

**Board Meeting Minutes**  
**Association of Graduate Liberal Studies Programs**  
**November 7, 2003**  
**Napa, California**

**Members Present:** Barbara Amen, Lauren Clarke, Sandra Lubarsky, Thomas Moore, Jim Pappas, Linda Paulson, Tom Rivers, Donna Zapf

**Guest Present:** Mary Coyle, administrative assistant

**Members Absent:** Dick Wertime

Tom Moore convened the meeting at 4:15 pm with a welcome to all and words of appreciation to Linda (and Sheryl Culotta *in absentia*) for putting together a very successful conference.

I. Minutes of the spring, 2003 board meeting

Tom Moore and Barbara reminded members that the minutes had been distributed earlier via email, and also were posted on the AGLSP web site. Members were appreciative of the opportunity to review the minutes in advance of the current meeting, and as a reminder of ongoing projects. The board approved the minutes from the April, 2003 Board Meeting. Lauren clarified that Oxford is definitely an affiliate, dues-paying member.

II. Treasurer's Report

Barbara presented the most recent financial reports, including the monthly budget report (new format) through October, 2003 and the Financial Report for the business meeting, January through October, 2003. She noted that the figures are not yet complete, as some expenses have not been processed and the conference revenues not fully represented. Specific notations and explanations about the budget included the following:

- A. Barbara explained that AGLSP has an escrow account at the University of Delaware, from which the administrative assistant's salary and overhead are paid. Mary Coyle will investigate the status of the account and report back to Tom and Barbara.
- B. Tom called attention to the increase in percentage of members paying dues, and complemented Mary on a thorough job of collecting dues for 2003. Mary sent out confirmations of payments with a postcard.
- C. The board agreed to change the site visit guidelines, suggesting that the requesting institution pay a standard \$500 stipend for the visitor, plus travel and local expenses. The membership chairperson will attempt to use the closest regional representative, to minimize travel costs. The \$1,000 line item for site visit travel therefore will not be included in the 2004 budget.
- D. Board members asked about the over \$10,000 discrepancy between the Financial Report for the business meeting and the monthly budget report. Tom Moore explained that the conference expenses had not yet been processed through the AGLSP bank accounts, so are not reflected in the Financial Report.
- E. Barbara queried the board about the advisability of putting some of the Merrill Lynch funds into CDs (she distributed information on rates from Merrill Lynch). The interest rate on our current savings account is approximately 1%. The board decided not to invest in CDs at this time, preferring to keep the account liquid. It is a topic, however, that should be revisited in the future.
- F. The board agreed to drop the separate financial reports for the journal and the national office that were produced in the past by the national office. They agreed that this information was best reflected in the total budget, as presented.
- G. The board agreed to put the faculty award (\$1,000) line item under the national office.

III. National Office Report

Mary Coyle, AGLSP administrative assistant, presented a report on the workings of the national office:

- A. Mary explained the financial duties of the national office in support of the AGLSP treasurer. She noted that in the past the national office put together the tax information, which the treasurer then signed. Barbara added that this was our first year using a VISA account, and that due to miscommunication between VISA, the national office and the treasurer's office, we ended up paying a late fee one month. This should not happen in the future, as the treasurer now receives directly from VISA an electronic notification of the monthly bill.
- B. Lauren asked if the AGLSP publications were on-line for downloading. This led to a more general discussion of computing needs. Tom Moore stressed the importance of the following three items: an accurate membership list, an accurate recording of dues payments, and a currently maintained web page. Mary explained that the membership database was on an old, unreliable system but would be moved next week to a new computer, allowing her to make the necessary updates. She does not have the knowledge, however, to maintain the web site. (As clarification, since we're using the UD server, the AGLSP address is embedded.) Donna volunteered herself and Margaret Dennis (Duke) to review the current web page to see what needs to be updated. Barbara noted the desirability of increasing the functions to include VISA payments, links to other sites, and pdf files for downloading. Jim suggested that Mary could contract with a local service to redesign and upgrade the site. Tom stated that the web warranted necessary resources and the board agreed to allocate additional funds for this purpose. Mary will check into the possibilities and email the board about options.
- C. The board discussed with Mary her hours at the National Office. She currently works on Mondays, Tuesdays and Thursdays, arriving before 8:00 am and leaving early afternoon. She prefers not to work afternoons. Mary assured the board that 10 hours is sufficient time to run the National Office, except during the annual conference, when more time is required.

#### IV. Napa Conference Report

Linda gave a preliminary report on the conference—there are 115 registrants with a few more last minute additions. The board applauded with a sitting ovation Linda's and Sheryl's fine work. A discussion of the pre-conference workshop ensued, noting this year's excellent and lively participation with 47 people in attendance. Linda and Jim posed the question of whether the workshop should be repackaged and folded into the regular conference schedule, including a more thorough description in conference materials. Sandra noted that the workshop is an excellent forum to involve everyone, experienced and new alike, as long as content is balanced with both nuts and bolts and academic issues. Lauren suggested that the title should project something more substantive than "pre conference workshop."

Jim noted that the conference is the ideal time and place to discuss details of our programs, such as curriculum. Linda mentioned that she had asked programs for syllabi of GLS courses, but didn't get much of a response. Sandra suggested that the conference could include a discussion of interdisciplinary methodology, as well. Jim also posed the question of how to better involve GLS faculty in the conference. Donna mentioned that the Duke faculty were very pleased with the content of the Napa conference; she suggested that other schools might encourage faculty to attend by sponsoring their trips.

#### V. Committee Reports

- A. Membership: Lauren reported on the status of several schools. There are 5 viable schools to present for full membership at the business meeting on Saturday:
  - University of Findlay (Ohio)—approved for full membership by committee. Not in attendance but will send a representative to the 2004 conference.

- Fort Hayes State University (Kansas)—approved for full membership by committee
- Univ. of Michigan Dearborn— approved for full membership by committee
- University of Memphis (Tennessee)— approved for full membership by committee
- Lock Haven University of Pennsylvania—approved for full membership by committee

In addition, the University of Dallas (Texas) was approved for associate membership

Frostberg State College (Maryland)—had a site visit, but the state of Maryland subsequently closed the program. St. Edward’s University recently applied for membership; the site visit has yet to be arranged.

Lauren emphasized the need to formalize guidelines and timelines for membership application, with materials made available on the AGLSP web site. She suggested that before schools apply for membership in the future, there should be some guiding criteria to determine if the program is viable, such as the size of the program or length of time in operation. We also need to decide what criteria to use to evaluate on-line programs. The membership committee will review these questions and bring suggestions to the next board meeting.

Jim added that business looks good, and wondered if the outreach committee should continue to look for new members. Lauren mentioned that she has talked with four schools at the conference who may be interested in applying for membership next year.

B. Nominations: Donna reported on the open positions and nominations to be presented at the upcoming business meeting:

- Dick Wertime—he served as a one year replacement in 2003 and is now off the board.
- Lauren Clarke—term expires in 2003.
- David Gitomer (DePaul)—member at large
- Mary Rockcastle (Hamline)—member at large

Donna suggested that board members whose terms have expired could help with committee work, for the benefit of continuity. She would appreciate getting additional names for future consideration, and would like to develop a more systematic process for nominating new people to the board.

C. Site: Tom Moore reported that both Hamline and Wesleyan expressed interest in hosting the 2005 conference. In addition, Simon Fraser has expressed interest in hosting another conference. Jim mentioned that the University of Oklahoma runs a summer program in Santa Fe, which would be a good setting for AGLSP. Oklahoma also could consider hosting a conference in that location.

The spring board meeting will be held in Charlotte, NC, the location of the 2004 conference. Dates considered include March 13<sup>th</sup> as a good choice, April 3<sup>rd</sup> (Passover would be an issue), and April 17<sup>th</sup> . Tom will query members via email for a date in March or April.

**The meeting was recessed at 6:00 p.m.**

**The meeting was reconvened at 7:30 am on 11/8/03**

**Guest Present:** David Rankin, Winthrop

## VI. AGLSP Journal

Tom Moore introduced Jim Pappas's proposal for an rfp to produce the journal through one of the member institutions, rather than contracting it out through an independent business. This would also allow us to consider new formatting options. Sandra referenced both Stanford's "Tangents" and a Simon Fraser piece as great models. Both she and Lauren noted that the format should be one that serves the needs and goals of the overall AGLSP mission. Jim cautioned that the "sophisticated amateur concept" may not be as effective as the current model, but is one to consider.

Tom Moore will have the national office or the journal board send out in January to member institutions a rfp for journal production. Proposals will be considered at the spring board meeting.

## VII. 2004 Conference

David Rankin from Winthrop University presented information on next year's conference. The theme, "Where Science Meets the Arts," will be addressed by keynote speaker Leonard Shlain whose book "Art and Physics" has established him as the "ultimate public scholar." Shlain is already booked for the conference and has agreed to stay the entire time. David also hopes to include artists (performance, visual, and poetry readings) and the cognitive sciences—how the mind processes aesthetics, metaphors, etc.

The conference will be October 28-30 and is booked at the Westin Hotel in Charlotte, North Carolina at \$149/night. The Westin is on the trolley line and close to the performing arts center.

Lauren noted that the topic was a very good one to attract more faculty participation. She suggested a session to address how to convince science faculty to teach in GLS programs. Others suggested adding a concluding open session that addresses ideas to take from the conference and apply to home institutions. David plans to send a preliminary notice to the membership in six weeks, with a preview of conference information. He will present a full conference schedule at the spring board meeting.

David clarified that the initial proposal was for Winthrop to co-host the conference with UNCC, but it seems unlikely at this point. UNCC is not represented at this year's conference and the institution apparently is not particularly supportive of the GLS program.

The board expressed its appreciation to Lauren for her years of service on the board.

Tom Moore adjourned the meeting at 9:00 a.m.

Respectfully submitted,

Barbara Amen

AGLSP Secretary/Treasurer

2/9/04

*Approved by the board, April 17, 2004*