NCME
NATIONAL COUNCIL ON MEASUREMENT IN EDUCATION

Meeting Minutes
NCME Board Meeting: April 12, 2023
Chicago, IL

Board Attendees: Deborah Harris, Derek Briggs, Michael Walker, Susan Davis-Becker, Sharyn Rosenberg, Kyndra Middleton, Li Cai, Toni Stroter

Guests: Marc Kroopnick- Budget & Finance Chair, Zachary Warner- Incoming Board Member

Staff Attendees: Rich Patz, Melissa Baldwin, Ethan Gray

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	• Meeting called to order at 4:00pm central. • Harris welcomed attendees and reminded them that conversations are confidential. • Attendees reviewed the agenda and did not make any additions or amendments. • Gray noted a pending staff transition at Talley and cited changes in his corporate role. Melissa Baldwin will transition into the Talley Account Executive role while Gray maintains a relationship with NCME as management liaison.	
January Meeting Minutes	• Attendees reviewed minutes meeting minutes from January 11-12, 2023. Rich Patz noted some computational errors present in the 2023 draft budget included in the January board book. These have been corrected for the archived version. • Attendees reviewed progress on January action items. No extractions noted for further discussion.	**MOTION:** Briggs, Rosenberg moved to approve January minutes. Motion carried unanimously.
Ops Calendar	• Attendees reviewed 2023-2024 ops calendar completed items and timing of activities for the rest of the operational year leading to the 2024 Annual Meeting. • Harris noted some in-flux timing related to the scheduling of 2023-2024 board meetings that will be clarified.	

Publications Report	• Davis-Becker reviewed the submitted reports and noted:
	   ○ NCME newsletter format, timing, and member value continue to be evaluated.
	   ○ Classroom Assessment Committee has spoken directly with Wiley who has not expressed interest in launching a 3rd journal.
	   ○ JEM is exploring a migration away from ScholarOne though the details are not entirely clear.
	   ○ CEJEME editors would like to pursue a Crossref subscription to build visibility.
	• Patz reviewed a proposed amendment to the publication licensing agreement with JSTOR to allow for the creation of a searchable publication archive in XML, PDF, or equivalent format. No conflicts with Wiley have been determined.
	• Patz reviewed recent negotiations with Wiley to renew the publishing agreement for JEM and EM:IP. Key takeaways:
	   ○ Pursuing a 5-year term.
	   ○ Likely a higher royalty rate (50%) but no guaranteed revenue "floor".
	   ○ A proposed 10k fee for providing subscriptions to members has been eliminated.
	   ○ Transition away from print versions.
	   ○ Open-access approach will require more consideration to prevent skewing content only to those who can finance open-access fees.
		ACTION: Davis-Becker to follow-up with JEM stakeholders on migration details.
		
		MOTION: Briggs, Becker moved to approve Crossref subscription. Motion carried unanimously.
		
		MOTION: Becker, Rosenberg moved to approve JSTOR amendment. Motion carried unanimously.
		
		MOTION: Davis-Becker, Briggs moved to greenlight entering a contracting phase with Wiley with final agreement pending legal counsel review. Motion carried unanimously.
		
		ACTION: Board to explore a fundraising mechanism to offer open-access fee subsidies.

2023 Conference	• Gray provided highlights:
	   ○ 1214 total registrants prior to arrival in Chicago (1068 in-person and 146 virtual).
	   ○ Expecting a positive variance of ~30k in registration revenue and ~30k in sponsorship revenue compared to the original budget proposed in January.	

Equity Discussion	• Harris recapped discussions that led to planned NCME Book Series' volumes being discontinued. Attendees revisited board discussions from January and subsequent discussions with Book Series' editors on content selection and editorial assignments. More dialogue is required to continue to drive equitable and efficient processes. • Walker recapped discussions that led to a decision not to endorse an APA apology statement issued in 2021. Walker outlined his intent as president to engage communities to arrive at action items rather than statements.	**ACTION**: Walker to engage CODIT and GSIC to make recommendations on NCME action items to engage communities of color.
2024 Annual Meeting	• Gray recapped independent venue options and associated expense estimates. • Attendees discussed pros and cons of independent vs. joint conferences. • Walker noted that incoming AERA President Janelle Scott offers unique collaborative opportunities.	**ACTION**: Staff to proceed with negotiation specs for a joint conference with AERA in Philadelphia for 2024.
Mission Fund	• Briggs recapped recent proposal submission and review process (13 submitted with 3 recommended by committee). Briggs further recommended funding the most highly recommended proposal vs. partially funding 3 to ensure project fruition.	**MOTION**: Briggs, Rosenberg moved to approve the #1 recommended proposal. Motion carried unanimously. **ACTION**: Briggs to notify Mission Fund committee on the decision. **ACTION**: Harris to acknowledge funded proposal during 2023 Business Meeting.
Website	• Rosenberg reviewed submitted report and noted a pending communications strategy meeting which will coordinate email and social media content distribution. • Attendees reviewed membership persona presentation and discussed the need to revisit the discussion at a future meeting to devote full attention to the membership value proposition and its correlation with personas.	**ACTION**: Harris to inform the committee that their work is appreciated and will be fully engaged upon at an upcoming board meeting.

Archives	• Briggs reviewed the submitted report and noted that existing inventory needs to be better indexed (e.g., "Program Books" requiring an index of archived years). Additional discussion is required on whether the indexing is tasked to staff or volunteers.	**ACTION**: Staff to collate all existing electronic annual meeting programs for listing on NCME.org.

Other Committees	• GSIC:
	   o Harris reviewed submitted report.
	• STUC:
	   o Walker recapped recent work on updating the Code of Professional Responsibility.
	• Classroom Assessment:
	   o Stroter reviewed submitted report.
	• Membership:
	   o Walker reviewed submitted report.
		ACTION: Include a deeper dive on the Code during upcoming board meeting.

Budget & Finance	• Kroopnick reviewed proposed changes and to the Committee Charter with rationale given the introduction of the Executive Director role.
	• Patz discussed proposed 2023 budget revisions and the process undertaken to arrive at the re-forecasted figures. Key takeaways:
	   o Computational errors in original January budget proposal have been corrected.
	   o Certain GL headings have been updated to better classify revenue/expenses (e.g., Board Directed Spending).
	   o A positive overall variance of $14,386.32 is forecast compared to the original 2023 budget draft.
	   o Long-term financial sustainability will be a focal point of the October 2023 board meeting.
	• Patz reviewed a proposed policy on board-directed spending.
		ACTION: Staff to integrate updated charter into Governance Handbook.
		
		MOTION: Stroter, Cai moved to approve budget re-forecast. Motion carried unanimously.
		
		MOTION: Briggs, Becker moved to approve board-directed spending policy with a striking of the "President" reference in the Mission Fund section to be replaced with "Board Liaison." Motion carried with Harris opposed.
		
		ACTION: Staff to integrate spending policy into Governance Handbook.

SIGIMIE	• Board liaisons reviewed submitted reports with the following notes:
	    ○ Large-Scale Assessment SIGIMIE will use their original $1000 start-up stipend for webinar honoraria.
	    ○ SALAL SIGIMIE will meet onsite at the 2023 Annual Meeting to discuss constituency engagement.	

Items for Discussion During Future Board Meetings	• Increasing participation in NCME elections. • Increasing visibility for volunteer opportunities. • Webinar strategy. • Annual Meeting paper repository.	
Adjournment and Next Meeting	• Ellen Forte, Derek Briggs, and Sharyn Rosenberg were acknowledged and thanked for their service as their board terms conclude. • Meeting adjourned at 6:52pm central. • Next Meeting: Friday, May 12 via Zoom.	