

**National Council on Measurement in Education
Board of Directors Meeting Minutes
April 7, 2006
Hotel Nikko San Francisco**

Members Present: Jim Impara
 Dan Eignor
 Terry Ackerman
 Jeri Benson
 Linda Cook
 Hariharan Swaminathan
 Judy Koenig
 Duncan MacQuarrie

Absent: David Frisbie

Staff: Susan Rees

Invited Guests: Anne Fitzpatrick, Leslie Lukin, Ron Hambleton, Barbara Plake

Call to Order

President Jim Impara called the meeting to order at 4:05 PDT. Jerry Sroufe from AERA joined the meeting to briefly discuss the upcoming conference. Impara introduced the meeting guests and incoming Board members Anne Fitzpatrick and Leslie Lukin.

Approval of Meeting Minutes

Impara called for approval of the October meeting minutes. Corrections were made to the meeting minutes, changing the date on day two of the minutes to read "October 15." Ackerman made a motion to approve the minutes as corrected. Eignor seconded the motion. Motion carried.

Consent Agenda

A request was made to update Mary Yakimowski's address on the Outreach Committee Report. A report from JCSEE was included among the Consent Agenda items, but required no action. MacQuarrie made a motion to accept the reports as presented. Ackerman seconded the motion. Motion carried.

General Reports

International Test Commission Membership

Ron Hambleton joined the meeting. Hambleton distributed materials on ITC and provided a history of NCME's involvement in the ITC. Hambleton believes ITC is now the most influential organization on testing. ITC is trying to raise the skills and knowledge of individuals involved in assessment. ITC publishes books, a newsletter, guidelines and a journal, and holds a biannual conference. Hambleton explained the membership structure. Full membership is restricted to national societies. Affiliate

memberships are held by about 70 organizations, and an individual membership was recently added as well. Full members receive two votes on issues and affiliates receive one vote; NCME is an affiliate member. Hambleton recommended NCME remain a member of ITC. Benefits for members of member organizations include a \$60 discount on ITC conference registration. The 2006 conference will be held in July in Brussels, Belgium. The 2008 conference will be in England and the topic will be computer-based testing.

Staff were asked to post an announcement of the ITC conference on the website and include information on the conference registration fee discount.

Executive Directors Report

Rees reported on behalf of Wheeler. Membership numbers have remained roughly the same from 2003 through 2006. Discussion included specific categories that have had significant changes in membership.

The web site proposal was discussed. Impara reviewed the additional information provided by The Rees Group in response to questions raised by the Board and committee members. Impara explored the idea of establishing a webinar section of the website, based on the training sessions. Impara suggested Eignor place this on the agenda for August. Impara requested the Board's approval to authorize the Executive Committee to act on the contract. Benson made a motion to accept the report from the Executive Director. Cook seconded the motion. Motion carried. Koenig made a motion that would allow the EC to be able to move on the web contract. Cook seconded the motion. Motion carried. Dave Miller will form a committee to set the timeline for the website. Impara distributed a list of decisions the board would like to make concerning the web site.

Discussion included how much contact information should be shared with other members through the members' only section, and any potential for misuse. Koenig made a motion that the information available to membership includes first and last name and email address. Benson seconded the motion. Motion carried.

A questionnaire is to be included on the website. Benson made a motion that response to the online membership questionnaire be voluntary. Cook seconded the motion. Motion carried. Timing of the questionnaire was discussed and it was recommended the questionnaire should be available on demand and at the time of membership renewal.

Annual Meeting Contract

The group was reminded that 2006 contract with AERA for the annual meeting will be rolled over to cover 2007. The contract will then be renegotiated in the fall of 2006 for 2008 and beyond.

Committee Reports

Administrative Area:

Financials and 2005 Audit:

Impara distributed the budget created by Dave Frisbie. Impara highlighted several items within the budget, including membership income, which is lower than projected; journal royalty, which will be higher than projected for 2006. The tentative budget for 2007 includes projected income of \$358,182, expenses of \$229,800, and a net margin of \$128,382. MacQuarrie made a motion to tentatively adopt the budget as presented. Eignor seconded the motion. Motion carried.

Membership:

Impara reported on the Membership Committee's request to support a booth at the American Association for Higher Education conference for a cost of \$500 exhibitor fee, plus shipping, and the cost of staffing the booth. Estimated cost is \$1,500 to \$2,000. Discussion included the need to target materials presented at the booth to those attending the AAHE meeting, or whether it is more cost effective to do a membership drive to AAHE members, or a hospitality suite for invited AAHE guests. The board voiced support to begin with a membership drive, both via email and regular mail, but not to support the booth. Question was raised if this membership campaign should be expanded to other organizations as well. The Board of Directors supports targeted outreach to other organizations, including AAHE and former AAHE members. \$1,000 has already been authorized for a membership drive, and the question was raised, without resolution whether this amount should be increased. Lists of potential membership organizations should be sent to Ann Fitzpatrick.

Currently underway is the lapsed member project, which includes the President and Board members contacting members to invite them to rejoin. The campaign has met with some success and will be continued.

Outreach Area:

Recruitment Committee reported that the recruitment brochure has been completed and is available for mailing. Copies will be distributed at the breakfast. Proposed activities include putting this information on the website; this should be done at the time the website is revised. Impara suggested a salary survey be included on the website as the information is being redesigned.

Graduate Student Issues:

MacQuarrie provided an update of committee activities, including the large number of graduate student poster session submissions received. The committee recommended the number of accepted graduate student posters accepted be expanded. It was agreed that no formal action needs to take place, since the number of posters is limited somewhat by location.

Standards Management Committee (SMC):

Barbara Plake joined the meeting to report on the SMC. The standards management committee is a joint committee made up of members from AERA, APA and NCME. The Standards and Test Use Committee is NCME's committee responsible for providing

relevant information to the SMC. The current Standards Management Committee is made up of Barbara Plake, Suzanne Lane, and Wayne Camara. A new role and responsibility of the SMC will be to select members of the Joint committee that will revise the Standards.

Prices for the 1999 Standards will increase July 1, 2006 and are as follows:

Students: \$25.95 (no change)

Members: \$35.95

Non-Members/Institutions: \$49.95

Plake reminded the Board that the proceeds from these sales go toward the development of a new edition of the publication.

The SMC will need a recommendation from NCME about whether to now start the Standards revision process. Impara reported he will turn the issues over to the Standards and Test Use Committee for recommendation, and that committee will provide a response by October 15, 2006.

New Business:

Impara provided information on the International Standards Organization (ISO) and their role in developing industry standards. ANSI is the American organization that is part of ISO, and has just sent to the Joint Committee on Testing Practices, standards for employment testing from a German group to be considered for international endorsement. Impara will forward the information to Eignor and Koenig, and Eignor will craft a letter requesting the inclusion of input from NCME on the development of these standards. A suggestion was made to forward the standards to the Standard Management Committee for comment on their viability.

The meeting was adjourned at 6:49 p.m. PDT.

**National Council on Measurement in Education
Board of Directors Meeting Minutes
April 10, 2006
Hotel Nikko, San Francisco**

Present: Dan Eignor
James Impara
Anne Fitzpatrick
Terry Ackerman
Linda Cook
Judith Koenig
Leslie Lukin
Stephen Sireci
Hariharan Swaminathan

Staff: Susan Rees

Invited Guests: Jerry Sroufe, Robert Smith, Karlei Mitchell (Blackwell),
Chad Buckendahl, Lori Nebelsick-Gullet, Mary Pitoniak,
Michael Jodoin, and Cheryl Cardell

Call to Order

President Dan Eignor called meeting to order at 4:14 p.m. PDT. Eignor welcomed new board members Leslie Lukin, Stephen Sireci and Vice President, Anne Fitzpatrick.

Classroom Assessment

Cook reported the teacher recognition award has not been given for two years. NCME has been working with NATD to create a closer sponsoring relationship. ATI, the group that had been coordinating the award, reported that they do not have people in every area of the country, which makes it difficult to identify award winners; however, they do have a good network in Chicago. NATD and NCME are still committed to the award. Cook had requested last year to add additional people to the committee, but it was not formalized. The committee should be structured to include co-chairs from ATI (now owned by ETS) and NATD. This award may eventually transition to an NATD activity.

New Committees and Assignment of New Board Members

Lukin will work with Cook on the Awards; Sireci will work with Ackerman on Publications.

Web Development Committee

Impara reported on the proposal from The Rees Group and the subsequent discussions concerning development of the website. JEM and EM:IP will need an article submission system and Suzanne Lane will contact TRG to discuss the process. David Miller has been asked to chair the temporary Web Committee, and will be forming a committee to support the transition.

Other Committee Work

Eignor reported that the committee rosters are still not current, and Wheeler will be sending rosters for updating to the Board. Open committee positions will need to be filled, with chairs submitting names to Eignor through the respective Board liaisons. Eignor will review the committee rosters to insure individuals are not sitting on multiple committees. New committee members should be named by mid- to late-May.

AERA Discussion

Jerry Sroufe joined the meeting at 4:30. Sroufe reported that the conference facilities worked out very well this year. Eignor reported on issues that NCME had encountered, including the fact that the Nikko overbooked people the first night and upon arrival individuals had no hotel room; these individuals were sent to the Parc 55, which only had smoking rooms, and ended up staying elsewhere.

Scheduling problems included Board members scheduled to take part in AERA sessions at the same time as the NCME breakfast, and at the same time as the board meetings. A promise had been made in 2005 by AERA that this would not happen at the 2006 meeting. A reminder will be sent to AERA at the time the VIP registrations are sent in to help ensure that this will not happen in 2007.

Lukin reported that AERA had promised to send the program materials earlier than usual so NCME could cross check the program and move any NCME presentations that conflict with AERA's schedule. No materials were ever sent to NCME, and the program co-chairs retrieved the information from AERA's website. Robert Smith joined the meeting at 4:45 p.m.. Smith reported that AERA sessions had been scheduled by late January and then reviewed by presenters and submitters. Additional changes were made after that time. The AERA program went to press February 18th. Sroufe promised to send the program materials to NCME program chairs for review for the 2007 meeting. Smith reported the 2008 meeting will begin the 24th of March, and the 2007 meeting will be a dry run on the logistics involved in creating a program to meet that early deadline. For the 2007 program, the AERA program is to be complete by early January.

Impara reported the positive statements he has heard about all the NCME sessions in the Nikko Hotel. The hotel staff has been very responsive, and the sessions have gone smoothly. Impara requested AERA consider moving the Division D reception to a night that would not conflict with NCME's reception, if possible.

Smith reported the 2007 Chicago meeting would, again, be held in multiple hotels rather than a convention center, with the Sheraton, Hyatt, Intercontinental and Marriott as primary hotels. He also said that the city of Chicago is facing labor issues like those faced in San Francisco, although current reports indicate the situation should be settled before the time of the meeting. Smith reported AERA registration for the 2006 San Francisco meeting was 15,501.

Eignor said the Board will try to meet in Washington DC for its upcoming Fall Board meeting and will invite Sroufe and Smith to the meeting to report on the progress being made on the 2007 meeting.

Program Committee Report

Eignor introduced the new program co-chairs, Mary Pitoniak and Michael Jodoin.

Lukin and Buckendahl reported on the 2006 planning process. Buckendahl reported the biggest change from previous years was the creation of an electronic submission system for the conference papers. The system went live on July 1, 2005, and things went smoothly. The reviewer system was a little more problematic, not from the perspective of the site function, but from the perspective of interacting with reviewers via email. There are changes that need to be made to allow for an easier retrieval of information. Finding and assigning reviewers was a greater challenge because no former reviewer database could be referenced. A total of 175 individuals reviewed, and Buckendahl recommended more reviewers in the future. The future system would link to the membership database and can be easily retrieved. Lukin suggested it was time to coordinate the general call for papers with the graduate student call. Graduate student submissions will be part of the 2007 submission system. The system will allow the graduate student submission process to remain open for a longer period of time than the general process, for review. Lukin reported the electronic review system worked very well and the process was greatly simplified. Impara reminded the new co-chairs that will be developing the 2007 call for papers that this should be done immediately following the 2006 meeting so that it can be placed in the upcoming issue of EM:IP. The call will be posted to the website and should be submitted to David Miller and John Hofmann for posting.

Training Session

Nebelsick-Gullet reported there was no registration desk, which AREA had promised, for the training sessions in the Nikko Hotel. Nebelsick-Gullet and Bruce Wheeler had talked about standardizing pricing for the full and half-day sessions, as well as removing support materials, such as books and software, from training session pricing and pricing those items separately. Nebelsick-Gullet will follow up with all the organizers and with all the participants to see what worked well and what didn't. Nebelsick-Gullet recommended a two-tiered pricing system for graduate students and for professionals. Nebelsick-Gullet also had requests from presenters for additional compensation, such as free or reduced registration, or an honorarium. A suggestion was made to announce the presenters at the NCME breakfast as well.

Liaison to Blackwell

Suzanne Lane reported on a very successful first year working relationship with Blackwell. However, an online submission system for both journals will need to be developed. Blackwell does not offer an online submission system, but can recommend a vendor that can develop the system for NCME. Ackerman reported that the Publications Committee had discussed the online submission system issue, and it will become an increasing important issue with the selection of the new JEM editor.

Karlei Mitchell reported that the bundling of the two journals (JEM and EM:IP) has increased subscriptions from 300 to over 1000. The journals are available in about 1400 institutions. JEM was downloaded about 5,000 times in 2005, but Mitchell sees the potential for a significant increase. Back issues are also online. Older back issues will be sent to TRG for fulfillment for individuals who request them, and there may be a potential with the Blackwell vendor to print on demand, particularly for articles. The website would point members to TRG for fulfillment, with all other requests going to print on demand. Lane asked if there is a need for her to remain as liaison to Blackwell, or if it is time to turn this over to TRG and the Publications Committee. The Board supported the recommendation to turn over the liaison duties to TRG. Mitchell outlined the procedures on how promotion of the journal is done. She also wanted to know if a public relations campaign would be of interest to NCME. Impara asked if sponsors could be provided with the opportunity of a half page ad in the journal. Mitchell will work with Wheeler, Ackerman and the Publications committee to design and coordination a public relations and sponsorship campaign. Impara requested Mitchell provide electronic submissions output specifications for publishing and file structure for submission to provide as information that would assist in finding a suitable vendor for the journal submission system. Mitchell will provide the specifications to Ackerman and Wheeler. Mitchell reported that the NCME production editor has left the company, and will be replaced shortly. She will notify Ackerman and Wheeler who the replacement will be.

Publications

Ackerman reported conference calls have been held every few months with the publications committee and the committee met during the NCME conference. Mike Kolen recommends that the new editor for JEM be identified as soon as possible, and that the person needs to be comfortable helping to make the transition to an online submission system. Kolen's term ends January 2008, but the new editor will begin reviewing submissions in January, 2007.

The Educational Measurement: Issues and Practice report outlined current submissions and the transition to Susan Brookhart as incoming editor.

Progress on the Handbook on Teacher Evaluation has not been made, primarily because Ackerman has not identified anyone who would be appropriate to serve as Editor. A suggestion was made to put a request on the list serve for individuals interested in being editor or in submitting chapters.

Ackerman requested that the new website be designed to have a supervisory system in place to allow the Web Committee Chair to make changes to content. Rees assured the Board this functionality had been included in the quote and will be available with the new website.

Ackerman will develop a call for the new JEM editor for the NCME newsletter and also post it on the listserv and web site. Impara reviewed the process for submission and review of candidates. Ackerman will have nominations by July 1.

Awards

Cook reported there was an issue about the budget for the awards. For the Hanson, Cascallar and Loyd budgets, the question is whether there a process for invoicing for the awards. Rees said that Wheeler will investigate the process for invoicing the foundations for these awards and report it to Cook. Cook and Lukin will work with Wheeler to formalize the process.

Cook would like the dissertation award winners to be able to present at the NCME conference the year following receipt of the award. Cook and Lukin will develop a proposal for consideration by the Board. Discussion included the challenges of adding one more fixed session to the meeting versus the importance of more exposure for these award winners.

Cook discussed the importance of NCME membership for the award recipient with the Hansen family. Because the family felt this was important, it will remain a Hansen Award criteria. Cook and Lukin met with the committee chairs, and discussed the practice that award winners who have paid for a breakfast ticket do not currently receive reimbursement. The Board agreed that in future, award winners who have paid for their tickets will be reimbursed.

Future Board Meeting Dates:

Eignor proposed a two-day summer meeting in Madison and a three-day fall meeting in Washington, DC. The group agreed to meet August 18 and 19 in Madison; the fall meeting will be discussed at a future date but will likely be held in November.

Sireci raised the issue of NCME developing a voice for educational policy. Discussion included mounting a PR campaign and creating position papers aimed at policy makers. The topic will be revisited in the future.

Meeting adjourned at 7:12 p.m.

**National Council on Measurement in Education
Board of Directors Meeting Minutes
November 10 - 11, 2006
Washington, DC**

Members: Dan Eignor
 James Impara
 Anne Fitzpatrick
 Terry Ackerman
 Linda Cook
 Judith Koenig
 Leslie Lukin
 Stephen Sireci
 Hariharan Swaminathan

Staff: Bruce Wheeler

1. Call to Order

President Dan Eignor called the meeting to order at 8:40 AM, Friday, November 10, 2006. He thanked the Board for their time and participation in the strategic planning session, held the previous day.

2. Approval of Meeting Minutes from August 18 - 19, 2006

Steve Sireci asked that item 14 from the August meeting minutes reflect the Board's request for changes to the slate of nominees and Impara's response that the slate had already been finalized.

Anne Fitzpatrick made a motion to approve the minutes as amended. Sireci seconded the motion. The motion was passed.

3. Consent Agenda

Program Committee Report

Eignor reported that the Program Committee was doing well. He said that the David Weiss session, had been submitted, but not as requested and was more testimonial in nature than educational. While the final decision had not been made, Eignor indicated he was inclined to accept the session as submitted. Linda Cook raised the issue of whether or not this would set a precedent. The group was comfortable with the overall proposal, although they were uncomfortable with a portion of the title, which specifically referred to the session as being honorific, and asked that the name be changed.

Fitzpatrick asked what was involved in the \$2000 to \$3000 in expenses incurred by the Program Committee. Eignor reported that the funds were to cover administrative costs not being supported by ETS.

Hariharan Swaminathan noted that the numbers in the report didn't add up. Eignor said that the number of total submissions was the correct number. He also noted that Anne Fitzpatrick's invited session had unintentionally been omitted.

Jim Impara made a motion to accept the report contained in the consent agenda; Fitzpatrick seconded the motion. The motion was passed.

4. Training Committee

Eignor said that the Training Committee's summer report had not been received prior to the August meeting and referenced an email he had sent to the Board highlighting issues of concern. One issue of note was whether to offer session-specific pricing for future training sessions or to standardize registration fees for full- and half-day sessions. The group was supportive of keeping the pricing schedule based on actual session costs because this pricing system is easy to understand and explain. It was noted that the training sessions were not designed to generate revenue for NCME.

The group discussed whether or not the cost of books should be included in training session registration fees and, if so, whether session organizers or staff should assume responsibility for procuring the books. It was generally agreed that books did not need to be part of the registration fee; instead the leader of each training session could list the books in the registration form as "recommended text" and leave responsibility for procuring books to participants. Fitzpatrick recommended further discussion with the leaders of the training sessions.

Eignor referred the Board to the portion of the Committee report regarding sessions leaders' responses to a survey about online training that was developed and distributed by Cheryl Cardell, Chair of Training Committee. Observing that the implications of the responses were not clear, Eignor observed that there were many options for structuring online training and that more specification was needed before the Board could make an informed decision about whether to offer this kind of training. Eignor asked Impara to develop several scenarios for online training.

The group briefly discussed the payment structure for training instructors. They agreed that for the 2008 conference speakers would be asked in advance to identify all costs, including fees/honorariums. If an honorarium was not requested, it would not be paid.

5. Finance Committee

Eignor reminded the group that the preliminary annual budget for fiscal year 2007 (7/1/2006-6/30/2007) had been approved in August and referred the group to the revised budget included in the materials distributed prior to the meeting. Fitzpatrick noted that the revisions in expenses were made as more information became available. She noted that the budget still showed a very healthy net income.

Sireci made a motion to approve the revised budget. Impara seconded the motion. The motion was passed.

Impara suggested that Board consider making the Chair of the Finance Committee also the NCME Treasurer and an Ex-officio member of the Board in the future. Such a move would require a Bylaws change.

6. Membership Committee

Wheeler discussed the response to the electronic letter sent to lapsed members, saying that fewer than 30 people had renewed as a result of the appeal. The group agreed that a hard copy of the letter should be sent to those lapsed members remaining on the list.

The group discussed options for conveying member identification numbers to current members and agreed to send communication to all members when the member-only section of the website is activated. The group also agreed that staff should begin using paper stock that includes removable membership cards in future membership renewal acknowledgments.

The Committee is revising the online questionnaire and the Board agreed that, once the online instrument was available, the hard-copy breakfast questionnaire will no longer be circulated. Impara suggested encouraging members to go to the website and complete the questionnaire via the letter informing them about the new members-only section of the website.

The Board supported the Committee's recommendation that ribbons indicating new-member status be given to appropriate individuals attending the conference. It also recommended that the Membership Committee share this idea with the Graduate Student Issues Committee (GSIC). The Board also agreed to give two drink tickets to each new member attending the no-host reception in Chicago; Wheeler said that staff would handle ticket distribution and verification of status on site.

Sireci made a motion to approve the Membership Committee's request for \$200. Terry Ackerman seconded the motion. The motion was passed.

7. Annual Recognition Awards Committee

Cook informed the Board of the present status of the Call for Nominations:

- Annual Award: no nominations received
- Lloyd Award: no nominations received
- Hanson Award: three nominations received
- Career Contributions Award: three nominations received
- Millman Award: two nominations received
- Cascallar Award: three nominations received

Cook asked the group for assistance in identifying potential nominees for the Annual Award for Public Dissemination of Information. Impara suggested contacting NATD, CSSO and Division H for suggestions. Leslie Lukin suggested national educational associations as another potential source of nominations. The group discussed the difficulty in obtaining nominations and agreed that it is not necessary for all awards to be given each year.

Cook noted that the NCME Handbook calls for unsuccessful nominees to be notified in March if their nominations will be carried over to the next year. She said that she was under the impression that this had not been done in the recent past. Fitzpatrick asked that Cook and Lukin discuss this and other issues raised by the committees in their written reports, and to make recommendations to the Board in the future. Wheeler suggested that an *ad hoc* committee be seated in conjunction with other governance renewal activities and asked to review all aspects of NCME's awards initiative.

8. Graduate Student Issues Committee

Judy Koenig reported that the GSIC had put together a much stronger program than the one that had been proposed earlier in the year; Sireci complimented the Committee on its revision.

Sireci suggested that future faculty advisors to the Committee be located at the same institution as the student Chair.

Members of the Committee have asked that new graduate student members be appointed prior to the upcoming meeting to facilitate networking. The group also agreed that faculty members should continue to be involved in nominating graduate student representatives to appropriate committees; Koenig agreed to draft an email for Fitzpatrick's review.

The Committee has asked the costs of A/V for the GSIC symposium in Chicago be covered by NCME. The group agreed that NCME would underwrite the cost of an LCD projector.

The Committee has asked for the Board to allow them to poll students annually regarding membership in NCME, educational needs, etc. The Board was supportive and asked that survey results be shared with them. Impara clarified that the survey should be sent out by the Central Office, rather than by a representative of the Committee.

In response to the question of whether or not the GSIC had a mission statement, Fitzpatrick said that she would look for this mission statement in the Handbook.

It was suggested that non-member graduate students be allowed to submit abstracts for future conferences, and that those whose abstracts are accepted be contacted and encouraged (but not required) to join NCME.

9. Publications Committee

Ackerman summarized the Committee report distributed to the group, noting in particular that the ScholarOne system had been selected for NCME's online journal submissions. This decision had been reached because ScholarOne is a leader in the field, because of its versatility, and because of Blackwell's strong recommendation based on the number of their journals that use the system. Jim Carlson and Sue Brookhart were continuing to look at looking issues related to formatting and other customizable options.

Regarding the Handbook on Teacher Evaluation, Ackerman said that he was very pleased with the Committee that had been formed to review the present Handbook. He said that the group had

suggested it would be better to have two editors: one representing teacher research and one representing measurement/assessment. Ackerman asked the Board to identify first and second choice candidates to serve as co-editors. The group agreed that editors and authors need not be members of NCME and that the Ed Measurement 4th edition model of organizational recognition of the final product – as opposed to organizational endorsement – be followed.

The group discussed the need for an ad hoc committee to oversee the revision of content on the NCME website. It was suggested that committee members should represent a variety of measurement interests and skills in order to better develop a greater breadth of content (that is, content that is of interest to NCME members and to users in other education and measurement areas, as well as to the general public, etc).

Sireci raised the issue of the print version of the NCME newsletter, noting that he no longer read it now that it is only available online. Other Board members said they, too, no longer read the Newsletter. The group asked Wheeler to explore the cost of producing and mailing the newsletter in hard-copy format .

The group congratulated Ackerman on the efforts of the Publications Committee.

10. AERA Update on Conference Planning

Eignor welcomed Robert Smith and Jerry Sroufe from AERA. Smith discussed the eight primary hotel properties that would house the AERA/NCME conference, and he informed the Board that the Hotel Inter-Continental would serve as the “host” hotel for NCME. He also said that he is planning to put AERA Divisions D and H sessions across the street from the Inter-Continental at the Marriott Hotel. The exhibit hall and graduate student resource center would be located at the Hyatt, and conference registration would be at the Sheraton. AERA is planning to host posters in the exhibit hall.

Smith reported that AERA won’t pre-mail the program in 2007. Instead, PDF’s of the program will be available online.

Smith reported that program scheduling had begun at AERA the previous day. He hoped to have a program ready to share in the first or second week of December. Smith agreed to provide a preliminary program as quickly as possible, even if all presidential and/or other invited speaker sessions had not been finalized. Smith said that the file could be provided in an Excel spreadsheet.

Smith told the group that LCD projectors could be provided by individual speakers, but that union rules might impact whether or not a union technician would be required to hook up cables. He warned the group that AERA’s A/V costs jump approximately 45 percent for meetings in Chicago. Smith agreed to share information on A/V bids with Wheeler, who said that NCME would rather work through AERA than find its own vendor.

Smith reported that AERA had contracted with an organization to tape selected sessions and offered to include NCME. He asked that NCME identify a price-point for selling a CD-ROM. Smith also

reported that AERA would not be raising registration fees for the 2007 meeting, and speculated that prices may be raised for the 2009 meeting in San Diego.

Eignor told Smith that two sessions (one on the Standards for Educational and Psychological Testing, and one on the Program Evaluation Standards) had been proposed to be jointly sponsored by NCME and AERA; Smith said he would accommodate the request.

Sroufe reminded the group that the contract between AERA and NCME for conference support was up for renewal at the end of December, 2006. Impara asked Sroufe to work with staff on a contract proposal for 2008 and beyond.

Smith told the group that the Division D meeting was currently scheduled to be held on the same evening as NCME's no-host reception and suggested staggering the start and finish times of the two receptions in order to give crossover members the opportunity to attend both. Fitzpatrick read to the group an email from Mark Reckase, which said that the Division D meeting could be held on Thursday evening; Eignor agreed to follow up. If the meetings need to be held simultaneously, it was suggested that the two meetings be held in the same hotel, but on different floors.

The Board thanked Smith for his efforts on behalf of NCME. The Board also expressed enthusiasm for the selection of the Inter-Continental as the primary location for NCME events.

11. Joint Committee on Testing Practice

Fitzpatrick said the co-chairs of the JCTP were drafting a proposal for a revision of the ABCs of School Testing, which they hoped would include a leader's guide, a PowerPoint presentation, and, possibly, a video. The co-chairs are seeking two representatives from NCME to work on this project. They aspire to having a first draft available in June of 2007.

Sireci volunteered to be the Board liaison to the project and asked Board members for names of individuals who might serve on the ABCs of School Testing work group. Impara and Fitzpatrick expressed some concern about NCME's financial contribution to the project. They noted that NCME had relinquished to the JCTP its copyright for the ABCs, and so NCME will realize no revenue from future sales. They also noted that since the ABCs would be a joint project, expenses should be shared by all participating organizations.

12. Executive Director's Report

Job Postings: Wheeler told the group that the career page on the NCME website received approximately 2000 hits per month and strongly encouraged the Board to consider charging a fee for job postings. He noted that it is common to charge organizations for posting job ads and that it is a good source of revenue for the association; he also said that many ads are coming from placement agencies that expect to pay for such a service. Wheeler also recommended that the career page ads be placed in the members-only section of the new website. The Board was supportive of implementing a charge for ads to be placed on the website. The Board was not supportive of having the ads available to members only, preferring to use the career page as a way to increase public visibility.

The Board also discussed the possibility of giving a specified number of complimentary ads to NCME sponsors. Because the sponsorship requests for 2007 were already under way, such additions to NCME's corporate sponsor program would need to be implemented as part of an appeal for support in 2008.

Member Discounts on Educational Measurement: Wheeler told the group that the contract for Educational Measurement, 4th Edition, did not include a discount for NCME members, although NCME, as the recognized author of the book, was entitled to purchase copies at a discounted rate. Wheeler reported that, in a conversation with the publisher, he had learned that NCME could either purchase copies and sell them to members at the discounted rate, or the publisher would be willing to draft an addendum to the contract allowing for members to purchase copies directly from the publisher at the discounted rate. The group was not in favor of NCME purchasing books for resale purposes, and instructed Wheeler to ask the publisher to draft the contract addendum.

The group also discussed the lack of promotion of the book on the part of the publisher and asked Wheeler to find out about any marketing plans. Impara suggested that the book could be promoted in NCME journals if the publisher were to provide the ad.

Membership Renewal: Wheeler reported that the vast majority of NCME members had taken advantage of the option to renew for 2006 and 2007, and that the transition to an annual membership renewal cycle would be completed by the end of December. He suggested that, since so many members would not receive a renewal notice in 2007, it would be helpful to send some sort of correspondence to members asking for information previously updated on the renewal notice in early- to mid-2007. Fitzpatrick suggested mailing the request for updated information before sending the annual meeting programs.

NCME's Registered Agent: Wheeler told the group that, because NCME was chartered in Washington, DC, it needed to have an agent located in Washington to represent it in filing of tax returns and other formal documents. Jerry Sroufe has acted as NCME's agent, but Wheeler recommended hiring a local firm specializing in this kind of activity to act as the Registered Agent in the future. The Board agreed.

Website: Wheeler said that John Hoffman had completed work on moving NCME's website and membership database to a new platform that would allow for a members-only section and online, real-time activities. He said that online voting, membership renewals, and submission of proposals were things that would best be housed in the section of the website available to members rather than to the general public.

The Board was supportive, but reiterated that the career page should not be located in the members-only section; they also wanted the newsletter to be available on the public portion of the website. Wheeler raised the issue of access to the listserv, suggesting that such access be limited to members as a benefit of membership. The group asked if the newsletter could be sent to members via the listserv, but Wheeler said that the listserv could not accommodate attachments. However, a link to the online newsletter could be sent via the listserv. The group briefly discussed the need to have a

committee or ad hoc task force review the content of the current website and recommend additional content for the new website. Wheeler encouraged them to consider adding visuals, such as Board photos and photos from meetings.

Request for Additional Staff at the 2007 Conference: During its August meeting, the Board had given its approval to send additional staff from TRG to the conference in Chicago. Wheeler told the Board that two additional staff were being requested, who would work a total of 124 hours at \$40 per hour. He said that an addendum to the NCME/TRG contract would be drafted to reflect additional payment to TRG in the amount of \$4960 for the additional staff hours. The Board agreed.

Wheeler said that a staff meeting planner from TRG would be onsite to work with the hotel, presenters and the A/V company to ensure that all sessions, meetings and banquet functions ran smoothly. In addition, a membership representative would be onsite to take registrations for the pre-conference training sessions and to serve as an informational resource throughout the conference. Registration for the conference, itself, would still need to be done through AERA onsite, although members would be able to register for the conference in advance through the NCME website.

Conference Brochure: Wheeler said that he needed text from the Annual Meeting Program Committee and the Training Committee in order to produce the brochure. He said he would get general text from AERA regarding hotels and other registration information, and he would find out from AERA when AERA online registration would be available. Eignor said that text for the brochure should be given to Wheeler by December 1. Eignor also volunteered to review the training session text for consistency, if needed.

Wheeler said that he would have staff research organizations in the Chicago area that might be interested in attending the conference.

Wheeler was asked to remind AERA not to schedule any Board members to be presenters during the NCME breakfast or either of its two Board meetings.

Recruitment Brochure: Wheeler said that several thousand copies of the brochure were still in boxes at the TRG office and asked what should be done with them. The group agreed to ask the Recruitment Committee to make a recommendation about how to distribute remaining brochures.

TRG Contract: Wheeler reminded the group that the contract between NCME and TRG would be up for renewal in June. Fitzpatrick agreed to work with Wheeler to draft a new contract.

The meeting was adjourned at 4:30 PM.

The meeting was called to order at 8:35 AM, Saturday, November 11, 2006.

13. Standards Management Committee (SMC)

Impara reported that the SMC had met two weeks ago. Participating organizations generally were in favor of a revision of the Standards, although different groups felt that different levels of revision

were needed. NCME's organizational response was, in Impara's opinion, the most comprehensive. Impara complimented Doug Becker and his committee on their thorough response.

Impara noted that the Committee members are Wayne Camara (representing APA), Barbara Plake (representing NCME) and Suzanne Lane (representing AERA). Impara attended the meeting as the organizational representative from NCME. He noted that the current contract among the three organizations forming the Management Committee expires in 2009 and suggested that contract negotiations begin in 2008. He said that APA had volunteered to staff the Joint Committee and that a financial statement had been submitted by AERA; however, the financial statement submitted was incomplete.

Impara said that the expenses incurred by the Joint Committee and cost of production of the Standards would come out of the Development Fund, which would not leave enough funds to pay for staff support should NCME assume responsibility for the contract in 2009.

In summary, Impara said that the Standards are going to be revised and that the Management Committee discussed and will set criteria for selecting Chairs and members. Key organizational representatives (Eignor volunteered to represent NCME) will be contacted to discuss potential chairs, members and criteria in early January of 2007. Impara said that he felt it wouldn't be long before a tentative Joint Committee has been identified and noted that, while NCME members would be on the Committee, they would not officially represent or advocate for NCME (and similarly for the other organizations involved).

Eignor said that he would report briefly on this issue in his upcoming newsletter article. He said the revising of the Joint Standards would also be addressed in an invited symposium at the 2007 meeting in Chicago.

14. ANSI (American National Standards Institute)

Impara reported that NCME had been asked last summer to comment on the International Standards, but that the timeframe given was not sufficient to allow comment. Subsequently, ANSI agreed to give more time.

In general, NCME, APA and the Joint Committee on Testing Practices felt that the proposed International Standards were too narrowly focused and weaker than U.S. Standards. AERA chose not to comment. The U.S. was one of three countries that did not approve the proposed Standards; however, because five countries supported the proposal (Impara reported that most countries abstained from the vote) the process is moving forward under the direction of the German organization that proposed the Standards.

Impara said that neither APA nor AERA is willing to host the Testing Advisory Group (TAG), a step that is necessary in order to contribute to the process of review and revisions. If NCME feels strongly enough that the Standards need to be changed, it would be necessary to send multiple representatives to meetings in Germany, as the process involves voting by only those people in attendance at meetings. The concern/risk is that if the International Standards are less stringent than those in the

U.S., test publishers may follow the weaker standards because of their broader, international acceptance.

Eignor said that NCME could either join ANSI and form a TAG or provide information to several testing companies via the Association of Text Publishers (ATP) to see if they or ATP would be willing to join ANSI. Impara noted that it might be possible to work through the International Testing Council in Great Britain, perhaps using NCME members residing in Ireland and England. Eignor said he would follow up with Camara regarding the deadline for forming a TAG.

15. Remaining Issues

Eignor said that the Executive Committee had met the previous night and were concerned that not all NCME committee rosters were complete. Swaminathan said that committees under his responsibility were full and Koenig reported that the Diversity Committee was in process of trying to seat new members.

Fitzpatrick suggested that the Outreach Committee be asked to identify organizations in the greater Chicago area that might be interested in attending the 2007 annual meeting. She also suggested that communicating with local organizations be done in the future, prior to each annual meeting.

The group agreed to ask the Recruitment Committee to suggest ways to distribute the remaining career brochures.

The group agreed that the Diversity Committee needed to fill only one additional position and the graduate student position, rather than filling four open seats. The group discussed the role of the committee, suggesting that it focus on the 2007 diversity symposium until the Board, through its governance review, comes to agreement about the broader, future role and nature of the committee.

Eignor asked that Board members forward updated committee information to staff. Fitzpatrick asked that updated rosters include terms of service and suggested that Committee chairs be asked to review and update rosters directly. Wheeler agreed to send current rosters to the Board for review, and upon review, forward them to Committee chairs.

Eignor confirmed that mention of the Strategic Planning session in his NCME newsletter column would be informational only, simply noting that long-range planning had begun without commenting on the Board's discussions or potential content of the plan at this time. Rather, he would establish awareness that the planning had begun.

Eignor raised the issue of whether or not books would be provided as part of the fee for Training sessions in the upcoming conference. The group agreed that books were not necessarily required for these sessions, and therefore should not be included as part of the fee; instructors should be asked to provide information about where participants can purchase books, themselves. In addition, instructors will be encouraged to provide handouts for reproduction.

Wheeler was asked to invite Doug Becker to take photographs during the Breakfast Meeting.

The group briefly discussed formation of a Web Content Task Force, which would verify the current content and identify resources for “external” groups, including researchers; policy-makers; school districts; etc. This group would also recommend a process for ongoing review of web content.

Ackerman agreed to take the lead on seating this task force, and Impara and Wheeler volunteered to serve on it.

The meeting was adjourned at 11:30 AM.

**National Council on Measurement in Education
Board of Directors Meeting Minutes
August 18 – 19, 2006
Madison, Wisconsin**

Members: Dan Eignor
James Impara
Anne Fitzpatrick
Terry Ackerman (partial attendance via telephone)
Linda Cook
Judith Koenig
Leslie Lukin
Stephen Sireci
Hariharan Swaminathan

Staff: Bruce Wheeler
Dianne Benson (partial attendance)
Jane Shepard (partial attendance)
Tara Eberle (partial attendance)
John Hofmann (partial attendance)
Nate Ehresman (partial attendance)

1. Call to Order

President Dan Eignor called the meeting to order at 8:10 AM. He announced that the next meeting of the Board will be November 10 – 12 in Washington, DC. Eignor referred the group to the committee rosters in the Board book, asking that updates and terms of service be forwarded to staff.

2. Approval of Meeting Minutes from April 7 and 10, 2006

Correction: Annual meeting contract will be renegotiated in the fall of 2006 for 2008 and beyond.

Correction: “Ann Franklin” reference in “Membership” should be changed to Anne Fitzpatrick.
Under “Training,” remove last sentence.

Correction: All references to AREA should be AERA.

Correction: The development of the 2008 contract with AERA, which ends after the annual meeting in 2007, will begin this fall.

Jim Impara made a motion to approve the April, 2006, minutes as corrected. Stephen Sireci seconded the motion. The motion was passed.

Impara asked that a list of lapsed members be shared with the Board for individual follow up.

The group discussed the Handbook of Teacher Evaluation and how to move forward on the project, noting that it fits NCME’s organizational purpose and would reach an audience that might be tapped for possible NCME membership in the future. Judy Koenig commented on the need for evidence-based research to provide the basis for chapters of the Handbook and agreed to participate in the project. Drew Gitomer was suggested as another individual who might be consulted or recruited. The

group agreed to continue the discussion during the Publications Committee report. Jim Impara mentioned a proposal for a revision submitted to NCME in November, 1999, by Ed Iwanicki and Linda Darling-Hammond. Jim said that he would forward this proposal as well as David Frisbie's 1999 comments on the proposal to the Board.

3. Awards Committee

Linda Cook asked Bruce Wheeler to report on award funding sources. Wheeler told the group that Millman funds reside within NCME; that Hanson funds are housed at a foundation in Arizona; and that Cascallar funds are housed at a foundation in New Jersey. Impara said that the Lloyd Award does not have external funding, but is funded by NCME. Cook asked Wheeler to update the Handbook with information about family award funding sources.

Impara made a motion to accept the Awards Committee report as submitted. Anne Fitzpatrick seconded the motion. The motion was passed.

4. Standards and Test Use Committee

Eignor reported that Doug Becker and the Standards and Test Use Committee were to have provided to the Management Committee by June 30 information about the process NCME would use to reach a recommendation about the revision of the Standards. However, Jim Impara's April 13 letter to Wayne Camara should have covered this request, leaving the Standards Committee with an October 15 deadline for reporting on whether or not NCME recommends a revision. Sireci asked if NCME could publish the revised Standards; Eignor said that AERA is contracted to publish the Standards, should the decision to revise be made. Eignor reported that members of the Standards and Test Use Committee would be reviewing the 1999 Standards to locate deficiencies and that that information would provide the basis for their October 15 recommendation on revision. Eignor asked if any Board members would be willing to assist the Committee with the task. Sireci and Cook volunteered to assist, and Eignor agreed to also help. Eignor said that he would follow up with Doug Becker.

Impara asked that the Standards & Test Use Committee be included in the Committee roster. He also clarified that the Management Committee is contractually obligated to appoint members to the Joint Committee.

Koenig suggested that some individuals might question the need for a complete revision of the Standards. Impara said that the Management Committee would be directing the Joint Committee, when formed, to make a recommendation as to whether a full revision would be necessary, or if updates of individual chapters would suffice.

5. Financial Report

Wheeler introduced Dianne Benson, The Rees Group's Finance Manager. Benson referred the group to the draft financials and said that NCME's audit would begin the following week. She reported that investment income for the year would be added to the financial statement at the time of the audit.

Benson discussed how member dues revenues are booked, with revenues for subsequent budget years being deferred accordingly. She also mentioned that discussions had begun on the topic of changing NCME's fiscal year to coincide with the calendar year and the new dues renewal cycle.

Impara asked staff to request final reports and rosters from AERA as backup documentation for the 2006 conference payments received.

Impara asked for a list of investments and for staff to check the sponsorship revenues against the list of conference sponsors. Benson said that she would send a pdf of the investment report to the full Board and that she and Wheeler would confirm sponsorship revenues.

Fitzpatrick asked about the current budget. Wheeler said that revisions would be made by the Finance Committee and presented to the Board for approval. The group agreed that such approval could wait until the November Board meeting.

Impara discussed the need for the Chair of the Budget & Finance Committee to attend Board meetings; his recommendation was to make the chair an ex-officio member of the Board, but noted that such a change would require a Bylaws amendment, and that until such time when new or revised Bylaws would be presented to the membership and voted upon, that the chair could attend meetings as an invited guest. The group agreed.

Impara made a motion that the Chair of Budget & Finance Committee be invited to attend Board meetings until such time that the Bylaws could be changed to make the Budget & Finance Committee chair an ex-officio member of the Board. Cook seconded the motion. The motion was passed.

6. 2007 Annual Program Issues

Eignor reported that number of abstracts submitted had surpassed the 2006 number by about 20, but that only 10 proposals for training sessions had been submitted. Impara said that this was consistent with previous years, adding that the previous chairs of the Training Committee had had to actively seek sessions and presenters.

Eignor reported on invited sessions being developed for the 2007 conference. Invited sessions include vertical scaling, assessment engineering, revision of the Standards, and accountability, including value-added models. In addition, three to four sessions will be held where authors of chapters of Educational Measurement (4th ed.) can talk about new developments covered in these chapters and future developments they might envision.

Eignor said that a special session to recognize the contributions of David Weiss had been suggested for the 2007 Program by certain NCME members. The group discussed the issue of setting a precedent (a session of this sort hasn't previously been a part of the NCME Program) and Eignor voiced his support for Weiss instead being submitted for the Career Award. Sireci suggested that the proposed session be submitted through the formal review process. The group was supportive of Sireci's suggestion. Information to that effect will be provided to the inquiring NCME members by the 2007 Program co-chairs.

Eignor raised the issue of the GSIC symposium, saying that a single speaker, rather than a panel or group, had been planned for 2007 by Marc Kroopnick, GSIC chair; previous GSCI symposia have had multiple speakers. Impara reminded the group that the session is for the graduate students and voiced his support for allowing them to plan the session they felt would be most beneficial; he also suggested that the faculty advisors be encouraged to help the graduate students articulate their

educational needs. Sireci supported the idea of multiple discussants on the topic presented by a single speaker. Eignor said that he would talk to the Program Co-Chairs about the session.

Eignor said that requests had been made to move the Annual Run/Walk from Wednesday to Thursday. The group supported the move.

Eignor reported that the no-host reception would be held on Tuesday immediately after the GSIC session. Sireci discussed the history of the reception, which originally started as a one-hour reception with food for graduate students, followed by the full reception. He asked Koenig to discuss a return to this schedule with the GSIC.

Eignor raised the issue of taping conference sessions, pointing out that no NCME sessions had been recorded at the 2006 meeting. Jane Shepard said that she would work with AERA to ascertain costs of using the contracted company, and that she would work with the Program Committee to determine which sessions should be taped.

The group discussed the Breakfast Questionnaire and the need to move to an electronic survey at the time of membership renewal in order to provide information for committee appointments in a more timely manner. The group discussed ways for members to access the survey, ultimately agreeing to send a paper survey to the membership this fall. It was also agreed that, in the future, an electronic version of the survey would be included with the membership renewal notice every fall. Fitzpatrick agreed to work with the Membership Committee to develop the survey.

Impara reported that he had received a request from the Association for Educational Assessment – Europe (AEA-E) for a reciprocal arrangement between NCME and AEA-E whereby each group would reserve space on their respective program agendas for a presentation by the other. The group was not in favor of dedicating a program slot, instead suggesting that AEA-E submit session proposals through traditional methods.

Wheeler raised the issue of staffing at the conference, noting that AERA had not adequately met NCME's meeting needs during the 2006 conference. He asked the Board for approval to send three staff people to the 2007 meeting in Chicago – himself, a Membership Department representative (who would also take registrations onsite for Training sessions), and a Meetings Department representative to work with the hotel and Training instructors. He added that sending two additional staff to the conference would require an addendum to NCME's contract with The Rees Group. The group agreed with Wheeler's recommendation to have three staff people attend the 2007 conference. Impara suggested that staff review AERA's original spreadsheet to determine the number of hours AERA had proposed for the responsibilities that NCME staff would now handle, and that those hours be removed from the AERA contract during upcoming negotiations. Wheeler said he would submit a proposal with costs for additional staff to the Board for their review in November.

Wheeler discussed the need for a separate brochure for the annual meeting, rather than having this information in EM:IP, due primarily to the problem of getting necessary information about the conference from AERA in time for Blackwell publication deadlines. The group complimented the brochure that was developed for the 2006 meeting and agreed that NCME should promote future conferences with brochures, rather than relying on journals. Wheeler suggested that board members provide him with the names of any Chicago-area organizations (e.g., CATO) with interests related to assessment; brochures can be sent to them.

Fitzpatrick made a motion to make the development and distribution of a conference brochure a routine procedure. Impara seconded the motion. The motion was passed.

Wheeler raised the issue of Program chairs being appointed without prior experience and asked the group to consider a structure whereby a chair spends one year on the committee before becoming primary chair. The group discussed the structure of the Program Committee, one member of which is a past chair and noted that Program chairs had not always availed themselves of the committee resources available, such as the experiences of the past chair. The group agreed that Program Chairs should be encouraged to consult with the full committee, including the immediate past chair, when issues of particular importance or cost were being considered.

Impara discussed the A/V bill from the 2006 conference and said that he was surprised that it had not been paid by AERA as per the contract. Wheeler said that he and Shepard had billed AERA for all the items they had agreed to pay for. Impara asked for clarification from AERA regarding financial responsibility for A/V expenses in future contract negotiations.

7. Website

John Hofmann reported on the increased number of proposals submitted for the 2007 program, and told the group that reviewers had volunteered through the electronic submission system to review proposals. He told the Board that between 1,500 and 1,600 individuals were subscribed to the NCME listserv, but that the listserv was not very active.

Hoffman reported that the new website is being built to include a member-only section and a fully integrated online submission system for conference proposals. He said that the basic design of the site is complete and that content is being imported from the current site. Impara agreed to work with Hofmann to review content and report to Web Committee chair, David Miller. Hofmann said that the site should be ready by late November.

Hofmann raised the issue of pricing for the Career Center, noting that there is currently no fee for job postings, but that the majority of postings come from professional placement services. The group discussed the pros and cons of free postings versus paid postings. Hofmann agreed to track hits on the career page so that the group would have better information for a discussion during the November Board meeting. Wheeler said that \$100 was the fee commonly charged for job postings by similar associations.

Impara asked about electronic voting. Hofmann said that the new website would allow for electronic voting. The group discussed paper versus electronic ballots and agreed that, for the 2007 election, paper ballots would be mailed to NCME members with the option of their returning the paper ballot or voting electronically. Staff said they could easily code ballots to ensure that members were able to cast one vote, only.

Eignor asked about including a journal manuscript submission system on the new website. Wheeler said staff had discussed the Board's request for a proposal from The Rees Group, and that they had determined it would be cost-prohibitive for TRG to build such a system. Staff recommended the Board contract with ScholarOne, the third party provider recommended by Blackwell.

Impara raised the issue of web-based education, suggesting that NCME offer selected Training sessions in a one or two hour format online. Fitzpatrick encouraged the Board to research interest on

the part of members as well as the availability of potential instructors before moving forward. Impara suggested giving the task of researching online training to the Training & Professional Development Committee, noting that it might be necessary to expand the Committee in order to accommodate expanded responsibilities. Fitzpatrick suggested researching the willingness of presenters to offer online training before expanding the Committee. Eignor said that he would contact the Training Committee chair and direct her to continue looking into the possibility of online training.

8. Publications Committee

Terry Ackerman reported that Jim Carlson had volunteered to be the next editor of JEM and that his vita had been favorably received by the Publications Committee. Ackerman discussed the difficulty of finding qualified candidates for this position due to the time commitment required in being editor. The Board directed Ackerman to offer the position of JEM Editor to Carlson.

Ackerman asked the group about Sue Brookhart's request for \$300 for the Department of Educational Foundations and Leadership at Duquesne University to cover the estimated cost of paper, copying and mailing for the EM:IP this year. The group approved the request.

Ackerman raised the issue of the Handbook on Teacher Evaluation. Eignor suggested that, as a first step, an editor or co-editors be identified. Impara suggested that an ad hoc committee discuss how to move forward and report back to the Board. He said that the ad hoc committee could be asked to identify editors; suggest an outline for content; and develop a review process. The Board agreed. Ackerman asked that Board members forward names of potential ad hoc committee members to him. Koenig and Sireci volunteered to work with Ackerman to move the process forward. Impara said that he would send previous proposals and other information to Ackerman and Koenig. Eignor asked Ackerman to have a committee of three or four members in place and an outline for the full process for Board review in time for the November Board meeting.

Ackerman was asked to see if the call for proposals could be taken out of the issue of EM:IP currently going to press because the submission deadline had already passed due to the late submission of the issue. Wheeler was asked to obtain an EM:IP production schedule from Blackwell. The group agreed that the Publications Committee Chair should be copied on email messages between editors and the publisher. Sireci congratulated Ackerman on his recent efforts in the area of NCME's publications.

9. Executive Director's Report

Wheeler referred the group to the report providing membership counts distributed in advance of the meeting, noting that the historical fluctuation of members between spring and summer will cease when all members are transitioned to a calendar year renewal cycle.

Sireci raised the issue of dues for graduate students, suggesting that graduate students receive one free year of membership, as had been done in the past. Impara discussed the dues as they are outlined in the Bylaws, saying that an offer of free membership would require a Bylaws amendment. He suggested that this be considered as part of a comprehensive review of NCME's Bylaws, rather than being addressed independently. It was also noted that graduate student issues, including the price of membership, might be addressed during the upcoming November strategic planning session.

Nate Ehresman, NCME's membership coordinator, reported on the membership renewal process, which includes sending up to four hard copy dues notices sent before membership is suspended.

Ehresman also reported that the change to calendar year renewal for all members will be completed in December, with the majority of members taking advantage of the opportunity to renew membership through 2007. He told the group that NCME does not currently send a welcome letter to new members; Fitzpatrick agreed to work with the Membership Committee to develop a new-member letter, as well as a lapsed-member letter.

10. Online Manuscript Submission

Wheeler referred the group to the handout provided by Blackwell for the ScholarOne manuscript submission system, saying that other organizations he works with have used the Scholar One system with positive results. Fitzpatrick suggested that past journal editors be asked to review the Scholar One system for comment, and that the other institutional users of ScholarOne be surveyed. She suggested that the Publications Committee be asked to do the research on ScholarOne and make a formal recommendation to the Board at the November meeting. The group agreed with this suggestion.

11. JCTP

Eignor reported on the current membership of JCTP, noting that Greg Cizek had rotated off, Neal Kingston had been appointed to the committee to replace Cizek, and Richard Sawyer will remain for one more year.

Eignor reported that Sawyer had asked for the Board to decide whether or not the copyright to the publication ABCs of Testing, which is currently held by NCME, could be transferred to the Joint Committee. JCTP is presently planning for an update of this publication. It was noted that the royalty income to NCME is minimal.

Fitzpatrick made a motion to allow the copyright for ABCs of Testing to be transferred to the Joint Committee. Leslie Lukin seconded the motion. The motion was passed with one dissenting vote.

12. Membership Committee

Fitzpatrick reported that the Membership Committee is requesting an “e-trial” for graduate students to view journals. Fitzpatrick also reported that the Committee is working on membership outreach activities and, following the Board meeting, will be asked to develop a new-member letter, a lapsed-member letter, and a membership survey.

Wheeler offered to work with Blackwell to determine whether or not limited electronic access to the journals could be granted to targeted groups of potential members.

13. GSIC

Eignor referred the group to GSIC report, in which the Committee proposed a survey of the needs of student members of NCME be conducted. Impara asked about its dissemination, suggesting that more detail was needed before the Board could act. Sireci and Impara commented on the need to have faculty input to the survey. Koenig was asked to share the Board’s concerns with the Committee.

The meeting was adjourned at 4:30 PM.

The meeting was reconvened at 8:30 AM Saturday, August 16

14. Nominations Committee

Impara informed the Board of the slate of candidates for 2007, which listed as candidates for Vice President, Steve Ferrara and Mark Reckase; for Board at Large, Chad Buckendahl and Todd Rogers; and for Board, Testing Organization, Brian Clauser and Larry Rudner.

The group discussed the need to have a more diverse slate of candidates in 2007. Sireci asked that the Board be allowed to comment on the recommendations of the Nominations Committee prior to the finalization of the slate of candidates. He also asked that names of potential candidates submitted through the membership breakfast survey be taken into greater consideration in the future.

The group agreed that the Board should see the Nominations Committee's final three candidates in each category and be given the opportunity to comment before the slate of candidates is finalized. Sireci asked Wheeler to draft language to update the Handbook; Eignor said he would review the draft text.

15. Informational Updates

Eignor told the group that Educational Measurement (4th Edition) is scheduled to be available to membership in the fall of 2006. Eignor suggested that Bob Brennan be given an award or other recognition for his efforts. Impara suggested that Steve Downing and Tom Haladyna be recognized for their work on the Handbook on Test Development.

Eignor reported that NCME had been asked to support a Survey of Educational Measurement and Testing Professionals, and the Executive Committee had agreed to share NCME's membership list with the survey sponsors, Wayne Camara and Kristen Huff, from the College Board. Impara suggested that the Recruitment Committee be made available as a resource as the project is undertaken.

16. Outside Activities Related to NCME

Eignor said that ANSI had invited NCME to comment on international standards for psychological assessment developed in Germany. NCME's Standards & Use Committee provided feedback to Eignor, recommending that the proposed standards not be accepted in their current state, and Eignor shared these with ANSI. ISO (the International Organization for Standards) subsequently voted to approve funding to continue working on the standards, although ANSI, the US representative, voted against it. Eignor volunteered to send the standards and NCME's comments to the full Board. ANSI has called a meeting in Washington on September 28 to discuss how the organizations who produced the Standards can get involved in the ISO international standards effort. Becker and Eignor will represent NCME at this meeting.

Eignor updated the group on the LaValle Legislation/ATP/CCSSO initiative, noting that ATP is planning to produce a casebook of good and bad testing practices. NCME was asked to add comment to the LaValle legislation, but the legislation is on hold until January of 2007. Eignor said that NCME's comment, which he would draft, would be informational, only. Impara suggested that the

Standards Management Committee be involved in commenting, although the task of commenting on legislation is really beyond that committee's scope of responsibilities. He further suggested that the Committee's response be printed in an NCME journal so that it can be provided to LaValle as a public document rather than a letter of commentary.

Eignor reported that a request had been received for NCME to send a proposal for a representative to present at a Department of Labor (DOL) Symposium on the topic of validity in Washington in the fall of 2006. NCME was unable to provide a representative due to proposal time constraints and the availability of NCME members. The Symposium was ultimately canceled. However, the Department of Labor is intending to present the symposium in the fall of 2007 and NCME may have an opportunity to participate at that time.

Impara made a motion to allow the Executive Committee to select a member to represent NCME at the upcoming DOL meeting and to cover any travel expenses not covered by DOL. Lukin seconded the motion. The motion was passed.

Eignor updated the group on the presentations made by Linda Cook and by him at the recent ITC Conference, commenting that NCME's participation in ITC is worthwhile and should be continued. Impara suggested that Fitzpatrick or Eignor let NCME members know that, as affiliate members of ITC, they are entitled to discounted registration for the upcoming ITC meeting in Liverpool.

Sireci suggested that NCME take a proactive stance with Margaret Spellings regarding the No Child Left Behind legislation. He commented that NCME members are already involved in many states, and that NCME should become a formal resource to the Department of Education. Impara suggested that an ad hoc committee or other action strategy be in place prior to making contact with Spellings. Eignor asked Sireci to draft a plan for presentation to the Board in November; Lukin, Cook and Koenig volunteered to assist Sireci.

17. Strategic Planning

Eignor asked Wheeler to discuss the process of the upcoming strategic planning session. Wheeler referred the group to handouts in the Board book, and said that the process would include an initial phone conversation with Eignor, Impara and Fitzpatrick to discuss big-picture issues being faced by NCME; a survey for Board members and other key stakeholders would be drafted and disseminated based on the initial phone conversation; the strategic planning meeting agenda would be drafted based on the survey results; a written report of the planning session would be submitted for the Board's review after the meeting; and a final plan would be drafted based on the discussions reflected in the report.

Members of the Board expressed concern about issues to be addressed and suggested the following list of issues be included in the planning session:

- Increase membership
- Increase diversity of membership
- Serve the public
- Influence policies – how do we do that?
- Committee roles & responsibilities; effectiveness of committees/motivation
- Bylaws review/revision
- Impact on the training of measurement professionals/improve the quality of measurement practice

- Increase national visibility/presence
- Future focus of EM:IP
- Grad Student issues

Wheeler agreed to share this information with Pat Sterner, the planner with whom NCME has contracted to facilitate the strategic planning session in November.

18. Other Business

Impara asked Wheeler to update the expense reimbursement form to reflect the current mileage allowance.

Wheeler said that staff had printed copies of the NCME Handbook for Board review. He was asked to mail the copies to Board members, and to email the Handbook in a Word document, as well. Wheeler asked the group to review and comment on areas of their specific responsibility.

The group agreed to review the list of lapsed members and provide corrections/deletions to Wheeler by August 25.

Eignor asked Board members to submit committee reports in advance of the November Board meeting according to the timeframe that would be shared in advance of the meeting.

The meeting was adjourned at 11:25 AM.