



Meeting Minutes
NCME Board Meeting: February 2-3, 2021
Via Zoom Call

Board Attendees: Ye Tong, Steve Sireci, Andrew Ho, Michael Walker, Howard Everson, Debbie Durrence, Sharyn Rosenberg, Ellen Forte, Derek Briggs
Guests: Rosemary Reshetar, Chair- Budget & Finance Committee
Staff Attendees: Ethan Gray, Erin O’Leary

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> Meeting was called to order at 11:04am eastern. Tong welcomed attendees and reviewed action items from the October board meeting. Board reviewed October meeting minutes; no edits. Board reviewed agenda. SIGIMIE reports will be discussed during day 2. 	
2021 Annual Conference <i>(Susan Davis-Becker, Leslie Keng, conference co-chairs, and Sarah Quesen, training workshop chair, join as guests)</i>	<ul style="list-style-type: none"> Board report reviewed. Announcement to go entirely virtual has been made public. Program chairs recapped submitted proposals; 92% acceptance rate. Staff is scheduling demos of virtual delivery platforms (Pathable, vFairs); considerations will include content-delivery, networking, and sponsor/exhibitor engagement opportunities. Board and program chairs discussed branded items to drive engagement and/or provide a registration incentive. Virtual Yoga and Fun Run logistics are in process. Registration will launch pending final decisions on all registration ‘products’ (branded items, yoga, fun run etc.) Board discussed the need to optimize the learning experience for training sessions given their duration. 	<p>ACTION: Staff to develop promo language to advertise 2021 conference + NCME membership during COVID webinar series.</p> <p>ACTION: Program Chairs, Staff to determine plans for mailed items to 2021 conference attendees (giveaway, purchased, sponsored)</p> <p>ACTION: Staff to develop a process for calendar invites to be sent to 2021 conference attendees as they register</p> <p>ACTION: Quesen, Staff to convene training session faculty to discuss optimizing the learning experience for attendees (combination of synchronous + asynchronous content?)</p>

<p>President's Report</p>	<ul style="list-style-type: none"> • COVID Webinar Series: <ul style="list-style-type: none"> ○ Tong recapped sessions and attendance to date. ○ Non-member attendees will be approached to join NCME. • Standards Management Committee <ul style="list-style-type: none"> ○ Tong reviewed joint committee member responsibilities; an open call will be sent to determine NCME's next representative. • Women in Measurement, Inc. <ul style="list-style-type: none"> ○ Tong reviewed the organization's purpose. ○ Tong, Forte disclose that they both serve as board members ○ Organization is just getting off the ground and is seeking support. ○ Board discussed collaborative opportunities; deferred decisions to day 2 of the board meeting. 	
<p>Nominations/Elections Update</p>	<ul style="list-style-type: none"> • Sireci reviewed submitted report and recapped vote count procedures with staff. • Board discussed ways to drive more participation—candidate townhalls, pre-recorded statements, etc. • Board discussed the need for an 'abstain' option for members who do not feel informed enough to select a candidate. 	
<p>Finance Update</p> <p><i>Marc Kroopnick, Budget & Finance Committee Member, joins as guest.</i></p>	<ul style="list-style-type: none"> • Reshetar, Gray reviewed preliminary 2020 year-end statements: <ul style="list-style-type: none"> ○ Cash position is similar to 2019 year-end. ○ Investment balances have crested over \$2M; over 188k of growth during 2020. ○ 2020 ended in an operating surplus largely based on minimal conference-related expenses, retention of conference sponsorship revenue and steady membership revenue • Reshetar, Gray reviewed revised 2021 budget: <ul style="list-style-type: none"> ○ Expenses associated with in-person conference eliminated. 	<p>ACTION: Staff to develop a process for online gift memberships.</p>

	<ul style="list-style-type: none"> • Conference registration revenue now reflects modest virtual attendance only. • Some additional conference-related variability based on pending logistical decisions. • In-person board meeting expectations now projected at a 2-meeting maximum. 	
Awards Update	<ul style="list-style-type: none"> • Walker reviewed submitted board reports, recapped nomination processes and submissions to date. • Recipients to be selected by February 22nd; winners notified by March 6th. 	<p>ACTION: Staff to ensure we have a process for board acknowledgement and award winner plaques to be delivered in coordination with 2021 virtual conference schedule.</p> <p>ACTION: Tong to contact Arizona Community Foundation to find contact information for Scott Hanson.</p>
Informing Assessment Policy Committee	<ul style="list-style-type: none"> • Ho reviewed submitted report. • Board considered how to best manage potential media inquiries: <ul style="list-style-type: none"> ○ Showcasing NCME's organizational sphere of influence ○ Identifying individual subject matter experts ○ Making appropriate statements/speaking on behalf of NCME 	<p>ACTION: Ho, Committee to develop a process for managing media inquiries (outlining NCME expertise, identifying SMEs, process for connecting individuals to media contacts).</p>
Membership Committee	<ul style="list-style-type: none"> • Briggs reviewed submitted report. • Board discussed overall purpose and recent activity. Discussed opportunities for more continuity and innovation within the online member spotlight and mentorship initiatives. • Gray reviewed 2020 year-end stats: <ul style="list-style-type: none"> ○ Recovered members after initial COVID valley; retention and acquisition stemming from free webinar content and student hardship considerations. ○ 3.5% total member growth since December 2019. • 2021 membership renewals are in process; will continue to send notices through Q1. 	<p>ACTION: Exec Committee to review purpose/charges of NCME committees (start with Membership) as they relate to strategic goals; consider convening all chairs to discuss priority objectives.</p>

Handbook Updates	<ul style="list-style-type: none"> Briggs reviewed edits to date in the Governance Handbook with focus on committee operations. Board discussed process for appointing new journal editors given the importance of the roles and desire to ensure a codified approach across all publications. 	<p>ACTION: All board members invited to review Google doc Handbook; suggest edits to relevant sections</p> <p>ACTION: Everson to review and suggest updates to written procedures for nominating and approving new journal editors</p>
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~Meeting Suspended at 4:57pm~

February 3rd

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> Meeting reconvened at 11:03am eastern. Tong reviewed agenda topics and recapped day 1 discussions. Board revisited nomination and election processes. Board revisited Women in Measurement collaboration opportunities (<i>Tong and Forte recuse themselves from this portion of the meeting due to their roles as board members for Women in Measurement, Inc.</i>) 	<p>MOTION: Briggs, Ho move to formally add 'abstain' selections to the NCME election ballot. Motion carries unanimously.</p> <p>MOTION: Briggs, Sireci move to offer future board candidates the opportunity to record a video statement for their candidacy Motion carries unanimously.</p> <p>MOTION: Sireci, Everson move to support Women In Measurement at \$1,500 level in 2021; motion fails. (<i>Tong, Forte in absentia</i>)</p> <p>MOTION: Briggs, Ho move to support Women in Measurement at the \$6,000 level in 2021; motion carries unanimously. (<i>Tong, Forte in absentia</i>)</p>
Diversity Committee	<ul style="list-style-type: none"> Walker reviewed submitted report; discussed need to connect Diversity and Membership Committee Chairs to better match mentors and mentees. Board discussed committee plans to hold an annual conference reception despite in-person activities being eliminated. 	<p>MOTION: Sireci, Rosenberg move to approve conference reception funding to support virtual networking; motion carries unanimously.</p> <p>ACTION: Staff to ensure visibility for pipeline scholarships in future conference proposal calls.</p>

Executive Director Task Force	<ul style="list-style-type: none"> Sireci reviewed submitted report. Board discussed evolving job description and employment models. 	ACTION: Task force to determine cost estimates for employing an Executive Director under different employment models (NCME-employed, TMG-employed, Temp Agency-employed)
Outreach and Partnership Committee	<ul style="list-style-type: none"> Forte reviewed submitted report; meeting with chair on 2/19. Forte will inform committee on collaborative efforts with Women in Measurement Inc., ask them to brainstorm on other collaborative opportunities. 	
Classroom Assessment Task Force	<ul style="list-style-type: none"> Durrence reviewed submitted report: <ul style="list-style-type: none"> FACT website development. Planning for 2021 conference with Virginia hosts in process; will need to determine approach to in-person, hybrid, or virtual content. Board discussed having a dedicated 'classroom assessment' seat on the NCME board; more discussion required. Board revisited CATF conversion to a standing NCME Committee. Board members formally acknowledge the efforts and accomplishments of the CATF and Debbie Durrence's leadership as liaison. 	ACTION: Staff to coordinate virtual delivery platform discussions between NCME annual conference and Classroom Assessment groups; determine any economies of scale that could be leveraged. ACTION: Briggs to Circulate Boulder Classroom Assessment Conference summary report for reference. MOTION: Tong, Durrence move to establish a Classroom Assessment Committee under the terms outlined in the submitted board report; motion carries unanimously.
Standards and Test Use Committee	<ul style="list-style-type: none"> Forte reviewed submitted report. Board discussed open comment period for NCCA standard revisions; comments due March 1st, 2021. 	ACTION: Committee to review proposed revisions to NCCA Standards for the Accreditation of Cert Programs; submit during open comment period if applicable.
Archive Committee	<ul style="list-style-type: none"> Committee on hiatus; no activity to report. 	

Graduate Student Issues Committee	<ul style="list-style-type: none"> Sireci reviewed submitted report. Board discussed budget request for summer book club. 	ACTION: Committee to articulate cost estimates for summer book club proposal; submit to NCME Exec Committee for consideration.
Publications Committee	<ul style="list-style-type: none"> Everson reviewed submitted report: <ul style="list-style-type: none"> JEM submissions are down; could be a COVID correlation. CEJEME—first issue published in December. EM:5 work is behind schedule. Editors have requested delivery date be pushed back 1 year to spring 2023. Board discussed the need for a strategic analysis of online content channels (NCME.org, Journal sites, ITEMS, YouTube etc.); more discussion required. 	<p>ACTION: Everson to communicate need for CEJEME Editors to contribute to quarterly Publications Committee board reports.</p> <p>ACTION: Staff Determine if Wiley can facilitate online comment/dialogue features for EM:IP, JEM.</p>
Website Committee	<ul style="list-style-type: none"> Rosenberg reviewed submitted report. Staff has taken on recent additions (FACT, CATF pages); some update requests continue to be sent directly to volunteers. New chair (Erin Banjanovic) has been integrated into the volunteer team. 	
Mission Fund Committee	<ul style="list-style-type: none"> Tong reviewed submitted report. Fundraising initiatives are on hold due to current economic climate. 	
Joint Committee on Standards for Educational Evaluation	<ul style="list-style-type: none"> Tong reviewed submitted report. NCME will continue to support JCSEE annual dues (\$300). 	
SIGIMIE Reports	<ul style="list-style-type: none"> Sireci revisited recently established SIGIMIE guidelines and recapped an “all-chair” call from November 2020. Sireci discussed socializing reports among all chairs. Board discussed pending proposals for SIGIMIE’s to use their \$1,000 stipends in 2021. 	<p>ACTION: Sireci to ask SIGIMIE Chairs if they are comfortable with recent board reports being circulated to showcase activities.</p> <p>ACTION: Sireci to provide guidance/examples to SIGIMIES on how they could spend stipends.</p>

	<ul style="list-style-type: none"> • Board discuss the need for dedicated SIGIMIE real-estate on NCME.org; similar to global committee landing page with customized interior pages. • Board discussed need for a global events calendar for membership engagement (SIGIMIE, Committee activities etc.) • Board reviewed individual SIGIMIE reports. Specific highlights: <ul style="list-style-type: none"> ○ Diagnostic Measurement—discussed coordinated session slotted during 2021 annual conference. ○ SALAL—discussed potential need to split state and district constituencies. More discussion required. 	<p>ACTION: Staff to develop template for SIGIMIE landing pages.</p> <p>ACTION: Staff to create a Google calendar to be populated by volunteers and staff.</p> <p>ACTION: Everson to solicit a formal proposal from Diagnostic Measurement SIGIMIE for Laine Bradshaw presentation during NCME 2021 conference</p>
Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 5:02pm eastern. 	



Meeting Minutes
NCME Board Meeting: June 8, 2021
Via Zoom

Board Attendees: Ye Tong, Steve Sireci, Andrew Ho, Michael Walker, Howard Everson, Debbie Durrence, Sharyn Rosenberg, Ellen Forte, Derek Briggs

Guests: Rosemary Reshetar, Chair- Budget & Finance Committee, Deborah Harris, Incoming Board Member, Kyndra Middleton, Incoming Board Member

Staff Attendees: Ethan Gray, Erin O’Leary

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> Meeting called to order at 1:03pm Tong welcomed attendees and reviewed the agenda—no additions were proposed. 	
NCME Finances <i>(Marc Kroopnick, incoming Budget & Finance Chair, joins as guest)</i>	<ul style="list-style-type: none"> Gray reviewed FY performance through 4/30/21 and reported projected revenue and expenses from the 2021 virtual conference. Reshetar and Kroopnick reviewed recommendations for a new investment policy and asset allocation strategy developed in concert with NCME’s external financial advisor. 	<p>MOTION: Briggs moves to approve the investment policy and asset allocation strategy, Durrence seconds. Motion carries unanimously.</p> <p>ACTION: Gray to initiate online account access to the Vanguard investment account for Kroopnick.</p>
2021 Conference <i>(Susan Davis-Becker and Leslie Keng, 2021 Co-Chairs, Sarah Quesen, 2021 Training Chair, Chun Wang, 2022 conference Co-Chair, join as guests)</i>	<ul style="list-style-type: none"> O’Leary reviewed registration and attendance (registered vs. checked-in) data to date. Attendees discussed lessons learned through the delivery of the conference: <ul style="list-style-type: none"> Coordinated papers dominated session submission and acceptance. Consider deliberate rebalancing with individual papers in 2022. Some companies/organizations submitted many proposals. Consider business rules to limit the number from one source. Recommend 1 virtual and 1 in-person training day for 2022. Post-conference surveys should address attendee AND presenter satisfaction. 	

	<ul style="list-style-type: none"> Attendees discussed enduring content post-conference: <ul style="list-style-type: none"> How and where should recordings be accessible to registrants? What should we charge for non-registrants? 	<p>ACTION: Staff to seek advice from legal counsel on any copyright implications.</p> <p>ACTION: Staff to explore “opt in” outreach to all speakers to ensure comfort with content being archived.</p>
President’s Report	<ul style="list-style-type: none"> State of the Field Survey <ul style="list-style-type: none"> Tong reviewed proposal from Women in Measurement organization. CCSSO, ATP, AERA have also been approached to support research. Webinar Series <ul style="list-style-type: none"> Tong discussed plans for the development of additional series content in 2022. AERA Partnership <ul style="list-style-type: none"> Current conference arrangement expires after the 2022 meeting. The specifics for 2023 conference planning need to come into focus during the last quarter of 2021/first quarter of 2022. 	
Executive Director Task Force Update	<ul style="list-style-type: none"> Sireci reviewed the submitted report on work to date and highlighted cost-estimates for various employment models. Attendees revisited the purpose of the position and discussed the need for business development acumen to ensure at least partial funding of the position long-term. Additional refinements are needed prior to launch (e.g., establishment of evaluation criteria). 	<p>ACTION: Need to revisit proposal with legal counsel to clarify “at will” employment, evaluation criteria, employment contract etc.</p> <p>ACTION: Executive Committee empowered to continue the process with a full board discussion/vote before entering the hiring process.</p>
Past-President’s Report	<ul style="list-style-type: none"> Sireci expressed his gratitude to fellow board members and staff for their camaraderie and support during his service. Sireci discussed recommendations for establishing core value statements. Attendees committed to furthering the conversation during future meetings. 	

	<ul style="list-style-type: none"> Sireci recommends membership, DEI and meeting decorum remain focus areas of the board. 	
Committee Reports	<ul style="list-style-type: none"> GSIC—reviewed submitted report. Informing Assessment Policy—reviewed submitted report and discussed need for more fluidity for website updates. Ho recommended providing volunteers administrative access; Website Committee to discuss. Awards Committees—reviewed submitted reports. Attendees discussed the utility of the Excellence in Public Communications Award. Ho underscored the importance of awards, particularly for young scholars, and recommended developing a process for the establishment of new awards. Classroom Assessment—reviewed submitted report and noted that registration for the fall conference will open shortly. Durrence discussed a possible pre-conference session during NCME 2022. 	<p>MOTION: Tong moves to sunset the Public Communications Award, Walker seconds. Motion carries unanimously.</p> <p>ACTION: Walker to work with Award Committee Chairs on a process for establishing new awards.</p>
Closing Remarks	<ul style="list-style-type: none"> Tong recognized outgoing board members (Sireci, Durrence, Ho) and thanked them for their service. Meeting adjourned at 3:59pm 	



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

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

Staff Attendees: Ethan Gray, Erin O’Leary

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

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

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



Meeting Minutes

NCME Board Meeting: September 22-23, 2021

Via Zoom

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

Guests: Marc Kroopnick, Budget & Finance Chair

Staff Attendees: Ethan Gray, Erin O'Leary

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> Meeting called to order at 11:08am eastern. Minutes from June 16, 2021 reviewed. Briggs reviewed the meeting agenda; no additions suggested. 	MOTION: Forte, Everson move to approve June minutes. Motion carries unanimously.
President's Report	<ul style="list-style-type: none"> Briggs led reflections on Matt Gaertner and discussed celebration and remembrance opportunities during the 2022 conference. Presidential Initiative Updates: <ol style="list-style-type: none"> Equity Call for Proposals has been sent; deadline for submission is October 1. NCME online content channel meeting held; action items are in development; a task force will be convened. Educating and Training the Next Generation task force is being convened. 	ACTION: Briggs to circulate Equity proposal submissions for review/selection once received.
NCME Website Communities	<ul style="list-style-type: none"> Gray provided an overview of the community functions in Higher Logic (NCME website CMS). Communities are available for Board and Committee use with the same functionality of SIGIMIE communities (discussion threads, document library etc.) Community access is governed by staff through NCME's YourMembership database. 	ACTION: Staff to clean-up existing board and committee communities based on active assignments for future use and archiving of work for continuity between volunteer terms.

<p>Annual Conference</p> <p><i>(Brian Leventhal, Conference Chair, joins as guest)</i></p>	<ul style="list-style-type: none"> Attendees separate into breakout groups to discuss the approach to 2022 content delivery and the long-term relationship with the AERA. Key takeaways: <ul style="list-style-type: none"> There are many variables that require further discussion and/or stakeholder input (logistical and cost implications of virtual or hybrid components, speaker and attendee preferences etc.). We need an understanding of the AERA's approach as well as the facilities assigned to us in order to make decisions. There are clear constituency benefits to remaining associated with the AERA. Attendees discussed the potential for ending contractual relationship while still scheduling concurrently. This would likely create some accessibility issues as the AERA consumes most, if not all, of the available venue space in a city. 	<p>ACTION: Staff to continue to try and convene with AERA counterparts regularly to make coordinated, informed decisions.</p>
<p>Budget & Finance Report</p>	<ul style="list-style-type: none"> Gray reviewed a preliminary 2022 budget. Several variables requiring clarification: <ul style="list-style-type: none"> Committee funding requests 2022 conference delivery In-person board meetings A second budget draft pending outcomes of this board meeting will be circulated. Kroopnick reviewed a proposed policy on spending authority thresholds. 	<p>MOTION: Walker, Rosenberg move to approve the spending policy. Motion carries unanimously.</p>
<p>Publications Committee</p>	<ul style="list-style-type: none"> Everson reviewed submitted reports. Attendees discussed ITEMS migration options. Attendees discussed journal reviewer certificates and reached no consensus opinion. 	<p>MOTION: Briggs, Harris move to support ITEMS migration while maintaining Elevate license for 2022.</p> <p>ACTION: Everson to inform committee that use of reviewer certificates is @ the discretion of the individual journal editor so long as there are no expense implications.</p>

	<ul style="list-style-type: none"> Attendees discussed options for making the NCME Book Series open access including conditions for existing volumes and those published in the future: <ul style="list-style-type: none"> Immediate open-access vs. a 1-year waiting period. 	<p>MOTION: Briggs, Walker move to make existing Book Series volumes open access @ an estimated cost of \$31,200 and to include annual budget funds of \$10,000 for making future volumes open access. Motion carries with Harris in opposition.</p> <p>ACTION: Pubs Committee to recommend whether open access for new volumes occurs immediately OR after one-year of publication</p>
<p>Mission Fund</p> <p><i>(Francis O'Donnell, Mission Fund Chair, joins as guest)</i></p>	<ul style="list-style-type: none"> O'Donnell provided an overview of Mission Fund purpose and initiatives from 2019 and 2020. O'Donnell reviewed current fundraising channels, additional research project proposals, and requests for additional seed-funding to support initiatives. 	<p>ACTION: Staff to circulate Mission Fund PPT along with meeting minutes.</p> <p>MOTION: Briggs, Forte move to approve \$45,000 in funding to support proposed initiatives. Motion carries unanimously.</p>
<p>Diversity Issues in Testing Committee</p>	<ul style="list-style-type: none"> Attendees reviewed submitted report. A webinar series is in development. When codified, this should be promoted both within and outside of the NCME community. Requests for continuing Pipeline Scholarships (\$10,500) and annual meeting networking reception (\$2,500) are included in the 2022 budget. 	<p>ACTION: Walker to get details on application process for pipeline scholarships prior to funding being released.</p>
<p>Membership Committee</p>	<ul style="list-style-type: none"> Attendees reviewed report. Gray reported on trends and indicated 2022 renewal cycle will begin in November. Staff has provided the new Committee Chair with historical data and a conference call is pending. 	
<p>Awards Committee</p>	<ul style="list-style-type: none"> Walker reviewed submitted reports. Nominations will open in October and are set to close on December 10th. 	

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> Day two called to order @ 11:03am eastern. Briggs reviewed the day two agenda. 	
NCME Governing Documents	<ul style="list-style-type: none"> Harris and Gray reviewed inconsistencies between NCME's original Articles of Incorporation and current Bylaws as well as the amendment processes for both. In general, governing documents should provide a framework for operations but should retain fluidity for making changes in response to constituency or industry dynamics (e.g., membership dues). Attendees reviewed proposed Bylaws amendments. 	ACTION: Harris to draft clean proposal for Articles + Bylaws amendments based on board discussion, circulate for final review prior to developing a timeline for membership vote.
Classroom Assessment Committee	<ul style="list-style-type: none"> Stroter reviewed submitted reports. Gray reviewed profit and expense sharing arrangements for the Classroom Assessment Conference. This year's conference will be held virtually on October 21-22; a debrief on content and logistics will be held post-meeting 	
Website Committee	<ul style="list-style-type: none"> Rosenberg reviewed submitted report. Rosenberg, Gray and Erin Banjanovic (Committee Chair) coordinated outreach to Committee and SIGIMIE chairs regarding website build-out opportunities; will revisit to reinforce options. 	
GSIC Committee	<ul style="list-style-type: none"> Middleton reviewed submitted report. GSIC requests \$2500 to host a reception during the 2022 Annual Conference. 	MOTION: Briggs, Harris move to make GSIC reception a recurring budget line item; motion carries unanimously.
Informing Assessment Policy Committee	<ul style="list-style-type: none"> Middleton reviewed submitted report. Attendees discussed request for building a web-based list of subject matter experts for media inquiries. 	ACTION: Middleton to charge Committee with developing a process to evaluate a SME list.

	<ul style="list-style-type: none"> Attendees approved proposal for updating the committee charge. 	ACTION: Incorporate updated charge in next round of Handbook edits in early 2022.
Outreach and Partnerships Committee	<ul style="list-style-type: none"> Attendees discussed the ambiguity of this committee's charge and whether it would be better served by rolling it into the functions of several other committees who would benefit from external relations; more discussion required. 	
Standards and Test Use Committee	<ul style="list-style-type: none"> Forte reviewed submitted report. Committee is collating field standards from a variety of sources. Activity discussion triggered need for more inter-committee coordination on work. 	ACTION: Briggs, Gray to convene committee chairs to discuss intersectional work.
Board Nominations	<ul style="list-style-type: none"> Tong provided an update on candidate submissions. Nominations Committee will convene next week to form the slate, ballots should be delivered to membership by mid-November with the election closing in January. As previously directed, candidates will be allowed to submit traditional written statements or record a video statement. 	
Executive Director Search	<ul style="list-style-type: none"> Attendees revisited employment models. While a 1099 contractor has been suggested as the easiest path, there are still concerns about the legal/compliance implications of a chief staff executive being a 1099 employee. Pending the item above, the Board would like to constitute a search committee by November, release a call for candidates and begin review in January. 	ACTION: Gray to revisit implications of 1099 employment model with NCME lawyer.

SIGIMIE Reports	<ul style="list-style-type: none"> • Scaling, Linking and Equating <ul style="list-style-type: none"> ○ Report reviewed. Attendees discussed planned webinar series and the need to prioritize member attendance before non-members. • Diagnostic Measurement <ul style="list-style-type: none"> ○ Report reviewed. • Educators of Measurement <ul style="list-style-type: none"> ○ Report reviewed. • Large Scale Assessments <ul style="list-style-type: none"> ○ Report reviewed. • State and Local Assessment Leaders <ul style="list-style-type: none"> ○ Report reviewed. ○ Chairs seem unsure of value; whether a SIGIMIE is the best vehicle for member engagement given other external channels; assessment will continue. • Big Data <ul style="list-style-type: none"> ○ Report reviewed. ○ Middleton is meeting with chairs this month and will report back. • An overall SIGIMIE program evaluation will be included on the January board agenda. 	
Executive Session	<ul style="list-style-type: none"> • Board retired to Executive Session to discuss the TMG management contract @ 4:51pm eastern. 	