



## NCME Board Meeting Minutes

April 5, 2019

Fairmont Royal York Hotel, Toronto, Canada

In attendance:

### **Officers & Board Members**

- Rebecca Zwick, President
- Stephen Sireci, Vice President
- Randy Bennett, Past President
- Ye Tong, Board Member
- Andrew Ho, Board Member
- Walter (Denny) Way, Board Member
- Derek Briggs, Board Member
- Debbie Durrence, Board Member
- Rose McCallin, Board Member (dial-in)
- Howard Everson (incoming)
- Michael Rodriguez (incoming)
- Michael Walker (incoming)

### **Committee Chairs & Staff Members**

- Rosemary Reshetar, Budget & Finance Committee
- Mary Ann Emely, Executive Director
- Schuyler Nissly, Associate Director
- Ethan Gray, Talley Management Group
- Linda Cook, Editor
- Mary Pitoniak, Editor

### **Welcome; Agenda; Approval of Minutes; Review of Action Items**

President R. Zwick called the meeting to order, welcomed old and new Board members, and requested a round of introductions. There were no changes to today's agenda. There were some minor edits to the Minutes of the February 11-12, 2019 Board meeting.

### **Graduate Student Brown Bag Proposal**

This topic was presented by Y. Tong, liaison to the Graduate Students Committee, who reported that the graduate students want to do a brown bag series on specific issues in measurement, and view this as an opportunity to reach out to other associations. Andre Rupp is putting the proposal together and will be presenting a formal report to the Board.

**MOTION:** a motion was made by D. Briggs, seconded by R. Bennett, to receive and approve a proposal from the graduate students on the virtual brown bag series as described, with these two constraints:

- The Graduate Students Committee will work with the Board and the Membership Committee on this program; and

- They will submit progress reports at each Board meeting.

### **Report from 2019 Program Chairs**

2019 Annual Meeting Program Chairs K. Mattern and E. Shaw reported that they were laying the groundwork for the 2020 Annual Meeting by communicating with the public and the presenters, that the proposal submission system is being monitored in close communication with the incoming Program Chairs, and that they are shaping content to include high impact sessions. They addressed some of the logistical challenges working with a separate organization. R. Zwick provided additional details about this situation, based upon her involvement.

Some specific issues cited: the conference apps of AERA and NCME were not integrated despite initial indications that this would be allowed; the online sessions were not searchable; however the Higher Logic session submission system is not an acceptable alternative.

The Board thanked Mattern and Shaw for their admirable efforts.

### **Transition from Fernley & Fernley to Talley Management Group**

M.A. Emely and E. Gray spoke briefly about the upcoming transition, and the coordination that would be needed to move NCME assets from Fernley to Talley. E. Gray noted that Talley will probably use Your Membership as the AMS solution for the NCME database. Staff support for the September Classroom Assessment conference will be provided by Talley. Gray and Emely will identify contacts at Fernley for the accounting and database transfers. Board members suggested to Gray that it would be helpful if starting with the July Board meeting, meetings are recorded for reference in the development of Minutes.

### **Publications**

R. Bennett provided an update on the new Chinese journal, noting that the website would be available in the near future.

Visitors M. Pitoniak and L. Cook gave editorial reports, including an overview of the process they have used for delivery of the new publication which they said was on schedule for delivery in June 2022. They still need to select a publisher and have had good conversations with Springer. They are weighing open access. Zwick told them Brian Clouser needs more proposals for the book series.

### **Discussion of Position Statement on Admissions Testing**

R. Zwick presented the background on this topic. D. Briggs and Scott Marion drafted a statement which was reviewed and commented upon by both the College Board and ACT. Discussion followed. There was general agreement to broaden the statement, and it was noted that a third concern should be accommodations. All active Board members were queried and there was general consensus to go with the statement based upon today's input. Briggs will produce a revised version.

### **ITC/ATP Guidelines for Technology-Based Assessment**

S. Sireci explained what he was doing as Co-Chair of this endeavor to come up with guidelines.

There was no executive session and the meeting adjourned at 6:45 pm.



## NCME Board Meeting Minutes

### NCME Board Meeting Minutes

April 8, 2019

Fairmont Royal York Hotel, Toronto, Canada

In attendance:

#### Officers & Board Members

- Stephen Sireci, President
- Rebecca Zwick, Past President
- Ye Tong, Vice President
- Andrew Ho, Board Member
- Debbie Durrence, Board Member
- Rose McCallin, Board Member (dial-in)
- Howard Everson, Board Member
- Michael Rodriguez, Board Member
- Michael Walker, Board Member

#### NCME Leaders and Staff Members

- Derek Briggs
- Rosemary Reshetar, Budget & Finance Committee
- Krista Mattern and Emily Shaw, Program Committee Outgoing Co-Chairs
- Kim Colvin, Incoming Training and Professional Development Chair
- Mary Ann Emely, Executive Director
- Schuyler Nissly, Associate Director
- Ethan Gray, Talley Management Group

#### Welcome; Agenda; Approval of Minutes; Review of Action Items

President Sireci called the meeting to order, reviewed the action items from the April 5 meeting and suggested additions. He also motioned for the use of Robert's Rules of Order, seconded by Tong and unanimously passed.

#### Vice-President's Report

Tong provided the Vice President's report, which included a discussion on committee liaison responsibilities, and how to divide committee liaison work if needed. A motion was made by Sireci, seconded by Ho, on the liaison relationships as agreed upon:

Sireci – Annual Meeting Program Committee, Training and Professional Development Committee, Fund Development Committee, Membership Committee, Budget & Finance Committee

Tong – Website Committee, Graduate Student Issues Committee

Zwick – Elections Committee, Nominations Committee

McCallin – Archives Committee

Durrence – Classroom Assessment Committee

Ho – Strategic Visioning Committee  
Rodriguez – Outreach and Digital Presence Committee  
Walker – Awards Committee, Diversity Issues and Testing Committee  
Everson – Publications Committee

### **Conference Program Committee Reports**

Tong lead a discussion on the following committees and some goals for those committees: Graduate Student Issues, Diversity and Outreach/Partnership.

She also said that this year there would be a need to bring the matter of the NCME Handbook to closure. Updates had been started in the Handbook, but never concluded so we will pick-up the most recent drafts and come to consensus on needed changes.

### **Annual Meeting**

Shaw and Mattern provided updates on the 2019 conference. Sireci brought the Board up to date on status of planning for 2020, including the 2020 AERA contract which has not been executed and has some hurdles to overcome, as well as the proposal submission system that would be used in 2020.

Colvin talked about initially planning for 2020 workshops.

### **Board Member Report 1**

McCallin reported on progress with the NCME website, including updates that had been made. She also addressed Standards and Test use.

### **Past-President's Report**

Zwick provided an update on the 2019 conference with regard to her involvement, and the many challenges faced.

### **Board Member Report 2**

Durrence reported on the upcoming 2020 Classroom Assessment Conference. She remarked that a half day or full day attached to the 2021 conference instead of a separate conference might be the way to go in the future.

### **President's Report**

Sireci reported on planned strategic initiatives and priorities as a continuation of an ongoing topic. He said his remarks would lightly cover the subject, as this is primarily tabled until the July Board meeting.

He also tabled the top of membership rates the number of years students could join as Student Members, until the July meeting.

### **Board Member Report 3**

Ho reported on his thoughts regarding strategic visioning as it would be addressed in July, including the setting of strategic priorities.

He also addressed the Informing Assessment Policy.

#### **Brief Financial Report**

Reshetar report on finances to date. There would be a more fulsome report after the conference-related expenses and revenues are in.

#### **Board Member Report 4**

Walker will be working to restructure the Awards committees and bring the awards to uniformity, to the extent possible. Briggs agreed to help him with this.

#### **Board Member Report 5**

Everson reported that he will become the Publications Committee liaison because of his years of work in this area.

#### **Board Member Report 6**

Rodriguez reports that he will serve as the Board liaison to the Outreach and Digital Presence Committee. Discussion followed around his suggestion of having graduate students as a “brand ambassadors” for NCME. Sireci asked him to develop a proposal for his idea, and submit it to the Executive Committee.

#### **2019/20 Executive Director Comments**

Gray provided some closing thoughts on the transition from Fernley to TMG and noted that all seemed to be well in hand and that he looked forward to the July Board meeting and the start of a strong relationship.

There being no further business to come before the Board, the meeting was adjourned at 7:00 pm.

## Meeting Minutes

NCME Board Meeting: July 11-12, 2019

HILTON GARDEN INN WASHINGTON D.C. DOWNTOWN

**Board Attendees:** Steve Sireci, Rebecca Zwick, Ye Tong, Rose McCallin, Rosemary Reshetar, Debbie Durrence, Andrew Ho, Michael Rodriguez, Michael Walker, Howard Everson

**Staff Attendees:** Ethan Gray, Erin O'Leary

JULY 11, 2019

TOPIC	DISCUSSION	ACTION/MOTION
Welcome and Introductions	<ul style="list-style-type: none"> <li>Meeting was called to order at 8:48am</li> <li>Board and staff introduced themselves</li> <li>Sireci reviewed meeting norms and proposed adjusted Robert's Rules of Order</li> <li>Gray provided a management transition update; highlighted ongoing tech platform transitions and need to triage member inquiries during online system disruptions</li> </ul>	<p><b>MOTION:</b> Sireci, Durrence move to adopt adjusted Rules; motion carries unanimously</p>
President's Report	<ul style="list-style-type: none"> <li>Sireci recapped NCME presence at CCSSO conference and discussed collaborative opportunities: <ul style="list-style-type: none"> <li>Comp membership for state reps</li> <li>Assessment 101 workshop</li> <li>Virtual brown bags</li> <li>Re-visitation of "Assessment Literacy"</li> </ul> </li> <li>Board discussed collaborative opportunities with other organizations</li> <li>Sireci discussed potential for an NCME Executive Director (external to management company); more discussion required.</li> <li>Sireci reviewed proposal for Special Interest Group (SIGIMIE) formation and pilot State and Local Assessment Director SIG</li> </ul>	<p><b>ACTION:</b> Rodriguez charged with researching history of NCME relationship with American Association of School Administrators (Superintendent org.)</p> <p><b>ACTION:</b> All board members asked to brainstorm/research orgs. that monitor state/federal policy changes</p> <p><b>ACTION:</b> All board members asked to review and comment on SIGIMIE proposal</p>
Past President's Report	<ul style="list-style-type: none"> <li>Zwick reviewed Nominations Committee report; board nominations are due 7/22, committee review on 7/26.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Zwick recapped recent Standards Management Committee activities; next meeting scheduled for 7/18</li> <li>• Board discussed proposed revisions to NCME Principles and Procedure for Adopting Policy Position Statements</li> </ul>	<p><b>ACTION:</b> Zwick to revise Principles based on board discussion</p> <p><b>MOTION:</b> Sireci, Durrence move to approve Principles with pending revisions; motion carries unanimously</p>
<p><b>Strategic Visioning</b></p>	<ul style="list-style-type: none"> <li>• Sireci reviewed PPT presentation and objectives for this meeting</li> <li>• Board reviewed current <a href="#">NCME Mission and Vision statements</a></li> <li>• Board discussed <a href="#">currently publicized goals</a> and potential key action items to satisfy goals</li> <li>• Board discussed drafting a description that defines “educational measurement” (i.e. “what is educational measurement?”); linking on website</li> <li>• Board broke into 3 groups and suggested specific actions NCME could take to meet goals: <ul style="list-style-type: none"> <li>○ Start a blog coordinated by board members with monthly, rotating responsibility</li> <li>○ Develop an ITEMS module on how to select a test</li> <li>○ Other suggestions require more discussion</li> </ul> </li> </ul>	<p><b>ACTION:</b> McCallin, Rodriguez, Everson, Durrence, Tong charged with proposing revisions to Mission and Vision statements; developing survey for Board vote on whether statements align with NCME goals</p>
<p><b>Annual Meeting</b></p> <p><i>(Ada Woo, Thanos Patelis, Kim Colvin, Anita Rawls join as guests by phone)</i></p>	<ul style="list-style-type: none"> <li>• 2019 Recap: <ul style="list-style-type: none"> <li>○ 1,102 registrants (approx. 40% dual NCME/AERA, 60% NCME-only)</li> <li>○ Board discussed general perceptions</li> </ul> </li> <li>• 2020 Planning: <ul style="list-style-type: none"> <li>○ Submitted committee report reviewed</li> <li>○ Board discussed complex logistical relationship with AERA</li> <li>○ Board reviewed proposed workshop pricing</li> </ul> </li> </ul>	<p><b>MOTION:</b> Sireci, Ho move to approve proposed 2020 workshop rates (no change for professionals, 50% reduction for grad students); motion carries unanimously</p>

<b>Vice President's Report</b>	<ul style="list-style-type: none"> <li>• Tong reviewed a working document for 2020-2021 committee composition</li> <li>• Board discussed committee appointments and current gaps</li> <li>• Tong suggested NCME consider membership auto-renew and multi-year options</li> </ul>	<p><b>ACTION:</b> Staff charged with developing solution for committee appointment tracking and history</p> <p><b>ACTION:</b> Staff charged with investigating system capabilities for auto-renew and multi-year</p>
<b>Budget &amp; Finance Committee</b>	<ul style="list-style-type: none"> <li>• Reshetar reviewed financial performance PPT</li> <li>• 2020 Budget Planning: <ul style="list-style-type: none"> <li>◦ Goal is to have draft by September Board meeting</li> <li>◦ Need to incorporate approved committee funding requests</li> <li>◦ Need to dedicate time to articulating revenue and expenses from Journal/Wiley contract</li> </ul> </li> <li>• 2019 Audit: <ul style="list-style-type: none"> <li>◦ Investigating open questions from auditors</li> </ul> </li> <li>• Board discussed approach to reserves and investments; deferred additional discussion to September Board meeting</li> </ul>	<p><b>ACTION:</b> Staff charged with researching tax/compliance implications (if any) for reserve funds in excess of annual operating budget</p>
<b>AERA Engagement</b>	<ul style="list-style-type: none"> <li>• Board discussed possible approaches to engage AERA related to issues raised during 2019 Conference Presidential Address: <ul style="list-style-type: none"> <li>◦ Equity</li> <li>◦ Culturally responsive assessment</li> </ul> </li> <li>• Suggestions for speakers on these topics included Juan Carlos Arauz and Chris Edley</li> </ul>	<p><b>ACTION:</b> All board members asked to provide speaker suggestions for an 'Equity in Education' session at the 2020 conference</p> <p><b>ACTION:</b> Sireci to explore joint NCME/AERA session on testing issues for 2020 conference</p> <p><b>ACTION:</b> Zwick to pursue special EM:IP issue on role and purpose of testing; test fairness and validity</p>
<b>Over-Testing in K-12 Education</b>	<ul style="list-style-type: none"> <li>• Board reviewed over-testing 'concerns' document; discussed a re-framing to address an "evaluating of the assessment system" as a preferred approach</li> </ul>	<p><b>ACTION:</b> Durrence charged with re-framing based on board discussion</p>

<b>Classroom Assessment Taskforce</b>	<ul style="list-style-type: none"> <li>• Durrence provided an oral report</li> <li>• There will be no separate conference in 2020; taskforce proposed a pre-conference session and reception at the 2020 Annual Conference</li> </ul>	<b>ACTION:</b> CATF charged with developing a formal workshop proposal and budget for all 2020 conference activities by NCME proposal deadline; sending rep to September board meeting to discuss activities
<b>Publications Committee</b>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report.</li> <li>• Board discussed open-access vs. member-restricted content.</li> </ul>	<b>MOTION:</b> Sireci, Ho move to approve ITEMS funding request in submitted report with directives that committee provides a formal report on usage during April 2020 Board meeting and eliminates Zoom expense if that is obsolete; motion carries unanimously.

***~Board Meeting Suspended Until July 12~***

July 12, 2019

TOPIC	DISCUSSION	ACTION/MOTION
<b>Digital Presence Committee</b>	<ul style="list-style-type: none"> <li>Board reviewed submitted report and items for consideration: <ul style="list-style-type: none"> <li>Separate social media accounts for grad students</li> <li>Hootsuite Pro account</li> <li>“Ambassador” proposal and incentives</li> </ul> </li> </ul>	<b>MOTION:</b> Sireci, Rodriguez move to approve Hootsuite Pro account and Ambassador program (minus the financial incentive); motion carries unanimously
<b>Outreach and Partnerships Committee</b>  <i>(Tracey Hembry joins as a guest by phone)</i>	<ul style="list-style-type: none"> <li>Board reviewed submitted report</li> <li>Committee and Board discussed difficulty in knowing “how” to engage external partners—what can we offer?</li> <li>Board considered recommended list of offerings in submitted report: <ul style="list-style-type: none"> <li>Joint conference sessions should be explored (particularly with ATP, ICE, NAAD)</li> <li>Invited papers/special issues of EM:IP cannot be guaranteed; must follow established submission processes</li> <li>NCME newsletter content is viable; can be addressed ad-hoc</li> <li>Comp copies of Journal and Standards publications can be entertained</li> </ul> </li> </ul>	<b>ACTION:</b> Rodriguez to connect Outreach and Digital Presence committees to develop strategy for cross-pollinating social media (“we’ll follow you, you follow us”)  <b>ACTION:</b> Committee to compile an org. list of who they would like to send comp pub copies to
<b>Awards Committee</b>	<ul style="list-style-type: none"> <li>Board reviewed submitted report; nomination deadline is 9/15 with a deadline of 11/15 for recommended winners</li> </ul>	<b>ACTION:</b> Walker charged with determining how/why we solicit donations for specific awards (e.g. on membership forms)  <b>ACTION:</b> Staff charged with exploring ‘restricted fund’ accounting for award donations

<b>Diversity Committee</b>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report.</li> <li>• Funding requests: <ul style="list-style-type: none"> <li>◦ Up to \$5,000 for student scholarships to attend 2019 Classroom Assessment conference</li> <li>◦ Up to \$10,500 for student scholarships to attend 2020 Annual Conference.</li> <li>◦ \$2,500 to host reception at 2020 Annual Conference</li> </ul> </li> </ul>	<p><b>ACTION:</b> Committee to draft workflow recommendations for scholarship promotion, candidate selection, and reimbursement OR mechanism for advance funding requests</p> <p><b>MOTION:</b> Sireci, Durrence move to approve funding requests with stipulation that committee tracks scholarship recipients and post-conference activities to evaluate effectiveness of funding for retaining underrepresented minority members; motion carries unanimously</p>
<b>Graduate Student Issues Committee</b>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report</li> <li>• Funding request: <ul style="list-style-type: none"> <li>◦ \$2,500 for social event at 2020 conference</li> </ul> </li> <li>• Board discussed current definitions of student membership category. Suggested revisions: <ul style="list-style-type: none"> <li>◦ Remove 4-year limitation</li> <li>◦ Change requirement for “active or emeritus member” endorsement to “faculty” endorsement.</li> <li>◦ Cannot be employed full time</li> <li>◦ Enrollment must be confirmed by faculty/university document</li> </ul> </li> <li>• Board discussed whether Grad Students should have a non-voting representative on the Board</li> </ul>	<p><b>MOTION:</b> Sireci, Tong move to approve 2020 conference funding; motion carries unanimously</p> <p><b>MOTION:</b> Sireci, Rodriguez move to approve suggested revisions to student membership category definitions; motion carries unanimously</p> <p><b>Motion:</b> Sireci, Zwick move to provide free annual conference breakfast tickets to all grad students who serve on an NCME committee or who are Digital Presence Ambassadors; motion carries unanimously.</p> <p><b>Action:</b> Sireci to follow-up with GSIC about possible rep at Board meetings.</p>
<b>Mission Fund Committee</b>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report</li> </ul>	
<b>Adjournment &amp; Next Meeting</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 12:15pm</li> <li>• Specifics for September 17 and January 9-10 meetings to be circulated.</li> </ul>	



## Meeting Minutes

NCME Board Meeting: September 17, 2019

HILTON GARDEN INN – BOULDER, CO

**Board Attendees:** Steve Sireci, Michael Rodriguez, Ye Tong, Rose McCallin, Debbie Durrence, Andrew Ho, Michael Walker, Howard Everson (by phone)

**Guests:** Rosemary Reshetar, Chair- Budget & Finance Committee

**Staff Attendees:** Ethan Gray

TOPIC	DISCUSSION	ACTION/MOTION
Welcome, Review of Agenda	<ul style="list-style-type: none"><li>• Meeting was called to order at 8:49am</li><li>• Sireci welcomed all attendees; reviewed meeting norms, adjusted Robert's Rules of Order and proposed agenda.</li><li>• Board reviewed meeting minutes from July 2019. Ho recommends board liaisons send committees excerpts of relevant sections for discussion with committee chairs.</li><li>• Board discussed whether meeting minutes should be shared publicly.</li></ul>	<p><b>MOTION:</b> Sireci, Ho move to adopt adjusted Robert's Rules of Order; motion carries unanimously.</p> <p><b>MOTION:</b> Ho, Durrence move to approve agenda; motion carries unanimously.</p> <p><b>MOTION:</b> Ho, Durrence move to approve July meeting minutes; motion carries unanimously.</p> <p><b>MOTION:</b> Rodriguez, Ho move to make meeting minutes available online within 2 months of each meeting; motion carries unanimously.</p>
State of NCME	<ul style="list-style-type: none"><li>• Sireci reported that NCME is in a financially stable position with an engaged board and membership base.</li><li>• Sireci discussed public acceptance of testing being in question and that the industry needs to address diversity and inclusion; NCME is positioned well to lead the industry forward.</li></ul>	
SIGIMIE Structure	<ul style="list-style-type: none"><li>• Board reviewed proposed SIGIMIE Structure document and suggested the following additions:<ul style="list-style-type: none"><li>○ Language that defines dedicated sessions at annual meeting, parameters for interacting with program chairs.</li></ul></li></ul>	

	<ul style="list-style-type: none"> <li>○ Language that defines governance infrastructure (volunteer leadership, succession planning, board liaisons etc.).</li> </ul>	<b>ACTION:</b> Sireci to suggest additional language and recirculate to the group.
<b>Budget &amp; Finance</b>  <i>(Mark Kroopnick, Chad Buckendahl join by phone)</i>	<ul style="list-style-type: none"> <li>● Sireci presented an update on conversations with a private funding agency that is interested in providing funding for under-represented grad students to attend the 2020 conference.</li> <li>● Reshetar reviewed the proposed 2020 NCME Budget. Board discussed an existing policy stipulating that financial reserves should not cover operating deficits; reserves are to be used to fund 'special projects'. Rodriguez notes that the 2020 budget includes an operating deficit and that multi-year deficits are in contrast with the board's fiduciary responsibility to NCME.</li> <li>● Board agrees to revisit financial policies and notes conservative projections for 2020 given available information amidst management transition.</li> <li>● Buckendahl presented a new investment strategy proposal that included a transition from RBC (current fund provider) to Vanguard.</li> <li>● Board discussed Mission Fund 'Honor a Mentor' program—giving levels, minimum donations, public acknowledgement. Board recommends removing giving levels online, listing names and tributes only.</li> </ul>	<b>ACTION:</b> Sireci to continue to pursue funding through the University of Massachusetts with travel reimbursements subcontracted to NCME; tie proposal to NCME Mission and define outcomes.  <b>ACTION:</b> B&F Committee/Staff to articulate what 2020 expenses qualify as 'special projects'.  <b>MOTION:</b> Ho, Rodriguez move to approve 2020 budget; motion carries unanimously.  <b>MOTION:</b> Sireci, Ho move to adopt new strategy (targeting a 25% liquid asset allocation) and authorizing the transition to Vanguard; motion carries unanimously.  <b>ACTION:</b> B&F Committee to reach out to Vanguard to confirm necessary next steps.

<p><b>2020 Annual Meeting</b> <i>(Andrew Wiley joins by phone)</i></p>	<ul style="list-style-type: none"> <li>• Wiley reviewed submitted committee report.</li> <li>• Lack of single-sign-on with submission system was an obstacle but navigable; approx. 12% increase in submissions over 2019.</li> <li>• Wiley reported proposal review is scheduled to be complete by 9/30; mid-October meeting to slot sessions.</li> <li>• Sireci noted that Edmund Gordon has been invited to lead a panel discussion.</li> <li>• Requests from committee:           <ul style="list-style-type: none"> <li>◦ “Common space” seating at conference hotel</li> <li>◦ Session eval surveys</li> </ul> </li> </ul>	<p><b>ACTION:</b> Staff to determine “common space” logistics.</p> <p><b>ACTION:</b> 2021 Conference Committee to determine survey capabilities through the app.</p>
	<ul style="list-style-type: none"> <li>• Board discussed A/V expenses and possible ways to mitigate.</li> </ul>	<p><b>ACTION:</b> Sireci to discuss possibility of a poster session vs. eBoards with GSIC.</p> <p><b>ACTION:</b> Staff to research pricing/feasibility of a poster session vs. eBoards.</p>
<p><b>Definition of Board Positions</b></p>	<ul style="list-style-type: none"> <li>• Board discussed difficulty of finding candidates who meet criteria defined in the NCME Bylaws for local, state or federal agencies.</li> <li>• While no amendments to the bylaws will be proposed at this time, the board would like to develop new content/promotional material to attract more local, state and federal members.</li> </ul>	<p><b>ACTION:</b> Charge Membership Committee with brainstorming content.</p>

<b>Membership Committee</b>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report; discussed outreach opportunities and logistics for acquisition and retention.</li> <li>• Membership Committee would like to review data no less than quarterly.</li> <li>• Council of the Great City Schools recommended as a channel for engagement.</li> <li>• 31 of 50 state assessment directors signed up for free membership; 19 remaining will continue to be pursued.</li> <li>• Board would like to begin pro-rating dues for new members in 2020—those joining post June 30th and sees ‘auto-renew’ capabilities as a priority to drive retention.</li> </ul>	<p><b>ACTION:</b> Tong to follow-up with Membership Committee and Scott Norton to recruit state assessment directors who are not yet members.</p> <p><b>ACTION:</b> Rodriguez to charge Outreach and Partnership Committee with drafting boilerplate membership recruitment language.</p> <p><b>ACTION:</b> Staff to explore pro-rated dues products in AMS.</p> <p><b>ACTION:</b> Staff to prioritize ‘auto-renewal’ capability before 2020 dues billing begins.</p>
<b>Handbook Revisions</b>	<ul style="list-style-type: none"> <li>• Board discussed the need to review the current operational handbook—compare to NCME Bylaws to determine any incongruence and ensure that recent updates are included.</li> </ul>	<p><b>ACTION:</b> Staff to develop proposal for handbook/bylaw review/revision as a separately billed management project with the January board meeting as a delivery deadline.</p>
<b>Position Papers</b>	<ul style="list-style-type: none"> <li>• Rodriguez reviewed position statement on multi-lingual learners.</li> <li>• Durrence reviewed updated position statement on “Balancing assessment priorities in K12 education”</li> </ul>	<p><b>ACTION:</b> Rodriguez, Durrence will continue to refine statements based on board discussion.</p>
<b>NAGB Board Nominations</b>	<ul style="list-style-type: none"> <li>• Ho reviewed pre-meeting discussion summary included in the board book.</li> <li>• Board agreed that an official recommendation for candidate(s) should be submitted to NAGB; three individuals were proposed.</li> </ul>	<p><b>ACTION:</b> Board to draft recommendations for 2020 nominees, suggest a process for future nominees; circulate by email. Sireci to send nominations to NAGB.</p>

<b>Classroom Assessment Task Force (CATF)</b>	<ul style="list-style-type: none"> <li>• Durrence reviewed a proposal for a 2020 pre-conference workshop by the CATF and the associated budget.</li> <li>• Durrence discussed the outlook for a 2021 Classroom Assessment Conference; more dialogue with CATF around venue, logistics is required.</li> <li>• CATF is considering applying to become a SIGIMIE. After additional language is added to define the SIGIMIE structure (see section above), Durrence will share with the taskforce.</li> </ul>	<b>MOTION:</b> Sireci, Tong move to approve the CATF proposal with a funding cap of \$20,000; motion carries unanimously.
<b>Strategic Visioning</b>	<ul style="list-style-type: none"> <li>• Sireci reviewed outcomes from the July 2019 board meeting.</li> <li>• Sireci facilitated an exercise to update NCME's Mission/Vision statements and refine existing goals published on the NCME website.</li> <li>• New Mission Statement: <i>The National Council on Measurement in Education is a community of measurement scientists and practitioners who work together to advance theory and applications of educational measurement to benefit society.</i></li> <li>• 2012 goals reviewed for alignment with new Mission Statement; updated and refined as needed.</li> </ul>	<b>ACTION:</b> Sireci to draft NCME Newsletter article describing strategic work to date, new mission statement + proposed goals and ask for feedback; survey for membership to be developed by Board work group defined at July 2019 meeting.
<b>Training Workshops</b>	<ul style="list-style-type: none"> <li>• Board reviewed Training and Professional Development Committee report and proposal for workshop honoraria.</li> </ul>	<b>MOTION:</b> Ho, Durrence move to approve \$250 honoraria for all 2-hour workshops; \$500 for all 4 and 8-hour workshops; motion carries unanimously.
<b>Institute of Education Sciences</b>	<ul style="list-style-type: none"> <li>• Board reviewed and discussed online open call for comments on research topics.</li> </ul>	

<b>NCME Awards</b>	<ul style="list-style-type: none"> <li>• Board referenced various Award Committee reports.</li> <li>• Board discussed naming the Career Contribution Award after an African American who made significant contributions to educational measurement; no current consensus on idea from the Awards Committee.</li> <li>• Rodriguez forwarded information on Asa Hilliard to Board members.</li> <li>• Board discussed building online forms for 2020 submissions; specifics to be discussed with various committees.</li> </ul>	<b>ACTION:</b> Sireci to propose idea to previous Career Contribution award winners to get reactions, return comments to board.
<b>Publications</b>	<ul style="list-style-type: none"> <li>• Board reviewed submitted Committee report including recommendation that grad student committee members be able to serve for 2 years rather than 1 to improve continuity.</li> <li>• Board discussed 'Open Author' proposal from Wiley and implications on visibility for individual authors given funding disparities; deferred for more discussion during January 2020 board meeting.</li> </ul>	<b>MOTION:</b> Sireci, Rodriguez move to allow grad student members to renew for an additional 1-year term on ALL committees at the discretion of the chair; motion carries unanimously.
<b>Outreach and Partnerships</b>	<ul style="list-style-type: none"> <li>• Board reviewed submitted Committee report.</li> <li>• Committee continues to explore making select sessions from the 2020 conference available online to drive engagement. This will be revisited after the program is constructed in October/November.</li> <li>• Board discussed committee's request to send complimentary copies of '<i>The Standards</i>' to priority partnership prospects.</li> </ul>	<b>MOTION:</b> Sireci, Rodriguez move to charge the Committee with reaching out to up to 15 organizations to gauge interest in receiving an electronic or hard copy of <i>The Standards</i> , developing a mechanism for determining return on investment; motion carries unanimously.
<b>Adjournment and Next Meeting</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 5:02pm</li> <li>• Next Meeting—January 9-10, 2020; sourcing venues in Fort Lauderdale and Miami.</li> </ul>	