

through the use of information technology.

Dated: July 10, 2003.

**Joseph Schubart,**

*Acting Leader, Regulatory Information Management Group, Office of the Chief Information Officer.*

**Office of the Chief Information Officer**

*Type of Review:* Extension.

*Title:* Master Plan for Customer Surveys and Focus Groups.

*Frequency:* One time.

*Affected Public:* Individuals or households; Businesses or other for-profit; Not-for-profit institutions; State, local or Tribal Gov't, SEAs or LEAs.

*Reporting and Recordkeeping Hour Burden:*

*Responses:* 100,000.

*Burden Hours:* 50,600.

*Abstract:* Customer satisfaction surveys and focus group discussions will be conducted by the Principal Offices of the Department of Education to measure customer satisfaction and establish and improve customer service standards as required by Executive Order 12862.

Requests for copies of the proposed information collection request may be accessed from <http://edicsweb.ed.gov>, by selecting the "Browse Pending Collections" link and by clicking on link number 2308. When you access the information collection, click on "Download Attachments" to view. Written requests for information should be addressed to Vivian Reese, Department of Education, 400 Maryland Avenue SW., Room 4050, Regional Office Building 3, Washington, DC 20202-4651 or to the e-mail address [vivian\\_reese@ed.gov](mailto:vivian_reese@ed.gov). Requests may also be electronically mailed to the Internet address [OCIO\\_RIMG@ed.gov](mailto:OCIO_RIMG@ed.gov) or faxed to 202-708-9346. Please specify the complete title of the information collection when making your request.

Comments regarding burden and/or the collection activity requirements should be directed to Kathy Axt at her e-mail address [Kathy.Axt@ed.gov](mailto:Kathy.Axt@ed.gov). Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

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BILLING CODE 4000-01-P

**DEPARTMENT OF EDUCATION**

**National Assessment Governing Board; Meeting**

**AGENCY:** National Assessment Governing Board; Education.

**ACTION:** Notice of open meeting and partially closed meetings.

**SUMMARY:** The notice sets forth the schedule and proposed agenda of a forthcoming meeting of the National Assessment Governing Board. This notice also describes the functions of the Board. Notice of this meeting is required under section 10(a)(2) of the Federal Advisory Committee Act. This document is intended to notify members of the general public of their opportunity to attend. Individuals who will need special accommodations in order to attend the meeting (*i.e.*; interpreting services, assistive listening devices, materials in alternative format) should notify Munira Mwalimu at 202-357-6938 or at [Munira.Mwalimu@ed.gov](mailto:Munira.Mwalimu@ed.gov) no later than July 25, 2003. We will attempt to meet requests after this date, but cannot guarantee availability of the requested accommodation. The meeting site is accessible to individuals with disabilities.

**DATES:** July 31–August 2, 2003.

*Times:*

*July 31:*

*Committee Meetings:*

*Assessment Development Committee:*

Closed Session—12 p.m. to 3 p.m.;

*Ad Hoc Committee on Background*

*Questions:* Open Session—3:30 p.m. to 5 p.m.;

*Executive Committee:* Open Session—5 p.m. to 6 p.m.; Closed Session 6 p.m. to 7 p.m.

*August 1:*

*Full Board:* Open Session—8:30 a.m. to 10 a.m.

*Committee Meetings:*

*Assessment Development Committee:*

Closed Session—10 a.m. to 10:30 a.m.;

Open Session—10:30 a.m. to 12 p.m.;

*Committee on Standards, Design and Methodology:* Open Session—10 a.m. to 12 p.m.;

*Reporting and Dissemination*

*Committee:* Open Session—10 a.m. to 12 p.m.;

*Full Board:* Closed Session—12 p.m. to 1:30 p.m.; Open Session—1:30 p.m. to 4:15 p.m.

*August 2:*

*Full Board:* Open Session—8:30 a.m. to 12 p.m.

*Location:* Ritz-Carlton Pentagon City, 1250 South Hayes Street, Arlington, VA 22202.

**FOR FURTHER INFORMATION CONTACT:**

Munira Mwalimu, Operations Officer, National Assessment Governing Board, 800 North Capitol Street, NW., Suite 825, Washington, D.C., 20002-4233, Telephone: (202) 357-6938.

**SUPPLEMENTARY INFORMATION:** The National Assessment Governing Board is established under section 412 of the National Education Statistics Act of 1994, as amended.

The Board is established to formulate policy guidelines for the National Assessment of Educational Progress (NAEP). The Board's responsibilities include selecting subject areas to be assessed, developing assessment objectives, developing appropriate student achievement levels for each grade and subject tested, developing guidelines for reporting and disseminating results, and developing standards and procedures for interstate and national comparisons.

On July 31, the Assessment Development Committee will meet in closed session from 12 p.m. to 3 p.m. to review secure test items for the National Assessment of Educational Progress (NAEP) 2005 Science Assessment. The meeting must be conducted in closed session as disclosure of proposed test items from the 2005 NAEP Science Assessment would significantly impede implementation of the NAEP program, and is therefore protected by exemption 9(B) of section 552b(c) of Title 5 U.S.C.

The Executive Committee will meet in open session on July 31, from 5 p.m. to 6 p.m. The committee will then meet in closed session from 6 p.m. to 7 p.m. for two purposes. First, the committee will discuss independent government cost estimates for contracts related to the National Assessment of Educational Progress (NAEP). This part of the meeting must be conducted in closed session because public disclosure of this information would likely have an adverse financial effect on the NAEP program. The discussion of this information would be likely to significantly impeded implementation of a proposed agency action if conducted in open session. Such matters are protected by exemption 9(B) of section 552b(c) of Title 5 U.S.C.

Second, in the closed session, the Executive Committee will discuss a personnel action pertaining to nomination of the Board Vice Chair. This discussion pertains solely to internal personnel rules and practices of an agency and will disclose information of a personal nature where disclosure would constitute an unwarranted invasion of personal privacy. As such, the discussions are protected by exemptions 2 and 6 of section 552b(c) of Title 5 U.S.C.

On August 1, the full Board will meet in open session from 8:30 a.m. to 10 a.m. The Board will approve the agenda, hear the executive Director's report, and receive an update on the work of the