President); James Impara (Vice President); Suzanne Lane (Past President); and the following Directors: Terry Ackerman, Douglas Becker, Jeri Benson, Wayne Camara, and Duncan MacQuarrie. Linda Cook was unable to attend the meeting. The Board of Directors met in executive session at several points throughout the meeting to consider proposals for management services for the association. Central Office staff did not participate in these discussion, but did participate in all other portions of the meeting. Central Office staff participating in the meeting were Felice J. Levine (Executive Director), Robert Smith (Director of Meetings); and Gerald Sroufe (Administrative Officer).

**Saturday, July 24**

**Welcome and Review of Agenda.** President Frisbie welcomed the members of the NCME board and central office staff. He called attention to the visits with representatives of three management companies as necessarily setting the schedule for the two-day meeting, indicating that other items of the agenda would be taken up as time permitted. Frisbie noted that the AERA proposal for continuing to provide services for the NCME Annual Meeting would be reviewed by the three NCME presidents and considered at the October meeting. Frisbie announced that the fall meeting (October 29/30) would be held in DC, unless there was reason to hold it elsewhere to conduct further review of the management proposals. Frisbie indicated that he would work to assure that at the conclusion of the meeting there would be time for a discussion of next steps.

**Approval of Minutes.** Minutes of the Board of Directors' meeting of April 12 and 15 were reviewed and approved with minor edits. Changes in addresses and contact information were noted for correction on the roster of Board members.

**President's Report.** Annual Meeting. President Frisbie called attention to the written report demonstrating progress in planning the annual meeting and a chart of forthcoming deadlines. The Board discussed the desirability of establishing joint professional training listing and/or co-sponsored sessions with AERA at the annual meeting. Frisbie and Gerald Sroufe were to investigate these possibilities.

**JCTP.** The April 2004 meeting of JCTP was hosted by NCME. Greg Cizek and Michael Kolen represented NCME at the meeting, also attended by David Frisbie. Frisbie indicated that he hoped to establish a stronger link between NCME and JCTP by assigning responsibility for liaison to one of the standing committees.

**JCSEE.** Donald Yarborough will continue to be NCME's representative to JCSEE.

**Education Measurement, 4<sup>th</sup> Edition.** It was reported that progress was slow but steady. Because some authors were delinquent in getting articles finished for review, and the time required for review and editing, it was thought that the publication date might be delayed. Wayne Camara wondered if the 2<sup>nd</sup> edition might be available in an “on-demand” basis, bringing up the question of the copyright holder for both the 2<sup>nd</sup> and 3<sup>rd</sup> editions of Education Measurement. Gerald Sroufe was requested to provide a feasibility report to the Board at its October meeting, and to determine who holds the copyright for EM2, EM3, and EM4.

**ITC Membership.** Membership in the International Test Commission is to be extended. Board members reported that the organization changes its theme annually, some years being more pertinent to NCME than others. An NCME liaison receives the journal and newsletter; annual dues are \$250. Jeri Benson agreed to do further research on the organization and report to the Board in October to help the Board in appointing an appropriate liaison.

**Testing Standards.** The Board conducted a general discussion of its experience in participating in development of the AERA/APA/NCME Standards. Additional information was requested of the Central Office: (1) sales information by year and in contrast with previous editions of the publication; (2) status of the management agreement; and (3) marketing considerations for the next edition, especially with regard to arrangements with APA. Sroufe reported that a number of meetings have been held between AERA and APA and that a contract was close to being signed.

**Committee Report: Membership.** The committee report included status information, but also a report of activities at the April annual meeting, and plans for increasing membership. The current membership information suggests that there are as many as 1000 lapsed members, and the committee was encouraged to begin their recruitment efforts with this group. Sroufe reported that the central office can provide membership lists and all attendant contact information readily, but acknowledged that changes in email addresses and even institutional homes can only be made as they become known. Frisbie, responding to a question of the potential cost of undertaking recruitment activities, reported that he would work with Wayne Camara on this issue. He felt it very important that the association not lose momentum in a period of transition.

The committee to be responsible for the NCME booth at the Montreal meeting has requested that a laptop with member information be provided to permit updating of files on site. Wayne Camara said he would mail the membership survey collected at the 2004 annual meeting to all Board members for their use in making committee appointments.

One issue was raised in the general discussion of membership: can NCME awards be given to non-members. Sroufe agreed to review the bylaws and Handbook on this topic, but none believed the issue to be addressed in existing materials.

(At 9:30 the Board went into executive session to receive a presentation by Ewald Consulting, presented by Laurie Hennen, Account Executive.)

**Proposals to Publish NCME Journals.** Frisbie commended Suzanne Lane for soliciting and summarizing proposals from several publishers. He proposed that the Board identify their first and second choices from the list, but also points of negotiation to pursue with each. With this information in hand, Frisbie would begin negotiations on behalf of the NCME Board. The discussion surfaced a number of concerns:

- Relative amount of revenue guaranteed to NCME
- Attention likely to be paid to NCME publications as part of a larger portfolio
- Electronic publishing capacity
- Format and identity concerns
- Quality of work produced
- Marketing and control of marketing by NCME
- Back issue fulfillment
- Journal pricing
- Timing for change-over
- the length of the production schedule for an issue -- 3 months versus 5-6 months
- Length of contract
- Transition funds

The Board selected its first and second choices and discussed specific points to be raised with each. The members were unanimous in this decision.

(At 2:30 the Board went into executive session to receive a presentation by Bostrom, presented by John Dee, CEO and Phil Lesser, VP)

**Executive Director's Report.** Felice Levine suggested that the annual meeting report be heard first, to permit Robert Smith to meet his commitments at another meeting. Smith called attention to the major logistical considerations of the meeting. Space will be at a premium in Montreal, given the size of the AERA annual meeting. However, because Easter Sunday does not occur at the start of the meeting, it will be possible to schedule training and professional development meetings on that day. While it is not possible to indicate the space to be used by NCME at this time, Smith indicated that the NCME Breakfast would be held in the Hilton Hotel, and that registration would be at the Marriott or Queen Elizabeth. Smith said it would be possible to have an online registration for NCME and for training programs, fun run, etc. Smith said it would be possible to provide periodic breakdown of registrants (name and contact information) of the training programs.

In response to questions about the new security measures and their potential impact on students or faculty who were not U.S. citizens, Smith said the NCME webpage would carry complete information about passport and visa questions. Because the issue of scheduling program sessions is always awkward under present procedures, Smith was asked how soon NCME would be able to examine the AERA program schedule to avoid conflicts. Smith said he hoped the AERA program would be complete by January 1, 2005.

Additional topics requiring attentions included: the need to set up on line registration and fee payment procedures, taking steps to inform NCME members of the on line registration system, and creation of training budgets so that the committee can work with the central office to cost out each proposed session.

At this point the Board adjourned for dinner.

### **Sunday, July 25**

(At 8:00 AM the Board went into executive session to receive a presentation by the Rees Group, presented by Mary Schumacher, Account Executive, and Susan Rees, President (by telephone).

**Committee Action Items.** The Board expedited committee reports by calling attention to items that required action. The report of the Recruitment of Education Measurement Specialist included reference to two continuing items that the Board felt it has approved previously: the career brochure and the biographies project. Jeri Benson offered to follow-up with Kristen Huff about the projects. She will also inform Kristen that committee members do not require approval by the Board to be seated.

It was determined that inclusion of Helaine Patterson on the Outreach Committee membership roster was an error; Helaine had worked with the committee in an advisory fashion but was not a member of NCME.

**Executive Director's Report.** The Board returned to consideration of Felice Levine's report on finances and budget. One of the issues raised about the generally favorable budget outlook was distribution of publications costs and income for the second half of the year, once a publisher is providing the services now provided by AERA. There was a discussion about how to handle inclusion of costs for publications delayed beyond the fiscal year. Another area of concern were expense items that may not have been reported to date, such as the web-server contract. Doug Becker will investigate this item. Suzanne Lane will look into and report back on the NCME fun run finances and the status of donations for this event.

The Board requested that it receive a financial report in a format that matched that used in developing the budget, rather than in the Solomon report format. Levine said this would be done. The Board requested a breakdown on audio-visual charges for the past annual meeting.

**Adjournment.** Frisbie reviewed the next steps before the Board with regard to selection of a publisher, a management provider, and the annual meeting. Following this, the meeting was adjourned.

Respectfully submitted,  
Gerald Sroufe

