

ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

Board Meeting Minutes

October 12, 2007

Memphis, TN

Linda Paulson called the meeting to order at 4:30 pm.

Present:

Executive: Linda Paulson, president; Jim Pappas, vice president; Mary Rockcastle, secretary/treasurer

Members: David Arant, Debrah Bokowski, Melissa Hilbish, Mike Keen, Kris Rabberman, Dave Rankin,

Ex officio members: Ken Smith editor, *Confluence, The Journal of Graduate Liberal Studies*;

Barry Levis, editor, *Confluence, The Journal of Graduate Liberal Studies*; Jerry Jerman, managing editor, *Confluence, The Journal of Graduate Liberal Studies*

Ellen Levine, administrative manager, National Office

Guests: Steve Duguid, Kathleen Forbes, Bob Smither

1. **Agenda** was presented and approved.

2. **Minutes from the spring 2007 meeting** were presented and approved.

3. **President's Report**

Linda Paulson presented the state of the association:

a. Conference

- Excellent conference, providing much food for thought; workshop and symposium were successful in meeting our objectives; pleased to see some many students and alumni in attendance
- The local tables at the workshop seemed to spark interest among programs to create regional forums for students to present their work

b. Finance

- Noted that the budget this year is just about balanced. Deferred discussion to the treasurer's report.

c. Membership

- Noted the addition of seven new members this year, and Hiram College's interest in applying for full membership

d. Constitution needs to be updated to reflect current practices, and will be a good mechanism by which to evaluate and possibly change policies

- e. Board changes – expressed appreciation for the work, commitment, and contribution to the association of Melissa Hilbish, Mike Keen, and Dave Rankin who will be leaving the board this year after three years of service

4. **Treasurer's Report – Mary Rockcastle**

Mary Rockcastle reviewed the 2007 projected budget and the 2008 proposed budget.

a. Revenue

- Dues – with Mike Keen’s attention to those members who have been slow to pay, we expect to meet our dues budget this year.
 - Mike suggested raising full membership dues by \$50 (to \$300), in recognition of the added value of being a full member. He also suggested replacing the “affiliate” membership with “individual” membership and that institutions be either associate or full members. The individual memberships would have faculty or student status.
 - Motion passed to present the \$50 full membership dues increase to the Business Meeting.
 - Journal – noted that we have insufficient subscriptions and need to encourage programs to buy class sets
 - Discussion of a volume discount, to generate revenue and to promote the use of *Confluence* in the classroom.
 - Discussion of different discounts for greater than 10 and greater than 20 subscriptions. Jerry Jerman noted that cost is about \$10 per book.
 - The publications committee agreed to develop a proposal for bulk costs/rates within one month (December 1)
 - Mike suggested we email the membership about five months before the start of the semester to encourage the purchase of class sets.
 - It was noted that perhaps we could sell the print overage at a discount. Jerry reported a current print overage of about 50. Linda noted that we might want to solicit orders prior to the printing. Mike suggested offering a discount to authors from past issues, if we have inventory of those issues. Jerry suggested that we could promote past issues on the website.
 - Sponsorships
 - We are currently short of our 2007 goal. Mary noted that she has begun to contact programs directly and will continue to work through the list. Where programs have not budgeted for this support, she is encouraging them to budget for this for next year, and suggests to them to purchase a class set if they are unable to sponsor.
 - 2008 Conference fees - to cover additional half day. These fees have been assumed for 2008 budget purposes.
 - Workshop only \$160 (current \$100)
 - *second and subsequent: \$110*
 - Conference only \$360 (current \$300)
 - *second: \$310*
 - *third and subsequent: \$260*
 - Full conference \$440 (current \$380)
 - *second: \$360*
 - *third and subsequent: \$310*
 - Student w/meals \$125 (current \$100)
 - Student w/o meals \$45 (current \$25)
- b. Expenses
- Mary reviewed the national office overhead.
 - Noted the importance of Ellen’s presence at these meetings. Jim agreed that when presenting the proposed budget at the Business Meeting, to underscore

the need for Ellen's presence at these meetings, that this is part of the services of the association that we should have been paying for all along.

5. Nominations Committee – Jim Pappas

Jim Pappas introduced the slate of incoming board members: Steve Duguid (Simon Fraser University – Vancouver), Kathleen Forbes (UNC – Greensboro), and Bob Smither (Rollins College). The slate offers a good geographical and type-of-institution mix, that represents our membership. The motion passed to nominate these individuals for three-year terms on the board, to the Business Meeting.

6. Publications Committee - Mary Rockcastle

- *Confluence*
 - Ken Smith raised the possibility of creating an electronic archive. Barry Levis noted that he can easily put his hands on electronic files back to 2000. Prior to that will take effort and expense for his assistant to pull these together. Barry will provide and estimate of time and cost. Ellen noted that she can contact Piedmont Printing, the former printer, to see if they still have their files. Ken noted that if necessary, he can scan the issues he has (all past issues but one).
 - Mike noted that access to electronic archive could be a service available to full members only.
 - Jerry noted that again we will be running a cooperative ad with *World Literature Today*.
- Other publications
 - Mary noted that our list of available publications is thin as well as out of date.
 - All publications need to be reviewed and updated.
 - Mike noted that there might be some members interested in participating; Melissa noted that members might be interested in specific sections.
 - Integrating Knowledge and Action (Guzman) needs to be updated, with revision on a 5-year schedule. Mary will talk with Richard Guzman about editing the update; he may be able to identify individuals for revising specific sections.
 - Kathleen noted that the Good Society publication was the result of a conference. We might want to tie future publications around a conference, and make it a compilation of conference sessions.
 - Mary suggested that at every conference we hold a pedagogy forum, and invite participants to bring syllabi, which we will compile into a publication (another value to the conference).
 - Other publication ideas
 - Mary's marketing exercise from the workshop
 - 100 best practices that emerge from program reviews
 - Mary will ask members what they would find useful.
 - It was noted that the goal should be to post electronically on the web site accessible to members only.

7. Membership Committee – Mike Keen

Mike reviewed membership status, has spoken with the late payers, and will contact them again. Ellen will provide him with an updated list in two weeks.

8. Awards Committee – Kris Rabberman

Kris reported that the committee revised the National Faculty Award criteria to specify interdisciplinary teaching, encouraging the submission of syllabi which the committee found helpful. She noted that this year was a strong pool of nominees.

- She suggested that the committee keep in mind that few programs offer many interdisciplinary courses, in assessing the NFA nominee.

9. Conference Committee – Dave Rankin

- Referred the board to the procedures document, noted that this lays out how the host, the board, and the national office work together, and is always subject to revision, as the need arises. He noted that the trend is that the conference host is a board member. He suggested that these members should be on the conference committee.
- 2008 Conference in Vancouver (Joanna Koczwarski joined the meeting)
 - Joanna distributed a conference flyer and Vancouver tourist information
 - Steve Duguid updated the board
 - Theme – how to think about the natural world
 - they will be holding an invitational 2-day symposium before the conference, among various institutions and will invite AGLSP members to come a couple of days early
 - Three speakers have been secured
 - Roderick Nash – impact of wilderness – US and Canadian thinking on nature
 - Carolyn Merchant – eco-feminist thinker
 - Andrew Dobson – environmental citizenship, political perspective
 - the city and nature, with focus on Vancouver
 - will have a display – green roof movement
 - students in the GLS program will green the conference
 - Hotel – the Coast Plaza, on English Bay, nice part of town, eight blocks from downtown, ample opportunity for meals
 - Saturday afternoon – have the 3 speakers do a panel and take questions.
 - In spring will put out a call for papers and call for syllabi.
 - Excursions – would like to know what people want.
 - Meals
 - Thursday reception – cash bar
 - Friday lunch
 - Friday evening – banquet
 - Nothing on Saturday
 - Will organize display space for publishers
 - Jim inquired as to whether a student track is being planned. Joanna noted their student exchange conference with San Diego State University and a university

in the Netherlands, and suggested that they may be able to coordinate something like that in the AGLSP conference.

- 2009 Conference
 - Linda noted that for 2008 Rollins College a seriously considering hosting conference. It was noted that early November might be a preferred date, given the heat in Florida.

10. Summer Institute

- Melissa noted that she is still interesting in exploring a summer institute outside of Santa Fe. Her idea: to include at least 2 programs, Nature and the American Experience, 10 days – 2 weeks, for credit, set of courses and faculty, teaching across the curriculum, 2010.

11. 2008 Board Meetings

- Spring board meeting
It was agreed that this meeting will be held in Vancouver, at the conference hotel. Ellen will poll members for dates and coordinate with Joanna.
- Summer board meeting
It was agreed that Chicago makes best geographic sense, and noted that we have the opportunity of DePaul's very reasonable room rates at the Beldon Stratford Hotel. Ellen will poll members for dates. Once determined, she will work with David Gitomer to secure the hotel.

12. Other Business

- Ellen noted that accreditation material and a draft 2008 AGLSP calendar are in board packets.
- Linda nominated Donna Zapf as a fellow of the association; motion passed and she will present to the Business Meeting.
- Linda asked for board members to volunteer for committee assignments:
 - Awards – Debrah
 - Conference – David, Steve
 - Membership – Kris
 - Publications – Mary
 - Member Survey – Kris; Melissa (as a non-board member)
 - Constitution review – Debrah; Mike, Dave (non-board members)
 - Accreditation authority investigation – Jim

Meeting adjourned at 6:40 pm.

Respectfully submitted,
Ellen Levine
Administrative Manager

Attachment: 2008 Proposed Budget

**ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS
2008 PROPOSED BUDGET**

| | <u>2007</u> | | <u>2008</u> |
|------------------------|-----------------|------------------|-----------------|
| | <u>Budget</u> | <u>Projected</u> | <u>Proposed</u> |
| <u>REVENUE</u> | | | |
| Membership dues | \$27,700 | \$28,200 | \$30,000 |
| Publications | \$10,050 | \$14,136 | \$14,050 |
| Conference | \$30,000 | \$30,000 | \$35,975 |
| Interest/dividends | \$350 | \$300 | \$300 |
| TOTAL REVENUE | \$68,100 | \$72,636 | \$80,325 |
| <u>EXPENSES</u> | | | |
| National Office | \$16,365 | \$17,276 | \$18,675 |
| Conference | \$30,000 | \$30,000 | \$35,000 |
| Publications | \$13,585 | \$18,410 | \$19,500 |
| Awards | \$1,150 | \$3,300 | \$1,650 |
| Board | \$7,000 | \$5,100 | \$5,500 |
| Committees | \$0 | \$0 | \$0 |
| TOTAL EXPENSES | \$68,100 | \$74,086 | \$80,325 |