

**National Council on Measurement in Education
Board of Directors Meeting Minutes
April 7, 2006
Hotel Nikko San Francisco**

Members Present: Jim Impara
 Dan Eignor
 Terry Ackerman
 Jeri Benson
 Linda Cook
 Hariharan Swaminathan
 Judy Koenig
 Duncan MacQuarrie

Absent: David Frisbie

Staff: Susan Rees

Invited Guests: Anne Fitzpatrick, Leslie Lukin, Ron Hambleton, Barbara Plake

Call to Order

President Jim Impara called the meeting to order at 4:05 PDT. Jerry Sroufe from AERA joined the meeting to briefly discuss the upcoming conference. Impara introduced the meeting guests and incoming Board members Anne Fitzpatrick and Leslie Lukin.

Approval of Meeting Minutes

Impara called for approval of the October meeting minutes. Corrections were made to the meeting minutes, changing the date on day two of the minutes to read "October 15." Ackerman made a motion to approve the minutes as corrected. Eignor seconded the motion. Motion carried.

Consent Agenda

A request was made to update Mary Yakimowski's address on the Outreach Committee Report. A report from JCSEE was included among the Consent Agenda items, but required no action. MacQuarrie made a motion to accept the reports as presented. Ackerman seconded the motion. Motion carried.

General Reports

International Test Commission Membership

Ron Hambleton joined the meeting. Hambleton distributed materials on ITC and provided a history of NCME's involvement in the ITC. Hambleton believes ITC is now the most influential organization on testing. ITC is trying to raise the skills and knowledge of individuals involved in assessment. ITC publishes books, a newsletter, guidelines and a journal, and holds a biannual conference. Hambleton explained the membership structure. Full membership is restricted to national societies. Affiliate

memberships are held by about 70 organizations, and an individual membership was recently added as well. Full members receive two votes on issues and affiliates receive one vote; NCME is an affiliate member. Hambleton recommended NCME remain a member of ITC. Benefits for members of member organizations include a \$60 discount on ITC conference registration. The 2006 conference will be held in July in Brussels, Belgium. The 2008 conference will be in England and the topic will be computer-based testing.

Staff were asked to post an announcement of the ITC conference on the website and include information on the conference registration fee discount.

Executive Directors Report

Rees reported on behalf of Wheeler. Membership numbers have remained roughly the same from 2003 through 2006. Discussion included specific categories that have had significant changes in membership.

The web site proposal was discussed. Impara reviewed the additional information provided by The Rees Group in response to questions raised by the Board and committee members. Impara explored the idea of establishing a webinar section of the website, based on the training sessions. Impara suggested Eignor place this on the agenda for August. Impara requested the Board's approval to authorize the Executive Committee to act on the contract. Benson made a motion to accept the report from the Executive Director. Cook seconded the motion. Motion carried. Koenig made a motion that would allow the EC to be able to move on the web contract. Cook seconded the motion. Motion carried. Dave Miller will form a committee to set the timeline for the website. Impara distributed a list of decisions the board would like to make concerning the web site.

Discussion included how much contact information should be shared with other members through the members' only section, and any potential for misuse. Koenig made a motion that the information available to membership includes first and last name and email address. Benson seconded the motion. Motion carried.

A questionnaire is to be included on the website. Benson made a motion that response to the online membership questionnaire be voluntary. Cook seconded the motion. Motion carried. Timing of the questionnaire was discussed and it was recommended the questionnaire should be available on demand and at the time of membership renewal.

Annual Meeting Contract

The group was reminded that 2006 contract with AERA for the annual meeting will be rolled over to cover 2007. The contract will then be renegotiated in the fall of 2006 for 2008 and beyond.

Committee Reports

Administrative Area:

Financials and 2005 Audit:

Impara distributed the budget created by Dave Frisbie. Impara highlighted several items within the budget, including membership income, which is lower than projected; journal royalty, which will be higher than projected for 2006. The tentative budget for 2007 includes projected income of \$358,182, expenses of \$229,800, and a net margin of \$128,382. MacQuarrie made a motion to tentatively adopt the budget as presented. Eignor seconded the motion. Motion carried.

Membership:

Impara reported on the Membership Committee's request to support a booth at the American Association for Higher Education conference for a cost of \$500 exhibitor fee, plus shipping, and the cost of staffing the booth. Estimated cost is \$1,500 to \$2,000. Discussion included the need to target materials presented at the booth to those attending the AAHE meeting, or whether it is more cost effective to do a membership drive to AAHE members, or a hospitality suite for invited AAHE guests. The board voiced support to begin with a membership drive, both via email and regular mail, but not to support the booth. Question was raised if this membership campaign should be expanded to other organizations as well. The Board of Directors supports targeted outreach to other organizations, including AAHE and former AAHE members. \$1,000 has already been authorized for a membership drive, and the question was raised, without resolution whether this amount should be increased. Lists of potential membership organizations should be sent to Ann Fitzpatrick.

Currently underway is the lapsed member project, which includes the President and Board members contacting members to invite them to rejoin. The campaign has met with some success and will be continued.

Outreach Area:

Recruitment Committee reported that the recruitment brochure has been completed and is available for mailing. Copies will be distributed at the breakfast. Proposed activities include putting this information on the website; this should be done at the time the website is revised. Impara suggested a salary survey be included on the website as the information is being redesigned.

Graduate Student Issues:

MacQuarrie provided an update of committee activities, including the large number of graduate student poster session submissions received. The committee recommended the number of accepted graduate student posters accepted be expanded. It was agreed that no formal action needs to take place, since the number of posters is limited somewhat by location.

Standards Management Committee (SMC):

Barbara Plake joined the meeting to report on the SMC. The standards management committee is a joint committee made up of members from AERA, APA and NCME. The Standards and Test Use Committee is NCME's committee responsible for providing

relevant information to the SMC. The current Standards Management Committee is made up of Barbara Plake, Suzanne Lane, and Wayne Camara. A new role and responsibility of the SMC will be to select members of the Joint committee that will revise the Standards.

Prices for the 1999 Standards will increase July 1, 2006 and are as follows:

Students: \$25.95 (no change)

Members: \$35.95

Non-Members/Institutions: \$49.95

Plake reminded the Board that the proceeds from these sales go toward the development of a new edition of the publication.

The SMC will need a recommendation from NCME about whether to now start the Standards revision process. Impara reported he will turn the issues over to the Standards and Test Use Committee for recommendation, and that committee will provide a response by October 15, 2006.

New Business:

Impara provided information on the International Standards Organization (ISO) and their role in developing industry standards. ANSI is the American organization that is part of ISO, and has just sent to the Joint Committee on Testing Practices, standards for employment testing from a German group to be considered for international endorsement. Impara will forward the information to Eignor and Koenig, and Eignor will craft a letter requesting the inclusion of input from NCME on the development of these standards. A suggestion was made to forward the standards to the Standard Management Committee for comment on their viability.

The meeting was adjourned at 6:49 p.m. PDT.