



Minutes of Mid-South Educational Research Association

2012 Spring Board of Directors Meeting

Lexington, Kentucky

Griffin Gate Marriott Hotel

March 16-17, 2012

Call to order: A Board of Directors organizational business meeting of the Mid-South Educational Research Association was held in Lexington, Kentucky, on March 16-17. The meeting convened at 2 p.m. on the 16th of March. 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, and Roben Taylor.

Officer's Reports:

President Julie Holmes welcomed everyone to Lexington and the Griffin Gate Hotel. Board members introduced themselves.

Vice President Michelle Haj-Broussard welcomed everyone to Lexington and thanked them in advance for their support in the coming year. Michelle announced she has worked with Jane Nell Luster to revise the submission process for distinguished papers. She reported that David Morse has updated the website for an electronic submission process. The scoring rubrics are still being revised. Michelle also announced she is working with Jane Nell Luster and her Operations Review Committee to further revise the Operations Manual.

Approval of the Minutes: Julie called for approval of the minutes of the Fall Board of Directors meeting. A motion was made by Michelle Haj-Broussard and seconded by Kathleen Campbell to approve the minutes of the fall 2011 Board of Directors Meeting. Motion carried. Secretary Kathleen York recorded the approval of the minutes. The board reviewed a second set of minutes from the 2011 fall annual business meeting. Jane Nell Luster and Harry Bowman clarified that the fall 2011 minutes of the annual business meeting are not officially approved until fall of following year (2012) at the annual business meeting, but they are to be posted with a draft watermark at the MSERA website for the review of the general membership. Harry Bowman also pointed out that according to By Laws the Board of Directors meeting minutes are approved by the executive committee.

Executive Director Cliff Hofwolt presented a written itemized income/expenses report and budget analysis for the year 2011. MSERA operated at a break-even level last year. Cliff announced that he expects to hear back on the independent audit soon. He also shared an extended budget analysis going back to 2006. Cliff shared that MSERA has experienced declining funds in recent years. He recommended MSERA look at ways to save costs and increase revenues. He asked the board to think about cutting costs with publications.

Past President Edward Shaw asked for help with nominations for leadership positions on the MSERA Board of Directors for Vice President/President Elect, Secretary, and the six member State Directors. He is seeking at least two nominees per state for each of the six member State Directors positions. State representatives can run two consecutive years, but they have to be nominated each time they run for office. He advised those members making nominations to look for endorsements from other members to assure a known quantity. Nominations may be made by an active MSERA member with the written permission of the nominee and signatures of four other active members endorsing the nomination. Send nominations to Eddie Shaw, MSERA Nominations Chair, by July 1, 2012.

Committee reports:

Charles Notar (Chair of Development Committee) No report.

Randy Parker (Budget Advisory Committee) announced he did not have the data he needed to be able to give a balanced budget report for the upcoming conference. He noted Cliff Hofwolt, the Executive Director, has that information.

Harry Bowman (Constitution and By Laws Committee Co-Chair) At the request of Julie Holmes, Harry Bowman further clarified that the Bylaws state the secretary shall prepare the minutes of the fall and spring board meetings for review within six weeks of the meeting. Board members then have four weeks to respond with corrections. If they do not respond, the secretary will presume the board members concur with the minutes as drafted. Then the secretary will seek approval of the minutes from the Executive Board. The secretary will then send a corrected draft to the executive board with a correspondence stating that the minutes are to be approved by the members of the Executive Board individually. Official records of the meeting exist upon approval of the executive committee of the board. The secretary will bring the minutes as approved and distribute at the next meeting. The secretary will also send electronic files of the minutes to David Morse along with a request that the minutes be posted at the MSERA website.

Jane Nell Luster (Historian/Operations Review Committee Chair)

Jane Nell Luster reported on her work as historian. She stated that she primarily focused on how to organize this office and to sort and digitize paper documents and records. She requested John Petry ship records to her home. Electronic copies go back to 2002. One goal is to eliminate duplication and use links where appropriate. Jane Nell will contact the Halpins to determine what records they have stored. Eddie Shaw suggested taking pictures of members who have been integral to the growth and accomplishments of the organization and posting them on the web in the history section. Julie suggested a committee be appointed to create web pages of

photos of members who have received awards and served the organization with distinction. She also raised the importance of acquiring any needed permission to post pictures. Jane Nell said she and David Morse agreed to create a hotlink to the title Historian on the committee page. Also, Jane Nell contacted Lynn Howerton and Mary Jane Bradley regarding a “MSERA reflections” paragraph in the May Researcher to provide a sense of history and progress of the organization. Jane Nell Luster also encouraged MSERA Presidents to write histories of their terms with MSERA for archived records.

Break

Julie Holmes called a 15 minute break at 3 p.m. The board meeting reconvened at 3:15 p.m.

Jane Nell Luster led a discussion centered around possible different interpretations of Article II , Section 1c of the Bylaws, which deals with the President’s role in appointing committees of the association. The discussion raised questions that Jane Nell Luster will follow up on in order to determine whether or not changes to the Operations manual or Bylaws will be needed to clarify the President’s responsibilities with committees.

Jane Nell Luster continued to report, shifting focus to her work as Chairperson of the Operations Review Committee. She reported the Operations Committee began work on Section 4 of the manual while corresponding through emails. Jane Nell presented a draft of Section 4 for the consideration of the board. The committee found areas where questions arose.

One question was posed regarding the Archives Committee: "Is this a committee or is it similar to an editor’s job?" The Archive Committee has historically been a one person operation with the archivist serving as a single web editor. Jane Nell pointed out this committee is not necessarily a Presidential appointment.

Jane Nell Luster also asked some questions and history regarding the Budget Advisory Committee were discussed. The purpose and charge of the committee were first described in fall of 2005 in a board meeting packet. Jane Nell Luster pointed out that the executive budget must

be someone's responsibility. The executive director has the responsibility of presenting to the board. Jane Nell asked, "Should there still be a budget advisory committee?" Cliff Hofwolt questioned whether or not the committee is a redundant operation since the Executive Director has the budget information. Harry Bowman stated the expectations are that the President prepares a balanced budget for the upcoming year and coordinates closely with the Executive Director to do so. Randy Parker shared some issues related to trying to plan for the upcoming conference expenses without knowledge of average expenses and a detailed budget analyses. Julie Holmes asked the Board to think about whether or not a Budget Advisory Committee is needed.

Jane Nell Luster raised several questions regarding the Evaluation Committee in her report posted on Wiki. Julie Holmes suggested co-chairs directly report no shows to the Program Chair before proceedings are posted. Julie Holmes charged Michelle, as the past program chair, to coordinate to be sure she receives information regarding who shows up and who does not. Jane Nell said the Operations Committee could go back and write a clear description of what needs to show up in the evaluation report and the procedure for circulating the information so it reaches the appropriate persons.

Jane Nell Luster also discussed future site selection committee matters. She asked: "Since MSERA is going outside the six member states soon, should the restriction to a six member state as cited in the Operation's Manual be omitted?" Harry Bowman clarified that it is at the Board's discretion to approve going outside. Gail Hughes recommended adding a qualifying phrase to the Operation's Manual. Kathy Campbell motioned the phrase be added to read: "*Unless specifically approved by the board*, the selection of a state is restricted to the six member MSERA member states." Michelle Haj-Broussard seconded. Motion carried.

Jane Nell Luster asked if additional guidance beyond a description in the Past President's section is needed for the Nominations Committee. The board decided to leave it as is for now. Jane Nell said we will revisit this question next fall.

The phrasing regarding *Research in Progress* awards was questioned. Cliff Hofwolt pointed out that these awards are made at the discretion of the foundation. A monetary award may or may not be made for these sessions. Jane Nell said the Operations Review Committee will work on the wording.

Jane Nell Luster asked the board to consider and discuss the Operations Manual's wording for the procedures for the Distinguished Awards Committee for the Harry Bowman Service Award and the Walter Mathews Historical Contributions Award. She reported that last year Richard Kazelskis decided no awards would be given until the MSERA board either affirmed or changed the wording in the operations manual to clarify the executive committee's specific charge with this task. Harry Bowman clarified that the Bylaws currently state that the President of MSERA has the responsibility of conducting the selection of the recipients for the service awards. Harry Bowman suggested the MSERA President may, in consultation with the executive board, make the selections, but the President is responsible for choosing to do so. Jane Nell cited problems related to wording in the original motion for the Walter Mathews Historical Contributions Award as documented in the past minutes. It was decided that any board action must be congruent with the current Bylaws. Harry Bowman said the current ranking system for awards makes sense in his opinion.

Jane Nell Luster asked the board to consider and discuss the descriptions and rating methodology for Distinguished Paper and Outstanding Dissertation/Thesis Awards and how the papers are scored. Julie Holmes suggested clearly defined and sample exemplars to guide authors. The objectivity of the process was discussed. Michelle stated the rating sheet is clear and easy to understand. Harry Bowman affirmed the process is a blind review.

Jane Nell said proof errors in the Operations Manual will be corrected.

Recess

Julie Holmes called a recess at 4:30 p.m. for the Board of Directors. The Executive Board

remained to briefly discuss the ratings from the review of the Executive Director. The Executive Board recessed at 5 p.m. on March 16, 2012. The Fall Board of Director's meeting reconvened at 8:45 AM Saturday, March 17, 2012

Jane Nell Luster (Historian/Operations Review Committee Chair) resumed her report, focusing on Section V which states that the President of MSERA appoints the editors. She asked the board if any changes regarding the length of terms of editors were in order and whether or not a mismatch exists between Operations Manual and the Bylaws with regard to the terms. After discussion it was decided that the language will remain the same for now.

The board discussed whether or not MSERA should offer an orientation for newly elected officers. Holding this directly after the annual business meeting was suggested. It was decided that a 15 minute orientation during the reception to discuss the mission and share important information to help new officers connect and get started would be beneficial.

Julie Holmes called the attention of the Board of Directors back to the question of the budget advisory committee. Who comprises its members? Does MSERA stick with Ad Hoc committee or Standing committee for Operations? Harry Bowman clarified that it is the President's job to plan and present the budget. In so doing, the President works with the Executive Director. Julie deferred this discussion until the fall meeting.

Jane Nell Luster announced the deadline for completion of the Appendices for the Electronic Committee is the fall meeting in Lexington.

Jane Nell Luster raised a question about developing an evaluation form for the Historian. Dustin recommended consistency. Julie Holmes deferred this discussion until the fall meeting.

Jane Nell Luster asked if the Call for Participation should be under the responsibility of a specific committee. Julie Holmes announced that she is taking responsibility for the initial

contact with volunteers this year, and she will thank volunteers through an email. The importance of involving members as volunteers was stressed. Harry Bowman clarified that the President appoints the committee chairs and can ask them to contact volunteers on behalf of the organization.

2012 CONFERENCE REPORTS

2012 Program Chair

Kathleen Campbell (2012 Program Chair) thanked Julie and Michelle who provided information and guidance based on their past experiences. She announced that she had toured the rooms and the layout of the facility on the previous day and found it to be adequate. Kathleen received a list of volunteers to review proposals (3 reviewers per proposal) from Julie Holmes. Kathleen has sent a call for proposals with deadline information to Lynn Howerton and David Morse for the website. She also sent the participation requirements and directions for submitting proposals.

Kathleen presented the following **Target dates:**

April 1 –link set up for online submissions of proposals

July 15 – deadline for proposal submissions

July 31 –reviews completed by reviewers

August 15th – notification of disposition of each proposal emailed

August 31 – program completed, posted on website

September 15 – deadline for requesting changes in scheduled date/time of presentation

Julie Holmes recommended a June 30th deadline and an extended July 15th deadline as a cushion.

2012 Local Arrangements

Beverly Klecker announced Ann Chapman resigned as co-chair of local arrangements. Beverly asked Carol Christian to help her with the local arrangements. First choice for speaker in the fall is Tom Guskey who is active in Mastery Learning. Jerry Johnson is another possibility. Cliff Hofwolt stated that by the action of this committee the maximum payment for hired speakers is

\$2500. The speaker call is usually made by the President. The hotel does not offer a shuttle for travel to downtown Lexington. Members will have to take cabs if they do not have their own transportation.

Rose Jones and Dianne Richardson (Co-Chairs of Evaluation Committee) Rose sent the report and posted it on Wiki. Julie Homes briefly summarized the report. Most members were satisfied or very satisfied with the presentations and the annual meeting events. Some members disliked the omission of a Wednesday luncheon and speaker. The board discussed the possibility of uploading and making papers available on-line to eliminate the need for distributing hard copies. The advantages and disadvantages of this option were discussed. A decision was made not to try to do this for the upcoming 2012 meeting in the fall.

MSERA AWARDS

Vice-President Michelle Broussard (Distinguished Papers) announced again that she has worked with Jane Nell Luster on revising the submission for distinguished papers. David Morse has updated the website for an electronic submission process. Posted Scoring rubrics will be redesigned.

Rob Kennedy (Distinguished Awards) posted information about the Walter M. Mathews Historical Contributions Award on Wiki. New criteria for nominating candidates for this award was listed in the second paragraph for the consideration of the board. The paragraph under consideration read: "The application will be submitted electronically and should state what the candidate's service to MSERA is and how it contributed to MSERA's present status. A minimum of 10 years of active membership in MSERA is required. Note that the number of awardees can vary from year to year." Rob requested nominations be sent to him by September 12.

Break

Julie Holmes called a 10 minute break at 10:55 a.m. The board meeting reconvened at 11:05 a.m.

MSERA RESEARCH AND PUBLICATIONS

Lynn Howerton (Co-editor of the *Researcher*) posted a report on Wiki which drew attention to the deadline chart for participation. He also reported he anticipates the format and length for the upcoming *Researcher* Issues for 2012 will remain approximately the same as last year, including a separate program issue. The *Researcher* will be published concurrently in hard copy/paper and placed as a PDF file on the MSERA website this year.

Tony Onwuegbuzie (*Research in the Schools*) posted his report on Wiki. Tony and John Slate support putting *RITS* on-line and will follow the recommendations/conclusions of the MSERA board.

Rob Kennedy (Chair of Publications and Communications) posted a report on Wiki. The report raised some issues related to on-line publication of the *Researcher* and *Research in the Schools*, such as the need for Password protection. The option of PDF files mailed to members' email address was raised. The committee supports going to on-line publishing of both publications over a period of two or three years and suggested beginning with the *Researcher*. Another suggestion made was an E-journal that would be implemented at McNeese with the help of Dustin Hebert. Sheri Carson offered to manage the design, distribution, and or reporting of a survey to poll members about their format preferences. Gail Hughes motioned moving to an on-line format for publications; Michelle Haj-Broussard seconded; Motion carried.

Dustin Hebert (Technology Committee) reported different alternatives to formatting and providing access on-line to journals. He explained the E format in some detail. Dustin said one possibility is providing a link posted on an authenticated site for members only. Cliff said he would provide access to the database of members if needed. The forwarding of articles would not be possible. However, other researchers who are not members could still subscribe. Dustin agreed to prepare a full report for fall. Dustin also recommended a general call for participation that stays on the website along with text encouraging participation.

Susan Ferguson Martin (Graduate Student Advisory Committee) reported the Graduate Student Committee continues its efforts to promote early scholarship and attract graduate students to become lifelong professional members of MSERA. Susan reported emphasis is being placed on direct contact with universities. The committee is working on further clarification of Research in Progress awards and finding ways to provide quality feedback.

David Morse (Archives and Website) posted a report on Wiki. The publications are almost complete through Vol 39(4). The rate of submission to the archives was 67% of the scheduled presentations (across all types). The MSERA website is in its 15th year and exists at two URLs: <http://www.msra.org> and www.msstate.edu/org/msra/. MSERA website use has grown substantially. The *Research in the Schools* page now has editorials and author guides that may be downloaded.

John Petry (Proceedings) posted on Wiki the proceedings for 2011 have not yet been received.

Harry Bowman (SRERA) reported the consortium is going strong. The Outstanding MSERA paper will be one of the four distinguished papers presented at AERA. Cliff reported \$300 a year for the membership and booth is paid by MSERF.

MEMBERSHIP and DIRECTORS

Jasna Vuk (Membership Committee Chair) Jasna reported on Wiki that the two most important goals for 2012 are to establish a database of MSERA current and past members (5 year history), and to establish better communication and cooperation with both state representatives and the graduate student committee. The committee is working with Cliff Hofwolt and state representatives to establish the list. This is an ongoing activity. The committee is also sending emails to state representatives asking for support, contacting new members through a survey to get their feedback, asking program chairs for the names of second authors on papers and

presentations who are not current members of MSERA, updating lists of contacts for institutions, and seeking volunteers to serve on this committee.

Ava Pugh (MSER Foundation) posted the minutes of the foundation's 2011 meeting, held on Thursday, November 3, 2011 on Wiki. Cliff Hofwolt reported the following suggestions to support the RIP awards in the future. A total cost of \$1500 will be allocated for the RIP awards with each award to be given \$100. The award is not tied to registration and the author must present his/her paper. Only the primary author will be recognized and must be present at the business meeting to receive the award. This is a one-time award for each presenter. Carolyn Williams reported the 40 4 40 program raised \$2994 of which \$2614.30 was spent on contributions to the 40th Celebration, including the Time Capsule, Past Presidents Display, and Shirts for Contributors. MSERF will continue to support the MSERA Outstanding Paper Award at the current amount of \$250 and the MSERA Website in the amount of \$250 (if requested by David Morse).

Nancy Fox (Alabama Director) No report posted.

Pamela Broadston (Arkansas Director) No report posted.

Ron Skidmore (Kentucky Director) reported the updating of a list of Deans, department or program chairs, or designees for each post-secondary institution in Kentucky to include current 2012 information. Ron posted on Wiki two extensive contact files for professional 2007-2012 members and institutional membership. Individuals on these lists will be contacted with MSERA information regarding the website, upcoming conference, and the call for papers. The information files have been sent to Charles Notar. Subsequent announcements / emails will be sent as warranted.

Kathleen Campbell (Louisiana Director) reported that she will send tailored emails, tri-folds with information, and flyers about the upcoming conference to Deans of Colleges of Education in Louisiana and neighboring states, the State Department, school district superintendents, and

private/independent schools in Louisiana. She will also send a reminder to all of the above in June. She will also focus on advertising at designated professional organization meetings throughout the spring and summer.

Rose Jones (Mississippi Director) No report posted.

Vinson Thompson (Tennessee Director) No report posted.

Mindy Crain-Dorough (At-large Director) reported plans to work with Louisiana (in conjunction with Louisiana Director, Kathy Campbell) to send emails with the MSERA tri-fold information and a flyer tailored to each of the following groups: Deans of the Colleges of Education in Louisiana, State Department of Education in Louisiana, District superintendents in Louisiana (public, parochial), and independent schools. She will advertise at LCPEA.

Gail Hughes (At-Large Director) No report.

Roben Taylor (At-Large Director) reported personal goals set this year. She plans to focus on securing mailing lists and the addresses of all Alabama Institutions of Higher education. She will send information to Deans and Department Heads. She will also distribute flyers to all persons representing public schools in north Alabama who attend Jacksonville State University program advisory meetings. She will contact the new Associate Dean at the College of Education at Louisiana Tech to encourage institutional membership. She will also work on recruiting new faculty and graduate students as members and potential attendees at the upcoming conference.

Paula Vanderford (SDE/LEA Director) No report posted.

Shannon Chiasson (Graduate director) posted a report on Wiki. She identified two overarching goals: to build graduate student membership and to recruit campus liaisons. She sent an email to seventeen graduate students who signed up to serve as MSERA Campus Liaisons. Shannon

requested MSERA send letters of acknowledgment to these individuals. She provided a list of names and universities.

FUTURE CONFERENCES

The 2012 annual meeting will be held in Lexington, Kentucky, at the Marriot Griffin Gate, November 7-9. The 2013 MSERA conference will be held in Pensacola, Florida, at the Hilton Pensacola Beach Gulf Front, November 6-8. The 2014 MSERA annual meeting is an open year, and no proposal is in place right now. Jane Nell Luster shared a letter from Baton Rouge, LA, asking MSERA to consider the city as a location for 2014 as a possible site. Dustin Hebert suggested that Knoxville might be a better choice because the 2015 date will be Louisiana's time to host the conference. Jane Nell Luster concurred and suggested Louisiana be taken off the table for 2014. Cliff Hofwolt presented a letter from Robin Holbrook with Knoxville Tourism & Sports Corporation suggesting possible venues. Cliff stated the Knoxville Convention Center with Crowne Plaza would be the best choice of the venues from a financial perspective. The Board agreed and Cliff will secure a contract for this location. Jane Nell Luster proposed advertising future conference sites through a link placed in a prominent place on the website. Cliff suggested the "What's New" link that exists now.

Adjournment: The spring MSERA Board of Directors meeting was adjourned at 11:50 a.m. on Saturday, March 17, 2012.

Respectfully submitted,

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Kathleen C. York, Secretary