



## Meeting Minutes

NCME Board Meeting: July 11-12, 2019

HILTON GARDEN INN WASHINGTON D.C. DOWNTOWN

**Board Attendees:** Steve Sireci, Rebecca Zwick, Ye Tong, Rose McCallin, Rosemary Reshetar, Debbie Durrence, Andrew Ho, Michael Rodriguez, Michael Walker, Howard Everson

**Staff Attendees:** Ethan Gray, Erin O’Leary

JULY 11, 2019

TOPIC	DISCUSSION	ACTION/MOTION
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting was called to order at 8:48am</li> <li>• Board and staff introduced themselves</li> <li>• Sireci reviewed meeting norms and proposed adjusted Robert’s Rules of Order</li> <li>• Gray provided a management transition update; highlighted ongoing tech platform transitions and need to triage member inquiries during online system disruptions</li> </ul>	<p><b>MOTION:</b> Sireci, Durrence move to adopt adjusted Rules; motion carries unanimously</p>
<b>President’s Report</b>	<ul style="list-style-type: none"> <li>• Sireci recapped NCME presence at CCSSO conference and discussed collaborative opportunities:               <ul style="list-style-type: none"> <li>○ Comp membership for state reps</li> <li>○ Assessment 101 workshop</li> <li>○ Virtual brown bags</li> <li>○ Re-visitation of “Assessment Literacy”</li> </ul> </li> <li>• Board discussed collaborative opportunities with other organizations</li> <li>• Sireci discussed potential for an NCME Executive Director (external to management company); more discussion required.</li> <li>• Sireci reviewed proposal for Special Interest Group (SIGIMIE) formation and pilot State and Local Assessment Director SIG</li> </ul>	<p><b>ACTION:</b> Rodriguez charged with researching history of NCME relationship with American Association of School Administrators (Superintendent org.)</p> <p><b>ACTION:</b> All board members asked to brainstorm/research orgs. that monitor state/federal policy changes</p> <p><b>ACTION:</b> All board members asked to review and comment on SIGIMIE proposal</p>
<b>Past President’s Report</b>	<ul style="list-style-type: none"> <li>• Zwick reviewed Nominations Committee report; board nominations are due 7/22, committee review on 7/26.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Zwick recapped recent Standards Management Committee activities; next meeting scheduled for 7/18</li> <li>• Board discussed proposed revisions to NCME Principles and Procedure for Adopting Policy Position Statements</li> </ul>	<p><b>ACTION:</b> Zwick to revise Principles based on board discussion</p> <p><b>MOTION:</b> Sireci, Durrence move to approve Principles with pending revisions; motion carries unanimously</p>
<p><b>Strategic Visioning</b></p>	<ul style="list-style-type: none"> <li>• Sireci reviewed PPT presentation and objectives for this meeting</li> <li>• Board reviewed current <a href="#">NCME Mission and Vision statements</a></li> <li>• Board discussed <a href="#">currently publicized goals</a> and potential key action items to satisfy goals</li> <li>• Board discussed drafting a description that defines “educational measurement” (i.e. “what is educational measurement?”); linking on website</li> <li>• Board broke into 3 groups and suggested specific actions NCME could take to meet goals:             <ul style="list-style-type: none"> <li>○ Start a blog coordinated by board members with monthly, rotating responsibility</li> <li>○ Develop an ITEMS module on how to select a test</li> <li>○ Other suggestions require more discussion</li> </ul> </li> </ul>	<p><b>ACTION:</b> McCallin, Rodriguez, Everson, Durrence, Tong charged with proposing revisions to Mission and Vision statements; developing survey for Board vote on whether statements align with NCME goals</p>
<p><b>Annual Meeting</b></p> <p><i>(Ada Woo, Thanos Patelis, Kim Colvin, Anita Rawls join as guests by phone)</i></p>	<ul style="list-style-type: none"> <li>• 2019 Recap:             <ul style="list-style-type: none"> <li>○ 1,102 registrants (approx. 40% dual NCME/AERA, 60% NCME-only)</li> <li>○ Board discussed general perceptions</li> </ul> </li> <li>• 2020 Planning:             <ul style="list-style-type: none"> <li>○ Submitted committee report reviewed</li> <li>○ Board discussed complex logistical relationship with AERA</li> <li>○ Board reviewed proposed workshop pricing</li> </ul> </li> </ul>	<p><b>MOTION:</b> Sireci, Ho move to approve proposed 2020 workshop rates (no change for professionals, 50% reduction for grad students); motion carries unanimously</p>

<p><b>Vice President's Report</b></p>	<ul style="list-style-type: none"> <li>• Tong reviewed a working document for 2020-2021 committee composition</li> <li>• Board discussed committee appointments and current gaps</li> <li>• Tong suggested NCME consider membership auto-renew and multi-year options</li> </ul>	<p><b>ACTION:</b> Staff charged with developing solution for committee appointment tracking and history</p> <p><b>ACTION:</b> Staff charged with investigating system capabilities for auto-renew and multi-year</p>
<p><b>Budget &amp; Finance Committee</b></p>	<ul style="list-style-type: none"> <li>• Reshetar reviewed financial performance PPT</li> <li>• 2020 Budget Planning:             <ul style="list-style-type: none"> <li>○ Goal is to have draft by September Board meeting</li> <li>○ Need to incorporate approved committee funding requests</li> <li>○ Need to dedicate time to articulating revenue and expenses from Journal/Wiley contract</li> </ul> </li> <li>• 2019 Audit:             <ul style="list-style-type: none"> <li>○ Investigating open questions from auditors</li> </ul> </li> <li>• Board discussed approach to reserves and investments; deferred additional discussion to September Board meeting</li> </ul>	<p><b>ACTION:</b> Staff charged with researching tax/compliance implications (if any) for reserve funds in excess of annual operating budget</p>
<p><b>AERA Engagement</b></p>	<ul style="list-style-type: none"> <li>• Board discussed possible approaches to engage AERA related to issues raised during 2019 Conference Presidential Address:             <ul style="list-style-type: none"> <li>○ Equity</li> <li>○ Culturally responsive assessment</li> </ul> </li> <li>• Suggestions for speakers on these topics included Juan Carlos Arauz and Chris Edley</li> </ul>	<p><b>ACTION:</b> All board members asked to provide speaker suggestions for an 'Equity in Education' session at the 2020 conference</p> <p><b>ACTION:</b> Sireci to explore joint NCME/AERA session on testing issues for 2020 conference</p> <p><b>ACTION:</b> Zwick to pursue special EM:IP issue on role and purpose of testing; test fairness and validity</p>
<p><b>Over-Testing in K-12 Education</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed over-testing 'concerns' document; discussed a re-framing to address an "evaluating of the assessment system" as a preferred approach</li> </ul>	<p><b>ACTION:</b> Durrence charged with re-framing based on board discussion</p>

<p><b>Classroom Assessment Taskforce</b></p>	<ul style="list-style-type: none"> <li>• Durrence provided an oral report</li> <li>• There will be no separate conference in 2020; taskforce proposed a pre-conference session and reception at the 2020 Annual Conference</li> </ul>	<p><b>ACTION:</b> CATF charged with developing a formal workshop proposal and budget for all 2020 conference activities by NCME proposal deadline; sending rep to September board meeting to discuss activities</p>
<p><b>Publications Committee</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report.</li> <li>• Board discussed open-access vs. member-restricted content.</li> </ul>	<p><b>MOTION:</b> Sireci, Ho move to approve ITEMS funding request in submitted report with directives that committee provides a formal report on usage during April 2020 Board meeting and eliminates Zoom expense if that is obsolete; motion carries unanimously.</p>

***~Board Meeting Suspended Until July 12~***

July 12, 2019

TOPIC	DISCUSSION	ACTION/MOTION
<p><b>Digital Presence Committee</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report and items for consideration:               <ul style="list-style-type: none"> <li>○ Separate social media accounts for grad students</li> <li>○ Hootsuite Pro account</li> <li>○ “Ambassador” proposal and incentives</li> </ul> </li> </ul>	<p><b>MOTION:</b> Sireci, Rodriguez move to approve Hootsuite Pro account and Ambassador program (minus the financial incentive); motion carries unanimously</p>
<p><b>Outreach and Partnerships Committee</b></p> <p><i>(Tracey Hembry joins as a guest by phone)</i></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report</li> <li>• Committee and Board discussed difficulty in knowing “how” to engage external partners—what can we offer?</li> <li>• Board considered recommended list of offerings in submitted report:               <ul style="list-style-type: none"> <li>○ Joint conference sessions should be explored (particularly with ATP, ICE, NAAD)</li> <li>○ Invited papers/special issues of EM:IP cannot be guaranteed; must follow established submission processes</li> <li>○ NCME newsletter content is viable; can be addressed ad-hoc</li> <li>○ Comp copies of Journal and Standards publications can be entertained</li> </ul> </li> </ul>	<p><b>ACTION:</b> Rodriguez to connect Outreach and Digital Presence committees to develop strategy for cross-pollinating social media (<i>“we’ll follow you, you follow us”</i>)</p> <p><b>ACTION:</b> Committee to compile an org. list of who they would like to send comp pub copies to</p>
<p><b>Awards Committee</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report; nomination deadline is 9/15 with a deadline of 11/15 for recommended winners</li> </ul>	<p><b>ACTION:</b> Walker charged with determining how/why we solicit donations for specific awards (e.g. on membership forms)</p> <p><b>ACTION:</b> Staff charged with exploring ‘restricted fund’ accounting for award donations</p>

<p><b>Diversity Committee</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report.</li> <li>• Funding requests:             <ul style="list-style-type: none"> <li>○ Up to \$5,000 for student scholarships to attend 2019 Classroom Assessment conference</li> <li>○ Up to \$10,500 for student scholarships to attend 2020 Annual Conference.</li> <li>○ \$2,500 to host reception at 2020 Annual Conference</li> </ul> </li> </ul>	<p><b>ACTION:</b> Committee to draft workflow recommendations for scholarship promotion, candidate selection, and reimbursement OR mechanism for advance funding requests</p> <p><b>MOTION:</b> Sireci, Durrence move to approve funding requests with stipulation that committee tracks scholarship recipients and post-conference activities to evaluate effectiveness of funding for retaining underrepresented minority members; motion carries unanimously</p>
<p><b>Graduate Student Issues Committee</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report</li> <li>• Funding request:             <ul style="list-style-type: none"> <li>○ \$2,500 for social event at 2020 conference</li> </ul> </li> <li>• Board discussed current definitions of student membership category. Suggested revisions:             <ul style="list-style-type: none"> <li>○ Remove 4-year limitation</li> <li>○ Change requirement for “active or emeritus member” endorsement to “faculty” endorsement.</li> <li>○ Cannot be employed full time</li> <li>○ Enrollment must be confirmed by faculty/university document</li> </ul> </li> <li>• Board discussed whether Grad Students should have a non-voting representative on the Board</li> </ul>	<p><b>MOTION:</b> Sireci, Tong move to approve 2020 conference funding; motion carries unanimously</p> <p><b>MOTION:</b> Sireci, Rodriguez move to approve suggested revisions to student membership category definitions; motion carries unanimously</p> <p><b>Motion:</b> Sireci, Zwick move to provide free annual conference breakfast tickets to all grad students who serve on an NCME committee or who are Digital Presence Ambassadors; motion carries unanimously.</p> <p><b>Action:</b> Sireci to follow-up with GSIC about possible rep at Board meetings.</p>
<p><b>Mission Fund Committee</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report</li> </ul>	
<p><b>Adjournment &amp; Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 12:15pm</li> <li>• Specifics for September 17 and January 9-10 meetings to be circulated.</li> </ul>	