

APPROVED MINUTES

Two-Year College English Association
Executive Committee Meeting

Georgia World Congress Center
A409
Atlanta, Georgia

Saturday, November 19, 2016
800 a.m.–5:00 p.m.

ITEM	PAGE
1. READING Eva: "Turtle" by Kay Ryan "Not Waving but Drowning" by Stevie Smith "Differences of Opinion" by Wendy Cope	
2. WELCOME AND INTRODUCTIONS Susan Slavicz, Southeast Rep Leigh Jonitais, Northeast Rep Sravani Banerjee, ECCTYC Rep Stephanie Maenhardt, West Rep Teresa Thonney, Pacific Northwest Rep Suzanne Labadie, Midwest Rep Erin O'Neill Armendarez, Southwest Rep Jeff Andelora, Associate Chair Eva Payne, Chair Cheryl Hogue Smith, Secretary Linda Walters-Moore TYCA Administrative Liaison Guest: Michelle Rankins, Asst. Professor, Cuyahoga Community College (half hour) Marlene Knight, Conference Planner (half hour) Jocelyn Chadwick, NCTE Vice President (ten minutes)	
3. REVIEW OF PARLIAMENTARY PROCEDURE (Eva Payne)	
4. ADOPTION OF THE AGENDA Suzanne/Stephanie	
5. APPROVAL OF THE MINUTES (April 2016) Susan/Sravani	1
6. CHAIR'S REMARKS (Eva Payne)	

ITEM	PAGE
<p>We would like to use Marlene Knight’s help with conferences so we can streamline the process for incoming conference chairs. Eva will contact conference planners for feedback about help they wish they would have had for the conferences.</p> <p>From Marlene Knight:</p> <ul style="list-style-type: none"> • Don’t book more rooms than we think we’ll use. Be sure to ask hotels, “How tight are you on rooms?” Determine then what you will reserve. If we can’t get the rate that we know TYCA folks would pay, go elsewhere. Ask hotels to ensure that our rate is the lowest rate (rather than Expedia, for example). Use Expedia to help negotiate (for the same dates). If people book outside the block, they need to audit our list so we get credit for those who book at a cheaper rate. (Not our fault.) • Ask for group rate 3 days pre- and post-conference. • Attrition: Ask for a smaller percentage—70%. (Start at 60%?) Takes pressure off conferences at the end. • Create a wish list, and have a concession list. • Ask for free Internet connections. If not, see if it’s possible to bring in personal hotspots. • Cast a wide net to search for hotels. Let hotels know we are bidding. Write an RFP so hotels can propose. Include all dates, meals (less one so they don’t inflate costs), no meeting room rental (but certainly not for meals). • Ask for a rebate (\$5) on the rooms per night per room. (Put on wish list.) We might want to determine whether we want lower rate or rebate. • For meals, it’s a numbers game. Be sure to get menus up front. Do not order individual items like meatballs and egg rolls. Instead, order something like mac and cheese. Tell them, “We’ve budgeted X for lunch. What can you do for me?” Most will work a different menu. Do not forget service fees (22-25%, not a gratuity) and tax. But we are tax exempt, so make sure we are not charged for tax. In other words, the budgeted number should be inclusive. Try for no food and beverage minimum. See if we can write our own menu or ask them to revise their menu. • Soft drinks are “money suckers.” Instead serve lemonade and iced tea (something people can’t walk off with). • Guarantee a lower number for food that we think will be there. Guarantee about 70% for things that don’t have place settings. Catering will set 5% over whatever our number is. So always reduce the numbers by 5% for place settings. Most caterers will let us reduce the number, but we can raise. Ask if they will charge a penalty if we go up. • Regions should not be hiring conference planners. They take commission (10% hotel rooms, for example). • Create a boiler-plate RFP template so all regions can use it to negotiate with hotels. Meeting dates, meeting schedule, meals, room dates, Internet, AV—All need to be in the template. (Marlene will look at it for us.) • AV—most places will let us bring in our own (but what about screens?). Ask for AV package. Give them a way to not charge their normal price. For example, “If we bring projectors, can you provide screens?” Try to work with them and show that we are trying. • Try to find the hotel that needs us, where we fill a hole. 	

ITEM	PAGE
<ul style="list-style-type: none"> • Bottom line: If we can't afford it, don't sign a contract for it. And be careful who signs it; don't make a person liable for attrition costs. • All regions need to invest in event/liability insurance. • We also need a checklist for those who host at colleges and discuss hotel contracts where meetings and food are off site. • Possibly put an Emeritus REC member in charge of coordinating hotels, possibly the "next sites" person. • Possibly combine regions for conferences. (Eva has info about how to partner.) <p>Research Committee Ideas (and who can we partner with, e.g., CCCC):</p> <ul style="list-style-type: none"> • Dual enrollment/Credit for prior learning/ Competency-based credit (CAEL?)/Controlling who hires to teach classes • Who teaches online courses? Courses approved by techies (Quality Matters) • Open educational resources—MOOCs, free education • Professional development—de-professionalization of the profession • TYCA offer grants for research to publish in <i>TETYC</i> (with research group reading the submissions and awarding the grant). Ask CCCC for funding? • Research project: Separate departments for developmental versus FYC. Official commentary about keeping dev ed with FYC. Two-year and four-year schools. • Placement issues/Acceleration (Klausman?) • Mandates coming from accreditation bodies that are infringing on academic freedom (another way of de-professionalizing us). • Classroom/Admin balance? How much is this going beyond shared governance. (Is this a FT/PT problem?) • Big expansion of online classes • Redesign of America's CC: guided pathway, meta-major, early alert/intervention, robust advising, acceleration to "shorten the pipeline." Advocate for funding for ALL parts. TYCA to You? • Student debt issues • Definitions of some of the terms—where to publish? TYCA to You? <p>Discussion about Membership Chairs, New TYCA Leadership, and Growing Membership.</p> <ul style="list-style-type: none"> • For growing membership, try to access state-level dual credit folks. There is a lot of growth potential since many high school teachers are teaching college-level courses. • Send emails to NCTE affiliates to try to get more members. • Attend affiliate breakfasts at NCTE to explain who we are and what we do. • Consider giving high school teachers a fee reduction for regional conferences, possibly including a day rate (for Saturday). Be sure to schedule sessions that would appeal to high school teachers who teach dual credit. • Contact supervisors who hire teachers for dual credit. • Next Chair of TYCA draft a document to recruit for regional and national TYCA and why it's important to be involved and serve on committees (Jeff is doing.) • Make sure to advertise that walk-ins are welcome to TYCA EC Meeting. Perhaps new leadership will come of this. • Explain to regions the importance of term limits for REC, EC, and AC. 	

ITEM	PAGE
<ul style="list-style-type: none"> • Make sure to prioritize diversity and new officers. Perhaps regions can look at members who have regularly attended conferences. (Great job for Membership Chair.) • Perhaps send out leadership survey to regions. • Membership Chairs: Get contact info for every community college in the regions, send message to Chairs, and invite them to participate. REC Chair could personally call the community college Chairs to get help. • Clancey might help with Louisiana Rep for Southwest. • Target Graduate Programs to ask for help promoting TYCA—national and regional. • Ask Chairs of community colleges to ask in interviews, “What do you do for professional development?” <p>National Membership Chair: Erin/Stephanie</p> <p>“Using Cross-Tier Collaboration to Support Professional Identity” (2016 Spring <i>TETYC</i>—GTAs as a way to create qualified adjuncts? What about decreasing the contingent faculty? What can we do about this? (YouTube “Con Job.”)</p> <p>For Position Statements: Linda, Fred, and Eva reviewed 518 position statements to find overlapping statements endorsed by CCCC and TYCA. We need to see if we can farm out to others, with EC oversight.</p> <p>Can CCCC fund Nell Ann Picket Award?</p> <p>We need to redesign the TYCA brochure. We need price points for how regionals charge for conferences and all that it includes.</p> <p>We MUST receive detailed financial reports from all regions (including conferences).</p> <p>Jeff, as Chair, will publish in <i>TETYC</i> on a regular basis.</p> <p>TYCA EC supposed to go to College Section Lunch, but time away from the TYCA EC meeting, and the cost is prohibitive for those who have to pay out their own pocket. Jeff will talk to Clancey to tell her that going to the meeting is very disruptive.</p> <p>Round up of problems we face today to help legislature know who we are and why we have these problems. Let this come from us. Survey the membership to find out what they think are the issues. Have a member design the survey and elevates the conversation.</p> <p>National TYCA:</p> <ul style="list-style-type: none"> • Should we become a conference? • Sell the need for a national TYCA. • Look at NCTE’s constitution. • What is our relationship with CCCC, and what can it be? • We don’t want to be subordinate to CCCC • Become a conference with special language that maintains the relationship with the CCCC 	

ITEM	PAGE
<ul style="list-style-type: none"> • We could use the Wednesday TYCA workshop at CCC C as our national conference • What is the end goal, and how do we get there? <p>Joceyln Chadwick explained that the next NCTE will be in a Town hall format. She will ensure that sessions will be about teaching. “Walk the talk.”</p> <p>Questions for Emily Kirkpatrick [with some answers in brackets]:</p> <ul style="list-style-type: none"> • Can we use the NCTE Conference Planner for our regionals? • We all need to incorporate. If we become a “Conference,” is the incorporation point moot? • If a conference is in a hotel, do we need liability insurance? [It depends on the individual hotel and liability for what] • Can we make it more clear (and easier) to join regional TYCAs when joining national TYCA? Can we fix this on the NCTE Web site? • Can we use the conference planning software? • EBSCO wants TYCA SE journal; is there any downside to this? [Wants to see what the email looks like; what are they asking for? Tell Ann to forward to Emily.] 	
<p>7. ACCEPTANCE OF CONSENT AGENDA REPORTS</p>	
<p><i>CONSENT AGENDA: Organizations having a large number of routine matters to approve often save time by use of a consent agenda. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely no questions.</i></p> <p><i>Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved en bloc.</i></p> <p style="text-align: right;">Alice Sturgis <i>The Standard Code of Parliamentary Procedure</i> Page 116</p>	
<p>A. Chair’s Report (Payne)</p>	<p>11</p>
<p>B. Awards Committees</p>	
<p>1. Nell Ann Pickett Award (Carolyn Calhoon-Dillahunt)</p>	
<p>2. Public Image: TYCA Fame Award (Samantha Krag)</p>	<p>12</p>
<p>3. Mark Reynolds <i>TETYC</i> Best Article Award (??)</p>	

ITEM		PAGE
	4. Diana Hacker/TYCA Awards (Jeff Andelora)	13
	C. Regional Reports	
	1. Midwest Regional (Suzanne Labadie)	14
	2. Northeast Regional (Leigh Jonaitis)	15
	3. Southeast Regional (Susan Slavicz)	17
	4. West Regional (Stephanie Maenhardt)	18
	5. Pacific Northwest Regional (Teresa Thonney)	20
	6. Southwest Regional (Erin O'Neill Armendarez)	22
	7. Pacific Coast Regional (Sravani Banerjee)	24
	D. Publications Report: <i>TETYC</i> (Holly Hassel)	30
	E. Publications Report: TYCA to You (Sybil Priebe)	39
	F. College Section Steering Committee (Clancy Ratliff)	40
	G. TYCA Archivist (Clint Gardner)	42
	H. TYCA Officers Visit to Regional Conference 2016-17 (Eva Payne)	43
	I. TYCA Breakfast (Suzanne Labadie)	44
8.	REPORTS FOR DISCUSSION	
	A. CCCC Chair Update (Joyce Locke Carter)	
	B. Executive Director's Report (Emily Kirkpatrick)	
	C. Legislative Update (??)	
9.	ACTION ITEMS	
	A. TYCA to You Editor (Sybil Priebe term ends May 2017)	45
	B. TYCA Archivist (Clint Gardner term ends November 2017)	
	C. Nell Ann Pickett Fund (Pickett Award and Journal Award)	47
	D. TYCA Regional Planning (Eva Payne/Emily Kirkpatrick)	
10.	NEW BUSINESS	
	A. Strategic planning: review of motions, committees, matrix, 2020 Vision, NCTE 2016 legislative platform, TYCA goals (Eva Payne)	
	B.	
11.	ANNOUNCEMENTS	48
	A. TYCA EC Meeting: Saturday, March 18, 2017, Portland, Oregon	

ITEM		PAGE
	B. TYCA EC Meeting: Saturday, November 18, 2017, St. Louis, Missouri	
12.	ADJOURNMENT	
	Suzanne/Erin	
13.	INFORMATION ITEMS	49
	A. TYCA 2020 Vision	50
	B. TYCA Executive Committee Roster 2016-17	51
	C. National TYCA Constitution and Bylaws, November 2012	55
	D. TYCA Committee Matrix 2016	66
	E. Guidelines for Making Formal Motions	68
	F. List of Previous Motions	72
	G. NCTE Government Policy Platform 2016	81
	H. Important Links to Remember	84
	I. Forms	
	1. TYCA Membership Brochure	85
	2. NCTE Call for Proposals 2017	