

JOINT COMMITTEE ON STANDARDS FOR EDUCATIONAL EVALUATION

2023 Annual Meeting Minutes

December 1, 2023

MEETING CALLED TO ORDER by Brad Watts, 9:15 EST on 12/01/2023

AGENDA: See e-mail message from Brad dated 11/22/2023

PURPOSE: The purpose of the meeting is to convene members for the annual JCSEE meeting focused on developing a work plan for the revision of the PES, planning to promote the JMDE Special Issue, a discussion on the classroom assessment standards led by CREATE, and election of new Chair, Vice Chair, and Executive Committee.

PRESENT:

Brad Watts (Chair), The Evaluation Center at Western Michigan University (TEC)  
Julie Morrison (Vice Chair), National Association of School Psychologists (NASP)  
Art Hernandez (Executive Committee), American Evaluation Association (AEA)  
Paula Egleston (Executive Committee), Member-at-Large  
Goldie MacDonald, U.S. Centers for Disease Control and Prevention (CDC)  
Maggie Barber, University Council for Educational Administration (UCEA)  
Matt Sanscartier, Canadian Evaluation Society (CES)  
Man-Wai Chu, Canadian Society for the Study of Education (CSSE), Consortium for  
Research on Educational Accountability and Teacher Effectiveness (CREATE)

NOT PRESENT:

Juan D'Brot (Secretary), National Council on Measurement in Education (NCME)  
Thanos Patelis, American Psychological Association (APA)  
Corrie Klinger, Consortium for Research on Educational Accountability and Teacher  
Effectiveness (CREATE)  
Hazel Symonette, Member at Large

1. INTRODUCTION: The meeting began at 9:15 Eastern. Each representative introduced themselves, their current position, and the sponsoring organization they represent.
2. APPROVAL OF 2022 MINUTES: Maggie motioned to approve the minutes, and Paula seconded. The Committee unanimously approved the minutes.
3. CHAIR'S REPORT:
  - a. 2023 Financial Review
    - i. JCSEE finances have steadily improving over the last 5 years. In the past year, our finances have been fairly stable. We need approximately \$6,000-\$7,000 to maintain basic operations.
    - ii. Organizational dues are the largest source of revenue (overdue: APA, CDC, NCME).

- iii. Revenue from publications are mostly from the PES 3<sup>rd</sup> Edition.
    - b. 2023 Projected Budget
      - i. Major expenses are the annual meeting and the hosting fee to WMU.
      - ii. Based on the current publication revenue trends, expenses, and membership dues, the projected EOY balance for 2024 will increase from \$4,227 to \$5,229.
      - iii. **ACTION:** Pursue Sponsoring Organizations: AREA (need replacement), American Association of Colleges for Teacher Education-AACTE (Maggie to recruit), American Counseling Association-ACA (Art to recruit).
    - c. MOTION
      - i. Motion to approve the budget delayed until tomorrow (12/2/2023).
      - ii. We will further discuss an increase in organizational dues from \$300 to \$400 in 2024 to fund the PES revision. Art developed a justification to communicate.
4. BYLAWS AND OPERATING PROCEDURES
- a. Authorship of Standards  
("2.9.1. Authorship and Acknowledgements", "2.9.2. Contracts and Ownership", & "2.9.3. Revenue"):
    - i. Brad proposed changes in the JCSEE Operating Procedures to address clarification of rules on authorship, ownership, and maintenance of contractual information.
    - ii. Brad recommended JCSEE should be the author.
    - iii. Expand from "standards" to include "standards and associated products"
  - b. Use of JCSEE Accounts ("2.9.4. Publication or Author Accounts")
    - i. Brad suggesting changes in the JCSEE Operating Procedures to insist the e-mail address (thejcsee@gmail.com) and host mailing address be used for publisher contracts, royalty statements.
    - ii. This is important for ensuring information and communications are accessible and transferrable (accounts should not be based on individuals who may sever their connection from the JCSEE over time) and promoting the JCSEE brand.
  - c. MOTION: Art motioned to approve these additions. Maggie seconded the motion. The Committee unanimously approved the motion.
5. PES REVISIONS
- a. SAGE *finally* responded to Brad's communications after inquiring about purchasing "Revision of Rights" (to take it to another publisher).
  - b. Feedback from SAGE: (a) focus on application of the standards to evaluation practice as seen as a key strength, (b) Organization of the book and its logical breakdown into sections was much appreciated, (c) The book is a bit dense/technical/a difficult read; the case studies are unhelpful (too long and not sufficiently applied/discussed).
  - c. Thinner book for the 4<sup>th</sup> edition with supporting products (companion books, electronic resources). Revise for readability/plain language – possibly hire an editor. Reference all relevant standards (AEA Guiding Principles, AEA Competencies, CES credentials).
  - d. SAGE wants (a) timeline, (b) core authors, (c) royalty rate of 15% with SAGE having all rights electronic and print, and (d) JCSEE Chair signs contract.
  - e. **ACTION:** Julie will work with Brad on developing the proposal for the 4<sup>th</sup> Edition with SAGE. The taskforce leaders (listed on page 4: Julie, Art, Brad, Paula) will be identified as authors for the contract with SAGE.
  - f. Need to discuss with SAGE ownership of the standards and ability to publish supporting

products.

**Break for lunch: Reconvene at 12:10 p.m.**

6. CREATE PRESENTATION: Man-Wai Chu, Justin Fischetti (virtual), and Corrie Klinger are leading the charge on a **Classroom Assessment Standards** – revision (of Kindle publication). CREATE is requesting a taskforce lead by CREATE (Corrie Klinger) to investigate a revision/rewrite with JCSEE support/approval. The Classroom Assessment Standards would include updates in assessment in a post-COVID world. The Classroom Assessment Standards would focus only on K-12 assessment. Request from CREATE is to green light a taskforce to explore whether a revision is feasible. In one year, if it is deemed feasible, the JCSEE would be asked to consider an in-kind contribution.
  - a. MOTION: (a) JCSEE supports a taskforce, (b) CREATE will seek seed funding, (c) If deemed feasible, (d) CREATE will develop and plan and timeline and will update the JCSEE in one year. (e) JCSEE will support a feasible revision. JCSEE members will be asked to consider being part of the taskforce at that time.
  - b. ART motions to approve the proposed action items. Paula seconds the motion. The Committee unanimously approved the motion. Brad appoints Corrie Klinger to head task force to explore a task force for the Classroom Assessment Standards and report back on one year.
  
7. JCSEE ADMINISTRATIVE OPERATIONS
  - a. EXECUTIVE COMMITTEE
    - i. Brad nominates Julie for Chair, seconded by Art. The Committee unanimously approved the nomination.
    - ii. Maggie nominates Art for Vice Chair, seconded by Paula. The Committee unanimously approved the nomination.
    - iii. Julie nominates Brad for the Executive Committee and to reestablish the role of “Treasurer”, Paula seconded the nomination. The Committee unanimously approved the nomination.
  
  - b. HOSTING
    - i. Brad would like to solicit more administrative support for the JCSEE: Website support (we need the content to give the website designer), editing the PES revision. Need specific asks discrete products bounded with a timeline. (We pay them \$2,000/year). **ACTION:** Brad will follow up with WMU Evaluation Center to garner more support.
    - ii. Art offered multiple suggestions for developing content to promote on the JCSEE website. Goldie credited WMU Evaluation Center for promoting JCSEE on LinkedIn, AEA365 week (could we do that again). WMU Evaluation Center is very good at webinars – could we do something on the special issue. Goldie: **“I don’t think we have maximized the benefits of the JMDE special issue.” (Goldie & Maggie interested).** **ACTION:** Goldie will focus on promoting the JMDE Special Issue.
    - iii. Discussed holding the annual meeting during the work week (Thursday/Friday) in December (not October and November).
  
8. WORK GROUPS / TASK GROUPS
  - a. Discussed whether we are planning to add Standard Statements or just revise the existing

Standard Statements. Needs to be critiqued by reviewers from affiliated stakeholder groups. No fewer than 25 reviewers.

- b. How do we proceed? Art suggested steps, which got the planning process moving. Brad reinforced the need to follow the JCSEE Operating Standards for revising the Standards:

**Establish a taskforce of no fewer than 3 members** comprised of members of the JCSEE.

**ACTION:** A task force leader will convene a group to review the Standard and be responsible for the edits.

1. **Utility** – Paula, Julie, & Matt
2. **Feasibility** – Julie, Maggie, & Goldie
3. **Propriety** – Art, Maggie, & Matt
4. **Accuracy** – Brad, Paula, & Man-Wai
5. **Evaluation Accountability** – Julie, Art, & Goldie

Goldie will also advise all groups on the principle of plain language in evaluation

**ACTION:** Julie will communicate with Juan, Thanos, and Hazel to gauge their interest in serving on a taskforce.

**ACTION (Amended):** The group votes to approve revising the Program Evaluation Standards.

**Break from Day 1; Reconvene on Day 2 at 8:30 a.m. Eastern.**

PRESENT:

- Brad Watts (Chair), The Evaluation Center at Western Michigan University (TEC)
- Julie Morrison (Vice Chair), National Association of School Psychologists (NASP)
- Art Hernandez (Executive Committee), American Evaluation Association (AEA)
- Paula Egleston (Executive Committee), Member-at-Large
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**ACTION:**

Date	Task	Description
4/12/2024	First Draft of Each Standard	Each 3-member taskforce will review that Standard, the Standard Statements, and the description of each. Review will focus on: (a) the revision themes (e.g., DEIA, data security), (b) any other deficiency not previously recognized, and (c) alignment with the AEA Competencies and the CES Competencies. The process involves revising with track changes and comments among the 3-member taskforce, creating a revisions summary table, and resolving all of the revisions and comments to produce a clean copy. Store revision in the Google folder.
5/9/2024 - 5/10/2024	Meet in Person to Review First Draft of Each Standard	<ul style="list-style-type: none"> <li>• Each member will review all of the first drafts of the Standards prior to meeting in person. We will meet in person following the CES Conference (Fredericton, New Brunswick, Canada).</li> <li>• According to the JCSEE Operating Standards: “Prior to recruiting the reviewers, the JCSEE will identify and vote to approve the most important characteristics and the target number desired in each category of reviewer.”</li> <li>• We will develop the description of the message accompanying</li> </ul>

**Annual Joint Committee Meeting: December 1-2, 2023**

		the solicitation of the Reviewers and the contact information for the solicitation targets (TIG Chairs and CES equivalent, Sponsoring Organizations, and Foundations – Kellogg Foundation, etc.).
5/10/2024	Communicate with Sponsoring Organizations	Julie (or each of us) will communicate with the Sponsoring Organizations regarding the process and our plan to solicit self-nominations for Reviewers. Matt will communicate with CES at the CES Conferences. Julie will review her archived notes to create a draft summary of the JCSEE members’ efforts to gather feedback on the Standards from the evaluation community over the years.
5/13/2024-5/31/2024	Solicit Self-nominations for Reviewers	Julie will solicit the self-nomination of individuals interested in serving as a Reviewer. We will target the TIG Chairs and CES equivalent or their designee. The solicitation will include an explicit description of the process (a first draft of a 4 <sup>th</sup> edition). Selected Reviewers will be acknowledge by name in the 4 <sup>th</sup> edition.
6/7/2024 9:30 AM EST	Finalize the List of Reviewers	The JCSEE members will meet virtually to finalize the list of reviewers based on the characteristics we voted upon.
Two weeks prior to the JCSEE Annual Meeting	Reviewers Complete Their Review	Process to be determined
JCSEE Annual Meeting	Second Draft of Each Standard	JCSEE Committee Reviews
February 2025	Conduct a Field Test	Process to be determined
April 2025	Conduct a National Hearing	Process to be determined
Summer 2025	Final Draft of the Standards and Write the Introduction, etc.	Process to be determined

9. MEETING TIMES AND LOCATION

- a. PES May 9-10, 2024 Meeting
  - i. Members of the PES Revision Task Force will meet to finalize the first drafts of the revisions. We will meet in person following the CES Conference (Fredericton, New Brunswick, Canada).
  - ii. Stipends may be made available up to \$1,000 to support travel to this meeting.
- b. Annual JCSEE Meeting (November 14-15, 2024)
  - i. The discussion focused on both the location and the timing of the event. There is a question about the timing of what days to invest in regarding workload, teaching time, and potential conference schedules.
  - ii. Decision to abide by the agreement with the Hosting Organization to have the annual meeting at the Evaluation Center at WMU (once every 3 years).
  - iii. Decision to hold the event over 2 full days to accomplish the PES Revision work.

Discussed meeting on Thursday and Friday to not impinge on weekend time.

- c. VOTE: Annual Meeting on **two full days** at WMU
  - i. Brad motioned, Goldie seconded
  - ii. The Committee unanimously approved the motion.
- d. VOTE: Stipends to Support Travel
  - i. Goldie motioned, Art seconded
  - ii. The Committee unanimously approved the motion.
- e. VOTE: For Meeting in May to Coincide with CES Conference
  - i. Art motioned, Man-Wei seconded
  - ii. The Committee unanimously approved the motion.

MEETING ADJOURNED @ 12:00 Eastern