

*DRAFT NCSA Mid-year Council Meeting *DRAFT
Dublin, OH
Friday October 02, 2015 9:00 am
Agenda

Present: Matthew Lee, Brendan Mullan, Debra Swanson, Robert Carrothers, Leslie Elrod, Rachel Kraus, Rachel Stein, Sam Mindes, Jeff Seymour, Mellisa Holtzman, Lisa Hickman, Fayyaz Hussain, Anna Linders, Scott Desmond, Kathleen Piker-King, Alan McEvoy, Chad Menning, Robyn White, Wanda McCarthy, Todd Callais, Danielle Lavin-Loucks

Call to order at 9:00 AM, Brendan Mullan presiding. Introductions were made around the table.

Brendan extended sympathies to those affected by the shootings at Umpqua Community College in Oregon.

Brendan reported Michelle Bemiller and Michelle Smith's regrets for not being able to attend the meeting. Joyce Lucke also regretted that she was unable to attend.

Leslie Elrod moved that we approve the minutes from the Old Council meeting in April in Cleveland. Motion was seconded and passed unanimously.

Leslie Elrod moved that we approve the minutes from the New Council meeting in April in Cleveland. Motion was seconded and passed unanimously.

President's Report (Brendan Mullan)

- Noted there are 25 responsibilities of president in the by-laws. Two items of note: 1) select person to introduce him at the 2016 annual NCSA meeting (he will work with Joyce); and 2) he needs to write the presidential address for the Chicago meeting.
- 2016 conference
 - o He thanked and congratulated everyone who has been working on this meeting including Joyce, Bob, and Deb. He also recognized the Executive Director and conference organizer of the MSS.
 - o He reiterated that after the ASA, this is the largest gathering of sociologists in the country.
 - o Conference committee had their first phone conversation with the MSS leaders in early January of 2015. They traveled to Chicago, discuss hotel arrangements, initial conference planning and walked through the hotel.
 - o He reiterated that the theme ("Inequality, Injustice, and Intersectionalities") has become very current and taps into a rising national sentiment. Thanked Matt Lee for his thoughts on not over emphasizing negative aspects of inequality and that the meeting will strive to be balanced.
 - o He reiterated that Doug Massey will deliver the Useem plenary address.
 - o He reported that the NCSA and MSS websites are up and running and submissions are being accepted.
 - o He reiterated that conference submissions (except for undergraduate student submissions) are due no later than October 31, 2015.
 - o Conference committee will continue to meet with MSS bi-monthly until the conference.
 - o He reiterated that Joyce signed her three-year contract last year, and Danielle signed her contract on April 15, 2015.

- NCSA committees:
 - o Brendan has been in contact with all of the committee chairs about their responsibilities. All committee and section chairs have been appointed for the coming year, and in some cases, for more than one year.
- Report attachments:
 - o Enhance participation of colleges and universities at all levels in the NCSA. Brendan has reached out to Chairs and Graduate Directors of sociology programs in our region to promote the NCSA. The response has been encouraging. Bob gave Brendan a list of colleges and universities, and Brendan will follow up. Brendan waited until September to contact the colleges and universities so he could mention the live 2016 joint conference submission process. He is optimistic that we will see increase participation from other colleges and universities.
 - o NCSA Archive: The archives have been located at Ohio State University. Brendan recognized Todd Callais and Kent Schwirian's efforts. Brendan and Todd will visit Ohio State to go through the archives. NCSA's 100 year anniversary will be in eight years. We would like to have the archives in good shape by then. Fayyaz suggested we create a Centarian ad hoc committee. Leslie moved and seconded. Passed unanimous. Brendan will Chair the committee, and Anna volunteered to be on the committee.

Vice President's Report (Bob Carrothers)

- Bob reiterated that we have a good working relationship with MSS on all details of organizing the 2016 joint conference. MSS altered their submission process and their conference to look more like ours.
- Concerns over the much earlier conference submission deadline and the strong possibility that there will be no extensions were expressed (problems with program deadlines and printing). Bob has email blasts ready to remind people. Anna Linders suggested that we all communicate with our graduate students and graduate directors (so they can communicate with the students in their programs). Currently there are 51 submissions and the conference planning committee are hoping for around 1500. People should contact Bob if they have other ideas. Scott Desmond suggested that in our email blasts, we explain the deadlines and why we have to work with them. It was also suggested that the deadline not being extended should be in the subject line of emails.
- He reiterated that names of all award winners need to go to Joyce by January 20, 2016.
- Bob asked the committee if it would be better to have all undergraduate sessions on a single day or spread out over the conference. Anna suggested it's better to spread out over multiple days to integrate the students and for easier scheduling. It was reiterated that all undergraduate papers will be in roundtables or posters at the 2016 meeting. Alan McEvoy expressed concern over this and asked whether we could at least rename roundtables to sound more professional. It was stated that the MSS has a more robust poster session participation than we do. Alan asked if he needs to monitor both roundtable submissions and posters. Joyce may have more information. Anna suggested that Alan contact our main institutions that tend to send undergrads to explain the roundtables and posters, which are different than what we have done in the past. Alan and Bob will discuss and report back to council before the next meeting.
- Bob reviewed conference logistics: 26 rooms, 4 time blocks per day, each session will be 90 minutes long, there are no sessions between noon and 1:00 pm on Thursday and Friday so everyone can have lunch. There are several workshops also occurring, including AKD and high school teachers.
- Bob needs a list of everyone who will be at the 2016 Old Council meeting in Chicago and New Council meeting (post-election). Old Council meets on Wednesday, and New Council meets on

Saturday from 12:30-3:30 PM. Bob needs this list to allow for Meeting Savvy (conference organizing software) to make sure people aren't double booked.

- Volunteer Session Organizers (VSOs): MSS has standing committees that organize all of the papers submitted under broad topics, such as gender. Those VSOs will organize all papers and send to the central conference committee who will make final decisions. All NCSA and MSS papers are sent to the same people through the same portal, so the groups are fully integrated. Registration fees and membership fees are the same. No one lost or gained members. Bob talked with us about Meeting Savvy, the software MSS uses for their session creation. Bob is happy with what we used last year.
- AV equipment: MSS was going to use an outside vendor, but the hotel came up with a lot of stipulations that the outside vendor couldn't agree to. Hotel wants to charge \$51,000 for AV in only 20 of our 26 rooms. Bringing our own equipment would be treated as an outside vendor. We can get some money from Soc Focus to help cover the costs. Lauren at MSS is still working on negotiating AV.
- MSS is handling local arrangements this year.

Treasurer's Report (Leslie Elrod):

- The NCSA is solvent. Expenses and revenue are relatively even. We saved money with our 501c3 status and with the new registration system. We started a new bank account and transferred our funds to avoid a reoccurring account fee from the bank.
- Membership increased significantly. The number of undergraduate and graduate students is roughly equivalent. There were more students than professionals attending the 2015 conference.
- Fayazz asked how much we have in different funds. Our funds are holding steady.
- 2015 was the first year we did not do the bulk undergraduate registration.
- Brendan commented that he would like to see our endowments and fundraising efforts increase. He will report to council in Chicago about possible ideas.

President-elect's and Vice President-elect's Report* (Deb Swanson):

- Melinda is working on the AKD workshop, and Deb is working on the high school workshop. Both are programmatic activities for the 2016 joint conference.

Teaching Section Chair's Report (Mellisa Holtzman):

- Mellisa asked for volunteers to help organize the papers submitted to teaching sections and people responded very enthusiastically. She has volunteers for almost all of the teaching topics in the Call for Papers.
- Shout out to Leslie Elrod for winning Schnabel award. Her talk will be at 8:30 AM after the teaching section breakfast.
- Certificate earners: 12 people completed and submitted all requirements for certificates for the 2015 annual meeting, which is much greater than two the previous year. 7 people completed everything but the essay. No one knows where the essay component came from since we did not used to have that. MSS has an essay component. Brendan suggested we highlight the certificate earners in the newsletter. Kathleen suggested we contact graduate directors and ask them to encourage their students to earn these certificates.
- Mellisa asked Deb if she needed anything related to the high school teachers' workshop. Deb mentioned a Chicago group of high school sociology teachers (CASH) who originally moved their

meeting so they could use our meeting as their annual meeting. However, the costs are more than double, so they are reconsidering. Deb will need help with roundtables. Deb and Mellisa will talk.

- She discussed the Schnabel award nomination process (see page 2 of her report). The committee consists of Leslie and Melinda. She will reach out to the teaching section VSOs to ask for nomination letters that address how the candidate meets the five main criteria. The committee will reach out to those nominated to solicit CVs, teaching statements, and other supporting materials. The process is described differently on the website, so let Danielle know of any changes. Brendan is supportive of the nomination process as Mellisa described.

Student Section Chair's Report (Sam Mindes):

- Brendan thanked Sam for stepping into the position and also for agreeing to serve in this position for a second year next year (to get membership and student section chair elections properly aligned in alternate years).
- The committee has not been finalized.
- Sam has been in contact with Chairs and Graduate Directors at Big 10 universities to increase submissions. Because we meet with MSS this year, more people are expected to attend.
- He is working on thematic sessions and asked council for suggestions. We offered job market issues, my favorite professor, grad school issues, and mentoring.
- The Kent State student symposium (Brooke Long) was mentioned.

Aida Tomeh Distinguished Service Award Report (Kathleen Piker-King)*

- Kathleen says we have trouble getting nominations and asked council for any.
- Brendan asked if she was ok with the nomination process.

Applied and Public Report (Chad Menning):

- Chad put together a survey of NCSA members to solicit information on members' knowledge, attitudes, and practice of public and clinical sociology. The survey generated about 200 responses.
- Based on the survey, Chad asked about establishing a section. In order to establish a section, we need to change our by-laws. Matt Lee expressed support for a Public Sociology section. He reported that we are seeing growth in the applied and professional focused MA/MS programs. There may be value in communicating with the accrediting body. Matt volunteered to serve on the committee with Chad. Alan M. suggested that certificates are more marketable than minors. Brendan asked that a plan of next steps be put together and reported at our meeting in March in Chicago. In order to create a section, it needs to be sustainable.

Community Colleges Report (Michelle Smith):*

- Brendan read an email from Michelle. People should contact Michelle if they would like to be a part of the committee. Michelle is also the Chair of the teaching and learning section of the ASA.

Equity and Inclusion Report (Wanda McCarthy)*:

- Wanda asked for committee volunteers. Leslie volunteered to be on committee. Anna suggested we try to have more conference sessions/panels related to this committee. We could possibly invite

other people to be on the panels, but we can't pay honorariums. It's possible to waive membership fees.

- Let Danielle know if the Butler Jones Award process will be any different so she can update the website.

Finance Report (Lisa Hickman):

- Budget recommendations: The committee discussed the budget and realized that it doesn't work like other budgets. Rather than creating a budget, they created a set of guidelines outlined in her report.
 - a. Language about Sociological Focus money: they have helped with AV costs at the last two annual conferences. Anna doesn't like very specific language because she has been giving the conference Soc Focus money for the past two years, but there is no tradition beyond that. Brendan recommended that Anna, the finance committee, and publication policy committee talk about budget issues related to Soc Focus, the conference, and AV equipment and report back to the council.
 - b. Is the conference coordinator a conference or an operating cost because the budget looks different depending on how Joyce is categorized. Leslie moved and Matt seconded that both of paid positions be considered operating costs. The motion passed unanimously.

Membership Report (Jeff Seymour):

- Jeff updated the list of schools in our region, which now includes 170 (about 30 more than what it was before). The document can be edited with a Gmail account. Jeff sent around the link to the document. <https://docs.google.com/spreadsheets/d/1fYxgR-j1zS585ea282lfmqU4Qu0fniGp3zleAstnK3U/edit?usp=sharing>
- Jeff communicated with membership Chairs of other organizations. The Midsouth is the only other one that elects their membership Chair. Other Chairs told Jeff their task is similar to his, which focuses on broadly promoting membership. He suggested that we all use our ties to communicate with people about attending our meetings.
- Our membership is currently around 350, which is a small increase. The committee discussed how we feel about that number.
- Our membership fees are in his report and are comparable to other sociology organizations.
- It was asked if we considered scaled membership fees. Anna replied that informally people self-select cheaper categories, such as unemployed and adjuncts tend to select the graduate student category. We can't change the fees without changing the by-laws. Todd asked if we could create 3 or 5-year memberships at a discount.
- Todd asked if our membership varies depending on the conference. Scott mentioned that membership will fluctuate with conferences and MSS publishes how their membership changes with the conference sites.
- Brendan asked that Jeff, Anna, Leslie, and Todd to write a report for past, current, and projected membership trends, which could be good information for our newsletter. Brendan asked for this information for the Fall 2016 newsletter.
- Scott suggested we contact the schools in the surrounding areas of the cities in which the conference is held to encourage attendance.

- Brendan asked Jeff to contact Michelle Smith about membership
- Anna suggested we need to update the list of places our meetings tend to go.

Update on the Archives (Todd Callais):

- The archives have been at OSU since 1992 and were moved there under Rhys McGee. They are working on a comprehensive list of what is in our archives. OSU needs 3-4 days notice for anyone to access the archives. They can house just about anything related to the organization except for financial reports. Todd will help arrange a meeting for anyone who wants to visit the archives. Brendan and Todd plan to visit the archives. Alan M. asked if all of the past programs could be placed online.

Nominations and Elections Report (Matt Lee):

- Matt recognized Barbara Denmsion's work on the committee.
- For the upcoming election: the slate of candidate is: president, vice-president, treasurer, membership section chair, and council-at-large member. Matt plans to have the slate of candidates finalized this month.
- Matt will work with Rachel Kraus to get the election going before the end of 2015.
- Matt recognized and appreciated Anna's flexibility with space in Soc Focus for his presidential address.

Profession, Freedom and Responsibility Report (Fayyaz Hussain):

- There is one joint session with the MSS on this topic. He is looking for two more panelists, so people may volunteer or offer name suggestions.
- MSS has a strong link with ASA committee, and Fayyaz recommended we look into a connection with ASA.

Publication Policy (Robyn White and Kent Schwirian), Journal *Sociological Focus* Report (Anna Linders):

- Sociological Focus's current contract with Taylor and Francis started around mid 2012. Anna will check to see when it is time to renew.
- Council unanimously applauded Anna's work as editor of Sociological Focus and Brendan expressed Council's sincere wish that Anna would continue in the role for another term.
- Members praised electronic access to Sociological Focus.
- Still having trouble getting into the Social Science Citation Index. Papers need to be published and cited within two years. A special issue of Sociological Focus will go online first, so that may allow more time for it to be cited.
- Matt asked if there is a page limit. Anna said we are under the page limit. We typically publish four articles in each issue, but we could publish five. She is going to start publishing five articles per issue. There is a solid backlog of about one year, but she does not want a backlog any shorter than that.

Public Relations Report (Danielle Lavin-Loucks):

- Let Danielle know if you would like to write a guest post in the newsletter.

- Photography for the 2016 NCSA Meeting: Danielle has no camera so we need a new camera or we need another photographer. Robyn White offered to take pictures at the 2016 annual meeting in Chicago.
- She will talk with Tom about setting up a job board.
- She asked that council check information on the website to be sure it's accurate.
- The newsletter was early this year.
- Awards are early this year due to MSS program printing schedule.

Scholarly Achievement Award Report (Scott Desmond)*:

- Anna suggested we devote an author meets critic session to the book award winner, but that the article winner be added to an existing session. Bob and Scott will talk to schedule a time slot for an author meets critic session.
- Scott sent around notecards to solicit nominations for the book and article awards. His goal is 10 article and 5 book nominations. If he can't get other people to nominate, he will fill in the gaps.
- Scott acknowledged the other members of the committee that he is dividing into article and book sub committees.
- Scott asked Anna to nominate what she thinks the best article that has been published in Sociological Focus.

Student Paper Awards Report (Todd Callais)*:

- The committee currently consists of Anna, Scott, and Lisa. Todd asked for additional volunteers.
- He will communicate with Joyce and Bob about the deadline.
- Todd expressed concern for the early deadline given that students typically haven't finished their papers by the deadline. The council discussed whether there could be a later deadline and award winners can be printed in the program addendum.

Student Saturday Report (Alan McEvoy)*:

- The question arose if the process for a faculty member to write a letter of support for a student paper is online.
- It was decided that Alan will be in charge of the student roundtables and the MSS will be responsible for student posters. Jean Karlen is responsible for the MSS undergraduate student posters.

Yinger Award Report (In Lynn Ritchey's absence, Brendan read an email from Lynn):

- She would like the council to consider how to increase nominations (see page 1 of report for committee recommendations).
- There were no nominations last year.
- A discussion of whether people could nominate on the website occurred. Danielle recommended we use google docs because submitting online would mean everyone would have administrator website access, which could potentially mess up the website. The nominations boxes on the website offers the call/information about nominations.
- The report suggests we request nominations at the annual meeting.

- Todd suggested maybe it isn't surprising that we don't have many people eligible for this particular award.

Conference Coordinator Report (In Joyce Lucke's absence, Rachel Kraus read an email from Joyce):*:

- Rachel K reiterated from Joyce that Joyce will talk with Alan M. regarding student submissions, reiterated the deadline for award winners, and updated council on the results of session attendees from the 2015 meeting.

Old Business: nothing from Brendan or council

New Business

- We have combined membership and conference registration, which went well for the 2015 meeting. We are happy with how it worked and it was a lot easier for the people at the registration table.
- Anna asked if receipts can itemize registration and membership for tax or reimbursement purposes.
- Location of 2018 meeting: Pittsburgh
- Consideration of places for future conferences: An ad-hoc committee Chaired by Todd with Alan and Rachel K as members was established to investigate future conference locations. Joyce Lucke will be a member of this committee. Bob requested that the work of the committee be driven by data. Brendan asked that we offer a report to council at our 2016 meeting in Chicago. Todd agreed.

Adjourned at 2:10 PM

(* = no report received by October 2)

Respectfully Submitted,
Rachel Kraus, NCSA Secretary