

Minutes of the NCME Board of Directors (edited)

**April 12 and 15, 2004
San Diego, California**

MONDAY MEETING, APRIL 12

Attending: Suzanne Lane, President; David Frisbie, Vice President; Linda Crocker, past president; Directors Douglas Becker, Jeri Benson, Duncan MacQuarrie, Wayne Camera, Sharif Shakrani, and Mark Reckase. Also attending, Gerald Sroufe, NCME Central Office Liaison, newly elected board members Linda Cook, James Impara, and Terry Ackerman, along with NCME committee chairs Sue Brookhart, Carol Parke, Alan Cohen, and Ron Dietel.

WELCOME, REVIEW OF AGENDA, AND APPROVAL OF MINUTES

President Lane welcomed the members of the NCME Board of Directors and guests and provided an overview of the agenda. Minutes of the October Meeting were approved.

ADMINISTRATIVE AREA – Suzanne Lane

Board Elections. President Lane reported on the results of the recent Board of Directors election. Linda Cook was elected board member at large; Terry Ackerman was elected board member from a university; and James Impara was elected vice president. It was noted that next year's chair of the elections committee, Robert Lissitz, had encouraged the association to use electronic balloting to save time and effort, and possibly increase participation. However, because the bylaws require election by "mailed ballot" the Board determined to consider the topic further at a future meeting.

4th Edition of Education Measurement. It was reported that Bob Brennan, editor of the 4th Edition of Education Measurement, now in development, has received completed chapters from almost all authors. It was noted that the contract provided a \$12,500 advance, of which little has been spent thus far, and an additional \$12,500 if needed.

Preparation of Education Measurement Specialists. The Board had previously considered means of providing additional federal dollars for the training of measurement specialists, and established an adhoc committee to develop and implement a plan for creating a scholarship program. A progress report was received by the Board. A draft needs statement was to be considered by the committee during the NCME Annual Meeting. Duncan MacQuarrie, had undertaken exploratory conversations with key NCES staff that were encouraging. The committee report included the suggestion that if one were to seek to establish the program through technical amendments to the No Child Left Behind (NCLB) act, that the most feasible time would be following the presidential elections.

Royalties from Handbook of Test Development. NCME is to receive royalties from sale of the Handbook through the generosity of co-authors Tom Haladyna and Steve Downing. It was reported that arrangements have been made between AERA and the handbook publisher (Erlbaum) to have NCME's royalties sent directly to their account and recorded as a specific income item.

Policies and Practices Handbook. A draft version of several segments of the revised policy and practices handbook was available to the Board. President Lane requested that any changes to be made in the final copy be called to her attention by June 30. It was noted that the section on the recruitment committee was inadvertently omitted and it will be added to the final version. Identification of key points to be retained for publications and awards are the responsibility of Becker and Camara, respectively. Agreement was reached on some specific changes at the Board meeting: (1) The publications section of the handbook should indicate that the backlog of articles confronting new editors should be restricted; (2) the handbook will stipulate that the optimum number of reviewers is 3; and (3) references to "instruments" will be removed from the handbook.

The Board also determined that sample form letters for appointment and of appreciation will be included in the Handbook.

It was stipulated that all chairs are to be appointed by the president, in part to assist in achieving greater diversity among the membership of NCME committees. The handbook is to stipulate that the term of graduate student committee representatives is one year.

The Board considered the possibility of converting the handbook into two parts to make revisions easier, but concluded that a single volume was desirable. The Board also considered the viability of putting the handbook on the NCME Website to make the operations of the organization even more transparent, and to make modifications easier, quicker, and less expensive.

2004 ANNUAL MEETING

Program Procedural Issues: Program chairs for the 2004 annual meeting, Carol Parke and Susan Brookhart, provided a detailed report to the Board and helped members review problems experienced in developing the 2004 program, and to consider some modifications in procedures. Two major problems resulted from the delay in release of the AERA program, and should not be repeated next year as a result of improvements being made in that process. Difficulties included inability to resolve conflicts and assign sessions and, of course, print the program in a timely fashion.

Other problems were related specifically to NCME procedures and policies. The policy to resolve conflicts only with respect to first authors of multi-author proposals was reaffirmed. The authority of the program chair to reject proposals from individuals exceeding the maximum number of submissions was reaffirmed. Mark Reckase

recommended that all members receive an email reminding them of the restriction on number of submissions and the reasons for the policy. Linda Cook suggested that submissions beyond the minimum be returned without review.

As a cost-saving measure, program books were provided in advance only to registrants of the 2004 annual meeting and the Board will determine if this policy is to be continued. The program will continue to be assessable to all members on the Website.

Training Sessions. Alan Cohen, chair of the training session program, provided a comprehensive report on the four sessions offered at the 2004 annual meeting. One report item discussed by the Board was the scheduling of training sessions. Recently they have all been scheduled on Monday, but this year one was scheduled on Wednesday to spread the activity through the meeting. Board members recalled that training sessions had been offered on Sunday afternoon and Friday, times avoiding conflicts with other NCME programming, and determined to review the experience of this year's Wednesday session.

Cohen suggested that guidelines be developed in two areas, criteria for capping sessions and for materials charge. One innovation in 2004 was the possibility of registering online for training sessions in concert with the AERA training programs. This appears to encourage participation, but required that maximum enrollments be stipulated in advance. In one instance the materials to be provided participants consumed a large portion of the registration fee and it was suggested that in such instances a materials charge be added, or that the budget clearly reflect the cost of materials.

COMMITTEE REPORTS

Outreach (and Partnership). Ron Dietle, chair of the outreach committee provided a report on activities up to the time of the annual meeting: the committee designed an annual meeting workshop involving policy makers and leaders from education organizations on the topic of NCLB; sent informational packets about NCME to targeted professional organizations; developed a calendar of conferences of targeted professional associations and encouraged NCME members to make presentations at them; identified board members of targeted organizations to receive NCME newsletter. The proposal to provide the NCME newsletter to targeted members was discussed at some length because it is currently published in an online format. Duncan MacQuarrie suggested that it might be produced for the web in a fashion to facilitate downloading for this purpose; Gerald Sroufe recommended using EM:IP as an instrument of outreach.

Outreach (and Recruitment). The Board reviewed a report of the committee on Recruitment of Educational Measurement Specialists. The committee has been working to identify a list of graduate programs in education measurement, develop a career brochure, and biographies of measurement specialists. Suzanne Lane indicated that she had understood the brochure was approved and ready to print, and that the biographical statements were ready for publication on the NCME website. Jeri Benson said she would follow-up on these matters with the committee chair, Kristen Huff.

Standards (Graduate Student Issues). Sharif Shakrani reported that the budget problems associated with the “no host” graduate student reception had been successfully resolved. He raised the issue of student confusion over the procedure for selecting a chair and the term of the chair. The revised handbook will indicate that the chair is appointed by the NCME president, in part to assure diversity within the association and the committee. The discussion surfaced a recurring question about letters of appointment and the need to specify the terms of newly appointed members. Dave Frisbie will send letters of appointment to the committee chairs for 2004-2005, specifying the terms of their chair position and their committee membership. The Board stipulated that form letters be included in the revised handbook.

Standards (Standards Committee). Janet Baldwin had developed a proposal for a symposium on standards to be offered as part of the annual meeting. The proposal was not accepted. The committee currently is seeking more contact with the Board and clarity about its mission.

MANAGEMENT SERVICES

The Board engaged in a wide ranging discussion of issues related to contracting out publications and management services, and the proportion of the current AERA contract related to charges for annual meeting services. Suzanne Lane observed that it was necessary to have a clear estimate of meeting costs and services in order to proceed with getting proposals from management firms for other services. She indicated that the cost of providing an integrated annual meeting was of special interest.

The Board has found little interest in seeking a management relationship with a university, and recognized that it has had a supportive home at AERA that was probably not sustainable. Some thought that some management services, such as the secretarial function, could be provided by NCME members to reduce costs. The Board reported that NCME members appeared willing to seek management services outside AERA, but wanted assurances that the annual meetings would continue to be integrated. Linda Crocker suggested that three models of annual meeting services be requested from AERA, with differential costs. Jim Impara requested that consideration be given to the value of some of the NCME-related exhibitors to the AERA annual meeting income.

THURSDAY MEETING, APRIL 15

Attending: David Frisbie, President; Suzanne Lane, past-president; James Impara, vice-president; Board members Douglas Becker, Jeri Benson, Duncan MacQuarrie, Wayne Camara, Linda Cook, and Terry Ackerman. Also attending, Gerald Sroufe, AERA Central Office Liaison. Attending for a portion of the session were Julie Nobel and Xiaohong Gao, Greg Cizek, and Robert Linn. Robert Smith and Felice Levine from the AERA Central Office attended a portion of the meeting.

INTRODUCTIONS AND ANNOUNCEMENTS

President Frisbie suggested that the Board would seek to arrange a July meeting, perhaps in Chicago, to consider presentations by various management firms. The dates of Saturday, July 24 to Sunday, July 25 were selected. Dates were selected also for the regular October meeting of the Board, October 29 through 31 in Washington, DC.

COMMITTEES

Publications. Douglas Becker discussed the comprehensive Publication's Committee Report for the Board of Directors' meeting. He indicated that interest in one item had waned since the report had been prepared: the proposal to have an educational measurement resource bank. Issues that seemed problematic included identification of topics and budgetary resources.

Additional budgetary questions that have arisen with regard to publications call for additional information, and past editors of JEM and EM:IP were to be asked to provide information about the budgets submitted in recent years.

Because of the backlog of accepted articles confronting new editors, the Board determined to expand the first two issues of JEM in 2005 from 96 to 112 pages each. The board also determined to modify the policy handbook to include commentary about the acceptable number of articles to be left as the backlog of a new editor. It was suggested that the appropriate number was between 5 and 7 articles.

Following their discussion from the earlier meeting, the Board determined that the NCME Newsletter would be put online in a format conducive to printing out for work of the Outreach Committee.

A new editor of "Items" is to be appointed by the October meeting of the Board. "Items" will continue to be printed in the EM:IP. "Instruments" however, will be discontinued and references to this publication activity will be removed from the Policy Handbook.

There is a need to get the Website expenses from Riverwatcher accounted for in future financial statements and budget development.

President Frisbie reported on criteria to be used in selecting a publisher for the NCME journals. In addition to favorable financial arrangements and "fail-safe" provisions, he mentioned: preservation of journal quality; commitment to growth; satisfactory service to editors and authors; long-term stability; editorial control by NCME; NCME ownership of copyright; dedicated copy editors; capacity to expand non-member and institutional subscriptions; electronic access; cover and format acceptability; and favorable overage policy.

ANNUAL MEETING

President Frisbie introduced Julie Noble and Xiaohong Gao, the co-chairs of the 2005 annual meeting. Carol Parke will also serve on the committee and bring the expertise gained as co-chair of the 2004 meeting.

It was observed that arrangements for the 2005 NCME annual meeting would take place in the context of the ongoing collaborative relation with AERA. Consequently, much of the discussion of the annual meeting was focused on improvements to be made based on the 2004 experience. It is intended to eliminate the traditional index card procedure this year by relying on electronic submission of proposals and development of a list-serve capacity with regard to participation in the annual meeting program. However, paper submission will continue to be permissible for those without electronic access. The issue of communication with members who had not yet provided accurate email addresses to the central office. One response to this problem will be securing an undated listing during the annual meeting, another will be the NCME Newsletter.

Robert Smith, AERA's meeting planner, met briefly with the Board and explained that a site visit to Montreal was planned for June 4-6, and that subsequently he would be able to report on the space to be available for NCME. Board members discussed satisfaction with having most meetings at a common site in 2004 and hoped that this might be the case again in 2005. Smith agreed to investigate the possibility of a joint listing of NCME and AERA professional development and training programs on the registration site. It was agreed that January would be the target date for having the AERA program ready for use in resolving schedule conflicts.

JOINT COMMITTEE ON TESTING PRACTICES.

Greg Cizek, co-chair of JCTP, reported that there were four issues before the Board: (1) revision of the bylaws; (2) the status of the Code of Fair Testing Practices; (3) a proposed study on use of technology delivered instruction; and (4) the role and future of JCTP.

The Board took no action on the issue of revising the bylaws to include test manufacturers or vendors, suggesting that they might be more comfortable if such persons were given "a say, but not a vote" in the organization. The use of "associate status" also was suggested.

NCME endorsed the 2004 Code of Fair Testing Practices unanimously.

The Board vetoed the proposed study on use of technology delivered materials. It was noted that other guidelines for computer testing exist, and that the intended audience was not clear. Because of the procedures established for production of the report there would be no opportunity for NCME to give or withhold final approval, and there would be no knowledge of the working group.

The document on the role and future of JCTP was reviewed. In general, the Board agreed that the document represented a project orientation rather than being mission-based.

TRANSITIONS

Robert Linn and Felice Levine joined the Board for a discussion of transition issues. Among the procedures developed during the discussion were a number that related to communication to members and to developing proposals to management firms. The “President’s Column” in the next NCME Newsletter will feature transition considerations.

President Frisbie will continue to take the lead in investigating potential management firms, the effort being expanded to include at least one additional firm to those already engaged in discussion. It was observed that meetings with the various management firms would require a good handle on what AERA proposed to offer – and charge – for services related to the annual meeting. It was suggested that several models providing a range of services and charges would be helpful to the Board. President Frisbie requested this information by May.

Respectfully submitted,
Gerald Sroufe.