

National Assessment Governing Board

Executive Committee

Thursday, May 18, 2017

4:00 – 5:30 pm

AGENDA

4:00 – 4:05 pm Welcome and Agenda Overview
Terry Mazany, Chair

4:05 – 4:10 pm Nomination Process for Board Vice Chair for the Term October 1,
2017 – September 30, 2018
Terry Mazany, Chair

4:10 – 4:30 pm Strategic Vision Implementation – Board Meeting Structure Options Attachment
Bill Bushaw, Executive Director

4:30 – 5:30 pm Briefing and Discussion on the Federal Budget Process, the NAEP
Budget and Assessment Schedule, and the Governing Board's
Planned Procurements to Implement the Strategic Vision
(CLOSED)
Bill Bushaw
Jagir Patel, Budget Analyst, US Department of Education
Lisa Stooksberry, Deputy Executive Director
Peggy Carr, NCES Acting Commissioner

Potential Modifications to the National Assessment Governing Board's Meeting Agenda and Schedule

At the March, 2017 meeting, Governing Board members suggested reassessing the Board meeting structure to better support implementation of the Strategic Vision. As a result, Governing Board staff prepared the following approaches for the Board's consideration. These options are offered as a starting place for conversation; they are not meant to be a comprehensive listing of all possibilities and no staff recommendation is offered.

1) **Build small group discussions with cross-committee representation into quarterly Board meetings.**

During the strategic visioning effort, Board members often met in breakout groups not aligned with standing committee membership. These breakouts intentionally changed the groupings of Board members each time, rotated the Board members serving as facilitators, and had staff support to take notes. Breakout groups could continue to be scheduled during Board meetings throughout implementation of the Strategic Vision to promote cross-committee discussions.

- Advantages – provides greater opportunities for Board members to discuss and problem solve for Strategic Vision activities that span across committees.
 - Disadvantages – requires substantial agenda meeting time to introduce the topic, conduct breakout discussions, and then converge the Board's thinking in a plenary session the following day.
- a) *If the Board supports the continued practice of breakout sessions, is there a better placement in the agenda for these sessions?* Breakout sessions have typically been scheduled at the end of the day Friday. One possibility is to schedule the breakout sessions earlier on Friday, which would move the standing committee meetings to Friday afternoon.
- Advantages - breakout sessions discussions could inform standing committee meeting discussions.
 - Disadvantages - reporting out from breakout sessions could consume valuable Board time on Friday instead of Saturday morning.
- b) *Should it be the Board's practice that all breakout groups discuss the same topic?* Repeated breakout sessions provide the opportunity for new approaches. While previous breakout sessions have been structured so that each small group is discussing the same topic, it is possible for each group be assigned a different and unique issue to discuss.
- Advantages of a single topic - assigning each group the same issue can result in more and different solutions to a problem, and permits all Board Members to engage in the same issue giving staff clear direction on the intent of the Board.
 - Advantages of multiple topics - assigning groups different and unique issues could expedite progress on multiple issues simultaneously.

2) Enable the Board to delve deeply and thoroughly into topics by creating thematic quarterly Board meeting agenda.

Board meetings could be more thematically built around components of the Strategic Vision. For example, at one Board meeting the plenary sessions, breakout group discussions, and to the degree reasonable, standing committee discussions could be devoted to a single issue, e.g., SV #8, "Research assessments used in other countries to identify new possibilities to innovate the content, design, and reporting of NAEP."

- Advantages - offers more coherence related to big issues in the Strategic Vision.
- Disadvantages - adds scheduling challenges and could limit flexibility when unanticipated discussion opportunities arise.

3) Revisit the Board's meeting schedule to enable more productive in-person meeting time.

Board meetings follow a relatively uniform agenda. However, these parameters are not set in statute and can be changed as the Board deems necessary to best conduct its work and achieve its mandate. The Board should consider if the current approach to committee work and quarterly Board meetings is sufficient, or if changes are needed to either increase the in-person meeting time or frequency of meetings.

- Advantages - increases the time that Board members have to discuss and decide issues.
- Disadvantages - given the increased time commitment, could significantly decrease the number of Board members who are able to participate in any given meeting.

These changes could include the following:

- Change the Number of Board Meetings** – The requirement for the Board to meet four times a year is established in the Board's bylaws, not in the legislation. Therefore, the number of meetings could be increased or decreased with an amendment to the bylaws.
- Adjust the Quarterly Meeting's Duration (Starting/Ending Times)** – The Governing Board currently meets for 14 hours over two days, i.e., Friday, 8:30 a.m. - 5:00 p.m., and Saturday, 8:30 a.m. - 12:00 p.m., (not counting the usual Thursday Executive Committee, ADC, and occasional other committee meetings or events). The Governing Board could extend the meeting on Saturday to enable two full days of meeting time (i.e., Friday - Saturday, 8:30 a.m. - 5:00 p.m.).
- Conduct More Conference Calls** – Some standing Committees already make extensive use of conference call meetings between the quarterly Board meetings. Rather than increase Board meeting duration, Committees could increase their use of conference calls between Board meetings to reduce the Committee time needed on the agenda at quarterly meetings.
- Reevaluate Committee Work Approaches** – As Committees take on additional work with the Strategic Vision, it is worth reconsidering the current operations and expectations of Committees to determine if efficiencies can be created.

Quarterly Board Meeting Timing – Tangentially related to the issues listed above is a question of Board meeting scheduling. Quarterly Board meetings are currently scheduled for the first week of

March, the third week of May (following Mother's Day), the first week of August, and the third week of November (prior to Thanksgiving). In particular, the May meeting has resulted in a higher than normal Board Member conflicts and reduced attendance. An option is to schedule Board meetings for the first week of March, the first week of June, the second week of September following Labor Day, and the first week of December.

- Advantages – could reduce the number of conflicts for the May Governing Board meeting and establish a more uniform interval between Board meetings
- Disadvantages - may not reduce the number of conflicts by moving the meeting from May to June; eliminates a scheduled meeting that occurs outside of the normal school calendar that provides teachers, and building and district administrators relief from missing school; could increase conflicts by moving the November meeting to December.