

2003 NCSA Fall Business Meeting Minutes

Bowling Green, Ohio

October 10, 2003

Attendance: Bruce Keith, Thomas Calhoun, Kent Schwirian, Bob Shelby, Dean Purdy, Ryan Schroeder, Fayyaz Hussain, Natalie Haber, Jeff Dixon, Leslie Wang, Barbara Chesney, Marty Schmidt, Rebecca Bordt, Jay Howard, Kathy Rowell, Gus Giacomani, Jay Weinstein, Doug Harper, Joe Yenerall, and Susan Alexander

I CALL TO ORDER: The meeting was called to order by Bruce Keith, President, at 9:00 a.m.

II APPROVAL OF MINUTES: Minutes from the 2003 New Council Meeting, Cincinnati, Ohio, March 30, 2003 were approved.

III OLD BUSINESS

A. Ad Hoc Committee on the Constitution.

Deferred until the Teaching Committee chair's report

B. Executive Director's Evaluation. No report.

C. Policy Statement on the Use of AV Technology.

Barbara Chesney circulated a draft policy statement which included specific recommendation for the AV equipment/technologies to be provided by the NCSA at the annual meetings. Discussion included the costs of renting equipment, other possible sources for borrowing equipment besides the hotels, and the use of fees in the workshops, increasing the registrations fee to cover equipment rental, and moving the meetings to a university campus.

Marty Schmidt will identify local companies in Cleveland that may be able to provide the AV equipment needed for the annual meeting.

D. Archives Update

Dean Purdy reported that some NCSA archival materials have been moved to the Bowling Green Library. Bruce Keith and Dean will follow up on moving the remaining materials from Ohio State University Library to BGU.

IV OFFICERS REPORTS

President Elect: Kent Schwirian. No Report.

Vice President: Jay Howard distributed a report indicating the current number of sessions, panels, workshops, and roundtables for the 2004 meeting. The program will also include the High School Teachers' Workshop and Preparing Future Faculty (PFF) series. The Useem Plenary Address will be given by Caroline Persell Hodges, the talk is tentatively titled "What's New in Sociology."

Discussion followed regarding the timing of Carla Howry's ASA session and the author meets critic session.

Vice President Elect: Kathy Rowell announced the theme for the 2005 annual meeting will be "Society in Transition: Local Community in a Global Age." A keynote speaker on this topic is being identified.

Secretary: Susan Alexander. No report.

Treasurer: Marty Jendrek. Not present.

A copy of the "Partial Treasurer's Report" had been distributed via email. Discussion followed on the importance of membership.

Past President: Tom Calhoun reported that he sent thank you notes to all those individuals and institutions that helped with local arrangements and financial contributions for the 2003 meeting in Cincinnati.

Executive Officer: Dean Purdy reported that the NCSA is deciding between two hotels in Indianapolis for the 2006 annual meeting. This detail should be finalized in January. The cost for a hotel room will be approximately \$125. The 2007 annual meeting, which will be held jointly with the Midwest Sociological Society, is scheduled for Easter weekend. The room cost will be approximately \$114.

V COMMITTEE REPORTS

Applied and Clinical: Steve Steele. Not present.

Community Colleges: Dennis Cole. Not present

Distinguished Service: Paula Dubeck. Not present.

Editor, *Sociological Focus*: Gay Kitson. Not present.

Editor, Newsletter: Joe Yenerall distributed a draft copy of the fall newsletter. The final version will be distributed next week to NCSA members. The costs will be lower for printing due to a new process.

A request was made by Bruce Keith to have back issues placed on the NCSA web site. A discussion followed regarding the distribution of the newsletter electronically and the need to purge out of date email addresses.

Finance: Rebecca Bordt distributed a copy of the 2004 budget, noting that some information is missing due to her inability to obtain some numbers from the Treasurer. A discussion of the importance of membership and the Vanguard fund followed.

Local Arrangements: Marty Schmidt reported that she is developing a guide to Cleveland restaurants, attractions, and a possible group tour to the Rock & Roll Hall of Fame. She also mentioned that possibility of an "Author's Table" at the meeting highlighting books by NCSA members.

Nominations: Tom Calhoun distributed a list of candidates for the Executive Council vacancies this year. Information about the election will be included in the fall newsletter. Final ballots will be sent to NCSA members in January. A discussion followed regarding the NCSA by-laws on elections and nominations.

Professions, Freedom, & Responsibility: Annulla Linders. Not present.

Undergraduate Representative: Gus Giacomani distributed a memorandum on the establishment of an undergraduate student council to address student concerns and to facilitate participation by students at the annual meeting. Gus requested that all faculty present sponsor an undergraduate student to the annual meeting. A discussion followed on ideas for helping to fund undergraduates' participation at the annual meeting and having an NCSA At-Large Council Member work with the students.

Graduate Student Representative: Natalie Haber distributed a report on the formation of a Graduate Student Committee, its objectives, and issues of concern. Natalie asked the council members to identify graduate students from various universities to serve.

Bruce Keith noted that students currently comprise approximately 50% of the NCSA members. Therefore, it is critical to formalize a structure for representation of students who will serve as voting members of the NCSA Council. A discussion followed on how to increase the participation of faculty at institutions with a large student presence in the NCSA, particularly when their students win awards. In order for the NCSA Council to reflect the constituency of its members, the following motion was made:

"Be it resolved that a NCSA Student Council be established, comprised of both graduate and undergraduate representatives, and that the President of the Student Council serve as a voting member of the NCSA Executive Council, and that the NCSA Constitution and By-Laws be changed to reflect this change" (Weinstein/Schwirian). **Motion approved.**

Dean Purdy suggested writing a rationale for faculty describing the benefits of NCSA participation for their students. Bruce Keith will develop this.

Race, Ethnic, and Gender Equality: Jieli Li. Not present.

Scholarly Achievement Award: Doug Harper identified several ideas for increasing the publicity of the award: announce winner ahead of the meeting, making the selected book a central theme of a session, more professional posters at the meetings, display copies of the book on exhibit, including full information about author and book in the NCSA newsletter.

Bruce Keith proposed that all awards should receive this type of publicity. A discussion followed as to whether the Teaching Award should be a surprise or if the winner should know beforehand.

Student Awards Committee: Fayyaz Hussain distributed the call for papers for the 2004 NCSA Student Paper Competition.

Teaching Committee: Leslie Wang distributed a report indicating teaching related activities for the 2004 annual meeting including: teaching related sessions, the High School Teachers workshops, the practice of teaching poster session, the Preparing Future Faculty (PPF) series, and the Reflections on Teaching Session.

A motion was made. *"Be it resolved that the NCSA annually provide funds for the hotel room expenses for two nights for the keynote speaker for the High School Teachers' Workshop"* (Wang/Schwirian). **Motion approved.**

A discussion followed on the distinguished contributions to teaching award and the teaching link on the NCSA web site.

Public Policy: Brian Coleman. Not present.

Webmaster: Cindy Saylor. Not present.

A motion was made. *“Be it resolved that the NCSA designate money to maintain the NCSA web site at a current monthly fee of \$19.95 and a \$14.95 charge to maintain the domain name”* (Calhoun/ Schwirian). **Motion approved.**

Employment Exchange Program: Ryan Schroeder reported that currently there is a small number of jobs posted and the web sites needs to be updated. Information about the Employment Exchange will be included in the newsletter.

V NEW BUSINESS

A. Ad Hoc Committee on the Profession and the NCSA: No report.

B. Membership: Jay Weinstein reported that the Membership Committee has developed a council structure that includes representatives from each state in the region and includes a Canadian representative. Council members will serve as a liaison to members in their state, and they will be responsible for contacting sociology departments in their home state. Jay described the process the council members will used to increase membership. The committee has also created a NCSA brochure, which was distributed.

Bruce Keith noted that membership must be an on-going process that highlights the strengths of the NCSA, and that there must be a membership strategy and on-going membership drive. Bruce recommended that the Membership Committee chair be a voting member of the NCSA Council.

A discussion followed regarding the NCSA’s relationship to the American Sociological Association (ASA). The ASA “regional” representatives are not currently elected from a specific region but reflect “at-large” structure. This structure may be considered for change to a true representative structure at a future ASA meeting.

A discussion followed on ideas for making membership renewals easier to process including: automatic renewals, use of credit card renewals, a lower introductory rate for new members, the costs of a membership drive, timing of membership drive, and possibility of departments picking up some of the costs.

A motion was made. *“Be it resolved that the NCSA establish a Membership Council whose members are determined by the states/providence represented within the NCSA region, and that the Membership Committee chair be a voting member of the NCSA Council, and that the NCSA Constitution and By-Laws be amended to reflect this change”* (Weinstein/Calhoun). **Motion approved.**

C. Publication Policy/Journal: Bob Shelly reported that *Sociological Focus* continues to be provided to institutions that lost their publication service through the bankruptcy of divine/roweCom/Faxon.

Bob noted that a search for the new editor of *Sociological Focus* is underway. An ad will appear in the next issue. Manuscript submission to *Sociological Focus* has been light (50-60 manuscripts the past year with a publication rate between 20-25). The committee is investigating the benefits of moving to a commercial publisher rather than continuing in-house. Discussion followed on this topic. Bob also noted that *Sociological Focus* had been

dropped from the Social Science Citation Index several years ago due to the small number of subscriptions, and the committee is working to restore this designation.

D. Constitutional Issues: Two documents concerning the NCSA Constitution and By-Laws were presented, one from the Teaching Committee and one from Marcia Texler Segal from the Ad Hoc Committee on the Constitution. Bruce Keith recommended the Council members review these two documents, talk with committee members, and the issue will be on the agenda at the spring meeting in Cleveland. Individuals or committees should send comments to Marcia Texler Segal at Indianan University – Southwest and to circulate a copy to Bruce.

E. Membership at Two-Year Colleges: Kathy Rowell noted that some faculty at two-year colleges wants a level of membership that does not include the journal since they do not read it. Kathy Rowell and Susan Alexander will explore the idea of creating a magazine format publication devoted to teaching related ideas and teaching tips.

VI Adjournment: Call for adjournment (Weinstein/Schwirian). The meeting was adjourned at 2:30 p.m.