

Journal of Agricultural Education
Editing Managing Board Meeting Minutes
February 27, 2009

Members Present: Matt Baker (Chair), David Lawver, Anna Ball, Brian Warnick, Kim Dooley, Levon Esters.

Members Not Present: Greg Miller, Jim Dyer

Guest: Rama Radhakrishna, Editor

1. Dr. Grady Roberts (University of Florida) was elected Editor-Elect and will become the 17th editor of the *Journal of Agricultural Education*.
2. The by-laws were modified to accommodate changes in duties and election cycle for the office of Business Manager-Elect (Appendix I).
3. The Board approved the Call for Business Manager-Elect which will go out ASAP (Appendix II).
4. Dr. Radhakrishna discussed the *Journal of Agricultural Education* On-Line prototype including the overall 'look' and links to related journals.
5. The Board approved debut the *Journal of Agricultural Education* on-line 2009 – Vol. II 2 at the Annual AAAE Conference in Louisville.
6. The Board approved the printing of 800 copies of the cover page for the 2009 issues.
7. The Board discussed issues with password protection and open access for *Journal of Agricultural Education-Online*. Dr. Ball expressed concern about duplicate online publications (i.e. the same paper appearing online as a regional conference paper, a national conference paper, and as a journal article) and how such a practice violates APA standards. Dr. Dooley reported that electronic publication laws/rules are in transition. The Board decided to table the issue until the April meeting.
8. The Board will request time during a meal function at the Annual AAAE Conference in Louisville to make a presentation including a PowerPoint and words from brief remarks from previous editors celebrating the *Journal of Agricultural Education's* 50 years of existence.
9. Dr. Radhakrishna discussed that we may need to increase Jennifer Alexander's compensation since editing must be done in two formats to accommodate the print and electronic versions. Jennifer receives \$1500/year currently. Dr. Baker recommended that the issue be tabled until complete financials are presented at the May F2F meeting in Louisville.
10. Dr. Radhakrishna raised a concern that some reviewers are agreeing to review manuscripts, and then after the third notice that their reviews are behind deadline, they are clicking "Decline to Review".
11. Dr. Radhakrishna reported that there are problems in obtaining accurate membership lists from the AAAE Treasurer, and as a result, a number of individuals have contacted him

saying that they did not receive the latest issue. Dr. Baker recommended that he document the problems and report them immediately to President Moore.

12. Our next meeting is scheduled April 3, 3-4pm CDT

13. The meeting was adjourned.

Appendix I

Philosophy Underlying and Policies Governing the Publications of The *Journal of Agricultural Education*

Adopted December, 1983

Revised December, 1995

Revised December, 2000

Revised May, 2005

Revised February 27, 2009

Philosophy Underlying the Publication of the Journal

The Journal is to promote the profession of agricultural education by facilitating and expediting communication among members of the profession to the end that results of research, trends, developments, and innovations in agricultural education are widely shared. We possess a broad view of agricultural education that includes extension education, communications, leadership development, teacher education, and related areas that support the agricultural sciences.

Policies Governing the Publication of the Journal

Editing-Managing

1. The Journal shall be published under the oversight of the Editing-Managing Board.
 - a. The Editing-Managing Board shall consist of two members from each of the three regions of the AAAE and the past editor of the *Journal*. Regional board members will be elected at regional business meetings and serve staggered three-year terms.
 - b. The Editing-Managing Board of the *Journal* shall make an annual report to the AAAE.
 - c. The seven member board will elect a chair and secretary at the annual meeting. Officers will serve a one-year term.
 - d. The editor, business manager and regional editors shall be invited to attend meetings and provide information but shall not be voting members.
2. The duties of the Editing-Managing Board shall include:
 - a. Appointing the editor for the *Journal*.
 - b. Cooperating with the editor to insure that the *Journal* is a refereed publication.
 - c. Advising the editor concerning any matters which he/she may refer to the board.
 - d. Establish such policies as may be deemed necessary for the orderly development and publication of the *Journal*.
 - e. Making the decision as to the number of issues to be published in a given year considering the recommendations of the AAAE and the editor of the Journal.
 - f. Establishing subscription rates for the *Journal* for those agencies and individuals of AAAE in consultation with the business manager.
 - g. Appointing a business manager for the *Journal*.

3. The responsibilities of the Editor shall include:

- a. Serving a one-year term as editor-elect.
- b. Serving a three-year term as editor.
- c. Serving a three-year term as past editor.

Soliciting Articles for Publication

Submitting articles received to referees for critical review as to scholarly quality and appropriateness for publication.

- a. Publishing articles approved by the referees.
 - b. Editing articles selected for publication.
 - c. Arranging for the production and distribution of the *Journal*.
 - d. Deciding whether or not themes should be established for certain issues.
 - e. Referring articles received to the editor of *The Agricultural Education Magazine* for his/her consideration if they seem more appropriate for publication in that journal.
 - f. Making an annual report to the Editing-Managing Board at the time of the annual meeting.
4. The editor shall appoint three regional editors to serve during his/her term who shall represent each of the three regions of the AAAE.
 5. The regional editors shall assist the editor in carrying out his/her duties in any manner mutually agreed upon by the individuals concerned.
 6. The tenure of the editor and the regional editors shall be limited to three years.

Philosophy

7. The content of the *Journal* shall be directed primarily to the audience of agricultural education. The *Journal* shall publish articles pertaining to any of the following (not a ranked order):
 - a. Reports of research underway or completed.
 - b. Descriptions and analysis of curriculum and program innovations.
 - c. Philosophical considerations.
 - d. Current trends and issues in agricultural education.
 - e. Theoretical considerations pertaining to research, curricula, and program development efforts.
 - f. Evaluations.

Manuscript Review

8. Manuscripts shall be selected for publication in the *Journal* on the basis of being:
 - a. The original work of identifiable persons and not that of anonymous authors.
 - b. Relevant and significant to agricultural education.
 - c. Timely in content.
 - d. In conformity with established priorities of content for specific issues.
 - e. Written in a scholarly manner.
 - f. **Does not exceed 20-page maximum page limit.**
9. The responsibilities of the Business Manager shall include:
 - a. Serving a one-year term as business manager-elect.
 - b. Serving a three-year term as business manager.
10. An Editorial Review Board will be used in reviewing articles.
11. The following procedures will be followed to establish and continue the Editorial Review Board:
 - a. There will be 18 members of the editorial board.
 - b. Six members will come from each AAAE region.
 - c. Members will be nominated by the regional representative of the Journal Editing-Managing Board.
 - d. Members will be approved by a majority vote of the entire Editing-Managing Board.
 - e. Each member will serve a three-year term.
 - f. The member terms will be staggered initially by randomization of one, two, and three year terms of membership among the regional members.
 - g. No member will serve more than one full term. **Members may not serve consecutive terms.**
12. The following procedures will be followed in the review process.
 - a. An initial mailing of a blind manuscript will go to one member of the Editorial Review Board and two referee (selected by the editor) who is not a member of the Editorial Review Board.
 - b. A manuscript rejected by the reviewers a third time may not be resubmitted to the Journal.
 - c. Reviewers may, at their discretion, submit manuscripts to online databases or use other methods to authenticate the originality of the work under review.

13. Members selected to the Editorial Review Board must possess each of the following:
 - a. A willingness to serve on the Editorial Review Board.
 - b. A publishing record indicating the ability to write and evaluate referred journal articles. **Members must have at least one article published in the *Journal*.**
 - c. Active membership in AAAE.
 - d. A willingness to review and return manuscripts to the editor of the *Journal of Agricultural Education* in the requested time.

Business Operations

14. The *Journal of Agricultural Education* shall be financed from money obtained from AAAE dues; from subscriptions sold to libraries; graduate students; and individuals not members of the American Association for Agricultural Education and other sources determined by the Editing-Managing Board and Editor.
15. The Business Manager elect shall serve a one-year term as Business Manager-Elect and a three-year term as Business Manager which begins at the same time that the Editor-Elect begins service.
16. The duties of the Business manager shall include:
 - a. Working with the AAAE treasurer to develop a current and updated mailing list (postal addresses and email addresses) for the dues paying members.
 - b. Maintain a current and updated list (postal and email addresses) for complimentary copies of the *Journal of Agricultural Education*.
 - c. Soliciting subscriptions from others (e.g. departments of agricultural education, past AAAE members and others). Maintaining this list (postal and email addresses) and supplying the list to the editor and printer for distribution.
 - d. Responding to the numerous requests for *Journal of Agricultural Education* information which is to be listed in various directories in the fields of education and agriculture.
 - e. Relaying receipts for subscriptions to the treasurer of AAAE. If appropriate, relaying printing and postage bills to the treasurer.
 - f. Complete an annual external audit by an independent Certified Public Accountant on the fiscal soundness and processes associated with the *Journal of Agricultural Education* and have the external auditor file his report directly to the chair of the Editing Managing Board one month prior to their annual face-to-face meeting held in conjunction with the Annual Meeting of the American Association for Agricultural Education.

- g. Provide quarterly reports (statements of revenues and expenditures) to the Editing Managing Board.

Author Awards

17. The past chairperson of the Editing-Managing Board shall serve as chairperson of the *Journal of Agricultural Education* Outstanding Article Committee.
 - a. The chairperson will be responsible for selecting a committee of four (4) individuals consisting of a representative from each AAAE regions who did not have an article in the volume being judged, but is regarded as a competent judge of scholarly works in the field.
 - b. The committee shall follow the “Procedures for Selecting the Outstanding Article to the *Journal of Agricultural Education* adopted December 1, 1989.
 - c. The committee will select the outstanding article, a first runner-up, and a second runner-up. Award recipients will be recognized during the annual meeting of AAAE. An engraved plaque shall be awarded to the author(s) of the outstanding article, and framed certificates to the first and second runners-up. The Outstanding Article Committee Chairperson shall be responsible for arranging for the engraved plaque(s) and framed certificates, and have them available for presentation at the annual AAAE meeting.

Appendix II

Call of Business Manager Elect – *Journal of Agricultural Education*

Term as Business Manager Elect: January 1, 2009-December 31, 2009

Term as Business Manager: January 1, 2010-December 31, 2012

The *Journal of Agricultural Education* is accepting nominations (including self-nominations) for the position of Business Manager. Nominations should include a letter of interest by the nominee, the nominee's curriculum vitae, and a letter of support from the nominee's immediate supervisor indicating that sufficient resources would be made available to support the activities of the business manager and that the nominee would be provided sufficient release time to support the activities of the business manager. The business manager elect will be expected to begin immediately after the election.

General Guidelines related to the business of the *Journal of Agricultural Education* are:

1. The *Journal of Agricultural Education* shall be financed from money obtained from AAAE dues; from subscriptions sold to libraries; graduate students; and individuals not members of the American Association for Agricultural Education and other sources determined by the Editing-Managing Board and Editor.
2. The Business Manager elect shall serve a one-year term as Business Manager-Elect and a three-year term as Business Manager which begins at the same time that the Editor-Elect begins service.

The duties of the Business Manager shall include:

- a. Working with the AAAE treasurer to develop a current and updated mailing list (postal addresses and email addresses) for the dues paying members.
- b. Maintain a current and updated list (postal and email addresses) for complimentary copies of the *Journal of Agricultural Education*.

- c. Soliciting subscriptions from others (e.g. departments of agricultural education, past AAAE members and others). Maintaining this list (postal and email addresses) and supplying the list to the editor and printer for distribution.
- d. Responding to the numerous requests for *Journal of Agricultural Education* information which is to be listed in various directories in the fields of education and agriculture.
- e. Relaying receipts for subscriptions to the treasurer of AAAE. If appropriate, relaying printing and postage bills to the treasurer.
- f. Complete an annual external audit by an independent Certified Public Accountant on the fiscal soundness and processes associated with the *Journal of Agricultural Education* and have the external auditor file his report directly to the chair of the Editing Managing Board one month prior to their annual face-to-face meeting held in conjunction with the Annual Meeting of the American Association for Agricultural Education.
- g. Provide quarterly reports (statements of revenues and expenditures) to the Editing Managing Board.

Please submit electronic nomination materials (either in pdf or MS Word) no later than March 20 to: Deborah Matassa (Deborah.Matassa@ttu.edu Phone: 806.742.7202 X254).