

CSSE Board of Directors Meeting – May 28, 2014
Attended by Catherine Hands

Introductions

Structure (Don Klinger (Queens U), CSSE president)

- each president of each association/org is on board
- 4-year commitment for the CSSE pres
- Anglophone and Francophone representation for VP
- **Action item:** Association leaders (e.g. CASEA pres) need to contact program chair(s) after conference – Don Klinger (current CSSE president) wants a) summary of what worked and what didn't work at this year's conference, and b) guidance (a piece of advice) to make the processes smoother for the chairs and board of directors at next year's conference; send document to Don Klinger

Bylaws (Tim Howard)

- elections will take place in the fall – call for nominations will go forward in fall
- committee will be struck to monitor the process
- slate is approved by the board of directors
- all members of CSSE will vote for officers (unless by acclamation)
- changes to process because of change in rules/laws for non-profit organizations

Financial Structure (Nicholas Ng-A-Fook, financial officer)

- revenues generated through conference because membership is usually paid only if people go to conference
- implications: location of conference: influences whether people attend
- capital fund of \$250000 in GICs
 - o that's enough money to cover administrative costs for a year, covers the journal as well
 - o \$50000 surplus this year, and anticipate surplus next year and years to follow: what do we do with the surplus once we get to a certain amount?
- CJE needs funding from SSHRC again (\$90000?) in order for the journal to remain viable
 - o Is this the most viable framework for the journal
 - o If we deal with backlog of submissions, how much will it cost us? Need a plan, e.g., a managing editor, to make sure it doesn't happen again
 - o Do membership fees get raised? Is money used from surplus
- Part of surplus goes to funding support for graduate students only (travel: students get a percentage of their travel costs paid by CSSE)
 - o Government no longer contributes, so this money comes out of surplus

- Klinger is not in favour of raising membership fees unless there is not a surplus
- CSSE attendance: 937 participants at Brock (higher attendance at Waterloo and Victoria)
 - o Financially, anywhere between 900 and 1100 attendees cover costs
- There is an institutional fee for CSSE – the size of the university dictates the amount of money (based on the number of faculty)
 - o There are about 10-15 institutions that don't pay (another revenue source) – a letter is sent out, but there's no carrot or stick to get deans/organizations to pay

Communications Conversation: Current Situation (Klinger introduced topic for discussion)

- challenge is to show that CSSE is relevant – this is the case for most faculties of education across the country
- need to be proactive in showing media, the public, etc. what we research, what we find
- previously, media attended, but couldn't find out what people were researching – we shouldn't wait until people approach us
- presenters should have a more finished product – lots of sessions don't have papers and this is not enough
- CSSE is not drawing people, even though it's a venue for Canadian research

- Program chairs noted that people back out after they are slotted into sessions, other participants don't send papers to discussants – but we don't have any rule on paper submission, and we likely don't want to, especially if we want to encourage conversations around ideas as well as those around finished research
 - o Standard format: individual presentations, symposia, posters, roundtables, etc.
 - o Posters can be for research in progress, but associations have the power to decide the structure of the sessions (e.g., CASWE has “conversations” for research in progress)
 - o Should there be specific sections in proposals that are required?
- Liaisons across AERA divisions/SIGs (and other international orgs) and CSSE associations/SIGs would be beneficial
 - o Some associations link their newsletters, publishing opportunities, Twitter feeds
 - o May need a social media specialist – need human resources to do this, or it comes down to Tim Howard – not fair/feasible to expect him to do this on top of everything else
- How do we demonstrate the value of CSSE?
 - o Communication strategy
 - o Restructure the conference: make it shorter, fewer sessions, more selective in terms of quality (may attract more senior scholars, for example, or others who are doing rigorous research)

- Program chairs may want to send out acknowledgments to deans regarding scholars' presentations, highlighting papers that would be of interest to media and more broadly
 - Give opportunities for senior scholars to do invited talks that are not scheduled during other sessions (see AERA program structure for example)
- Klinger wants a conference call mid-September for Board of Directors (before next board meeting) to discuss these ideas, and ways in which the associations reps see we can improve CSSE (attendance, academic rigour, communication, etc.)
- **Action item:** association presidents/ reps are encouraged to think about communications strategies for improving attendance, communication across the org and beyond, etc. – Klinger will be sending out an e-mail reminder
 - Big Thinkers are to serve this purpose to some degree – they are not necessarily scholars, they are big names who can be promoted to the media, etc.
- CJE (Katy Ellsworth, transition project leader)
- CJE board met to review the transition project, and future directions
 - Important process to provide guidance
- Business model: how will we pay for all of this?
 - Most ideas not well received
 - Linking publication in journal to CSSE membership – at least one author needs to be member or authors pay journal processing fee
 - 1900 readers currently
 - board felt journal needs to be self-sustaining – need to find ways to mitigate copy editing and layout
 - can we own journal but unload copy editing, layout, marketing, etc off to another org?
- rather than being a generalist journal, have focus aimed at academic but broad so that articles aren't so specialized they can't relate to the articles
- looked at reviewing criteria so as to not exclude some groups (foundations)
- advisory board members reported that the role involved too much work – new structure proposed: advisory board, board of consulting editors from all associations called upon on a daily basis to screen manuscripts initially – would recommend reviewers, determine if manuscript should go forward) – would build journal's credibility
- issues about reviewing, accepting articles, article length – different issues to provide guidance to incoming English language editor, and incumbent
- past presidents could be incoming CJE advisory board members, and other scholars could be the consulting editors
- up to new executive to decide when the transition project is completed, but Victor Glickman feels there will be at least 6 more months of transition – now have a reflective framework for administrating CJE: how big a journal this will be is determined by the number of manuscripts received and how much money is available to administrate the journal

- 200 submissions in English and French
- typically: 10 articles an issue, 4 issues a year
- once article clears peer review, goes to copy editing and layout – about \$800 (min) per article
 - o could skip this copy editing and layout, and article could go to html
 - o could go with cheaper editor options: right now, about \$850 x 40 articles
 - o could go with fewer articles: 6 an issue
 - o need to be open access journal to get SSHRC funding – will not get much revenue from publishing the journal and subscription
- Katy talked to applicants for the editor position, explained transition model, but we don't currently have a business plan going forward
- Don't have the funds right now for publishing all of the articles that are currently ready to be published (? – check this)

Next Board Meeting: November 20 and 21, 2014

Tentative location: Calgary (or possibly Ottawa)

- CSSE will support the attendance of one person/member per association

New Business

- Congress 2016 –know it's in Calgary, but there's no plan in
 - o If have discussions about program in November, this gives lots of time to contribute ideas for big thinkers
 - o Dean needs to be engaged in the committee to work with Congress
- Congress 2015
 - o don't have a CSSE chair but have a team
 - o may still be able to contribute some ideas for big thinkers until fall – some participants will cancel, the timing won't fit with their schedule, etc.
 - o association presidents will need to encourage people to take trains in, buses, etc. – limited parking on campus
 - how do we make sure people feel welcome at airport, train stations, etc, get them right on dedicated buses that express downtown?
 - This conference, volunteers are very knowledgeable – how can we make sure people feel welcomed in 2015?
 - o Suggested dates for CSSE within the Congress dates: May 30 (preconference, board of directors meeting), May 31 – June 3 (conference)
- Plan for enhancing French speaking influence at CSSE (Julie Desjardins)
 - o Project: want to gather members from different orgs to recruit more French speaking membership
 - o Issues to examine: How can CSSE be more appealing? How can conferences could be structured to encourage more engagement between English and French delegates? How can communication be enhanced?

- A number of associations are looking into this – asking members to step up as a communications liaison (someone who speaks French), mentioning to membership to see if there is interest, asking the French SIGs linked with the associations to contribute
- This is an important issue, especially since Congress is in Ottawa next year
- This year's AGM was poorly attended
 - In an out-of-the-way location, difficult to find
 - Needs to be a better system for awards presentation – a communications issue
 - Should have a photographer to take picture of award winner, for example
 - Associations have awards – could have associations do the presentations at the AGM but the awards presentations are used by the associations to get people to attend
 - AGM is a legal event, so it needs to occur, but there's flexibility in how it's done
 - Could ask each association to give up a session slot for receptions, speakers, etc.
 - Must resolve in November