

JAE Editing-Managing Board Meeting

December 21, 2017, 10:00-11:00 am
Conference Call

Minutes

Meeting was called to order by Brad Greiman (Chair) at 10:00 a.m. CST. The following board members were present on the conference call: Ryan Anderson, Harry Boone, Chris Estepp, Brad Greiman, Neil Knobloch, Misty Lambert, Dustin Perry, Christopher Stripling. Barry Croom, Jeremy Falk, and Kirk Swortzel were not on the call.

Agenda was approved by general consent.

Ryan moved and Christopher seconded to approve the minutes of the May 15, 2017 meeting. Minutes were approved.

The membership of the Editing-Managing Board will be updated with the following members starting January 1, 2018.

- North Central
 - Neil Knobloch, Chair (Term ends 2018)
 - Ryan Anderson (Term ends 2019)
 - Misty Lambert (Term ends 2020)
- Southern
 - Chris Estepp (Term ends 2018)
 - Christopher Stripling, Secretary (Term ends 2019)
 - Joey Blackburn (Term ends 2020)
- Western
 - Ryan Saucier (Term ends 2018)
 - Dustin Perry (Term ends 2019)
 - Marshall Baker (Term ends 2020)

Brad asked the Board to send updates to Harry regarding Editorial Board Members.

Harry provided an editor's report to the Board. Issue 57(4) should be published by Harry would like to have the discretion to publish 20 articles per issue. Harry mentioned there are 25 articles accepted that can be published in Issue 1 of Volume 58 and is working on Issue 2. The acceptance rate continues to be around 38-39%. Average days in review is 27.2 days. Neil moved and Ryan seconded that the Editor have the discretion to publish 20 articles per issue. Motion passed. This will motion be reflected in the JAE policy and governance documents.

The Board considered the election of Editor-elect. Brad reviewed the process to seek nominations. Brad, Neil and Misty served on the Nominating Committee. There was limited response to the call for nominations. Approximately 10 names were submitted to Brad and Brad reached out to all nominees. Brad received a letter of application from Kate Shoulders with a supporting letter from George Wardlow as her supervisor.

It was noted, in 2017, the editor stipend was raised from \$2,000 to \$3,000 per year. The current stipend is \$3,000 per year as editor. Travel expenses are available to support a face-to-face meeting with the Editor. Misty moved and Neil seconded to appoint Kate Shoulders as the editor-elect of JAE. Motion passed. Brad will communicate to Kate and George that the Board approved her nomination as editor-elect. Brad agreed to develop an agreement for the Editor position. Neil suggested Harry also review the agreement. Brad will use the position announcement language and add the comment “work closely with previous editors,” and also reference the editor will make decisions according to the Philosophy Underlying & Policies Governing the Publications of the *JAE* and Manuscript Preparation and Submission Guidelines. Brad will send the agreement to Kate once it is finalized.

Brad shared the *JAE* Outstanding Article selection process and asked for feedback from the Board. Brad reviewed the process to select the 15 top articles. Accept or accept with minor revisions are used as the first sort. Those articles are reviewed by the fellows to evaluate the articles. One fellow from each region. The outstanding article is announced at the annual conference in May. A rubric is used by the fellows. Z-scores are computed. No changes were made to the current process. Brad will chair this responsibility the outstanding article in Volume 57 (2017). Brad will follow this process and provide an update at the May, 2018 meeting.

Chris moved and Misty seconded that three changes be made to the Philosophy Underlying & Policies Governing the Publications of the *JAE* and Manuscript Preparation and Submission Guidelines. Motion passed.

1. Page Length
2. Associate Members are considered members and can publish in *JAE*.
3. Publication Guidelines for the Editor (will be developed by Brad, Neil & Christopher and be listed in the Philosophy & Policies Governing the Publications of the *JAE*).

Brad brought up the idea of indexing the *JAE*. Brad asked if there were any actions. Misty recommended this idea be kept on the agenda for a future discussion. Neil mentioned a sub-committee for Strategic Goal #4 is considering a way to communicate strategies to monitor citations.

Meeting was adjourned at 11:30 a.m. CST.

Sincerely,
Neil Knobloch, Secretary

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Agenda

- 1) Introductions
- 2) Approval of agenda
- 3) Minutes of May 15, 2017 meeting
- 4) Editor's Report, Harry Boone
- 5) Business/Discussion
 - a) Selection of Editor-elect
 - b) *JAE* Outstanding Article selection process
 - c) Revisions to Philosophy Underlying & Policies Governing the Publications of the *JAE*
 - d) Revisions to Manuscript Preparation and Submission Guidelines
 - d) Indexing of *JAE*
- 6) Editing-Managing Board Officers for 2018
 - a) Neil Knobloch, Chair
 - b) Christopher Stripling, Secretary
- 7) Adjourn