



Meeting Minutes
NCME Board Meeting: June 16, 2021
Via Zoom

Board Attendees: Derek Briggs, Ye Tong, Deborah Harris, Kyndra Middleton, Antionette Stroter, Michael Walker, Howard Everson, Ellen Forte, Sharyn Rosenberg

Staff Attendees: Ethan Gray, Erin O’Leary

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> • Meeting called to order at 2:07pm eastern. • Briggs welcomed attendees and noted incoming board members (Harris, Middleton, Stroter). • Briggs reviewed the meeting agenda; no additions offered. • Attendees participated in a team-building activity. 	
President’s Report	<ul style="list-style-type: none"> • Briggs discussed presidential priorities: <ol style="list-style-type: none"> 1. The Role of Equity in Assessment and Measurement Series—builds upon the success of previous webinar series. Attendees discussed sourcing content through SIGIMIEs, engaging graduate students and the best cadence/frequency for webinars. Attendees discussed the need to establish strategies for retaining those who “discover” NCME through these types of content channels. 2. Educating and Training the Next Generation of Assessment Professionals—attendees discussed conceptual approaches (development of a core curriculum, recommendations for on-the-job training etc.). Attendees discussed convening a task force comprised of industry and academic representatives to help determine the landscape of existing educational and training content. 	ACTION: Executive Committee empowered to develop a full concept for future webinar series with a requirement to articulate any expense implications (e.g., speaker honoraria) to the full board prior to launch.

	<ul style="list-style-type: none"> • Briggs lead discussion on future board meeting dates/locations: <ul style="list-style-type: none"> ○ September 22-23, Boulder CO ○ January 5-6, San Diego CA 	<p>ACTION: Staff to work on venue logistics including San Diego meeting at 2022 conference host hotel.</p>
<p>2022 Annual Conference <i>(Matt Gaertner and Brian Leventhal, 2022 Conference Co-Chairs, join as guests).</i></p>	<ul style="list-style-type: none"> • Gartner and Leventhal reviewed the draft call for proposals and discussed desire to have “demonstration” sessions, i.e., small-scale simulation content in addition to longer training workshops. • Attendees discussed replicating virtual “ramp up” sessions akin to the content delivered in May prior to the 2021 virtual conference. • Attendees discussed possible approaches to hybrid content/attendee experiences. Forte described a “sentry” concept where individuals in on-site sessions serve as Q&A intermediaries for remote attendees. • Gray reviewed general logistical coordination with AERA. 	<p>ACTION: Staff to coordinate a kick-off call with AERA counterparts, pursue a regular cadence of logistical planning calls.</p>
<p>NCME Committees</p>	<ul style="list-style-type: none"> • Briggs reported that existing liaison assignments will remain intact for returning board members. • Attendees discussed liaison assignments for new board members. • Briggs recommended that any wayward committees should be directed to presidential priorities for direction. 	<p>ACTION: Briggs to finalize and circulate committee chair/board liaison roster and send email introductions.</p>
<p>Standards and Test Use Committee</p>	<ul style="list-style-type: none"> • Attendees reviewed submitted report. • Forte reported that the committee is focused on environmental scanning to uncover industry gaps that NCME should address. 	
<p>Publications Committee</p>	<ul style="list-style-type: none"> • Attendees reviewed submitted report and determined more discussion is required for several items. Executive Committee will further discussions and report back as necessary. • Everson highlighted budget requests and reminded board that EM5 publication date has been pushed back to spring 2023. 	<p>ACTION: Everson to revisit editor selection process with committee to determine any needed refinements.</p> <p>ACTION: Everson, Gray to draft language explaining what editorial support funding is available and how it is accessed.</p>

<p>Diversity Issues in Testing Committee</p>	<ul style="list-style-type: none"> • Attendees reviewed submitted report. • Committee would like to pursue hosting a summer virtual session and can coordinate with staff to execute. If there are any budget implications, the proposal will be revisited. 	
<p>Website Committee</p>	<ul style="list-style-type: none"> • Attendees reviewed submitted report. • Rosenberg reported that a new chair (Erin Banjanovic) has been seated. • Rosenberg discussed the ongoing ambiguity regarding creating and maintaining committee and SIGIMIE content on NCME.org, cited the external SLE SIGIMIE website as an example of the need for guidelines. 	<p>ACTION: Rosenberg, Banjanovic, Gray to convene to discuss committee/SIGIMIE website templates and guidelines.</p>
<p>Membership Committee</p>	<ul style="list-style-type: none"> • Attendees reviewed submitted report. • Gray reported membership statistics and noted influencers on retention and acquisition. • Membership engagement and growth to be revisited during future board meetings. 	
<p>Adjournment</p>	<ul style="list-style-type: none"> • Meeting adjourned at 5:00pm eastern. • Next Meeting: September 22-23, Boulder CO. 	