<h1 style="text-align:center">Communications Committee Minutes – March 31, 2021</h1>

Below are the foci items we discussed, with each foci item in blue, followed by questions by the committee chair Terry Phelps in **green**, and then discussion by committee members is orange.

• Get informal feedback from stakeholders on the newly adopted online format for The Sigma Tau Delta *Rectangle* and *Review.*
How shall we get feedback from students and advisors?

- **Katie: We can set up a survey over the summer to get feedback from students, advisors, etc.**
  - o **167 downloads, Elfi can run analytics to see who has accessed the PDF.**
  - o **We just need to decide on a survey and what should be included on the survey.**
- **Dan: Does it matter? Will we go back to print journals?**
  - o **Katie: We won't go back to print journals any time soon. A survey would really just give the appearance of caring about people's interactions/feedback, not really shaping our decisions.**
  - o **Dan: Suggested we should talk to the board about their thoughts on a survey, especially because we cannot make changes if we get strong feedback against the survey.**
- **Katie: When we submit our minutes, we need to officially motion to make changes to the by-laws that we suggested in the fall.**
- **Ami: Agrees with Dan. Suggested we let digital journals run for a couple years and then survey about favorite and least favorite features. No reason to send a survey about if we have no intention to return to a print journal.**
- **Terry: Should we send a survey this year for feedback?**
- **Ami: Suggested we wait another year or two before surveying.**
- **Dan: Suggested we report to the board that we wait on the survey and we will revisit it next spring. *Agreed on by everyone.***

• Using the usual award/scholarship timeline, accept applications for and recommend winners of the annual awards.
Does anyone know of any awards or scholarships we're responsible for except the literary journal?

- **Katie: No, the Outstanding Literary Arts Journal is our only responsibility and it's done. So check this off our list!**

• By Spring Board Meeting, review any remaining recommendations from the Task Force on Advocacy for English & Related Disciplines about communication-related projects and create timeline for action.
The Strategic Plan from the Board in January said, "Consider new strategies that better self-promote and increase visibility and importance of Sigma Tau Delta to the discipline."

Any ideas?
- **Katie: Can't find any information on this taskforce. Believes we have disbanded this taskforce, so we don't need to do anything about this task force recommendation.**
- **Ami: That's right.**
- **Katie: We don't have to start implementing anything from the strategic plan yet because it hasn't been approved for 2021 yet.**

• Details on any virtual, online, or email correspondence committee meetings since the Fall Board meeting.
This is our first committee meeting since our fall meeting, so the details of this meeting and any subsequent correspondence will fulfill this item.

• Details on any tasks, decisions, or announcements since the Fall Board meeting
In the fall board meeting, we voted that for the Literary Arts Journal Awards, digital and print could be submitted, and guidelines should be made for judging digital journals. Have those guidelines been established?
We also voted to expand the judging criteria to include academic writing (e.g., literary criticism). Has that happened?
- **Katie: If we haven't done it, then it hasn't been done yet. It's our responsibility as the Comm Committee to do this.**
- **Ami: Who judged the journal this year?**
- **Terry: Ami Comeford, Rebecca Lartigue, and me.**
- **Ami: Were there digital submissions?**
- **Terry: We had 3 digital submissions.**
- **Ami: Were they created to be digital journals or just submitted digitally?**
- **Terry: One submission was online only, and two were online and print.**
- **Ami: What guidelines were used to judge?**
- **Terry: We didn't differentiate between the two different types of digital submissions.**
- **Ami: Just wanted to get a sense if there was a concern about evaluation of digital and academic journals. Suggested we look into this between now and the fall board meeting. Would like Dan's input on journals that are designed for digital printing. Would like to gather feedback on best practices for judging those two different categories before we make decisions about expectations.**
- **Terry: We can pull together the existing standards and decide what changes we want to make.**
- **Katie: Suggested a shared document with current evaluation standards/criteria (Word with Track Changes or Google Docs).**

• Details on any changes to membership or to tasks undertaken.
Any changes to membership or tasks undertaken besides those mentioned above?
- **Ami: Expressed confusion about what we mean by membership.**

- **Dan and Katie agreed on the confusion. Asked for clarification from our old notes/meeting minutes.**
- **Terry: Said it was just a note in the meeting minutes.**
- **Ami: Then I think we should leave it as is so we don't run counter to any of our intentions from previous meetings.**
- **Agreed.**

Terry opened the floor to other questions…

- **Ami asked again about number of literary arts journal submissions**
  - **Terry: 4 journal submissions.**
  - **Ami: Might be helpful to know how many submissions we've gotten over the years; if we're seeing a drop or an increase. Of course, this year is an anomaly.**
  - **Katie: Actually, this upcoming year will also be an anomaly because students will be submitting for the 2020 school year. We always get very few submissions for this award. Will check with Elfi and Natasha about how many submissions we are seeing.**
  - **Ami: Suggests we get that data so we have some more concrete information about number of submissions. If we aren't tracking it, we should. If we are tracking it, we can use that data to understand how healthy the journal is.**