

Minutes of the
Executive Council Meeting
Saturday, September 16, 2006
Western Social Science Association

Members Present:

Rick Adkisson, Doreen Barrie, Jeff Corntassel, Gilbert Fowler, Rich Greene, Cynthia Klima, Leila Pratt, Jim Peach, Jack Hou, Kant Patel, Mary Brentwood, Larry Gould, Kate Herke, N. Prabha Unnithan.

Unable to Attend: Dennis Catlin, Steve Pavlik, Gary Lynn, Diane Calloway-Graham.

Welcome and Introduction:

Doreen Barrie welcomed the Council members and pointed out some of the highlights of Calgary that council members might like to visit during their stay in Calgary. She invited Council members to introduce themselves.

Approval of Minutes of Council Meetings of April 2006:

Minutes of the Executive Council meetings of April 19th and 22nd were approved.

Editor's Report -- Social Science Journal:

Prabha Unnithan, Editor of the *Social Science Journal* presented his report to the Council. The highlights of the report are summarized below.

- Sufficient numbers of papers have been accepted to fill all four issues of the journal for 2006.
- He continues to get inquiries from authors who had submitted manuscripts when David Freeman was the editor of the journal. Prabha indicated that he is working through some of the transition problems.
- Database of reviewers contains about 250 reviewers. Prabha urged council members to submit additional names of potential reviewers.
- Alexandra Bernasek (Economics Department, Colorado State University) and Steven Mumme (Political Science Department, Colorado State University) continue to serve as Deputy Editors for the Journal.
- Carla Flanhofer served as the Journal Manager from July 2005 to June 2006. Chelsea Booth has been hired as the new Journal Manager effective late summer.
- Prabha informed the Council that in response to the urging of the Executive Council, he has trimmed the number of Associate Editors from 26 to 18.

The motion to approve the list of 18 associate editors for the Journal was approved unanimously by the Executive Council.

- Prabha informed the Council that he intends to trim 6 additional names from the current list and replace them with 6 new associate editors who will begin their term in 2008. He will present a new list of associate editors at the September 2007 meeting of the Executive Council. He welcomed Council's suggestions.
- There aren't enough papers submitted for a special issue devoted to women's studies. Papers submitted for the special issue will be included under a section heading of women's studies in one of the regular issues of the Journal.
- A total of 15 manuscripts have been slotted for inclusion in vol. 44, issue 1 of the Journal.
- A total of 150 manuscripts were received in the past year.
 - 65 manuscripts were rejected (5 went through internal review only).
 - 25 were accepted for publication.
 - 24 manuscripts were of "revise and resubmit" nature and are currently awaiting resubmission.
 - 36 manuscripts are at various stages in the review process.
- The current acceptance rate for the Journal is 38 percent. He expects it to settle around 35%.
- The length of time between the date of submission and the date that the manuscript is sent to review has been shortened from 8.5 weeks to 2.7 weeks.
- The time elapsed between the date of submission of a manuscript and the date of first decision has been shortened from an average of 47 weeks to 17.8 weeks.
- Prabha indicated that he is sending out frequent reminders to reviewers to turn in their reviews on time.
- On a few occasions (under 10%), manuscripts are accepted or rejected based on one reviewer's comments if the second reviewer has not turned in his/her review after 12 weeks.

Rick Adkisson applauded the goal of streamlining the manuscript review process. Leila indicated that top quality economics journals take about one year to process a manuscript. Council members also discussed whether the quality of a journal suffers if a decision to accept/reject a manuscript is based on the judgment of only one reviewer. The Council was in agreement that whenever possible such a situation should be avoided.

- WSSA's relationship with Elsevier has improved and they have been more responsive to our concerns. Elsevier charges about \$35 dollars (depending on the length and complexity of the paper) to download papers from its web site to those who are not subscribers to Science Direct.
- The Council discussed the need to publicize the session on "publishing" to section coordinators and conference attendees and the placement of the session in "desirable" time slot and "prominent" location.

Book Review Editor's Report – Social Science Journal:

Rich Greene, Book Review Editor, gave his report.

- He has created a database on Access which will allow him to present to the Council comprehensive reports on the journal's book review section.
- He indicated that a wide range of publishers have submitted books for review.
- He is also looking for more names to add to his list of book reviewers.
- The current goal is to publish six book reviews per issue.

- At present 15 book reviews have either been published or are in the process of being published. Six books are out for reviews and he will be sending out 15 books for reviews.

***Social Science Journal* Committee – Review of Proposed Contracts:**

Since Diane Calloway-Graham was unable to attend the meeting, Jim Peach, a member of the *Social Science Journal* Committee gave a report. He provided an overview of the committee's progress.

- Jim informed the Council that the *Social Science Journal* Committee has solicited proposals from several publishers for publishing the *Social Science Journal*. Thus far, Elsevier and Rutledge have submitted proposals. Blackwell has submitted a letter of interest and has promised to send a full proposal. Sage Publishers and Omni Press (Self-publishing) have also indicated that they will submit proposals.
- Jim also indicated that Elsevier's current proposal is better compared to its past proposal. However, Elsevier is still unwilling to give us the list of institutional subscribers to the Journal. Rutledge is willing to share the institutional subscriber list with us.
- Both Rutledge and Blackwell have a conference division.
- We are required to give Elsevier an opportunity to match offers from other publishers.
- Finally, Jim indicated that given the time frame, the Executive Council may have to make a decision on awarding of contract by an electronic ballot.

The Council members discussed the need to form a small committee (three members) in the future for the purpose of overseeing the business aspects of the contract and for regular monitoring of contract implementation once a new contract is awarded. The need to seek an attorney's advice before signing the contract was emphasized. The Council was in agreement on the need for a US-based contract.

The Council agreed that Diane Calloway-Graham, Chair, Jim Peach, and Mary Brentwood will constitute the current *Social Science Journal* Committee. This committee will continue to solicit and review contract proposals. Prabha Unnithan, Rich Greene, and Larry Gould will serve as ex-officio members.

The committee will prepare an executive summary of contract proposals received from different publishers and make its recommendation on awarding of contract to the Executive Council by December 2006.

- The Executive Council will need to decide on which publisher to award the Contract.
- If the Executive Council decides to award the contract to someone other than Elsevier, the Council will need to give Elsevier an opportunity to match the offer and then decide whether the Elsevier proposal is equal to the one the Council has selected.

50th Anniversary Committee Report:

Larry Gould gave a report on the preparation for the 50th anniversary of WSSA in 2008.

- Larry indicated that he will be going to Denver to continue to work with Nina Burkhart on going through all the past records of WSSA. Prabha offered to help in this process.
- Nina Burkhart has to take time off from work to do any WSSA related work.
- He asked for more volunteers to help him go through all past records of WSSA – minutes, documents, etc. Some of the issues that we will need to address are:
 - ❑ What to include for the 50th anniversary publication.
 - ❑ Do we want a big name speaker or a past president of WSSA who can talk about the history of WSSA as our plenary speaker for the Denver meeting?
 - ❑ Should the 50th anniversary publication be in print or CD format?
- Larry indicated that a full plan for the 50th anniversary meeting should be in place by April, 2007.

9:35: Coffee Break

Nomination Committee Report:

Jim Peach, chair of the Nomination Committee presented a slate of candidates for the Council’s consideration and approval.

For President: Phadrea Ponds
 For Vice President: Jack Hou

For Executive Council: Iraseme Coronado
 Victor Heller
 Tom Isern
 Judy Reinhartz
 Edwin Maloy

Motion to approve the slate of candidates was made by Gil Fowler and seconded by Jack Hou. The Motion passed unanimously.

Jim Peach invited Council members to suggest one additional name for inclusion for the Executive Council elections. Several names were suggested. Jim indicated that he will contact these individuals to inquire about their interest in serving on the Council.

Publications of Conference Proceedings:

Jim Peach indicated that two publishers have expressed an interest in publishing the proceedings of the WSSA annual conference. However, given all the potential problems involved in publishing the conference proceedings, Jim recommended against it. Larry Gould agreed with Jim’s recommendation. We can revisit this issue in the future.

Section Policy Committee Report:

The Council discussed some of the concerns related to some very small sections, their panel offerings at the annual conference, and the advantages and disadvantages of merging smaller sections into larger ones.

Cynthia Klima, chair of the Section Policy Committee presented the report of the committee. The committee recommended the following policy for the creation of a new section at the WSSA conference.

- [1] Formal presentation at WSSA's Executive Council meeting with a written rationale.
- [2] Written rationale should be at least two pages in length, including a discussion of the area of social science, uniqueness of the section, and potential support of its membership for participation, i.e., actual meeting presentations.
- [3] All the Council members should be provided this information at least 2 weeks before the Council meeting.
- [4] Following presentation and discussion there should be a vote with the outcome of [a] reject, [b] accept, or [c] defer for further study to an appropriate subcommittee.

It was suggested that additional directions should be provided about what to include in presentation before the Council.

The recommended policy for the creation of a new section was adopted by the Council.

The committee further recommended that

- [1] The failure of a section to participate in an annual meeting should automatically make that section a candidate for possible termination.
- [2] This should be placed on the agenda of the next Council meeting and the current chair of the section should be invited to address the Council on the section's viability.
- [3] Data should be presented on such a section's past participation, i.e., number of presentations over the past five years.
- [4] The Council should vote with at least three possible outcomes: [a] continue the section with reservations, [b] defer for further study to a subcommittee, and [c] terminate the section.

It was suggested that a fourth option, placing the section on three year probation, should be added to the proposed policy. The council was in agreement with this suggestion.

The proposed policy regarding possible action to be taken against a section that fails to participate in an annual meeting was adopted by the Council.

Student Involvement Committee Report:

Kant Patel, chair of the Student Involvement Committee presented the committee report. Recommendations included

- Sending a letter of commendation by the Vice President of WSSA to the winners' primary professors and to the Deans of students' College.
- Posting winning papers on the WSSA web site with student's permission.
- Announcing the winners of the paper competition in the *Social Science Journal* and at the student reception as well as at the Present and Past President's Reception.
- Cross-listing paper competition winners' presentations with other appropriate sessions or incorporating presentation of paper competition winners into regular panels of the program.
- Adding one additional member to the student paper competition committee.
- Including two poster sessions for student papers at the annual conference.
- Investigating the feasibility of increasing the size of the paper award, establishing student scholarships, and providing travel support for winners.
- Adding a student member to the Executive Council for a one year term.

Council members liked several of the recommendations. However, there was also disagreement over some of the recommendations. Prabha Unnithan, editor of the *Social Science Journal* voiced his objection to announcing the winners of the paper competition in the Journal. Council members were in disagreement over the recommendation to add a student member to the Executive Council. Several Council members -- Jim Peach, Larry Gould, and Gil Fowler -- expressed significant reservations while some other members -- Doreen Barrie and Kant Patel -- saw some merit in this recommendation.

<p>The Student Involvement Committee report was tabled.</p>
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Additional suggestions from the Council included publishing pictures and brief biographical sketches of the paper competition winners in the Newsletter and on the WSSA web site.

Jeff Corntassel volunteered to serve on the Student Involvement Committee.

Financial Affairs Committee Report

Jack Hou, chair of the Financial Affairs Committee presented a report. The consensus of the committee was that a policy that did not in any way hinder the work of the Executive Director was needed. The committee made the following recommendations:

- The Executive Council should appoint a member of the Financial Affairs Committee to act as a monitor for expenditures.
- The Executive Director should provide a monthly update of the financial statement to the monitor with the "new" items highlighted and a brief explanation of the nature of the expense appended.
- The Executive Director should provide a more detailed financial statement for review to the Financial Affairs Committee at least two weeks before every Council meeting
- The Committee also recommended that the Executive Council should [a] consider establishing an institutional membership system for both individuals and corporations, and [b] solicit financial support from the business community, government, and foundations.

The motion to approve the report was made by Rick Adkisson and seconded by Leila Pratt. The motion passed.

Larry emphasized the need for clarifying certain categories of expenses. For example, sometimes it is unclear as to what constitutes “conference” expenses. He also stated that having a formal financial reporting process in place will help provide for a smooth transition to the next executive director in the future. Jim Peach emphasized the need for a long-term financial planning for WSSA. The Council discussed the need to build up a permanent balance of half a million dollars. Another issue raised was whether there was a need for an outside auditor to audit WSSA’s finances. There was a general agreement that at present the association wasn’t large enough to need an outside auditor.

Jim Peach made the motion (seconded by Mary Brentwood) to make the current Financial Affairs Committee a permanent standing committee with the following charges: [1] to prepare a long-term financial plan, [2] to monitor revenues and expenditures, and [3] to report revenue and expenditures of WSSA to the Council.

The motion passed unanimously.

It was also agreed that the current membership of the current Financial Affairs Committee (Jim Peach, Mary Brentwood, and Jack Hou) will stay the same until April 2007.

Further, it was also agreed that Jack Hou will serve as the Monitor.

Update on Conference Arrangements:

Doreen Barrie gave an update on preparations for the 2006 conference in Calgary. The following are the highlights.

- Plenary Speaker: The Governor General of Canada has been invited and Doreen is awaiting confirmation. If the Governor General accepts the invitation the Canadian government will subsidize the luncheon. We will know by November if she will accept our invitation.
- Doreen is still looking in to the possibility of providing all participants with a brief case.
- The Canadian tourism office has been very helpful.
- Three field trips are either finalized or are in a semi-finalized stage.
- The Famous Five Foundation will have a trip planned for the Women’s Studies section.
- Larry has drafted a letter for sponsorship. The draft of the letter was circulated to Council members.
- The Hyatt Hotel has only a limited access to Internet.

Newsletter Assignments:

Larry Gould made the following assignment for the next newsletter:

Doreen Barrie: President’s Soapbox (with picture); a write up on Calgary

Rick Adkisson: Article “Coordinator’s Corner” (Rick will contact one of the section coordinators).
Jim Peach: Call for nominations
Larry Gould: Article on 50th Anniversary of WSSA
Mary Brentwood: Feature articles on “sustainability”
Cynthia Klima: Council Action on adding a new section

Transition Resolution – When new officers take office?

Jim Peach proposed the following motion:

New Officers and Council members will assume their duties immediately following the end of the spring conference. Terms for those leaving the Council and other offices will end at the end of spring conference. New Council members and officers will be invited to the Saturday meeting of the Council during the spring conference but will not vote.

The motion was made by Jim and seconded by Kant. The motion passed unanimously.

Executive Director’s Report:

- Larry discussed how much we charge book vendors for book display. The list of fees is as follows: General Fee: \$100.00; Registration fee for each vendor representative: \$95.00; Fee per table: \$50.00.
- Larry asked Rich Green to contact the Library of Social Science representative to find out if he will be coming to the Calgary conference and to let him know that we will charge him a fee and we will not allow him to subcontract.
- **Publishing deadlines were set for articles to be turned in for our newsletters:**
Spring newsletter: January 15th
Fall newsletter: September 1st
- Larry indicated that he will need the help of four student workers for the Saturday before the conference.
- The 2011 WSSA conference will be held in Salt Lake City, Utah.
- Finances: After the last conference the total savings and checking account balance was \$21,174. The total balance as of September 16th was about \$33,000.
- Larry indicated that host hotels are requiring us to spend a certain amount on catering. He asked the Council members to think about whether we should require various affiliates to book all catering events through WSSA.
- Council discussed whether WSSA should continue to pay for some of the dinners and drinks for the Executive Council members. The average annual cost of this is about \$4,500. There was a consensus that this practice should continue since it is the only perk members enjoy for their hard work. In addition, such events allow Council members to socialize and bond in a more informal environment. This in turn helps establish a cooperative and friendly spirit at the Council meetings.
- Council discussed the new format of a Saturday-only meeting for the fall Executive Council meeting and agreed to continue this format in future.
- Larry also discussed some of the problems from the last conference:

[1] Several paper presenters did not show up at the conference.

[2] Several people reserved rooms at the Wyndham and then canceled at the last minute.

[3] About 12 percent of participants who had reserved rooms never showed up.

[4] About 1/5th to 1/3rd of paper presenters never registered for the conference.

- Larry indicated that in the future conference participants may have to pay up front for their first night at the hotel (non-refundable).
- Council discussed possible ways to address the problem of paper presenters not showing up at the conference. Leila suggested that perhaps we can urge section coordinators to monitor to see who does not show up for their presentation. The possibility of sending a letter to the higher-up (department Head, Dean) of a presenter who does not show up for his/her presentation. It was agreed to discuss this further at the April meeting.

President-Elect's Report:

- Rick Adkisson informed the Council that he has updated the list of section coordinators.
- He will also prepare a list of helpful tips for participants for section coordinators to pass along to participants.
- OMNI press will again print the program for the 2007 conference.
- He expressed concern about potential problems for participants from Mexico and for students with one country visa to travel to Calgary for the conference.

Other Business:

Russell Kalmacoff gave a brief progress report.

- He is working on generating publicity for the conference.
 - He will issue press release and will plan a press conference.
 - He has started working on individual corporate sponsors for the conference.
 - He will prepare a more detailed schedule.
 - He will bring border policy issues to the attention of potential corporate sponsors.
- Jeff Corntassel indicated that he will arrange to recognize the First Peoples of Canada at a Wednesday evening reception.
- Dave Thiessen submitted the following report via email on membership recruitment:

Membership recruitment continued over the summer via email contact with administrators with social science oversight at identified institutions in western states. They were requested to circulate WSSA information among faculty and potentially interested students. Reference was made to the student paper competition. Only a few individuals responded but all responses were positive.

The meeting adjourned at 2:30p.m.

Submitted by

Kant Patel, Vice President