

## **Fall 2010 Core Committee Minutes**

November 3 & 4, Annual Conference

St. Louis, MO

*Approved by Core on December \_\_, 2010*

**A summary of actions taken precedes the minutes. Parking Lot items (unresolved issues) are listed at the end of the summary followed by a list of Ad Hoc Task Groups identified to address Parking Lot and other items by the Spring 2011 Core Committee meeting.**

### **SUMMARY OF ACTIONS TAKEN**

1.) E-minutes were approved (decisions made electronically by Executive Committee/Core since Spring 2010 meeting).

#### **Executive Director report**

2.) It was agreed that Portland and Seattle should be considered for the site of the 2012 annual conference as Vancouver seems too expensive as per airfare comparisons and guest room rates.

#### **Menges Award Subcommittee**

3.) It was agreed that the subcommittee will clarify the definition of scope and impact before submitting revised reward criteria for online posting (no further approval from Core necessary).

#### **Finance & Audit Committee**

4.) The recommendation for Vanguard Investment Fund partial liquidation as per the Governance Manual requirement was approved (liquidated funds to be split 50-50 between a 7-year secure investment and more liquid, shorter terms CDs).

#### **Historian**

5.) Approval was given to create a photo gallery for POD presidents and to speak to Eli Collins-Brown about using wikiPODia as the platform.

#### **Professional Development Committee**

6.) It was agreed that the committee would consult with Jossey-Bass and the ECRC, gather details regarding cost, logistics, implications, etc., and report back to Core regarding Wiley/Jossey-Bass-POD online event.

Also see Action Item Number 10 below.

#### **Publication Committee**

7.) The request to change the Governance Manual's description of the committee to include the phrase "...or from the Core Committee" in describing the potential pool of committee chairs, was approved unanimously by formal vote.

8.) It was agreed that the committee should clarify the rationale behind and implications of the request to add an associate editor to *To Improve the Academy*, which would increase the time commitment of editors to 6 years.

### **Research Committee**

9.) The request to use the approved spring budget amount of \$5000 to pay research assistants to help with preliminary analysis of the Membership Survey as well as with a report on the POD-Sponsored session evaluations was approved.

Also see Action Item Number 13.

### **MSU-POD Leadership Institute Proposal (Professional Development Committee)**

10.) It was agreed that the proposed MSU-POD Leadership Institute cannot be approved at this time as POD does not have a process in place to consider unsolicited proposals and because the budget request is off-cycle.

### **Graduate and Professional Student Development Committee**

11.) The request to commit one pre-conference workshop each year to a GPSD topic was declined because POD does not allocate permanent slots; POD-sponsored sessions are reviewed anew every year.

### **Electronic Communication Resources Committee (ECRC)**

12.) The request to add a wikiPODia link to the homepage and the publications page of the POD website was approved.

### **Research Committee / access to membership survey data**

13.) Bonnie Mullinix agreed to lead efforts to clarify who has access to the results of the current membership survey; what the survey's rationale and intent is and to investigate IRB/IEC clearance. Bonnie, Catherine Wehlburg, Mike Theall, and Mary-Ann Winkelmes will draft a summary statement for Core.

### **PARKING LOT ITEMS**

- 1.) How can POD/should POD create a mechanism for handling unsolicited proposals for collaborations/projects received throughout the year & how can/should POD create a mechanism for considering off-cycle budget requests?
- 2.) Innovation Awards: posters of all finalists or just winner?
- 3.) Spirit of POD roles & nomination process
- 4.) Finance: re-visit GM regarding investments & how to use Special Projects Fund (define Special Project parameters)
- 5.) Digital Repository for INFD materials & other items/artifacts of perpetual value/interest
- 6.) Refresh POD mission | vision | values
- 7.) How can POD support/encourage/convey the import of GSPD work, bringing in future higher ed developers, etc.. Expand Travel Grants?
- 8.) Review POD Committee structure

- 9.) Clarify how “diversity” is used and defined in Strategic Plan, goals, committees  
10.) Future POD research: What processes are or need to be in place? IRB?

## **AD HOC TASK GROUPS**

### **Developing a Strategic Planning Process for Core, Executive Committee**

#### **Mission/Values/Goals – Defining & Operationalizing Diversity**

*(Frank; Kevin B.; Therese; Peter; Hoag; Kevin J.)*

#### **Digital Repository & Secure Communication** *(Dakin; Derek; Hoag)*

**Committee & Core Communication:** decision-making at the right level; accountability structures; what’s an action item?; consistency & clarity; assessing committee work; clarify process for electronic Core work.

*(Phyllis, Laurel, Angela, Deandra)*

#### **Grants & Awards Processes** *(Dieter; Mary-Ann; Mike; Bonnie)*

#### **Conference Site Selection**

Should we include social justice, human rights, employee rights, environmental concerns, etc., when choosing hotels/cities for annual conference?

*(Kevin B; Frank; Hoag)*

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## MINUTES

### **Wednesday, November 3, 2010**

**Core members present:** Peter Felten, President; Mike Theall, Past President; Phyllis Dawkins, President Elect; Niki Young, Finance & Audit Chair; Hoag Holmgren, Executive Director; Kevin Barry; Derek Bruff; Dakin Burdick; Peggy Cohen; Therese Huston; Kevin Johnston; Angela Linse; Deandra Little; Bonnie Mullinix; Dieter Schönwetter, Frank Tuit; Laurel Willingham-McLain; Mary-Ann Winkelmes

**Convene & Welcome,** Peter Felten

**Ice Breaker,** Phyllis Dawkins

1.) Approval of E-minutes

#### **Executive Director Report**

2.) It was agreed that Portland and Seattle should be considered for the site of the 2012 annual conference as Vancouver seems too expensive as per airfare comparisons and guest room rates.

### Committee Reports with no Action Items

**Grants Committee:** received 9/1/10 reports on all three grants funded by POD; all three presenting at this year's conference

**Innovation Award Subcommittee:** discussion about the committee's discussion to have just the winner, rather than all finalists, have a poster at the conference: why? (see Parking Lot item)

**Small College Committee:** completed a small college wiki for the committee; informing SC conference attendees about what sessions might best address SC issues

### Committee Reports with Action Items

#### **Spirit of POD Subcommittee**

Seeking to clarify roles & process (see Parking Lot).

#### **Menges Award Subcommittee**

3.) It was agreed that the subcommittee will clarify the definition of scope and impact before submitting revised reward criteria for online posting (no further approval from Core necessary).

#### **Diversity Committee**

Discussion about being included in the 2011 planning for the POD/HBCU joint conference; will join the Saturday morning meeting with POD and HBCU planners. Interested in pursuing a diversity themed issue of TIA; Publication Committee is following up.

#### **Finance & Audit Committee**

4.) The recommendation for Vanguard Investment Fund partial liquidation as per the Governance Manual requirement was approved (liquidated funds to be split 50-50 between a 7-year secure investment and more liquid, shorter terms CDs).

Discussion about re-visiting the Governance Manual regarding investments & how to use Special Projects Fund (define Special Project parameters). See Parking Lot.

#### **Historian**

5.) Approval was given to create a photo gallery for POD presidents and to speak to Eli Collins-Brown about using wikiPODia as the platform.

#### **Professional Development Committee**

6.) It was agreed that the committee would consult with Jossey-Bass and the ECRC, gather details regarding cost, logistics, implications, etc., and report back to Core regarding Wiley/Jossey-Bass-POD online event.

Discussion about using this as a recruiting tool, try marketing to PFF populations.

Also see Action Item number 10.

### **Publication Committee**

7.) The request to change the Governance Manual's description of the committee to include the phrase "...or from the Core Committee" in describing the potential pool of committee chairs, was approved unanimously by formal vote.

8.) It was agreed that the committee should clarify the rationale behind and implications of the request to add an associate editor to *To Improve the Academy*, which would increase the time commitment of editors to 6 years.

### **Research Committee**

9.) The request to use the approved spring budget amount of \$5000 to pay research assistants to help with preliminary analysis of the Membership Survey as well as with a report on the POD-Sponsored session evaluations was approved.

Also see Action Item number 13.

### **2011 IINFD Report, Michele DiPietro**

Kennesaw State university to host the 2011 Institute, June 18-22. Request for archive of past and future INFD materials (see Parking Lot) and for the CFP to be sent out earlier next time.

### **2011 POD/HBCU Joint Conference Update, Michael Palmer; Martin Springborg; Phyllis Dawkins**

First formal POD/HBCU planning meeting to take place this week, building on last week's HBCU conference, where Michael and Phyllis began planning discussion.

### **2010 Conference Committee Report, Suzanne Tapp; Shaun Longstreet**

#### **Ad Hoc Committee Report on POD-Sponsored Sessions, Peter Felten**

Discussion about how committees vet proposals/submissions. Can sessions be submitted outside the committee structure? Might some sessions (publishing in TIA, for example) be better as a general meeting than a session per se? Process for workshop leader(s) turnover and mentoring. Ad Hoc Committee of Core members who are not presenting to review/make recommendations. Should some sessions be permanently designated (diversity, GPSD?)—why submit for approval every year? Report to be resubmitted to POD incorporating feedback.

### **MSU/POD Leadership Institute Proposal, Therese Huston**

10.) It was agreed that the proposed MSU-POD Leadership Institute cannot be approved at this time as POD does not have a process in place to consider unsolicited proposals and because the budget request is off-cycle.

### **Planning for the Future**

Small groups reflect on POD's mission statement as compared to STLHE's mission statement. Does the POD statement need renewing? What would the four "pillars" of POD be? Discussion to continue as we near the current Strategic Plan expires in 2012.

### **Presidential Elections**

Candidates announced; information and CVs distributed.

### **Request for feedback / Wrap-up**

### **Adjourn**

### **Thursday, November 4, 2010**

**Core members present:** Peter Felten, President; Mike Theall, Past President; Phyllis Dawkins, President Elect; Niki Young, Finance & Audit Chair; Hoag Holmgren, Executive Director; Kevin Barry; Derek Bruff; Dakin Burdick; Peggy Cohen; Therese Huston; Kevin Johnston; Angela Linse; Deandra Little; Bonnie Mullinix; Dieter Schönwetter, Frank Tuitt; Laurel Willingham-McLain; Mary-Ann Winkelmes

### **Presidential Candidates | Discussion | Election**

Michele DiPietro is elected.

### **Committee Reports with Action Items, Continued**

#### **Graduate and Professional Student Development Committee**

11.) The request to commit one pre-conference workshop each year to a GPSD topic was declined because POD does not allocate permanent slots; POD-sponsored sessions are reviewed anew every year.

Discussion about how to attract young professionals to this field, importance of being intentional and targeted.

#### **Electronic Communication Resources Committee (ECRC)**

12.) The request to add a wikiPODia link to the homepage and the publications page of the POD website was approved.

### **Diversity Question on Committee Reports**

Committees need to be held accountable. Discussion about clarifying what diversity means to each committee; how exactly diversity is defined in the Strategic Plan; what are

POD's goals/targets re: diversity? Should be clarified in new Strategic Plan. Can the Research Committee get data on travel grant impact? See Parking Lot.

Research Committee / access to membership survey data

13.) Bonnie Mullinix agreed to lead efforts to clarify who has access to the results of the current membership survey; what the survey's rationale and intent is and to investigate IRB/IEC clearance. Bonnie, Catherine Wehlburg, Mike Theall, and Mary-Ann Winkelmes will draft a summary statement for Core.

Executive Committee Quick Reports, Peter Felten

**Epigeum:** One sale so far; Epigeum is a vendor at this year's conference; we added a caveat for Epigeum emails to members clarifying that the announcement is an advertisement as per the POD/Epigeum partnership.

**ICED:** Is proposing institutional membership, starting in 2012, where organizations pay 1% of annual dues plus fifty pounds. No clear rationale other than keeping ICED solvent. POD needs to decide in the spring of 2011 or 2012 if we'll participate.

New Business / Small Group Work

**AD HOC TASK GROUPS** (to report back to Core on Parking Lot and/or other items)

**Developing a Strategic Planning Process for Core, Executive Committee**

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**Digital Repository & Secure Communication** *(Dakin; Derek; Hoag)*

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*(Phyllis, Laurel, Angela, Deandra)*

**Grants & Awards Processes** *(Dieter; Mary-Ann; Mike; Bonnie)*

**Conference Site Selection**

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*(Kevin B; Frank; Hoag)*

**Spring Core Meeting: March 18 & 19 | Chicago**

**Request for Feedback / Wrap-up  
Adjourn**

(Minutes prepared by Hoag Holmgren, Executive Director)