

Board Meeting Minutes
Association of Graduate Liberal Studies Programs
April 17, 2004
Charlotte, North Carolina

Members Present: Barbara Amen, David Gitomer, Thomas Moore, Jim Pappas, Linda Paulson, Tom Rivers, Mary Rockcastle, Donna Zapf

Guest Present: Margaret Dennis, Duke University

Member Absent: Sandra Lubarsky

Tom Moore convened the meeting at 8:40 a.m. and welcomed new board members David Gitomer and Mary Rockcastle.

I. Minutes from 2003 conference

a. *Fall, 2003 board meeting*

A draft of the minutes was distributed earlier via Email to the board, so discussion was minimal. The board approved with a minor correction the minutes from the November, 2003 Board Meeting in Napa.

b. *Fall, 2003 business meeting*

The board reviewed and approved with a minor correction the minutes from the fall, 2003 business meeting in Napa. The minutes will be presented at the October, 2004 business meeting for final approval by the membership.

II. Treasurer's Report

Barbara presented the final budget for 2003 and the proposed budget for 2004 with the following specific notations and explanations:

- a. Napa Conference. Barbara distributed copies of Stanford's final 2003 conference budget report. Given the good attendance (over 100 participants), conference revenues were close to \$30,000, but expenses also were high. Net revenues beyond expenses were \$780. Accounting spanned 2003 and 2004 fiscal years, as \$12,400 of the 2003 conference revenues were received in February, 2004.

Dave Gitomer asked for clarification on expectations of conference revenues beyond expenses. Tom provided a brief history, noting that until the mid 90s, the conferences commonly generated \$3-\$10,000 in excess revenues. The Houston conference in 1999, however, lost about \$17,000. Since then, we require that conferences at least break even and hopefully generate a little excess revenues. Tom also gave a financial history of AGLSP, noting that the first tax returns were filed under Diane Sasson's presidency, and a historical perspective on the national office's creation and role in developing financial guidelines/continuity for the annual conferences.

Jim Pappas reinforced the importance of clarifying the financial arrangements and processes between the national office and the conference host institution.

- b. Donna Zapf suggested that instead of approving the AGLSP budget at our spring board meeting, which takes place 3 or 4 months into the new fiscal year, that we review and approve the budget for the following fiscal year at our fall board meeting.
- c. Donna noted that besides the conference, the Journal is the largest expenditure for the organization. She reiterated the need for AGLSP to clarify and rethink how best the Journal can serve the membership.

- d. The board reviewed the proposed 2004 budget and noted that while it is solid, we may make revisions during the meeting as we make decisions on outstanding business.

The board expressed its appreciation to the Treasurer for developing a new budget process and accepted the reports as presented. The board also approved a \$50 gift certificate for the Reed College controller who has assisted Barbara in developing a spreadsheet and with taxes.

III. National Office

The board voted to move into executive session to discuss the national office. The discussions resulted in the following actions:

- a. The board voted unanimously to close the national office at the University of Delaware and to locate the new national office at Duke University where it will reside until December, 2006, by which time the board and AGLSP membership will make a final decision regarding the site and nature of the office.
- b. A two-stage transition will keep the Delaware office open through July 15, with an additional bonus up to one month's salary given to Mary Coyle at the President's discretion if she stays on the job through July 15, 2004. The board authorized Duke to open the new national office on July 1, 2004.
- c. The board approved up to \$3,500 for web development and computing equipment for the new national office at Duke. Duke is authorized to purchase this equipment and services during the current fiscal year and is mandated to give a full accounting to the board of these expenditures.

The rationale for the move is to strengthen the following national office duties: membership services; archives and membership lists; financial management and reporting; web site and information technology management; conference oversight; and, support of the board executives and committees.

The board voted to move out of executive session to address the remaining items on the agenda.

IV. RFP for Journal Production

Tom Moore provided a history of the journal, its nature and structure, as a context for our discussion of the proposed Request for Proposals to publish the AGLSP journal. Chuck Korte at NC State produced the original volumes. The journal has since become the most expensive line item for AGLSP in regards to expenditures beyond revenues. Tom also reviewed the suggestions Richard Guzman made two years ago to move in the direction of a magazine rather than a journal in an effort to cut production costs.

Jim noted that beyond costs there were other issues to consider about the Journal production: 1) timelines (it may be easier to involve students and faculty with a different production schedule); 2) the question of a formal academic journal versus a magazine in terms of content and use; and 3) the current support system is minimal—an institutionally based production system would provide more administrative support.

Tom Moore suggested that we first resolve managerial issues, and then consider the format later. Jim reinforced that we need to establish a process that we can sustain reliably, and that we clarify what the Journal reflects about AGLSP and how it serves the students.

Mary distributed examples of a journal published at Hamline, *Water-Stone Review*. While the covers vary for each issue, there is continuity in design. She asked about the process and timing of the RFP. Tom Rivers also asked if the RFP is asking specifically for new designs, and how many responses we anticipate receiving.

Jim suggested that we appoint a sub-committee of board members to review the proposals, and then work with the current editorial board to establish a new production process. Dave added that we will need to clarify the relationship between the editorial board and the executive board, which is responsible to the larger association. Mary mentioned that we could include students on the editorial board, as well. Margaret mentioned the marketing benefits of a Journal which also could be used for outside AGLSP distribution.

The board agreed to form the following sub-committee to review proposals, due September 15, 2004 to Mary Rockcastle, and to report to the full board at our October meeting: Mary Rockcastle (chair), Linda Paulson, David Gitomer, and Donna Zapf. Tom Moore added that institutions responding to the RFP may wish to include supporting materials (sample publications) with their proposals. With these decisions, the board moved and approved the motion to approve the RFP as so modified.

The meeting was recessed at 12:15 p.m. for lunch

Tom Moore reconvened the meeting at 2:00 p.m.

Guest Present: David Rankin, Winthrop University

V. Fall, 2004 Conference

David Rankin presented an update on the 2004 conference scheduled in Charlotte, NC for October 28-30. In two to three weeks he will send out to the membership a call for papers and an outline of the conference. The main speakers are already booked—along with the keynote speaker, Leonard Shlain (who will give two featured talks for the same price), we also have Jonathan Smith from the University of Michigan, Dearborn, who will address science in Victorian literature. David is planning a mix of breakout sessions, addressing both the conference theme (“Where Science Meets the Arts”) and GLS general themes, such as final projects, differences in program financing, and program assessments.

Linda and David Gitomer recommended that the conference maintain a distinction between the pre-conference workshop and GLS themes addressed at the main conference. Donna suggested that the pre-conference workshop address only administrative concerns while the main conference address academic themes. Barbara suggested that each conference should include two or three break-out sessions that deal with general GLS themes and that we develop a series of topics to be explored over several years.

David Rankin asked about scheduling break-out sessions on Saturday; Linda noted that there would be some difficulty in scheduling sessions on Saturday, given what else needs to be covered on the final day. David Rankin suggested the following conference schedule:

Thursday, 10/28—pre-conference workshop, reception, and dinner with Schlain as keynote speaker

Friday, 10/29—breakfast with Smith as speaker, one break-out session, lunch with Schlain, and two afternoon break-out sessions (75 minutes each)

Saturday, 10/30—business meeting

David also reported that we will be able to save about \$2,000 by using Winthrop’s AV services rather than the hotel’s.

Tom Moore added that the board will need to meet Friday afternoon, after the first breakout session, and that the faculty award presentation needs to be scheduled. He also suggested that we consider asking Schlain and Smith to moderate a wrap up session on Saturday, along with one morning break-out.

Jim commented that in order to encourage more faculty to attend the conference, the break-out sessions need to be of real substance. Donna agreed with suggested topics such as pedagogy and intellectual approaches to various kinds of course work. The conference could be a way to break down hierarchical boundaries. David Rankin acknowledged that this is a great idea, although many schools are limited financially on the number of participants they can send, regardless of substance.

The board agreed to the following changes to David Rankin's proposed conference schedule:

Wednesday evening—meeting of the Journal board

Thursday—include the faculty award presentation at the beginning of Thursday's banquet dinner. One hour cash bar at the reception.

Friday—board meeting during 2nd afternoon break-out session

Saturday—at a gathering of all participants include the business meeting, final papers, and a stimulus panel for group discussion of the conference theme.

Mary suggested that there be more hand outs at the break-out sessions which participants could pass on to faculty at their home institutions. David Rankin mentioned plans to invite the mayor of Charlotte to a private reception for Schlain. The board directed David to offer breakfasts on all conference days, if financially feasible.

Barbara advised the board to keep in mind the hoped for \$5,000 margin of revenues beyond expenses as we calculate the conference budget. Tom Moore mentioned that perhaps UNCC could help financially with an event specific hosting of the conference—perhaps a reception or part of Schlain's fees.

VI. Pappas proposal on GLS faculty designation

Jim distributed discussion notes on his idea for a GLS faculty recognition plan. He explained that faculty in many GLS programs are hired on an overload basis. He would like to develop some kind of standard recognition for faculty GLS contributions—something that could be included on a vitae, would have national recognition and thus portability, and possibly could have promotional consequences. Jim suggested that such a plan would help us attract instructors to GLS programs, as well as giving recognition to our ongoing faculty. Would it be possible to create a national registry? Jim also noted that he could talk with other groups, such as AIS, about jointly sponsoring such a designation and perhaps listing faculty in our respective journals. The criteria would be established by the sponsoring organization(s), and individual institutions may recognize internally such faculty with additional stipends.

Tom Rivers responded that this idea brings up philosophical issues—it gives name to something that is at the heart of our programs. He suggested that we keep such a designation AGLSP specific.

Donna agreed that GLS faculty are not adequately recognized for their contributions. She is not sure how or if Duke would respond to such a proposal, but it is worth the effort to develop.

Mary clarified that we should include only graduate liberal studies, not undergraduate. Dave Gitomer suggested that a discussion and clarification of “overload” and adjunct status would be useful. This could be included in one of the conference break-out sessions.

Return to 2004 conference agenda item

David Rankin asked when the conference information would be available on-line. Donna explained that Duke would work with him over the next few weeks to build the site. It could be a link from the AGLSP site, or Duke could build the conference site on its own.

Margaret asked about reduced rates (such as food costs only) for non-administrative faculty. The board discussed giving a discounted rate of \$150 for the 3rd and more participant(s) from any single institution.

Donna suggested that in the future we develop a scholarship fund to support bringing faculty to the annual conferences.

Tom Moore reported that the 2005 conference will be co-hosted by Hamline (Mary Rockcastle) and the University of Minnesota’s GLS program (Jack Johnston). It will be held in Minneapolis, October 6-8. Final approval will need to go to the business meeting at our 2004 conference.

Return to budget agenda item

The board agreed that for now we would table a final 2004 budget that balances, given the unknown expenses of moving the national office. We will make a final budget after transition expenses are final, and then distribute electronically to board members.

The board agreed to the following conference rates:

\$325 for the first participant from an institution

\$275 for the second participant

\$150 for the third and more participant(s)

Barbara excused herself from the meeting and Linda took over minute taking responsibilities for the remainder.

VII. Committees and Board membership/terms

The board entered again into executive session to discuss further the role and production process of the Journal.

The board moved out of executive session to address board member terms and committee appointments. The current members at large, who serve for 3 years, are as follows:

Jim Pappas—joined the board in 2002

Tom Rivers—joined the board in 2002

Linda Paulson—joined the board in 2003

Sandra Lubarsky—joined the board in 2003

Mary Rockcastle—joined the board in 2004

David Gitomer—joined the board in 2004

Tom Moore will finish his term as president in 2004, as will Barbara Amen as secretary/treasurer. Donna suggested that perhaps Barbara’s term could be extended to provide a supportive continuity during the transition in the national office.

Dave Gitomer will serve as chair of the membership committee. Dave asked the board if there were issues he should address in this position. Tom Moore noted the requirement that members attend one of every three national conferences and suggested that David develop a spreadsheet to monitor this requirement. Tom Rivers suggested that we develop a list serve of graduate program heads, which would allow us to ask about other MLS programs being developed in their respective areas.

Donna reported that J. Scott Lee (Association for Core Texts and Courses) contacted her about doctoral programs in liberal studies, with information on ACTC. Both Duke's and Georgetown's efforts to start Ph.D. programs have stalled.

The board agreed that Donna and Tom Rivers would serve as the nominating committee for new board members, possibly also including someone from the general membership. They will bring suggested names to the October board meeting.

Tom Moore adjourned the meeting at 5:15 p.m.

Respectfully submitted,
Barbara Amen
AGLSP Secretary/Treasurer
8/3/2004

Approved at the 10/29/04 board meeting