

ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

Board Meeting October 29, 2004 Charlotte, North Carolina

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

Guests Present: Ellen Levine (National Office) and Margaret Dennis (Duke University)

Member Absent: Sandra Lubarsky

Tom Moore convened the meeting at 7:43 am with an apology to the west coast constituency for the early start.

I. Minutes from April 4, 2004 board meeting

The board approved with minor corrections the minutes from the April, 2004 Board Meeting in Charlotte.

II. President's Office

Tom Moore addressed several items on the president's office agenda:

- **National Office.** Tom Moore reported on the transitional steps to move the national office to Duke University from the University of Delaware. Tom first spoke with Mary Coyle by phone in early summer, and then he and Donna went to UD in early July to address transition issues. Tom sent a termination letter to the Associate Dean at UD (to whom the MLA director, Gary Mills, reports), noting the lack of involvement of the UD MALS office in AGLSP as the reason for the move. Tom also recommended Mary for consideration of other positions at the university. Donna elaborated that Mary did not have any direct lines of contact with the UD administration, which made many transactions complicated and inefficient. While at UD, Donna, Tom and Mary prepared 35 boxes of materials to ship to Duke, and all should be transferred by mid July. The Duke office is in the process now of going through all the boxes—tossing some materials and discovering critical information in others. The board welcomed Ellen Levine as the new administrative manager with a warm applause. The national office is now in a strong position and in very competent hands.
- **AGLSP Journal.** Tom Moore reported that the executive board will meet with Barry Levis at 8:15 this morning to discuss the format and distribution of the journal. Tom reminded the committee that Barry Levis will retire in about one year and relinquish his editorial duties at that time. The Board recognized its responsibility to the editorial excellence and production efficiency of the journal.

Due to the termination of the Delaware national office, the RFP for publishing the journal was never sent out to the membership. Tom Moore will announce at the business meeting tomorrow that the RFP will be mailed to the membership in November and also put on the website. Jim noted that the University of Oklahoma will submit a proposal. He also suggested that the editorial board routinely include a person from the institution

that publishes the journal as the managing editor. Tom Moore agreed and noted that generally a member of the executive board also should be included—we'll need to clarify the relationship between the two boards. The RFP will be due February 1 (preferably as an electronic response) and should be sent to the national office. Donna, Linda, David, and Mary will be the committee to review the proposals and make a recommendation to the board at the spring board meeting.

There has been a breakdown in communications and increasingly serious problems with production management. The board agreed, therefore, that it will be important to establish and document new structures and procedures for all aspects of journal production. We have limited records at the national office, which needs to be better informed about subscriptions and distribution.

Jim suggested that the executive board be involved in appointments, made in rotation, to the editorial board and Donna emphasized the desirability of developing a pool of interested people representing different types of programs for ongoing consideration. Barbara suggested we could promote committee work opportunities at the business meeting and send around a sign-up sheet, as well as post opportunities on the AGLSP website.

- ***Barry Levis joined the meeting at 8:15 a.m.*** Barry clarified that he has been editor for nine years, the full life of the journal. He will retire in 2008 and thus stay as editor for two more years. Tom Moore reported to him the decisions about the RFP process as noted above (with the stated goal of transitioning to the new production system for the Spring '06 issue), and the questions posed about production and distribution issues and how the editorial board is selected.
 - Barry reported that originally dues were raised \$50/year to help support the journal, and the original plan for the editorial board was to have one faculty and one student editor from each sponsoring institution. This has worked occasionally, but other members who have expressed interest also have joined the board.
 - Barry clarified that a sponsoring institution contributes \$500/year and commits to a 3-year term on the editorial board. (There currently are 5 institutional sponsors.) Associate sponsors subscribe to 20 or more copies per year, which they receive at a slightly reduced rate. Tom requested Barry to write up a description of these criteria for documentation. Donna suggested that we might unlink sponsorship from the editorial board, for greater diversity—an idea that met with approval from the executive board. Barbara also asked for clarification of the role the national office plays in regards to subscriptions and distribution.
 - To Mary's question about redesign, Barry noted that the editorial board was strongly opposed to a glossy magazine look, that the design should reflect the academic mission and substance of AGLSP. (Chuck Korte developed the original design and Diane Sasson modified it for continuity. They wanted something dignified, not flashy.) Mary agreed that the design should reflect the content (which she feels it currently does not do) and generate interest by faculty and students. The current design does not speak to the essence of AGLSP and would

benefit from a new look. Dave Gitomer agreed that the current content is much stronger than the design, noting that the Journal is not entirely an academic journal given that it represents the plurality of GLS programs.

- Jim suggested the need to develop a continuum in design—something in between the staid academic journal and glossy magazine look. He suggested that while the editorial board directs the content and design, the executive board also should have some input. Mary suggested that we start with a vision of the journal and then work with designers for a unified whole. Barry noted that the editorial board previously had considered using art work on the cover, but found it too expensive. Perhaps with a new publishing process this would be a viable option.
- Tom summed up the exchanged by noting that we will develop a new publishing and distribution process with the RFP, we will need to clarify the editorial board process and representation, and we will look to developing a new design of the Journal. It was agreed that the two boards would meet at 8:00 am tomorrow, October 30, to review the above concerns and suggestions.
- Barry added that the editorial board receives many submissions (they reject about 50%), but the coverage by institution is not very broad. Tom noted that the absence of a presidential newsletter with a reminder about submissions has hurt this effort. Jim suggested that we state explicitly that the articles used in the Journal may be published elsewhere.

The meeting was recessed at 8:55 am to partake in conference meetings.

Tom Moore reconvened the meeting at 4:45 pm
(Ellen Levine is no longer in attendance.)

Tom began the session with a suggestion that all committees document their membership, process, and timeline for projects and submit this to the national office.

III. Treasurer's Report

Barbara presented the current budget report, a proposed budget for 2005, and the January-September Financial Report (for the business meeting). She noted the accounting changes developed at the new national office and expressed great confidence in Ellen Levine's ability to accurately and efficiently keep track of the organization's finances.

- Ellen's position is budgeted for 10 hours/week. The transition and conference, however, have required her to put in significantly more hours. We anticipate that from here forward, she should be able to complete her AGLSP duties within budget.
- Donna noted that her goal is to bring the organization back to its administrative level of 3 years ago. We'll need to work on developing a database of membership to track everything from dues to conference attendance. Margaret Dennis and Barbara can work with Ellen to set this up.
- Barbara noted the disappointing response to membership dues, particularly in comparison to the prior year. Only 84 programs have paid their 2004 dues out of a possible 133. (Several of the schools that have not yet paid are in attendance at the conference.) This has a significant impact on our budget and needs to be addressed immediately. Dave

suggested that as membership chairman he send a letter to those schools who have not paid, and call those schools who have not paid for the past two years. We also should develop a process to contact members who are 3 years in arrears about dropping their membership in the organization, and to clarify for what year they are paying dues if they are behind and can't pay the full amount. Mary commented that non-payment of dues suggests an attitude of not valuing the organization.

- Barbara also noted that journal expenses are lower this year because we are so far behind in production. We have not yet received any bills (design or printing) for the spring, 2004 edition.
- The board approved the 2005 proposed budget with a couple of adjustments. We increased conference revenues and journal sponsorship by \$2,000 each (based upon Donna's suggestion that more institutions will participate at this level, including Duke). The journal expenses were increased by \$4,000. Barbara emphasized that balancing this budget requires that the conference bring in \$8,000 revenues beyond expenses and that membership dues be paid in full.

IV. Committee Reports

- Membership. Dave Gitomer reported on the following membership applications:

Full Membership

- The University of Findlay. John Leach is the new director. Final approval was pending the usual presentation at this year's business meeting, but due to a misunderstanding they are not at the conference. Full membership will be postponed to the 2005 conference.
- St. Edwards University. Prepared to present at the business meeting.

Associate Membership

- Utica College, Alan Bessette
- Central Connecticut State University
- University of Washington, Tacoma, Samuel Parker

Dave hopes to document a membership application process and timetable that he will present at the next board meeting.

- Nominating Committee. Donna reported that Barbara, Tom Moore and Tom Rivers will go off the board at the end of this year. She explained that executive committee members should be drawn from the current board, for purposes of continuity. The board agreed to the following nominations:

Vice President: Linda Paulson, Stanford University
Secretary/Treasurer: Jim Pappas, University of Oklahoma
Membership at large: Dave Rankin, Winthrop University
Mike Keen, Indiana University-South Bend
Melissa Hilbish, Johns Hopkins University

Donna suggested that the board revisit the nominating process at the next meeting to find ways to include a broader representation of members on the board. She will ask Margaret

to set up a database of past board membership for organizational reference. She also reminded the board that as board president, she will no longer chair the nominating committee.

V. New Business

- Annual Conference
 - Mary reported on the 2005 conference scheduled for the Hyatt Regency in Minneapolis, October 7-9. The theme will be “Creativity and Innovation: The New Story.” The featured speaker will be Brian Schwimm. The conference is cosponsored by Hamline University and the University of Minnesota.
 - Linda mentioned the difficulty in maintaining continuity of pedagogy and topic in the break out sessions. She suggested that the conference materials be more specific with suggestions for topics.
 - The board discussed the location of the 2006 conference. While east coast locations were considered, Jim’s suggestion of Santa Fe (hosted by the University of Oklahoma) was met with enthusiastic approval by the board.
- Tom will address at tomorrow’s business meeting the desirability of a student membership survey and ways to encourage their attendance at the conferences.

The spring board meeting will be at the Hyatt Regency in Minneapolis, tentatively scheduled for Saturday, April 2.

Tom Moore adjourned the meeting at 6:15 p.m.

Respectfully submitted,
Barbara Amen
AGLSP Secretary/Treasurer
2/1/05