

Minutes of the NCME Board of Directors' Meeting

Monday, April 11, 2005

Montreal

Attending: David Frisbie (President), James Impara (Vice President), Suzanne Lane (Past President), and the following directors: Terry Ackerman, Douglas Becker, Linda Cook, Jeri Benson, Wayne Camara, and Duncan MacQuarrie. Guests attending the meeting included Bruce Wheeler of The Rees Group; Dan Eignor, newly elected Vice – President; Hariharan Swaminathan, a newly elected member of the Board of Directors. Additionally, Julie Noble and Xiaohong Gao, co-chairs of the program committee, and James Wollack, chair of the training and development committee, attended the first portion of the meeting and provided reports. Gerald Sroufe, (NCME Administrative Officer) represented the Central Office.

Welcome and Approval of Minutes. President Frisbie welcomed the members of the Board of Directors and guests. He noted that because of the relatively brief time available for the meeting, he had proposed a very tight schedule. Minutes of the October meeting were approved as presented.

Administrative Area Reports.

President Frisbie observed that interest in the idea of electronic balloting continued. Jim Impara, incoming President, announced that James Wollack had agreed to chair a small committee to work with Bruce Wheeler and The Rees Group (TRG) to explore the feasibility of electronic balloting for next year.

The Board received the report of Joint Committee on Testing Practices (JCPT) prepared by Greg Cizek, NCME's representative on JCTP. President Frisbie reminded the Board that it had determined previously to integrate the JCTP activities into the committee structure of NCME; it will be included in the Standards Area under the direction of Duncan MacQuarrie. Among the immediate JCTP issues to be considered will be the revision and promotion of the "ABC's of School Testing: Leaders' Guide." President Frisbie appointed Richard Sawyer of ACT to a 3-year term as the second NCME liaison to JCTP.

The Board received the report of the Joint Committee on Standards for Educational Evaluation (JCSEE) prepared by Donald Yarbrough, NCME's representative. The JCSEE is in the process of revising standards in both personnel and program evaluation. Participation of member organizations is being solicited to review drafts and pilot test the instruments. JCSEE will also be a responsibility of the Standards Area.

President Frisbie reported that the revised timeline for the 4th edition of Education Measurement anticipates publication in advance of the 2006 NCME Annual Meeting. Also, it was reported that editors were receiving galleys for the Handbook on Test Development.

Frisbie read the acknowledgement to NCME from the preface of the Handbook. It is anticipated that this work, edited by Downing and Haladyna, will be published in October, 2005. Royalties from sales of the book are to go to NCME.

President Frisbie reminded Board members that they had received electronic copies of the revised Handbook of NCME Policies and Procedures, a project that Suzanne Lane had brought to completion.

Annual Meeting Report: Program. The Board received a report from Julie Noble and Xiaohong Gao depicting the number of submissions and acceptances of papers and symposia (approximately 48 percent), and the number of volunteers involved in reviewing proposals – over 200. They reported that 95 percent of the proposals were submitted electronically. Three sessions sponsored by NCME committees were cancelled within a week of the annual meeting (classroom assessment, diversity issues, and outreach). It was agreed that steps need to be taken to prevent a recurrence in subsequent years.

Recommendations directed at AERA procedures included assuring that its sessions were scheduled in a timely manner to facilitate conflict resolution, and increased coordination with regard to scheduling of rooms for programs and training sessions, audiovisual services, and audio taping procedures. Recommendations directed toward NCME included reconsideration of the program book length, perhaps deleting full descriptions of training programs and changing the format to conserve space. This year's program book was 88 pages, while previous books were 55 pages. The co-chairs also noted the need for greater clarity regarding expectations for committee-designed sessions. The Board discussed also the topic of individuals making multiple submissions, a recurring problem. Because of the large number of proposals that were rejected even though they received positive reviews, President Frisbie wondered if it would be possible to add to the number of sessions at the NCME annual meeting. The co-chairs were thanked for their outstanding work in providing the 2005 program.

Annual Meeting: Training Programs. The Board received the report of the chair of the annual meeting training programs, James Wollack. It was reported that 16 sessions were being sponsored, up from four sessions one year ago and that over 260 tickets for sessions had been sold in advance of the onsite registration. The report identified a number of problems: difficulty of signing up for training courses once one had completed registration; absence of a site for lecturers/trainers to check on registration; failure to include training session instructors in the process of resolving scheduling conflicts with the AERA program. It was recommended that the onsite registration include desks that were restricted to NCME training sessions and tickets only. Other detailed recommendations appearing in the report will be given to the incoming chair. The Board thanked the chair for his outstanding work in providing training sessions for the 2005 NCME annual meeting.

Publications Transition to Blackwell. Suzanne Lane has been working to expedite the transition of NCME publications from AERA to Blackwell Publishing. Issues raised by the new publisher include establishing a 5-month grace period during which individuals would continue to receive publications if membership has lapsed; urging consideration of an annual

membership renewal rather than continuing the present anniversary date; consideration of a price increase for institutional subscriptions. The sentiment of the Board was that the proposed grace period seemed reasonable; that annual membership would be under active consideration during the year; and that a modest price increase might be acceptable if subscriptions are increasing. It was understood that Blackwell was preparing a letter to NCME about these issues, and incoming President Jim Impara will circulate the letter to the Board members. Lane's report included a list of issues to be taken up by the Publications Committee in the near future. The Board agreed informally to drop the option of a fee for international postage for NCME members; Blackwell procedures are expedient and cost no more than domestic delivery.

Management Transition to The Rees Group. President Frisbie introduced Bruce Wheeler of TRG, who will be the Executive Director of NCME when the transition from AERA takes effect on July 1, 2005. It was noted that TRG has worked with many associations making similar transitions. Gerald Sroufe, Administrative Officer of NCME made arrangements to meet with Wheeler during the annual meeting to talk about the transition. TRG has moved its location in Madison, and they will be prepared to begin transition work on June 1. David Frisbie will be the transition liaison for NCME.

Governance Issues. President Frisbie reported on a number of governance proposals, beginning with a review of changes adopted in October to equalize the burden among members of the Board. He recommended that a finance committee be created as an ad hoc committee for the first year of its existence, subsequently becoming a standing committee. Both JCTP and JESSE would report to the Standards Area; the Classroom Assessments Award will have to be operated as other award committees if it is to be continued. The elections committee, currently serving only to count ballots, would be reconsidered in the light of the possibility of having ballots counted electronically. Finally, Frisbie indicated that the Board would be investigating the nomination categories for membership of the Board itself: Currently, while only 6 percent of the NCME membership represent state or federal agencies, but a Board member is selected from this group every three years. The Board agreed informally to adopt the recommendations as proposed.

Committee Reports.

Publications Area. The Board received a report of the Publications Committee prepared by Douglas Becker. The report included informative reports by editors of the two journals, the website, the newsletter, and ITEMS, and it raised a number of specific issues for Board discussion. Among the items discussed were the decision to move the listserve to TRG and the addition of a "members' only" section to the Website. Becker called attention to the need to identify editors for the Newsletter and Items in the coming year, and provided a list of specific activities that would be undertaken by the Publications Committee. In addition he indicated that the committee would consider working to increase the outreach about assessment issues through "white papers" and special issues of the various publications.

Because of the centrality of publications to the work of the Association, concern was expressed about the need for an opportunity to undertake more long-term planning about the

role of NCME and its services (e.g., publications, annual meeting), and governance structure. Consideration is being given to adding a day to the next meeting of the Board of Directors to pursue these issues.

Recognition Area. The Board of Directors received reports from most of the award committees (none from Annual Award or Career Award). Additionally, Linda Cook and Wayne Camara offered a report with some recommendations for Board approval. One recommendation was to modify the timing of the Cascallar award to conform to other NCME award schedules (i.e., nominations and review in the fall and November). The Board accepted this recommendation and it will be implemented in the 2006 competition. Other procedural changes will be provided to the Board in the form of a modified call to be approved by the Board.

The following motions were adopted unanimously by the Board:

1. The award selection review process as described by Topic 1 in the report is adopted.
2. The recommendation that no ties for awards be allowed, and this will apply to all awards, is adopted.
3. The recommendation that a candidate be eligible to receive only one award per year is adopted.

In addition, the Board considered but failed to endorse a proposal that there be a minimum number of nominees for an award before a selection is made for that year. Further discussion will ensue at the July meeting regarding whether non-NCME members should be eligible for awards.

Executive Session. The Board of Directors held a brief executive session during which they further discussed aspects of the management transition.

Minutes of the NCME Board of Directors' Meeting

Thursday, April 14, 2005

Montreal

Attending: James Impara (President), Dan Eignor (Vice President), David Frisbie (Past President), and the following directors: Terry Ackerman, Linda Cook, Jeri Benson, Judith Koenig, Duncan MacQuarrie, and Hariharan Swaminathan. Others attending the meeting included Bruce Wheeler of The Rees Group, Gerald Sroufe, NCME Administrative Officer, and Felice Levine, Executive Director.

Future Meetings; New Committee Assignments. President Impara welcomed members of the Board and reviewed the agenda. He announced that the next meetings of the Board would be July 14-16, 2005 and October 14 -16, 2005. The July meeting will be a three-day meeting to provide an opportunity for long-range planning. It is anticipated that the meeting will be held in Madison in the vicinity of The Rees Group (TRG) offices. The October meeting will

begin on the morning of the 14 and it is anticipated that it will be held in Buena Vista, Colorado.

President Impara also announced committee assignments for the two new members of the Board of Directors: Koenig will work in the Standards Area with MacQuarrie; Swaminathan will work in the Outreach Area with Benson. It was noted that sections 6-12 of the NCME Handbook provide guidelines for the work of committees.

2006 Annual Meeting Planning. The 2006 NCME Annual Meeting currently is scheduled for Sunday, April 9 through Tuesday, April 11, in San Francisco. Chad Buckendahl and Leslie Lukin will be Annual Meeting program co-chairs. Lori Nebelsick Gullet will be responsible for the Training and Professional Development programs.

Executive Director's Report.

Executive Director Felice Levine provided an overview of the annual meeting, expressing satisfaction with regard to overall attendance, the quality of the exhibit area, and NCME's prominent location, and the physical accommodations it was possible to provide for NCME at the combined AERA/NCME meeting in Montreal. Levine observed that Montreal had provided special challenges in scheduling the annual meetings that will not be present in San Francisco. She acknowledged the progress made in transferring NCME publications to Blackwell and pledged her support to make the transition of management functions to TRG work just as effectively. She provided a membership report and a financial report for NCME, commending the Board for its success in turning around its financial program and moving from increasing deficits to a modest but sustainable surplus. There was discussion of apparent discrepancy between the number of existing members and new members as reported, which was attributed to the annual dates of renewal and inclusion of two-year memberships. The Board requested an investment report as of March 30 and as of June 30 to expedite planning for the transition. Levine agreed to send the reports and an FY04 audit report to the Board shortly after the annual meeting.

The Board indicated that they would have some additional modifications to suggest regarding the proposed AERA contract for provision of annual meeting services, but that the changes would not impact on the overall proposal or cost. These modifications were to be provided to AERA following the annual meeting.

Bruce Wheeler and Gerald Sroufe informed Levine that they already had found an opportunity to meet to discuss the transition, and that TRG had a long list of queries and requests prepared to mail to AERA. Before leaving to attend another, Levine indicated that Gerald Sroufe would continue as liaison to the Board of Directors through the transition.

Budget for 2006.

The Board of Directors gave tentative approval to a 2006 budget prepared by David Frisbie. The budget, anticipating a surplus, will be reviewed again in July in the context of the end of the year financial statement and receive final approval at the October meeting. Attention was

called to the inventory of CD-ROM's of all JEM issues up through 2000 as a potential income source.

Committee Reports.

Membership Area. The Board of Directors received a report from the Membership Committee provided by Steven Downing and Chad Buckendahl. The committee has been involved in cleaning and updating membership files and undertaking a variety of recruitment measures. During the year they implemented an innovative program based on personal contacts by individuals at various measurement agencies and institutions. The committee hopes to extend its efforts to including updating the membership brochure with the new NCME Central Office address and by working with the just disbanded AAHE membership list for additional members. David Frisbie mentioned that he had a list of four specific activities he hoped the Membership Committee would address during the coming year.

Recruitment Area. The Board of Directors received a report of the Recruitment Committee provided by Jeri Benson. The committee has been engaged in completion of a number of activities during the year: updating the list of graduate programs in education measurement; final revision of the content of the NCME career brochure. Outside resources appear to be available for publication and dissemination of the career brochure from Measured Progress. Board members were requested to send any additional edits of the brochure to Kristen Huff as soon as possible.

Among the questions discussed by the Board regarding the outreach effort was determination of appropriate benchmark data and impact measurement procedures. One possibility was to provide the career brochure as a PDF file on the NCME Website and then to record "hits." The Board requested that Central Staff provide information about the number of Division H and Division D members who are also members of NCME.

Standards Area. The Board of Directors received a report of graduate student activities presented by Duncan MacQuarrie. The successful graduate student program of sessions and the no-host reception were acknowledged, along with the problem of the conflict between the Division D reception and the no-host reception. Gerald Sroufe observed that the AERA division events were scheduled at the request of the divisions, and encouraged the NCME program co-chairs to coordinate with Division D to assure this does not happen in 2006. The report includes plans for recruiting additional student members and raises the issue of student solicitation of funds for activities such as the no-host reception. A proposal about the purpose and suitability of graduate students soliciting funds to cover events such as the no-host reception will be sought for the July meeting of the Board of Directors. The Board discussed the appropriate role of faculty in working with students in fund raising activities. Dan Eignor agreed to consolidate the presentations from the Test Standards symposium and provide a report to the Board. Jim Impara will appoint an NCME member to the Management Committee as a next step to the revision process.

President Impara thanked members for their enthusiastic participation in the meetings and said he was looking forward to their July meeting. Dave Frisbie expressed appreciation to

Gerald Sroufe for his service as administrative officer of NCME over the past two years, and the meeting was adjourned.