



**Minutes of Mid-South Educational Research Association**

**2012 Fall Board of Directors Meeting**

**Lexington, Kentucky**

**Griffin Gate Marriott Hotel**

**November 6, 2012**

**Call to order:** A Board of Directors organizational business meeting of the Mid-South Educational Research Association was held in Lexington, Kentucky, on November 6, 2012. The meeting convened at 2 p.m. on the 6<sup>th</sup> of November. President Julie Holmes presiding.

**Present:** Julie Holmes, Michelle Haj-Broussard, Kathleen York, Edward Shaw, Cliff Hofwolt, Randy Parker, Harry Bowman, Jane Nell Luster, Kathleen Campbell, Beverly Klecker, Carol Christian, Dustin Hebert, Ronald Skidmore, Mindy Crain-Dorough, Gail Hughes, Roben Taylor, Gahan Bailey, David Morse, Linda Morse, Rose Jones, Dianne Richardson, Jasna Vuk, Nancy Fox, Shannon Chiasson, Patrick Kariuki, Larry Daniels

**Officer's Reports:**

Julie Holmes welcomed everyone to Lexington and the Griffin Gate Hotel. She stated the Executive Committee had met before this meeting and said the outcomes will be reported in the minutes of the Executive Board Meeting and as topics arise during the board meeting.

Vice President Michelle Haj-Broussard welcomed everyone present to Lexington and to the 41<sup>st</sup> Annual Meeting.

Approval of the Minutes: Secretary Kathleen York reported she had sent a draft of the minutes taken at the 2012 Spring Board Meeting to board members approximately eight weeks after the meeting adjourned. Corrections were made to the minutes based on feedback she received. A final draft was approved by the Executive Board six weeks later. The approved 2012 Spring Board Meeting minutes have been posted on the MSERA website at the “About MSERA” link. Kathleen reported that a draft of the fall 2011 minutes of the annual business meeting is currently posted on the MSERA website with a draft watermark. They will be reviewed and officially approved by the general membership at the annual business meeting on Thursday night. Kathleen said she received a letter from Ann Chapman requesting the MSERA Board of Directors consider a reduced rate for retired members. Julie Holmes asked the newly elected board to consider Ann Chapman’s request at the spring board meeting. Gahan Bailey stated this request has been brought up before and should be reflected in past minutes; however, no motion or action has been taken on it yet.

Past President Edward Shaw reported it was a challenge to find strong and willing candidates to run for office. He encouraged board members to help Julie Holmes identify strong candidates to run for At-Large, SDE/LEA, and graduate student representatives next year. Eddie provided a brief summary of the process for nominating candidates. He received two letters of recommendation per candidate. Julie recommended appointing a parliamentarian for the election on Thursday night in case there are any nominations from the floor or questions regarding the election. Eddie Shaw and Julie Holmes asked Jane Nell to serve as parliamentarian and she agreed to do so.

Executive Director Cliff Hofwolt presented a copy of itemized incomes/expenses for the year 2012 through the month of November. He discussed the expense of printing and mailing the *Researcher in the Schools*. He reported there is a current request to publish the second issue of *RITS* which will go to the 2011 members. MSERA is behind in printing and mailing this issue. He suggested that the 2012 issues be electronic only to save the organization money. He stated MSERA probably cannot afford to publish and mail printed copies on an ongoing basis in the

future. David Morse said the complete issue of vol. 18(1) is on-line. Julie asked for clarification regarding this year as a transition year to going all electronic. Cliff advocated making an effort to go totally online by vol. 20. Cliff stated he would request additional information from Rob Kennedy before the executive board can formalize the decision regarding the date for going all on-line. Julie reported an independent accountant's review/audit report is on file for the year ending December 31, 2011. Julie thanked Cliff for his ongoing distinguished service to the MSERA organization.

**Committee reports:**

Charles Notar (Chair of Development Committee) was not present. Cliff reported for Charles on institutional memberships for 2012 and 2013. He stated the number of institutions choosing membership in MSERA is declining. The \$250 level is for one complementary membership plus a dean membership; the \$400 level is for four complementary memberships plus a dean membership. Julie asked board members to help support Charles Notar with institutional membership. Cliff suggested board members ask their deans about it.

Randy Parker (Budget Advisory Committee) reported the contract in Lexington called for a guarantee of \$13,000-\$13,500 in charges, covering food, beverage, AV, and internet charges for specific rooms. Total charges with carrying charges and tax will be between \$17,300-\$17,500. Julie thanked Randy for his diligence in spending MSERA's money wisely.

Harry Bowman (Constitution and By Laws Committee Co-Chair) reported no proposed revisions for this year. Julie announced that Jim McClean (co-chair of this committee) is stepping down from his position as co-chair of this committee. She acknowledged his distinguished service to the organization over the past 40 years.

Jane Nell Luster (Historian/Operations Review Committee Chair) reported several activities regarding her efforts to organize the historical documents of MSERA. Accomplishments include scanning and converting several years of board meeting, business meeting, and

foundation agendas, minutes, and/or reports. She has electronically conveyed the files to David Morse. She and David are currently working on making these documents available at the MSERA website. Jane Nell is seeking document “gifts” from the past from long term members. Past minutes are posted at the MSERA website “About MSERA” link. David Morse stated organizing the past documents to make them available to those who need to access them is a work in progress.

Jane Nell also reported writing two History Connections columns for the *Researcher*. Both columns focused on the 40<sup>th</sup> Anniversary Celebration.

Jane Nell also reported going over the documented minutes from 2004 through Spring of 2011 to look for past motions. A reference list of documented motions has been prepared and is available for historical and practical purposes.

Jane Nell reported a few changes in the Operations Manual. For one, the graduate student representative on the Board will now serve as co-chair of the Graduate Student Advisory Committee. This change does not have to be included in the Bylaws, but it will be noted in the Operation’s Manual. Another change regards Future Site Selection. As approved at the spring board meeting, the board may go outside the six member states to select a site. Another change regards notifying the editor of the proceedings about “no shows.” Records of past minutes reflect that Betty Porter made a Motion that MSERA follow up by notifying Deans of Education about individuals who do not show up to present their research or presentation at the conference. Jane Nell said it was unclear in the minutes if this particular Motion was a one-time thing for the conference that year or on- going.

Harry Bowman provided information about the mentors to be used in the Operation’s Manual.

Jane Nell summarized the purposes and current status of the Appendices. Appendix A is the History of MSERA and has been approved; Appendix B is the installation of new officers and

has remained constant throughout the organization's history; Appendix C states the expectations of board members; and Appendix D deals with awards. Jane Nell asked for some discussion on Appendices C and D. Regarding Appendix C, Jane Nell asked for direction. The possibilities of creating a Webinar for new board members and making Appendix C available online for quick reference were discussed. Regarding Appendix D, Jane Nell asked for discussion on the Harry Bowman Service Award and the Walter Mathews Historical Contributions Award. Appendix D has been reconstructed based on the original Motion, made by Cliff Hofwolt, for the Walter H. Mathews Historical Contributions Award. Wording in the original Motion states those who have received the Bowman Award are not eligible for the Mathews award. The stated goal is to recognize more members for their contributions. Harry Bowman was asked along with Walter Mathews to work with the President and Executive Board to provide input into the process and criteria for selecting recipients of these awards. In the future the Bylaws and Operations Manual may need revisions regarding these awards. Revisions will be based on the outcomes of collaborative talks between the Executive Board, Harry Bowman, and Walter Mathews. Appendix E is the Executive Director Evaluation Packet. Michelle Haj-Broussard provided a standard rating form for evaluation, necessitating a change to Appendix F for the Outstanding Papers/Dissertation awards. Jane Nell stated Appendix G, which was intended to be for Board meeting agenda examples, may no longer be necessary because we are trying to make the agenda available online now. Appendix H is intended for budget categories' examples.

Jane Nell asked, "Do you want the Budget Advisory Committee to be a standing committee?" It was decided that MSERA will keep the committee in the operations manual now and decide later upon guidelines for collaboration between the President, Past President, past committee chairs, and the Executive Director in the budget preparation process. The last two appendices have committee information. Julie Holmes recommended that each committee state its purpose and share selected documents as examples in this section. Jane Nell requested volunteer names from membership forms and the Committee Fair should be given directly to the committee chairs to disseminate to committee members as needed.

Jane Nell stated some motions found in past minutes were never acted upon even though they were recorded as passed and remain on the books. These motions were discussed. Shannon Chiasson motioned to strike from the MSERA records one of the motions made in 2006. This motion provided \$50 of monetary support for travel expenses to board members and committee chairs who needed it. Gail Hughes seconded. The motion to strike the motion for monetary support passed. Gail Hughes motioned and Shannon Chiasson seconded the motion to strike two other past motions from the MSERA records. These two motions supported the use of credit card payments for registration fees for annual meetings. After discussion it was decided that MSERA is a small organization and cannot afford to have a credit card option involving additional fees. The motion to strike past motions allowing credit card use at registration passed.

Jane Nell stated the MSERA Outstanding Reviewer Award is not mentioned in the Operations Manual. Larry Daniels said this award has been largely based on the editors taking notes of reviewers who have been diligent and helped MSERA maintain a scholarly journal. Julie Holmes recommended MSERA acknowledge recipients of this award at the business meeting.

Jane Nell reported the editorship of the proceedings and periodic publications of MSERA has in practice been the annual decision of the Executive Board who reviews the applications. According to motions passed in the past; however, the appointment of the editorship is a five year term and the appointment is to be made by the President of MSERA. Harry Bowman recommended putting the appointment process into the Bylaws to address any ambiguity, so that the process states the President writes a letter to the newly appointed editors based on the recommendation of the Executive Board. This issue was tabled until spring.

Jane Nell requested board members review Sections I-IV of the Operations Manual and all of the Appendices. She will revise Section V based on this meeting and post it online in a few weeks.

### **Break**

President Julie Holmes called a break at 3:50 p.m. The board meeting reconvened at 4:00 p.m.

## 2012 CONFERENCE REPORTS

### **2012 Program Chair**

Kathleen Campbell (2012 Program Chair) announced the updated version of the MSERA 2012 Program is posted on the MSERA website. A total of sixty-four sessions are cited in the current program, including discussion, display, symposia, and training. Kathleen announced that an addendum handout of corrections and a revised overview of concurrent sessions will be distributed with the program at the registration desk.

She also announced each breakout room will have a card identifying the theme, presenter, and all presentations for that session. Kathleen announced she sent all session chairs a list of responsibilities to give them a general idea of what is to be expected. She also let them know they would receive detailed directions from the Evaluations Committee later.

### **2012 Local Arrangements**

Beverly Klecker and Carol Christian (Co-chairs of the Local Arrangement Committee) Beverly announced Carol has prepared a handout of the top ten places to visit in the Lexington area. She announced Kentucky favorites are on the menu. She also announced conference “goodie bags” will be delivered to the registration desks first thing in the morning to be handed out.

Rose Jones and Dianne Richardson (Co-Chairs of Evaluation Committee) Dianne announced the evaluation packets have been prepared for the sessions. She and Rose Jones prepared the “Call for Participation” forms to be handed out at the Committee Fair. The Evaluation Committee will be represented at the fair.

## **MSERA AWARDS**

Vice-President Michelle Haj-Broussard (Distinguished Papers) reported that we had only one submission for the James E. McLean Outstanding Distinguished Paper Award this year.

MSERA did award the one submission in this category based on merit to Franz H. Reneau. Six

submissions were received for the Herbert M. Handley Outstanding Dissertation/Thesis Award. MSERA also awarded an outstanding paper from this category to Jeremy Ross Searson.

Rob Kennedy and Gahan Bailey (Distinguished Awards) Gahan reported some confusion still exists over the difference between the Harry Bowman Service Award and the Walter M. Mathews Historical Contributions Award. Discussion ensued about identifying clear criteria for each award and the difficulty in doing so since the two awards are mutually exclusive. Also, the board discussed the specific roles and responsibilities of the president of MSERA, the executive board, and an award committee in making nominations for this award. No one was nominated for the Harry Bowman Service Award this year, in part, due to the confusion. At the request of those present, Harry Bowman agreed to work with Walter Mathews to try to develop some additional guidelines to lessen confusion over the awards.

Gahan reported the award committee selected three deserving individuals for the Walter M. Mathews Historical Contributions Award. She announced recipients who receive the Walter M. Mathews Award may not receive the Harry Bowman Award and vice versa in the future. Updating the criteria in the operations manual and posting the complete manual on the web will help inform the selection committee and ensure that such duplication will not occur again.

#### **MSERA RESEARCH AND PUBLICATIONS**

Lynn Howerton and Mary Jane Bradley (Co-editors of the *Researcher*)

Randy Parker announced he will be taking pictures for Lynn Howerton and Mary Jane Bradley who could not attend the meeting. He requested the board share pictures they take with him. Randy announced the programs have arrived and are stored in the room behind the registration desk. Remaining copies of the 40<sup>th</sup> Anniversary Book will also be passed out at the conference this year and again next year.

Tony Onwuegbuzie (*Research in the Schools*) Tony was not present.

Julie Holmes announced the agreement contract is up next year, and there is an open application process for candidates who wish to be considered as editors of *RITS*. Open applications will be presented at the spring board meeting. Contact Rob Kennedy for guidelines if you wish to be considered.

Rob Kennedy (Chair of Publications and Communications) According to Rob's report posted on Wiki, Lynn Howerton and Mary Jane Bradley have outlined their plans for transitioning the *Researcher* from paper to an electronic version by the Spring of 2014 as well as considering a different "look" for the *Researcher*. Robert also listed some suggestions in his report for *Research in the Schools*: archiving articles as Acrobat renditions of what printed originals would look like; considering a new logo; considering a color scheme and overall new 'look and feel' for the electronic format edition. Rob reported that a member suggested a student who might be contracted to design a logo and/or cover.

Dustin Hebert (Technology Committee) reported that during its first year, the committee has investigated six systems that might be able to handle proposals, membership, and registration. Dustin briefly summarized the findings. Pricing was not available without quotes from several systems reviewed. The committee was unable to put together a budget at this time. Dustin reported as per the Board's charge, the Technology Committee will work with other committees, especially the Publications and Communications Committee and the World Wide Web Site Committee. The technology committee is also currently seeking members who are engaged, knowledgeable, and representative of the organization's state affiliates. Jane Nell confirmed the Technology Committee is a standing committee as documented in the MSERA records. Cliff Hofwolt expressed concern over the cost of commercial systems to handle MSERA's registration and proposals process. Julie Holmes expressed concern over the delays in getting the proposal link up and working, which resulted in reduced submissions. Dianne Richardson raised the question of offering online participation in the future with the hopes that a virtual presence would increase participation. Dustin Hebert said the bandwidth capabilities at future

sites would dictate, in part, whether or not this is even possible. He suggested trying it out on a small scale in Pensacola.

Susan Ferguson Martin (Co-Chair of Graduate Student Advisory Committee) Susan was not present. Gahan reported her efforts to promote early scholarship and attract graduate students to become lifelong professional members of MSERA. The committee's efforts include direct contact with universities that have been active in recent years or previous years. Also, the committee has worked on clarifying guidelines for the awards and providing quality feedback to students to promote exemplary work. Thirty-two *Research in Progress* proposals were submitted. Eight awards will be made this year. MSERF funds the RIP awards; therefore, someone from the foundation will sign the award.

Linda Morse (Mentors Committee) reported last year's attendance was slightly down. There will be two sessions (Nov. 7 and 8) this year. These sessions have been advertised in the *Researcher* and handouts will be provided at the registration table. A door prize will be given out at each session. Fifteen year members may become mentors.

David Morse (Archives and Website) reported the 2011 Proceedings have not been posted online yet. Julie Holmes asked Dianne Richardson to provide a list of those who presented their papers in 2011 to Michelle Haj-Broussard, so she may help complete the process for posting 2011 proceedings and eliminating any abstracts from the proceedings for presentations that were not made. Online versions of MSERA *Researcher* have been posted for February, May, 2012, using a trial version of a book-reader type formatting program. This format, if approved, will be used in the future without a watermark. A new *RITS* editorial has been posted. An historian's archives section has been added with the help of Jane Nell Luster. Also, MSERA history has been updated, thanks to Linda Kondrick (2010) and Edie Shaw (2011). Skip-tracing services need to be hired for 1997, 2001, and 2004 PPs. Upgrades will be made to the home page. David requested high quality pictures of events, members, officers, etc. be submitted in electronic form.

David reported an overall collection rate of 67% of the 2011 scheduled presentations (across all

types), which was slightly lower than 2010. David thanked the evaluation committee for all of their hard work. Archive holdings of publication are almost completed through Vol. 40(4) of the *Mid-South Educational Researcher* We are just lacking copies of 38(2) and through Vol. 18(1) of *Research in the Schools*.

Harry Bowman (SRERA) reported he is still the Executive Secretary of the State and Regional Education Research Association Consortium which is aligned with AERA. The organization is still trying to clearly define what constitutes an aligned organization. SRERA has four distinguished paper sessions on the program at AERA's annual conference. MSERA will have one of the four distinguished papers represented at the conference. MSERA will also have member recruitment at the SRERA booth in the exhibit hall at the AERA conference. Harry requested financial support to help SRERA with conference related costs. Rose Jones motioned for MSERF to continue to contribute \$200 to help with the expenses in 2013 as per Harry Bowman's request. Shannon Chiasson seconded the motion. The motion passed.

John Petry (Proceedings) A request was made on John Petry's behalf to send all missing scheduled proceedings from 2011 to Michele Haj-Broussard, so the proceedings will be complete.

### **MEMBERSHIP and DIRECTORS**

Jasna Vuk (Membership Committee Chair) reported and posted on Wiki a letter she sent to MSERA members thanking them for supporting the organization's mission and requesting current members take action to recruit new members. She created a link for members to recommend new members by asking Cliff to send a message to all members asking them if they knew of anyone who might be interested in joining. She also suggested following up with first time and second author/presenters who choose not to come back to get their feedback. It was also suggested members make an effort to meet and greet new members face-to-face.

Beverly Klecker (MSER Foundation Committee Chair) passed out a hard copy of the minutes of the 2012 MSERF meeting. She also reported that Dr. Tony Norman, the planned speaker, will not be able to present due to illness. She stated Carol will be able to speak from his PowerPoint about a new Ed.D. program in Kentucky and other states during the speaker's session. The foundation continues to exist as a financial safety net to MSERA. Jane Nell asked where the agreement between the foundation and MSERA should be posted or archived, so it is available as a public document.

Nancy Fox (Alabama Director) reported she updated the state list of the College of Education deans for Charlie Notar, shared the conference brochure with faculty and graduate students, and responded to member's questions.

Pamela Broadston (Arkansas Director) No report at this time.

Ron Skidmore (Kentucky Director) reported he coordinated with Jasna to come up with ideas for generating lists for recruiting members. He also updated the state list of the College of Education deans for Charlie Notar, emailing people in the spring and in June to send brochures and encourage participation at the annual meeting.

Kathleen Campbell (Louisiana Director) reported she sent out emails in April/May with attached MSERA tri-fold information brochure and flyer advertising the annual 2012 meeting in Lexington. She targeted deans of the Colleges of Education in Louisiana, the State Department of Education, school district superintendents in Louisiana, and catholic school superintendents in Louisiana. She also sent a follow-up reminder to the same targeted groups in June. Kathleen advertised the MSERA annual 2012 meeting to departments of Teaching & Learning, Counseling & Human Development, and Educational Leadership & Technology at Southeastern Louisiana University and encouraged faculty to promote attendance to their graduate students, especially doctoral students. Kathleen also advertised the 2012 annual meeting at LERA, LCPEA, NCPEA, and SRCEA meetings.

Rose Jones (Mississippi Director) reported she sent Charlie Notar a checked list of all of the emails addresses that she had for new members. She said the participation of graduate students who take online classes is down. She also reported funding has also hurt participation in the state. Shannon Chiasson suggested it is a good idea to get permission to use computing services to set up a college of education list serv in order to identify graduate students who are currently enrolled in programs, both online and traditional.

Vinson Thompson (Tennessee Director) No report at this time.

David Bell (At-Large Director) No report at this time.

Mindy Crain-Dourough (At-large Director) reported promoting MSERA at a conference in Washington D.C. She also developed an updated list of the deans at the Colleges of Education in Texas.

Gail Hughes (At-Large Director) No report at this time.

Roben Taylor (At-Large Director) reported promoting MSERA with the graduate student advisees and with faculty.

Paula Vanderford (SDE/LEA Director) No report at this time.

Shannon Chiasson (Graduate director) reported efforts to recruit graduate student campus liaisons to work with faculty to promote membership and participation in MSERA. Julie said the secretary needs to coordinate more with the Membership Chair to help disseminate membership information to enable these efforts. At a grass roots level, the state representatives spend an extensive amount of time updating lists and keeping accurate records.

## **FUTURE CONFERENCES**

Patrick Kariuki (Co-chair of Future Site Selection Committee) reported that five proposals were considered for the 2014 MSERA Annual Meeting. A recommendation was made and a decision has been made to hold the meeting in Knoxville, Tennessee. The 2015 meeting will be held in Louisiana. Patrick recommended making an effort to get state directors involved in the process in order to generate a number of proposals. Before proposing a possible site for annual meetings, members should contact Cliff Hofwolt through email, and he will provide a list of the meeting specifications. Michelle Haj-Broussard recommended sharing information on how to notify people about the process for making a proposal, so interested parties may do so.

Larry Daniels reported that the 2013 annual meeting will be held at Pensacola Beach in Florida, at the Hilton Gulf Front Hotel. The contract has been executed.

## **NEW BUSINESS**

**Adjournment:** The fall MSERA Board of Directors meeting was adjourned at 5:55 PM on Tuesday, November 6, 2012.

Respectfully submitted,

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Kathleen C. York, Secretary