



Meeting Minutes
NCME Board Meeting: June 13-14, 2022
via Zoom

Board Attendees: Deborah Harris, Derek Briggs, Li Cai, Susan Davis-Becker, Kyndra Middleton, Michael Walker, Ellen Forte, Sharyn Rosenberg
Guests: Marc Kroopnick, Budget & Finance Chair
Staff Attendees: Ethan Gray

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> • Meeting called to order at 1:01pm eastern. • Harris welcomed attendees and reviewed the agenda. • Attendees reviewed meeting minutes from April 21 and April 24, 2022. 	<p>MOTION: Middleton, Rosenberg move to approve April 21 meeting minutes. Motion carries unanimously.</p> <p>MOTION: Davis-Becker, Forte move to approve April 24 meeting minutes. Motion carries unanimously.</p>
Presidential Initiatives	<ul style="list-style-type: none"> • Harris level-set on a breakout activity to discuss ways to increase NCME’s industry influence: <ul style="list-style-type: none"> ○ How do we increase visibility beyond our known universe? ○ How do we drive industry diversity? • Breakout recommendations: <ul style="list-style-type: none"> ○ Communications should be expanded to stakeholder groups beyond membership (undergraduate + graduate programs, other organizations etc.) ○ “Pipeline” target populations should receive direct invitations to the annual meeting. ○ A weekly email/video of the week? ○ Regular SIGIMIE activity reports shared with members? ○ Undergraduates in math and other related fields should be targeted. ○ Expanded, specialized webinar content for teachers and other stakeholders. ○ Should we engage an external PR/comms firm? 	<p>ACTION: Harris, Gray to synthesize breakout discussions, circulate recommendations to full board.</p>

	<ul style="list-style-type: none"> • Attendees discussed the need for a more robust social media presence. 	<p>ACTION: Staff to operationalize Social Media postings to coincide with email blasts.</p>
<p>Executive Director Search Update</p>	<ul style="list-style-type: none"> • Briggs updated attendees on the refreshed job description and updated search timeline. • Additional recruitment communications are planned with candidate review beginning in July. 	
<p>2023 Annual Meeting</p>	<ul style="list-style-type: none"> • Gray recapped RFP process for alternative locations in Nashville, St. Louis, Denver and New Orleans. • Attendees discussed pros and cons of continuing with traditional joint AERA meeting vs. an independent conference. • Staff will continue to gather intel to inform the planning process. 	
<p>Talley Contract Renewal</p>	<ul style="list-style-type: none"> • Items that remain pending include the direction for the 2023 annual meeting and the integration of an industry Executive Director into the staff team. 	<p>ACTION: Gray to propose "month to month" management addendum post 6/30/22 while 2023 meeting and Executive Director specs are finalized.</p>
<p>Budget & Finance Report</p>	<ul style="list-style-type: none"> • Kroopnick discussed updated guidelines on the use of strategic funds. 	<p>MOTION: Briggs, Davis-Becker move to approved updated guidelines. Motion carries unanimously.</p>
<p>Mission Fund</p>	<ul style="list-style-type: none"> • Attendees reviewed historical background documents included in the board book. • Board agrees that requests for funding should be based on NCME calls for proposals rather than entertaining ad-hoc projects. 	<p>MOTION: Briggs, Walker move to approve the use of 50% of strategic investment revenue to fund Mission Fund initiatives. Motion carries unanimously.</p> <p>ACTION: Briggs to communicate to Mission Fund Committee about annual dollars available from new guidelines on use of strategic funds</p>

Membership	<ul style="list-style-type: none"> • Board discussed current “open access” approach to a variety of NCME content. • Board reviewed history of membership categories and starter proposal on membership classifications and benefits. • Board discussed history of complimentary state rep membership and agrees to continue the initiative. • Board discussed amending membership categories and pricing as follows: <ul style="list-style-type: none"> ○ Active Membership: \$100/annually ○ Student Membership: \$25/annually ○ Emeritus category is retired. 	<p>ACTION: Staff to develop standard membership recruitment script and PPT slide for webinars.</p> <p>ACTION: Stroter to work with SALAL SIGIMIE to develop membership talking points/materials for upcoming National Conference on Student Assessment.</p> <p>MOTION: Briggs, Middleton move to approve membership category and pricing changes. Motion carries with Stroter in opposition.</p>
Website	<ul style="list-style-type: none"> • Board reviewed submitted committee report and proposal for logo, PPT, Word template work. • Outdated Handbooks need to be removed from NCME.org and refreshed Handbook posted once all updates have been made. 	<p>ACTION: Board liaisons to update committee/SIGIMIE listings on Google docs and send to staff for website updates if not already completed.</p> <p>ACTION: Rosenberg to solicit final recommendation for logo/template from Website Committee for Executive Committee review.</p> <p>ACTION: Rosenberg to discuss SEO opportunities with Website Committee; determine capacity/expertise to facilitate internally or make recommendation for external resource.</p>

Meeting Suspended at 4:57pm

TOPIC	DISCUSSION	ACTION/MOTION
Day 2 Welcome & Agenda Review	<ul style="list-style-type: none"> • Meeting called to order at 1:03pm eastern. • Harris reviewed day 2 agenda items. 	
Test Standards <i>(Kristen Huff, NCME Test Standards rep, and Ye Tong join as guests)</i>	<ul style="list-style-type: none"> • Huff reviewed the functions of her role and asked if a formal process exists for approving Standards versions. • Board discussed mechanisms for soliciting member input on forthcoming versions. 	ACTION: Review past NCME board minutes to determine previous process for formal acceptance of Standards content.

	<ul style="list-style-type: none"> • Board discussed whether NCME should pursue publishing the next version as an open-access document. More discussion required. 	<p>ACTION: Huff, CIAP Chair to coordinate webinar to solicit input from members on the charge of the Standards Joint Committee.</p>
<p>Publications</p>	<ul style="list-style-type: none"> • Davis-Becker reviewed committee report. • Board discussed ongoing issues with newsletter publication. • Gray reviewed recent conversations with Journal Editors about the sources and mechanics of editorial support funding. • Board discussed request for additional funding for CEJEME editorial support. Cai reviewed the logistical/publishing process to date. 	<p>ACTION: Revisit dissolution of NCME Newsletter at next board meeting.</p> <p>MOTION: Briggs, Davis-Becker move to approve \$12,000 in editorial support funding for CEJEME (additional 6k). Motion carries unanimously.</p> <p>ACTION: Davis Becker to charge Pubs Committee with working with Ye Tong to develop CEJEME KPIs, inform Ye Tong about additional \$6,000 in editorial support funding.</p>
<p>Classroom Assessment</p>	<ul style="list-style-type: none"> • Board reviewed statement of need/proposal for CA Journal included in board book. • Additional information on Journal production needs to be determined before a final decision is made. • Committee is preparing an RFP for 2023 conference. 	<p>ACTION: Stroter to confirm preferred mode for CA Journal (like JEM/EM:IP or another approach)—this will determine how we pursue potential publishing partners.</p>
<p>Standards and Test Use Committee</p>	<ul style="list-style-type: none"> • Board reviewed proposed revisions to the Code of Professional Responsibility. • Board discussed committee requests to solicit test fairness experts to help further updates to the Code of Fair Testing. 	<p>ACTION: Send any final comments on proposed revisions to Code of Professional Responsibility to Ellen Forte and STUC Chair (Jeff Steedle).</p> <p>ACTION: Include test fairness expert request on next board agenda.</p>
<p>Equity Call for Proposals</p>	<ul style="list-style-type: none"> • Board reviewed original equity call for proposals from 2021. 	

	<ul style="list-style-type: none"> • Board discussed the need for ongoing initiatives and the mechanism for facilitation. 	<p>MOTION: Walker, Briggs move to greenlight equity webinar series as an annual initiative with funding caps from the original 2021 proposal. Proposal calls will be coordinated through CODIT. Motion carries unanimously.</p> <p>ACTION: Walker to convey Equity webinar series discussion to CODIT—committee to review/revise call for proposals/timeline and circulate to board for final approval.</p>
<p>Other Committee Reports</p>	<ul style="list-style-type: none"> • Walker reviewed Diversity Committee report. • Middleton reviewed GSIC Committee report. <ul style="list-style-type: none"> ○ Committee requests an update to the Handbook to allow for “Volunteer Student Members” — initiative collaborators rather than official committee members. ○ Board members discussed existing chair transition due to pending graduation. ○ Board discussed reception request in report. Deferred to next meeting. • Middleton reviewed CIAP report. • Outreach & Partnerships Committee remains on hiatus. 	<p>MOTION: Middleton, Briggs move to allow “volunteer student members” to the GSIC. Motion carries unanimously.</p> <p>ACTION: Incorporate GSIC “volunteer student members” language into Handbook.</p> <p>ACTION: Middleton to encourage current GSIC Chair to step down from role once he graduates to allow for new student leadership.</p> <p>ACTION: Revisit GSIC request (and overall approach to conference receptions) during next board meeting.</p> <p>ACTION: Revisit possible dissolution of Outreach Committee at next board meeting.</p>
<p>SIGIMIE Reports</p>	<ul style="list-style-type: none"> • Middleton reviewed Big Data report. • Davis-Becker reviewed Cert & Licensure report. • Harris reviewed SLE report. • Cai reviewed Diagnostic Measurement report. • Briggs reviewed Educators report. • Forte reviewed Large-Scale Assessments report. • Stroter reviewed SALAL report. 	<p>ACTION: Resend recommendations on use of \$1,000 stipend to Big Data SIGIMIE.</p> <p>ACTION: Revisit Large-Scale honorarium request at next EC meeting.</p> <p>ACTION: Deploy general member communication on joining a SIGIMIE.</p>

Adjournment and Next Meeting	<ul style="list-style-type: none">• Meeting adjourned at 5pm eastern.• Next meeting will be August 31-September 1—location/mode pending 2023 conference developments.	
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