

ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

Spring Board Meeting Memphis, TN

March 23 and 24, 2007

Minutes

Meeting called to order by Linda Paulson, president, at 3:00 pm, March 23, 2007.

Present: Linda Paulson, president; James Pappas, vice president; Mary Rockcastle, secretary/treasurer; board members David Arant, Melissa Hilbish, Mike Keen, Kristine Rabberman; *ex officio* members Jerry Jerman and Ken Smith; national office administrative manager Ellen Levine. Board members Debrah Bokowski and Dave Rankin and *ex officio* member R. Barry Levis were not in attendance.

1. Agenda was presented and approved.

2. Minutes

- a. **Spring 2006 board meeting minutes were presented and approved.**
- b. **Fall 2006 board meeting minutes were presented and approved.**

3. President's Report – Linda Paulson

Linda reviewed the state of the association: in good shape financially, the journal is well established in its new direction. She noted that graduate liberal studies is no longer separate institutions, but is now a community, and with its many alumni, suggests developing a forum of some kind for students and graduates to show their work. For 2007, she hopes the committees will do the work of the association, to meet its priorities as established by the board.

4. Financial Report – Mary Rockcastle, secretary/treasurer

- a. Reviewed the 2006 actual budget; in good shape
 - Total of income of over \$70,000 exceeded budgeted income of \$63,750, resulting from greater number of journal sponsorships, conference registrations, and interest.
 - She noted further opportunities to increase income: with only 87% of members paying their dues in 2006, higher response rate will generate more income; greater number of journal sponsorships from a more concerted and personal solicitation effort.
- b. Expenses
 - With the inclusion of the University of Oklahoma 2006 conference reimbursement of \$10,000 (paid in 2007 and hitting the 2007 budget), total expenses of \$64,250 exceed the budget by \$500.
 - National Office came in a little high from miscellaneous expenses (contracts including web hosting and list serve) and awards which included a \$1,000 award for

- the 2005 outstanding contribution award.
- c. Proposed adjustments to the 2007 budget
 - Income: increase dues to \$28,200; increase publications to \$15,050; for an increase in total income of \$5,500 to \$73,600.
 - Expenses: increase publications expense to \$18,535 for editor stipend; increase awards by \$500 for award winner hotel expenses at conference; for an increase in expenses of \$5,500 to \$73,600.
 - **Motion to approve amended budget was made, seconded, and passed.** Amended budget is attached.
 - d. Mary reviewed association fees with no recommendations for changes at this time.
 - It was suggested that full and associate members should not pay the same membership dues, recognizing the added value of the full membership status from the recognition of having been vetted by the association, the closest graduate liberal studies comes to accreditation.
 - Further discussion raised the need to review the process of becoming full members and that the association should formally recognize a program's attaining full membership with a notification/announcement of that achievement up through the program's administrative structure.
 - With the value of the external review and revitalization of the journal adding increased value to membership, and the continuing interest in a student membership, it was suggested that the board revisit the dues structure.
 - The prospect of a student membership raised the following considerations: how to provide value to students, affordability of the conference, possibly restricting journal submissions to members, the idea of a regional theme or component to the conference to encourage student attendance/participation.

5. *Confluence* – Jerry Jerman, managing editor

- a. Jerry reviewed journal distribution and financials (attached). He noted that sponsorships are a two-edged sword, at the per copy cost (with postage) of about \$10.50. When a \$500 sponsorship entitles the sponsors to 25 subscriptions (50 copies), the sponsorship does not break even for the association. It was noted that the interest in a sponsorship is not to obtain issues, but to support the journal, with the recognition benefit of the institution's name on the journal.
- b. **Jim moved to reduce the number of sponsorship copies to 5 for each issue, with the option of pre-ordering additional copies at cost. The motion was seconded and passed. The new sponsorship structure will begin with the Fall 2007 issue. Jerry will provide the "at cost" price.**
- c. Jerry expects the Spring 2007 issue to ship in June. The goal for the fall issue is that it will ship before the conference. Jerry provided a copy of the ad to run in *World Literature Today*, free of charge, as an exchange. *Confluence* will run their ad. (ad attached)
- d. Noting that the number of submissions for the current issue is down, Mary raised the question of how to increase quality submissions. Some suggestions:
 - editors to directly contact lists of students selected by directors
 - on website, change "call for papers" to "call for submissions"
 - send flyers to directors to forward on to students

- encourage full member programs to award an annual prize in the name of *Confluence* (similar to a poetry prize given in the name of the *Poetry Journal*)
 - AGLSP could provide a kit to full members on how to solicit submissions. Member can award the prize and submit for website or journal publication (not guaranteed). This can engage the interest and participation of full members, encourage submissions, raise the visibility of the AGLSP and *Confluence*, and offer yet another distinct value of full membership.
 - Could award “best interdisciplinary essay – student,” and “best interdisciplinary essay – faculty”
 - Association will need to work out what interdisciplinary means; not merely setting different subjects next to each other
 - This endeavor would support interdisciplinary teaching
 - It was suggested the awards be chosen in March, to coincide with proposals submitted for the annual conference.
 - The idea of a donated money award for an “interdisciplinary essay;” publishing an issue of program winners (per prize idea, above); commissioning a work by a prominent writer or scholar not in a GLS program, to provide status to the journal and attract submissions.
 - Winner(s) would be announced at the annual conference.
 - **It was moved and passed that the Publications Committee develop the kit/contest idea for consideration at the summer board meeting.**
- e. Jerry provided a long list of member institutions whose libraries do not subscribe (attached). It was noted that many libraries will no longer subscribe to hard copy publications because of the lack of space. We many want to investigate the services of a dataset service provider (Project Muse, EBSCO, etc.). Ken noted that we would need to maintain control over the archive and that some services require exclusivity. Other considerations: the visibility *Confluence* would get from digital distribution; make library subscription solicitation part of the kit.
- f. Jerry reviewed journal costs.
- g. Ken asked the board for their perceived strengths and weaknesses of the journal
 - Having a place for student work to be showcased is huge; important for students to have a place to publish.
 - It provides motivation: a forum for “the essay,” for essays that are well-written, stylistic, interesting. Opportunity for students to publish.
 - It must maintain a balance, that *Confluence* should not be a student journal, that faculty should be encouraged to submit. It would be prestigious for student work to be published with faculty work. Issue of student/faculty ratio; currently the content is largely student work.
 - Important for submissions to be interdisciplinary and multidisciplinary, in the range of topics and the content of each piece.
 - Important publishing opportunity for students, as publishing in *Confluence* means progress beyond the classroom, juried; moves students to professional writing.
 - It was noted that the association no longer needs the journal to legitimize it; now the association legitimizes the journal
 - Issue of printed versus digital version was discussed
 - Commitment to the printed version was expressed by many board members

- Ken noted that while he loves print also, it seems more and more anachronistic to the students he encounters.
- It was noted that a primary consideration needs to be ease of access.
- General consensus that we need both the print and digital versions. That the print version is not anachronistic yet, and we need to remain committed to both.
- It was noted that at its best, the journal shows great range. At its worst, not enough range and depth. There is a need to increase the number and quality of submissions and subject matter diversity.
- It was noted that there is a need to vary the length of pieces, increase the number of faculty submissions.
- The journal could be a place for pedagogical discussions, e.g., interdisciplinarity; a teaching notes section.
- Could also include interviews, book reviews, photographs.
- Could include a conversation, e.g., scholars talking back and forth (e.g., Harpers)
- Ken suggested a journal session at the conference, to discuss what it is about, what the membership wants, how to get students to submit, how to use the journal (have directors who use the journal provide models)
- Ken suggested the idea of special issues, virtual special issues
- h. Discussion of interdisciplinarity ensued
 - Interdisciplinarity is a big challenge for the faculty
 - *Confluence* raises the visibility of interdisciplinarity; important therefore, since the academy does not understand it
 - Contest will promote interdisciplinarity
 - Conference also promotes interdisciplinarity; bring interdisciplinary speakers to the conference; preparation for conference, provide readings to establish some common understanding for discussion (could address in the workshop)
 - Has implications for program design, administration, how students understand; not just with the essay but with the approach to learning/teaching
 - The product of an interdisciplinary focus could be a publication of some sort, introduction to interdisciplinary thought. Currently, there is nothing to introduce students to interdisciplinary study.
 - Ken suggested that if the conference produced 1 to 2 big pieces and several small pieces, would have contents for a book.

The meeting recessed at 5:30 pm.

Linda Paulson reconvened the meeting at 9:00 am, March 24, 2007.

6. Awards – Kris Rabberman, committee chair

a. National Faculty Award

- Submitted modification of criteria to explicitly recognize interdisciplinary teaching and the letters of recommendation; discussion of inclusion of syllabi and page limit.
- **Kris will redraft to include criteria to include interdisciplinary teaching, syllabi, letters of recommendation, and page limit. Will provide to National Office for distribution in the 2007 national faculty award solicitation.**

- **It was moved and passed that the association will send notification of nomination to each nominee’s immediate supervising administration and CEO of the institution. This will both recognize the nominee in a meaningful way and promote the association. Such notification will be included in award criteria.**
- b. Outstanding Contribution Award
 - OC award discussed as one that is not necessarily given every year, which raises issues of awareness among the membership and budgeting.
 - **It was moved and passed that the Outstanding Contribution Award be awarded by the board.**
 - **It was moved and passed that R. Barry Levis will be given the Outstanding Contribution Award for 2007, in recognition for his many years of service in creating and nurturing *The Journal of Graduate Liberal Studies*.**

7. Membership – Mike Keen, committee chair

- a. Current Members
 - Mike noted that his role as enforcer of dues payment also offers an opportunity to make contact with program directors, get feedback on their needs. Thirty days after the first dues reminder is sent, he will personally contact unpaid programs.
 - It was noted that we need to reach out more to the membership. One suggestion was regional breakfasts at the conference (“affinity tables”) with a board member present. It will promote regional connections among members, which could be a valuable service of membership. Perhaps each board member could be a regional representative, and maintain contact with their regional programs, beyond the conference.
 - Noted that this could be a good way to promote member participation in the association; would make conference more meaningful to members. Perhaps the region of the conference could be featured in the theme/program. Would encourage participation by local programs, faculty, and students.
- b. Outreach
 - Recognized need for outreach – GLS programs that are not members.
 - Ellen Levine will research nonmember GLS programs and generate a prospect list, for a letter solicitation to be followed by a phone call from Mike.
- c. Membership Categories
 - Noted that existing membership policies and structure reflect the association at its inception. Now that the association has matured, need to revisit who we are, what we do, and membership structure.
 - Raised the issue of “what are we.” Franchise organization? General liberal studies organization? Interdisciplinary approach organization? Perhaps all three. May be a growth issue, with the organization needing to change to accommodate changes brought on by growth.
 - This raised the issue of how we affiliate; programs are members; what options are there for individuals? Need to review all membership categories, including affiliate.
 - Faculty membership idea expressed.
 - Membership committee to work on new dues structure, raised the issue of the difference between the categories:
 - Full Membership

- The essay kit, eligibility for journal awards
 - Eligibility for officer and board membership
 - Recognition/stamp of approval/having been reviewed/vetted by the association
 - Full member direct is eligible to be reviewer for other programs (those who have been reviewers have found it to be of huge professional value)
 - Discussion of full membership status: what it means to be a full membership, enhancing the full member status, revisiting the full member process.
 - Noted that members may not see a value of full membership. Perhaps they need to be invited with the value explicitly stated, to reflect a differentiation in dues.
 - Site visitor should be assigned through the board
 - When a program becomes a full member, association needs to inform programs administrative supervisor and institution's CEO. Also, when a program joins as an associate member. This promotes the program and the association.
 - Affiliate
 - Now can be an individual or institution. Suggested that this category should not be an institutional category. Perhaps should have an "Individual" category.
 - **Membership Committee to review membership categories and processes and make recommendations to board; develop list of potential external reviewers and submit to board.**
- d. Accrediting Authority
- Full membership is closest graduate liberal studies programs have to being accredited. Why shouldn't the AGLSP become an accrediting authority? AGLSP is best able to review GLS programs. Would position us nationally and be a huge point of pride for members.
 - **Develop ad hoc committee to explore accrediting authority. Possible members: Donna Zapf, Tom Moore, Jim Pappas, Melissa Hilbish.**

8. Publications – Mary Rockcastle, committee chair

- a. Mary reviewed the activity of the Publications Committee: to date has been focused on the journal and is now ready to address other publications.
 - *Expanding Horizons* continues to be a good history of the association
 - *Integration Knowledge and Action* – not sure how useful anymore
 - It was suggested that this document needs to be replaced with more of a "how to" document
 - Ken suggested that this (and other) publications be updated/replaced through a wiki, and demonstrated how it works. It was noted that this would facilitate multiple voice inputs.
 - Ken suggested starting small, with the table of contents, as a trial.
- b. Raised the issue of the role of AGLSP publications; what we want publications to offer.
 - Curriculum and web-based; and we need to keep current.

- Could provide syllabi on the web site
- Capstone syllabi, and go to full members as sources
- Two focuses: on-going best practices, dialogues; philosophy-based pieces in each area
- Document for the novice interdisciplinary instructor
- Some kind of introduction to interdisciplinary studies for students, to teach about disciplines and how to integrate them
- Market and recruitment, academic writing standards, online learning (Ellen to find Susan Nash paper)
- Kent Wicker's (Duke MALS) writing practices document identified as a good source
- Existing document issue: update or replace?
- Print versus digital?
- Author compensation was raised and noted that if we these publications seriously as scholarly publications, then we needn't compensate, since authors will get c.v. value
- Additional options – idea of proceedings from conference.
- Conference session to address publication needs; poll membership for what they want; ask conference attendees to bring syllabi.
- Conference – request that panelists who participate in interdisciplinary discussion bring material.
- **Publications Committee will review current publications, generate wish list/priorities for publications, recommend potential authors/contributors; Board members to identify faculty. Identify members for at-large participation on Publication Committee.**

9. Nominations – Jim Pappas, committee chair

Suggests putting out, among membership, a call for nominations. Asks Board for ideas.

10. Constitution

- a. Needs to be updated to reflect current organization
- b. Consider keeping immediate past president on the board for one year, to preserve institutional memory
- c. Debrah Bokowski chairs this committee, with Jim and Donna Zapf. Linda and Jim will contact Debrah.

11. Member Survey – Melissa Hilbish and Kris Rabberman

Melissa Hilbish reported that the member survey has been written, edited, and streamlined. At this point, she and Kris need to stage it, since it is currently too large and determine whether to distribute electronically or hard copy. It was noted that the information will be useful for budgeting purposes and external reviews.

- It was suggested that the actions resulting from the information could dictate how it is rolled out. Also, the roll-out could start at the conference.
- Since the compilation of the data is a big job, the prospect of hiring a student was raised.
- Kris and Melissa will establish a roll out schedule.

12. AGLSP Calendar

Ellen Levine reviewed the 2007 association calendar.

13. Summer Institute

- a. There was a discussion of developing summer courses sponsored by the AGLSP and open to students of full members (another benefit of full membership) or collaborations of several programs. It was noted that NEH money is available for these kinds of joint programs.
- b. The idea of a virtual conference, giving students an opportunity to interact, was raised.
- c. A first step could be students taking study abroad courses from other institutions; logistics, different tuition and credit structures would need to be worked out. It was also noted that there are third-party organization that run these.
- b. The prospect of a focused institute for administrators and faculty, like the three-week program in Chicago on inter-disciplinarity some years ago, could be useful.

14. Conference – Dave Rankin, chair, was not present

- a. Conference budget
 - Expense was discussed, with the issue of food and how much is to be included. It was noted that this issue gets at what we want the conference to do and that there are conflicting objectives, with shared meals facilitating conversations. One way to reduce expenses would be to eliminate breakfasts.
 - The need to revisit the conference budget and fees was discussed. It is now a break-even budget, which has not been raised in many years. Perhaps should build in an annual inflation factor.
 - If fees no longer include meals, must be sure the venue offers eating options.
 - For Vancouver conference, it was suggested that we include Thursday lunch for the workshop, Friday banquet, and Saturday lunch, with no breakfasts.
 - The recommended fee structure:
 - Workshop only \$150
 - Conference only \$350
 - Full conference \$450
 - Student w/meals \$125
 - Student w/o meals \$45
 - **Ellen will analyze costs based on past conferences**
- b. The prospect of extending the conference a half day, to the end of the day on Saturday would provide more opportunity for programming. With meals, the extended conference would require a higher registration fee.
- c. Host selection: typically invited by the board. Program/theme to be a collaboration of the host and the board. It was suggested that the board provide a conference planning document, laying out the conference program structure to be followed. The following considerations were raised:
 - the theme should embrace regional elements, which would encourage local students and faculty
 - more theme-based academic papers should be solicited/encouraged; although that might limit faculty and student submissions
 - a student session was suggested, in parallel with the conference
- d. It was suggested that if we extend the conference through Saturday, the business meeting

might best be held late Saturday afternoon after the institute. It was noted that more faculty could attend on Saturday, since they would not have a teaching commitment. The following schedule was suggested:

- Start program at 8:30 am instead of 9:00 am to provide more time for sessions
- Thursday – workshop (morning - nuts and bolts; afternoon – a more open philosophical discussion)
- Friday – conference program (concurrent sessions)
- Friday evening – banquet (awards; focus on AGLSP and membership)
- Saturday
 - morning – concurrent sessions
 - lunch – regional tables segueing into keynote speaker (instead of at banquet) and institute (a focused theme-related topic with presenter, panel, local/regional faculty, and/or breakouts)
- Saturday at 4 – business meeting

Linda will advise Vancouver (2008) of new structure.

- e. Hotel negotiations: it was noted that the association could benefit from an experienced, professional conference negotiator and we should be prepared to pay for that service. Jim will get from the OU conference professionals a price for providing this service. It was also suggested that the host use their institution’s conference planning expertise if it exists. This expense will be built into future budgets.
- f. Planning horizon: it was suggested that during the 2007 conference the board should be soliciting for the 2010 conference.
- g. 2009 Conference
 - Linda noted that 2009 is an “eastern” year and has been in discussion with Kris about University of Pennsylvania hosting in Philadelphia. Kris is in discussion with her dean.
- h. 2007 Conference
 - David Arant reviewed the draft program and speakers. It was suggested that this conference theme (as well as all conference themes) be sure to address current implications.
 - It was noted that the biggest challenge is keeping the various speakers and panelists to their allotted time, and it was suggested that each session have a strong moderator.
 - Jerry agreed to help evaluate proposals.
 - There will be an optional excursion to the Stax Museum and Graceland Saturday afternoon, tied to the last speaker’s topic. We will ask for reservations and payment in advance and provide reservation forms with the conference registration.
 - It was suggested that a Memphis map and things to do/see in Memphis be provided in the conference packets.
- i. 2008 Conference – Vancouver
 - Simon Fraser University (host) has advised that Whistler would be a less expensive venue than Vancouver. The board, however, prefers Vancouver and Linda will discuss with Steve Duguid. It was noted that if the conference were to be held in Whistler, the structure would need to change as we would need to provide all meals.
 - There was unanimous support for the suggested theme (climate, ecology, and all its implications).

15. 2007 Workshop

- a. Evaluation forms suggest that participants want more structure, with synthesis of information and not just anecdotes of what particular program do. This can be accomplished by establishing a framework. Requirement for an interactive process was noted.
- b. Suggested structure
 - morning - three sessions
 - marketing/recruitment – Mary and Mike
 - writing/research/capstone – Linda, Kris, Ken, and Melissa
 - concurrent
 - Rookie session – Mike (state, large), Barbara Amen (small, private)?, Dave Rankin (small, private)?
 - Alumni/development – Jerry, David
 - afternoon – discussion of interdisciplinarity, with suggested preparatory readings [e.g., Crossing Boundaries: Knowledge, Disciplinarity, and Interdisciplinarity (Knowledge, Disciplinarity and Beyond) by Julie Thompson Klein]; Mike to identify readings.

16. Summer Meeting

It was agreed that a summer board meeting will be necessary to develop the workshop. Meeting will be in Chicago, on a Friday later afternoon and all day Saturday, between July 20 and August 25. **Ellen will poll board members for availability.**

17. Board Meeting

The next regular board meeting will be on Friday, October 12, 2007 at the Annual Conference.

The meeting was adjourned at 3:50 pm.

Respectively submitted,
Mary Rockcastle
Secretary

**ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS
2007 BUDGET**

AMENDED MARCH 23, 2007

	2007	
	Approved 10/06	Amended 3/07
 <u>REVENUE</u>		
Membership dues	\$27,700	\$28,200
Publications	\$10,050	\$15,050
Conference	\$30,000	\$30,000
Interest/dividends	\$350	\$350
TOTAL REVENUE	\$68,100	\$73,600
 <u>EXPENSES</u>		
National Office	\$16,365	\$16,365
Conference	\$30,000	\$30,000
Publications	\$13,585	\$18,585
Awards	\$1,150	\$1,650
Board	\$7,000	\$7,000
Committees	\$0	\$0
TOTAL EXPENSES	\$68,100	\$73,600