

**Unapproved Minutes
Executive Committee Meeting
Two-Year College English Association
1997 NCTE Convention**

21 November 1997

Superior Room

8:00 a.m.-12:00 p.m.

22 November 1997

8:00 a.m.-12:00 p.m.

Raphael Room

Westin Hotel

Detroit, Michigan

Attendance:

Paul Bodmer (Past Chair), Libby Bay, Rebecca Burnett (CCCC Liaison), Jolayne Call, Fred Chancey, Robert Dees (President, ECCTYC), Gail Hawisher (College Section Liaison), Rod Keller, John Lovas (Associate Chair), Frank Madden (College Section Liaison), Mike Matthews, Georgia Newman, Elizabeth Nist (CCCC Representative), Nell Ann Pickett (CCCC Chair as visitor), Lois Powers (Secretary), Terry Stewart, Mark Reynolds (*TETYC* Editor), Howard Tinberg ("TYCA-to-You" Editor), Lynn Troyka (TYCA Chair), Ben Wiley (TYCA Associate Chair), Jay Wooten (TYCA Midwest Regional Chair)

Staff:

Jacqui Joseph-Biddle (Director of Conventions, NCTE), Gesa Kirsch (Associate Executive Director for Higher Education, NCTE), Linda Oldham (Director of Professional Development Services), Carol Porter (Associate Executive Director), Faith Schullstrom (Executive Director, NCTE), Lori Stone (Administrative Assistant, NCTE)

1. Call to Order and Welcome

Lynn Troyka, Chair, welcomed the TYCA Executive Committee and introduced Ben Wiley, the new Associate Chair, Rod Keller, TYCA Western Representative, Terry Stewart, TYCA Southwest Chair, Robert Dees, ECCTYC President, and Jay Wooten who would be voting for TYCA Midwest at this meeting only.

2. **Approval of the Minutes**

MOTION 97.14 (Burnett/Keller) CARRIED To approve the March 1997 minute with corrections.

MOTION 97.15 (Bodmer/Bay) CARRIED To approve the March 1996 minutes.

3. **"TYCA Inaugural Ice Cream Sundae Celebration and Conversation"**

Troyka acknowledged the generous contribution of Prentice Hall for TYCA's first party and Sheridan Blau's NCTE contribution from his discretionary funds to support the second gala celebration. Troyka also described the program and urged members of the Executive Committee to enter into "Conversations" with guests at the event.

4. **TYCA Booth at NCTE/97**

Robert Harvey gave TYCA a good location for its booth near the NCTE bookstore. Troyka will ask Joseph-Biddle for good future locations. Troyka passed around a sign up sheet for booth attendance. Recognizing the need for more planning, the Executive Committee discussed the need for a yearly coordinator and a "new look" for the booth. Georgia Newman, Jay Wooten, Mike Matthews, Libby Bay and Lois Powers agreed to meet and brainstorm ideas.

5. ***Teachers of English in the Two-Year College (TETYC) Report***

Mark Reynolds distributed a written report. He indicated that the journal was doing well though submissions had slowed down. He accepts about 25% of the 200 articles submitted annually. Reynolds suggested that the terms of the editorial board should match the terms of the editor. Changes at NCTE will necessitate some changes in *TETYC*: the publishing schedule will be changed to September, December, March and May and the number of issues per year will increase from four to six in the future. Reynolds announced that 1999 will be the silver anniversary of *TETYC*. The Executive Committee praised the high quality of Reynolds' publication. Reynolds has bound two complete sets of *TETYC*, one set is in the NCTE library in Urbana, Illinois and one is in the archives.

Reynolds discussed the problem of two-year college writers, many of whom have not had extensive publishing experience or the opportunity to gain the experience, noting that rejections are often traumatic. The Executive Committee discussed a number of ways to help aspiring writers: conference workshops to review drafts, a listserv to consider proposals, and a mentoring network. (See Appendix A)

MOTION 97.16 (Matthew/Bodmer) CARRIED To establish an ad hoc Publication Development Committee that provides a mentoring network from *TETYC* and regional publications to encourage submissions.

6. "TYCA to You" Report

Troyka announced that Howard Tinberg has agreed to serve as the first editor of the "TYCA to You" section in the *TETYC* journal. She stressed the growing importance of the feature as National TYCA and the Regionals become more active. Tinberg offered his ideas and plans to strengthen "TYCA to You" and invited discussion of the Executive Committee's ideas. Each region is charged with getting editors to send material to Tinberg. The use of listserves and web pages was discussed as ways of circulating information. (See Appendix B)

Troyka questioned whether or not the chairs should continue to write incoming and outgoing letters for "TYCA-to-You." The Executive Committee discussed the importance of the incoming chair's letter and its desire to see it continued. The purpose of the outgoing letter serves a different function, and it was decided that the outgoing letter could be optional.

7. Financial Issues of National TYCA

TYCA contributed \$75.00 to Clark College in memory of Elizabeth McPherson.

With the new organizational structure of TYCA in NCTE, the income generated from TYCA workshops no longer goes directly to TYCA but into the general fund. The Executive Committee pursued the issue of funding: the need for NCTE funds and the legality of raising money within NCTE.

Patti Stock donated \$1000 to be used for plaques honoring the recipients of the Nell Ann Pickett Service Awards. The Executive Committee expressed its appreciation for Stock's generous and thoughtful gift and her continued support.

MOTION 97.17 (Wooten/Reynolds) CARRIED To write a thank you letter to Stock in appreciation of her generous gift to TYCA.

Six hundred and eighty dollars have been spent so far on plaques for the five recipients. To continue awarding the plaques beyond the next few, TYCA would need additional funds. The Executive Committee discussed the high cost of plaques (currently \$125.00 each) and ways to get funding for them. Troyka agreed to pursue funding possibilities with Schullstrom and come back to the Executive Committee with a proposal for a TYCA Foundation Fund.

MOTION 97.18 BY ACCLAMATION To continue giving plaques to the Nell Ann Pickett Service Award winners.

Co-Sponsored Speakers Program is open to the TYCA Regionals. The program provides speakers at minimum cost, making it possible for regions to have speakers that might not be possible otherwise, during the TYCA National three-year trial period. The Executive Committee recognized the importance of publicizing the program so the Regionals can take advantage of the opportunity. Troyka gave examples where the Regionals had already used the speakers.

The Executive Committee also discussed the role of the officers who attend Regional meetings as liaisons and ways that their expertise could be used. It was decided that guidelines should be written so that rights and responsibilities are understood. Troyka will meet with the officers to develop a list of guidelines to include with the TYCA Manual of Operations being developed.

8. TYCA Grant Task Force

The members of the TYCA Grant Committee agreed to meeting during the convention to develop a focus for the grant.

9. By-laws

Troyka asked for a clarification of MOTION 97.10 from the CCCC/97 TYCA Executive Committee meeting. The motion reads "To establish a committee to review the by laws and to oversee publicity literature, membership forms, and other communications from NCTE." The difficulty in implementing a committee with the multiple functions necessitated Troyka's asking for reconsideration of the motion. The motion was separated.

MOTION 97.19 (Newman/Burnett) CARRIED To rescind Motion 97.10 from the Executive Committee meeting held at the CCCC/97 Convention.

MOTION 97.20 (Newman/Burnett) CARRIED To establish a committee or committees to oversee publicity literature, membership forms, and other communications from NCTE.

MOTION 97.21 (Matthews/Newman) CARRIED To charge past and current elected TYCA Executive Committee Officers to review the by-laws, to identify items for revision, and to include ideas for review in the agenda book in March.

Voting Status of State Representatives on Regional Executive Committees

The Executive Committee discussed a request by a TYCA Regional for revising the by-laws so that appointed state representatives could vote on Regional Executive Committees.

Troyka said granting such votes would amount to non-elected people having a larger block of votes than elected members which would negate the principle of election for representation. The matter was referred to the By-laws Revision Committee,

Clarification of Chair's Role

Troyka raised the issue of the necessity of decision making when time limitations prevented consultation with other members of the executive committee. It was suggested that officers be consulted if possible and that Executive Committee be provided with update letters. The Executive Committee discussed establishing a listserve for officers to facilitate communication.

Several listserve problems were discussed. One was the problem of former committee members remaining on a listserve after their term has expired. Stone said she will send out unsubscribe information, and, if past members do not voluntarily remove themselves after 60 days, headquarters will. Other listserve problems were not signing listserve messages and not replying to individual senders.

10. TYCA Regionals Financial Issues

Tax Exempt Status

Troyka announced that Patti Stock, while still at NCTE, asked Millie Davis, NCTE Director of Affiliate Relations, for clarification of NCTE's ability to secure tax exempt status for TYCA Regionals. As a result, Davis wrote a long explanatory letter to the TYCA Executive Committee. (See Appendix E). The basic points are these: (1) NCTE has only Federal Tax Exempt status; such IRS tax status does not impact any TYCA Regional which could benefit from state-by-state tax exemptions; (2) the income of a group must be \$10,000.00 a year before federal taxes become an issue; (3) each TYCA Regional has to apply to whatever state their annual convention is held in, if exemption from state taxes is desired; (4) most states are now very strict in conferring tax exempt status even if the state used to be liberal; (5) any TYCA Regional (or other state group) that uses tax exempt status needs to be aware that the Treasurer of that Regional has fiduciary responsibility for income/expense reports and, in some cases, can be held personally liable for any errors. Multiple states in a region complicate state tax exemption: each state must apply for exemption, and state procedures vary.

Fees for Regionals

NCTE has not had a system for billing TYCA Regionals after their conferences, and Regionals have had no way of knowing how many TYCA conference attendees are NCTE members. If Regionals send in their registration lists, Stone will check the membership. It

was decided that it is each Regional representative's responsibility to give Stone the name of the person each year to contact for the list.

Conventions Per Diem

NCTE will provide a \$50 *per diem* for the members of the TYCA Executive Committee (TYCA officers and Regional Representatives) to attend the TYCA Executive Committee meetings at the NCTE and CCCC annual conventions; NCTE will provide a \$50 *per diem* to the two TYCA officers who attend the College Section Steering Committee meetings (at the Annual Convention and at the CCCC Convention) as liaisons; NCTE will provide a \$50 *per diem* to the five TYCA officers who attend the CCCC Executive Committee meetings (at the Annual Convention and at the CCCC Convention) as liaisons; and NCTE will pay the expenses of the TYCA chair and the *TETYC* editor to attend the NCTE Mid-Winter meeting in Urbana. The policy will go into effect at the 1997 NCTE Annual Convention. (See Appendix D)

11. TYCA Name Confusion

Kirsch and Troyka discussed the confusion over the name TYCA which is used to mean both national TYCA and regional TYCAs. As a result people are confused about membership in the national organization.

MOTION 97.22 (Bodmer/Bay) CARRIED To recommend to the By-laws Revisions Committee that the name of the region precede TYCA when referring to the regional organizations.

MOTION 97.23 (Newman/Keller) CARRIED To recommend to the By-laws Revision Committee that the word "national" precede TYCA when referring to the national organization.

12. TYCA Membership

Membership in TYCA has increased 10 percent, but the rate of increase has fallen off in the past three months. The new NCTE membership policy which offers a base rate of \$30 and a choice of journals is supposed to make it easier for two-year faculty to get the journal of their choice. Stone asked for feedback on the form. The most recent renewal form still is a problem because it does not make clear that *TETYC* is a section journal.

13. Reports of TYCA Events and celebration CCCC/97 and CCCC/98

Inaugural Gala at CCCC/97

Matthews reported that the very successful Gala celebration hosted 600 people. The unique gifts from the regionals in the drawing gave focus to the regionals which was important.

MOTION 97.24 By ACCLAMATION To thank Mike Matthews for his work in making the Inaugural Gala such a wonderful success.

Lovas will write an official letter to thank Prentice Hall for its generous contribution, noting the continued support that it gives the organization.

Breakfast at CCCC/98

Troyka announced that a Breakfast Committee has been established: Mike Matthews, Chair, Rebecca Burnett, John Lovas, Jo Ellen Coppersmith. She noted that the Executive Committee needs written guidelines for the yearly breakfast. Executive Committee members discussed the problem of funding as publishers become less inclined to support such events. Negotiating with local representatives appears to be more successful than with national representatives. Executive Committee members discussed funding options, but noted that the money remaining in the breakfast fund could only be used for the breakfast.

MOTION 97.25 (Bodmer/Lovas) CARRIED To authorize the Breakfast Committee to raise the ticket price of the breakfast to \$10 to offset increasing costs.

Workshop at CCCC/98

Jay Wooten reported on plans for the Saturday half-day workshop at CCCC/98, "Telling Our Stories: What Works in the First year Composition Classroom." Lynn Troyka, Nell Ann Pickett, John Lovas, Linda Isles-Jones, and Craig Paulenick are the presenters. Jay Wooten will chair the workshop.

TYCA is also sponsoring a panel, "Going on Line: Making a Good Beginning." The presenters are Rich Cummins, Paul Resnick, Kip Strasman, and Susan Halter. Jay Wooten is chairing the panel.

MOTION 97.26 (Newman/Nist) CARRIED To thank Jay Wooten for her work in organizing the workshop and panel.

MOTION 97.27 (Newman/Powers) CARRIED To have the Chair write a letter to the President of Piedmont Virginia Community College (with copies as appropriate) to applaud the contribution of Dick Harrington in presenting the outstanding program at National TYCA, November 1997.

Long-Range Planning for Workshops.

Executive Committee discussed the importance for long range planning for workshops at both CCCC and NCTE. Composition for that committee could be one representative from each region. The Chair will appoint.

Two-Year Saturday Strand at CCCC/98

Troyka reported on the selection of presentations for the CCCC/98 Saturday Strand and explained the selection process, indicating that two-year faculty were involved in every stage of the review. One sessions in the Saturday Strand is "TYCA Tips for Writing Successful CCCC Program Proposals." Linda Houston, Jay Wooten, Rod Keller, Elizabeth Nist, Mark Reynolds, and Howard Tinberg will be the presenters.

Policies for TYCA's Two-Year College Saturday Strand at CCCC

Troyka and Pickett reported on the new CCCC Handbook which now includes specific guidelines for the two-year strand and for two-year participation in Stage I and Stage II convention proposal reviews. Troyka wrote the language.

It is important to note that TYCA has an official presence at the College section (Chair and Editor of *TETYC*) and at the CCCC Executive Committee meeting (TYCA's four officers and editor). The three officers rotate through the college forum.

Hoping to increase participation of two-year and high school faculty, convention planners tried a Saturday only registration option. The results were disappointing, and the option will not be offered again.

14. National TYCA Liaison Visits to Regionals

The liaisons to the Regional conferences (Bodmer, Kirsch, Lovas and Troyka) gave enthusiastic reports of their experiences. Executive Committee discussed the importance of continuing the liaison visits to the regional conference. The program cost \$19,000. Troyka and Lovas think TYCA can get funds to continue, but we will need to pursue the funding issue with Kirsch. A consolidated membership form may help clarify "membership confusion" and encourage more memberships in TYCA.

15. Reports from the Regionals

Each of the regional representatives submitted written reports: Georgia Newman, TYCA Southeast; Mark Snowwhite, TYCA Pacific Coast; Rod Keller, TYCA West; Fred Chancey, TYCA Northwest; Mile Matthews, TYCA Southwest; Libby Bay, TYCA Northeast; and Paul Bodmer, TYCA Midwest.

16. Recognition of TYCA and Two-Year Faculty: "A Place at the Table"

TYCA as an organization is becoming recognized as a voice in higher education. Both the organization and two-year faculty are called upon to participate in educational activities and are receiving honors.

National Council of Instructional Administrators (NCIA), affiliated with the American Association of Community College (AACC), has extended an invitation for collaboration on a project. Executive Committee had a favorable response to the invitation.

MOTION 97.28 (Powers/Wooten) CARRIED To engage in conversation with NCIA to explore areas of mutual interest with the possibility of working on a joint project.

Other recognition comes in the form of invitations to two-year presenters at conferences such as The Young Rhetoricians, of requests for endorsements, of invitations to serve on committees such as the CCC Intellectual Property Committee, of research grants, of honors such as the National Humanities Medal Awarded to David Berry, and of the creation of an English Honor Society for Two-Year Colleges, Sigma Kappa Delta.

Berry was the first two-year person to receive this award. Executive Committee would like to develop a list of two-year people who receive such honors. Troyka volunteered to write a statement to NHA asking about establishing a liaison relationship.

NCTE

Executive Committee members expressed appreciation for Sheridan Blau's reference to two-year faculty in his NCTE convention program letter.

Professional Development Services

Linda Oldham, Director of Professional Development Services at NCTE, and Carol Porter, Associate Executive Director for Secondary Education, explained NCTE's professional development services and gave examples of the kind of services they provide. Executive Committee complimented Oldham on the program and noted that some Regionals may find their services helpful and the PDS might benefit from two-year college advice in conference planning as well. Oldham noted that a two-year person is on the advisory board. Troyka thanked Oldham and Pope for the information.

Hotel Reservation Problems

To facilitate hotel registration for TYCA Executive Committee members, Lori Stone will arrange that NCTE headquarters send "Program Previews" early to all members.

Web Page

Lovas reported that he had been in contact with Eric Crump about the TYCA web page. Powers reported on the progress of the ECCTYC web page which includes a section on TYCA and showed color reproductions of the web page design and content. She plans to expand the *TETYC* section and will talk to Reynolds and Tinberg about content.

17. TYCA Committee Reports

Nell Ann Pickett Service Award

Wooten reminded Executive Committee members that nominations for the award are needed by December 2.

Public Image Committee

Troyka formed this new committee to address issues in the two-year college: Public Image of the Two-Year College, Part-Time Faculty, and Teacher Research.

Janice Albert has been appointed chair of the Public Image Committee. Albert is setting up a network to get real stories. Wiley and Powers expressed interest in serving on the committee.

18. Part-Time "Summit"

Lovas reported on the Part-time "Summit" meeting which included ten major organizations. Lovas felt that the meeting had been very successful and that a position paper will be forthcoming. (Appendix E)

19. NCTE Executive Committee Evaluation of TYCA

Kirsch and Frank Madden reminded the Executive Committee that TYCA's original proposal included an evaluation after three years (Spring 1995). Madden explained that TYCA develops the criteria which is then used by the College Section for its evaluation of TYCA. Finally the College Section makes its recommendation to the NCTE Executive Committee.

MOTION 97.29 By ACCLAMATION To thank Frank Madden for all his work in promoting TYCA and NCTE and in forming a national organization for two-year English faculty.

20. Liaison Reports

NCTE College Forum

Madden explained that the NCTE College Section and other NCTE college groups came together in Urbana to come up with a plan for reorganization. The discussion will continue. Madden suggested the possibility of a College Strand at NCTE convention with a literature emphasis.

College Section Report

Madden reported on the success of the College Forum's "College Conversations" at this NCTE Convention. The "Conversations" allowed the inclusion of many more participants. The session was well attended. He also noted that the college groups of NCTE were admitted to the American Council of Learned Societies.

CCCC

Nist and Burnett reported that the CCCC is paying increased attention to the problems of part-time faculty and that it reconstituted the computer composition committee. Nist announced that she was proposing a writing workshop for academic writing for two-year faculty. Nist alerted the Executive Committee to the CCCC discussion regarding eliminating liaisons to TYCA. The Executive Committee members believe integration of the groups is part of its success and would like to continue having liaisons. Because the chair and the Editor must attend the College Section meeting, Troyka will investigate voting by proxy.

Associate Director of Higher Education

Gesa Kirsch, new NCTE Associate Director for Higher Education, reported on a number of important activities and accomplishments of NCTE. These included participation in a coalition of policy makers in higher education which drafted a document dealing with part-time national issues, adoption of the Intellectual Properties document, opposition to reading legislation, connections with National Humanities Association via e-mail news releases, and expansion of the web page by adding Eric Crump to the NCTE staff. (See Appendix F)

Kirsch commented on her visit to a TYCA regional conference, saying it was "one of the best conferences I've attended in a long, long time."

Executive Director NCTE

Faith Schullstrom reported that TYCA is the fastest growing group in NCTE. She would like to have a generic form for regional conference registration that has a NCTE membership question that could provide information for recruitment. Schullstrom asked the

Executive Committee to be conscious of national level and the Regionals' relationship to it. (See Appendix G)

MOTION 97.30 (Bay/Matthews) CARRIED To form a Committee of National TYCA Executive Committee members to consult with headquarters on creating standardized information on conference registration and membership forms.

Troyka thanked Schullstrom and Kirsch for their enabling support and assistance.

21. Proposal for Special Award

Troyka, Reynolds, Wiley and Powers proposed a special award to acknowledge Helen Raines' contribution to the creation of TYCA. (See Appendix H)

MOTION 97.31 (Lovas/Reynolds) CARRIED To give Helen Raines a one-time TYCA Award for Extraordinary Accomplishment to be presented at a public function at the 1998 CCCC Convention.

22. Meeting Times for CCCC/98

The Executive Committee members discussed meeting times for the CCCC meeting in Chicago. They expressed concern about having to meet on Tuesday because of the extra day which increases the cost of the convention. Lovas will work out a plan and inform the committee.

23. Thanks to Lynn Troyka, TYCA's First Chair

Lovas presented Troyka with a book of poetry signed by the members of Executive Committee, a certificate from NCTE, and a 49er t-shirt with number 16, Joe Montana's retired number.

MOTION 91.32 BY ACCLAMATION To thank Lynn Troyka for her great accomplishments as TYCA's inaugural chair.

The meeting was adjourned.

Respectfully submitted,

Lois Powers, Secretary, TYCA

Summary of Motions

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THE TWO-YEAR COLLEGE ENGLISH ASSOCIATION (TYCA)

We've had a great year while we completed our transition from the former National Two-Year College Council to our new entity, the Two-Year College English Association (TYCA). TYCA is now an official subgroup of the NCTE College Section, so NCTE college members now can select as their section journal either *College English* or *Teaching English in the Two-Year College* (TETYC) the latter having been available until 1997 only for an added fee. TETYC as of October 1996 includes "TYCA-To-You" pages in each issue.

TYCA-National is the umbrella group for seven long-standing, active "regional conferences." During 1997, each had its own regional convention, and each remains robust. The Executive Committee of TYCA-National met at the conventions of NCTE in 1996 and CCCC in 1997. To announce to all two-year college English teachers across the United States and Canada that TYCA exists, we gave an Inaugural Gala co-sponsored by CCCC and Simon & Schuster/Prentice Hall College Publishers at the CCCC 1997 convention. Thanks to our members and headquarters staff, all of whom helped spread the word of TYCA's formation, TYCA membership in NCTE increased 8% during 1997.

The long-established Nell Ann Pickett Service Award given to an outstanding NCTE two-year college faculty member was presented by TYCA in 1997 to TYCA Past Chair Paul Bodmer of Bismarck State College, a two-year college in North Dakota. The Outstanding Article in TETYC Award for 1997 was won by Marilyn J. Valentino, for her article "Responding When A Life Depends on It: What to Write in the Margins When Students Self-Disclose."

As our seven Regional Conferences continue to thrive as they offer much at the local level, TYCA-National is developing plans for 1998 to fulfill its promise.

Lynn Quitman Troyka, Chair, TYCA-National of NCTE