



**Executive Council Mid-Year Meeting Minutes  
Saturday, April 21**

Crowne Plaza Hotel Dallas—Downtown  
1015 Elm St  
Dallas, TX 75202

1. The council voted to approve the minutes from 10.7.2017.
2. **CTD Update – Chara Bohan (9:00 – 10:00 am)**
  - CTD received 36 uninvited submissions and accepted 14 for an acceptance rate of 39% (compared with an acceptance rate of 41% for 2017 and 43% for 2016). The submission rate has held steady over the past 4-5 years. The journal was advertised via organizational listservs, including AATCTalk; CUFA; as well as the AATC website and Facebook. IAP promotes the journal on its website, as well as at the AERA Journal Talks that both Chara Bohan and Michelle Tenam-Zemach attended. Attendance at the Journal Talks roundtable was low. Marketing the journal needs to be improved in the future.
  - Instead of soliciting recommendations from the membership for the *Francis P. Hunkins Distinguished Article Award*, we formed a committee of five members, including the Associate Editor, to vote on four articles, two based on Curriculum and two on Teaching. Members of the Committee include: Christy McConnell, Kate Kauper, Matt Spurlin, Michelle Tenam-Zemach, and Daniel Conn.
  - The relationship among the editorial team with George Johnson and IAP continues to be very positive. Chara Bohan spoke with him at AERA. He will allow us to create a new cover and says he will help promote the journal. It was not on display at the IAP exhibit. Chara Bohan spoke with several publishers at AERA to determine if the journal could have an automated process (rather than doing much of the work manually), as well as a stronger online presence. At the moment, a library must have a subscription for online access or an individual must purchase the journal through IAP (hardcopy, paperback or ebook). She visited the booths of Springer, Elsevier, and a few others. She will follow up with the contacts she made. One of the challenges is that the circulation is small, and not all publishers are interested in such a journal. However, there are others that weren't at AERA (Emerald Group Publishing, Scholarworks, etc.). Chara and Michelle split the editorial responsibilities.

- We revamped the blind review process, with the aid of feedback from the Editorial Review Board. The editors and Cristy Smith created the revised reviewer expertise form feedback document which can be accessed at <https://docs.google.com/forms/d/e/1FAIpQLScXEj3vtC6JGXwMbqSfaiMTE-UQRGIZVfnKxBRa9zQZzD0iYQ/viewform>.
- In addition, review process is improved from the standpoint of providing feedback to authors. The revised reviewer feedback form can be accessed at [https://docs.google.com/forms/d/1VEF\\_sHxehPQktlW4r5v3M3zkyn2QwzTmBgeDYLLhDUM/edit](https://docs.google.com/forms/d/1VEF_sHxehPQktlW4r5v3M3zkyn2QwzTmBgeDYLLhDUM/edit)
- Chara Bohan and Michelle Tenam-Zemach asked the council to approve the changes made to the Editorial Review Board, which is posted on the journal page of the AATC website <http://aatc.org/editorial-review-board/>. The council discussed the recommendations. Dan Conn motioned to approve the changes made to the membership of the Editorial Review Board. Joe Flynn seconded the motion. The motion carried (6-1).
- Chelsea Reardon collated all author feedback into one document (by category, such as methods, literature, etc.) and the feedback was sent to individual authors (both rejected and accepted).
- Chara Bohan and Michelle Tenam-Zemach recommended that an assistant editor be brought on board, the Editor could devote time to the vision for the future of the journal. An Assistant Editor could help with responsibilities such as the Hunkins Award, matching manuscripts and reviewers, as well as editing.
- The council discussed the benefits and drawbacks of creating an Assistant Editor position. Paul Parkison moved that the editors draft a change to the by-laws by September 15<sup>th</sup> to allow for the creation of such a position. The motion carried (7-0).

### 3. Budget Update – *Todd Hodgkinson* (10:00 – 10:30 am)

- Todd Hodgkinson shared the running balance of our bank account, including recent expenses and income. Our current balance is **\$39723.08**
- On January 10<sup>th</sup>, Todd Hodgkinson filed our e-postcard (Form 990-N) with the federal government, claiming our tax-exempt status. The postcard was accepted in March, 2018.
- John Pecore and Todd Hodgkinson put together a budget for the organization. Our intention was to improve transparency, build institutional knowledge, and to provide more stability, in terms of

expenses associated with the annual conference. This budget will be attached as an appendix to the meeting minutes.

**4. Elections, Awards, 2019 Conference Location – *Joseph Flynn* (10:30 – 11:00 pm)**

- A call for electing new officers (president-elect, three seats on the Executive Council, and a new Executive Secretary) will be put out by May 1<sup>st</sup>. Applications for the Executive Secretary will be open until September.
- The council discussed the possibility of covering traveling expenses for the Executive Secretary. Megan Kennedy motioned to approve a stipend of \$2,000 for travel expenses for the Executive Secretary. Dan Conn seconded the motion. The council approved the motion (7-0).
- Joe Flynn reminded the council that we need to solicit nominations for the Laska Dissertation Award. Nominations must come from the membership. Eligible candidates must have submitted their dissertation within the last two years.
- Paul Parkison suggested that we consider creating an award to honor the work of MA thesis students.
- Joe Flynn announced that the annual conference 2019 will be held in Birmingham, Alabama. The theme will focus on agency and activism. The conference will be held in downtown Birmingham at the Westin. It's a ten-minute walk from the Birmingham Civil Rights Institute.

**5. Conference Update – *Aubrey Brammer-Southall* (11:00 – 12:00)**

- The conference will be held at the Crowne Plaza—in downtown Dallas.
- We received 176 session proposals for our 2018. 51 proposals were submitted by members from Texas.
- We are in negotiations to hold the poster session on the 6<sup>th</sup> floor of the Texas Book Depository Museum. We need to purchase a three-million-dollar umbrella insurance policy for the space. To off-set this cost, we are looking at sponsors for the event.
- We are thinking about ways to creatively integrate visits to the Texas State Fair, which will be held at that time.
- The graduate student breakfast will be held off-site at a local restaurant.
- Dinners (focused on special topics) will be set up for participants in an attempt to create a more inclusive conference environment.

- O.L. Davis may be present.
- RSVPs will be sent out for lunches and dinners in an attempt to keep an eye on food and beverage costs.
- Paul Parkison motioned that the graduate student rate be extended for local teachers interested in attending the event. Dan Conn seconded the motion. The motion carried (7-0).

#### **6. Working Lunch (Boxed lunch) (12:00 noon – 1:30 pm)**

- The council discussed how we might grow the organization through both outreach, in-reach, and dialogue/communication.
- The council agreed about the following action steps:
  - i. A session for early-career professionals (John Pecore and Reuben).
  - ii. A session for mid-career professionals (Paul Parkison).
  - iii. The development of cross-talk sessions to foster dialogue about conference sessions (Dana).
  - iv. A conference session on how to build your presence online through social media (Brad Conrad).
  - v. The development of a process for creating a series of position statements for the organization (Paul Parkison).
  - vi. The development of processes and procedures for expanding our presence through blogging and social media (Paul Parkison, Matt, and Brad Conrad).
  - vii. Organize an art contest for students in local schools (Dan Conn).
  - viii. Contact former members of AATC to encourage them to participate in the upcoming conference (Dana Haraway).
  - ix. The creation of a past-presidents panel (Dana)

7. The meeting adjourned at 2:00 p.m.