

# March 1, 2019 EC Meeting Minutes

**APPROVED**

## Minutes

National Communication Association  
Executive Committee Meeting  
March 1, 2019  
College Park, Maryland

Participating in the meeting:

Star Muir, President (presiding); Kent Ono, First Vice President; David McMahan, Second Vice President; Ronald L. Jackson, Immediate Past President; J. Kevin Barge, Publications Council Chair; Mindy Fenske, Research Council Chair; Rachel Alicia Griffin, Diversity Council Chair; Marnel Niles Goins, Finance Committee Chair; Trevor Parry-Giles, Executive Director (non-voting); Jeanetta Sims, Finance Committee Director; Shannon VanHorn, Teaching and Learning Council Chair; *National Office Staff*: Justin Danowski, Senior Manager of Governance; Wendy Fernando; Director of External Affairs and Publications. Not Present: Raymie McKerrow, Finance Committee Director.

### 1. Call to Order

President Muir called the meeting to order at 1:05 p.m. Eastern time.

### 2. Announcements and Consent Agenda

Barge asked the EC to add journal editor endorsements to the agenda. The EC agreed to amend the agenda to add EC journal editor endorsements.

Consent agenda adopted.

### 3. Business Items

#### a. 2019 Convention Fees

- i. Parry-Giles and Muir provided a summary of the 2019 convention fees. Discussion ensued. *A motion was made by Jackson to approve the 2019 convention budget. Seconded by McMahan. Motion carried.*

### 4. Discussion Items

#### a. Gender-Neutral Language

- i. Ono provided a summary of the discussion item to assure gender neutral language in official communication from the National Communication Association. Discussion ensued. A motion was made by Ono: NCA will:
  1. Commit to avoiding gender offensive language
  2. Commit to the use of plural nouns in official communications so that “they” becomes appropriate when necessary
  3. When gender specific language is needed, the National Office will make efforts to identify gender preference
- ii. Discussion continued. Motion carried.
- iii. The EC tasked the Diversity Council to consider how the National Office can identify gender preference amongst its membership.

#### b. NCA Publishing Program

- i. Parry-Giles provided a summary of the ongoing controversies and conversations in higher education and how the National Office is responding.

#### c. Sexual Misconduct/Anti-Harassment Policies; Anti-Harassment Task Force Report

- i. Muir provided a summary of the report with rationale for submitting ideas for NCA policy. Parry-Giles provided a summary of the HR representative present at the 2018 annual convention in Salt Lake City. Discussion ensued.
  1. *The EC tasked the National Office with exploring various bystander training resources: a video and possible convention resources*

2. The EC will look further into survey design once a review of current survey practices has taken place.
3. *The EC tasked the National Office with exploring adding language to the convention registration form all registrants must sign in order to register. Form should include:*
  - a. *Procedure of reporting an incident*
  - b. *Procedure of the follow-up process*
4. *The EC tasked the National Office with exploring ways to distribute and display materials about safe spaces at the convention. Effort should be made to ensure a safe space for everybody attending a department party at the convention.*
5. *The EC tasked the National Office and Ono with scheduling WoMentoring programs at the convention*

The committee adjourned for a break at 3:42 p.m. and reconvened at 3:55 p.m.

**d. Diversity Efforts – Publishing Program; Distinguished Scholars**

- i. Parry-Giles provided a summary of NCA’s efforts and initiatives to expand and promote diversity, equity, and inclusion. Discussion ensued.
- ii. Barge and Griffin provided a summary of the joint meeting between the Publications Council and Diversity Council at the annual leadership retreat. Discussion ensued.
  1. The Publications and Diversity Council jointly recommended action steps towards creating better diversity amongst journal editor selections.
    - a. Revise editor calls to better reflect the importance of diversity, equity, and inclusion
    - b. Update call for co-editors to better reflect the importance of diversity, equity, and inclusion
    - c. Update the Publications Policy Manual
    - d. Reevaluate the criteria for the editor selection process
    - e. Begin the process of creating a developmental workshop for scholars looking to becoming NCA journal editors
  2. Discussion ensued.
  3. *The EC tasked the National Office with collecting data for editor and co-editor composition.*
- iii. Parry-Giles provided a summary of the discussion of the Distinguished Scholar meeting at the annual convention last November. Discussion ensued.
  1. *A motion was made by Ono to adopt a new selection process for Distinguished Scholars. Seconded by VanHorn.*
    - a. *Proposed selection process*
      - i. *A three-person committee would be recommended by the Leadership Development Committee to the Legislative Assembly for approval. This three-person committee would select up to five Distinguished Scholars starting in 2019.*
    - b. *Discussion ensued.*
  2. *Motion carried.*
  3. *The Executive Committee tasked the Diversity Council with providing feedback to the Distinguished Scholar call.*

**5. Business Items Continued**

**a. Proposal - Student Caucus Travel Grant Increase**

- i. Griffin provided a summary of the proposal to increase the amount of Student Caucus Travel Grant funds from \$30,000 to \$60,000. Niles Goins provided a

summary from the Finance Committee, which endorsed a 2019 expenditure of \$67,500, an increase of \$7,500 above the proposed increase.

ii. *A motion was made by Fenske to approve the \$67,500 for the Student Caucus Travel Grant. Seconded by VanHorn. Discussion ensued. Motion carried.*

**6. Journal Editor Endorsements**

- a. Barge asked the Executive Committee to endorse three journal editors with final approval going to the Legislative Assembly.
  - i. Editors for approval:
    1. *Communication Education* – Joseph Mazer, Clemson University
    2. *Journal of Applied Communication Research* – Mohan Dutta, Massey University
    3. *Journal of International and Intercultural Communication* – Bernadette Calafell, University of Denver
  - b. The Executive Committee unanimously endorsed all three journal editor candidates and forwarded the list to the Legislative Assembly for final approval.

With no further business, the meeting was adjourned at 5:15 p.m. Eastern time.

Respectfully submitted,  
Trevor Parry-Giles  
Executive Director