

# ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

## Spring Board Meeting Minutes May 7, 2005 Minneapolis

Meeting called to order by Donna Zapf at 9:00 am.

Present:

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

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

Guest: Jerry Jerman joined the discussion of the journal in the afternoon

1. **Agenda was presented and approved.**
2. **Minutes from the fall 2004 conference board meeting were presented and approved.**
3. **Minutes from the fall 2004 business meeting were presented, will be approved at the next business meeting in October.**

#### 4. **President's report**

##### a. National Office

Ellen is nearing completion of the enormous task of reestablishing a filing system and sorting through historical material connected to the AGLSP. She has our website up and is keeping it updated. She is working on implementing an Association listserv. Ellen and Donna are accepting proposals from accounting firms for preparation of the AGLSP tax filing (Ellen filed an extension in April) and assistance in setting up the chart of accounts.

##### b. Dues and fees

Ellen had prepared study sheets on fees for the conference, prices for journal subscription and publications, and dues for various levels of membership. The board agreed to table this issue until a future meeting, although it was acknowledged that we needed to look at the possibility of regularizing and raising fees and dues. Donna will prepare documentation for fee structures to present to a future meeting.

##### c. Publications

Donna presented a list of AGLSP publications. It was agreed that this would be tabled for a future meeting, but that the publications needed to be updated, more publications be solicited including course outlines, and that we consider making publications available on-line to the membership.

- Dave R. suggested that we consider commissioning publications from individual members.
- David G. suggested a syllabus project that would include the possibility of online discussion and member input.
- Jim stated the value of creating a potential for scholarship within the AGLSP through its publications including the journal. This might include the publication of

occasional papers. There is an implicit culture of standards in disciplinary areas that isn't the same in GLS.

d. AGLSP Constitution

Ellen and Donna have reviewed the constitution and will come to a future board meeting with minor amendments that reflect current practices. These would need to go to the membership at large for approval before any changes were instituted.

e. Member survey

Cecilia Solano, director, MALS, Wake Forest University, has agreed to undertake the creation of a member survey to be available to the membership by the end of 2005.

Melissa Hilbish agreed to be the board representative on the survey committee.

Discussion ensued about the importance of the survey at this time. It is long overdue.

When completed, the survey will be sent to the board before being distributed to the membership.

**5. Treasurer's report**

Jim presented the budget to date. No action was needed.

**6. Discussion of committees of the Board.**

Donna presented a list of committees and the board members who had volunteered to chair the committees.

Lunch

The meeting was reconvened at 2 pm.

**7. Annual conference**

- Mary reported on plans for the Minneapolis conference to date. The organizers are hoping that Matthew Fox will be the keynote speaker.
- There was general discussion about the possibilities for the 2006 conference. Jim said that the University of Oklahoma is interested in hosting the conference, possibly through the UO extension in Santa Fe.
- Discussion followed concerning the conference workshop. Subjects that were of interest to board members included: integrating IT into the GLS seminar; new demographics in GLS; program assessment and review; making one's GLS program relevant to the institution. The workshop should include both the mundane aspects of administering a GLS program and global/philosophical issues.
- It was agreed that more time was needed to design the 2005 workshop.
- There was a consensus that planning for the conference workshop and the journal needed to be continued at another board meeting before the conference. It was decided that this should take place in July. David Gitomer offered meeting space at DePaul University in Chicago.

**8. The Journal**

- Donna provided a write-up of yesterday's discussion.

- Actions
  - Fall 2005 issue: produce using old design
  - Fall 2006 issue: new issue, new design
  - Donna to send letter to Barry: everything being evaluated as AGLSP moves to a new level; Barry should wait on soliciting manuscripts and working on next issue
  - Sheryl Culotta to contact Barbara McEachern about subscription list, etc.
  - We will hold a focus group at the conference, to explore new mission, look, audience
  - Journal Committee charged with reviewing the editorial structure and policies of the journal's editorial board and offer recommendations for revisions.
- Discussion
  - Selection of editors: process needs to be documented, editorial board shouldn't be the manuscript reviewers; members should be AGLSP members; terms should be staggered.
  - We need to institute the liaison between the AGLSP Board and the editorial board.
  - Need documented job descriptions for editor and managing editor, with term limits.
  - Editor should be ex officio member of the AGLSP Board.
  - Involve Barry in preparation for bringing on his successor.
  - Editorial budget discussed.
  - Need to solicit for additional sponsors; Jim and Jerry to provide new draft of letter.

## **9. Long term planning**

- Strategic planner considered to help with long-term planning.
- Need to begin to work on strategy, to draw up preliminary plans.
- Need to look carefully at such details as budget, strategy, the constitution, etc. All board members should read through the constitution before next board meeting.

The meeting was adjourned at 5:00 pm.