

## Minutes of the Fall 2014 Board Meeting of the Communications Committee (“the Committee”)

**Ongoing charge:** To review and evaluate policies and procedures pertaining to all Society publications in both print and electronic forms; to oversee the website and to explore options for coordinating communications both in hardcopy and online; to review policies and procedures pertaining to *The Sigma Tau Delta Rectangle* and *The Sigma Tau Delta Review* writing awards; to accept applications for and recommend winners of the annual Outstanding Literary Arts Journal awards; to accept applications for and recommend winners of Chapter Blog or Website awards.

**Board/Staff Members Present:** Chair, Andrea Ivanov-Craig (Far Western Regent); Gloria Hochstein (President); Katherine Williams (Student Advisor); Robert Durborow (Student Advisor); Crystal Stone (Northeastern SR); Stephanie Laszik (Southwestern SR); Matthew Drollette (Far Western SR); Hannah Clark ; Deb Seyler (CO Staff), Elfrida Gabriel (CO Staff); Bil Johnston (Executive Director).

### *Committee Minutes*

#### 1. Old Business

- The Spring 2014 Communications Committee Minutes were approved (via electronic vote held after the Fall Board Meeting. A majority of those present responded to approve, while there was one abstention and one approval from non-board members.)

#### 2. New Business

- The Committee discussed hiring a new editor for *The Sigma Tau Delta Rectangle*, *The Sigma Tau Delta Review* and *The Sigma Tau Delta Newsletter*, since the current editor, Karlyn Crowley, will be ending her post at the end of next spring (2015). Subsumed under this topic was that of rewriting and updating the job description, whether or not to continue the Newsletter, since it duplicates material already published on the Society blog, and whether or not the editor had to be a faculty member.
- The Committee agreed that the *Newsletter* be discontinued for the reasons stated above. In addition, discontinuing the *Newsletter* would reduce the responsibilities of the Editor and reduce the workload of student interns, which would in turn free up monies that the Society provides in the way of compensation to the interns. The Committee agreed that the time and energy of Society members and leaders could be focused instead on producing the Society Blog. (It was unclear at this point if a motion to the board would need to be made in order to discontinue the *Newsletter*, thereby altering the job description of the Editor).
- The Committee next discussed whether the editor need be a faculty member. Faculty members are connected to institutions which may provide needed resources for the publication of the journals; however, since the Society now has the actual production outsourced this advantage is not needed. Although the connections faculty have to qualified expertise in an institution is still relevant, there are already many qualified readers/judges for the production of the journals and their related contests. It was therefore decided that the position might be open to non-faculty, possibly alumni of the Society or those already in editing freelance or for other publications, not to mention those already in the publishing industry.
- Next, the Committee discussed the subject of compensation for the editor. Currently, the Society pays editors a stipend or gives them release time (usually one course). Additional monies are put aside for student interns. If we were to hire non-faculty, this structure would have to change. It was suggested that a non-faculty hire would be paid a

stipend, possibly including the additional monies that are needed for interns, and then be left to “manage” the workload according to his or her discretion.

- The Committee briefly discussed the mechanics of the publication of the journals. Elfi explained the production timeline and the EBMS system for submissions. The option of including an abstract at the top of the document instead of as a separate attachment or as inline text was also discussed.
- It was agreed that Elfrida Gabriel and the current editor, Karlyn Crowley collaborate to write an updated job description for the new editor, including the various recommendations and suggestions of the committee discussed above. The Chair of this Committee would then review it. As this is an urgent matter, this write-up and posting needs to take place within two weeks or sooner of the adjournment of the Fall Board meeting.
- The Committee briefly discussed the Society blog style sheet guidelines. The sheet still hasn't been officially approved by the Board. The Chair of the Committee informed the Committee that she had sent out an email asking members to review the current sheet with an eye towards adding language that would insure proper oversight and editing of submissions before they arrived at the Central Office. This topic led to the recommendation that student leadership consider reinstating that each SR and ASR be required to submit a blog. Crystal suggested that perhaps instead each ASR and SR could be responsible for either writing a blog or finding another worthy student to write one, thereby becoming “little managing editors” themselves. The SR would approve and edit the submitted blog from the ASR or from another contributor, thereby satisfying some of the need for additional oversight in editing requested by the Central Office.
- The meeting time allotted having expired, the Committee adjourned.

*Respectively Submitted on September 23, 2014: Andrea Ivanov-Craig*