

# ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

## Board Meeting Minutes

October 7, 2005

Minneapolis, MN

Meeting called to order by Donna Zapf at 4pm.

### Present:

Executive: Donna Zapf, president; Linda Paulson, vice president; Jim Pappas, secretary/treasurer

Members: David Gitomer, Melissa Hilbish, Mike Keen, Sandra Lubarsky, Dave Rankin, Mary Rockcastle

Ex officio members: Barry Levis, editor, *The Journal of Graduate Liberal Studies*; Jerry Jerman, managing editor, *The Journal of Graduate Liberal Studies*

1. **Agenda** was presented and approved with the following changes: that Mary share information about journal developments, and that Roberts Rules of Order be suspended in favor of informal interactions.
2. **Minutes from the spring 2005 meeting** were presented and approved, with the correction to the spelling of David Gitomer's name.

### 3. **President's Report**

#### a. National Office

Donna brought the board up to date on the national office, and indicated that Ellen Levine is doing an exceptional job and that much of what has been happening has been "housekeeping" at a relatively sophisticated level. The office has been heavily engaged in reviewing, updating information and modifying procedures to be consistent with bylaws and calendar. Additionally, the national office has been trying to clarify the information regarding the journal, creating an up-to-date database for journal subscribers, journal contributions, etc. In addition to working with the journal information, Ellen has been heavily involved in making significant changes to the website, including its format, updating links, development of the conference website, maintaining current information, etc.

Sandra suggested a need for more active committee involvement in "recalibrating" the conferences, developing the website, and, insuring that we have good calendaring for the organizational events and outside activities. Donna agreed.

#### b. Administrative Manager hours

Donna raised the issue of insufficient staff hours for the administrative manager, that the 10 hours per week budgeted is not enough. Dave Rankin suggested that it be increased to twelve hours, noting that we are not doing "business as usual." We need to have more of Ellen's time for extra tasks that need to be done in spite of the very good support we are now receiving at Duke. It was recognized that what we are doing is "professionalizing the Association." Melissa suggested that one alternative would be to utilize students to help with some of the activities. There was some discussion that this might happen but we need to recognize that while this is essentially a "virtual" office, we still need to have phone responses and interaction with

institutions and members and a professional level of attention to the daily activities of the office. It was decided, by consensus, that Ellen's time be increased to 12 hours per week.

c. Member Survey

Melissa reported on the survey work that she, Kris Rabberman, and Cecilia Solano have been doing regarding circulating the questionnaire by email to the board for their responses. She indicated there were a number of volunteers who would be willing to help and felt that the members at large were pretty interested. Melissa also raised the possibility of collecting syllabi from various institutions and descriptions of certain types of courses such as capstone courses that might be used by the members. David Gitomer noted that his experience with AAR (?) suggests that we may want to have a syllabus project similar to theirs to help people understand what's going on at the various institutions.

d. Publications

There was some additional discussion regarding the development of articles regarding instruction, best practices, ideal syllabi, and other publications that could be transmitted electronically to the membership. It was felt that if there were a peer review group that this could count for professional activities. Donna suggested that it might be submitted to the publications committee for additional discussion and consideration of the suggestions.

e. Website

Donna reported that the current website is pragmatic, based on the money available and what is needed in the website. Mary suggested that the website could possibly be part of the "mission redesign" that was going on for the journal. She felt that the design of the website might parallel the design of the journal and make it more attractive. Mike and Dave Rankin noted the importance of using the website for communications and to have fillable forms available. Melissa also suggested that there may be program profiles that would be part of the website that could be helpful. It was discussed that there also may be a handbook for the Association that could be linked to the website that would allow new members to view materials. It might be a variation of "Integrating Knowledge and Action: A Workbook for Graduate Liberal Studies Programs" that is often provided to new members. Jim suggested that while this is useful, we should remember that in its printed form this publication provides revenue and value added aspects from the Association. Donna suggested that it might be a good idea to create a website committee to do the work of revising the website and incorporating many of these ideas.

f. Online Best Practices project

Donna reported that Susan Nash (Excelsior College) would be making a presentation at the Conference regarding online best practices and the use of technology in the field. She thought that this would be helpful as we think about our website usage and it was something about which a number of our members have indicated an interest. She also reported that there were a number of people who would be willing to help with the online discussion.

g. Document Updating

Donna raised the need to review the constitution (our current operating document, superseding the 1979 bylaws) to reflect current practices and correct inconsistencies. Ellen has suggested a number of changes particularly around standards and how we should operate. This led to a discussion about the possibility of our being an “Accrediting Association” where we help to standardize institutional programs. Several members noted that it was important that such an accrediting activity occur. It would be useful as it would allow graduate liberal studies programs to have a dialogue with their administrations as part of the accrediting visits.

**4. Treasurer’s Report**

Jim reviewed the financial health of the Association through August 2005 and submitted a proposed budget for 2006 (attached). Linda requested that there be consideration of additional funds for the president’s office for when she assumes that position. The proposed budget was approved.

**5. Annual Conference**

Mary discussed the activities of the conference and the “set up” in the Hyatt Regency, indicating that they’d secured excellent room rates and was pleased with the concurrent session space. The topics and proposals appeared to be very good.

David Gitomer raised the possibility of moving to two full days for the conference to allow for more presentations and keynote speakers as well as time for interactions. There was considerable discussion about the pre-conference session and talking about it as a workshop rather than a “pre-conference” workshop. The idea was to have the workshop “interspersed” throughout the conference. There still may be a separate activity for the new directors. There was some discussion about possible structure for topics or institutes interspersed throughout the conference or during the second half of the first day workshop. Discussion was also raised about the possibility of getting some sort of sponsorship for the conference -- such as publishing houses that sell books to the MALS program.

**6. Awards**

There was considerable discussion about awards. Mike talked about the creation of interdisciplinary models for scholarships and possibly creating a special award for that type of interdisciplinary scholarship. David suggested that there may be some possibility of providing an award for “pedagogical” as well as the outstanding professional award that is given now; since the current award tends to go to someone who is often judged for their whole disciplinary and administrative work. The new award would be for an “outstanding” LS teacher.

Meeting adjourned at 6:00 pm.

Respectfully submitted,  
James P. Pappas  
Secretary  
3/21/06

Attachment: 2006 Proposed Budget

## 2006 Proposed Budget

	<b>2004 Budget</b>	<b>2004 Actual</b>	<b>2005 BUDGET</b>	<b>2005 8 months Y-T-D TOTAL</b>	<b>Proposed 2006 Budget</b>
<b><u>REVENUE</u></b>	-				
-	-				
Membership Dues			19,500	16,745	16,725
2004	19,500	14,250		1,950	
2005			19,500	14,795	
Publications	3,650	3,871	5,800	5,272	6,075
Journal subscriptions	2,000	2,000	1,500	1,685	
Journal sponsorships	1,500	1,450	4,000	3,512	
Other publications	150	421	300	75	
Conference					
2003 Conference		12,120			30,000
2004 Conference	30,000	30,257			
2005 Conference			30,000	6,560	
Interest/Dividends	125	142	125	37	50
<b>TOTAL REVENUE</b>	<b>53,725</b>	<b>60,640</b>	<b>55,425</b>	<b>28,614</b>	<b>52,850</b>
-	-		-		
<b><u>EXPENSES</u></b>	-				
-	-				
National Office	14,600	16,298	12,290	8,856	15,200
Conference	20,000	24,824	22,000	808	25,000
Journal	13,000	10,119	14,000	7,754	7,000
Nat'l Fac. Award	1,000	1,000	1,000	98	1,200
Board	3,100	3,455	3,500	4,001	4,200
President's Office	1,000	773	800	202	250
Committees	500	0	500	0	0
<b>TOTAL EXPENSES</b>	<b>53,200</b>	<b>56,468</b>	<b>54,090</b>	<b>21,718</b>	<b>52,850</b>
-	-		-		
<b>NET</b>	<b>525</b>	<b>4,172</b>	<b>1,335</b>	<b>6,896</b>	<b>0</b>