

Journal of Agricultural Education  
Editing-Managing Board Meeting Minutes  
December 9, 2003  
Caribe Royale Hotel, Orlando, Florida

1. Attendance - Voting Members:                      Ex-officio Members:  
Robert Birkenholz                      Blannie Bowen, Editor  
Rick Rudd                                      Greg Miller, Editor-elect  
Rama Radakrishna                      Tim Murphy, Electronic editor  
Joe Kotrlik                                      Wade Miller, Business Manager

Others Present: Matt Baker, Dick Joerger

Meeting was called to order by Chairman Rick Rudd at 7:05 p.m.

2. Minutes of December 12, 2002 JAE Editing-Managing Board minutes were distributed electronically and via paper copies at the meeting. Joe Kotrlik moved and Rama Radakrishna seconded a motion to approve the minutes as distributed. Motion passed.

3. Editor's Report: Blannie Bowen provided a written report that indicated 35 manuscripts were published in Volume 44 (which was an increase of five manuscripts over Volume 43). In preparation for Volume 45, eight additional manuscripts have been accepted for publication and final copies are in hand, seven manuscripts have been accepted but final copies have yet to be submitted, and 28 manuscripts are currently under review. The acceptance rate for Volume 44 was 31 percent.

All reviews were conducted following procedures outlined and approved by the Editing-Managing Board. There remains some concern about the timeliness of returning manuscript reviews; however, there was some improvement from the previous year.

Camera-ready copies of final manuscripts were sent on a zip disk to Texas A&M for publication. The zip disk was then forwarded to Tim Murphy for posting on the AAAE website.

The following recommendations were offered to further refine and enhance the Journal:

1. The Editor should refine the electronic review process that was piloted on a limited basis.
2. Electronic submission of manuscripts should become the standard.
3. The Editor and Production Staff should explore options to transmit page proofs electronically to reduce the cost of production.
4. Cover letters to reviewers should request that reviews be returned within 4-5 weeks which is the norm instead of the requested three weeks.

A "Manuscript Preparation Checklist" was developed for authors to acknowledge that manuscript preparation guidelines were followed. This process has reduced many of the problems that had been encountered regarding manuscript adherence to APA style. Birkenholz moved to accept the Editor's Report, Kotrlík seconded, and the motion passed.

Birkenholz moved that the JAE Editing-Managing Board send a recognition plaque and letter of commendation to Blannie Bowen (with copies to his Penn State Administrators) in recognition of his service as editor of the Journal. A similar letter was also to be sent to Levon Esters for his service as Associate Editor (with a copy to his future Department Chair at Iowa State). Motion passed.

Business Manager Report - Wade Miller presented a written report to the JAE Editing-Managing Board. Miller reported that 450 copies of each issue of Volume 44 of the Journal were printed. Fewer "overage" copies were received for distribution to authors due to an increase in AAAE membership over the previous year. Complimentary copies of each issue were sent to: ERIC Clearinghouse, ProQuest Periodicals (periodical index) and ISI (journal citation index).

The cost of publishing Volume 44 was \$15,048.08 and subscription income totaled \$8,860.00. In addition, there is an added cost of \$2,200 in operating/honorarium expenses. There were 449 subscriptions (364 members, 82 non-members, and 3 complimentary) to the Journal for Volume 44. Therefore, the average cost per subscription was \$38.41. The net cost to AAAE for Volume 44 was \$8,388.08.

Miller recommended that the number of copies be increased to 475 per issue. He also recommended a budget of \$16,000 for publishing Volume 45.

Subscription rates for non-members will be \$120 for domestic subscribers and \$150 for international subscribers. Subscription income for Volume 45 was estimated at \$10,140.

Birkenholz moved to accept the Business Manager's report, Kotrlík seconded, motion passed.

Electronic Editors Report - Tim Murphy provided an oral report and indicated that web access to the Journal was working well. He noted that transmission of electronic files reduced many formatting problems that had occurred when manuscripts were scanned for posting on the website.

Murphy reported that he had been contacted by ProQuest and Ebsco and encouraged to submit the Journal of Agricultural Education for electronic access and distribution. Kotrlík suggested that Copyright Clearance Center also be

contacted as a possible electronic distribution outlet. Each organization has a unique pricing structure with the potential to generate revenue to AAAE for electronic access to manuscripts published in the Journal of Agricultural Education.

Kotrlik moved, and Radakrishna seconded the motion to accept the Electronic Editor's Report. Motion passed.

### New Business

- A. Publications Ethics for the Journal of Agricultural Education - Ethical standards for publishing manuscripts were discussed. No specific action was taken.
- B. Policy to Address Publication of the Same Research in Journal of Agricultural Education and Another Journal - After some discussion the JAE Editing-Managing Board decided to discuss the issue in an Executive Session following adjournment.
- C. Outstanding Article Selection Process - Bob Birkenholz reported that a three-person panel had been used to review and rate each article published in Volume 43 of the Journal of Agricultural Education. The panel consisted of Mike Burnett, Carol Conroy, and Susan Fritz.

The top three articles would be recognized at the AAAE Awards Reception with framed certificates. The authors of the Outstanding Article also received a plaque. A written report will be attached to the minutes to maintain confidentiality until after the awards have been announced.

- D. Budget Approval - Kotrlik moved and Birkenholz seconded to print 475 copies of each issue of Volume 45 and to submit a budget of \$16,000 to AAAE. Motion passed.
- E. Officer Elections - The following officers were elected for next year:

Chair - Mike Swan  
Outstanding Article Selection - Rick Rudd  
Secretary - Rama Radakrishna

- F. Other New Business
  - Birkenholz moved and Kotrlik seconded to recommend that a \$25 charge be assessed to subscribers in each AAAE membership class who wanted to receive a paper copy of the Journal. Motion passed.
  - The Electronic Editor was asked to post the current issues of the Journal in a password protected format for access by AAAE members.

- Kotrlik moved and Birkenholz seconded a motion to increase the size of the JAE Editorial Review Board from 12 to 18 members. Regional Representatives would be asked to “appoint” two new members from their respective region each year to have staggered terms. Motion passed.

Birkenholz moved and Kotrlik seconded to adjourn the meeting. Motion passed.

Respectfully submitted by,

Robert J. Birkenholz  
Recording Secretary