



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

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

<b>Membership</b>	<ul style="list-style-type: none"> <li>• Board discussed current “open access” approach to a variety of NCME content.</li> <li>• Board reviewed history of membership categories and starter proposal on membership classifications and benefits.</li> <li>• Board discussed history of complimentary state rep membership and agrees to continue the initiative.</li> <li>• Board discussed amending membership categories and pricing as follows: <ul style="list-style-type: none"> <li>○ Active Membership: \$100/annually</li> <li>○ Student Membership: \$25/annually</li> <li>○ Emeritus category is retired.</li> </ul> </li> </ul>	<p><b>ACTION:</b> Staff to develop standard membership recruitment script and PPT slide for webinars.</p> <p><b>ACTION:</b> Stroter to work with SALAL SIGIMIE to develop membership talking points/materials for upcoming National Conference on Student Assessment.</p> <p><b>MOTION:</b> Briggs, Middleton move to approve membership category and pricing changes. Motion carries with Stroter in opposition.</p>
<b>Website</b>	<ul style="list-style-type: none"> <li>• Board reviewed submitted committee report and proposal for logo, PPT, Word template work.</li> <li>• Outdated Handbooks need to be removed from NCME.org and refreshed Handbook posted once all updates have been made.</li> </ul>	<p><b>ACTION:</b> Board liaisons to update committee/SIGIMIE listings on Google docs and send to staff for website updates if not already completed.</p> <p><b>ACTION:</b> Rosenberg to solicit final recommendation for logo/template from Website Committee for Executive Committee review.</p> <p><b>ACTION:</b> 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
<b>Day 2 Welcome &amp; Agenda Review</b>	<ul style="list-style-type: none"> <li>• Meeting called to order at 1:03pm eastern.</li> <li>• Harris reviewed day 2 agenda items.</li> </ul>	
<b>Test Standards</b> <i>(Kristen Huff, NCME Test Standards rep, and Ye Tong join as guests)</i>	<ul style="list-style-type: none"> <li>• Huff reviewed the functions of her role and asked if a formal process exists for approving Standards versions.</li> <li>• Board discussed mechanisms for soliciting member input on forthcoming versions.</li> </ul>	<b>ACTION:</b> Review past NCME board minutes to determine previous process for formal acceptance of Standards content.

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

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

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