

Minutes - National Council on Measurement in Education

Board of Directors Meeting
Chicago, Illinois
December 2-3, 2000

PRESENT: John Fremer, President; H.D. Hoover, Vice President; Michael Kolen, Immediate Past President; Mary Lyn Bourque, David Frisbie, LeAnn Gamachee, Suzanne Lane, Catherine Welch, Rebecca Zwick, Directors; William J. Russell, Executive Director; Becky Smerdon, Associate Director

National Council on Measurement in Education

1230 17th Street, NW

Washington, DC 20036-3078

Announcements and Review of the Agenda

President Fremer called the meeting to order and asked if there were any modifications or additions to the agenda.

Approval of the Minutes

Minutes of the August 26-27 Board of Directors Meeting were approved with minor editorial changes.

Dates of Next Meeting

The Board confirmed the dates for the next Board of Directors meetings in Seattle on April 10, and April 13, 2001. Members running for office will be notified of the dates of the meeting as soon as possible.

President's Report

President Fremer presented his report on NCME activities. He described the interactions with program chairs as working well. He also indicated that he has not done as much as he would like with respect to Standards. He indicated the newsletter note on construct validity had generated a lot of discussion and mentioned different venues at which he discussed the Test Standards (e.g., Forum of Education Evaluation, FERA, CCSSO). The new newsletter contribution will be on high-stakes testing. Additionally, President Fremer discussed membership and how decline in membership poisons the atmosphere—always thinking about cuts. He also stressed the important of clarifying NCME's place in key events/developments in testing (e.g., high stakes uses).

Finally, President Fremer provided some hindsight observations. He concluded that he should have established a separate email address to deal with inquiries he received as President. In terms of consulting

with the Board, President Fremer indicated that he had primarily contacted Past President Michael Kolen. President Fremer indicated that he felt he should be doing more in this regard. He also recommended that future presidents should always send letters to appointees and cc all board members and NCME central office staff.

NCME Response to OCR Guide on the Use of Tests when Making High States Decision for Students

Dr. Lane presented a statement drafted by the Committee on Educational Testing and Policy. Drs. Zwick and Lane discussed some confusing sections in the statement and Dr. Lane agreed to send comments to the Chair of the Committee on Educational Testing and Policy. Board members discussed issuing their own response or teaming with AERA and APA. Dr. Lane recommended asking AERA and APA if they support the NCME response or if they would like to modify it. She volunteered to bring it up at the January 2001 AERA Council meeting. Dr. Russell volunteered to share the next draft of the statement with APA. President Fremer stressed the importance of having a response ready to take advantage of the press coverage.

Annual Meeting

The Board reviewed the highlights of the meeting program. Dr. Zwick indicated that the highlights would appear in EM and an abbreviated version in ER. President Fremer informed the Board that the Program Chairs were planning to draft a handbook for use by future Annual Meeting Program Chairs.

The Board discussed some minor concerns about money (projected deficit) for the NCME Fitness Run/Walk. They discussed contacting other sponsors, but wanted to be careful not to go to sponsors too often. The Board agreed to approve the budget for the event—souvenir bags included.

The Board discussed the professional development and training session at the annual meeting. In particular, Dr. Gamache recommended that the Board think about the audience NCME would like to attract. Dr. Russell recommended that the committee should think beyond the annual meeting and think about groups to target in order to get proposals. President Fremer urged the Board to think about distance learning. He volunteered to ask the committee to think about future possibilities that could be proposed to next year's Training and Professional Development committee.

Publications Committee Report

Dr. Frisbie reported that the NCME Webmaster has created a means for systematically updating certain information on the website on an annual basis. The Board discussed a recent complaint by a member about a link on the website. The link was removed and there was a discussion with the member. Dr. Zwick stressed the importance of including a variety of perspectives. Dr. Russell suggested that there should be an editorial policy about content and links on the website. President Fremer recommended that there be an editorial policy and that the publications committee should pull it together. The Board agreed to allow links, but to also post a statement of non-endorsement and have a draft editorial policy. Dr. Zwick and the publications committee chair designate will coordinate on this.

The Board discussed three candidates for ITEMS editor. The Board indicated that all candidates were very strong. Dr. Russell recommended that President Fremer set goals for the editor (e.g., 2 modules in first year, up to 4 in the 3rd year). Dr. Zwick stressed the importance of having an editor who can start immediately. Dr. Fremer is going to consult further and then make an appointment among one of the three candidates. Dr.

Frisbie reported that he has convened an ad hoc committee to conduct the ITEMS review. They are just waiting for an editor to be named.

Dr. Frisbie discussed the lack of backlog for JEM. He felt that this is a good place to get something out quickly. President Fremer recommended going to conferences like FERA to solicit submissions. He indicated that the current editor should ask committee members to get the word out. Dr. Zwick indicated that she has encouraged the incoming editor to start soliciting manuscripts. Dr. Kolen recommended that the next JEM editor add another book review to each issue; the current editor had reduced the typical number of reviews per issue from 2 to 1. Dr. Zwick suggested that the new editor consider adding software reviews. President Fremer suggested that the new editor might increase the number of special issues. Dr. Frisbie volunteered to talk to the incoming editor about these options.

Dr. Frisbie reported that the publications committee has reviewed the Software Issues Ad Hoc Committee Proposals and offered a number of recommendations. The Board discussed these recommendations, and agreed that the publications committee should implement the first recommendation (the website should be used for the posting of supplementary materials associated with journal articles). The Board discussed the second recommendation and suggested a slight change in language. The new draft of recommendation #2, NCME editorial policies describing computational algorithms and commercial software, was given to President Fremer to copy and to give to Dr. Russell for inclusion in the instructions to contributors. Dr. Kolen indicated that he would communicate recommendation #3 to the software committee—that they shouldn't develop a proposal for NCME to use its resources to develop position papers on software documentation and dissemination. The committee recommended that the idea of developing a software information exchange be approached with caution (recommendation #4). Dr. Frisbie recommended experimenting with the software information exchange and including a statement of non-endorsement. Dr. Russell stressed the need for some basic criteria that could be added to the editorial policy.

President Fremer asked that statistics on manuscripts, submissions, acceptances, and length of reviews, be presented in the next report.

Membership and Recognition

Dr. Bourque presented the names of the newly formed Dissertation Award Committee. She indicated that they sent out calls, but only received three nominations. Dr. Gamache indicated that this was typical. The Board agreed that it was not necessary to give out an award if the nominees were not deemed of outstanding.

Dr. Bourque also presented the report from the Classroom Assessment Recognition Committee. Dr. Kolen recommended that President Fremer ask the chair of the Classroom Assessment Recognition Committee if he is planning to present the award at the NCME breakfast at the annual meeting. The Board also discussed the role of media at the annual meeting. Dr. Russell recommended that media be invited to the breakfast. Dr. Fremer indicated that he would speak with the chairs of the Annual Meeting Program Committee about media at the meeting. Dr. Russell reported that a grant was received to support media coverage of the annual meeting. Dr. Frisbie recommended an evaluation of media coverage of the meeting.

The Board discussed the Graduate Student Committee report. Dr. Kolen noted that there were 3 graduate student sessions this year. Board Policy allocates of these sessions to the Committee. The other two sessions were included at the discretion of the program chair. The Board discussed the call and review process for graduate student reports. The Board reaffirmed that graduate students can have one session and additions at the discretion of program chairs. They also concluded that graduate student submissions should go through the regular review process, not to be handled by a separate call for papers.

The Board decided not to grant an individual student's request for travel funds to the annual meeting. President Fremer will send an email offering to send letters to Dean's of graduate students' institutions asking them to support travel to the annual meeting.

The Board approved of the graduate student budget, but agreed not to support their separate social this year.

The Board discussed the low number of nominations for the annual dissertation award and ideas for expanding the pool. It was decided to put out a new call (on the web and maybe in the newsletter).

Standards and Issues

Dr. Welch presented the Standards Area Committee Report. The Board discussed dissemination ideas, including creating a group ("Standards Bearers") that would provide information, but not NCME's views. Dr. Russell suggested a standards workshop geared toward different audiences. Dr. Kolen asked the committee to document the implementation of standards and solicit information from NCME on trying to implement standards to inform revisions of the standards. Dr. Russell recommended inviting APA and AERA into the activities.

Outreach

Dr. Zwick presented the Recruitment of Educational Measurement Specialists Committee report. Their activities include an interactive panel discussion for the 2001 NCME conference, compiling a list of graduate programs in educational membership, creating an APA/NCME career brochure, creating biographies of measurement professionals, partnering with professional associations and testing agencies, and developing recruitment products. The Board discussed using GRE mailing lists to target recruitment materials; ETS and the Iowa Measurement Research Foundation may help with the costs. Dr. Zwick recommended thinking about how to evaluate this costly endeavor. Dr. Lane volunteered to pull together a 1-page proposal for this purpose.

Jason Millman Promising Young Scholar Award

President Fremer shared a request with the Board regarding a new award. The award, established by the Department of Education at Cornell in 1996, is in honor of Jason Millman. The request is that the award become a joint effort between Cornell and NCME. The Board discussed the merits of such an award and NCME's role. President Fremer volunteered to sketch out a number of different scenarios that were proposed during the discussion and work with Meredith Millman and Cornell. President Fremer will draft the letter and send to Drs. Gamache, Hoover, and Russell before mailing it.

Dr. Russell's Departure

The Board discussed Dr. Russell's departure and suggested ways in which they could be involved. Dr. Fremer will send a letter to Catherine Snow offering support and input in the hiring of the new Executive Director. Dr. Kolen identified potential problem areas once Bill has departed: the breakfast at the annual meeting, election committee, allocation of time, space, etc. between AERA and NCME. The Board indicated that they would like to take a field trip to the central office during the summer meeting; they would like to meet in DC.

Proposed Session: Promoting Training and Dissemination, and Use of "Standards for Educational and Psychological Testing"

President Fremer recommended developing a session at the annual meeting (90-120 minutes) to bring together groups interested in testing. The purpose is to share information regarding such initiatives and possibly to find places to work together. Groups that President Fremer suggested include: AERA, NCME, APA, AAC, CRESST, NASP, NATP, state testing directors, Association of Test Publishers, etc. The group would assess interest and develop follow up plans, including creating a steering committee, developing a conference, creating dissemination and training plans, developing materials, and devising a publicity campaign. President Fremer volunteered to set up the session, report to the Board, and coordinate with the central office.

2001 Budget

The Board discussed the FY 2001 budget and a motion to approve it was passed.

Adjournment

President Fremer thanked Board members for their thoughtful participation and the meeting was adjourned.

Respectfully submitted,
Becky Smerdon
Associate Director

August 2000 Board of Directors Meeting Minutes

Announcements and Review of the Agenda

President Fremer called the meeting to order, reviewed the agenda, and asked if there were any modifications or additions to the agenda.

Approval of the Minutes

Minutes of the April 24 and April 27, 2000 Board of Directors Meetings were approved with a notation that two names were misspelled in the document.

Dates of Next Meeting

The Board confirmed the dates previously selected for the next Board of Directors meeting in Chicago on December 2-3, 2000.

Test Standards

At the April meeting, the Board adopted a motion that implied NCME that the participation of NCME in the next Test Standards revision project should require that individuals who work at testing organization not be excluded from consideration to serve on the revision committee. Dr. Kolen reported on his conversation with APA about the issue. He thought it was unlikely APA could make a decision on the item at this point.

Dr. Russell reported that AERA considered the proposed management committee agreement at its June meeting. AERA approved the draft management agreement, which is silent on the question of the composition of the revision committee. To avoid the possible appearance of a conflict of interest, AERA also adopted a motion that is in opposition to allowing individuals who work at a testing organization from serving on the test standards revision committee. The arguments and rationale that NCME advanced for their position were presented to AERA. AERA's counter argument was that the extensive review and consultation inherent in the development of the Standards would ensure the Committee access to the requisite knowledge and experience.

Concern was expressed that AERA did not consult with NCME prior to its action. It was noted that the AERA position was in direct conflict with NCME policy. It was also noted that a compromise position of having on the revision committee members who had previously worked at a testing organization, but were not doing so currently, was not approved. However, it was not explicitly excluded.

Subsequent discussion suggested that NCME may not be disadvantaged by the new management agreement. There will be three co-chairs and between 12-16 members on the revision committee. It was further noted that the draft agreement stated "Presidents of the three sponsoring organizations shall each appoint four members to the Joint Committee." Presumably, NCME would have major influence over the appointment of one of the three chairs. It was suggested, therefore, that efficiency may be an advantage over representation. It was urged that NCME remain vigilant when the Management Committee and the Presidents of the three sponsoring organizations appoint the next Test Standards Revision Committee. Accordingly, a motion was passed that NCME approve the draft management agreement for the Standards for Educational and

Psychological Testing.

The conversation then briefly turned to dissemination of the Standards. Concern was expressed that APA did not appear to be fully cooperative, as evidenced by the fact that no information about the availability of the Standards in their book store at APA's last Annual Meeting. The question posed about was what else NCME could do to make the Standards visible? It was suggested that NCME's Standards and Test Use Committee might be asked to think about the question of dissemination and possibly write an article about the Standards for EM:IP. Perhaps a "cliff notes" version of the Standards should also be prepared. Another consideration was that the Standards could be the subject of an ITEMS model. It was noted that JCTP submitted a proposal to develop a Casebook based on the new Standards. Discussion of dissemination strategies for the Standards with the Association of Test Publishers was another idea advanced.

The notion of having a Web version of the Standards was not supported, given the need to sell the Standards to fund the development of future revisions. It was suggested that NCME and AERA members have the opportunity to purchase the Standards at the Annual Meeting.

It was noted that an annotated guide to all the professional standards that related to educational measurement would be a useful reference document. There may be about 20 or so organizations that have developed standards that would be appropriate for inclusion in the document. The Standards and Issues Committee would be asked to explore the idea.

Consideration of the Standards concluded with the notion that an evaluation and commentary on of the Test Standards be organized as a Web activity. Such an on going data collection activity would be immensely valuable in guiding the next revision effort.

Joint Committee for Testing Practices

The Board reviewed a proposal from JCTP to develop a Casebook on the revised Standards for Educational and Psychological Testing. Each member organization of JCTP must review proposals for new JCTP activities. Therefore, NCME could stop the project at the outset. It was noted that NCME would have an opportunity to shape its development. Board members felt the idea for a Casebook was good. The following questions arose: Would NCME have an opportunity to endorse the final product? Who was the target audience? Was there a need for the Casebook? Who would be the publisher? What was the role of the consultants in the project? Would the document be easily accessible? It was felt that the sample case study provided in the proposal was not good and that other examples listed could be problematic. That is, the examples seem to go beyond the Standards and therefore would not reflect an interpretation of the Standards. A stated audience was thought to be too broad (e.g., teachers) and thus not realistic. It was further suggested that the intended audience be part of the formal review process. The Board indicated that it would welcome the opportunity to review a revised proposal that provided better or more appropriate examples of the case studies, reflected a more focused audience, and devised a plan that reflected the onerous work that would be required. President Fremer did indicate that he would draft a summary of the Board's concerns and suggestion, share it with the Board, and then transmit it to JCTP.

NCME Committees

Last fall, the Board suggested that for the sake of balance and function, the Graduate Student Issues Committee and the International Student Issues Committee be removed from the Membership and Recognition area and added to the Standards area. The Board also suggested that the Standards area be renamed Standards and Issues. In addition, it was suggested that Educational Testing Legislation and Policy Analysis be transferred from Outreach to Standards and that the Classroom Assessment Award be transferred

from Membership and Recognition to Outreach. After discussion of the recommendations, the Board approved all the suggested changes except that Educational Testing Legislation and Policy Analysis Committee would be moved to the Administrative area. The changes will be effective in April 2001.

Membership Decline

Board members reviewed the data on the incremental decline in membership over the past several years. It showed a nearly 20% decline since 1995. It was recalled that the NCME membership promotion to Division 5 of APA the past year was totally unsuccessful. Various promotional ideas were considered. The most promising ones, based on history, were a mailing to divisions D and H of AERA and the mail lists from various conferences that are interested in educational measurement issues. The suggestions will be passed on the membership committee. It was requested that welcome letters, or e-mail acknowledgments, be sent to new NCME members.

Nominations Committee Report

It was suggested that there may be a perception that the nominations process for NCME office may not be open. Therefore, it was suggested that there be an open call in EM:IP or the Newsletter, at the breakfast meeting, and on the Website. The call should also explain the nominations and election process.

Oral History Project

Four years ago, Irv Lehman was asked to develop a history of NCME. Irv was unable to secure any of the information that he requested from former officers of the Council. The Board suggested that he conduct interviews with NCME members who were instrumental in the development of NCME. It was reported that Irv had expressed a renewed interest in undertaking the task. Dr. Fremer was requested to express the Board's continued interest in the project and their appreciation for his willingness to undertake the work. It was suggested that Irv prepare a memo detailing the type of questions or information he would ask of former officers, editors, and others. Past presidents, for example, might be asked to write a one page statement about NCME during the year of their presidency. Some Board members offered to provide graduate students to conduct some interviews with NCME members if Irv, and a committee he might form, identify the individuals and provide an interview script or protocol. It was noted that the Executive Board authorized \$500 to assist Dr. Lehman for such expenses as travel to the Annual Meeting to interview members.

Annual Meeting

Dr. Fremer reported that the Program Committee welcomed suggestions for invited sessions for the Seattle Annual Meeting. It was suggested that a session that focused on recruitment of professionals and students into the measurement community might be highlighted. The off-site visit to the Microsoft Home of the future did not seem feasible given the travel time that would be involved.

OCR Guidelines

The U.S. Education Department's Office of Civil Rights had recently released a draft report on The Use of Tests When Making High-Stakes Decisions for Students: A Resource Guide for Education and Policy Makers. The final document was to be released in early fall. The question raised by the Board was that if NCME wanted to issue a press release when the document was released? What would NCME's position be on

the issue? The statement should also be published in the Newsletter. Thus, NCME should get ahead start in preparing the statement. Dr. Russell would send Dr. Lane information on the deadline. The statement should express portions of the document that NCME supported and note other aspects that are the most troubling.

Recruitment Into the Field

Dr. Kolen reminded Board members that he convened a meeting at the last Annual Meeting to generate ideas for increasing the recruitment of students into the Measurement field. He noted that there were about 20 people in attendance. He distributed a report summarizing the discussion around four general topics: issues contributing to the recruitment problem; proposed solutions; drawing prospective students to the major; and next steps. He thought the brainstorming of ideas was beneficial. Among the suggestions advanced was the notion of creating terminal master's level programs with a special concentration in measurement. It was noted, however, that careful consideration should be given to the question if there would be jobs for someone with the skills that could be developed in a one or two year program. Many of the suggestions that were relevant to NCME would be disseminated to the appropriate NCME committees and programs. For example, several suggestions involved links and information that should be provided on the NCME Website.

On a related matter, Dr. Lane distributed a memo about her efforts to determine whether NCME would be able to identify potential candidates for educational measurement and statistics programs via the GRE Search Service. Based on intended area of study, self-reported GPA and GPA within major, it appeared that this is possible. Dr. Lane wanted to know if NCME was interested in using the service? The question was what, if any, cost would be incurred for such a service and the size of the list. For example, 10% of the list would produce about 22,000 names. Dr. Lane will have answers to the questions for the December Board meeting. It was felt the best time for a mailing to students would be in the early spring.

Publications

Dr. Frisbie reported that Del Harnisch, Website Editor, had agreed to continue his term through December 2001. The search for a new editor should begin the first of the year with an appointment to be made by the summer Board meeting in 2001. The Call for nominations for a new editor would ask interested candidates their vision for the Webpage and what changes would be contemplated.

Dr. Frisbie announced that he anticipated that the Publications Committee would have a slate of three candidates for Dr. Fremer's consideration as the next ITEMS editor by the time of the December Board meeting.

The Board approved the recommendation that prior ITEMS modules be included on the Website. The list of the modules should be listed on the Website to provide greater visibility. The question was raised that if ITEMS were published on the Website and not in EM:IP, would they count in academic considerations? They would, however, likely reach a broader audience than the NCME membership. The Board reaffirmed the policy that ITEMS modules be peer reviewed.

The Publications Committee will consider issues associated with the notion of publishing older issues of NCME journals (JEM and EM:IP) on the Website.

The Board approved the request of the new editor of JEM for a budget of up to \$15,480 to assist with editorial work associated with the editorship. The Board also approved Dr. Dodd's recommendation of Ralph DeAyala as Review Editor for the journal.

The Board approved a request to increase the page allocation from six to eight pages for the next two issues

of the Newsletter.

Dr. Frisbie highlighted a continuing concern that the number of submission to JEM was insufficient to sustain quarterly publication. The need to plan at least one or two special issues of the journal was reinforced.

Outreach

Dr. Lane suggested that the Outreach Committee needs structure and a better sense of direction or purpose for their work. It was suggested that the Committee look at the NCME Long Range Strategic Plan. Items 8A and 9 suggest that the Committee might survey local and state assessment directors to identify testing practices and policies NCME can inform. NCME could also build stronger relationships with district and state assessment directors through NCME's publications, annual meetings, and other collaborative initiatives. It was further suggested that the committee focus on a specific activity before expanding its purview. Developing relationships or partnerships with other organizations was seen as a priority. That would require an active monitoring and liaison with selected organizations. It also implied that the Committee needed a well-defined purpose and set of objectives to guide its work. Board members agreed to send Dr. Lane a list of organizations that they would recommend the Committee initiate a conversation for possible collaboration as well as thoughts on what type of relationship would be appropriate for such a partnership.

The Sunday morning session began with a blatant act of defiance of established norms. A few Board members did not sit at the same place as they were the previous day. An alliance was quickly and secretly formed among traditional thinking Board members. They vowed to vote the renegade members off the Board of Directors at the December tribal meeting.

Psychometric Software

Dr. Kolen distributed the final report from the Ad Hoc Committee on Software Issues in Educational Measurement. The Committee was charged to recommend steps that could be taken by NCME to facilitate the availability of information about specialized software used in educational measurement and the dissemination of such software. The report provided nine conclusions and recommendations for the Board's consideration. The Board recommended that a summary of the report be prepared for publication for the NCME Newsletter.

The Board was not ready to authorize a publication giving guidelines for software documentation. It was felt that further review was necessary and reactions to the notion should be solicited from the Association of Test Publishers. The idea of establishing a software exchange for the purpose of dissemination might be useful. The term "exchange" was a misnomer and it should be explicit that the proposed Software Information would not provide reviews of software.

The Publications Committee was asked to review the recommendations concerning dissemination of information, including documentation, about software used in educational measurement. The Standards and Test Use Committee will be asked to consider the desirability of NCME adopting a position on levels of software dissemination for users. It was noted with some curiosity that other associations apparently have not established standards or guidelines on this issue. Dr. Kolen agreed to work with the Committee chair, Brad Hanson, to flesh out the details associated with NCME establishing a position on software dissemination to facilitate practice and research in educational measurement.

Discussion concluded with a request that the President thank the Committee for their outstanding work.

Other

Dr. Fremer introduced for discussion the implications for the field of the increasing anti testing movement in the country. There appears to be some inconsistencies in the public's eye. For example, people like tests but perceive tests to be unfair. It was noted that many high-stakes decisions are being made on limited information. The critical question is, should NCME be doing anything to explain what is a proper role for testing in education? Media do not call NCME when writing an article that raises questions or issues about testing. NCME should be seen as a resource. That will only occur if NCME takes an activistic approach to the media. That would require NCME to develop a bank of articulate experts who would be available to talk with reporters. Dr. Fremer offered to draft a letter to the media for the Board's review. It would describe the organization generally and illustrate a few specific areas of expertise.

The AERA's statement on High-Stakes Testing was discussed briefly. The question was raised: Why was NCME not involved in the development of the statement? Dr. Russell provided background on the development of the document by AERA. It was requested that AERA be asked to indicate that NCME, a co-sponsor of the Standards for Educational and Psychological Testing, supported the principles and intent of AERA's position statement on High-Stakes Testing in PreK-12 Education. (Subsequent to the meeting, AERA approved the request and NCME's support is noted on the printed brochure.)

Dr. Fremer announced that he hoped to draft, for the Board's consideration, the 10 or so items that the general population need to know about educational measurement. He envisioned the document educating the public and parents about the nature, benefit, and purposes of sound educational testing programs.

Adjournment

President Fremer thanked Board members for their thoughtful participation and the meeting was adjourned.

Respectfully submitted,

William J. Russell
Executive Director

April 2000 Board of Directors Meeting Minutes (draft)

[April 24](#) [April 27](#)

New Orleans, Louisiana
April 24, 2000

Announcements and Review of Agenda

President Kolen called the meeting to order, reviewed the agenda, and asked if there were any modifications or additions to the agenda. Dr. Kolen noted that he intended to continue the practice of asking for a moment of silence during the Breakfast meeting for recently departed NCME members such as Frederick Lord.

Approval of the Minutes

The draft minutes of the November 21, 1999 Board of Directors Meeting were approved without amendment.

Future Revisions of the Test Standards

An ad hoc committee was created to review and evaluate the processes used in the development of the 1999 version of the *Standards for Educational and Psychological Testing*. The Committee's report offered 14 recommendations designed to improve the procedures used to develop the Standards and to address some of the concerns expressed by Board members during the development process. The Committee's report was discussed by the Board. The central recommendation, requiring a bylaw change, would ensure that individuals who work for testing organizations not be excluded from serving on the next *Standards* revision committee.

The Board felt that the rationale for excluding members who work at testing organizations from serving on the revision committee as not compelling. The appearance of a conflict of interest was not appropriate given academics with extensive consulting work with testing organizations or individuals from research organizations that are involved with test construction are included. The Committee felt that issues associated with the usefulness of the *Standards* could be traced to the exclusion from the committee of individuals whose primary places of employment are testing organizations. The Committee felt that the disenfranchisement of a large segment of the NCME membership was serious enough to recommend the following bylaw change: "Invitation to participate in NCME-sponsored committees will be made based on the requisite knowledge and expertise; other individual characteristics, including type of workplace, are to be considered only to ensure adequate representation of groups of individuals on committees." After discussion, the Board adopted the proposed bylaw change as a Board policy, rather than as a bylaw change that would be voted upon by the membership. They also indicated that the policy be limited to Joint Committee on Standards for Educational and Psychological Testing. The Board approved the other Committee recommendations concerning the role of sponsoring organizations and the process for developing and reviewing drafts of the *Standards*. Dr. Kolen was asked to use the committee's recommendations as discussion points with APA and AERA to formalize a new management agreement for the revision of the *Standards for Educational and Psychological Testing*. Discussion concluded with an expression of extreme

gratitude on behalf of the field for the arduous work of the Standards Committee. The ad hoc committees recommendations were only concerned with process issues to govern the next revision.

The Board acknowledge with appreciation the excellent work of the President, Patricia McAllister, and the NCME Educational Testing Legislation and Policy Committee for responding to the Office of Civil Rights guidelines on the *Use of Tests When Making High-Stakes Decisions for Students*.

Joint Committee on Testing Practices

Dr. Kolen noted that JCTP had begun the process to revised the *Code of Fair Testing Practices in Education*, which requires revision in light of the 1999 Standards. Dr. Nobel, one of NCME's JCTP representatives and JCTP co-chair, stated that the intent of the revision was not to reconceptualize or redesign the Code, but to make changes as required by the new Standards. The Board will have the opportunity to comment on drafts and the right to endorse the final product. It was noted that the Board would ask its Standards and Test Use Committee to review drafts of the Code.

Dr. Nobel reported that next fall a working group would likely be proposed to develop a casebook on the *Test Standards* as an educational tool. Also, JCTP's bylaws were being reviewed for possible revisions in the areas of the selection of members for JCTP working groups and the endorsement process of JCTP products.

The National Association of Test Directors (NATD) requested to be a member of JCTP. Their request for membership must be approved by all the current sponsors of JCTP. The Board approved the President's supporting the request when the formal letter is receive by NCME.

Annual Meeting

The 2000 Annual Meeting Program Committee recommended that 1) maximum participation in the Program be related to submissions versus acceptance, 2) two discussants be assigned to sessions if the format were appropriate, and 3) the practice of sending postcards to all members soliciting their involvement be continued. The discussion of the report began with kudos to Dr. Harris for her work in developing an excellent Program. The report also offered several suggestions that the 2001 Program Committee might want to consider. For example, only one paper was received in the area of policy. Thus, the call for reviewers in this area might be deleted next year given the 82 members who volunteered to review submissions on the topic. The Board felt that the notion of having two discussants for appropriate sessions was desirable and suggested that the intention be highlighted in the Call for Papers.

In reviewing the Professional Development and Training program held during the Annual Meeting, the Board suggested that the Committee focus next year on expanding the program to provide training opportunities at times other than at the Annual Meeting.

Publications

Dr. Frisbie was pleased to report that the NCME Website was fully functional. A report was distributed that detailed the contents of the website (e.g. Annual Meeting Program, Board Minutes, electronic version of the *Newsletter*) and tracked the increasing number of hits since it became operational. The Committee encourages committee chairs to consider how the website could be used to enhance its work. The term of the Website editor was briefly discussed. When Dr. Harnisch completes his term NCME might want to consider contracting with a commercial firm to maintain the website in order to divorce it from the editorial function as condition of the next editorial appointment. Coupled with the consideration of a new editor and a

commercial vendor for the website, should be a consideration of the option of electronic submissions to the Annual Meeting Program and having accepted papers available on the Website that are linked to the Program.

The Publications Committee suggested consideration of putting *EM:IP* on line. Was there a compelling reason to do so rather than publishing only a table of contents and abstracts of articles? The question of possible loss of subscription sales was raised. The matter was referred back to the Committee for further consideration and analysis.

It was noted that the International Measurement Issues Committee requested that an international column become a permanent part of *EM:IP*. The practice started two years ago and had reached the point where the section was full for the remainder of current editor's term. Dr. Benson, incoming *EM:IP editor*, has indicated her willingness to continue the column. The questions raised were, should manuscripts be sent to a special editor, as was the case the past two years, and do the pages published come out of the existing page allocation of the journal? The sense of the Board was that continuation of the international column should not be made permanent, but should remain at the discretion of the editor. No other action was taken by the Board.

Dr. Frisbie called attention to the editors' reports that were included in the agenda package and noted that he had nothing to add to the information provided. It was agreed that the editor of the *Newsletter* should alter the publication schedule to more closely fit with activities before and after the Annual Meeting.

The Publications Committee, consistent with policy, provided a slate of candidates for the *JEM* Editorship to President Kolen. All the candidates had expressed a willingness to be nominated. Dr. Kolen presented a rank-ordered list of the candidates to the Board for review and approval. The Board endorsed the slate as presented. Dr. Kolen indicated that he would follow-up with the extending an invitation to edit *JEM*.

Adjournment

Dr. Kolen thanked Board members for their thoughtful participation and a motion to adjourn was approved.

Respectfully submitted,

William J. Russell

Executive Director

New Orleans, Louisiana
April 27, 2000

Announcements and Review of Agenda

President Fremer called the meeting to order, reviewed the agenda, and asked if there were any modifications or additions to the agenda. Dr. Fremer stated that he hoped that during his presidency NCME would pay special attention to promoting the public understanding of testing.

Joint Committee on Standards for Educational Evaluation

Dr. Yarborough, NCME's representative to the Joint Committee, briefly reviewed the work of the Committee since its inception in 1972. It has issued three sets of standards that are ANSI approved but not endorsed by

the sponsoring organizations. The agenda package recalled the Board's discussion and concern about the Committee's proposal to develop student evaluation standards. Dr. Yarborough noted that the draft standards are available for review and comment on the Joint Committee's Website. He also noted that the session on the Annual Meeting Program on the draft standards was positively received. The concerns expressed were the lack of supporting material and questions about the practical value of the standards. Dr. Yarborough noted that during the next year the Committee would revise and rewrite the standards and submit them to field tests and hearings. Given the size of the document (350 pages) Board members questioned the utility of the Standards and means by which the standards would reach the intended audience. Dr. Yarborough reported that the Committee had not addressed the questions of translation or distribution. Finally, he noted that when the standards are endorsed by the Joint Committee, the inside cover of the document would list the organizational sponsors and include a statement that formal endorsement of standards was not sought or given by the sponsoring organizations. The Board requested that Dr. Yarborough seek the review and comment of the document by NCME's Standards and Test Use Committee.

Recruitment of Educational Measurement Specialists

The Committee reported that it had developed text for a career brochure that will be jointly published by NCME and Division 5 of APA. It had also revised and posted on the Website a list of internships in the field. The Committee has nearly completed updating the roster of graduate programs in educational measurement that will be posted on the Website. Activities for the next year include work on developing a Minority Undergraduate Students of Excellence Program and developing short biographies of various measurement professionals.

Dr. Kolen reported on the meeting he organized during the Annual Meeting to brainstorm recruitment strategies that have been successfully used by Measurement Programs to attract students. He thought the meeting was useful and generated a number of ideas. Soliciting contributions from members and institutions to sponsor a fellowship program and developing a video career brochure were some of the suggestions offered. There was a consensus that the field must do a much better job in marketing and promoting itself. He felt a similar meeting should be organized next year during the Annual Meeting to focus more on what NCME as an organization might do in the areas of recruitment and PR.

Committees

It was noted that some of the work of NCME committees was not being done completely or involving the active participation of all members of the committee. The notion of simply increasing the size of committees was not supported as it might make it more difficult for the chair to work with the committee. It was suggested, however, that a committee could expand in size on a temporary basis if the work load justified a larger committee. NCME should continue to build the database of members who have served NCME in various capacities. Dr. Fremer was pleased to support the notion that Area Directors should write committee members thanking them in advance for their service to NCME during the forthcoming year.

To a large degree, the functioning of a committee is correlated to the work of the Committee chair. They may need more careful monitoring and occasional prodding by the Area Director. Some committees like the award committees and nominations committee appear to be on automatic pilot. It might be beneficial to provide Committee chairs with suggestions of what to do. It might also be helpful for Area Directors to check in with their committee chairs during the summer.

2001 Annual Meeting

Drs. Schmidt and Potenza, cochairs of the 2001 Annual Meeting, shared their preliminary thoughts about the Seattle Annual Meeting. They solicited Board members' ideas for themes, topics, and speakers for the meeting. They intended to reinitiate the keynote address during the meeting. They would also think about how to generate media attention for the meeting. Dr. Potenza asked if they might be interested in organizing a site visit to Microsoft's "House of the Future." The Board reacted positively to the idea.

Software Issues in Educational Measurement

Dr. Hanson highlighted his ad hoc Committee's report that addressed what NCME might do to facilitate the availability of information about specialized software used in educational measurement and the dissemination of such software. He indicated that the report was a draft and that he intended to have a final report by the fall meeting of the Board. Of the several specific items listed by the committee as part of its charge, the Board strongly resonated to making recommendations about publications that NCME might produce on software documentation and dissemination, such as a position paper or guidelines. Interest was also expressed about the possibility of establishing a software exchange on the NCME website. Further discussion noted the complexity of the issues such as software documentation and levels of software dissemination. Discussion concluded (when H.D. nodded off) with a request that the item be placed on the agenda for the summer Board meeting as part of long-range planning. It was suggested that it was critical for NCME to get into this area early. Dr. Hanson was thanked for a tremendous job in initiating the discussion and consideration of an increasingly important topic.

Graduate Student Issues Committee

The Graduate student Issues Committee report was distributed at the meeting. The report was an information item that highlighted a very productive year for the Committee. The Committee was highly commended for its diligent service to graduate students and to the Council.

International Measurement Issues Committee

The International Committee's report requested that an international section of *EM:IP* be authorized as a permanent part of the journal was previously discussed as part of the Publications Committee report. The Board reiterated its support of the idea, but felt it should be left to the discretion of the editor of *EM:IP*. Dr. Benson, incoming editor, will have the opportunity to appoint an editor for the international section if she wishes it to be continued. It was noted the Committee would provide Dr. Benson with nominations for the position.

Budget and Auditor

The Board approved the President's appointment of the CPA firm of Kirwan and Company to audit the Council's 2000 financial records.

The draft of the FY 2001 budget was briefly reviewed. After questions, the draft was approved as an operating budget until the fall meeting of the Board. The statement projected deficit budgets of \$69,955 and \$43,123 in fiscal years 2000 and 2001 respectively. The decline in the membership base was noted. It was requested that historical data on the size of membership be available for the summer Board meeting.

Next Meetings

Board members decided to hold the summer Board meeting in Iowa City on the dates of August 26-27, 2000. The fall meeting of the Board will be held on December 2-3, 2000 at a Chicago airport hotel.

Agenda items suggested for the summer Board meeting included long range planning, adjustment to the committee structure, oral history project, membership recruitment.

Adjournment

Dr. Fremer thanked Board members for their kind participation and a motion to adjourn was approved.

Respectfully submitted,

William J. Russell

Executive Director