



## NCME Board Meeting Minutes

### NCME Board Meeting Minutes

April 8, 2019

Fairmont Royal York Hotel, Toronto, Canada

In attendance:

#### **Officers & Board Members**

- Stephen Sireci, President
- Rebecca Zwick, Past President
- Ye Tong, Vice President
- Andrew Ho, Board Member
- Debbie Durrence, Board Member
- Rose McCallin, Board Member (dial-in)
- Howard Everson, Board Member
- Michael Rodriguez, Board Member
- Michael Walker, Board Member

#### **NCME Leaders and Staff Members**

- Derek Briggs
- Rosemary Reshetar, Budget & Finance Committee
- Krista Mattern and Emily Shaw, Program Committee Outgoing Co-Chairs
- Kim Colvin, Incoming Training and Professional Development Chair
- Mary Ann Emely, Executive Director
- Schuyler Nissly, Associate Director
- Ethan Gray, Talley Management Group

#### **Welcome; Agenda; Approval of Minutes; Review of Action Items**

President Sireci called the meeting to order, reviewed the action items from the April 5 meeting and suggested additions. He also motioned for the use of Robert's Rules of Order, seconded by Tong and unanimously passed.

#### **Vice-President's Report**

Tong provided the Vice President's report, which included a discussion on committee liaison responsibilities, and how to divide committee liaison work if needed. A motion was made by Sireci, seconded by Ho, on the liaison relationships as agreed upon:

Sireci – Annual Meeting Program Committee, Training and Professional Development Committee, Fund Development Committee, Membership Committee, Budget & Finance Committee

Tong – Website Committee, Graduate Student Issues Committee

Zwick – Elections Committee, Nominations Committee

McCallin – Archives Committee

Durrence – Classroom Assessment Committee

Ho – Strategic Visioning Committee  
Rodriguez – Outreach and Digital Presence Committee  
Walker – Awards Committee, Diversity Issues and Testing Committee  
Everson – Publications Committee

### **Conference Program Committee Reports**

Tong lead a discussion on the following committees and some goals for those committees: Graduate Student Issues, Diversity and Outreach/Partnership.

She also said that this year there would be a need to bring the matter of the NCME Handbook to closure. Updates had been started in the Handbook, but never concluded so we will pick-up the most recent drafts and come to consensus on needed changes.

### **Annual Meeting**

Shaw and Mattern provided updates on the 2019 conference. Sireci brought the Board up to date on status of planning for 2020, including the 2020 AERA contract which has not been executed and has some hurdles to overcome, as well as the proposal submission system that would be used in 2020.

Colvin talked about initially planning for 2020 workshops.

### **Board Member Report 1**

McCallin reported on progress with the NCME website, including updates that had been made. She also addressed Standards and Test use.

### **Past-President's Report**

Zwick provided an update on the 2019 conference with regard to her involvement, and the many challenges faced.

### **Board Member Report 2**

Durrence reported on the upcoming 2020 Classroom Assessment Conference. She remarked that a half day or full day attached to the 2021 conference instead of a separate conference might be the way to in the future.

### **President's Report**

Sireci reported on planned strategic initiatives and priorities as a continuation of an ongoing topic. He said his remarks would lightly cover the subject, as this is primarily tabled until the July Board meeting.

He also tabled the top of membership rates the number of years students could join as Student Members, until the July meeting.

### **Board Member Report 3**

Ho reported on his thoughts regarding strategic visioning as it would be addressed in July, including the setting of strategic priorities.

He also addressed the Informing Assessment Policy.

#### **Brief Financial Report**

Reshetar report on finances to date. There would be a more fulsome report after the conference-related expenses and revenues are in.

#### **Board Member Report 4**

Walker will be working to restructure the Awards committees and bring the awards to uniformity, to the extent possible. Briggs agreed to help him with this.

#### **Board Member Report 5**

Everson reported that he will become the Publications Committee liaison because of his years of work in this area.

#### **Board Member Report 6**

Rodriguez reports that he will serve as the Board liaison to the Outreach and Digital Presence Committee. Discussion followed around his suggestion of having graduate students as a “brand ambassadors” for NCME. Sireci asked him to develop a proposal for his idea, and submit it to the Executive Committee.

#### **2019/20 Executive Director Comments**

Gray provided some closing thoughts on the transition from Fernley to TMG and noted that all seemed to be well in hand and that he looked forward to the July Board meeting and the start of a strong relationship.

There being no further business to come before the Board, the meeting was adjourned at 7:00 pm.