

Unapproved Minutes
Executive Committee Meeting
Two-Year College English Association
1998 CCCC Convention

31 March 1998
Parlor A, 6th Floor
2 April 1998
Private Dining Room 8, 3rd Floor

Palmer House
Chicago, Illinois

Attendance:

Janice Albert, Libby Bay, Eric Bateman (TYCA West Chair), Paul Bodmer, Rebecca Burnett (CCCC Liaison), Keith Gilyard (CCCC Program Chair as guest), John Lovas (Chair), Frank Madden (College Section Liaison), Mike Matthews, Georgia Newman, Elizabeth Nist (CCCC Representative), Marsha Nourse (Chair TYCA Northeast), Lois Powers (Secretary), Mark Reynolds (TETYC Editor), Howard Tinberg ("TYCA-to-You" Editor), Lynn Troyka (Past Chair), Ben Wiley (Associate Chair), Jay Wooten (TYCA Midwest Regional Chair)

Staff:

Eric Crump (NCTE Web Designer), Gesa Kirsch (Associate Executive Director for Higher Education, NCTE), Faith Schullstrom (Executive Director, NCTE), Lori Stone (Administrative Assistant, NCTE), Kent Williamson (Associate Executive Director, Business, NCTE)

1. Call to Order

John Lovas, TYCA Chair, welcomed the TYCA Executive Committee. Lovas explained the plan for the agenda: March 31 to discuss issues and April 2 to act on issues.

2. Approval of the Minutes

MOTION 98.1 (Troyka/Bodmer) CARRIED To approve the November 1997 minutes.

3. Correspondence

Lovas summarized the correspondence which he generated in response to Executive Committee actions at the November 1997 meeting. Letters were sent to Sheridan Blau thanking him for his support of "Sundaes on Saturday," to Rob Mejia, Prentice Hall, thanking him for his underwriting of TYCA's Inaugural Gala, to Dr. Johnson at St. Petersburg Junior College announcing Ben Wiley's election as TYCA Associate Chair, to Patricia Lambert Stock thanking her for her gift of \$1000 to provide plaques for Nell Ann Pickett Service Award winners, to Frank Madden thanking him for his

efforts in facilitating TYCA concerns at NCTE, and to Professor Berry congratulating him on receiving the National Humanities Medal.

4. List Serv Issue

Lynn Troyka noted that all Executive Committee members are not on the list serve and that past members are not always removed; thus, one cannot always be sure who is voting.

5. Convention Issues

Troyka pointed out a number of errors in the convention program related to the two-year strand, noting that the TYCA page doesn't serve us as well as it could. Other convention issues were also discussed: two-year faculty inclusion in the Stage I and Stage II review process, the best way for two-year teachers to get on the program, concern for determining TYCA endorsed presentations, ideas for TYCA workshops, the optimum time and day for the workshops, the need for involvement of the regionals in convention planning, dependence on individual program chairs and their responsiveness to TYCA, the pros and cons of the separate two-year college category, the importance of the theory and research categories for two-year faculty, and the need for connections rather than separation from four-year institutions in issues related to teaching the first two college years.

The Executive Committee decided to retain the 114 category, to consider proposals that go beyond the Saturday strand, to consider revision of categories, and to request combining two-year and four-year proposals where they fit in other categories.

MOTION 98.2 (Burnett/Bodmer) CARRIED To request that the Chair of the CCCC convention include reviewers from the TYCA Executive Committee and TYCA Regional Chairs at every stage of the convention proposal selection process.

6. Breakfast Plans

Michael Matthews reported that he had 80 paid breakfast reservations and 20 authors and publishers as part of his "Bring an Author to Breakfast" theme. Matthews will introduce publishers and authors and NCTE staff in an effort to show appreciation for publisher and Headquarter's support. The need for a separate breakfast account was discussed. Money needs to be held from one year to the next and be accessible when needed. Matthews recommended appointing a treasurer who could (1) open a TYCA-National Account, (2) receive all checks, and (3) pay all expenses. He also recommended establishing a TYCA liaison officer for soliciting publisher contributions or becoming independent and charging the full breakfast price, organizing an ad hoc committee to determine the purpose, format, theme, and funding for the breakfast, and developing a breakfast committee structure that will efficiently carry out the duties of hosting a breakfast. (See appendix A)

MOTION 98.3 (Bodmer/Bay) CARRIED To have the Breakfast Committee review the recommendations made by Matthews in the Breakfast report and to develop a set of recommendations to be brought to the TYCA Executive Committee by Thursday, April 2.

MOTION 98.4 (Troyka/Powers) CARRIED To thank and commend Michael Matthews for his excellent work and gracious patience in organizing the 1998 TYCA Breakfast.

7. Workshop Plans

Lovas pointed out the need for future convention planning and announced that Ben Wiley would be the chair of the Workshop Planning Committee for 1998-1999.

Georgia Newman described the intent of her workshop, "Visions for Teaching of English in Two-Year Colleges for the 21st Century," which grew out the discussions of the Task Force on a National Meeting. The workshop group will begin developing a national mission statement to bring back to the Regionals.

Newman noted that the "workshop" is not fee based, but participants were erroneously charged; however, their money will be refunded. Gesa Kirsch suggested organizing such activities as forums and scheduling them on Friday rather than Saturday to eliminate the confusion.

8. Warm-Welcome-To-All Party

The TYCA hosted social event, planned by Ben Wiley, for the CCCC Convention is a come-as-you-are party featuring the musical talents of the "Rough Drafts," a live classic rock group. Executive Committee members are wearing T-shirts with their college logos.

9. Booth at CCCC 1998

Jay Wooten discussed the status of the booth preparation and the difficulty of relying only on Executive Committee members to staff the booth. The Executive Committee discussed the need for a standing committee rather than an Ad Hoc committee to review the procedures and develop plans.

10. Awards Announcements and Plans

Chuck Anal has been selected as the recipient of the Nell Ann Pickett Service Award for 1998 and a special recognition award will given to Helon Raines for her work in the creation of TYCA. The Executive Committee discussed the arrangements for presenting the awards. They also discussed procedures for formalizing the announcement of the winner.

MOTION 98.5 (Troyka/Newman) CARRIED To provide the chair of TYCA with the name of the winner of the Nell Ann Pickett Service Award so that the TYCA Chair can congratulate the winner and plan the presentation.

Wooten will be chairing the Nell Ann Pickett Service Award Committee for 1999.

11. Nominations for TYCA Chair

Troyka, Chair of the Nominating Committee, announced the two candidates for Associate Chair for the 1998 election: Jay Wooten and JoEllen Coppersmith.

12. By-laws Revision

The By-laws committee has not yet met but will prepare a draft of changes for the November meeting. The committee is composed of the TYCA Officers and Paul Bodmer. Language and reference issues need to be considered because of the changes in the NCTE postsecondary structure.

13. TYCA Manual and Conference Guide

The present two-year manual consists of information from six regions, but it doesn't cut across regions. The purpose of the new manual is to develop guidelines that incorporate the expertise of recent program chairs that would be appropriate to all regions. In an effort to get broad participation, TYCA representatives were asked to identify a person from their region who could serve on the committee. The committee should present a draft for the November meeting.

14. Organizational Publicity

Troyka and Powers identified problems with the TYCA brochure and membership materials, especially the renewal form: inconsistencies and inaccuracies regarding information and problems with the brochure layout. The Executive Committee discussed the importance of being involved in the process of developing publicity materials. Schullstrom suggested that the Executive Committee explain what it wants and provide feedback, but that it would be difficult to be involved in an approval process. However, she assured the Executive Committee that its concerns would be addressed and that Troyka and Powers, the designated contacts, would be consulted.

The Executive Committee discussed the possibility of an integrated membership form with both regional and national membership applications to clarify the confusion between national and regional membership and to encourage more new national memberships. In order to explore the possibility of a joint membership form, it would be helpful to have a copy of each Region's membership form. Powers offered to collect the forms for that purpose and to distribute the forms to the Regions in order to share ideas. She asked that each Regional Representative send her a copy of its membership form. She also suggested sending her a copy of the conference registration form and the call for proposal form to share across the Regions as well.

15. Budget and Finances

Kent Williams reported on the financial status of NCTE and TYCA. (See appendix B.) He also addressed several questions that the Executive Committee had in regard to finances. To solve the finance questions related to the Breakfast, Williams suggested that a special fund be established for the TYCA Breakfast; thus checks could be made out to TYCA and bills could be paid directly from the account.

Troyka stated that even though TYCA was the one group in NCTE that was growing she was concerned that the trend continue. TYCA National's presence at the regional conferences did not result in many national memberships, partly because of the confusion of the membership forms. Williamson suggested customizing the forms. He also said he was developing a call center which would provide information. Powers suggested that a stronger marketing focus on the *TETYC* journal would be a strong selling point for TYCA membership.

To expedite the handling of the \$2.00 fee for non-NCTE members attending Regional conferences, Williamson said that the Regionals could send a list of conference attendees to him, and he would be able to determine who were non-members of NCTE. Matthews noted that anyone on a regional ballot should be a member of NCTE.

16. Public Image of the Two-Year College

Albert reported that people had been sending her comments, both negative and positive. Burnett suggested countering the negative comments. Albert has been noting places where mention of two-year colleges has been omitted. She suggested having a workshop regarding the image of the two-year college at the CCCC Convention. Lovas suggested each region address the "image question." (See appendix C)

18. TYCA Grant Proposal

Lovas discussed the status of the TYCA grant proposal and said that possibilities are still being explored.

19. NCIA/TYCA Collaboration Project (National Council of Instructional Administrators)

Because meeting time was limited and Troyka wanted to be sure the Executive Committee supported the joint NCIA/TYCA project, she distributed the proposal for the Executive Committee to read and suggested an on-line vote. (See appendix D)

MOTION 98.6 (Troyka, Albert) CARRIED To discuss the NCIA/TYCA proposal online and to vote for or against pursuing the collaborative NCIA/TYCA project.

20. Web Page

Lovas invited Eric Crump to the meeting to provide the Executive Committee with information to help facilitate the TYCA Web page. Crump said that the TYCA web page and regional web pages can be loaded on the NCTE server although he suggested that regional servers may be more efficient in terms of maintaining the web. Updating needs to be done at the regional level. Crump asked that one regional person be identified as a contact person.

Powers noted that three different kinds of expertise are needed in developing a web page and may or may not be found in one person: an overall concept of the purpose, content, and design of the web page; expertise with design and graphics ; and technical knowledge of the web. Crump offered to help the TYCA web committee in whatever way he could.

21. TETYC Report

Mark Reynolds reported on the *TETYC* journal and reminded the Executive Committee that *TETYC* would be celebrating its twenty-fifth anniversary in September and asked if TYCA might want to celebrate the occasion at the 1999 Convention. He also suggested that Joseph Harris , editor of *CCC* might want to join and celebrate its 50th anniversary. Reynolds will talk to Harris. (See Appendix E)

22. "TYCA to You" Report

Howard Tinberg informed the Executive Committee of the 1998-99 deadlines for "TYCA to You" and, responding to the Executive Committee suggestion that "TYCA to You" be more issue oriented, announced that the September issue would be focused on working conditions and the December issue on regional conference conversations and programs. (See Appendix F)

23. Reports from Liaisons

Associate Director of Higher Education

Kirsch distributed the Coalition document on copyright legislation, noting that the legislation affects every classroom and every teacher. The Coalition is composed of powerful educational groups and urges calls to Congressional representatives to support the document.

MOTION 98.7 (Albert/Bodmer) CARRIED To endorse the Coalition on Copyright Legislation document.

Kirsch reported on the Intellectual Property Committee and announced the appointment of Tinberg, a two-year person, to the committee. She also noted the special meeting devoted to Service Learning and updated the Executive Committee on the rethinking and restructuring of the College Forum.

"The Statement from the Conference on the Growing Use of Part-time and Adjunct Faculty" is printed in *Academe*, but copies are available from Edith Smith. A related resolution "On Affirming Labor Equity for Adjunct Teachers and Graduate Employees" was passed by NCTE in November 1998. (See appendix G for Kirsch's full report)

CCCC

Burnett and Nist reported that Cindy Selfe had raised the question about who should appoint the liaison to CCCC. ✓

Nist reported that the CCCC Writing Workshop which she chairs would meet in Chicago and begin developing a proposal for the November CCCC Executive Committee meeting.

College Section

Frank Madden updated the Executive Committee on the status of the College Forum. The Executive Committee discussed the criteria for the evaluation of TYCA by the College Section as stipulated in the original plan for TYCA. Lovas outlined TYCA's short, intermediate, and long term goals and suggested in a letter to Madden that TYCA be evaluated in terms of accomplishing these goals. (See appendix H)

MOTION 98.8 (Troyka/Newman) BY ACCLAMATION To thank Frank Madden for his exceptional work in representing the two-year college in the restructuring of the postsecondary section of NCTE.

24. TYCA Committee Structure, Recruitment, and Appointments

Lovas reviewed the committee list and pointed out the need for recruitment of strong committee members. Wiley made packets of sign-up sheets to distribute at the breakfast to identify faculty interested in serving on committees. The Officers will review committee composition and identify officer liaisons to the committees following the Executive Committee meeting.

MOTION 98.9 (Newman/Bodmer) CARRIED To charge each major committee to document by date what needs to be done and when that information will be duplicated and passed on to the chair.

By November each committee should have a one or two page draft. Lori Stone has a basic form and will send out to the chairs of the committees. Bodmer suggested that such information will ultimately be in the revised handbook.

25. Convention Issues

Keith Gilyard, Chair of the 1999 CCCC Convention, indicated his interest in involving TYCA and two-year faculty in the Convention. Executive Committee members asked how TYCA could be more involved in both Stage 1 and Stage 2 of the Convention review process. Gilyard was given a list of interested Executive Committee members. Executive Committee members encouraged sessions that integrate two-year and four-year research and pedagogy. They inquired as well what could be done to build in long-term participation. Troyka noted that Nell Ann Pickett asked that a two-year person be included in the Stage II proposal review, and that directive is now stated in the CCCC Convention planning manual.

Gilyard explained the policy for determining the number of proposals in a given category. Whatever percentage of proposals that come in in a given category determines the percentage of proposals accepted in that category. Gilyard uses his discretionary allotment as a way to round out the program. Executive Committee members discussed the importance of encouraging more colleagues to submit proposals and discussed ways to support faculty in writing good proposals.

Gilyard was also responsive to TYCA's "Gala Tradition" and indicated support for the idea. Executive Committee expressed appreciation for Gilyard's responsiveness to two-year issues.

The meeting was adjourned.

Respectfully submitted,

Lois Powers, Secretary TYCA

Note: Regional Reports

Though the Regional Reports were not on the agenda and were not given orally, they were included in the agenda book; thus, the reports are included in the minutes as Appendix I.

Summary of Motions

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