

## 2010 AAAE PI Committee Minutes

Meeting was called to order at 11:05 on 5/26/10.

The following people were in attendance:

Region	Member
North Central	Tim Buttles
	John Ewing
	Steve Harbstreit
	Daniel Foster
Southern	
	Amy Harder
	John Kessell
Western	
	Mike Spiess, Chair
	Courtney Meyers
	Theresa Murphery

### At Large

Name	Institution
Ryan Anderson	MSU
Wendy Werner	NNC State
Dennis Duncan	UGA
Justin Killingsworth	MU

Items discussed were:

- 1) How to get reviewers? The committee chair is encouraged to use the regional PI committee members to help in recruiting. Regions need to publish their committee members so this information is available to the Chair.
- 2) Using Fasttrack vs. current poster submission system. Various pros and cons were discussed. Amy Harder had used Fasttrack for another poster session and provided valuable information. Committee recommended that the current system be used for another year. Committee should continue to evaluate on an annual basis.
- 3) Poster session guidelines were reviewed to clarify following:
  - a. Assignment of abstract points. Since regional winners are not reviewer for this conference there is not description as to how abstract points are assigned. Regional

winner will all receive 10 points. At Large entries will receive points as described in the current guidelines.

- b. A better template needs to be provided and authors encouraged to use it in order to provide a more consistent proceedings. A template is in the Guidelines and the Call will encourage its use.
  - c. Blind review. The committee agreed that the cover page will not be scrubbed. The narrative will be scrubbed. This will enable the complete abstract to be published in the proceedings without revision and the cover page to be stripped to provide a review copy.
  - d. The committee agreed not to accept abstract revisions due the time constraints of publishing the proceedings. This will be announced in the Call.
  - e. Regional Winners. The committee discussed the issue of Southern Region having 12 winners (6 faculty and 6 student). It was agreed that each region will forward their top 3 winners in innovative idea and top 3 in research for display at the national meeting.
  - f. Poster timeline was discussed. Is there enough time for review (4 weeks) and is notification adequate (7 weeks). The current timeline established in the Guidelines will be used.
  - g. Divisions: As described in the existing guidelines awards will be given for students. To be eligible in this division a student must be a primary author and must present the poster. If a poster does not comply with these requirements it will be placed in the faculty division (all other posters). Student posters are designated on the submission form and judges are asked to check during the presentation.
  - h. Updated Guidelines are appended to this report and will be uploaded the Wiki (AAAE manual) replacing the existing document.
- 4) The charge of the committee was discussed and it was agreed that the committee should support the chair in helping with the poster session; in particular with recruiting reviewers and judges.
- 5) The issue of AAAE membership requirement for poster presentation was brought up. The Guidelines state that at least one author must be a member. A suggestion was made that the submission form prompt for confirmation that at least one author is a member. Actual checking would be time consuming if the approximately 250 authors need to be checked against membership list.
- 6) Courtney Myers asked if the posters could be displayed as PDF on the web site. Mike Spiess will pursue this as a pilot.

7) Daniel Foster (NC Region) was elected Poster Chair for the 2011 meeting in Idaho.

Meeting was adjourned at 12:40.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michael Spiess". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael Spiess, Chair

(Thanks to Wendy Werner for keeping notes.)