

Journal of Agricultural Education
Editing Managing Board Meeting Minutes
March 25, 2011 3:00 p.m. EST via Skype

Voting Members Present: Brian Warnick (Chair), Lori Moore, Jason Peake, Matt Raven,

Voting Members Absent: Anna Ball, Jim Flowers

Team Members Present: Grady Roberts (Editor), Rama Radhakrishna (Past Editor)

Old Business:

- Approval of Minutes – **both the October 8, 2010 and the February 11, 2011 minutes were approved**
- Election of Editing Managing Board Secretary
 - Nominees: Lori Moore Volunteered
 - **Approved by board members present – Lori Moore will serve as 2011 Editing Managing Board Secretary**
- Ratification of Editorial Review Board Members (term starts immediately after ratification and goes through December 31, 2013)
 - North Central Region: Daniel Foster, Pennsylvania State University
 - North Central Region: Jamie Cano, The Ohio State University
 - Southern Region: Brian Parr, Auburn University
 - Southern Region: John Rayfield, Texas A&M University
 - Western Region: Rebecca Lawver, Utah State University
 - Western Region: Jonathan Ulmer, Texas Tech University
- Grady asked if all nominees have been contacted regarding the expectation of completing all reviews in a timely manner. He is comfortable with all of these members if the Editing Managing Board feels confident. All have agreed to serve in this position upon approval of the board.
- **All of the members were ratified by the board.**
- Brian will send email to the AAEE listserv congratulating the above individuals on their appointment to the Editorial Review Board and Lori Moore as 2011 Secretary of the Editing Managing Board.
- Outstanding JAE Article Selection – Anna
 - Anna was unable to be on the call but did communicate with Brian. She has 3 individuals secured within the profession. She has reviews back from 2 of the 3. She did have questions about the plaques. How many plaques get made for Outstanding Article? Based on awards given previously, it was determined by the board that all authors on the outstanding article are to receive plaques. All authors on the second and third place articles get certificates.

New Business:

- Items of Business from the Editor - Grady
 - Need for archival copies of the Journal (beginning with the current

- volume)
- Matt Raven moved and Jason Peake seconded to have a full set of JAE issues printed and bound each year (beginning with Vol. 52 #1) and send them to Barry Croom to store with archives at North Carolina State.
 - **Motion Passed by board.**
 - Development of a draft budget for JAE
 - Grady does not have a copy of the last budget. One needs to be obtained from Tracy Kitchel.
 - Brian and Grady will have a draft of the budget for the April 29th Conference Call before we meet face-to-face in Idaho.
 - Development of a call for proposal for someone to determine key words of older articles
 - This would be a one-time expense. Grady reiterated that we now have all articles (from volume 1, issue 1) into the new system. Now the search function works with key words from title and author. Current JAE publication guidelines require 3-5 keywords. Grady is proposing a one-time expense to pay a graduate student or faculty member to go through all back issues to come up with 3-5 key words for every article to make the search function easier and more effective. We would have to come up with a dollar amount that would be included in the budget presented to and voted on by the general membership at the AAAE meeting in Idaho in May.
 - Jason Peake moved and Lori Moore seconded to develop a draft call for proposal for someone to determine the key words for older articles - about 50 years of issues – approximately 2000 articles (40 articles per issue).
 - Discussion – Grady suggested \$1000 as the starting point and 6 months to complete. Rama agreed that \$1000 was a fair amount. Rama mentioned that the individual would not have to read all of the articles in-depth, just enough to get 3-5 key words. Grady suggested guidelines such as methodology used, population studied, and the key variables.
 - **Motion Passed by the board.**
 - Adoption of policy for granting permission for JAE articles to be held in university repositories.
 - Grady discussed that many universities are now developing their own repositories that require faculty to submit copies of all of their work. Grady has received a request for permission from one university for a faculty member to include copies of their work. Rather than have all of these requests come to Grady, he is suggesting that we have a policy statement regarding this that individuals can give to their libraries directing them to the policy.
 - Discussion on who holds the copyright. Grady was unable to find any actual statement related to copyright of articles

published in JAE. Rama mentioned that with JOE, the journal holds the copyright. Grady mentioned that this might be an informational item at this point. Really, there are 2 related issues; (1) let's clarify who owns the copyright and (2) let's draft a statement regarding the contribution of articles to institutional repositories.

- Grady will have a report on the copyright issue and draft a policy statement to have at the next Editing Managing Board Conference Call. Rama will assist.

○ Other

▪ Update on where we are now:

- Volume 52 Issue #1 should be posted by the middle of next week.
 - Starting on Volume 52 Issue #2 – target date is early June. Now that we are in completely online delivery we are trying to catch up on the backlog of articles by including a few extra articles in each issue. The time from acceptance to publication has been approximately 12 months. Grady is seeking to cut this to 3 months from acceptance to publication.
 - Currently have 12-15 articles out at various stages of review. Grady anticipates a larger influx as national conference paper dispositions come out.
 - Grady is in the process of creating 2010 statistics to have at annual meeting.
 - Library subscriptions are trickling in. There have been a few glitches but Grady is anticipating that after this year the process will be easier. There have been 2-3 international libraries that have requested a refund because of the online delivery because they did not feel as though the online subscription was still needed for their readers. The remaining numbers remain relatively the same.
 - Length of time to review articles is getting better. Grady has quit using reviewers who sit on their reviews. The new system makes it easier for him to track how long it takes people to review. Also, now authors can see reviews as soon as they are submitted by reviewers.
- Matt Raven asked why even have a backlog of articles now that we are totally online? We are not bound by the number of pages we can print. Grady responded that his intention is to get things turned around as quickly as he can but he does not want to get caught in a situation where he does not have enough articles to fill an issue. He typically works on finalizing one issue and already has the articles for the next issue assigned. Grady will report back to us next time with more definite statistics about how long it takes authors to get final versions back, etc.

- Other
 - Future Items of business
 - The call for editor-elect needs to go out in October 2011, with the editor-elect serving alongside the Grady throughout 2012.
 - Brian mentioned this is an informational item that we need to keep on our horizon.

Meeting was adjourned at 2:53 p.m. Eastern Time.