



Minutes of Mid-South Educational Research Association

2011 Spring Board of Directors Meeting

Call to order: A Board of Directors meeting of the Mid-South Educational Research Association was held in Oxford, Mississippi, on February 25-26, 2011. The meeting convened at 2 p.m. on the 25th of February. President Eddie Shaw presiding.

Members in attendance: Eddie Shaw, Julie Holmes, Kathleen York, Linda Kondrick, Cliff Hofwolt, Charles Notar, Randy Parker, Harry Bowman, Michelle Haj-Broussard, Sarah Blackwell, Rose Jones, Dianne Richardson, Lynn Howerton, Shannon Chiasson, Kathleen Campbell, Jasna Vuk, Nancy Fox, Ronald Skidmore, Paula Vanderford, Rebecca Robichaux, David Bell, Ann Monroe, Vinson Thompson, David Morse

ORGANIZATIONAL BUSINESS

Officers' reports:

President Eddie Shaw welcomed everyone to Ole Miss and thanked them for their hard work. The members in attendance introduced themselves. Eddie explained that the 40th Celebration activities will be embedded within the traditional format of the 2011 conference. Eddie shared dates and locations for the next three conferences:

Nov. 2-4, 2011 Oxford, Mississippi (Board Meeting on Nov. 1st is from 1-5 pm.; followed by dinner)

Nov. 7-9, 2012 Lexington, Kentucky (Board Meeting on Nov. 6th.)

Nov. 6-8, 2013 Pensacola, Florida (Board Meeting on Nov. 5th.)

The 2013 contract for the Pensacola has been signed by MSERA; we are awaiting signatures from persons in the host city.

Eddie proposed the organization of a technology committee to explore tools, techniques and methods of organization to help MSERA "go green." Eddie discussed the advantages of members bringing laptops to the spring and fall board meetings, posting reports on the web, and making contact information for representatives and others available on-line. He asked those interested in serving on this committee to contact him.

Vice President Julie Holmes welcomed everyone and thanked the members present for their commitment to MSERA.

Approval of the Minutes: Eddie called for any corrections or additions. None were made. Motion was made by Michelle and seconded by Dianne to approve the two sets of minutes: 1) the minutes from the Board of Directors organizational business-board meeting on November 2, 2010, and 2) the annual general meeting on November 4, 2010. Motion carried. Secretary Kathleen York recorded the approval of the minutes.

Past President Linda Kondrick thanked everyone for their support last year. Linda reported that the nominations for historian were sent to a committee for review. Walt was nominated but declined. Some other candidates were nominated but did not meet all of the requirements. A motion was made by Dianne and seconded by Rose to accept Jane Nell Luster as a candidate for the position of historian. Eddie clarified that the duties of historian will be primarily digital; they are separate from the archives. After discussion, Eddie called for a vote, by the executive board. The motion carried. Jane Nell Luster was appointed historian. Linda concluded by reporting that a call for participation at the MSERA 2011 conference will go out to college and university deans within the next 2-3 months. She encouraged all members to actively recruit new members into MSERA and to promote the strong participation of both faculty and graduate students at the 2011 Conference. Eddie suggested everyone try to bring at least one person from their department to the conference.

Executive Director Cliff Hofwolt reported two trends impacting income: 1) fewer members are attending conferences than in the past, and 2) membership has decreased over the last few years. Cliff announced he will send out notices next month to people who did not renew their membership last year. Cliff provided an overview of a prepared expense report, cost containment initiatives, and a budget analysis spanning the years 1997 to 2010. Exceptionally high expenses at the Baton Rouge conference in 2009 drove the cost cutting initiatives instituted by Gahan Bailey. For the year 2010 the MSERA bottom line is projected to be slightly positive after \$3000 in outstanding pledges are collected. Special attention will be paid to containing the cost of meals at the 2011 conference. The registration fee for the conference was increased last year to \$80 and the amount includes membership fees for the year. For the first time in ten years, the membership fees have been raised from \$25 to \$50, for regular members and from \$15 to \$25 for graduate students. Cliff will ask David Morse to be sure current fees are reflected on the web. Cliff suggested considering an electronic journal format in the future since printing and postage costs are rising. After negotiations recent reprint charges for the last edition of *Research in the Schools* cost the organization \$600.

Committee reports:

Charles Notar (Development Committee) reported that to date one institution has requested membership for 2011. He has created and sent lists to the state representatives (with emails at the website) and the membership committee. The lists include the current (as of January 25) Deans and/or addresses for Departments and Colleges of Education. He requested state representatives verify the information. In May he will send institutional membership information to the Deans. Institutional members will be recognized in the publication of the final program.

Randy Parker (Budget Advisory Committee) introduced Dr. Robert Fox who will help coordinate local arrangements for the fall conference. Dr. Fox stated there are not specific figures for food service until MSERA knows the number of attendees. Dr. Fox projected food costs in 2011 would be lower than those in 2010. The operating budget for the conference is estimated to be \$32,000-\$34,000. Membership and registration fees for the conference are estimated to bring in approximately \$24,000 if 300 people attend; "40-for-40" donations approximately \$2000; institutional memberships approximately \$6000, and supplement income from Ole Miss approximately \$8000-\$10,000.

Harry Bowman (Constitution and ByLaws Committee) reported that there are no proposals for further revisions to the Constitution and Bylaws as amended November 4, 2010. The approved amended Constitution and Bylaws is posted at the MSERA website.

2011 CONFERENCE REPORTS

Michelle Haj-Broussard (2011 Program Chair) asked when the link for regular proposal submissions will be operational. Julie stated the target date is sometime in March. Randy addressed Michelle's questions regarding audio-visual equipment: all rooms have a projection system, presenters may use their lap tops regardless of Mac or HP. A separate option to use computers on-site is available. The conference facility does not supply overhead projectors. MSERA is paying for the use of the system.

President Eddie Shaw announced that embedding the special 40th celebration into the three day schedule will necessitate some changes in the traditional schedule. After some discussion, the following decisions were made:

- Wednesday sessions will end at 4 p.m. to allow time to set up for the Chancellor and Dean David Rock reception (exception: poster, training, and symposia sessions may be scheduled from 4-5 p.m. in either the McMillan or Griffin boardrooms); the 5p.m. graduate student social, traditionally held on Wednesday, will be dropped this year; a dance after the School of Education reception was considered but is not possible at the facility because the Inn is not equipped to set up for a dance; the traditional MSERA Wednesday luncheon is cancelled this year, so the 40th celebrations and sessions may be scheduled during the lunch block; the reception will be called a 40th Anniversary Celebration hosted by Dean Rock and the School of Education.
- Thursday morning a combined graduate student and new membership breakfast with door prizes will be planned. The location of the breakfast will be at the Yerby Conference Center. Thursday sessions will end at 4 p.m. in order to allow for break down and set up for the business meeting; the business meeting on Thursday will be followed by a Presidents' reception;
- Friday session will follow the traditional format of the past. A tour of the Faulkner home or golf is available for interested members in the afternoon. Michelle will contact Dr. Fox to request and schedule preplanned package tours for MSERA members if there is an interest.

Eddie Shaw clarified regular sessions will be submitted according to the traditional process; special 40th celebration sessions will be 'invited sessions,' not subject to the traditional review process. He will contact members actively working on sessions that fit the format and invite them to write a proposal and submit it to Michelle for planning and scheduling. Eddie will send Michelle a list of 'invited sessions.' All 40th celebration sessions will have a special marker (small coin emblem that Walt distributed at the 2010 fall conference) indicating such in the program. Harry Bowman will contact Walt Mathews to see what his intentions are for involvement in the fall conference.

Sarah Blackwell (Special Programs Co-Coordinator) announced she, Julie Holmes, and Rose Jones are working on the time capsule and has an approved location. The location will be marked. They are working out the details. Randy added Carolyn Williams is preparing an electronic looping slide show with archive pictures. Actual artifacts from the past may be displayed as well.

President Eddie Shaw suggested a short break at 3:24 p.m.

The meeting was called back into session at 3:38 p.m.

Dr. Fox (Site Co-Coordinator) said he would conduct a tour of the facilities to members after adjournment on Saturday. He announced that in addition to a block of rooms set aside at the Inn at Ole Miss, 50 rooms for

overflow have been set aside at the Oxford Inn & Suites located uptown of the square about ten minutes from campus. Van transportation may be pre-arranged. Budgets will be finalized after the number of attendees and catering plans are finalized. Parking permits will be issued at registration. Dr. Fox is the contact person because he is able to work with Outreach and the sales department to keep costs down. Dr. Timothy Angle, Assistant Provost for the Division of Outreach and Continuing Education, agreed to pay the cost of the commemorative books, \$6,032.50. The distribution of these books will have to be determined at a later date. Parking passes for members at the overflow hotel will be issued at registration. Dr. Fox will provide the parking passes. Eddie announced that Sarah Blackwell and Ann Monroe will take the lead with Dean Rock's reception.

Rose Jones (Evaluation Committee) reported the results of the evaluations: 1) several members suggested the inclusion of a copy of the *Researcher* with the annual meeting program in their packets at the conference; (2) several people wanted coffee primarily in the mornings and at 2 pm; 3) only two people responded to the on-line version of the evaluation; 4) several presenters did not have research papers.

Members discussed ways to address the problems of "no papers or no shows." Sending a letter to the appropriate Dean to inform him or her that the paper was not presented was one idea. Members also discussed the issue of scheduling conflicts. Vice-President Julie Holmes recommended setting aside a "potpourri" block for the purpose of accommodating presentations with scheduling conflicts. Cliff discussed the advantages of opening up the option of Research in Progress-type sessions to faculty. It was suggested that these sessions have a different title to avoid confusion with existing graduate student RIP sessions. Eddie requested that the members who volunteered to review proposals on the "call for participation" list need to be identified and put into the system, so they may be contacted as soon as possible. Linda said she has the names of all volunteers on a spread sheet. She will contact the volunteer reviewers to thank them and remind them of their commitment. Cliff will send out a second request for volunteers.

MSERA AWARDS

Vice-President Julie Holmes asked members to personally invite colleagues and graduate students to submit their work for either distinguished paper or outstanding dissertation award recognition. Full details about the two awards and the submission process are posted at the MSERA website. Also, she said to let the doctoral student organizations within the university know about these awards. Julie related that Eddie suggested the scoring rubrics for these papers needed improvement. She suggested an *ad hoc* committee be formed to update the rubrics. Eddie suggested any revised rubrics be posted on-line, so the criteria established is visible to the membership. Some members requested that a footer and/or header appear on each page of the conference

program, indicating the session appearing on the page is part of the MSERA conference. Members discussed posting the program (with a draft watermark) on-line early, so members can view it ahead of time. Dianne suggested the award winning distinguished papers be posted on-line.

Eddie Shaw and Cliff Hofwolt clarified that the Walter Mathews Historical Contributions Award was established to give recognition to people in the general membership, not necessarily board members or others who have held office. The award recognizes members who have made consistent contributions to the growth of the organization over a sustained period of time. The Harry Bowman Service Award is for persons who have made notable, distinguished contributions.

MSERA RESEARCH AND PUBLICATIONS

Lynn Howerton (Co-editor of the *Researcher*) discussed the importance of deadlines and making contributions on time. Lag time slows the publication process from start-to-finish. He referred the board to the production planning calendar and deadlines for 2011.

He also recommended that the 40th celebration material and submissions for publication be reviewed by a screening committee before coming to the *Researcher* editors.

President Eddie Shaw discussed Rob Kennedy's proposal to change the name of the committee he chairs. A motion was made to accept the recommendation in the report to change the name from *Publications and Communications* to *Publications*. Kathy Campbell seconded. Motion carried.

Shannon Chiasson (Graduate Student Advisory Committee) reported that she would like to have designated liaisons on each campus who are responsible for disseminating MSERA information to graduate students. Shannon asked if a "graduate student only" listserv for MSERA exists. Cliff offered to help Shannon set it up. Cliff reminded Shannon that the graduate student committee reviews the *Research in Progress* proposal submissions. Shannon requested a letter of acknowledgement from the President of MSERA for graduate students who serve as volunteer reviewers. Eddie agreed to write the letter for graduate students. Poster sessions at MSERA may be either traditional or electronic.

Adjournment: The meeting was adjourned at 5:00 p.m. It was reconvened the next day Saturday, February 26, 2011 at 9 a.m. in order to finish board business.

MSERA Board of Directors Meeting Minutes (cont.)

2011 Spring Meeting Minutes Approved submitted by Kathleen C. York, Secretary

Charles Notar (Development Committee) made a motion seconded by Michelle to post a draft (watermark) of the *Researcher's* annual meeting program at the MSERA website prior to the conference; members will pick up a hard copy of the *Researcher* with the annual meeting program at the conference. The motion carried. Copies of the *Researcher* will be mailed to members who do not attend the conference. The logistics of delivering the *Researcher* to the conference site will be worked out. The fall issue of the *Researcher* will contain a statement in **large/bold font** telling members the programs will be included in the registration packets.

David Morse (Archives and Website) reported seventy-four percent total paper submissions at the 2010 conference. Some presenters still persist in the behavior of "no papers" despite explicit wording in the directions for submitting and presenting research. Historical gaps exist and Cliff Hofwolt and the new historian, Jane Nell Luster, will work to fill in some of the gaps. David reported this site, in its fourteenth year, maintains the luxury of being a mirror site at no extra charge to the organization. Mississippi State will continue to provide this complementary service; however, MSERA will be required to purchase another domain name for a nominal fee. David said changes have been made to help assure that members adhere to the deadlines for the Call for Papers.

Harry Bowman (SRERA) reported that an effort is underway to change the status of SRERA from that of a Special Interest Group of AERA to an aligned organization. The change is due to new requirements placed on SIGS. The new alignment will include an official agreement that AERA will provide four sessions at AERA conferences to the aligned organization. The changes will require that SRERA pay for a booth at the conference as a venue to advertise the association to potential members (approximately \$1900). A written agreement was signed in Denver that formalized SRERA's commitment to promote AERA membership within the organization. The change in status requires SRERA pay \$250 for a meeting room at the AERA conference. Harry Bowman said he will report on the new alignment at the next meeting.

MEMBERSHIP and DIRECTORS

Kathy Campbell and Jasna Vuk (Membership Committee Co-Chairs) will distribute membership brochures and informative flyers about the 2011 meeting.

Cliff Hofwolt (Executive Director) reported the MSER Foundation continues to contribute support for the *Research In Progress* sessions and outstanding paper awards. Twelve graduate student presenters received checks to support their participation in the conference. The amount of support ranged from \$55 to \$135

dependent upon review scores. Cliff reported the MSER Foundation voted to expand its support efforts to include paying the registration fees for RIP presenters who earn scores of 4.0 to 5.0. The total cost not to exceed \$1000. MSERF will continue its current support for the MSERA Outstanding Paper Award. Financial support for the MSERA website will continue. MSERF donors will be recognized in the membership issue of the *Researcher*.

Nancy Fox (Alabama Director) reported that she has verified the Deans and/or addresses for Departments and Colleges of Education in the state of Alabama. She reported that Alabama was well represented at the 2010 conference.

Ron Skidmore (Kentucky Director) reported that he will work on the list of Deans sent by Charles. He will also create a list of names of past and present members as a tool for recruitment. He will begin work toward 2012 annual meeting in Lexington, Kentucky.

Michelle Haj-Broussard (Louisiana Director) reported that she will use Kathleen's lists and Charlie's list to actively recruit members and their participation.

David Bell (At-Large Director) reported that he will explore the number of cooperatives in state with board members who are teachers or principals and work with them to recruit members and participation in MSERA. Eddie said he will send out an updated brochure with the correct dates for the conference.

Kathleen Campbell (At-Large Director) reported that she and Rebecca Robichaux will distribute detailed flyers about the 2011 meeting to all deans of colleges of education in the six MSERA states and some neighboring states (Texas, Florida, Georgia, and Oklahoma), and to all superintendents of public school districts and Catholic school dioceses in the six states, and all state departments of education in the six states.

Rebecca Robichaux (At-Large Director) reported that she recruited a new faculty member to become involved with working to get graduate students involved.

Paula Vanderford (At-Larger Director) reported that she will announce the conference in a Monday memo once she has the deadlines for proposals. She will find ways reach out to public and private schools.

Vinson Thompson (Tennessee Director) reported he will approach the Gates Foundation for support and will follow up on the idea to involve a graduate student liaison.

FUTURE CONFERENCES

Dianne Richardson (Co-Chair, Future Site 2012) raised the question of the location of the 2014 conference. Harry Bowman clarified the rotation cycle according to the operations manual. 2014 will be an open invitation year. Eddie said the following will put the rotation back on schedule:

- 2012 MSERA conference will be in Lexington, KY.
- 2013 MSERA conference will be held in Pensacola, FL.
- 2014 MSERA conference may be in Nashville, TN. (Cliff will try to make this happen.)
- 2015 MSERA conference is scheduled for Louisiana.

President Eddie Shaw announced the time capsule will be buried Wednesday, Nov. 2 at noon. Nothing else will be scheduled at the same time, so all may attend. Members discussed a press release and a marker for the capsule. This means that MSERA will return to Ole Miss in 2021 to open the capsule for the 50th celebration.

Adjournment: The spring MSERA Board of Directors meeting was adjourned at 10:30 a.m. on Saturday, February 26, 2011.

Respectfully submitted,

Kathleen C. York, Secretary