

Journal of Agricultural Education
Editing Managing Board Meeting Minutes
February 11, 2011 3:00 p.m. EST via Skype

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

Voting Members Absent: Anna Ball, Jim Flowers, Jason Peake

Team Members Present: Grady Roberts (Editor)

Old Business:

- Welcome new members of the editing managing board
- Approval of Minutes – postponed as there were not enough members present for a quorum

New Business:

- Election of Secretary – postponed until the next meeting
- Items of Business from the Editor - Grady
 - Grady reported that he is now in the process of making the final edits for Volume 52 Number 1 with a target posting date of March 1.
 - The next two issues will catch up the back log of accepted articles with 16 articles in Volume 52 Number 1 and 16 articles in Volume 52 Number 2. Grady has a goal of having a three-month time-line from acceptance to posting. He also mentioned that with the electronic journal only, we have the potential of having additional issues within a year, or even a special issue, if desired.
 - Update on transition from Business Manager position – it was previously decided by the editing managing board to eliminate the position of business manager. A conference call was held with Grady Roberts (Editor), Barry Croom (former business manager), Tracy Kitchel (AAAE Treasurer), and Emily Rhoades (AAAE Member Services Chair). A division of responsibilities document. Emily will maintain the current list of members, Tracy will handle the financial end of things, and the online library subscriptions will be handled by Grady.
 - Update on JAE website and DOIs – All articles from Volume 1 Number 1 through Volume 51 Number 4 (with the exception of a few gaps in articles) is now posted on the JAE-online website. Some are photocopies and aren't as nice as Grady would like. He is currently working on filling in the gaps and replacing poor copies with better looking documents. The staff assistant at University of Florida who has uploaded all of these articles has also finished registering all articles with Digital Object Identifiers (DOI). There will be a bill \$300-\$400 for registering all back issues. This process has occurred nearly a year ahead of the original time

schedule. Appreciation was expressed to Grady, this staff assistant, and to the University of Florida for their work in this effort. Grady suggested that the DOIs should be double checked (possibly through www.doi.org). As part of the agreement, the reference section for all articles must have DOI numbers included. These will need to be linked on the JAE website. The new JAE website has the ability to search meta-data. The only required information currently is the title and authors. However, in order to do key word searches outside of the title, key words must be provided. These will be required on all new articles, but keywords are needed for back articles. Grady has asked the membership to provide these for their own articles, but has not received a response. He suggested the possibility of asking for a one-time stipend to pay a graduate student to determine key words for back articles. Prior to the next meeting, a draft call-for-proposal will be developed.

- Update on library subscription changes – All library subscribers received Volume 51 Number 4 in paper version. Beginning with Volume 52 all libraries will access via the online journal. Libraries who subscribe provide a range of IP addresses and then are able to access the journal. There could be hiccups, but those will be handled individually. Grady said that 80-85% of those who subscribed to paper have renewed for this year with the online. Grady mentioned that online subscriptions will change the budget in some manner as the largest expense has been printing and postage. As those expenses have been eliminated, we need to reevaluate income and expenses. We would anticipate the Journal would require fewer resources and could potentially be a revenue generator for AAAE rather than just breaking-even or needing to be subsidized.
- Update on inclusion of JAE in Gale/Cengage and EBSCO databases – An agreement has been entered into with Gale/Cengage and EBSCO. There is no cost to be indexed with these databases. In fact, as individuals pay for articles, there is the potential for AAAE to earn a bit of income from this.
- Outstanding JAE Article Selection – Grady reported that Anna has invited a group of individuals to serve on the selection committee.
- Other
 - Future Items of business
 - Is there a need for archival copies (hard copies) of the Journal? Grady will check with North Carolina State to see what would be required for this.
 - A draft adjusted budget for JAE needs to be developed. This needs to reflect the online subscriptions, printing and binding of an annual copy for archives, the electronic review and hosting systems, the editor honorarium, DOI fees, and potentially a graduate student stipend. Grady and Brian will work on a draft budget prior to the next meeting.
 - Call for proposal could be drafted for someone to go back and determine key words of older articles

- John Hillison was asked to provide a history of the Journal for the JAE website. It will be a few months before he is able to do this.
- The idea of having some theoretical debates in the Journal was discussed at the Southern Region AAAE conference. This could be discussed further at the AAAE meeting in Idaho.
- At the Idaho AAAE meeting Grady will lead a professional development workshop specific to the Journal. He and a few others will address common formatting errors, common methodological errors in research, and other forms of mistakes.
- The call for editor-elect needs to go out in October 2011, with the editor-elect serving alongside the Grady throughout 2012.
- Two editorial review board members need to be appointed from each region. These are to be nominated by the regional representatives from the editing managing board and voted on by the editing managing board as a whole. Jim Flowers and Jason Peake have been asked to nominate two from Southern Region, Matt Raven and Anna Ball have been asked to nominate two from the North Central Region, and Brian Warnick and Lori Moore reported that Jon Ulmer and Becki Lawver were nominated by the Western Region.