
NCA Executive Committee Meeting
February 24-25, 2023
Washington, DC

[Courtyard by Marriott Washington Downtown Convention Center](#)

Presiding: Walid Afifi, President

Wifi
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Land Acknowledgement

Land Acknowledgement from the National Communication Association

NCA would like to acknowledge that the land on which we gather for the annual leadership retreat is the ancestral and unceded territory of the Nacotchtank and Piscataway People.

NCA acknowledges that it has often gathered upon unceded lands and that those gatherings manifested the exclusions and erasures of many Indigenous peoples. We acknowledge the grave harm that colonialism brought to these lands, in particular the erasure of both indigenous and African identities via slavery, and via racist laws that segregated all peoples into binary classifications of “white” and “black.” This acknowledgement demonstrates our commitment to beginning the process of working to dismantle the ongoing legacies of settler colonialism.

Land Acknowledgment from the District of Columbia Commission on the Arts & Humanities.

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth. We stand on the ancestral lands of the Nacotchtank and the Piscataway People. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events and to use such truths to guide the legacy of this Arts Commission.

The land acknowledgement was created by DC Commission on Arts and Humanities Commissioner Quanice Floyd with resources provided by the U.S. Department of Arts and Culture and was adopted by the Board of Commissioners on May 21, 2020. It is read at the beginning of all public meetings of the Commission.

<https://dcarts.dc.gov/page/land-acknowledgment>

Read more about the Indigenous People in the District of Columbia.

[Indigenous Tribes of Washington, D.C. – American Library Association](#)

[Land Acknowledgement – NAFSA: Association of International Educators](#)

[Washington Post](#) - “A Native American tribe once called D.C. home. It’s had no living members for centuries.”

Read more about the enslaved people in the District of Columbia and surrounding area.

[National Museum of African American History & Culture](#)

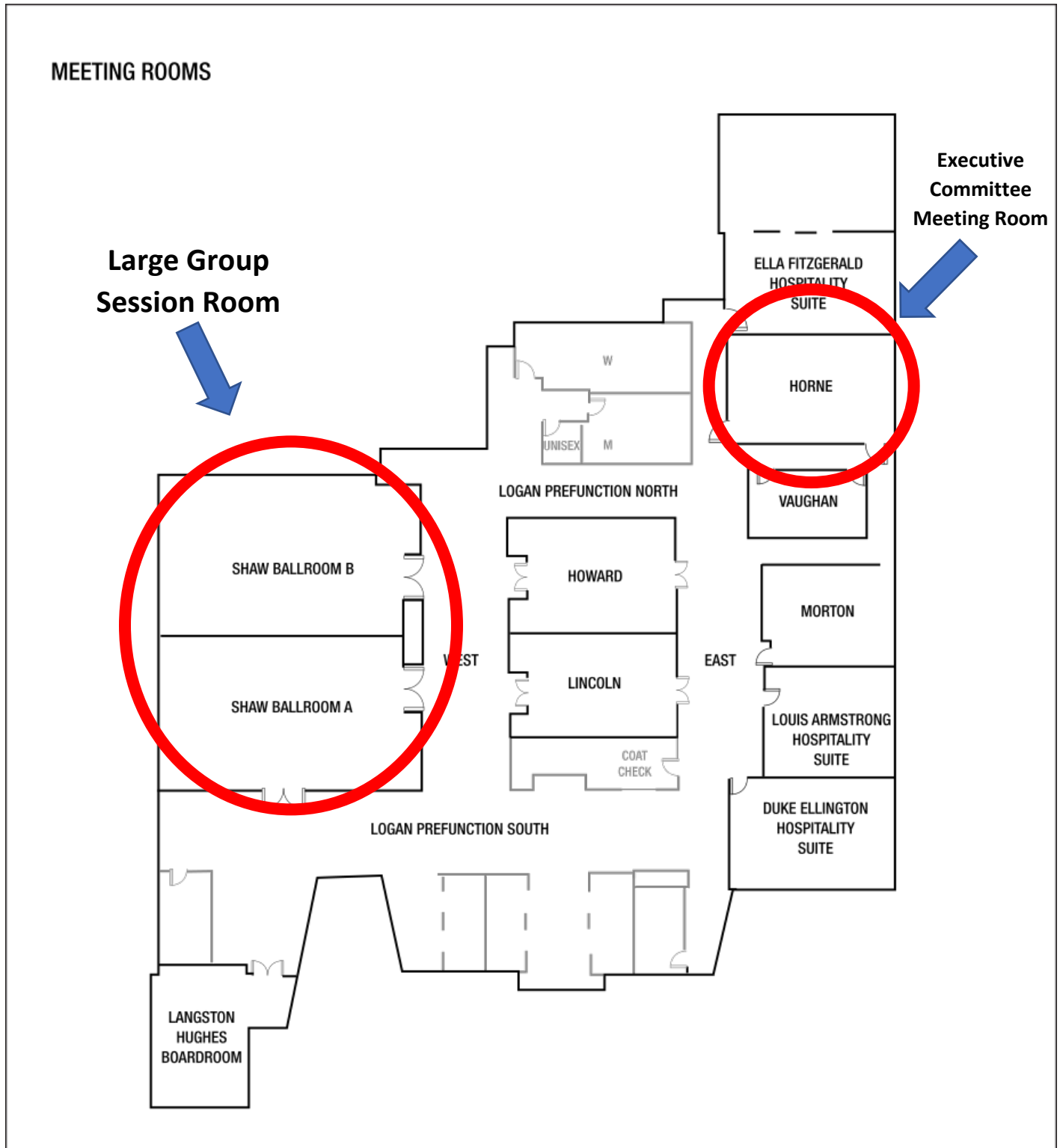
[Freedom House Museum](#) in Alexandria, Virginia

[Smithsonian Magazine](#) – “The notorious ‘Yellow House’ that made Washington, D.C. a slavery capital”

Logistics

The NCA Executive Committee meeting will be held at the [Courtyard by Marriott Washington Downtown Convention Center](#).

The EC will be meeting in the HORNE room.



Executive Committee Meeting Schedule

2023 EC Meeting Schedule

Friday & Saturday, February 24-25 – Executive Committee Meeting

Monday, February 27 - Virtual EC Discussion Meeting

Monday, March 20 – Virtual EC Discussion Meeting

Monday, April 17 – Virtual EC Discussion Meeting

Week of April 17 – Virtual Legislative Assembly Meeting (Exact Date Pending)

Monday, May 22 – Virtual EC Discussion Meeting

Proposal Submission Timeline for June EC Meeting

- Monday, May 8 -- Drafts of agenda items due to the National Office.
- Monday, May 8 – Monday, May 15 – Councils, EC, and Committees review draft agenda items.
- Monday, May 15 – National Office collates comments and disseminates to initiating groups.
- Monday, May 15 – Monday, May 22 – Initiators review comments, edit if needed, and resubmit.
- Monday, May 22 – Final agenda items due to National Office.
- **Monday, May 22 – Officer and Chair reports due to National Office.**
- Monday, May 22 – President and Executive Director discuss, prioritize, and finalize agenda.
- Monday, May 29 – Binder sent to EC members for review prior to meeting.

Friday, June 9 - Virtual Executive Committee Meeting

Monday, June 26 – Virtual EC Discussion Meeting

Monday, July 24 – Virtual EC Discussion Meeting

Proposal Submission Timeline for August EC Meeting

- Monday, July 3 -- Drafts of agenda items due to the National Office.
- Monday, July 3 – Monday, July 10 – Councils, EC, and Committees review draft agenda items.
- Monday July 10 – National Office collates comments and disseminates to initiating groups.
- Monday, July 10 – Monday, July 17 – Initiators review comments, edit if needed, and resubmit.
- Monday, July 17 – Final agenda items due to National Office.
- **Monday, July 17 – Officer and Chair reports due to National Office.**
- Monday, July 17 – President and Executive Director discuss, prioritize, and finalize agenda.
- Monday, July 24 – Binder sent to EC members for review prior to meeting.

Thursday, August 3 -- Finance Committee Meeting (Washington, DC)

Friday & Saturday, August 4 – 5 – Executive Committee Meeting (Washington, DC)

Monday, August 21 - Virtual EC Discussion Meeting

Monday, September 18 – Virtual EC Discussion Meeting

Proposal Submission Timeline for November EC Meeting

- Monday, October 16 -- Drafts of agenda items due to the National Office.
- Monday, October 16 – Monday, October 23 – Councils, EC, and Committees review draft agenda items.
- Monday, October 23 – Virtual EC Discussion Meeting
- Monday, October 23 – National Office collates comments and disseminates to initiating groups.
- Monday, October 23 – Monday, October 30 – Initiators review comments, edit if needed, and resubmit.
- Monday, October 30 – Final agenda items due to National Office.
- **Monday, October 30 – Officer and Chair reports due to National Office.**
- Monday, October 30 – President and Executive Director discuss, prioritize, and finalize agenda.
- Monday, November 6 – Binder sent to EC members for review prior to meeting.
- Monday, November 13 -- Virtual EC Discussion Meeting

Wednesday, November 15 -- Executive Committee Meeting.

November 15 and 18 -- Legislative Assembly Meeting (109th NCA Convention, National Harbor)

Monday, December 18 – Virtual EC Discussion Meeting (Convention Recap)

2024 EC Meeting Schedule

Thursday and Friday, February 22-23

Leadership Retreat

Friday and Saturday, February 23-24

Executive Committee Meeting

Friday, June 7

Executive Committee Meeting (Virtual)

Thursday August 8

Finance Committee Meeting

Friday, August 9 & Saturday, August 10

Executive Committee Meeting

Wednesday, November 20

Executive Committee Meeting

November 20 and 23

Legislative Assembly Meeting

(110th NCA Annual Convention, New Orleans)

Agenda

Friday, February 24

Noon	12:30 PM	Lunch
12:30 PM	3:15 PM	Executive Committee Orientation Joining Teams (10 minutes) Board Job Description (10 minutes) President's Report (5 minutes) National Office Report (5 minutes) Chief Governance Officer Survey Report (60 minutes) Taylor & Francis Report (15 minutes) Executive Session/Double Executive Session (45 minutes) Membership Survey Conversation (15 minutes)
3:15 PM	3:30 PM	Break
3:30 PM	5:30 PM	Strategic Planning
5:30 PM		Adjourn
6:30 PM		Dinner

Saturday, February 25

8:00 AM	8:30 AM	Breakfast
8:30 AM	10:30 AM	ITEM 1: Consent Agenda (5 minutes) November 2022 EC Minutes December 2022 EC Minutes November 2022 LA Minutes ITEM 2: Opening Executive Committee Meetings to Members (30 minutes) ITEM 3: Expanding Eligibility Criteria for Lambda Pi Eta (15 minutes) ITEM 4: Journal Editor Endorsement (15 minutes) ITEM 5: Convention Survey Report (20 minutes) ITEM 6: Future of Convention Task Force Report (20 minutes) ITEM 7: Reducing the Size of the Annual Convention (20 minutes)
10:35 AM	10:45 AM	Break
10:45 AM	Noon	ITEM 8: Discussion - Three-Year Funding Cycle (30 minutes) Executive Committee Commitments for 2023 (45 minutes)
Noon		Adjourn - Lunch on your own (\$25 per diem)

Supplemental Materials

[Accessing supplemental resources. Click here for materials.](#)

The following materials can be accessed behind a password protected webpage using your NCA account:

- Taskforce on Future Conventions Report
- AAS2022 Conference Formats Report
- Convention Survey Report
- Strategic Plan Goal Tracker
- Taylor & Francis Journal Report

NATIONAL COMMUNICATION ASSOCIATION

STRATEGIC PLAN



2023–2027

CHARTING NCA'S PATH FOR THE FUTURE

Adopted by the NCA Legislative Assembly in November 2022

VISION: Transforming Lives through Communication

MISSION: Advancing Communication scholarship, teaching, and practice to foster a better world

GOAL 1—CREATE CONDITIONS TO SUPPORT AND EMPOWER MEMBERS

Strategic Objective Statements

- 1.1 Support excellence in Communication-related scholarship, pedagogy, and service
- 1.2 Enhance member access, engagement, and sense of ownership in the association
- 1.3 Maintain ethical standards for research, teaching, and service

GOAL 2—PROMOTE COMMUNICATION'S VALUE

Strategic Objective Statements

- 2.1 Enhance public awareness and understanding about the value of the discipline
- 2.2 Promote Communication's significance in challenging existing structures and fostering meaningful change
- 2.3 Advocate for Communication-informed institutional and public policies

GOAL 3—EMBRACE AND ENACT INCLUSION, DIVERSITY, EQUITY, AND ACCESS

Strategic Objective Statements

- 3.1 Provide the tools for members to value and promote inclusivity, diversity, equity, and access within all disciplinary spaces and societal practices
- 3.2 Create and improve structures, programs, practices, and policies within NCA that ensures all members are able to engage in the association and thrive in their professional pursuits
- 3.3 Promote and advocate for inclusivity, diversity, equity, and access in the field of Communication and within NCA

GOAL 4—CULTIVATE A THRIVING AND RESPONSIVE ORGANIZATION

Strategic Objective Statements

- 4.1 Nurture and support a membership, volunteer leadership, and national office staff that are energetic, collaborative, and engaged
- 4.2 Foster reflexive governance and administrative practices and informed decision-making
- 4.3 Collaborate with impacted communities to advocate for Communication-informed policies and structures

WWW.NATCOM.ORG

ARTICLE I: NAME AND PURPOSE

Section 1: Name.

The name of this corporation shall be “National Communication Association” (hereinafter, “NCA” or “the Association”).

Section 2: Purpose.

- A. The National Communication Association advances communication as the discipline that studies all forms, modes, media and consequences of communication through humanistic, social scientific and aesthetic inquiry. NCA serves the scholars, teachers, and practitioners who are its members by enabling and supporting their interests in research, teaching, and practice. Dedicated to fostering and promoting free, inclusive, and ethical communication, NCA promotes the widespread appreciation of the importance of communication in public and private life, the application of competent communication to improve the quality and diversity of human life and relationships, and the use of knowledge about communication to solve human problems.
- B. NCA has the goal of fostering and promoting a diverse and inclusive organization.
- C. NCA is organized exclusively for charitable, educational and scientific purposes within the meaning of the Internal Revenue Code (IRC) Section 501(c)(3), as amended (or corresponding provisions of any subsequent federal tax laws).
- D. No part of the net earnings of NCA shall inure to the benefit of, or be distributable to, its members, Directors, Officers, employees, or other private persons, except that NCA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of IRC Section 501(c)(3) purposes.

ARTICLE II: MEMBERSHIP

Section 1: Membership Categories.

NCA shall have the following individual membership categories: Retired, Student, Life, and Regular. In addition, NCA shall have the following group membership category: Department/Program.

- A. Retired membership is open to any person interested in the Association’s purpose who has been a member of the Association for at least twenty-five years and is no longer working full time.
- B. Student membership is open to any person interested in the Association’s purpose who is currently enrolled for higher education credit and does not have a terminal degree.
- C. Life membership is open to any person interested in the Association’s purpose who does not fit into the categories of Retired or Student membership.
- D. Regular membership is open to any person interested in the Association’s purpose who does not fit into the categories of Retired or Student membership.
- E. Department/Program membership is open to any department or program at an institution of higher education with an interest in the Association’s purpose.

Section 2: Admission to Membership.

Any individual or group that meets the qualifications of a membership category specified in Section 1 may be admitted to membership in accordance with policies and procedures established by the Executive Committee of the Legislative Assembly.

Section 3: Rights and Responsibilities.

- A. An individual member shall have the right to vote and hold elected or appointed office as specifically provided in these Bylaws. All individuals serving in leadership positions including, but not limited to, Officers, Directors, or members of any committee shall be required to hold membership in the Association.

- B. In order to maintain membership status, an individual or group member shall pay annual dues by the member's renewal date. Dues for each membership category shall
- C. be established by the Legislative Assembly.
- D. Privileges and responsibilities of each membership category shall be established by the Executive Committee of the Legislative Assembly.

ARTICLE III: LEGISLATIVE ASSEMBLY

Section 1: Members.

The Legislative Assembly shall consist of the following representatives, which representatives are sometimes referred to in these Bylaws as "Directors":

- A. President.
- B. First Vice President.
- C. Second Vice President.
- D. Immediate Past President.
- E. Executive Director (non-voting).
- F. Members of the Finance Committee.
- G. Mentorship and Leadership Council Chair
- H. Publications Council Chair.
- I. Research Council Chair.
- J. Teaching and Learning Council Chair.
- K. IDEA Council Chair.
- L. A number of representatives from each Interest Group, determined in accordance with Section 2(G) below.
- M. Nine At-Large Directors.
- N. Six Directors appointed by the Legislative Assembly according to appointment procedures adopted by the Legislative Assembly; selection to recognize emerging interests and critical problems and to achieve a balanced representation of teaching levels, ethnic and minority group interests, sex, age, and academic status.
- O. Three Directors from each of the four regional communication associations (Central States Communication Association, Eastern Communication Association, Southern States Communication Association, and Western States Communication Association).
- P. National States Advisory Council representative.
- Q. Association of Communication Administration Executive Committee representative.

Section 2: Election and Terms.

- A. The President shall, after a one-year term, succeed to the office of Immediate Past President. The Immediate Past President shall serve for a term of one year. The First Vice President shall, after a one-year term, succeed to the office of President.
- B. The Second Vice President shall, after a one-year term, succeed to the office of First Vice President.
- C. The Second Vice President shall be elected by plurality vote of individual members and shall become the Second Vice President when the current Second Vice President succeeds to the office of First Vice President. A quorum shall consist of 1/20th of the individual membership. The ballot for the Second Vice President election shall be developed by the Nominating Committee.
- D. The Finance Directors shall be elected by the Legislative Assembly for a term of three years. Terms of the Finance Directors are staggered, and one Finance Director shall be elected each year. The Leadership Development Committee will provide a slate to the Legislative Assembly for approval after consultation with the Finance Committee. The Finance Committee Chair shall be the Finance Director serving the third year of the three-year term.
- E. The Chairs of the IDEA Council, Publications Council, Research Council, Mentorship and Leadership Council, and Teaching and Learning Council shall each be elected by the Legislative Assembly for a term of three years. The Leadership Development Committee will provide a slate to the Legislative Assembly for approval.

- F. The representatives from each Interest Group, the number of which representatives shall be determined according to clauses (a) through (e) below depending on the size of the Interest Group, shall be appointed to the Legislative Assembly by that Interest Group for terms of one year.
 - a. Divisions and Sections with fewer than 500 members have 2 representatives.
 - b. Divisions and Sections with 500-999 members have 3 representatives.
 - c. Divisions and Sections with 1,000-1,499 members have 4 representatives.
 - d. Divisions and Sections with 1,500 or more members have 5 representatives.
 - e. Each Caucus has one representative.
- G. The At-Large representatives on the Legislative Assembly shall be elected by plurality vote of individual members of the Association for a term of three years. A quorum shall consist of 1/20th of the individual membership. Three (3) of these At- Large representatives shall be elected each year. The ballot for the at-large representatives on the Legislative Assembly election shall be developed by the Nominating Committee. No member shall be eligible to serve two consecutive full terms as an At-Large representative.
- H. The six individual representatives appointed by the Legislative Assembly shall serve staggered terms of three years, such that two of these representatives shall be appointed each year.
- I. The representatives from the four regional associations, the National States Advisory Council representative, and the Association of Communication Administration Executive Committee representative shall each be appointed to the Legislative Assembly by their respective association or council for terms of three years.

Section 3: Duties.

The Legislative Assembly shall exercise fiduciary responsibility over the affairs of NCA and is responsible for the overall strategic direction and policymaking of the Association. Journal Editors of the Association shall each be approved by the Legislative Assembly for a term of three years. The Publications Council will provide a slate to the Executive Committee for endorsement, which is then forwarded to the Legislative Assembly for approval.

Section 4: Meetings.

- A. The Legislative Assembly shall meet at least annually at or around the national convention.
- B. The agenda shall be determined by the President in consultation with the Executive Director. The Legislative Assembly will approve the agenda at the start of the meeting.
- C. The President shall preside at meetings.
- D. A quorum shall consist of a majority of the members of the Legislative Assembly.
- E. The Legislative Assembly may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Legislative Assembly may also take action by written consent of the majority of the Legislative Assembly, including using email.
- F. Legislative Assembly meetings shall be open to all NCA members.

Section 5: Vacancies.

- A. A vacancy in the office of President, First Vice President, Second Vice President, or Second Vice President Elect shall be filled for the balance of the term in which the vacancy occurred by appointment of the Executive Committee of the Legislative Assembly. The person so appointed to fill such vacancy, after the conclusion of that term, shall not automatically succeed to subsequent office as set forth in Section 2(A), (B) and (C), respectively. Rather, such subsequent office shall be filled by member vote, following the same procedures as set forth in Section 2(D) for the Second Vice President election.
- B. A vacancy in the office of Immediate Past President may be filled by appointment of the Officers from the pool of past Presidents of the Association.
- C. Vacancies among the nine at-large and six appointed representative positions (described above in Section 1(A)(n) and (o), respectively) may be filled by appointment of the Executive Committee of the Legislative Assembly. Members selected to fill these vacant positions shall complete the balance of the calendar year in which the position became vacant. The position will then be filled for the remainder of the term, if any, following the process described in Section 2 above usually used to fill the position.
- D. Vacancies among the representatives of Interest Groups, the four regional associations, the National States

Advisory Council and the Association of Communication Administration Executive Committee may be filled in the same manner as the original representative was appointed.

Section 6: Committees

- A. **Executive Committee of the Legislative Assembly.** The Executive Committee shall consist of the following members: President, First Vice President, Second Vice President, Immediate Past President, three Finance Committee Members, Mentorship and Leadership Council Chair, Publications Council Chair, Research Council Chair, Teaching and Learning Council Chair, IDEA Council Chair, and Executive Director (non-voting). The Executive Committee shall administer the policies of the Legislative Assembly and shall, between annual meetings of the Assembly, serve as the chief administrative authority of the Association. The Executive Committee shall have authority to set association fees other than membership dues and to establish standing rules and procedures to govern the conduct of elections. The Executive Committee shall meet regularly. The agenda of meetings shall be determined by the President in consultation with the Executive Director. The Executive Committee may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Executive Committee may also take action by written consent of 2/3 of the Executive Committee, including using email.
- B. **Finance Committee.** The Finance Committee shall consist of the Finance Committee Chair and the two other Finance Directors. The Finance Committee is responsible for providing guidance and information to the Legislative Assembly on the financial affairs of the Association and shall have such other responsibilities as are established from time to time by the Legislative Assembly or Executive Committee of the Legislative Assembly. The Finance Committee shall meet regularly. The agenda of meetings shall be determined by the Finance Committee Chair in consultation with the Executive Director. The Finance Committee may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Finance Committee may also take action by written consent of 2/3 of the Finance Committee, including using email.

ARTICLE IV: OFFICERS

Section 1: Officers.

The Officers of the Association shall be the President, First Vice President, Second Vice President, Immediate Past President, Treasurer, and Secretary. The President, First Vice President, Second Vice President, and Immediate Past President shall be elected and assume such offices in the manner set forth in Article 3. The office of Treasurer shall be held by the Finance Committee Chair and the office of Secretary shall be held without vote by the Executive Director.

Section 2: Duties.

- A. **President.** The President shall preside at all meetings of the Legislative Assembly and the Executive Committee of the Legislative Assembly and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Legislative Assembly.
- B. **First Vice President.** The First Vice President shall perform the duties of the President during such time as the President is unable or unwilling to perform the same, shall be in charge of the planning of the program for the annual convention, and shall perform such other duties as may be assigned by the President or by the Legislative Assembly.
- C. **Second Vice President.** The Second Vice President shall perform the duties of the First Vice President during such time as the First Vice President is unable or unwilling to perform the same and shall perform such other duties as may be assigned by the President or by the Legislative Assembly.
- D. **Immediate Past President.** The Immediate Past President shall perform such duties as may be assigned by the President or by the Legislative Assembly.
- E. **Treasurer.** The Treasurer shall perform all duties incident to the office of Treasurer and shall perform such other duties as may be assigned by the President or Legislative Assembly.
- F. **Secretary.** The Secretary shall perform all duties incident to the office of Secretary and shall perform such other duties as may be assigned by the President or Legislative Assembly.

ARTICLE V: STANDING COMMITTEES

Section 1: Leadership Development Committee.

- A. Members. The Leadership Development Committee shall consist of the following members: Immediate Past President, President, First Vice President, Second Vice President, four At- Large representatives appointed by the Legislative Assembly from among the current members of the Legislative Assembly, four At-Large members elected by vote of the individual membership of NCA, and Executive Director (non- voting). The At-Large representatives appointed by the Legislative Assembly and the At-Large representatives elected by the individual NCA membership shall serve staggered two-year terms, with two representatives appointed by the Legislative Assembly and two representatives elected by the individual membership of NCA each year. The Immediate Past President shall serve as Chair of the Committee.
- B. Duties. The Leadership Development Committee shall develop a slate of candidates for the following positions, such slate subject to election by the Legislative Assembly: Finance Committee member; Chairs and members of the Mentorship and Leadership Council, Publications Council, Research Council, Teaching and Learning Council, Resolutions Committee, and Convention Committee; Chair of the IDEA Council; Nominating Committee at- large member and Nominating Committee Chair; and members of award selection committees unless otherwise specifically provided in applicable award agreements. In addition, the Leadership Development Committee shall develop a slate of candidates for four Nominating Committee at-large members, such candidates subject to election by the NCA membership.

Section 2: Nominating Committee.

- A. Members. The Nominating Committee shall consist of the following members, each of whom shall serve one-year terms:
 - a. The Chair of the Nominating Committee, who shall be elected by the Legislative Assembly from the candidates selected by the Leadership Development Committee, as set forth in Section 1(B) above.
 - b. One representative chosen by each Interest Group.
 - c. The IDEA Council Chair.
 - d. One representative from each of the four regional associations represented on the Legislative Assembly, chosen by each regional association.
 - e. Four at-large members elected by the full voting NCA membership from the slate of candidates developed by the Leadership Development Committee, as set forth in Section 1(B) above.
 - f. One at-large member elected by the Legislative Assembly from the candidates selected by the Leadership Development Committee, as set forth in Section 1(B) above.
- B. Duties. Each year, the Nominating Committee shall prepare a ballot for the election of the Second Vice President, three at-large members of the Legislative Assembly, and two at- large members of the Leadership Development Committee to be elected by the full voting NCA membership.

Section 3: Mentorship and Leadership Council

- A. Members. The Mentorship and Leadership Council shall consist of a Chair and six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Mentorship and Leadership Council during the selection process. The Mentorship and Leadership Chair and Council members shall serve for a term of three years. Terms of the members of the Mentorship and Leadership Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties. The Mentorship and Leadership Council shall coordinate, centralize, and organize mentorship and leadership resources, activities, and opportunities for NCA.

Section 4: Publications Council.

- A. Members. The Publications Council shall consist of a Chair and six members elect Leadership Development Committee Leadership Development Committee ed by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Publications Council during the selection process. The Publications Council Chair and Council members shall serve for a term of three years. Terms of the members of the Publications Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties. The Publications Council shall be responsible for supporting the Association’s publishing program, including recommending editors to the Legislative Assembly for the Association’s Journals and filling Journal editor vacancies as necessary.

Section 5: Research Council.

- A. Members. The Research Council shall consist of a Chair and six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Research Council during the selection process. The Research Council Chair and Council members shall serve for a term of three years. Terms of the members of the Research Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties. The Research Council shall be responsible for supporting the creation and dissemination of knowledge about communication.

Section 6: Teaching and Learning Council.

- A. Members. The Teaching and Learning Council shall consist of a Chair and six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Teaching and Learning Council during the selection process. The Teaching and Learning Council Chair and Council members shall serve for a term of three years. Terms of the members of the Teaching and Learning Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties. The Teaching and Learning Council shall be responsible for supporting disciplinary pedagogy.

Section 7: IDEA Council.

- A. Members. The IDEA Council shall consist of a Chair and one representative from each of the Association’s Caucuses. The Chair of the IDEA Council shall be elected by the Legislative Assembly from a slate provided by the Leadership Development Committee for a term of three years. The Leadership Development Committee will consult with the IDEA Council during the selection process. Each of the Association’s caucuses shall elect one of its members to serve on the IDEA Council for a term of three years. Terms of the IDEA Council members shall be staggered.
- B. Duties. The IDEA Council is responsible for monitoring and making recommendations to enhance the diversity of the Association.

Section 8: Resolutions Committee.

- A. Members. The Resolutions Committee shall consist of a Chair and five members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Chair shall be selected from among the first- and second-year members of the Resolutions Committee to serve a term of one year. Resolutions Committee members shall have staggered three-year terms.
- B. Duties. The Resolutions Committee shall be responsible for reviewing proposed public statements and providing related recommendations to the Legislative Assembly.

Section 9: Convention Committee.

- A. Members. The Convention Committee shall consist of a Chair and five members elected by the Legislative

Assembly from a slate of candidates developed by the Leadership Development Committee. The Chair shall be selected from among the first- and second-year members of the Convention Committee to serve a term of one year. Convention Committee members shall have staggered three-year terms.

- B. Duties. The Convention Committee shall be responsible for providing recommendations on issues related to convention locations.

Section 10: Meetings.

- A. Meetings of any Standing Committee may be called by the chair of the committee or by any two members of the committee. The date, location, and agenda of the meetings shall be determined by the committee chair.
- B. A quorum shall consist of a majority of the standing committee members.
- C. Standing committees may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. Committees can also take action by written consent of 2/3 of the Committee, including using email.

Section 11: Vacancies.

- A. Standing committee vacancies may be filled by the Executive Committee of the Legislative Assembly. Members selected to fill vacant positions shall complete the balance of the term which became vacant.

ARTICLE VI: EXECUTIVE DIRECTOR

Authority for the day-to-day management of the Association shall be vested in an Executive Director whose employment and termination shall be the responsibility of the Executive Committee of the Legislative Assembly. The Executive Director shall have such authority and duties as are determined by the Executive Committee of the Legislative Assembly. The Executive Director shall be responsible for hiring and termination of staff and paid contractors.

ARTICLE VII: INTEREST GROUPS

Section 1: Divisions.

Interest groups for members with shared focus on particular topics of substantive study shall be known as Divisions.

Section 2: Sections.

Interest groups for members sharing common professional settings shall be known as Sections.

Section 3: Caucuses.

Consistent with the Association's commitment to equal opportunity, interest groups representing historically underrepresented demographic groups in terms of gender, race, ethnicity, sexuality, and ability shall be known as Caucuses.

Section 4: Creation.

Divisions and Sections may be created by the Legislative Assembly upon receipt of petitions signed by at least 200 members of the Association. Caucuses may be created by the Legislative Assembly in response to petitions signed by at least 50 members of the Association.

Section 5: Dissolution.

Any Division or Section failing for two consecutive years to maintain at least 100 members shall be dissolved. The Legislative Assembly shall have authority to dissolve Caucuses.

Section 6: Convention.

Each Interest Group will have a role in planning the program for the annual convention.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern NCA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order NCA may adopt.

ARTICLE IX: MISCELLANEOUS

Section 1: Conflict of Interest.

The Association shall maintain a conflict-of-interest policy and annual disclosure process that shall apply to all Chairs and Officers and any other individuals specified by the Executive Committee of the Legislative Assembly.

Section 2: Indemnification.

NCA will indemnify employees, Officers, Directors, and volunteers as determined by the Executive Committee of the Legislative Assembly and based on facts and circumstances.

Section 3: Dissolution.

Upon the dissolution of NCA, all its assets and property of every nature and description remaining after the payment of all liabilities and obligations of NCA shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, as amended (or corresponding provisions of any subsequent federal tax laws), consistent with the purposes of NCA, as determined by the Legislative Assembly.

ARTICLE X: AMENDMENTS

Section 1: Proposed Amendments.

Proposed amendments to these Bylaws shall be submitted for a vote of the Legislative Assembly upon:

- A. A petition signed by at least twenty percent (20%) of individual members submitted to the President at least 90 days prior to a meeting of the Legislative Assembly, or
- B. A petition signed by at least twenty percent (20%) of the members of the Legislative Assembly submitted to the President at least 90 days prior to a meeting of the Legislative Assembly, or
- C. A majority vote of the Executive Committee of the Legislative Assembly.

Section 2: Adoption.

A two-thirds vote of the Legislative Assembly shall be required for adoption of an amendment to these Bylaws.

ARTICLE XI: ADOPTED AMENDMENTS

Adopted November 2016; Amended November 2018; Amended November 2019; Amended November 2020. Amended November 2021.

1. NCA Journal Editors will no longer serve on the Legislative Assembly. Motion passed – November 2018.
2. Standing Committee name changed from Committee on Committees to the Leadership Development Committee. Motion passed – November 2018.
3. Member of the Resolutions Committee need not be among the current Legislative Assembly. Motion passed – November 2018.
4. Removal of Second Vice President-Elect from the LA roster. Motion passed – November 2019.
5. Standing Committee name changed from Diversity Council to IDEA (Inclusion, Diversity, Equity, and Access) Council. Motion passed – November 2020.
6. Standing Committee approved by Legislative Assembly – The Mentorship and Leadership Council. – November 2021.

NCA Executive Committee

[NCA Leadership](#)

The Executive Committee (EC) consists of the NCA officers — president, first vice president, second vice president, past president, treasurer, (finance committee chair), and secretary (executive director without vote). The EC also includes two finance committee directors and five council chairs. The members of the presidential quartet are elected by and from the general NCA membership. The NCA Leadership Development Committee selects, and the Legislative Assembly appoints the finance committee members and the council chairs.

Walid Afifi, Ph.D., University of California, Santa Barbara

President

Term: 2021-2024

w-afifi@ucsb.edu



Walid Afifi (PhD, University of Arizona, 1995) is a Professor in the Department of Communication at the University of California-Santa Barbara (UCSB), where is also currently a member of the Campus Climate Council and Director of the Center for Middle East Studies. Prior to his return to UCSB, he served as department Chair at the University of Iowa (2012-2015), where he was also a member of the Human Rights Commission. He is an author on over 80 journal articles, chapters, or books, and was recently inducted as a Fellow of the International Communication Association (ICA). His service to NCA has been vast and long-lasting, including Chair of the Interpersonal Communication division (2004), and a member of the Units Task Force (2009-2011), the NCA Bylaws Task Force (2011-2012), and the Task Force on Inclusivity in the Discipline (2014-2017). Most recently, he was Chair of the Task force on the NCA Center for Community, Collaboration and Change (2017-2019). He is an editorial board

member on several leading journals and served as Associate Editor of the Journal of Social and Personal Relationships, Personal Relationships, and Human Communication Research. He is also currently serving the discipline as a member of the ICA Inclusivity, Diversity, Equity, and Access committee.

Marnel Niles Goins, Ph.D., Marymount University

First Vice President

Term: 2022-2025

mngoins@marymount.edu



Marnel Niles Goins is Dean of the College of Sciences and Humanities and Professor of Communication at Marymount University. She earned her Ph.D. from Howard University in Washington, DC. Prior to her transition to Marymount, she served as Professor and Graduate Coordinator in the Department of Communication at California State University, Fresno, where she worked for 12 years. She taught courses in Small Group Communication and Organizational Communication and has a special interest in gender and racial dynamics in organizational settings. Marnel has numerous publications, including serving as first editor of the recently published, The Routledge Handbook of Gender and Communication. Marnel is 2nd Vice President of the Western States Communication Association, Immediate Past President of the Western States Communication Association, and a Past President of the Organization for Research on Women and Communication. She also served NCA as a member of

the Inclusion, Diversity, Equity, and Access Task Force, chair and member of the Finance Committee, and chair of the Black Caucus.

Jeanetta D. Sims, Ph.D., University of Central Oklahoma

Second Vice President

Term: 2023-2026

jsims7@uco.edu



Dr. Jeanetta Sims is known as a highly collaborative, respectful leader who believes in listening, honoring people and scaling through Mt. Fuji moments. She is a tenured professor and former dean of the University of Central Oklahoma's (UCO) Graduate College and University College as well as the co-creator with students of the Broncho Education and Learning Lab (BELL). She championed UCO's HLC Quality Initiative which culminated in a new first year experience called Broncho Blueprint. Dr. Sims is a 30+ award-winning scholar, educator, poet, and founder of Diverse Student Scholars. Along with numerous academic publications, she is the author of poetry and prose in the Moments in Soul-journ series and We Are Here series. In 2022, she was named a DaVinci Institute Fellow, Women Who Inspire Award recipient, a Marketing Management Association Fellow, and the inaugural recipient of NCA AACCD's Dorothy Pennington Award.

Roseann M. Mandziuk, Ph.D., Texas State University

Immediate Past President

Term 2020-2023

rm07@txstate.edu



Roseann M. Mandziuk is a University Distinguished Professor in the Department of Communication Studies. She earned her Ph.D. in Rhetorical Studies from the University of Iowa, her M.S. in Communication from Illinois State University, and her B.A. in Speech and in English from Wayne State University. She has been a member of the faculty at Texas State University since 1987. Roseann's research focuses upon images of women, the rhetorical uses of history, and the construction of public memory in museums and monuments. She has co-authored a scholarly book about the rhetoric of Sojourner Truth, published numerous articles and book chapters examining historical and contemporary rhetoric, and served as Editor of *Women's Studies in Communication (WSC)*. She has received two Fulbright Scholar Awards, in India and in Poland, and has presented numerous international research lectures. She also was selected as an American Council on Education Fellow.

Roseann's extensive professional service contributions include President of the Southern States Communication Association, two terms as Finance Board Chair and twelve years as a member of the Affirmative Action/Intercaucus Committee for the National Communication Association, and fifteen years as Chair of the Presidential Work Life Advisory Council on her campus. She has served on numerous editorial boards including *Quarterly Journal of Speech* and *Women's Studies in Communication*, as well as regional and national association publication, nomination, and award committees. Her contributions have been recognized with national and regional professional association awards for teaching, mentoring, and research, including the 2014 Michael M. Osborn Teacher-Scholar Award from SSCA and the 2017 Francine Merritt Award for Contributions to Women in Communication from the NCA Women's Caucus.

Finance Committee

Rich West, Ph.D., Emerson College

Finance Committee Chair

Term: 2021-2023

richard_west@emerson.edu



Rich West received his Ph.D. in Interpersonal Communication from Ohio University and his M.A. in Communication Education from Illinois State University. He is currently Professor of Communication Studies at Emerson College, where he has served as a Dean, Director, and Department Chair. West is a former President of both the National Communication Association and the Eastern Communication Association. West is the co-author/editor of 10 books that have been published in nearly 10 languages. Two of his anthologies have received NCA's Outstanding Book Award in a) Family Communication ("The Family Communication Sourcebook") and in b) Applied Communication ("Routledge Handbook of Communication and Bullying"). Dr. West has received a number of academic accolades over the years. He was awarded Emerson's prestigious Norman and Irma Mann Stearns distinction and recognized as Distinguished Faculty. In addition, Illinois State University and Ohio University named him "Outstanding Alum in Communication"; ISU also recognized him for "Distinction in Forensics" and "Outstanding Graduate in Teacher Education."

Jimmie Manning, Ph.D., University of Nevada, Reno

Finance Committee Director

Term: 2022-2024

jimmiem@unr.edu



Jimmie Manning is Professor and Chair of Communication Studies in the School of Social Research and Justice Studies at the University of Nevada. He earned bachelor's degrees in Speech/Communication, Dramatic Arts, and English from Emporia State University and an M.A. and Ph.D. in Communication Studies from the University of Kansas. Dr. Manning's research focuses on relational and family communication. This work spans multiple contexts to understand how individuals, couples, families, organizations, and cultural institutions attempt to define, support, control, limit, encourage, or otherwise negotiate relationships. This work has resulted in over 100 publications in outlets including Communication Monographs, Journal of Social and Personal Relationships, and Journal of Computer-Mediated Communication, among others. Dr. Manning has received several research, teaching, and service awards including the NCA Kibler and Ecroyd awards.

Candice Thomas-Maddox, Ph.D.
Finance Committee Director
Term: 2023-2025
thomas@ohio.edu



<https://www.ohio.edu/lancaster/about/offices/faculty/thomas>

Councils

James (Jim) L. Cherney, Ph.D., University of Nevada, Reno
Interim IDEA Council Chair
Representing the Disability Issues Caucus
Term on EC: January 2023 – July 2023
Term on IDEA Council: 2023-2025
jcherney@unr.edu



James L. “Jim” Cherney (Ph.D. Indiana University, 2003) is Associate Professor and Director of the Communication Core in the Department of Communication Studies at the University of Nevada, Reno. He reaches ableist rhetoric, particularly as it operates around access, sport, visibility, law, and popular culture. He has published articles in outlets including *Western Journal of Communication*, *Disability Studies Quarterly*, *Communication & Sport*, and *Argumentation and Advocacy*. His book *Ableist Rhetoric: How We Know, Value, and See Disability*, was published by Penn State University Press in 2019. He has received the Jim Ferris Award for Outstanding Achievement in Disability and Communication from the Disability Issues Caucus, which he has served in various officer positions for over 16 years. He currently represents the caucus on the NCA’s IDEA Council.

Kimberly D. Osborne, Ph.D.
Mentorship and Leadership Council Chair
Term: 2023 – 2025
kim@drkimosborne.com



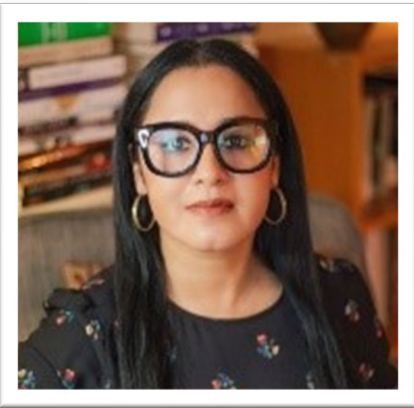
For more than 25 years, Dr. Kimberly Osborne has been a trusted coach, mentor, and advisor to U.S. and foreign governments, multinational corporations, international NGOs, top-tier universities, and leading nonprofits. She built her career advising top leaders at organizations from startups to Fortune 500 companies like Symantec Corporation, Kelly Services, General Motors, American Honda Motor Company, lululemon, BlueShield of California, 3M, and others. She has proven herself as a change-maker with a masterful understanding of culture, information and influence in high-stakes, high-visibility environments. As a coach, consultant, and speaker, she addresses important subjects including transformational leadership, emotional intelligence, strategic communication, corporate culture and diversity, and enlightened use of power and influence.

Devika Chawla, Ph.D., Ohio University

Publications Council Chair

Term: 2022-2024

chawla@ohio.edu



Devika Chawla is Professor in the School of Communication Studies at Ohio University and Affiliated faculty with Interdisciplinary Arts, Women's and Gender Studies, Communication and Development, International Development Studies, and Southeast Asian Studies. Dr. Chawla's research focuses on communicative, performative, and narrative approaches to studying family, home, and its relationship to social identity. Specifically, she is interested in understanding how human beings transform themselves in the relationships that surround them, and the resources – social, political, economic – that are available to them. Most of her field research has taken place in the context of marriage and family life in contemporary urban north India. Dr. Chawla is the author of *Home, Uprooted: Oral Histories of India's Partition* (Fordham University Press), which won the 2015 Outstanding Book Award from the Ethnography Division and the International and Intercultural Division of the National Communication Association. She is Senior

Associate Editor (south Asia and southeast Asia) for the Oxford University Press Encyclopedia of Race, Ethnicity, and Communication. From 2019 to 2021, she served as editor-in-chief of *Departures in Critical Qualitative Research*, a journal published by the University of California Press.

Shaunak Sastry, Ph.D., University of Cincinnati

Research Council Chair

Term: 2023-2025

sastrysk@ucmail.uc.edu



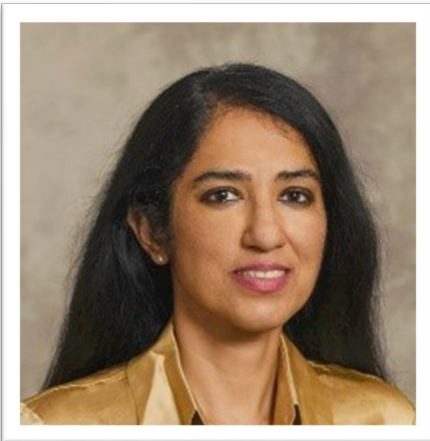
Dr. Shaunak Sastry, Ph.D. is Associate Professor of Communication at the University of Cincinnati and Director of The Cincinnati Project, a center for community-engaged research. His research and teaching interests are in the areas of health and culture, globalization and health, and the cultural politics of infectious diseases. His work combines ethnographic and field-based methods with critical analysis of public discourses of health. His work has been published in leading international peer-reviewed journals like *Health Communication*, *Communication Theory*, *Journal of Health Communication*, *Culture, Health & Sexuality*, *Frontiers in Communication*, and *Journal of International and Intercultural Communication*, in addition to several book chapters and more than 40 paper presentations at national and international conferences. He is a senior editor of the journal *Health Communication* and sits on the editorial boards of several other academic journals. He is the Chair-elect of the National Communication Association's (NCA) Research Council and is immediate past-chair of the Asian and Pacific American Caucus at NCA.

Vinita Agarwal, Ph.D., Salisbury University

Teaching and Learning Council Chair

Term: 2021 – 2023

vxagarwal@salisbury.edu



Vinita Agarwal is Professor in the Department of Communication at Salisbury University (SU), Maryland. Dr. Agarwal’s research theorizes ecologically aware, relational, and dialogic understandings of whole-person care in health promotion, disease prevention, and chronic illness management. Her monograph, *Medical Humanism, Chronic Illness, and the Body in Pain: An Ecology of Wholeness* (Lexington Press), integrates her long-term meditation practice, native knowledge, and professional training in Vipassana meditation and Ayurvedic diet and wellness principles to propose an ecological model of wholeness for the therapeutic relationship and healing communication approaches of traditional global medical systems and the biomedical model. Her commitment to service includes positions such as director for the foundational year of the Office of Undergraduate Research and Creative Activities and as chair of the Feminist and Gender Studies division, NCA.

National Office Representative

Shari Miles-Cohen, Ph.D., National Communication Association

Executive Director

Non-voting Member

(She, her, hers)

Smiles-cohen@natcom.org



Shari Miles-Cohen, Ph.D., joined NCA as Executive Director in January 2022. Before joining NCA, Miles-Cohen served as the American Psychological Association’s (APA) primary expert on domestic human rights and issues affecting marginalized populations in the US, overseeing APA’s Ethnic Minority Affairs, Sexual Orientation and Gender Diversity, and Women’s Portfolios. She co-created and led APA’s flagship leadership development program and the innovative “I am Psyched! Initiative,” now a digitized exhibit in the Smithsonian Learning Lab.

Previously, Miles-Cohen led the Society for the Psychological Study of Social Issues, the African American Women’s Institute at Howard University, and the Women’s Research & Education Institute. She was a Congressional Fellow and a District of Columbia Commission for Women member. She has traveled

extensively domestically and internationally to promote the interface between research and policy and has convened six international interdisciplinary conferences.

Miles-Cohen is a member of the Palo Alto University Board of Trustees. She is an APA Fellow and a member of professional societies focused on gender, ethnicity and culture, social issues, disability, leadership, science, and philanthropy.

Miles-Cohen earned her Ph.D. in personality psychology from Howard University and has published scholarly works throughout her career. Most recently, she co-authored an article on women’s leadership development and co-edited a book on eliminating health inequities for women with disabilities.

[Full Staff List](#)

Executive Office



Marjorie Lightman, Ph.D.
Consultant
(she, her, hers)

milightman@natcom.org

Over the course of her career, Dr. Marjorie Lightman has written in a variety of fields, taught, directed projects, led organizations, and sat on boards. She has had experience with museums, non-profit organizations, community groups, public programs, film, and television projects. She has worked in the United States and abroad and has held grants from major foundations, including the Ford Foundation, the Rockefeller Foundation, and the National Endowment for the Humanities.

Lightman holds a Ph.D. in Greek and Roman history from Rutgers University (1980). She co-authored A Biographical Dictionary of Greek and Roman Women in 2000, and an expanded edition, The A through Z of Ancient Greek and Roman Women, published in 2008. (Facts on File). She was the associate editor for the North Africa volume of Women Writing Africa (Feminist Press), responsible for the pre-Islamic section. Most recently, she contributed a chapter to Women and Knowledge in the Mediterranean (Routledge), edited by Fatima Sadiqi. The article grew out of a growing interest in the influences of classical Roman law on Islamic marriage law that she had developed in several papers delivered in Fes, Morocco, under the auspices of the University of Fes

Membership and Governance Departments



Justin Danowski, M.A.
Director of Membership and Governance
(he, him, his)

jdانowski@natcom.org

Cell: 217-836-9409

Justin has been at NCA since 2012. He is currently the National Office staff representative for interest groups, the NCA Executive Committee, and the Legislative Assembly. Justin also oversees NCA's national awards and policy statements.

Justin managed the membership database as NCA's Membership Manager from 2013 to 2017. He currently oversees membership operations and works with the Executive Director on membership building and retention.

Governanc and Membership Continued



Jennifer Fletcher
Memberhsip Associate
(she, her, hers)

jfletcher@natcom.org

Jennifer has previously worked in the non-profit and higher education sectors and brings experience in communications, student services, and recruitment to her position. Immediately prior to joining the NCA, Jennifer served as Recruitment Specialist at the Universities at Shady Grove.

Convention and Meetings Department



Kristin Yednock
Director of Convention and Meetings
(she, her, hers)

kyednock@natcom.org

Kristin holds a B.B.A. in Hospitality and Tourism Management from James Madison University, is a Certified Meeting Professional (CMP) by the Events Industry Council and has received a Digital Event Strategist (DES) certificate from the Professional Convention Management Association. She has more than 10 years of experience in meeting management and student services. Immediately prior to joining NCA, Kristin served as Coordinator of Student Services at the Washington Center for Internships and Academic Seminars.

Communications Department



B. Denise Hawkins, M.A.
Director of Communications and Public Engagement
(she, her, hers)

bdhawkins@natcom.org

B. Denise Hawkins is an award-winning journalist and communications consultant based in the Washington, D.C. area. She is 2021-2022: Journalists in Aging Fellow (Gerontological Society of America), reporting on the intersection of religion and aging among African Americans.

During her career, B. Denise also held senior-level positions in public relations at Widmeyer Communications and Hyde Park Communications, where she leveraged her journalism experience and credentials in STEM and higher education to help her clients shape their narratives and reach racially diverse audiences.

B. Denise graduated from Howard University, earning a bachelor's degree in print journalism and a minor in microbiology. She received her master's degree in journalism from Pennsylvania State University.



Patrick West
Web & Digital Media Associate
(he, him, his)

pwest@natcom.org

Patrick is primarily responsible for maintaining the NCA website and digital marketing efforts and supporting content creation and dissemination via social media platforms. Prior to joining NCA, he worked for the MilesWest Group, managing their website, and creating marketing materials, business presentations, white papers, blogs, and other creative endeavors. Prior to working for The MilesWest Group, he worked for Xerox/Conduent Relocation as a consultant, marketing assistant, and proposal writer.

Finance & Administration Department



Joseph Ritchie
Chief Financial Officer
(he, him, his)

jritchie@natcom.org

Joseph Ritchie is a Senior Accountant with Raffa's managed accounting services department. He has over six years of public accounting experience and has served primarily the not-for-profit industry. Joe received his Master of Business Administration from the University of Maryland and graduated from Marist College with a Bachelor's of Science in Accounting. He obtained the Not-for-Profit Certificate in Core Concepts from the American Institute of CPAs.



Chanda Ijames, M. Ed.
Executive Assistant/Facilities Manager
(she, her, hers)

cijames@natcom.org

Chanda holds a B.S. in Psychology and an M.Ed. in Instructional Technology from the University of Maryland University College. She has worked in the nonprofit sector and has a vast amount of experience in fundraising, operations, and development. Chanda is also a Maryland Real Estate Agent, Notary, and Title Insurance Producer. More recently, she has worked with several new home builders throughout the Washington Metropolitan Area.

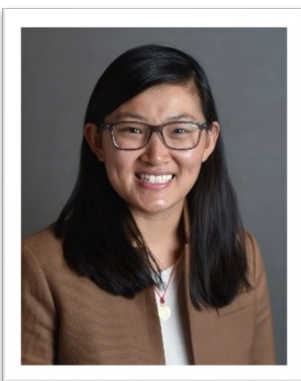
Department of Research, Publications, and Professional Advancement



Dane Claussen, Ph.D., MBA
Director of Research, Publications, and Professional Advancement
(he, him, his)

dclaussen@natcom.org

Dr. Dane S. Claussen joined NCA in February 2023. He previously was a journalism/media or strategic communications professor at (in reverse chronological order) Semester at Sea/Institute for Shipboard Education, University of Idaho, Thiel College, Shanghai International Studies University, Point Park University and Missouri State University. Dane most often taught social science research methods, media law, media ethics, media management/economics, media history, and journalistic reporting/writing, but he also taught social media management, presentational literacy, media and society, media literacy, integrated marketing communications, public opinion, mass communication theory, writing the nonfiction book, and other courses. At Thiel College, where he was the James Pedas (full) Professor of Media, Communication, and Public Relations and department chair, Dane was course director of Presentational Literacy (an institution-wide required course) and redesigned the Communication Studies major/minor. At Point Park, where he also was full professor, Dane was the institution's Faculty Development Coordinator and Graduate Council chair and directed a large M.A. program for nine years. In NCA, he has been involved in the Mass Communication Division and LGBTQ division and caucus, and is a former editorial board member for Communication Education. Dane is the former editor of Newspaper Research Journal (2017-21) and Journalism & Mass Communication Educator (2006-12), author or editor of four scholarly books, and author of more than 100 academic articles, book chapters, essays, book reviews and editorials. In the Association for Education in Journalism & Mass Communication (AEJMC), he has headed five divisions and an interest group and served on the Publications Committee, Teaching Committee, and Diversity Task Force. Dane holds a B.S. in journalism (Oregon), an M.S. (Kansas State) and a Ph.D. (Georgia) in mass communication, and an MBA (Chicago Booth). Before entering higher education full-time, he was editor and/or publisher of daily, weekly, biweekly and monthly newspapers and magazines in Wisconsin, Washington state and Oregon; managed a newspaper management consultants network; and was a broker/appraiser for print media companies for sale. Dane also has been Executive Director of the American Civil Liberties Union of Nevada and a marketer for a study abroad company. He has visited (or lived in) all 50 US states (48 of them more than once) and, since 2006, visited almost 50 other countries for work and/or tourism.



Hannah Y. Hayes, M.A.
Research Assistant
(she, her, hers)

hhayes@natcom.org

Hannah recently graduated from King's College London with a Master's in Eighteenth Century Studies, an interdisciplinary program consisting of English and History. Prior to living in London, she received her Bachelor's from American University with a double major in International Studies and History as well as a minor in Literary Studies. As the newest addition to NCA, she is interested in learning more about the organization, the inner workings of academic publishing, and is excited to have her first full-time job.

Executive Committee Meeting Guests

Spitfire Strategies

<https://www.spitfirestrategies.com/>

Spitfire Strategies is a woman-owned, strategic communication firm that partners with nonprofits and foundations working to make the world a better place. Spitfire's values are rooted in one core principle: Everyone belongs and has the power to spark change. Our work reflects this.

Kristen Grimm, President, Spitfire Strategies

After finding out there were no jobs for Irish history majors, Kristen fell into public interest communications, and then fell in love with it. She started as an intern with a firm that was just finishing up Nelson Mandela's stadium tour, and a few years and many pitch calls later, became its president. In 2002, deciding the world could use more women-run companies, she started Spitfire Strategies. Her first order of business was to democratize the knowledge about how to create a strategic communication plan so lots of organizations could harness the growing power of communication to make the world better. After writing the [Smart Chart](#), she used all its helpful tips to get [more children health care](#) coverage, get the [Gulf Coast back on its feet](#) after the BP oil spill, start the Executive Training Program to give CEOs the skills needed to run communicating organizations, and work for thousands of nonprofits and foundations around the world, learning more with every assignment.

As [@headspitfire](#), she believes she has the best job in the world: hire the smartest people she can find, unleash them on clients doing essential work to advance racial and social justice, and roll up her sleeves and join in. She has created narratives that stick, messages that motivate, theories of influence that shape new laws of the land, campaign, and communication strategies that drive momentum for movements and field-building resources that share tricks of the trade so fellow progressive changemakers can do smarter, more impactful work.

Over her 30 years doing public interest communication and campaigns, she has worked for clients across issues and across the world. This includes work for clients like the Ford Foundation on Census 2020 and human rights in the global south, Bill and Melinda Gates Foundation on education reform, Walton Family Foundation on Gulf Coast and Mississippi River regional work on sustainable farming and development, Food Trust on food deserts, Patagonia on civic engagement, Georgia Organics on local, organic school meals, Environmental Defense Fund on climate policies, Carnegie Corporation on ending nuclear proliferation, Living Cities on racial inclusion in the C-Suite, Innocence Project on criminal justice reform, Farm to Fork on a safe, healthy food system, Media and Democracy Fund on online privacy, Leadership Conference on Civil and Human Rights on Voting Rights Act Reauthorization, Barr Foundation on transportation, Mott Foundation on clean Great Lakes and safe drinking water, Aspen Institute on family prosperity, NRDC on safe food and Meyer Memorial Trust on anti-hate, among others.

She is the mastermind behind Spitfire's [Smart Chart](#), [Planning to Win](#), [Mindful Messaging](#) and [Discovering the Activation Point](#), among other big think pieces. Always interested in learning more about how to get traction, she explores innovative efforts like using culture to shape meaning as she did with [AndACTION](#). She thinks fast in a crisis, is deft at drawing phenomenal visionary speeches out of leaders and is someone you want in your corner when you're ready to go big. When it comes to storytelling, all you need to know is that her last name is Grimm.

She is a go-to counselor for organizations and leaders embarking on organizational change. Whether supporting the first woman president of the Nathan Cummings Foundation as she took the helm, working with the UN environment and development agencies to craft a climate change platform for the Secretary General, writing speeches, op-eds and

testimony for “Orange is the New Black” author Piper Kerman, or working with Greenville, South Carolina, leaders to create the political climate for more ambitious public transit, Kristen provides counsel that leads to measurable impact.

When not working, Kristen tours the country in her trailer. Yep, trailer. She lives in 16 feet with a husband and two dogs, checking out this country of ours and finding out it is a lot different than they would have us believe on the nightly news.

Kristen has a B.A. from Smith College. She currently serves on the boards of Grist and the Windward Fund, and she is on the advisory board for the Narrative Initiative. She is a member of the 2014 Class of Henry Crown Fellows at the Aspen Institute and serves in the moderator corps for Aspen. On faculty at the Carsey School of Public Policy at the University of New Hampshire, she teaches a course on using influence to advance public policies.

Millan Chicago

<https://www.millanchicago.com/home>

Millan Chicago is passionate about blending data with human behavior to find innovative solutions to your organization's greatest concerns.

We also care deeply about the people who hire us and strive to be a transparent, mindful, and ethical business.

We give honest assessments, will always shoot straight with you, and take pride in the quality of our work. We will never offer canned solutions or push you into a service that's not a great fit for your organization.

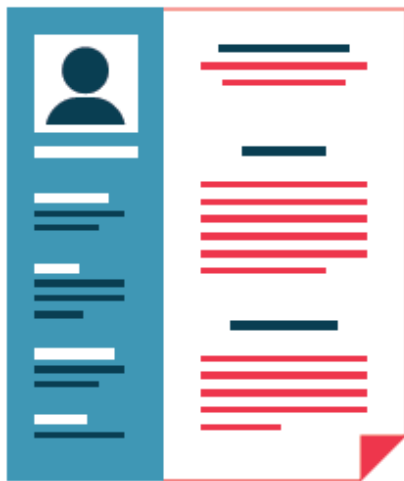
In fact, we've been told we're “the anti-consultants” by some of our happiest customers. We work collaboratively with our clients to empower them in their understanding of data science, so that they feel comfortable taking the reins at the end of our project.

Jennifer Miller, Ph.D., CEO, Co-Founder

Jennifer has a Ph.D. in Psychological Science and a MS in Applied Statistics from Indiana University. She has expertise in several qualitative and quantitative data analytic methods, and 15 years of experience conducting psychological research with an emphasis in learning and communication. In addition to her research, Jennifer has more than 10 years of experience in the design, implementation, and assessment of programs.

Ron Landis, Ph.D., President, Co-Founder

Ron has a Ph.D. in Psychology from Michigan State University. He has nearly 30 years of experience in conducting research in the areas of quantitative methodology and measurement development. He has published more than 70 journal articles, book chapters, and works in edited volumes and much of his work has appeared in leading journals including Organizational Research Methods, Organizational Behavior and Human Decision Processes, Personnel Psychology, and Journal of Applied Psychology.



NCA Executive Committee

JOB DESCRIPTION

EXPECTATIONS OF THE BOARD AS A WHOLE

The mission of NCA is to advance Communication scholarship, teaching, and practice to foster a better world.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the CEO/ executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring NCA's programs and services
- enhancing NCA's public image
- assessing its own performance as the governing body of NCA

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for NCA to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve NCA's mission
- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees

BOARD MEMBERS ARE ALSO EXPECTED TO

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of NCA

Joining Teams

[\(Back to agenda\)](#)

The National Office is asking all EC members to join Microsoft Teams.

Please take five minutes to set up a Teams account if you have already not done so.

Download Teams

<https://www.microsoft.com/en-us/microsoft-teams/teams-for-home>

Create an Account

- Even though Teams asks for “Microsoft Login” credentials, you should try your work/school email credentials first.
- If using your work/school credentials doesn’t work, you will have to create a Microsoft ID. Learn more about creating an account here: <https://support.microsoft.com/en-us/account-billing/how-to-create-a-new-microsoft-account-a84675c3-3e9e-17cf-2911-3d56b15c0aaf#:~:text=A%20Microsoft%20account%20gives%20you,and%20then%20follow%20the%20instructions>.
- When prompted to either ‘Use the App’ or ‘Use the Webapp’, choose ‘Use the Web App’. The web-based version of Teams will stay out of the way of any other Teams versions you may already be using.

NCA Membership Survey Results: Presentation Summary

Overview

- Survey Logistics
- Survey Participation
 - Sample characteristics
- High Level Results
 - Overall satisfaction with NCA
 - Intention to renew membership
 - Likelihood to recommend NCA

Survey Overview

- Current member status (e.g., Regular Member, Student Member)
 - Member characteristics (e.g., race, ethnicity, gender, disability/ability status)
 - Professional information (e.g., current professional position, primary work setting)
- NCA experience
 - Overall satisfaction, Likelihood to renew membership, Likelihood to recommend
 - Satisfaction with membership in Division, Sections, and/or Caucuses
 - Satisfaction with communications received from NCA
 - Planned engagement with NCA membership (e.g., attend conference)

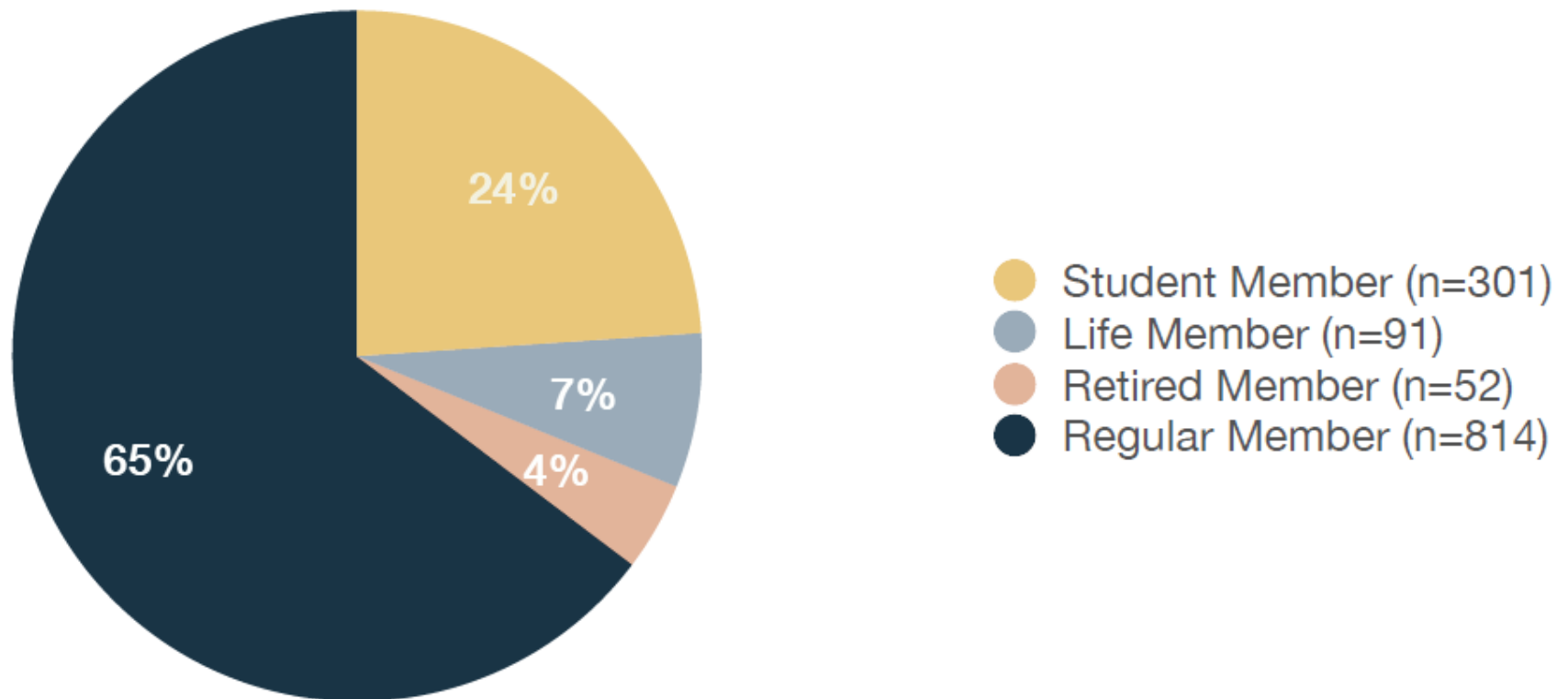
Survey Logistics

- Administration
 - September 5, 2022 - October 10, 2022
 - Emailed survey link to all current NCA members
- Total of 1290 responses collected (~23% response rate)
- Average completion time around 8 minutes
- Individuals who did not provide consent or who were not members are not included in analyses.
 - Total effective sample size is 1258.

Survey Analysis

- Descriptive Statistics
 - For questions related to personal information, categories with fewer than 10 responses are not presented out of concerns for identifiability.
 - Percentages are based on the number of individuals who provided a response to a particular question.

Survey Participation: Membership Type



Survey Participation: Personal Descriptions

Are you of Hispanic, Latino, or Spanish origin?

	Count	Percentage
No, not of Hispanic, Latino, or Spanish origin	943	86%
Prefer not to answer	85	8%
Yes, another Hispanic, Latino, or Spanish origin	21	2%
Yes, Mexican, Mexican American, Cicano	38	3%

Survey Participation: Personal Descriptions

How do you identify?

	Count	Percentage
Asian or Asian American	73	7%
Black or African American	71	6%
More than one race	49	4%
Prefer not to answer	88	8%
White/European American	767	70%
Options with fewer than 10 responses	49	4%
Total	1097	

Survey Participation: Personal Descriptions

How do you describe your gender identity?

	Count	Percentage
Cisgender man	306	28%
Cisgender woman	641	58%
Nonbinary	28	3%
Prefer not to answer	98	9%
Options with fewer than 10 responses	25	2%
Total	1098	

Survey Participation: Personal Descriptions

How do you describe your sexual orientation?

	Count	Percentage
Asexual	15	1%
Bisexual	84	8%
Gay or Lesbian	84	8%
Heterosexual	708	64%
Pansexual	30	3%
Prefer not to answer	149	14%
Queer	19	2%
Options with fewer than 10 responses	14	1%
Total	1103	

Survey Participation: Personal Descriptions

What gender affirming pronouns do you use?

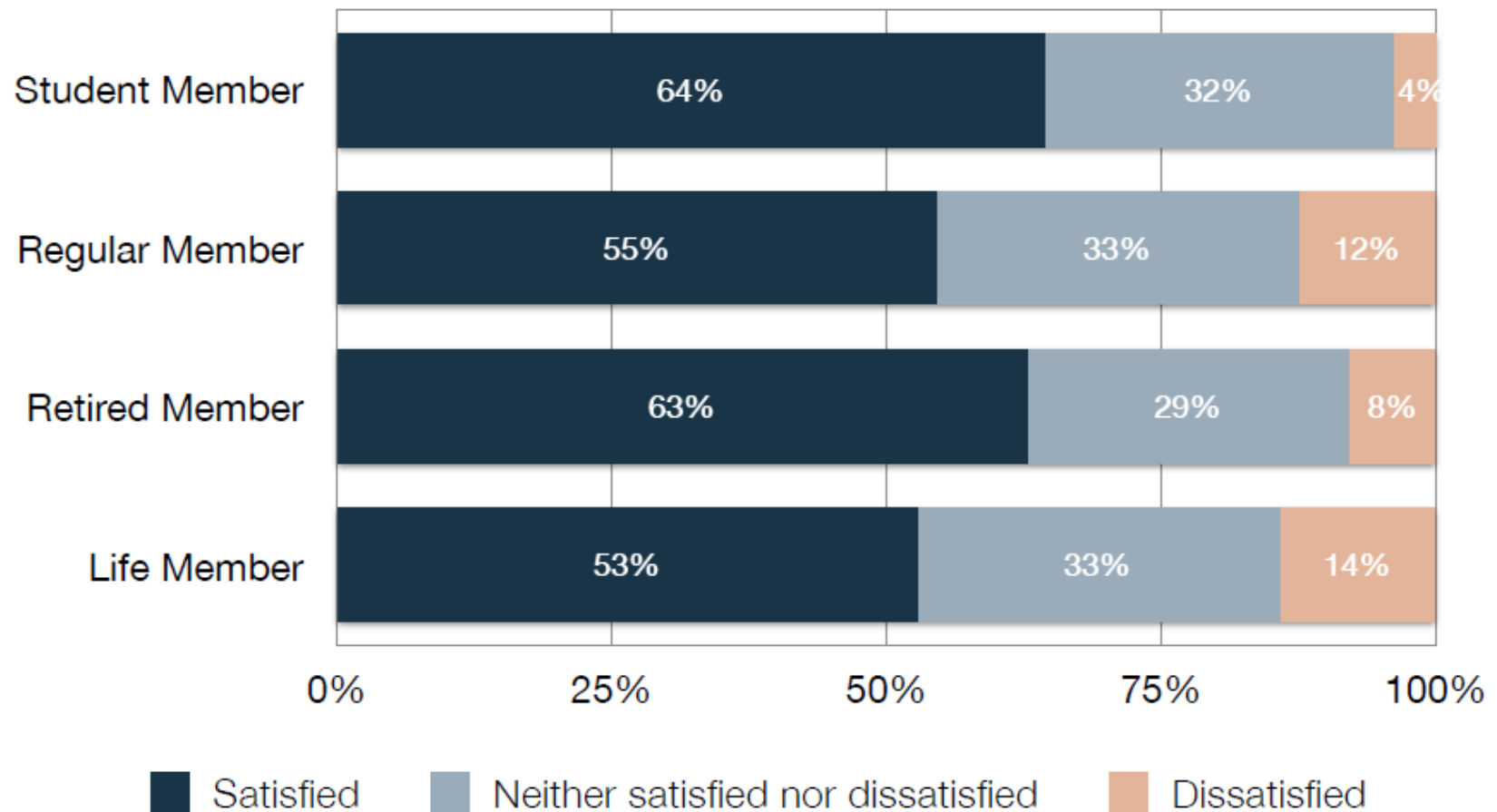
	Count	Percentage
He/Him/His	300	27%
Prefer not to answer	109	10%
She/Her/Hers	624	57%
She/They	14	1%
They/Them/Theirs	21	2%
Options with fewer than 10 responses	30	3%
Total	1098	

Survey Participation: Personal Descriptions

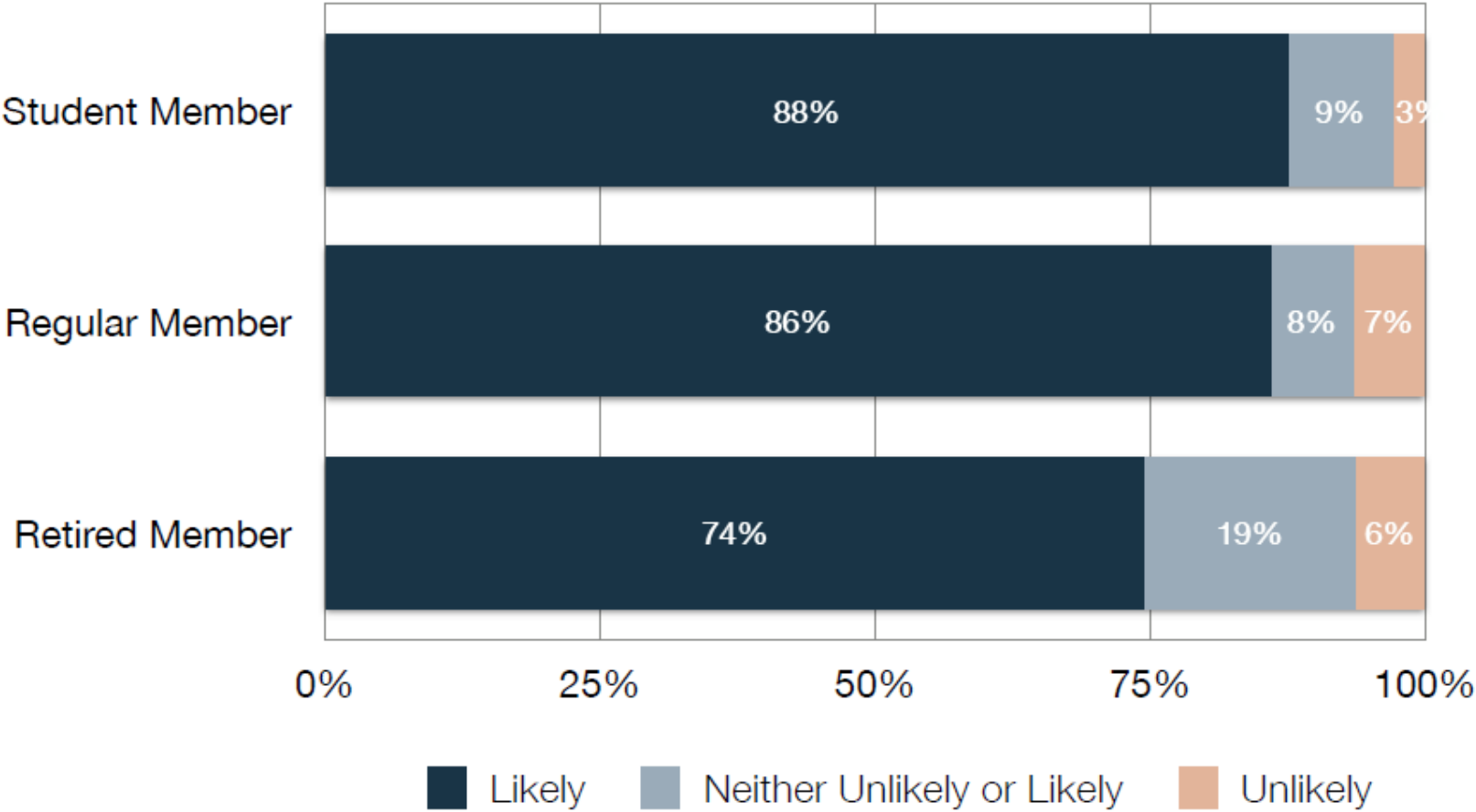
CURRENT PROFESSIONAL POSITION

	Count	Percentage
Administrator	71	6.62%
Communication Practitioner	28	2.61%
Emeritus Faculty	67	6.24%
Independent Scholar	<10 responses	
K-12 Educator	<10 responses	
Non-Tenure Track Faculty Member	103	9.60%
Other (please specify)	<10 responses	
Part-Time/Adjunct Faculty Member	25	2.33%
Postdoc	<10 responses	
Prefer not to answer	10	0.93%
Retired	<10 responses	
Student (Graduate)	219	20.41%
Student (Undergraduate)	<10 responses	
Tenure Track Faculty Member	550	51.26%
Total	1073	

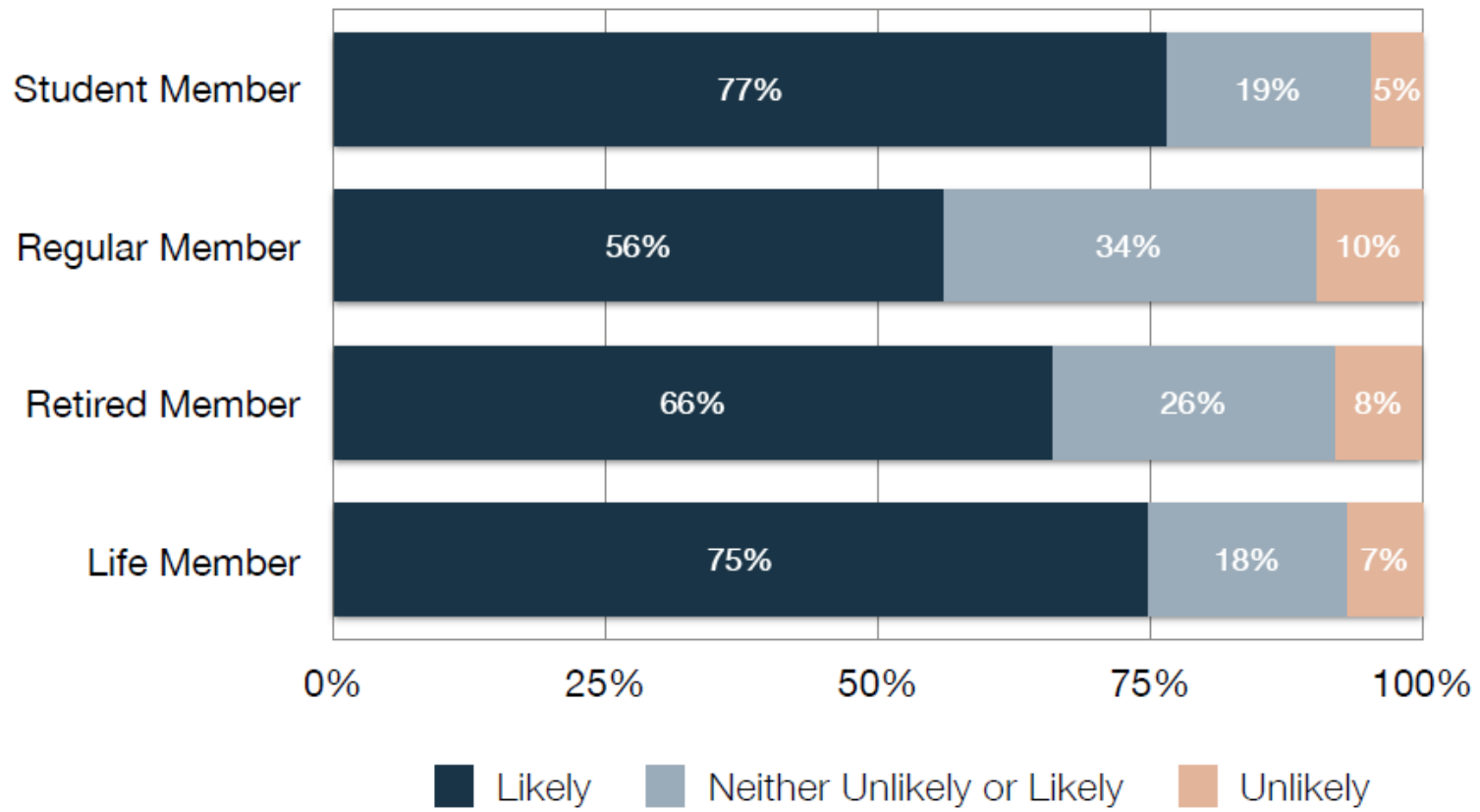
Overall Satisfaction



Likelihood to Renew



Likelihood to Recommend



Strategic Planning Session

[\(Back to agenda\)](#)

NCA's new strategic plan, which was a year in the making, was adopted by the Legislative Assembly at the Association's 108th Annual Convention in November.

The 2023-2027 Strategic Plan will serve as a roadmap to move NCA toward what we know will be a bold future with a strong mission and vision and set of core values.

The Executive Committee will spend the next two hours working towards establishing goals and objectives for this year.

[Strategic Plan Goal Tracker.](#)

Consent Agenda

[\(Back to agenda\)](#)

ITEM1: ACTION – Consent Agenda

The EC is asked to approve the consent agenda. A motion must be made, seconded, and a vote taken. Before a motion is made, any EC member may pull an item from the consent agenda for further discussion.

Note: All Executive Committee meetings, excluding Executive Sessions, are recorded to ensure accurate minutes are taken. Recordings are deleted prior to the following meeting.

Motion:

To approve the consent agenda.

Items to be approved:

1. November EC Minutes
 2. December EC Minutes
 3. November Legislative Assembly Minutes
-

DRAFT

Minutes

National Communication Association
Executive Committee of the Legislative Assembly
New Orleans Marriott
New Orleans, LA
November 16, 2022

Participating in the meeting:

Roseann Mandziuk, President; Walid Afifi, First Vice President; Marnel Niles Goins, Second Vice President; David McMahan, Immediate Past President; Lisa Flores, Finance Committee Chair; Rich West, Finance Committee Director (Virtual); Jimmie Manning, Finance Committee Director; Cerise L. Glenn, IDEA Council Chair (Virtual); Devika Chawla, Publications Council Chair; Charles Morris III, Research Council Chair; Vinita Agarwal, Teaching and Learning Council Chair; Shari Miles-Cohen, Executive Director (non-voting).

National Office Staff: Justin Danowski, Director of Membership and Governance; B. Denise Hawkins, Director of Communications; Marjorie Lightman, Interim Research Director.

Invited Guests: Ronald Landis, Millan Chicago; Patricia Arredondo, Arredondo Advisory Group; Courtland Lee, Arredondo Advisory Group.

1. Call to Order

President Mandziuk called the meeting to order at 8:15 a.m. Eastern

2. Special Thanks and Recognition

- a. Mandziuk thanked outgoing EC members for their service to the Association.
 - i. Outgoing EC members presented with a Presidential Citation:
 1. Charles Morris III
 2. Lisa Flores
 3. David McMahan
 - ii. Mandziuk presented a Presidential Citation to Jimmie Manning and the Department of Communication Studies at the University of Reno, Nevada for hosting the 2022 Institute for Faculty Development.

3. Information Items

- a. Ronald Landis provided an initial summary of the membership survey. Discussion ensued.
- b. Manning provided an update on the Chief Governance Officer position through University of California Berkeley and Board Source. Discussion ensued.

4. Action Item

- a. Consent Agenda
 - i. August Executive Committee meeting minutes
 1. *A motion was made to approve the consent agenda. Seconded. Motion approved.*

5. Discussion Item

- a. The EC discussed possible steps for approving a leave of absence for IDEA Council Chair Cerise Glenn. Discussion ensued.
- b. Mandziuk asked Glenn to provide a letter/email stating a start and end date for the proposed leave.
 - i. Mandziuk and Miles-Cohen will attend the IDEA Council business meeting to discuss a possible replacement in Glenn's absence. Any replacement will need to be approved by the EC and provide a letter of interest and curriculum vita.
 - ii. Discussion continued.

Break at 9:45 a.m. Meeting resumed at 10 a.m.

6. Action Items continued

- a. Teaching and Learning Council Vacancy
 - i. Due to a recent vacancy in the TLC, the EC tasked the Leadership Development Committee to provide a recommendation to filling the remainder of the two year term.
 - 1. *A motion was made to approve Qingwen Dong to fill the remainder of the two-year term on the Teaching and Learning Council. Seconded. Motion Approved.*
- b. NCA Policy on Issuing Public Statements
 - i. Mandziuk provided a summary on the current policy on issuing public statements. Discussion ensued.
 - 1. An amendment was made to the original proposal
 - a. If two-thirds of the NCA Executive Committee votes to approve the issuing of an NCA statement regarding the specific issue or concern, the NCA President **may** ~~will~~ appoint a subcommittee consisting of the Executive Committee member who initiated the statement request, plus two additional Executive Committee members, to write the Public Statement.
 - 2. *A motion was made to approve the proposal with amendment. Seconded. Motion approved.*

7. Discussion Item

- a. Patricia Arredondo and Courtland Lee summarized the first steps toward IDEA actions that will be implemented by the National Office in consultation with the Arredondo Advisory Group. Discussion ensued.

8. Action Items continued

- a. COMMNotes Positions Announcement Policy Change
 - i. Mandziuk provided a summary of the proposal to include transgender and gender expansive language for institutions posting position announcements.
 - 1. *A motion was made to require institutions posting job announcements to COMMnotes to disclose how their faculty healthcare plan is trans-affirming (stigma-free, long-term medical transition and care) and/or trans-exclusionary (fails to cover gender-affirming transition surgeries for both transmasculine and transfeminine people). Seconded. Motion approved.*
 - 2. *A motion was made to require institutions posting job announcements to COMMnotes to disclose institutional support for prospective faculty who are parents of TGE youth, particularly in states that criminalize transness (e.g. financial support for safe refuge passage across state lines, etc.). Seconded. Motion approved.*
 - ii. The approved language will be implemented in January 2023.

9. Legislative Assembly Preparation

- a. Mandziuk provided an update on the Legislative Assembly agenda. Discussion ensued.

With no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Dr. Shari Miles-Cohen
Executive Director

DRAFT

Minutes
National Communication Association
Executive Committee of the Legislative Assembly
Virtual
December 13, 2022

Participating in the meeting:

Roseann Mandziuk President; Walid Afifi, First Vice President; Marnel Niles Goins, Second Vice President; David McMahan, Immediate Past President; Lisa Flores, Finance Committee Chair; Rich West, Finance Committee Director; Jimmie Manning, Finance Committee Director; Cerise L. Glenn, IDEA Council Chair; Devika Chawla, Publications Council Chair; Charles Morris III, Research Council Chair; Vinita Agarwal, Teaching and Learning Council Chair; Shari Miles-Cohen, Executive Director (non-voting).

National Office Staff: Justin Danowski, Director of Membership and Governance; B. Denise Hawkins, Interim Director of Communications; Marjorie Lightman, Interim Research Director; Kristin Yednock, Director and Convention and Meetings.

1. Call to order

President Mandziuk called the meeting to order at 3:35 p.m. Eastern.

2. Business Items

- a. Mandziuk provided a review of Glenn's request for maternity leave.
 - i. *A motion was made to approve James Cherney as the interim IDEA Council Chair from January 1 – June 1. Cherney will be listed as program planner and have full voting rights on the EC. Seconded. Motion approved.*

3. Discussion Items

- a. Yednock provided a summary of the Annual Convention. Some highlights:
 - i. 4200 registrants total was on par with pre-COVID numbers.
 - ii. Average attendance of 23.5 people per all virtual sessions.
 - iii. Average of 16 views per all virtual session after being posted on Convention Central.
 - iv. Hybrid sessions had an average of 17 people per session.
 - v. Average of 18 views per hybrid session after being posted on Convention Central. One session had 90 views, Community of Space and Place.
- b. Mandziuk asked the EC about their experience with attending interest group business meetings as an officer representative. Discussion ensued.
- c. Manning provided an update about the Chief Governance Officer training. The survey is coming out later this week.
- d. Flores provided a summary on the proposal to revise Executive Committee endorsement of proposals with budgetary implications. Discussion ensued.
- e. Afifi provided a summary of the 2023 EC meeting schedule. The EC is moving to a possible monthly virtual meeting
- f. Mandziuk provided an update on the Spring 2023 virtual Legislative Assembly meeting. Discussion ensued.

With no further business, the meeting was adjourned at 4:42 p.m.

Respectfully submitted,
Dr. Shari Miles-Cohen
Executive Director

DRAFT

Minutes
National Communication Association
Legislative Assembly Meeting
November 16 and 19, 2022
New Orleans, LA

Presiding: Roseann M. Mandziuk, President
Parliamentarian: Nicole A. Learson, PRP
Recording: Shari Miles-Cohen, Executive Director

INTRODUCTORY BUSINESS

Call to Order: President Mandziuk called the 2022 Legislative Assembly (LA) meeting to order at 12:05 p.m. Central time on Wednesday, November 16.

Introductions: Members of the LA were asked to introduce themselves by name and the group represented.

Credentials Report: First Vice President Walid Afifi announced that at 12:35 p.m., 121 delegates were registered from the 168 members of the LA. *A motion was made that the roll of delegates submitted be the official roll of the voting members of the assembly. Seconded. Motion carried.*

Standing Rules: President Mandziuk directed the body to the standing rules in the meeting binder. *A motion was made to adopt the standing rules as presented. Seconded. Motion carried.*

Agenda: President Mandziuk directed attention to the proposed agenda. *A motion was made to adopt the agenda. Seconded. Motion carried.*

ANNOUNCEMENTS

The Legislative Assembly observed a moment of silence to honor those who have passed away during the past year. Karen Michelle Baynham

- Tom Burkholder
- Jennifer Bender
- Randy Capps
- David Cornelius
- Craig Cutbirth
- Dan DeStephen
- Dwight Freshley
- Dean Hewes
- Bruce Loeb
- Jae-won Lee
- Jordan P. Mills
- James J. Murphy
- Carol Poster
- Suzanne Pullon Fitch
- Steve Schwarze

- Herb Simons
- James R. Taylor
- Matthew Tullis
- Rex Veeder
- John Wittig
- Beverly Whitaker Long Chapin
- Barbara Sundeen Wood

Association Updates

- NCA Executive Director, Shari Miles-Cohen provided an update on the National Office
- President Mandziuk gave an update on the Leadership Development Committee (LDC) appointment process through the LA. All LA members interested in serving on the LDC should contact Justin Danowski, Director of Membership and Governance. An appointment by the LA will be conducted at the Saturday LA session.

DISCUSSION ITEM

Member Survey: President Mandziuk introduced Dr. Ronald Landis (attending virtually), Co-Founder of the Millan Chicago consulting firm. Dr. Landis provided an update the preliminary data of the all-member survey that closed in October. Discussion ensued.

BUSINESS ITEMS

Financial Reports: President Mandziuk introduced Finance Committee Chair Lisa A. Flores to present the financial reports. Flores updated the LA on the association's financial status from 2021 independent auditor's report, and the 2023 proposed calendar year budget.

- *A motion was made by the Finance Committee to approve the 2021 independent auditor's report. Discussion ensued. Motion carried.*
- *A motion was made by the Finance Committee to adopt the proposed 2023 budget. Discussion ensued. Motion carried.*

Recess for 15 minutes

Proposed Strategic Plan (2023-2027): Mandziuk provided a summary of the revised mission and vision statements, core values, goals, and objectives.

- *A motion was made to adopt the proposed Strategic Plan for 2023-2027. Seconded. Discussion ensued.*
 - *A motion was made by Shane Tilton to postpone the vote to approve the proposed Strategic Plan until the Saturday LA meeting session. Seconded.*
 - *President Mandziuk recused themselves to speak against the amendment. First Vice President Afifi assumed control to preside over the body. Discussion continued.*
 - *Motion failed.*
 - *A motion was made by Travis Bell to add a Goal 4.4:*
 - *Goal 4.4: Improve financial stability and reduce deficit to balance the annual budget.*
 - *Seconded. Discussion continued.*
 - *Motion failed.*
 - *A motion was made by Kenneth Newby to add a Goal 3.3:*
 - *Goal 3.3: Promote and advocate for inclusivity, diversity, equity, and access in the field of Communication and within NCA.*
 - *Seconded. Discussion continued.*

- *Motion carried.*
 - *A motion was made to call the question of the original motion. Seconded. A 2/3 majority voted in the affirmative.*
- *A vote was taken on the original motion to adopt the proposed Strategic Plan. Motion carried.*

First Vice President Afifi stepped down as presiding officer in favor of President Mandziuk.

DISCUSSION ITEM

IDEA Consultant Discussion: President Mandziuk provided a summary of the ongoing IDEA discussion amongst the National Office and Executive Committee. President Mandziuk introduced Dr. Courtland Lee (attending virtually) from the Arredondo Advisory Group. Dr. Lee provided a summary of current and next steps towards operating under and IDEA lens. Discussion ensued.

BUSINESS ITEM

Endorsement of the IDEA Strategic Plan: President Mandziuk provided a summary of the IDEA Strategic Planning Task Force. President Mandziuk introduced Ashely Noel Mack, Co-Chair of the task force. Dr. Mack provided a summary of the timeline and scope of the task force report.

- *A motion was made to endorse the IDEA Strategic Plan. Seconded. Discussion ensued. Motion carried.*
- *NOTE: the document is aspirational in nature and does not create any legal obligation. It is not intended to and shall not be used to support a cause of action or legal claim.*

With no further business, President Mandziuk adjourned the meeting at 3:45 p.m. The LA will reconvene on Saturday at 8 a.m.

Saturday Session November 19, 2022

INTRODUCTORY BUSINESS

Call to Order: President Mandziuk called the 2022 Legislative Assembly (LA) meeting to order at 8:15 a.m. Central on Saturday, November 19.

Credentials Report: President Mandziuk recognized First Vice President Afifi to give the credentials report. First Vice President Afifi announced that at 8:21 a.m., 131 delegates were registered from the 168 members of the LA. *A motion was made that the roll of delegates submitted be the official roll of the voting members of the assembly. Seconded. Motion carried.*

Standing Rules: President Mandziuk reminded the body of the standing rules in the meeting binder.

Presidential Citations: President Mandziuk recognized recipients of Presidential Citations for this year. Miles-Cohen announced the recipients as Mandziuk presented each with a citation.

Institutions and Departments

- Department of Communication, University of North Carolina, Greensboro
 - In recognition of extraordinary contributions to the discipline in serving as the first host institution for the NCA Center for Communication, Community Collaboration, and Change.

Individual Citations

- Brenda J. Allen
 - For sharing your voice of conscience with NCA and challenging our association to realize its IDEA vision
- La Royce Batchelor
 - For your leadership and advocacy in the founding of the NCA Indigenous Caucus
- Bryan Crable
 - In recognition of your outstanding contributions in shepherding the collaboration between the Waterhouse Family Institute and NCA
- Rachel Griffin and Ashley Mack
 - In recognition of outstanding leadership on the NCA IDEA Strategic Plan Task Force
- Nina-Jo Moore
 - For extraordinary contributions in shepherding the NCA Graduate Open House
- Kate La Pierre
 - For outstanding contributions to NCA in creating and shepherding the Women's Caucus Womentoring Programs
- Jaime Guzmán
- Leandra H. Hernandez
- Amanda R. Martinez
- Carlos A. Tarin
 - For outstanding contributions to NCA through creating and administering the NCA La Raza Caucus Mentoring Program

Outgoing Executive Committee Members

- David McMahan, Officer
- Lisa A. Flores, Finance Committee
- Charles E. Morris III, Research Council Chair

Outgoing NCA Journal Editors

- Karrin Anderson, *Quarterly Journal of Speech*
- Mia Consalvo, *Critical Studies in Media Communication*
- Kevin Johnson, *Communication and Democracy*
- David H. Kahl, *Communication Teacher*
- Joseph Mazer, *Communication Education*
- Kathleen McConnell, *Review of Communication*
- Paul Schrodt, *Communication Monographs*

Institutions/Departments

- George Mason University
 - For your hospitality and excellence as host of the 2022 NCA Doctoral Honors Seminar
- University of Nevada, Reno
 - For your hospitality and excellence as host of the 2022 Institute for Faculty Development.

Nominating Committee Report: President Mandziuk provided a report on behalf of the Nominating Committee. Second Vice President Candidates Jeanetta D. Sims from the University of Central Oklahoma and Thomas J. Socha from Old Dominion University each address the LA for five minutes.

Election of Leadership Development Committee Positions: President Mandziuk a summary of the three open positions (two open, one to fill a vacancy on a one-year term) on the Leadership Development Committee. The following LA members expressed interest in serving on the committee:

- Lindsey Aloia
- Kimberly Johnson
- Creshema Murray
- Adam Rainear
- Laramie Taylor
- Shane Tilton

Each candidate was given three minutes to speak in front of the LA. A vote was then taken. Results were announced at the end of the Saturday session.

DISCUSSION ITEM

Small Group Discussion on IDEA initiatives: President Mandziuk introduced Patricia Arredondo and Courtland Lee from the Arredondo Advisory Group to discuss the finding of the IDEA-centered listening sessions taken by NCA members earlier this year.

The LA broke into smaller groups to discuss the following questions as an LA member:

- What aspirations and hopes do you have for IDEA in NCA?
- What could get in the way of the best intentions for advancing the IDEA Effort?
- What could your commitment to advancing IDEA look like for NCA in 2023?

Discussion ensued. Findings and continued discussions will take place at the proposed Spring virtual LA meeting.

BUSINESS ITEMS

Proposed new interest group -- Communication Anxiety and Apprehension Division: President Mandziuk recognized Suzy Prentiss to speak on behalf of the creation of the proposed interest group. Dr. Prentiss provided a summary of the proposal.

- *A motion was made to approve the Communication Anxiety and Apprehension Division. Seconded. Discussion ensued. Motion carried.*

Announcement of LA representatives to the Leadership Development Committee: President Mandziuk provided results of the LA election of LDC candidates. The following individuals were elected by the LA to the LDC: Kimberly Johnson, Creshema Murray, and Adam Rainear.

2022 Leadership Development Committee Report: President Mandziuk recognized Leadership Development Committee Chair, David T. McMahan. Dr. McMahan announced the slate of candidates nominated by the committee.

Legislative Assembly, LA Director

- Jennifer Allen Catellier
- Pallavi Guha

Nominating Committee Chair

- Carolyn Calloway-Thomas

Nominating Committee

- At-Large
 - Noor Ghazal Aswad
- On the 2022 NCA election ballot
 - Rukhsana Ahmed
 - Colleen McGoff
 - Carline Romain
 - Sandra Romo

Finance Committee

- Candice Thomas-Maddox

Mentorship and Leadership Council Chair

- Kimberly Osborne

Mentorship and Leadership Council

- Yea-Wen Chen (3yr term)
- Lisa Hanasono (3yr term)
- Raquel Moreira (2yr term)
- Eddah Mutua (2yr term)
- Bala Musa (1yr term)
- Keri Stephens (1yr term)

Publications Council

- Godfried Asante
- Angharad Valdivia

Research Council

- Jiyoung Lee
- Annette Madlock

Teaching and Learning Council Chair-Elect

- Katherine Thweatt

Teaching and Learning Council

- Jon Hess
- David Yastremski

Resolutions Committee

- Margaret La Ware
- Jacqueline Peters

Convention Committee

- John Heineman
- Kate La Pierre

Bernard J. Brommel Award for Outstanding Scholarship or Distinguished Service in Family Communication

- Amy Janan Johnson

Diamond Anniversary Book Award Selection Committee

- Jae-Hwa Shin
- Maria Blevins

Distinguished Scholar Award Selection Committee

- Mohan Dutta

Donald P. Cushman Memorial Award for Student Scholarship Selection Committee

- Stephen Warren
- Stephanie Wideman

Franklyn S. Haiman Award for Distinguished Scholarship in Freedom of Expression Selection Committee

- Chrys Egan

Gerald M. Phillips Award for Distinguished Applied Communication Scholarship Selection Committee

- Tara McManus

Global Communication Award

- Nthemba Mutua-Mambo (3yr term)
- Santosh Chandrashekar (2yr term)
- Yoshitaka Miike (1yr term)

Golden Anniversary Monograph Award Selection Committee

- Patricia Davis
- Wei Peng
- Stephanie Tong

Interpretation/Performance Studies Selection Committee

- Joshua Hamzehee

Mark L. Knapp Award Interpersonal Communication Selection Committee

- Andrew Rancer
- Christina Yoshimura

Marsha Houston Award Selection Committee

- Barbara Baker

Orlando L. Taylor Distinguished Scholarship Award in Africana Communication Selection Committee

- Tia Tyree

Rhetorical Scholarship Award Selection Committee

- Kristen Hoerl
- José Izaguirre III

Professional Service Awards Selection Committee

- Carol Mills
- Star Muir
- Kathie Turner

Stephen E. Lucas Debut Publications Award

- Flora Khoo

Committee for International Discussion and Debate (CIDD)

- Michael Middleton

Doctoral Education Committee

- Erik Garrett
- Laramie Taylor

Leathers Fund Trustee Selection Committee

- Deborah James

NCA Legacy Scholarship

- Dorothy Calley

A motion was made by the Leadership Development Committee to adopt the slate of candidates as presented. Motion carried.

Adjournment: With no further business, President Mandziuk adjourned the meeting at 9:55 a.m.

Respectfully Submitted,
Shari Miles-Cohen
NCA Executive Director

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[\(Back to agenda\)](#)

ITEM 2: ACTION – Opening Executive Committee Meetings to Members

Motion: To implement open Executive Committee meetings virtually where NCA members can sign up to comment/ask questions.

Contents

- Proposed procedure for virtual member participation at EC meetings.
 - Questions/Comments and Responses
-

Proposal to implement open Executive Committee meetings virtually where NCA members can attend and sign up to comment/ask questions.

Submitted by the National Office

Summary

To encourage transparency and member participation, President Walid Afifi has asked the National Office to construct and the Executive Committee (EC) to consider opening all EC meetings to the membership virtually. Member engagement with the EC includes a comment/question & answer section for each agenda item being presented.

The proposed procedure in the exhibits section is a combination of current city and county council meeting formats from:

- Baltimore, Maryland
- Arlington County, Virginia
- Macomb, Illinois
- Washington, DC

The goal while evaluating each meeting process was to incorporate ideas that fulfilled NCA Strategic Planning priorities.

Strategic Priorities

Goal 1: Create Conditions to Support and Empower Members

1.2 – Enhance member access, engagement, and sense of ownership in the Association.

Goal 2: Promote Communication’s Value

2.1 – Enhance public awareness and understanding about the value of the discipline.

Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access

3.2 – Create and improve structures, programs, practices, and policies within NCA that ensures all member are able to engage in the Association and thrive in their professional pursuits.

Goal 4: Cultivate a Thriving and Responsive Organization

4.2 – Foster reflexive governance and administrative practices and informed decision-making.

Financial Implications

Staff time will need to be allocated to ensure meetings, schedules, and member announcements are properly coordinated.

Recommendation

To approve the below motion.

Motion

To implement open Executive Committee meetings virtually where NCA members can sign up to comment/ask questions.

Background/History

None

Exhibits/Supporting Materials

1. Proposed procedure for virtual member participation at EC meetings.

Exhibit 1

Proposed procedure for virtual member participation at EC meetings.

Please note, the following is a procedure for executing a smooth and efficient virtual EC meeting with member engagement. Final procedure falls under the purview of the National Office, but EC members are encouraged to add input and suggestions.

Member Meeting Sign Up

All members will be given the opportunity to sign up using an online form through the NCA website at least 14 days prior to the scheduled meeting. The National Office will post an announcement through social media channels and on the NCA homepage. To ensure NCA staff can coordinate meeting attendance, sign up for the meeting will end at close of business the day before.

Agenda and Meeting Packet Timeline

Agendas for Executive Committee meetings are posted on the NCA website at least 14 days prior to the scheduled meeting. The entire agenda packet will be available on the NCA website seven days prior to the scheduled meeting.

Sign Up Form

The sign-up form to speak is designed to maximize member participation while also realizing the limitations on time per item. The amount of member comments per agenda item is dependent on the number of items. Initially, the number of member comments will be limited to five per item. Additional slots may be added depending on interest and time consideration per item.

Each form will ask for:

- Name
- Email
- Sign up to attend the meeting
- Sign up to speak on an agenda item
- Specify which agenda item you wish to speak on
- Please leave a comment/question on the agenda item you wish to speak on in case the number of slots to speak are full. All written comments will be provided to the Executive Committee for review
- Disclaimer stating the person signing up to attend must be a member of NCA
- Disclaimer stating the meeting will be recorded and that the person signing up consents to NCA posting the video on NCA's website and disseminating as is applicable by the National Office

Week of/Day Before the Meeting

The Communications Department will email all members who registered to attend the week of and day of the Executive Committee meeting with a Zoom link and instructions on member participation.

The Communications Department will email all members who registered to speak on a specific agenda item the week of and day of the Executive Committee meeting with instructions on member participation.

Member Participation

The Executive Committee encourages member participation in the decision-making process and appreciates when members actively participate in the process. Members who have signed up to address the EC on any agenda item may do so at the time the item is considered during the scheduled comments portion of the item.

Format for presenting an item:

- Summary of Proposal

- Strategic Plan Priorities
- Financial Implications
- Motion
- Executive Committee Discussion
- Review of Council/Committee Comments, if applicable
- Member Questions/Comments
- Executive Committee Vote if Necessary

Questions/Comments are limited to no more than two minutes per member, but that time limit may be adjusted at the President's discretion depending on the number of speakers on a particular item. Those wishing to speak on a particular item but did not sign up beforehand may do so, time permitting, and at the discretion of the President.

The chat function during the Zoom meeting will be disabled to respect those who went through the sign-up process to speak.

Executive/Closed Session

The Executive Committee, at any time, may vote to meet in Executive/closed session before, during, or after the meeting to discuss such matters as the Executive Director annual review, Journal Editor endorsements, a discussion involving a specific NCA member, or any matter at the President's discretion. A simple majority vote from the EC is required.

Online Resources/References

- <https://www.baltimorecitycouncil.com/legislative-process>
- https://www.arlingtonva.us/Government/Departments/County-Board/County-Board-Meetings?gclid=Cj0KCQiA_bieBhDSARIsADU4zLfwFxsU7aZ323dNjfbbi7R8MSnLU-0ZF44IYD9jrkQzeGm0JQHmT8saAry8EALw_wcB
- <https://cityofmacomb.com/agendas-minutes-schedules/>
- <https://dccouncil.gov/council-videos/>

Questions/Comments – Walid Afifi

Response – Justin Danowski

Question/Comment:

Many thanks for putting this well-researcher proposal together.

The speaking form references "number of slots to speak" but there isn't any articulation of (a) how much time will be given to public comment, (b) how the number of slots is determined, or (c) how decisions re who is assigned slots are made (I assume first come, first served?). For transparency and efficiency, I wonder if instead of that form, folks interested in speaking are directed to sign up online for a slot. If there are no more slots remaining, they will know immediately, and will be asked to submit more detailed comments (along with information that the number of slots may be increased, at the President's discretion, and they will be contacted if a slot opens up). As part of that sign-up, they then also provide the information asked in the form. This makes the process a bit more transparent in terms of when the slots fill up and whether they will have a slot to speak.

Response:

- a) The proposal was designed with a balance between EC meeting time constraints and staff capacity to successfully administer the open meeting. The EC would most likely not be able to respond to member comments due to other agenda items. EC meetings tend to run long as it is so putting the public comments at the end may result in the comments period needing to be removed. Having comments at the beginning might force the EC to bump items due to time. Ultimately, this can be thought through if the proposal is approved.
- b) Speaking slots should be determined after agenda items have been proposed the times allotted for each.
- c) Yes, first come, first serve.

Please keep in mind, final procedure falls under the purview of the National Office, but EC members are encouraged to add input and suggestions.

Question/Comment:

Is this for the quarterly EC meetings, yes? Not for the monthly meetings? Or are the monthly meetings also being proposed as open in this way? (I don't have a strong opinion on this, except to lean toward maximum transparency and openness in all National Office meetings)

Response:

The proposal was developed with four EC meetings in mind. The National Office does not have the staff to prepare for a monthly meeting. Funds would need to be allocated by the Executive Committee to help with support and execution of monthly open EC meetings.

Question/Comment:

The proposal links feedback to agenda items (so, each agenda item will have an opportunity for member feedback). What if a member has a question or concern that is not on that meeting's agenda? Can we add general public comment somewhere in the overall agenda?

Response:

One purpose of the proposal was to keep the EC on task. I'm fine with adding a member comments section, but unlike city/county meetings, the council has a finite amount of time. A section of time can be added for member comments, but the EC will be unable to respond due to time constraints. This is why the Exhibit has a note stating the final procedure fall under the purview of the National Office.

Question/Comment:

I know I asked for a proposal re EC meeting, but is this something that should be part of all council meetings, also? Or just the EC meetings? What about the LA meetings?

Response:

This is for EC discussion. Currently, council meetings are closed to members. The National Office does not have the staffing to accommodate the needed coordination for open council meetings.

Opening the LA meeting is not as simple as having a Zoom chat. Further investigation would be needed to consider financial implications as well as staffing for oversee a virtual LA component.

Question/Comment:

Executive session: It seems like some agenda items are automatically known to be closed session items, and do not need a vote by the EC. No? Under what conditions do we need to take a vote to go into EC? Is it possible for some agenda items to be indicated as executive session in advance, without the need for an EC vote?

Response

The bylaws are silent on EC executive session. Technically, there is nothing that says the EC has to go into executive session to discuss the ED review, journal editors and anything else. Per Robert's Rules procedure, you can mark an item in the agenda to go into executive session, but the vote must be made at the time. Please note, no actions can be taken in executive session. The EC must come out of executive session then make a motion, second and vote if needed.

Questions/Comments – Roseann Mandziuk

Response – Justin Danowski

Question/Comment:

I have some serious concerns about this proposal and its implications for the EC's deliberation process. I am not opposed to adding an opportunity for member comments to our meeting in some form as we consider our agenda items, but I have reservations and questions about the proposal that would render the EC's deliberation/discussion of these items, and our votes, open and public for members.

To me, there are two different dimensions of "transparency" that are being conflated in this proposal. First, there is transparency regarding the agenda items to be considered at each EC meeting, and the timely notification to our members about those items in advance of these meetings. To that end, I would fully support the portions of this proposal that address such prior notifications about the EC's agenda items. I also suggest amending this proposal to allow for members to submit written comments about agenda items prior to the EC's deliberation at our meeting. Such comments then would be included in the final binder for EC review.

What I question is the need –and the efficacy – for the member comments to be made in person and for the entire EC meeting to be made open to member observation. That second sense of "transparency" is a radical and impractical shift that would have negative implications.

"Transparency" as applied to the idea of open meetings and in regard to NCA's Executive Committee responsibilities is a solution for a problem that does not exist, and this proposal does not address how anything is broken with our system in regard to the current conduct of the EC meetings. Where is the data that members desire this kind of access to the EC's deliberations?

Moreover, NCA's governance structure is not analogous to the city council model that has been used as a model, but rather, our association is has a representative structure through the interest groups and units that flow into the Legislative Assembly. Consequently, the Legislative Assembly, which IS open for any member to attend, and is the final decision-making body, is a sufficient mechanism to address member participation. If any meeting should be made available for members to attend digitally, it is the LA, not the EC.

In all, opening EC discussions would come at a very large cost. The nature of our work and our deliberations demands trust, candor, and openness. Members of the EC need to have the latitude to be direct and ask the difficult questions of each other, precisely because as leaders we are invested by the membership with the responsibility to explore issues in depth, with care, and without fears of misunderstanding and the potential misconstrual of our comments.

Response:

None.

Questions/Comments – Rich West

Response – Justin Danowski

Question/Comment:

It seems to me that this, unlike the others, is not simply a "normal" proposal. It is transformative in nature, with major predictable and unforeseen consequences. I don't apologize for what I'm sure will be a long response. I'm not being hyperbolic, but rather relying on my experiences sitting 10 years on NCA's ECs and 4 years on the ECA's EC.

I think this proposal at first glance, "sounds" like a good idea (We all LOVE transparency as academics!). Yet, no one has any idea about the extent to which this "transparency" can undermine the efficacy of the EC.

Transparency *can* lead to trust-building and I'd watch out for what we ask for if we open the meetings to all NCA members for their input. Transparency is a catch-all term that in the nonprofit world of fundraising, is discussed to entice more donations. NCA is not in that business.

Overall, justification for this proposal escapes me. The only rationale I can glean is that government organizations do it so our nonprofit 501c association should be doing this. That's like comparing apples and rosaries.

First, I believe it's faulty, odd, and irrelevant to use political meetings as *the* foundation for this proposal. I see few, if any, NCA members caring about what Macomb and Arlington undertake for their city council meetings, unless they are at WIU or Catholic U. I believe we need to keep reminding ourselves of NCA: NCA is a non-profit, (usually) apolitical academic association and aside from 4 members, an unelected group from the aggregate.

Registered voters in a town are not akin to NCA members. Voters pay taxes to have their elected leaders represent them. Paying dues to a nonprofit is not similar to paying thousands in taxes. Unlike NCA's EC, councils meet every month and adhere to municipal codes and other community practices. Further, some council members--like those invoked in this proposal (e.g., Arlington and Baltimore)--receive tens of thousands of \$\$ for their "service." NCA's EC is an all-volunteer group, other than the ED. The foundation for this proposal rests on a slippery slope of thinking suggesting that the EC should be seduced or obligated to make its meetings available to NCA members because municipal bodies do.

Second, I'm still wondering what is wrong or insufficient with current practices. I'm curious why one would think that "transparency" means we, as EC members, should make deliberations open to "viewers" who will likely be obsessed with what we say, how we say it, and what the probable response would be. Can you even imagine one of the EC members saying something that eventually gets posted on social media--but it's misquoted or misinterpreted by a NCA member? Misfirings and even open hostility have happened ON the EC and they will inevitably happen as members take part in EC dialogues (don't even ask me to go back to 2010's email to the membership about "nepotistic" hirings, as Roseann will recall). Also, how much time is appropriate for input from an NCA member? What if a member finds our decision-making problematic and gathers several others to "drop in" to make a point? As I even look at budget items, I can easily see NCA members wanting to prune discussions about items on which they wish for more information. I know: In just 2 months, I've been asked about a) the compensation package of the ED, b) what the "benefits package" is for working in the NO, and a few other financial issues that if disclosed, will likely result in unintended consequences. What if a member asks about the budget and these sorts of questions emerge....with dozens/hundreds of others online? What if we decide to sunset an initiative as the EC has in the past? Do we say: "It's not public information" or my favorite: "We'll get back to you."

Third, I guess I'm wondering at what point the EC acts as leaders and makes decision without feeling compelled to canvas our members. Where do our voices as leaders manifest? I see nothing in the proposal that states that the EC will be the final voice or even that a "groundswell" of member input will be the final voice (yes, I know the LA's role here, too). There is nothing sacrosanct about decision making on the EC, but there is an expectation of candor and reflection.

As we all know and as the Supreme Court has continually noted over the decades: "'Cameras' [insert *virtual participation*] change everything."

If this proposal comes to fruition, I would have to think long and hard about my willingness to continue to volunteer. Life will go on without me, and while some may find my absence refreshing, it won't resolve an important issue at hand: Finance is a very tricky theme in NCA and will be getting much trickier with NCA members commenting at each EC meeting about the financial implications of an initiative. For instance, I know that if the EC had taken a membership vote, there would have been untold numbers of members who would not have supported increasing the NOLA convention budget as the EC agreed to do ("Why are we doing this when only a few people attend the events anyway?"). What happens when members and the EC have a disagreement? Do we listen to, ignore, codify, or modify our views as a result of having member input?

Fourth, please identify what other COSSA members use this approach to their EC meetings.

Finally, I'm not seeing clearly here about changing a process that has been with NCA for decades. Maybe I'm missing the forest through the proverbial trees. This proposal doesn't seem to acknowledge that NCA members need context. They need background matter. They need understanding. My goodness: I'm confident that most NCA members don't even know how members are s/elected or what committees constitute the EC. The "feel good" nature of invoking "transparency" should not be the panacea for an organization whereby we have no evidence that the members "want" EC meetings to be "open." As Dawn Braithwaite has cautioned in the past: We need to be data-driven in decisions.

With all that in mind, here's what I would consider to ensure more "transparency" or what I would note, is actually holding the EC more "accountable":

**I'd be less passive in posting EC minutes on the website and believe that NCA members are reading them. They are not. I'd send minutes out to every NCA member and let them comment on them. We can take their comments into consideration should they be relevant to the action item.

**I'd ask that current Directors of their respective Councils and Committees to send out an "Exec Summary" of what took place in EC meetings to relevant/familial units of the Association.

**I'd follow through on what a few of us have been preaching about for decades: Program initiative and events throughout the year and not just at the convention. The inference embedded in this proposal is that members don't feel connected (my thinking). I don't see how access to EC meetings will enhance connectedness, but year-round programming will (i.e., my APRIL 2013 "Clarifying Conversations: Representations of Race and Identity in Contemporary American Culture" NCA series is one such example).

**S/elect an NCA member from the Unit Chairs who will serve as the "EC liaison" and after being a virtual participant at the EC meetings, communicates the EC undertakings and decision making to the other units.

Response:

I appreciate your suggestions. I would be happy to discussion other ideas if this proposal does not pass.

Questions/Comments – Jimmie Manning

Responses – Justin Danowski

Question/Comment:

Clarification question: How does this initiative “Enhance public awareness and understanding about the value of the discipline,” as is asserted in the proposal, when it is members who will attend and ask questions?

Response:

One goal of opening EC meetings to members is to afford members the opportunity to better understand what NCA does and how is at the forefront of the discipline. The hope is once members get a better sense of business being conducted, they will relay that value to other members and non-members at their institution. This is one step from a larger plan to demonstrate the value of the discipline.

Question/Comment:

I have some concerns about how the initial five speakers will be selected and “President’s discretion” both to extend time for speakers and to allow additional speakers beyond those who signed up to present.

Response:

Any input or suggestions are welcome, but please note, the procedure in conducting a live EC meeting with member engagement will fall under the purview of the National Office. This was specifically structured with time constraints in mind along with ensuring a smooth and efficient meeting.

It’s very possible some trial and error will take place if this proposal is approved. It may very well take a few meetings before procedures are standardized.

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ITEM 3: ACTION – Expanding Student Eligibility Criteria for Lambda Pi Eta

Motion: To approve the addition of the proposed student eligibility criterion as stated below.

Uphold the values of Lambda Pi Eta, which include logos (logic), pathos (emotional appeal), and ethos including character credibility and ethics.

Contents

1. Proposal
 2. Questions/Comments with Responses
-

Proposal to Expand Student Eligibility Criteria for Lambda Pi Eta

Submitted by: LPH Faculty Advisory Board: Sean Ahern, Jennifer Fletcher (NCA Membership Associate), Shari Hoppin, Caroling Parsons, John Perlich, Tiffany Wang

Summary

The Lambda Pi Eta (LPH) Faculty Advisory Board proposes that the honor society add an additional eligibility criterion for student membership. To join LPH, students are currently required to meet five eligibility criteria, which includes being in good standing with their institution. However, this criterion is based on the standards of each individual institution, which may not be to the ethical standards of NCA.

Furthermore, if a student is in good standing at the time of their application but is under investigation for academic or behavioral issues by the university or college, under the current standards this student would still be eligible for LPH membership. If the allegations are proven false, the student can be inducted into the honor society; however, if the allegations are proven true, the student can be denied induction. The Faculty Advisory Board wishes to empower each chapter to delay induction to any student that is discovered to be under investigation for code of conduct violations until the investigation is complete.

Lambda Pi Eta thus proposes to make the following addition to its student eligibility criteria:

To be eligible for admission, undergraduate students must uphold the values of Lambda Pi Eta, which include logos (logic), pathos (emotional appeal), and ethos including character credibility and ethics.

Strategic Priorities

Goal 1: Create conditions to support and empower members

1.3: Support excellence in communication-related scholarship, pedagogy, and service

Financial Implications

This proposal has no financial implications.

Implementation

The addition to the eligibility criteria and resulting implications will need to be communicated with all LPH advisors and student members. The language must also be added to the NCA website and LPH advisor handbook.

Main Motion

To approve the addition of the proposed student eligibility criterion as stated below.

Uphold the values of Lambda Pi Eta, which include logos (logic), pathos (emotional appeal), and ethos including character credibility and ethics.

Background/History

During the 2022 Spring Faculty Advisory Business Meeting, two cases were brought to the board's attention for potential misconduct. The first case involved a student who was eligible to join the honor society, had paid their dues and was set to be inducted. Prior to their induction, allegations of homophobia, transphobia, and racism were brought against the student. Under the current policy, the chapter advisor had no grounds to deny or delay induction unless the allegations were proven true. The Faculty Advisory Board agreed each chapter should be empowered to delay induction to students with pending allegations.

The second case involved a student who was voted in to be Vice President of their local chapter for the following year. Prior to starting their officer position, Title IX allegations were raised against the student by more than one individual.

Lambda Pi Eta does not have any policies in place that clearly address the appropriate course of action for this situation. In result to these two cases, the Faculty Advisory Board agreed the appropriate response was to propose a change to Lambda Pi Eta's policies to address future violations. The board worked with Jennifer Fletcher, the Student Organization National Coordinator, to draft, edit, and finalize this proposal.

Currently, to be eligible for admission, undergraduate students must meet the following criteria:

1. Complete 60 semester credit-hours (90 quarter credit-hours)
2. Have a minimum overall cumulative GPA of 3.0
3. Complete the equivalent of 12 semester credit-hours (18 quarter credit-hours) in Communication Studies
4. Have a minimum GPA of 3.25 for all Communication Studies courses
5. Currently be enrolled as a student in good standing, as determined by the institution's policies

Exhibits

None

Questions/Comments – Walid Afifi

Responses – Justin Danowski

Question/Comment:

I appreciate the explanation for the circumstances that resulted in this proposal. Indeed, I see the reasons why such a change is warranted.

To protect individuals against harm made by false accusations, it seems like there should be a timeline for a decision about the accuracy of the accusations (note: I am, in no way, subscribing to sexual assault myths about the supposed commonality of false accusations, nor overlooking the fact that ethical and code of conduct accusations likely reflect a very small percentage of the number of actual acts; ie, there is high under-reporting, not over- (or false) reporting, but the potential with this policy seems there)

Response:

Any timeline would depend on the institution. Neither the National Office or LPH Faculty Advisory Board will be conducting a review or investigation. If accusations are found to be true by the institution, the prospective member will be denied membership.

Question/Comment:

Should there be a way for accused individuals to appeal the decision once it is reached?

Response:

The National Office does not want the LPH Faculty Advisory Board, or any bylaws sanctioned standing committee to oversee investigations into sexual harassment or Title IX allegations. The conclusions will come from the institution.

Question/Comment:

How will accusations be investigated?

Response:

Through the institution.

Question/Comment:

I worry that the proposal leaves open the potential for the misuse of this policy to target marginalized communities. I would recommend guidance to chapters on the need to establish some specificities related to timeline, process for investigations, and a process for appeal.

Response:

If approved, our Membership Associate, Jennifer Fletcher will coordinate with the LPH Faculty Advisory Board to create the necessary resources for chapter advisors to mitigate the potential misuse of the policy.

Questions/Comments – Jimmie Manning

Responses – Justin Danowski

Question/Comment:

Have we sought and/or received any feedback from legal counsel about the implications of this rule?

Response:

Update to be provided during EC meeting.

Question/Comment:

I believe we should make sure to discuss the term *character* and how it can be used as a tool to exclude others.

Response:

None.

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ITEM 4: ACTION – Journal Editor Endorsement

Each year, the NCA Publications Council reviews NCA journal editor applications/nominations and recommends a slate of editors-elect for those journals whose editors will be completing their term the following year. The Executive Committee then votes on whether to approve the slate. Assuming approval, the slate is sent to the Legislative Assembly for endorsement.

Motion: To approve the slate recommended by the Publications Council.

Materials of those under consideration will be provided at the meeting.

Summary:

Each year, the NCA Publications Committee reviews NCA journal editor applications/nominations and recommends a slate of editors-elect for those journals whose editors will be completing their term the following year. The Executive Committee then votes on whether to approve the slate. Assuming approval, the slate is sent to the Legislative Assembly for endorsement.

This year, the following journals require editors-elect:

- Communication and Critical/Cultural Studies
- Text and Performance Quarterly

During this meeting, the Executive Committee will be asked to vote approve the slate Publications Council Chair Devika Chawla will provide at the meeting.

Strategic Priorities:

Goal 1: Create Conditions to Support and Empower Members

Objective 1.1: Support excellence in Communication-related scholarship, pedagogy, and service.

Goal 3: Disseminate knowledge about Communication

Objective 3.1: Maintain appropriate outlets for sharing Communication research within the discipline

Goal 4: Facilitate professional development for Communication scholars and educators

Objective 4.1: Foster career advancement

Financial Implications:

While the establishment of *Communication and Race* will require additional editorial support dollars, those funds have already been included in the budget as a result of the Executive Committee's vote to establish the new journal.

Implementation:

- Once the Executive Committee votes on the recommended editors-elect, they will be sent to the Legislative Assembly for endorsement.
- Assuming EC approval and LA endorsement, the editors-elect will be informed of their selection and NCA and Taylor & Francis will begin to orient them to their new positions.

Recommendation: None.

Main Motion: Approval of the slate recommended by the Publications Council.

Background/History: None.

Exhibits: List of recommended editors to be supplied at the Executive Committee meeting.

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ITEM 5: DISCUSSION – Convention Survey Report

Discussion Items:

1. Discussion Item
 - a. Report by Milan Chicago
2. Questions/Comments and Responses (None)

The EC is asked to review the convention survey report and discuss possible next steps.

Convention Survey Results

Summary

The convention survey for the NCA 108th Annual Convention was e-mailed to all registrants and members (5,665) in December 2022. Unlike past years, the survey was made available to non-registrants and non-members by circulating the survey link on the NCA website and NCA social media platforms. 1,064 attendees responded to the survey. Millan Chicago LLC administered the survey and prepared the Executive Summary, available in the Exhibits.

Strategic Priorities:

Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access

3.2 Create and improve structures, programs, practices, and policies within NCA that ensures all members are able to engage in the association and thrive in their professional pursuits.

Goal 4: Cultivate a Thriving and Responsive Organization

4.2 Foster reflexive governance and administrative practices and informed decision-making.

Financial Implications

None

Implementation

None

Recommendation

Please read through Exhibit 1 and submit comments on items you feel require discussion.

Main Motion

None

Background/History

The convention survey has been issued to convention registrants annually beginning in 2018 with the 105th Annual Convention in Salt Lake City.

Exhibit

[Executive Summary Report prepared by Milan Chicago LLC.](#)

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ITEM 6: DISCUSSION – Future of Convention Task Force Report

1. Discussion Item
2. Additions/Edits to final Report
3. Questions/Comments and Responses

Motion: None.

The EC Is asked to review the taskforce report and discuss possible next steps.

Taskforce on Future Conventions Report

Submitted by: Julie-Ann Scott-Pollock, University of North Carolina Wilmington (chair)

Subcommittee Chairs:

James Cherney, University of Nevada, Reno
Kate Magsamen Conrad, University of Iowa
Amanda Grace McKendree, University of Notre Dame

Committee Members:

Ceilidh T. Charleson-Jenings, Collin College
Rita Daniels, Western Washington University
Ariadne A. Gonzalez, Texas A&M University
Kate La Pierre, Indiana University East
Jose Angel Maldonado, University of South Florida
David Oh, Ramapo College
Dana L. Seay, University of Louisville
Riana Slyter, Colorado State University
David A. Yastremski, Ridge High School
Lisa A. Flores, University of Colorado, Boulder (non-voting)
Kristin Yednock, National Communication Association (non-voting)

Summary

The following is the final report from the NCA Taskforce on Future Conventions. The report is an overview of the options to increase access for the NCA Annual Convention.

Strategic Priorities

Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access

3.2 – Create and improve structures, programs, practices, and policies within NCA that ensures all members are able to engage in the association and thrive in their professional pursuits.

3.3 – Promote and advocate for inclusivity, diversity, equity, and access in the field of Communication and within NCA.

Goal 4: Cultivate a Thriving and Responsive Organization

4.1 - Nurture and support a membership, volunteer leadership, and national office staff that are energetic, collaborative, and engaged.

Financial Priorities

There are no financial implications during initial EC discussions.

Recommendation

Please read through Exhibits and submit comments on items you feel require discussion.

Motion

None.

Background/History

The task force was formed in December 2021, called by then Second Vice President Walid Afifi, and held its first meeting via Zoom in January 2022. The initial call for the task force consisted of the following members:

- Task Force chair: Dr. Dr. Julie Ann Scott-Pollock (Professor, University of North Carolina Wilmington)
- Three representatives from the caucuses - nominations solicited through caucus leadership

- One rep from each of the following sections: Student section, Community College section, and Elementary and Secondary Education section - nominations solicited through section leadership
- One rep from the Conventions committee
- Three "at-large" members - selected from among applicants
- One Task Force Chair's selection - selected by the TF chair
- One Past President - selected by Officers
- Kristin Yednock - NCA Director of Convention and Meetings - non-voting
- One rep from Finance committee selected by Finance committee - non-voting

Exhibits

1. [Taskforce Report on Future Conventions Final Report](#)
2. [Association for Asian Studies: 2022 AAS Annual Conference Format Options \(Separate Attachment\)](#)
3. Taskforce additions to the report after questions and comments

Additions/Edits to final report are marked in **BOLD** and UNDERLINED.

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Executive Summary

National Communication Task Force on Future Conventions

The National Communication Task Force for Future Conventions explored how to increase members access to future annual conventions. From January 2022-January 2023, task force members:

- 1) contacted other academic organizations about their experiences with virtual attendance
- 2) interviewed members of the National Communication Association's Leadership,
- 3) held 2 forums to seek feedback from our membership
- 4) **Created a high accessibility panel at the National Communication Association to assess hybrid options**
- 5) analyzed data from a survey distributed via a company hired by the National Communication Association.

The goal of this summary is to highlight the recurring perspectives and notable experiences that should inform the National Communication Association's decisions as the organization seeks to expand access to resources, professional development, and events for their membership.

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Virtual Option Trial Panel at the 2022 Convention

Jim Cherney coordinated a presentation for the 2022 convention. The panel was sponsored by the Disability Issues Caucus with support from the 1st Vice President Walid Afifi and conference coordinator, Kristin Yednock. The hybrid panel included a discussion, a performance, a paper, and a poster/multimedia presentation. There were both virtual and in-person presenters and audience members. Verbal descriptions of the presenters and stage layout, closed captioning of virtual speakers, transcripts of the papers and performance script, microphones for all presenters, an in-person interpreter, and speech to text availability for the zoom chat were incorporated to follow best practices for accessibility. The session demands a level of technological support that the convention center staff were not ready to facilitate despite multiple conversations before the convention. We had to eliminate blocking for performance to use the only standing mics provided. We struggled to pull up papers for accessibility on the screen reader and could not provide both in-person and virtual closed captioning for the panel discussion. Future accessible hybrid sessions could address these issues having all the panels in the same format (papers, discussions, performances, or poster/multimedia) since a lot of the challenges centered on shifting the assistive technology to enable the different types of presentations. The technology for a fully accessible hybrid panel exists, we just did not have access to them during this experiment. Lapel microphones that allowed movement during the performance and closed captioning of the zoom chat for the in-person audience would increase accessibility. The panel experiment provided evidence that it is possible to provide an accessible, engaging experience for both in-person and virtual presenters and attendees. With practice, technological, and staff report, full hybrid accessibility is possible. Jim Cherney has welcomed anyone to reach out to him to further debrief this experience and what we have learned about increasing access to convention presentations.

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Concluding Recommendations

The Taskforce recommends that the National Communication Association commit to increase accessibility for both in-person and virtual participation in the organization and annual conventions. **We have included the Asian Studies Association (~4,000 members) report on the cost of different options that range from a completely hybrid conference,**

to a virtual and in-person conference happening at the same time. Technology costs increase from \$30,000-\$1,000,000. Please see Appendix D.

A combination of hybrid, synchronous, and asynchronous opportunities to present research, participate in discussions, and make professional connections is vital to retain and increase membership. Virtual access does not replace in-person participation. In contrast, virtual access expands potential membership to those who cannot or will not attend the convention for a variety of reasons explained throughout the report. We recommend further research – including survey distributed to both current and potential members like the one included in the appendix – be the next step in accessing access. **To use the general report provided to NCA as evidence for lack of “interest” (or whatever) in virtual conference options is unethical. In order to make those claims, we recommend that NCA utilize a well-designed survey sophisticated enough to answer these overarching questions, and sampling strategies that ensure representation from all NCA members, especially our most vulnerable colleagues. Obviously, when more than 90% of members who completed the survey attended the in-person convention, there’s inherent bias and privilege at the foundation of any analyses and results. NCA leadership also completely misses the opportunity to get feedback from a potentially new convention population, i.e., members who did not (and do not) attend in-person conventions and would add to our convention attendance.**

Immediate Action Items:

- **Distribute the survey the taskforce created to current, past, and potential members of NCA.**
- **All future hotel negotiations with conference hotels should prioritize the technological capabilities and support to facilitate quality virtual and hybrid interactions.**
- **We learned through forums and individual members reaching out to us that presentations that center on networking are important to our membership and should include virtual options. This includes virtual pre-conferences, hybrid Scholars Office Hours, hybrid, and virtual G.I.F.T presentations, virtual interest group business meetings, and a limited number of competitively selected online asynchronous panel presentations for each division. This desire for virtual networking should be further assessed through a survey delivered to our current, past, and potential members.**
- **NCA should explore purchasing Slack or a similar app to enhance in-person and virtual attendees’ opportunities to connect synchronously and asynchronously before, during and after the annual convention. Connecting to current and future colleagues is very important to our members based on the feedback.**

In closing, see attached appendices for more in-depth discussions **of the above summary.**

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Walid Afifi:

The examples of the limits of the general report provided to NCA, for the particular purposes of the TF, were very helpful; thanks for that additional more fine-grained analyses. Any other such analyses available from those data that help us better understand results?

Frequently when providing qualitative analyses authors add quotes to provide context and nuance to themes or categories. Additionally, authors provide an accounting of the process of analysis including, for example, the unit of analysis and decision-making procedures. Reviewing the comments it is unclear how the company NCA hired arrived at these results.

Here are some quotes as an example “A big part of the convention is intellectual and social networking. Virtual formats are terrible for this. I don’t see a reason to attend a virtual convention.”

“I do not find virtual conventions effective because they lack the networking/social opportunities found in person.”

Vs

“Beyond offering people the opportunity to gather, I think you mostly need a stable platform with the ability to share screens and interact. Perhaps OWL cameras on-sight for presenters to see the rest of the folks attending, if it's a hybrid meeting.”

“For the Organizational Communication Mini-Conference (OCMC) 2021, University of Kansas hosted it virtually. The platform they used was brilliant and unique. If could find out what platform they used, I think it would be a great addition. There was space to chat, join different zooms, see schedules.”

“A virtual convention would show that NCA cares about its immunocompromised and disabled scholars. This would be a major equitable move for the organization that I fully support. I have had a great time attending many virtual conferences in the past and tend to go to more sessions in this format.”

“anything that would allow greater access to people who cannot afford the travel (or are banned based on location);”

“As a presenter, I would much prefer a synchronous convention that is consistent in it's technology use and a central website or digital location that makes it easy to find links or sessions to join. It was difficult during the last virtual NCA to find panels that I wasn't directly involved in, so being able to explore other sessions easily would be fantastic.”

“Follow latest guidance on virtual meetings (e.g., AAAS)--also, see growing movement among academicians who no longer will travel by car or air to reduce impact on climate”

“For the sake of humanity and inclusion, follow accessibility standards.”

Vs

“I am not a fan of virtual right now so these are tough questions. One more "opportunity" to attend a meeting virtually literally makes me think it is the antithesis of a conference.... virtual conference seems like an oxymoron at this point. It has lost its novelty. I get it, but I have no plans to participate in it.”

“I am concerned that there are response options on this survey that are “I'd prefer NCA not offer virtual options.” That speaks to an attitude of exclusion some might have. I guess we need to know what we're up against, but a good convention experience would rhetorically position these opportunities as net positives, because these can benefit everyone, not just people with disabilities. Technology is also going to be necessary for hybrid panels - hotel internet on-site has got to be solid enough to make that happen. That needs to be part of the site review process in the future. Keep up the good work! I'd appreciate your efforts!!!”

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Summary of Key Findings

- Associations reported that hybrid options increased costs and complexity. For many associations, hybrid options are cost-prohibitive due to WiFi access and other technology costs.
- Associations suggested that hotels may need to find ways to incorporate digital and virtual equipment for conferences so that they become more streamlined.
- Associations value in-person conferences; however, leadership is discussing the desire for rotation between in-person and all virtual.
- Associations have relied on a variety of platforms:
 - Cvent
 - Pathable
 - Zoom

- Webex
- Openwater & Zoom
- Pheedloop
- Hopin
- Associations reported the following pros for virtual conferences:
 - Freeing up funds for speakers/panelists with higher speaker fees.
 - Accessibility to members.
 - Reduced price and lack of travel/hotel stay.
 - **Lessens environmental impacts due to traveling.**
- Associations reported the following cons for virtual conferences:
 - Lack of networking immediacy.
 - Scheduling for time zone differences.
 - Passively watching rather than engaging.
 - Lack of access to available technology and ports to hook up through HDMI, ethernet, etc.
 - Enhanced need for tech troubleshooters.
 - “Zoom fatigue.”
 - **Additional costs associated with labor from event organizers and planners.**
- Associations are discussing the number of conferences they are offering and which events should be offered in-person, virtual, and/or hybrid.
 - Rather than hosting one large meeting/conference, one association is trying to have smaller conferences multiple times a year that are more affordable. These may take place, either in person or virtually. This way, if something were to happen and people were not able to attend the large annual meeting, there are other options.
- Some associations reported holding joint conferences with other organizations.
- Virtual options available included streamed speakers and panelists and opportunities for virtual engagement with speakers.
- Associations received mixed reviews from their membership on in-person, virtual, and hybrid options.
- Associations shared the importance of providing avenues of feedback to adjust accessible platforms to their members.
- Associations shared the need for two completely independent teams to manage each event (in-person and virtual).
- Associations are experiencing fluctuating attendance across in-person and virtual conference events.
- Some associations are offering health and wellness events and other “non-curricular programming.”
 - Sessions with therapy dogs, massage chairs, and healthier food options.
 - Meditation practices and yoga.

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Some key highlights from the report pages 12-19 (included as separate attachment with the report):

- **A conference that is in-person only for their members would cost between \$116,000 and \$122,000.**
- **A conference that is in-person with a 1-2-day virtual conference also happening during or after the in-person conference would cost between \$136,000 and \$152,000. This was a possibility if they could secure the needed extra staff to manage the online conference in addition to the in-person conference. While all the in-person attendees could have access to virtual sessions, virtual attendees could only have access to the online sessions.**

- An in-person conference that included a live broadcast with cameras for both presenters and audience members would cost between \$300,000-\$1,000,000. This staff and technology required made this option cost prohibitive.
- An in-person conference that allowed for presenters and audience members to zoom in virtually: \$236,000+. This was considered cost prohibitive.
- An in-person conference that only allowed speakers to zoom into an in-person meeting: \$126,000 -\$127,000. After research they worried that virtual presenters would be less committed to the conference, time differences would make scheduling difficult, and would make the conference experience less attractive for in-person attendees.

Added to page five of the report:

Virtual Option Trial Panel at the 2022 Convention

Jim Cherney coordinated a presentation for the 2022 convention. The panel was sponsored by the Disability Issues Caucus with support from the 1st Vice President Walid Afifi and conference coordinator, Kristin Yednock. The hybrid panel included a discussion, a performance, a paper, and a poster/multimedia presentation. There were both virtual and in-person presenters and audience members. Verbal descriptions of the presenters and stage layout, closed captioning of virtual speakers, transcripts of the papers and performance script, microphones for all presenters, an in-person interpreter, and speech to text availability for the zoom chat were incorporated to follow best practices for accessibility. The session demands a level of technological support that the convention center staff were not ready to facilitate despite multiple conversations before the convention. We had to eliminate blocking for performance to use the only standing mics provided. We struggled to pull up papers for accessibility on the screen reader and could not provide both in-person and virtual closed captioning for the panel discussion. Future accessible hybrid sessions could address these issues having all the panels in the same format (papers, discussions, performances, or poster/multimedia) since a lot of the challenges centered on shifting the assistive technology to enable the different types of presentations. The technology for a fully accessible hybrid panel exists, we just did not have access to them during this experiment. Lapel microphones that allowed movement during the performance and closed captioning of the zoom chat for the in-person audience would increase accessibility. The panel experiment provided evidence that it is possible to provide an accessible, engaging experience for both in-person and virtual presenters and attendees. With practice, technological, and staff report, full hybrid accessibility is possible. Jim Cherney has welcomed anyone to reach out to him to further debrief this experience and what we have learned about increasing access to convention presentations.

Comments

Questions/Comments – Walid Afifi
Responses - Taskforce

Question/Comment:

I very much appreciate the labor that went into this report.

I might recommend adding "lessons learned" from the 2022 convention session that the Disability Issues caucus put together to test possibilities related to access.

The examples of the limits of the general report provided to NCA, for the particular purposes of the TF, were very helpful; thanks for that additional more fine-grained analyses. Any other such analyses available from those data that help us better understand results?

Response:

Since we could not properly assess the needs and desires of our membership without being able to send the survey we created, we do not feel comfortable giving specific action items with research costs. We did pull from the Association of Asian Studies report we also attached to give the range of costs for different models of access. We did give some immediate next steps to explore beyond this report at the end of the executive summary.

We included the summary of our accessible panel project and stated that Jim Cherney is happy to elaborate as the coordinator of the panel.

We further clarified the NCA survey analysis in both the executive summary and the report.

There are some additions to the overall summary of virtual options from other conferences.

Questions/Comments – Roseann Mandziuk

Responses - Taskforce

Question/Comment:

I appreciate the hard work of the Task Force during this last year. The report raises many issues that are significant, but it does not provide a prioritization of the recommendations nor any sense of cost for implementation for some of these recommendations.

I hope that the EC can continue to dialogue with the task force in regard to what would be the most significant steps to undertake based on their research and analysis, and, other models from our peer organizations that they found to have utility for NCA.

Response:

None.

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[\(Back to agenda\)](#)

ITEM 7: ACTION – Reducing the Size of the NCA Annual Convention

Motion: To reduce overall convention slots and the outlined phased approach is enacted beginning in 2024.

Contents

- Original Proposal
 - Questions/Comments with Responses
 - Revised Proposal
-

Original Proposal

Proposal to reduce the size of the NCA Annual Convention

Submitted by: Kristin Yednock, Director of Convention and Meetings

Summary

Via convention survey feedback (see exhibit 2), attendees have indicated that they feel the convention is too large, it requires too much walking (which is difficult for older attendees or those with physical disabilities), and that not all presentations are of quality due to the high number of presentations. Compared to other similar associations, NCA has more sessions at their convention to similarly sized associations with 50+ concurrent sessions in all time slots and an average audience of 14 people.

This proposal outlines a plan to reduce total number of sessions at the convention. Our goal with reducing the total number of slots is:

1. To respond to member feedback;
2. Produce a convention held in high regard with high quality presentations;
3. Provide an on-site convention that is more accessible and;
4. Allow NCA to consider venues and cities that are smaller than our previous locations.

Strategic Priorities

Goal 1: Create Conditions to Support and Empower Members

- 1.1 Support excellence in Communication-related scholarship, pedagogy, and service

Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access

- 3.1 Provide the tools for members to value and promote inclusivity, diversity, equity, and access within all disciplinary spaces and societal practices
- 3.2 Create and improve structures, programs, practices, and policies within NCA that ensures all members are able to engage in the association and thrive in their professional pursuits
- 3.3 Promote and advocate for inclusivity, diversity, equity, and access in the field of

Financial Implications

Direct costs: in Phase 3 (see implementation section) it is proposed that a plenary session slot be added with the goal of hiring discipline relevant and high interest outside speakers. Cost for outside speaker engagement fees, and related fees such as flight/hotel/meals, could be high.

Indirect costs: As total number of slots are decreased, it is expected that number of unique names in the program would also decrease. Some campuses require presentation for funding to the convention, therefore it is possible decreased slots could decrease total registrants (which would decrease convention revenue). Less total registrants could also mean less hotel reservations. While NCA currently meets hotel room minimum each year, if the decrease was significant that could lead to attrition charges for NCA. Currently, an average of 78% of registrants appear at least once in the convention program.

Implementation

Currently, NCA is contracted through 2029 with the expectation of producing the same sized convention as it currently does.

Phase 1

Reduce slots by a small margin (at least 2%) from the year prior. In 2023 there are 946 slots, 2024 would reduce at least 19 slots (maximum of 927 slots total) rather than hosting the same number of slots as 2022 when we return to New Orleans. In 2029, by reducing slots a minimum of 2% each year, the total number available would be, at most, 838.

Planned reduction of slots would begin with the 2024 convention with the final goal of an average of 35 session per time slot by the 2035 convention.

Phase 2

Reduce the number of breakout sessions per day from six to five beginning in 2024. There would be a 30-minute break between each session (except between the last session of the day and the evening plenary session) and the first session of the day would begin at 8:30 AM rather than 8:00 AM. This extended break would allow those with mobility issues more time to navigate between sessions. Total number of slots would be reduced by about 200 total.

Current Schedule (Th-Sat)	Proposed Schedule (Th-Sat)
8:00 AM – 9:15 AM	8:30 AM – 9:45 AM
9:30 AM – 10:45 AM	10:15 AM – 11:30 AM
11:00 AM – 12:15 PM	12:00 PM – 1:15 PM
12:30 PM – 1:45 PM	1:45 PM – 3:00 PM
2:00 PM – 3:15 PM	3:30 PM – 4:45 PM
3:30 PM – 4:45 PM	
Plenary session 5:00 PM	Plenary session 5:00 PM

Current Schedule (Sunday)	Current Schedule (Sunday)
8:00 AM – 9:15 AM	8:30 AM – 9:45 AM
9:30 AM – 10:45 AM	10:15 AM – 11:30 AM
11:00 AM – 12:15 PM	

Phase 3

Beginning in 2027, a planned plenary session would be added to the convention schedule (reducing slots by approximately 50 sessions) with the goal of hiring an outside (but discipline/convention theme related) speaker to fill this time slot. For the 2027 convention, at least \$40,000 would need to be added to the convention budget to facilitate hiring this speaker and covering costs such as meals, airfare, and hotel.

Phase 4

Future contracts, beginning with 2030, would not include Sunday sessions. The room block on Saturday evening would be reduced in anticipation of more attendees departing on Saturday than they currently do. This would eliminate approximately 100 slots once Phase 2 (above) is implemented. At this time, an average of 323.4 people listed in the program only have Sunday presentations, and there is average audience size of 6.65 people at Sunday sessions (compared to an average audience size of 15.2 people Thursday-Saturday).

Implementing all phases of this plan would reduce slots by about 50% by the 2035 convention. While the in-person convention would be reduced in number of presentations, the limited number of slots would lead to more rigorous review criteria and new presentation formats, such as high density and round robin sessions. As the discussion around virtual presentation continues, it is possible that some eliminated slots could be reallocated to all virtual sessions in the future.

Recommendation:

None.

Main Motion: To reduce overall convention slots and the outlined phased approach is enacted beginning in 2024.

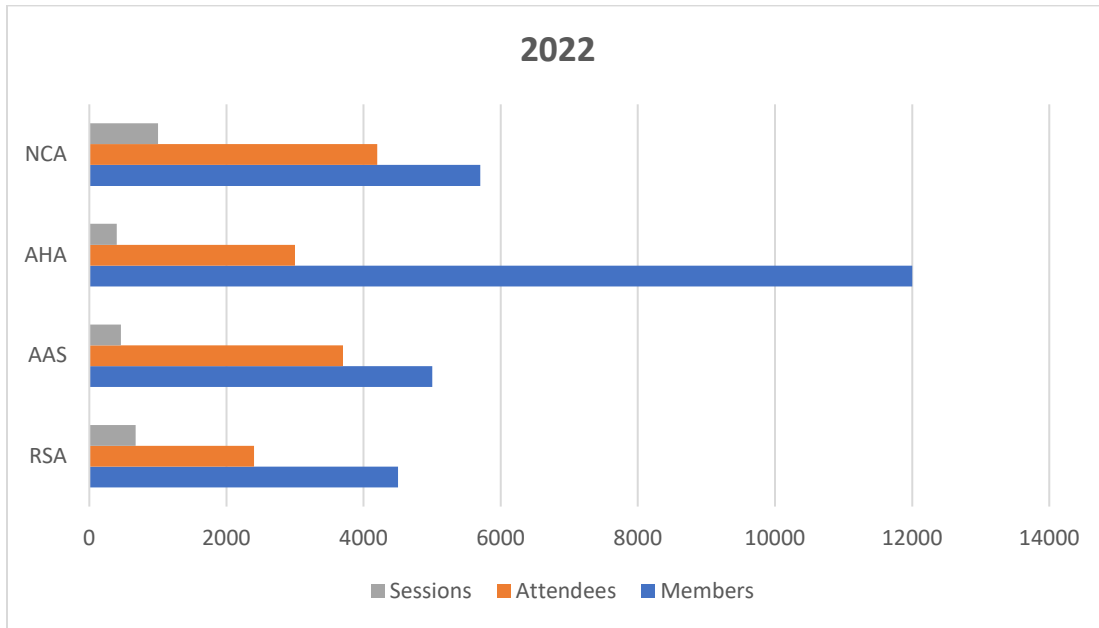
Background/History:

None

Exhibits

1. Comparison to other similar associations
2. Summary of survey feedback related to convention

Exhibit 1
Comparison to other similar associations



RSA – Renaissance Society of America
AAS – Association for Asian Studies
AHA – American Historical Association

The American Studies Association and American Anthropological Association were also contacted but did not respond.

Exhibit 2

Survey Feedback

Past survey feedback has included, when asked how to improve the convention, to have more stringent acceptance and/or make the convention smaller.

2018 Convention Survey

“Follow-up/Open-Ended: Suggestions for improving future conventions (top mentions are bolded).

- **Improve criteria for acceptance so programming is better (have fewer sessions that are more competitively selected)”**

2019 Convention Survey

“Do you have a suggestion that may help improve future conventions? If so, please briefly explain.

Most common comments:

- *Convention is too large (too many sessions, not all presentations are of quality, easy to get lost in the sea of presentations)”*

2022 Convention Survey

When asked what aspects of the convention respondents would like to see less of or removed, 50% of suggestions indicated too many concurrent sessions, events, and activities.

To this same question, some respondents also suggested eliminating or reducing the number of 8:00 AM sessions and eliminating Sunday sessions.

Finally, to this same question, about 8% of respondents suggested that presentation quality needed to be improved.

When asked what aspects of the convention respondents would like to see more of or added, some requested a lunch break period, so sessions were not missed in favor of eating lunch.

Questions/Comments with Responses

Questions/Comments – Walid Afifi

Responses – Kristin Yednock

Question/Comment:

Thank you for this revised proposal.

Under Phase 1: Planned reduction of slots would begin with the 2024 convention with the final goal of an average of 35 sessions per time slot by the 2035 convention. What is it now? And what would it look like between 2024 when this begins and 2035.

Response

Currently, we have between 50-60 sessions per time slot. That number would go down by about 1-2 sessions per timeslot each year.

Question/Comment:

The language of phases suggests sequence...so phase 1 ends before phase 2 begins, etc. But that's what is being proposed ("Phase 2" starts (and ends) in 2024)). Maybe Action Steps instead of phases?

I would benefit from more clarity related to the cost for plenary speaker..."at least" \$40k seems really excessive. An exceptional local speaker (the environmental justice scholar) cost us \$7.5k, if I recall. OK, so we don't want to restrict ourselves to a local speaker or a speaker whose fee is less than \$10k, but \$25k for honorarium, travel, hotel, and food seems plenty to attract an excellent speaker who would still attract a lot of folks.

Response:

To be honest, this was an estimate because it's not something that has been investigated in recent years into so I don't have an expectation of the going rate. But the goal with the speaker is that they are a well-known name that someone outside of the discipline would also recognize, and that likely will be expensive. The speaker hired in New Orleans was \$7,500 but we didn't have to cover hotel room, flight, meals etc. that was just their speaking fee. That was also not for a plenary session, but rather a breakout session which may have effected the total rate.

Question/Comment:

Phase 4: What if we make pre-conference days on Thursday (vs Wed), and leave Sunday as is. I see two benefits; I think people increasing the number of people leaving Saturday is the wrong thing to do (given that we may have several strong events Saturday evening, plus the parties etc) and the challenge is more about leaving teaching responsibilities on Tuesday or Wed vs returning Sunday; in other words cutting a weekday seems better than cutting a weekend day.

Response:

People departing on Saturday instead of Sunday is definitely a concern and shifting everything the reverse way is one idea to combat that concern. But in this plan, we would lose an evening of the convention and all that it hosts: one of the evening plenaries (likely the Opening Session given the 3 options) would be eliminated as the convention would now consist of two evenings instead of 3. And perhaps that is not an issue, phase 3 could be revised to shift the evening opening session plenary to a daytime opening session plenary. The Welcome Reception would also either be eliminated completely or moved to Friday as the first night of the convention, which would disrupt all the Friday parties as they could no longer be hosted in their traditional timeslots as the official NCA event would instead be taking place. Or, alternatively, NCA doesn't host its own reception but rather leave it to the department parties to provide that outlet. But Phase 4 is one that likely needs more consideration.

Question/Comment:

I seem to recall that the previous version included specifics for how cuts would be made to unit allocations; that was one of my primary concerns -- that the formula was problematic (eg, not adequately rewarding the units that were being selective and had high attendance in its slots) and didn't sufficiently address what I see as a problem of too many units allocated to affiliated orgs and the uneven caucus slots. Do you see those issues (eg, how to determine cuts) to be part of a different proposal? Alternatively, it may be something that is given entirely to the NCA Office to decide, but in that case, I would urge a discussion that could guide the office.

Response:

When the original proposal was submitted, there were concerns raised that the current bylaws prevented anyone but the First Vice President to do slot allocation and that, per our bylaws, a formula could not be used/the First Vice President could not be restricted in the number of slots that were "theirs" to distribute (i.e. 80% by formula, 20% by First Vice President). My understanding is that concern is still being investigated but I don't anticipate a proposal on the process of slot allocation being brought forward in the immediate future.

Questions/Comment:

The comparison associations (thank you for that) are all humanities, it seems. What do primarily social science associations look like (eg, APA, Political Science, Sociology).

Response:

I contacted meeting planners of similarly size associations (as far as membership) that are members of COSSA to request the provided information in this chart, unfortunately I don't have information on other groups available.

Question/Comment:

The discussion related to this issue seems so intricately tied to what we do with access re conventions and other ways in which we engage members (and related other review sources), that I might propose we combine this issue with convention access in a future EC meeting and decide on a more wholistic approach to how conventions will look in the future (vs deciding on this proposal now and then not realizing unintended consequences for virtual access possibilities)

Questions/Comments – Roseann Mandziuk

Response – Kristin Yednock

Question/Comment:

I appreciate the good efforts put forth in creating this proposal. I look forward to our discussion, and I also wonder if there is even a possibility to accelerate this plan and have an even more ambitious goal of 30 sessions per time block, rather than 35, by 2030.

Response:

That can definitely be considered, the percentage reduction would need to be minimally increased.

Questions/Comments – Jimmie Manning

Responses – Kristin Yednock

Question /Comment:

We will definitely have to do more research regarding the financial implications of this proposal.

In the past we have discussed setting limitations on the number of presentations an individual may take part in during the national convention. Such a move could potentially allow a reduction in convention size while still allowing participation from a large, potentially similar, number of people as we currently accommodate. We should make this idea a part of this discussion.

Response:

For the discussion of this idea: a straw poll of the convention committee was taken last year to gauge interest/concern of this type of proposal and they were not in favor of it. They cited that as funding shrinks, many attendees may only be attending one annual event and need to get as much out of that event (not only networking/learning but CV lines as well) as possible and by limiting the number of times someone appears on the program that person may choose to submit (and attend) another event that does not.

From our data, 80% of names in the program appear one or two times. Note “appearance” is anywhere their name is listed including on business meetings, co-author, etc. not just as first author or session panelist.

	2022	2021	2020	2019	2018	2017	2016	2015
Names with One Appearance	59.78%	59.94%	57.63%	57.63%	57.28%	57.57%	58.78%	59.32%
Names with Two Appearance	19.71%	18.98%	21.80%	20.65%	20.42%	21.02%	20.62%	21.00%
Names with Three to Five Appearance	16.41%	15.79%	16.83%	17.44%	18.01%	16.91%	16.75%	16.17%
Names with Six to 10 Appearance	3.26%	4.53%	3.44%	3.81%	3.75%	3.87%	3.53%	3.31%
Names with 10+ Appearance	0.84%	0.76%	0.30%	0.48%	0.54%	0.64%	0.32%	0.20%

An average of 22% of registrants to not appear in the program.

Questions/Comments – Convention Committee

Responses – Kristin Yednock

Question/Comment:

What is the potential result of reducing the size of the convention on new interest groups? As new specialized groups are proposed, it seems likely that a concern about slots will be part of the conversation.

Response:

That is certainly a possibility, but I feel that may have already entered the conversation. But yes, each new interest group (at least their first full year of being established) is guaranteed 3 slots and that would be coming from a smaller total pie. I would expect that some on the LA would be concerned about how new interest groups may affect their total slots, if that is not already a consideration, and that would impact how they vote.

Question/Comment:

In favor of being able to consider cities at a lower price point if the size is smaller.

Response:

None.

Question/Comment:

As this process begins, it is important to work with the program planners and provide ideas of how slots can be reimagined so the same number of unique presenters are involved in less total slots. Would like to see the specifics in a plan.

Response:

I agree, and will reflect this change in the revision. However, under our current model, the National Office cannot dictate how a slot is used so this would only be encouragement and brainstorming with planners.

Question/Comment:

Thirty-minute break between each session: Strongly support this idea.

Response:

None

Question/Comment:

What is the goal with this phase (3)? Why spend the money on an outside speaker? If the goal is an outside speaker will bring in more attendees, could the money instead be used to fund travel to the convention and draw attendees by lowering costs? While a high level speaker (like Michelle Obama) would be amazing to see; if the funds are not available for an attendee to participate then they are not available. A high level speaker would not change the ability to attend for someone without the funds.

Response:

The hope of this phase is the outside speaker would draw interest in the convention, specifically from someone who hadn't previously planned to attend. As the number of slots decrease, the primary reason someone may attend can't be only to present because the number of attendees who aren't on the program at all likely will be increasing. The thought is a well-known/notable person may cause someone who hadn't planned to attend and therefore didn't submit to decide to do so based on the opportunity to hear this person.

Question/Comment:

With the budgeting cycle, it may be the case that attendees need to know well in advance (year or more) who the speaker is to solicit funds for someone of interest to them.

Response:

Noted, but I would say it is unlikely that this would be possible since the funds would be approved by the LA at their meeting in November for the next year. A speaker search would not start until the budget is confirmed. Also, ideally, the speaker works with the convention theme, which is not known until June the year prior.

Question/Comment:

Given we have so many of our own scholars, if we are paying speakers should we not start within the discipline?

Response:

None.

Question/Comment:

What are the unforeseen consequences of this phase (4)? For example, many schools will provide funding to stay until Sunday because it is part of the convention dates. If the convention ends Saturday night, even late, the funding received would not cover a hotel stay Saturday night because there is no programming Sunday. Many would choose to depart earlier in the day due to available flights and Saturday afternoon would then be like Sunday. But difference being things like business meetings, Presidential Address and Awards, and other key sessions would have low attendance. Instead of removing Sunday, we recommend being strategic about what is on Sunday. Instead of paper presentations and panels, could it be NCA level meetings like LA or committee meetings? Or a closing plenary? Or other unique sessions like a double session or high-density sessions? But something to keep Sunday as part of the official dates to allow people to stay Saturday night through the official convention end. An example of this is the first in-person convention for ECA post COVID, they eliminated a day and in turn saw low turnout on the official last day.

Response:

Thank you for raising this concern, as it is not one that has been in the discussion previously. Based on this comment, it does seem that Phase 4 needs to be more carefully considered. A revision of this phase has been included in this proposal that would keep Sunday as part of the official dates but significantly reduce the amount of programming offered on that date.

Revised Proposal

Revisions Highlighted and Underlined

Proposal to reduce the size of the NCA Annual Convention

Submitted by: Kristin Yednock, Director of Convention and Meetings

Summary

Via convention survey feedback (see exhibit 2), attendees have indicated that they feel the convention is too large, it requires too much walking (which is difficult for older attendees or those with physical disabilities), and that not all presentations are of quality due to the high number of presentations. Compared to other similar associations, NCA has more sessions at their convention to similarly sized associations with 50+ concurrent sessions in all time slots and an average audience of 14 people.

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8. Allow NCA to consider venues and cities that are smaller than our previous locations.

Strategic Priorities

Goal 1: Create Conditions to Support and Empower Members

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Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access

- 3.1 Provide the tools for members to value and promote inclusivity, diversity, equity, and access within all disciplinary spaces and societal practices
- 3.2 Create and improve structures, programs, practices, and policies within NCA that ensures all members are able to engage in the association and thrive in their professional pursuits
- 3.3 Promote and advocate for inclusivity, diversity, equity, and access in the field of

Financial Implications

Direct costs: in Phase 3 (see implementation section) it is proposed that a plenary session slot be added with the goal of hiring discipline relevant and high interest outside speakers. Cost for outside speaker engagement fees, and related fees such as flight/hotel/meals, could be high.

Indirect costs: As total number of slots are decreased, it is expected that number of unique names in the program would also decrease. Some campuses require presentation for funding to the convention, therefore it is possible decreased slots could decrease total registrants (which would decrease convention revenue). Less total registrants could also mean less hotel reservations. While NCA currently meets hotel room minimum each year, if the decrease was significant that could lead to attrition charges for NCA. Currently, an average of 78% of registrants appear at least once in the convention program.

Implementation

Currently, NCA is contracted through 2029 with the expectation of producing the same sized convention as it currently does.

Phase 1

Reduce slots by a small margin (at least 2%) from the year prior. In 2023 there are 946 slots, 2024 would reduce at least 19 slots (maximum of 927 slots total) rather than hosting the same number of slots as 2022 when we return to New

Orleans. In 2029, by reducing slots a minimum of 2% each year, the total number available would be, at most, 838. Planned reduction of slots would begin with the 2024 convention with the final goal of an average of 35 session per time slot by the 2035 convention. **As this phase is introduced, Program Planners would be encouraged to utilize at least one slot for high density and innovate programming that host more presenters than the standard research paper presentation that is typically seen. Resources would be developed by the convention team, discussion on the topic would be included in the first webinar training where developing a call or submissions is discussed, and interest groups that are currently already doing programming of this nature would be asked to share insights on the development and implementation process.**

Phase 2

Reduce the number of breakout sessions per day from six to five beginning in 2024. There would be a 30-minute break between each session (except between the last session of the day and the evening plenary session) and the first session of the day would begin at 8:30 AM rather than 8:00 AM. This extended break would allow those with mobility issues more time to navigate between sessions. Total number of slots would be reduced by about 200 total.

Current Schedule (Th-Sat)	Proposed Schedule (Th-Sat)
8:00 AM – 9:15 AM	8:30 AM – 9:45 AM
9:30 AM – 10:45 AM	10:15 AM – 11:30 AM
11:00 AM – 12:15 PM	12:00 PM – 1:15 PM
12:30 PM – 1:45 PM	1:45 PM – 3:00 PM
2:00 PM – 3:15 PM	3:30 PM – 4:45 PM
3:30 PM – 4:45 PM	
Plenary session 5:00 PM	Plenary session 5:00 PM

Current Schedule (Sunday)	<i>Proposed</i> Schedule (Sunday)
8:00 AM – 9:15 AM	8:30 AM – 9:45 AM
9:30 AM – 10:45 AM	10:15 AM – 11:30 AM
11:00 AM – 12:15 PM	

Phase 3

Beginning in 2027, a planned plenary session would be added to the convention schedule (reducing slots by approximately 50 sessions) with the goal of hiring an outside (but discipline/convention theme related) speaker to fill this time slot. For the 2027 convention, at least \$40,000 would need to be added to the convention budget to facilitate hiring this speaker and covering costs such as meals, airfare, and hotel.

Phase 4

Future contracts, beginning with 2030, **Sunday sessions would be significantly reduced (less than 10 per time slot) would not include Sunday sessions. These sessions on Sunday would be high density sessions, which feature a high number of participants in a single room, half day programming (potentially similar format to Preconferences/Short Courses with a separate registration), and workshops but standard research paper presentations would not be scheduled for Sunday.** The room block on Saturday evening would be reduced in anticipation of more attendees departing on Saturday than they currently do. This would eliminate approximately **90** slots once Phase 2 (above) is implemented. At this time, an average of 323.4 people listed in the program only have Sunday presentations, and there is average audience size of 6.65 people at Sunday sessions (compared to an average audience size of 15.2 people Thursday-Saturday).

Implementing all phases of this plan would reduce slots by about 50% by the 2035 convention. While the in-person convention would be reduced in number of presentations, the limited number of slots would lead to more rigorous review criteria and new presentation formats, such as high density and round robin sessions. As the discussion around

virtual presentation continues, it is possible that some eliminated slots could be reallocated to all virtual sessions in the future.

Recommendation:

None.

Main Motion: To reduce overall convention slots and the outlined phased approach is enacted beginning in 2024.

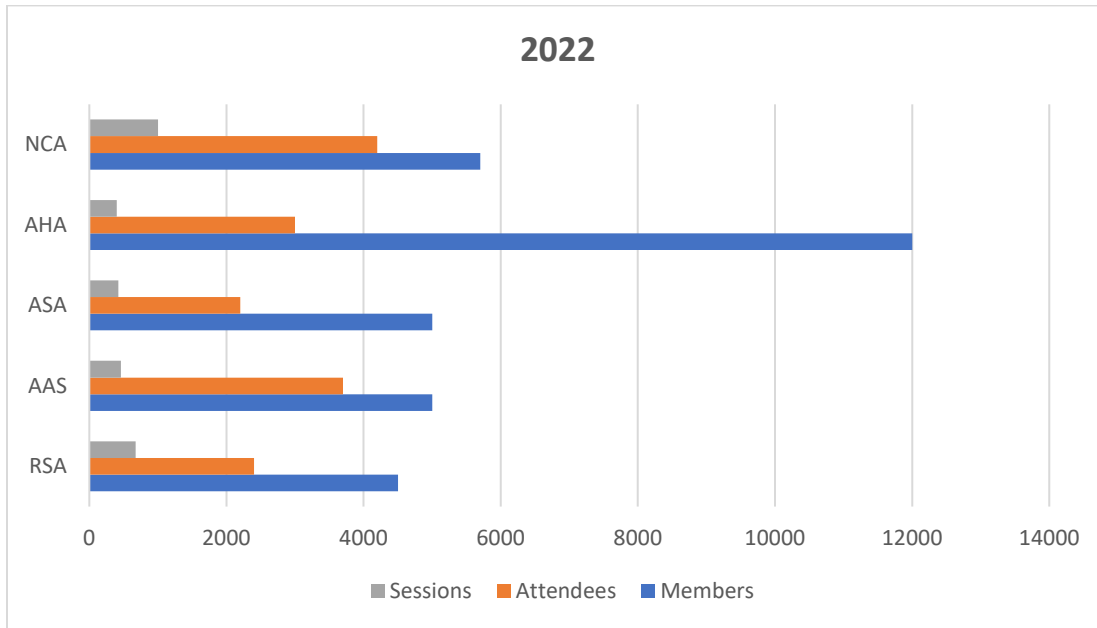
Background/History:

None

Exhibits

1. Comparison to other similar associations
2. Summary of survey feedback related to convention

Exhibit 1
Comparison to other similar associations



RSA – Renaissance Society of America
AAS – Association for Asian Studies
AHA – American Historical Association
ASA – American Studies Association

The American Anthropological Association was also contacted but did not respond.

Exhibit 2

Survey Feedback

Past survey feedback has included, when asked how to improve the convention, to have more stringent acceptance and/or make the convention smaller.

2018 Convention Survey

“Follow-up/Open-Ended: Suggestions for improving future conventions (top mentions are bolded).

- **Improve criteria for acceptance so programming is better (have fewer sessions that are more competitively selected)”**

2019 Convention Survey

“Do you have a suggestion that may help improve future conventions? If so, please briefly explain.

Most common comments:

- *Convention is too large (too many sessions, not all presentations are of quality, easy to get lost in the sea of presentations)”*

2022 Convention Survey

When asked what aspects of the convention respondents would like to see less of or removed, 50% of suggestions indicated too many concurrent sessions, events, and activities.

To this same question, some respondents also suggested eliminating or reducing the number of 8:00 AM sessions and eliminating Sunday sessions.

Finally, to this same question, about 8% of respondents suggested that presentation quality needed to be improved.

When asked what aspects of the convention respondents would like to see more of or added, some requested a lunch break period, so sessions were not missed in favor of eating lunch.

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ITEM 8: DISCUSSION – Three-year program funding cycle for FY24 through FY26

Contents

1. Discussion Items
 - a. Chairs’ Summer Institute
 - b. Doctoral Honors Seminar
 - c. Institute for Faculty Development (HOPE Conference)
 - d. Mid-Career Scholar’s Writing Retreat
2. Questions/Comments with Responses

Motion: None.

Notes:

From the August 2022 Minutes:

- a. Policy changes for proposals with budgetary implications
 - i. Flores provided a summary of the current policy proposal.
 1. *A motion was made to approve the following policy changes. Seconded. Discussion ensued.*
 - a. While the Finance Committee and Executive Committee may review proposals with budgetary implications at any of the regularly scheduled Executive Committee meetings, the EC will only endorse/approve such proposals at the August meeting so that the following year budget can be amended before it goes to the Legislative Assembly for a vote.
 - b. At the August Finance Committee meeting, the FC will review all the proposals alongside each other, the strategic goals, and proposed budget to bring FC recommendations to the EC.
 - c. ***Aside from the rare instances that mandate immediate response, such as a global pandemic, the EC will not commit to requests for funds except in August for the following year’s budget.***
 - d. Changes will not interrupt the current three-year funding cycle except to move approval of items from the February meeting to the August meeting.
 - e. Once the budget is approved, it will not be changed except in very rare instances.
 2. *Motion carried.*

The following items involving the three-year funding cycle are being presented as a discussion item. The items require the attention of the EC since some of the processes deviate from the current funding cycle

Formal endorsement of the three-year funding cycle by the EC will not take place until August.

Program Funding for the three-year cycle: FY 2024 through FY2026

Submitted by the NCA National Office

Introduction

The programs presented for funding represent a holistic perspective that distributes NCA's resources across the spectrum of the organization and the subdisciplines of Communication. Each program has been presented as an individual and independent program that is either under the auspices of the National Office, in consultation with a members' committee, or under the authority of the Research Council with support from the National Office.

To appreciate the relationship between the individual programs and the spectrum of supported programs, the programs have been grouped into two broad categories: Professional Development and Institutional Advancement. All the programs, however, directly benefit members, contribute to the advancement of knowledge in the discipline, respect this year's unusual degree of change at the National Office as well as the limits of time from member volunteers, and assure that NCA adheres to the principles of IDEA and to the goals and objectives of the Strategic Plan.

It is important to note that the individual programs included in this discussion were not all initiated at the same time. Not only are some older than others, but each program has a unique renewal date. Thus, this proposal does not offer an assessment of individual programs that would be appropriate on their anniversary of initial funding. It is the opinion of the National Office that such an assessment would require a review of a program's history and impact beyond the scope of this report.

This funding proposal does address each program as portrayed in the existing files available at the National Office. Overall, the files address (1) whether or not the program has been operational, (2) fulfilled its financial commitments, (3) and acted in accord with its stated objectives.

The motion for inclusion in the next three- year projection, or not, by this proposal does not evaluate such issues as the effectiveness of the programs, the number of members benefitting from the program, or the contribution of the program to knowledge in the field of Communication. Nor does a motion to include the program over the next three years preclude the EC from requesting that the program be reviewed from a different perspective on the anniversary of its initial funding.

Review of funding cycle 2021-2023

Activity	2021	2022	2023
Advancing the Discipline Grants	\$30,000	\$30,000	\$30,000
Center for Communication, Community Collaboration, and Change	\$55,000	\$55,000	-
Chairs' Summer Institute	\$20,000	-	\$20,000
Doctoral Honors Seminar	\$20,000	\$20,000	\$20,000*
Institute for Faculty Development (Hope Conference)	\$15,000	\$15,000	\$15,000*
Mid-Career Scholar's Writing Retreat	-	-	\$15,000*
NCA/AFA Summer Conference on Argumentation	\$5,000	\$5,000	\$5,000
Student Caucus Travel Grants	\$90,000	\$90,000	\$90,000
Research Cultivation Grants	\$60,000	\$60,000	\$60,000
Totals	\$295,000	\$290,000	\$240,000

*Activity will not take place and funds will be rolled over to next year

Review of funding cycle 2024-2026

Please note, per the policy passed by the Executive Committee in November 2022, any approval involving NCA funds, unless under dire circumstances, will only occur at the August meeting. The four activities in this document require the attention of the EC as an informational item for discussion.

Activity	2024	2025	2026
Advancing the Discipline Grants	To be reviewed and endorsed at August EC meeting		
Center for Communication, Community Collaboration, and Change	To be reviewed and endorsed at August EC meeting		
Chairs' Summer Institute	-	\$20,000	-
Doctoral Honors Seminar	\$20,000	\$20,000	\$20,000
Institute for Faculty Development (Hope Conference)	\$15,000	\$15,000	\$15,000
Mid-Career Scholar's Writing Retreat	\$15,000	-	\$15,000
NCA/AFA Summer Conference on Argumentation	To be reviewed and endorsed at August EC meeting		
Student Caucus Travel Grants	To be reviewed and endorsed at August EC meeting		
Research Cultivation Grants	To be reviewed and endorsed at August EC meeting		
Totals	\$50,000	\$55,000	\$50,000

Information items to be discussed:

1. Chairs' Summer Institute
2. Doctoral Honors Seminar
3. Institute for Faculty Development (Hope Conference)
4. Mid-Career Scholar's Writing Retreat

INFORMATION ITEM 1

Chairs' Summer Institute

Summary

<https://www.natcom.org/convention-events/nca-sponsored-events/nca-chairs-summer-institute>

The chair of a college or university department stands at the intersection of faculty and administration. The experience requires that the perspective of faculty members be broadened to include an administrative aspect that leads to a richer and more holistic understanding of the college and university as an institution. The Chairs' Summer Institute offers members of NCA a unique opportunity to address the issues, conflicts, and conundrums of the position. More specifically it offers:

1. an opportunity to gain new skills for financial and personnel management within a supportive community of peers and fellow Communication scholars.
2. It affords a space for sharing and learning about the ins and outs of different institutions and institutional practices that define the annual cycle of a chair's professional life.
3. It allows NCA members a supportive environment to decide about their own career futures, which is especially valuable for women.

Strategic Priorities

Goal 1 – Create Conditions to Support and Empower Members

Goal 3 – Embrace and Enact Inclusion, Diversity, Equity, and Access

The Chairs' Summer Institute furthers goal number one and three of the strategic plan by supporting its members through service and scholarship. It is a critically important position for fostering the goals of IDEA within the institution and within department policies of hiring and promotion.

Implementation

Traditionally, NCA hosts this summer event. Costs would include hotel rooms, a meeting room, equipment/AV, program printing, food and beverage, and speaker honoraria. Registration fees from participants offset the expenses in the previous years, making the funding by NCA the net expense. The National Office has proposed to the Research Council that it consider restructuring the delivery of the CSI beginning in 2023. Instead of holding the Institute during the summer months, the National Office proposes opening the Institute at an all-day session one day before the beginning of the annual convention and following the one-day in-person seminar with six monthly virtual seminars. This change brings chair participants to the convention, allows the seminar's curriculum to draw on national expertise during its virtual phase, and better supports the chairs on an ongoing basis during the school year.

Main Motion (Will not be voted on until August EC meeting)

To renew the biannual Chairs' Seminar Institute for \$20,000 for FY 2025.

Note: For FY 2023 and FY 2025, the institute will move to an all-day session one day before the annual convention, followed by six monthly virtual seminars the following year.

Background/History

The Chairs' Summer Institute costs \$20,000 biannually. In 2021 there were more than thirty Communication department chairs that met virtually. The previous five meetings (2012, 2013, 2015, 2017, 2019) had twenty to thirty communication chairs—each was funded for \$15,000. The 2021 Chair's Summer Institute had an increase in the budget of \$5,000, making the total cost \$20,000.

In 2012, twenty-eight chairs from the U.S. and Canada came to Washington for the CSI. The theme for that meeting was "Raising a Program Profile." In 2013, seventeen chairs from across the country attended the second CSI, also in Washington, D.C. The theme was "Building Connections, Creating Community: Best Practices for the Communication

Department Chair.” In 2015, approximately twenty-five chairs came to Washington for a CSI that was focused on the theme of “Assessment and Accountability and the 21st Century Communication Department.” Approximately twenty department chairs attended the 2017 CSI; the theme this year was “Communication that Matters: Creating Inclusive Environments.” In 2019, the theme was “Chairperson Leadership: Advocating, Mentoring, and Managing” and more than 20 department chairs came to the DC area for the institute. In 2021, the theme was “Leadership Challenges in a Changing World” and was virtual—both synchronous and asynchronous. For this program, there were eleven speakers/presenters and twenty-eight participants. The six programs were: Higher Education in a Digital World; Developing a Socially-Distant Departmental Community; Motivating and Mentoring Faculty During a Pandemic; Fostering a Climate of Respect; Cultivating an Inclusive Culture; Leadership Lessons from the Pandemic.

Exhibits/Supporting Materials

1. Summer 2021 Conferences Plans

Exhibit 1

Chairs' Summer Institute

Leadership Challenges in a Changing World

Highlights

- Includes both synchronous and asynchronous content.
- 6 live panel sessions.
- 3 recorded practical sessions available to those who register.

Day 1:

12:00 pm – 12:05 pm: Welcome Address (**Trevor**)

12:10 pm – 12:20 pm: Keynote Speaker (**Helen Sterk confirmed**)

12:30 pm – 1:45 pm: Session 1: Higher Education in a Digital World (**Wendy Howard confirmed**)

2:00 pm – 3:15 pm: Session 2: Developing a Socially-Distant Departmental Community (**McDowell and Watt confirmed**)

3:30 pm – 4:45 pm: Session 3: Motivating and Mentoring Faculty During a Pandemic (**Ann Frymier confirmed**)

Day 2:

12:00 pm – 1:15 pm: Session 1: Fostering a Climate of Respect (**Chuck Morris confirmed**)

1:30 pm – 2:45 pm: Session 2: Cultivating an Inclusive Culture (**Tim Brown confirmed**)

3:00 pm – 4:15 pm: Wrap Up Session: Leadership Lessons from the Pandemic (**Raffaele Gigliotti confirmed**)

Recorded Sessions available to registered participants:

Practical Session 1: Tips for Managing Email (**Devin Scott confirmed**)

Practical Session 2: How to be a Supportive Ally (**Ashley Noel Mack confirmed**)

Practical Session 3: Using NCA's LOCs for Course and Program Assessments (**Elizabeth Goering confirmed**)

INFORMATION ITEM 2

Doctoral Honors Seminar

Summary

<https://www.natcom.org/convention-events/nca-sponsored-events/nca-doctoral-honors-seminar>

The Doctoral Honors Seminar brings together thirty doctoral students and several of the discipline’s distinguished scholars to discuss theory and research.

The Ph.D. has been the conventional entry point into the life of a professional academic/scholar. The Ph.D. dissertation has been the initial contribution of newly minted scholars into the community of knowledge-makers. Recognizing the potential for creativity, innovation, and new scholarship among the community of doctoral students assures the profession of Communication with a pipeline into the future. This program selects approximately 30 doctoral students based on submitted papers and advisor recommendations.

Strategic Priorities

Goal 1 – Create Conditions to Support and Empower Members

Goal 3 – Embrace and Enact Inclusion, Diversity, Equity, and Access

The Doctoral Honors Seminar encapsulates goal one of the Strategic Plan by “support[ing] excellence in Communication-related scholarship, pedagogy, and service.” Moreover, the Doctoral Honors Seminar offers a unique opportunity for the Communication profession to actively promote the principles of IDEA—goal number three of the Strategic Plan—among the next generation of leadership in the field.

Financial Implications

The Doctoral Honors Seminar is an annual event that is held in July and costs \$20,000, which the NCA gives the host institution. Most of the allotted money provides student housing, meals, travel stipends, honoraria for faculty, and other miscellaneous costs. The National Office staff seeks out a host for the conference and handles all the coordination with the host institution. It also publicizes the program among the membership and works with the Research Council to ensure the success of the program.

Recommendation

We recommend that the Doctoral Honors Seminar be supported annually in the amount of \$20,000.

We further recommend to the Research Council that the Seminar already funded and scheduled for FY 2023, be moved to FY 2024, recognizing that staffing changes at the National Office make it impossible to support the program during the remainder of FY 2023 adequately. Since dissertation writing often takes longer than one year, we believe that skipping the current year and returning to an every-other-year cycle in FY 2024 will not represent a serious interruption in the development of young professional Communication scholars.

Main Motion (Will not be voted on until August EC meeting)

To implement these changes, we move that the EC fund the Doctoral Honors Seminar for \$20,000 annually, but this year’s retreat be postponed until the summer of 2024.

Background/History

The Doctoral Honors Program began in 1970 and continues to discuss the current topics of communication and allows for further developments in the field by offering daily individualized coaching on research and dissertation projects for thirty advanced doctoral students. The seminars are held annually at a selected host institution. Once named, the host institution selects a theme, selects the faculty leaders, and organizes the section of the participating students. NCA provides a grant to the host institution; the National Office also provides logistical and planning support for the host

institution. Host institutions then cover the costs of the seminar with the NCA grant and with other institutional funds, if necessary.

The 2022 Doctoral Honors Seminar took place from June 8 to June 10 at George Mason University. The seminar was themed “Communication Scholarship in a Fractured World: Relevance and Redemption.” There were three tracts: Media Theory and Research, Communication Theory and Research, and Rhetorical and Performance Theory and Research. The mentors were Josh Gunn (University of Texas, Austin), Jade C. Huell (California State University, Northridge), Charles E. Morris III (Syracuse University), Tia Tyree (Howard University), Srividya Ramasubramanian (Syracuse University), Richard Craig (George Mason University), Dawna Ballard (University of Texas, Austin) Iccha Basnyat (George Mason University), and Monique Turner (Michigan State University). The 2020 Doctoral Honors Seminar, hosted by Colorado State University was postponed until 2021, which was held virtually due to the continuance of the Coronavirus pandemic.

Exhibits/Supporting Materials

1. Summer 2021 Conferences Plans

Exhibit 1

Doctoral Honors Seminar

“Diversity of Ideas; Diversity of Thought”

Date:

Wednesday, July 14-Friday July 16

Three sections:

Mass Communication

Social Science

Rhetoric and Performance Studies

Attendance:

Virtual

Four mentors per section

Up to 30 students (10 per section, 2-3 per mentor)

Mentors

Mass Media/Mass Comm:

- Omotayo Banjo, University of Cincinnati
- Elizabeth Behm-Morawitz, University of Missouri
- Bryan Denham, Clemon University
- Ashley Muddiman, University of Kansas

Social Science:

- Xiaoquan Zhao, George Mason University
- Jakob Jensen, University of Utah
- Yeonsoo Kim, James Madison University
- Carol Mills, Florida Atlantic University

Rhetoric and Performance Studies:

- Andre E. Johnson, University of Memphis
- Victoria Gallagher, North Carolina State University
- Heidi Rose, Villanova University
- Vince Pham, Willamette University

Day 1

11 am: Welcome and Keynote (need general room for everyone to meet)

11:30 am: Break out groups with section mentors (need 3 breakout rooms)

12 pm – 5 pm: Individual sessions/mentor sessions (need 12 individual breakout rooms – one for each mentor)

5 pm: Full group de-brief and virtual happy hour (need general room for everyone to meet)

Day 2

Individual mentor sessions (need 12 individual breakout rooms – one for each mentor)

Optional section session managed by mentors (need 3 breakout rooms)

Day 3

Individual mentor sessions (need 12 individual breakout rooms – one for each mentor) 6:00 pm: Full section session managed by mentors with five-minute research presentations (need general room for everyone to meet).

INFORMATION ITEM 3

Institute for Faculty Development (HOPE Conference)

Summary

High education is under an industry-wide set of contradictory pressures, especially affecting faculty. Although student enrollment is generally expanding in the field of Communication, and the balance between new PhDs and job openings is in relative balance, Communication departments are feeling the general constriction of college and university budgets. The traditional *cursus honorum* is less predictable, and the pay scales at all but the highest levels are significantly below what is offered outside higher education.

The increasing dissatisfaction with the work environment, especially with regard to undergraduate teaching has been widely acknowledged and studied. In this compromised environment, it is important that professional societies like NCA offer members opportunities to reach their greatest potential.

The NCA Institute for Faculty Development is a positive response to faculty constraints and dissatisfaction. Also known as the “Hope Conference,” the NCA Institute for Faculty Development is an event held each July to help undergraduate faculty stay abreast of ongoing changes and issues in Communication theory and research. This five-day conference offers participants an opportunity to network with fellow undergraduate scholar-teachers and learn from, and with, leading scholars in the field.

Strategic Priorities

Goal 2 – Promote Communications Value

The Hope Conference furthers goal number two of the Strategic Plan by looking outwards from academia and promoting communications value to the broader public, whether that be through challenging existing structures and fostering meaningful change or advocating for communication-informed institutional and public policies.

Financial Implications

In the 2022 iteration of the Hope conference, the budget was spent on five section leadership stipends, one scholar-in-residence stipend, five technology assistants, zoom access, and planning a planning assistant. In total, NCA’s contribution for the 2022 institute totaled around \$12,000.

Background/History

The NCA Institute for Faculty Development was held at Hope College for 15 years, from 1997-2001. It then was hosted by Luther College for five years (2002-2006) and then by Randolph Macon College (2007-2011). In 2012 the conference returned to Hope College for a five year run (2012-2016). In 2017, the conference moved to its fourth host location—Denison University in Granville, Ohio—and will move again, to Macalester University in St. Paul, Minnesota, beginning in 2020.

The National Communication Association (NCA) Institute for Faculty Development was conceived over 30 years ago by Hope College’s Joseph MacDoniels to promote excellence in undergraduate communication education. For one week each July, approximately 40 communication professors, mainly from small colleges and universities, gather with some of the discipline’s top scholars to discuss current research, pedagogy and the essential undergraduate communication curriculum. The outcomes for Institute attendees include opportunities to: solicit feedback on their scholarship from leading scholars in the discipline; build collaborative research and pedagogical relationships with professors from other colleges and universities; learn about new directions in theory and pedagogy in sub-disciplinary areas; and develop expertise in course areas that small college faculty may be asked to teach outside their graduate school training.

Most recently, the seminar was in an online format by the University of Nevada, Reno. During the five-day learning seminar, undergraduate communication faculty learn about new directions in theory and pedagogy and to develop new

course area expertise. The sessions were: Africana Communication; Using Art and Narrative in Teaching and Research; Deterritorializing Communication Studies; Disinformation and Misinformation; Interpersonal Communication; Decolonizing the Syllabus; Scholar-in-Residence.

Proposals are sought for hosting by NCA. Host institutions receive \$15,000 each host year from NCA to cover costs associated with the event.

The Conference provides:

1. An opportunity to study best practices for teaching and learning.
2. Information and training in new teaching technologies.
3. Better understanding the position of the faculty within an institution from a cross-institutional perspective.
4. Providing NCA members with an opportunity to better define their personal and collective roles and opportunities within an institution.
5. Looking outward from the narrow vision of a faculty member to the role of colleges and universities within the community.
6. Offering techniques and support for individual faculty members to better integrate outreach into the community as an art of their teaching responsibilities.

Main Motion (Will not be voted on until August EC meeting)

To fund the Institute for Faculty Development (HOPE Conference) at \$15,000 for FY 2024, FY 2025, FY 2026.

Note: Because of the rapidity of changes in the National Office, the National Office further recommends the FY 2023 funding be extended to FY 2024 and that two years of additional annual funds for FY 2025 and FY 2026 be added.

Exhibits/Supporting Materials

None

INFORMATION ITEM 4

Mid-Career Writing Workshop

Summary

<https://www.natcom.org/convention-events/nca-sponsored-events/mid-career-scholars-writing-retreat>

The Mid-Career Writing Workshop addresses an often-ignored time in the professional life cycle. It focuses on the time after the first critical steps in a successful career. It is also often the time in life most beset with personal and professional responsibilities that preclude the essential time, place, and resources for reflection, research, and writing necessary for further advancement from associate professor to full professor.

The National Office recognizes that:

1. This program stimulates intellectual renewal.
2. The program reinvigorates professional achievement.
3. The program enhances teaching by renewing the spirits of professionals who have already been in the classroom for multiple years.
4. The program offers space for thought and creative work for mid-career professionals who often carry the heaviest load of personal and professional responsibilities.
5. The program offers an opportunity for the profession to advance through the insights of professionals who already have significant amounts of experience.
6. The program is an expression of the NCA's commitment to the ideals of IDEA.

Strategic Priorities

Goal 1 – Create Conditions to Support and Empower Members

This program has a special relationship with the ideals of IDEA. It directly addresses the issue faced by women and other unrepresented groups of moving from Associate to full professor or other such senior roles. It furthers the Strategic Plan goal number one, which strives to support and empower members.

In addition, by stimulating members in their intellectual renewal, the NCA “supports excellence in Communication-related scholarship.”

Financial Implications

The program costs \$15,000 biannually (every other year). The costs primarily defer travel, accommodations, and meals. In conjunction with the Research Council, the National Office is tasked with locating and assisting in the search for a host. The National Office acts as bursar and communication arm for the project.

The National Office strongly supports the renewed funding for this program in the amount of \$15,000. However, changes in the staffing of the National Office have made it impossible to administer the program as scheduled in FY 2023. The National Office, therefore, recommends holding the FY 2023 program in FY2024 in the amount of \$15,000 and new funding in the amount of \$15,000 be approved by the EC for FY 2026.

Main Motion (Will not be voted on until August EC meeting)

To move that the Mid-Career Writing Workshop be supported for funding for \$15,000 in FY 2024 and FY 2026.

Background/History

The Mid-Career Scholars' Writing Retreat was an initiative of the NCA Research Council; the first iteration of the Retreat convened from June 26-July 1, 2017, at Chapman University in California. Eight participants were selected from a total of twenty applicants. Successful applicants were required to be associate professors who were “stalled” in the publication productivity, as indicated by their CVs and application letters. These applicants were also participating in a large number of service obligations. All selected applicants were female. The Retreat included seven participants, two facilitators

(Tamara Afifi-UCSB and Michelle Miller-Day-Chapman University), and an NCA representative (chair of the Research Council, Mindy Fenske). The 2018 Mid-Career Scholars' Writing Retreat was held at the University of Illinois, Urbana-Champaign and the facilitators were Cara Finnegan (University of Illinois) and Patrice Buzzanell (University of South Florida). Due to the Coronavirus pandemic, the 2020 Mid-Career Scholar's Writing Retreat was pushed back until July of 2021 and was held virtually. The facilitators were Dr. Laura Ellingson (Santa Clara University) and Dr. Travis Dixon (University of Illinois at Urbana-Champaign).

To be a part of the Mid-Career Scholars' Writing Retreat, applicants must be a member of NCA, held rank of Associate Professor for at least five years, and have an in-progress writing project.

Applications that reflect the total diversity of scholarship and creative activity in the discipline are strongly encouraged. Applicants are not limited by area of inquiry, topic, method or affiliation (interest group, division, etc.). Because the facilitators will focus on broad writing guidance and professional development, it is not necessary that projects be related to the facilitators' own research foci.

Below are three tables that detail the participants for all three years.

MCSWR 2017 Participants	University Affiliation
Tracy Stephenson Shaffer	Louisiana State University
Narissra Punyanunt-Carter	Texas Tech University
Katheryn C. Maguire	Wayne State University
Kristin Lindholm	Trinity International University
Lindsay Timmerman	Texas State University
Michelle Violanti	University of Tennessee
Ellen Rigsby	Saint Mary's College of California

MCSWR 2018 Participants	University Affiliation
Isabelle Bauman	Missouri State University
Stephen Charbonneau	Florida Atlantic University
Margaret LaWare	Iowa State University
Carol Bishop Mills	University of Alabama
Richard Pineda	University of Texas El Paso
Michaela Winchatz	DePaul University
Kelly Young	Wayne State University

MCSWR 2021 Participants	University Affiliation
Dawna Ballard	University of Texas Austin
Leslie J. Harris	University of Wisconsin-Milwaukee
Rebecca J. Meisenbach	University of Missouri
Ronnie Olesker	St. Lawrence University
Erin Rand	Syracuse University
Kesha Morant Williams	Penn State University
Jill S. Yamasaki	University of Houston

Exhibits/Supporting Materials

MCSWR Questionnaire Results

Exhibit 1

Why did you apply for participation in the NCA Mid-Career Scholars' Writing Retreat (MCSWR)?

n=13

- To focus on writing time/to make progress on a writing project
- To receive mentoring from senior scholars in the field
- To gain advice, guidance, and tips on going up for full professor
- To receive peer support/to get to know other mid-career scholars

Was the retreat experience itself valuable in the context of your goals? Why or why not? Please be specific about aspects of the retreat design and your experience of it.

n=13

- All 13 participants said the retreat was valuable, and most expressed great enthusiasm for the retreat.
- Participants indicated the amount of time dedicated to writing was most helpful. They also indicated the following as valuable:
- Meeting great people (both mentors and other mid-career scholars)
- Learning tips for focusing and productivity; writing philosophies and strategies
- Being accountable to a group

Did the MCSWR impact your research after the retreat experience? If so, how so? Please be specific.

n=13

- 12 of 13 participants said the retreat was helpful and impacted their work in a positive way. One said it was not an impactful experience.
- Several participants mentioned having published what they worked on while at the retreat and a few mentioned starting new projects since the retreat as well.
- Others mentioned having an improved ability to plan, write, and edit and overall stronger writing habits.
- Several mentioned the retreat allowed them to eliminate or greatly reduce distractions, allowing them to think through goals and develop a writing plan.

Did the MCSWR help in terms of career advancement? If so, how (for instance, did you apply for or earn tenure or promotion, did you have a publication accepted, etc.)? If not, please elaborate on your response.

n=13

- All 13 participants mentioned that the retreat helped them in some way, both immediately and longer term. Specifically:
- 5 have gone up for and received promotion
- 5 will soon go up for promotion or are on track for promotion
- 5 have had publications accepted
- Multiple people have completed manuscripts that are out for review
- Multiple people mentioned that simply being selected for the retreat was helpful in receiving promotion because it underscored their dedication to their research and helped them garner the support of their colleagues

- One person indicated that COVID derailed their original writing project, but that they were able to refocus with tools learned at the retreat.
- One person mentioned that, since the retreat, their scholarly output has nearly tripled.

How likely are you to recommend the MCSWR to others?

n=13

- 12 indicated being very likely to recommend the retreat to others
- 1 indicated being likely to recommend the retreat to others

What suggestions do you have for future retreats? (Suggestions for faculty mentors, participants, hosts, and the NCA planning team are welcome).

n=11

Suggestions included:

- Incentivizing writing goals (for every 100 words written, a reward)
- Providing time to talk to other participants about struggles and challenges
- Hosting a Q&A session and one-on-one session with mentors
- Including an activity like meditation/yoga
- Being sure to explain the difference in binge writing and intense writing blocks
- Providing peer feedback opportunities
- Offering an online space for the participants to engage after the retreat
- Providing a similar retreat for early career TT faculty

Comments

Questions/Comments – Walid Afifi

Responses – Marjorie Lightman

Question/Comment:

I'm still not clear about the purpose of this discussion vs the August budget discussion. I would benefit from a clearer articulation of the purpose of this discussion vs a discussion that ultimately results in support or lack of support for funding a program. I don't know what I'm supposed to be using as criteria for support, and what I'd be supporting.

Response:

The decisions are in August as Walid correctly notes. The information is to allow discussion, should the EC deem it necessary; to provide new EC members with information not previously known to them; and to let the EC know where the central office is in the planning and implementing the three-year cycle.

Question/Comment:

Chair Institute: not sure if it's appropriate to recommend changes here, but what about broadening this to include administrators, or would that need another group? We have so many upper-admins who are NCA members, and who would undoubtedly appreciate this type of support.

Response:

I think an administrators' workshop is an excellent idea. The role of chair, however, has historically been considered unique. Even those who spend their professional lives as teachers might also assume the position of chair for some period of time, and I think the attention to chairs reflects this mindset.

Questions/Comments – Roseann Mandziuk

Responses – Marjorie Lightman

Question/Comment:

I would appreciate some clarification regarding the chart that contains the highlighted items that are designated as “activity will not take place and funds will not be rolled over” – why only these specific programs?

Moreover, how is this first chart related to the second one, in which these same three programs ARE funded? What is the EC being asked to consider in regard to the information that is attached?

Response:

The decisions about which programs we roll over to '24 was made on the basis of the human resources we had available ...in other words with a new person arriving in February and only one research assistant for an office that encompassed what four people had done previously....we had to make choices. The choices were made on the basis of what seemed to use our resources efficiently. No programs were dropped only moved forward in date to give us more working space to assure a successful program.

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Reports

President

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Submitted by Walid Afifi

The update on the list of activities on which I have been involved as Vice-President (until December 31, 2022) and President (since January 1, 2023), in no particular order:

Collaboration with local New Orleans organizers: With leadership by scholars in the Activism and Social Justice Division and Shari Miles-Cohen, NCA's ED, NCA has been looking into possibilities for partnership on New Orleans-based community needs projects with the organizers from the New Orleans Youth Alliance. In my role as 1st VP and now President, I have held two meetings with the Hilton Foundation, which has been active in funding the NOLA Youth Alliance, among other similar projects nation-wide, to consider partnership possibilities, and was part of a follow-up meeting that ASJD organized with the local organizers. One significant barrier to NCA's involvement is the loss of our fundraising capacities as a result of the decision of the prior ED to not maintain the required federal status that allows that type of activity. Shari has been actively pursuing re-instatement of that status. We are in the early stages of what I hope will be a long-term commitment to be part of positive change in the communities that host our conventions, generally, and New Orleans, specifically.

Laying out my priorities as President: At the behest of NCA's Executive Director, in January I articulated my priorities to the National Office and to the EC. They come as no surprise to anyone who has been in EC meetings since my first one (as 1st VP) in February, 2021: I will be pursuing greater transparency in all NCA's processes, as part of a larger commitment to IDEA principles, with particular emphasis on the A (Access), which is too often the barrier that prevents the full practice of inclusion, diversity, and equity ideals. I am also committed to working toward a discipline (and an association) that is more fully engaged in the well-being of communities. I note these priorities, while also having a leadership style that centers community input in the shaping of agendas. So, while I will advocate for these priorities, as I have since my first day as an officer, I consider myself to be one voice among several EC voices, hundreds of LA voices, and thousands of member voices that should be the guides for how NCA moves.

Issuing statements by NCA: Following the policy that the EC adopted in November, 2022 (thanks to the leadership of then-NCA-President Mandziuk), I put forth a request on 2/1/2022 for an EC vote about whether they would support NCA developing a statement against restrictions passed by some states on the teaching of race, gender orientation, sexual orientation, among other identities. The EC unanimously supported doing so, and we will be working on developing such a statement, including action steps that will go beyond the statement and commit NCA to particular forms of active advocacy on this issue. EC member Rich West also put forth a similar request (which I included in that same 2/1/2022 email), in this case on attacks against tenure, which also received very strong EC support.

Weekly meetings with NCA's ED: Shari Miles Cohen and I meet weekly to stay organized, discuss emerging concerns, and plan DC meetings.

I have a policy of listing progress updates on issues I have proposed and that are still in progress:

Planners' survey (introduced August 2021):

In 2021, through my request, a survey was sent to all scholars who served as unit planners between 2018 and 2021, with the goal of determining what improvements can be made to the planning process. We received 118 responses. LaKesha Anderson summarized both quantitative and qualitative data in September. I have not initiated yet next steps; no action has been taken.

Future Conventions Task Force (introduced February 2021):

Update: The process for this Task Force has been uneven, in no small part as a result of changes in the National Office, as well as Covid fatigue, but the report has now been submitted and will be initially discussed as an informational item in the February, 2023 EC meeting. I have identified access as a central commitment of mine during my Presidential year.

Transparency Initiative (Introduced February 2021):

The "Conversation with NCA Officers" semi-quarterly event emerged as part of this initiative. Next steps include the need to formalize quarterly virtual meetings with NCA officers as part of the structure of NCA.

By my request, the NCA Office put together a proposal for open EC meetings, which would allow member feedback to issues and member attendance as audience to EC meetings. The proposal will be discussed at the February, 2023 EC meeting. I have identified Transparency as a primary commitment of mine during my Presidential year.

Update on past action: In 2021, NCA staff began working on a document that identifies members who have served in leadership roles and on web pages for past and current Task Forces. This continues to be in progress.

Compensation for NCA service: From my Feb 2021 report: "It seems appropriate to discuss the possibility of compensation for particular types of (particularly labor-intensive) service, whether through waived registration fees, an honorarium, some other form of compensation, or some mix of compensation methods (e.g., registration fee waiver + honorarium).

Shari Miles Cohen (NCA ED) has been working on this issue; I will ask for an update.

Connecting CC colleagues to AU research colleagues: From my February 2021 EC meeting report: "I would like to develop a system for connecting interested CC colleagues with other members interested in research collaboration."

Update: No progress to report.

Reminder of Commitments: I ran on a firm commitment to work toward a more inclusive and community-engaged association and discipline. I will uphold that promise. I will add that I encourage leadership and other members of the discipline to hold me to that commitment and name ways in which I can do better.

National Office
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Submitted by Shari Miles-Cohen, NCA Executive Director

Transforming Lives through Communication:

February 2023

On January 3, 2023, I celebrated my first anniversary as NCA's executive director. The magnolia tree that crashed to the ground on my first day last year has recovered and is standing strong in the courtyard.

The National Office team and I began 2023 ready to work with you to unleash the potential of our membership, the capacity of our organization, new opportunities for growth, and our collective impact on the discipline of Communication and society at large.

Achieving the 2023-2027 NCA Strategic Plan and the IDEA Task Force Strategic Plan goals and objectives will revitalize NCA by:

- engaging and empowering our members through research, teaching, and service,
- enhancing public visibility and engendering respect for the discipline of Communication,
- practicing inclusivity, and
- exercising strong leadership and organizational accountability.

We committed to these goals in November. It is an exciting time for us. Are we ready to do the work?

Like our magnificent magnolia tree, NCA is poised to face opportunities and challenges over the next three-to-five years. Never has Communication been more critical for the future of our democracy or the modes of Communication more varied. Never have clarity and veracity been more elusive or mired in debate, and never have the ethics and standards of NCA been more important to assert and uphold.

The NCA headquarters in Washington, DC, is symbolic of our changes. We have cleaned, painted, and reorganized the offices in a very short time. New team members are here with new ideas. The long-serving staff are rethinking how they regard themselves, their work, and NCA. Below is a snapshot of our collective efforts.

1. We are discovering: Responses to our membership and convention surveys and calls for nominations were robust. The data we are gathering from the surveys are helping us to identify and better understand who our members are—backgrounds, race/ethnicity, academic experiences, professional goals, and so much more. Our individual membership increase (5,792, a roughly 8% increase compared to January 2022) indicates increased engagement across NCA. We said we wanted to hear from you and are thrilled you accepted our invitation. And we are acting on what you tell us. The Leadership Retreat Welcome Reception you attended is one recent example. You shared with us that time to network with fellow NCA leaders was needed and important to you. Some of you also expressed a lack of clarity about your roles and responsibilities. In response, we are developing comprehensive onboarding materials and training for volunteer leaders to support your success.

We rebounded from the pandemic with a successful convention last year, but questions remain about future conventions. Your responses to the convention survey and a convention committee with an expanded scope of work will help us curate future conventions that inspire our members and draws new members.

2. We are leading. With a new Director of Research, Publications, and Professional Advancement on board, we will chart a new course, integrating our scholarly activity. to raise the prestige and status of our journals, support and highlight the work of our Scholars, and identify opportunities for external funding. We will analyze data to

infer, predict, guide, inform, and prod the creation and implementation of programs and policies to serve our members and the discipline.

To raise NCA's visibility in the nonprofit governance space and improve our governance practices, I applied for NCA to participate in an innovative pilot project sponsored by the Center for Social Sector Leadership at the UC Berkeley Haas School of Business, in partnership with BoardSource, a leader in nonprofit board leadership research and support. I am delighted to share that we were selected! Executive Committee member Jimmie Manning is our representative. As I learn about other innovative programs that can add value, I will share them with the EC, other NCA leaders, and the general membership as appropriate.

3. We are auditing: The new strategic plan has provided a framework for auditing our current programming and services to ensure alignment. We have identified metrics and are tracking progress concerning strategic outcomes and impacts. We will partner with the EC to educate NCA leaders, members, and the public about the goals and priorities expressed in the plans. Our goal is to use our resources-strategically and recognize what works! To that end, we will model the future we aspire to reach.
4. We are investing: We are investing in the National office staff, providing senior management training at DC's highly respected The Management Center and all staff with professional development training offered by the American Society of Association Executives, of which NCA is a membership. When I interviewed for my position, I spoke about the importance of professional development for the staff. We must invest in the future of National Office staff so they can thrive in a more collaborative, dynamic, and welcoming environment and, in turn, enhance their engagement with members. We entered 2023 with a revised and updated employee handbook, defined job descriptions, precise performance metrics with interim and annual performance reviews, and opportunities to grow personally and professionally. The senior team will complete their management training in the first quarter. The entire NCA National Office will work with a facilitator for a community and trust-building retreat during the same time frame. As a team, we will also begin a series of workshops to develop our competence with evidence-based decision-making further.
5. We are rebuilding: After much investigation, we have begun the work to re-establish our ability to do charitable fundraising in all 50 states. Our 2017 half-year audit will be complete in April. Once completed, we will work with our legal counsel to confirm compliance with all local and federal government requirements for our 503c status and registrations required for compliant business operations in the District of Columbia, where our National Office is located, and across the country. We will also evaluate opportunities to use the headquarters building and the carriage house to generate and increase revenue.
6. We are addressing: Last year, we invested in NCA's physical plant—repairing ceiling and plumbing leaks, fresh paint, establishing a general maintenance schedule, etc. This year, our focus is on NCA's long-neglected website. Several vendors are responding to our Web redesign RFP, and I plan to select a vendor to begin work in the second quarter. Based on our proposed timeline, we will preview the new website and the November annual meeting and go live in December.
7. We are amplifying: Last year, we piloted a redesigned NCA session at the Southern States Communication Association convention. That new design focused on highlighting a grantee's project to demonstrate the impact of NCA funding rather than asking our officers to tell audience members about NCA member benefits. We invited Roy Schwartzman and his colleagues at the University of North Carolina-Chapel Hill to discuss the National Communication Association Center for Communication, Community Collaboration, and Change. Providing a venue to amplify their work proved to be a much better demonstration of the benefits of funding available only to NCA members. The re-designed session was so well-received that we've adopted the format for all four regionals this year. When WSCA meets Feb. 17-20, Jimmie Manning will present about the Hope Conference. Michael Strawser will present on his Advancing the Discipline grant-funded effort, "Supporting Communication Teaching and Learning in K-12 Contexts," during the SSCA convention, April 12-16. We will take

every opportunity to highlight and amplify the work of our members, including a greater focus on our “Members in the News” and new member publications.

8. We are aligning: We will educate and invite our stakeholders to embrace and work to advance inclusivity, diversity, equity, and access (IDEA). With the development of an IDEA dashboard, we can be held accountable for our commitments.
9. We are impacting: NCA is well-positioned and uniquely equipped to provide context and bring clarity to the popular debate while upholding its principles of ethical discourse incorporated in NCA’s Statement of Principles. The National Office is supporting the EC’s commitment to raising the Association’s public profile, including issuing public statements, strengthening our academy-based relationships, and developing relationships across boundaries. I am excited about our NOLA project, launching in early March.

In conclusion, today’s Communication scholars are employed in diverse work sectors and civic settings. Our efforts need to prepare Communication scholars as leaders to meet current and future challenges faced by Communication and a diverse society. Together, we will inaugurate new programming, approaches, and thinking that reflect our current reality and the future we want. The National Office Team is ready and excited.

Chief Governance Officer Survey Report

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Submitted by Jimmie Manning

Materials will be available prior to the Friday afternoon meeting.

National Communication Association
Statement of Financial Position
As of December 31, 2022 & December 31, 2021

	<u>December 31, 2022</u>	<u>December 31, 2021</u>
ASSETS		
Current Assets		
Cash and Cash Equivalents	\$ 769,199	\$ 274,987
Accounts Receivable	114,875	178,528
Prepaid Expenses	89,125	167,664
Total Current Assets	<u>973,199</u>	<u>621,179</u>
Investments	7,207,858	8,643,083
Property & Equipment	1,185,896	1,254,578
TOTAL ASSETS	<u><u>\$ 9,366,953</u></u>	<u><u>\$ 10,518,840</u></u>
 LIABILITIES AND NET ASSETS		
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 254,513	\$ 115,450
Accrued Liabilities	2,408	8,077
Total Current Liabilities	<u>256,921</u>	<u>123,527</u>
Deferred Liabilities	272,270	305,532
TOTAL LIABILITIES	<u>529,191</u>	<u>429,059</u>
 NET ASSETS		
Without donor restrictions	7,990,330	9,242,349
With donor restrictions	847,432	847,432
TOTAL NET ASSETS	<u>8,837,762</u>	<u>10,089,781</u>
 TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 9,366,953</u></u>	<u><u>\$ 10,518,840</u></u>

**National Communication Association
Statement of Activities
For the Year Ended December 31, 2022**

	<u>12/31/2022</u>	<u>Year Ending</u> <u>12/31/2022</u>		<u>Percentage</u> <u>Of Annual Budget</u>
	Actuals	Annual Budget	Budget Remaining	
Operating Revenue				
Membership Dues	\$ 729,570	\$ 705,750	\$ 23,820	103%
Convention Revenue	871,039	878,500	(7,461)	99%
Extra Unit Affiliation	5,580	7,000	(1,420)	80%
Student Orgs - Renewals, Fees, & Sales	194,968	276,000	(81,032)	71%
CIDD Revenue	800	25,000	(24,200)	3%
Advertisement Income	174,371	112,000	62,371	156%
Subscription & Publication Sales	9,499	13,000	(3,501)	73%
Editor Stipends	154,534	150,000	4,534	103%
Royalties	914,441	949,000	(34,559)	96%
Contributions	2,360	5,000	(2,640)	47%
Miscellaneous Income	422,997	5,000	417,997	8460%
Total Operating Revenue	<u>3,480,159</u>	<u>3,126,250</u>	<u>353,909</u>	<u>111%</u>

Operating Expenses

Salaries & Benefits	1,215,983	1,522,700	306,717	80%
Professional Services	784,523	379,500	(405,023)	207%
Advertising	28,700	32,000	3,300	90%
Taxes	51,955	65,000	13,045	80%
Interest Groups	46,756	50,720	3,964	92%
Awards	37,310	48,500	11,190	77%
Grants & Sponsorships	209,748	241,000	31,252	87%
Student Orgs - Membership & Merchandise	11,101	13,500	2,399	82%
Travel & Meetings	134,749	152,000	17,251	89%
Communication & Outreach	7,739	17,000	9,261	46%
Food & Beverage	88,612	134,000	45,388	66%
Audio & Visual	241,658	225,000	(16,658)	107%
Building Maintenance & Utilities	87,688	80,000	(7,688)	110%
Office Expenses	69,320	93,500	24,180	74%
Information Technology	142,493	216,500	74,007	66%
Bank & Credit Card Fees	40,635	54,200	13,565	75%
Dues & Subscriptions	125,047	126,000	953	99%
Insurance	37,955	40,100	2,145	95%
Editor Stipends	172,000	188,000	16,000	91%
Public Programs	-	23,000	23,000	0%
CIDD Expenses	-	25,000	25,000	0%
Other	29,938	38,500	8,562	78%
Total Operating Expenses	3,563,910	3,765,720	201,810	95%
Change in Net Assets - Operations	(83,751)	(639,470)	555,719	

Non-Operating Revenue

Investment Income	<u>(1,037,223)</u>	<u>665,000</u>	<u>(1,702,223)</u>	<u>-156%</u>
Total Non-Operating Revenue	(1,037,223)	665,000	(1,702,223)	-156%

Non-Operating Expenses

Investment Fees	41,863	45,000	3,137	93%
Depreciation Expense	<u>89,182</u>	<u>92,500</u>	<u>3,318</u>	<u>96%</u>
Total Non-Operating Expenses	131,045	137,500	6,455	95%

Change in Net Assets - Non Operating	<u>(1,168,268)</u>	<u>527,500</u>	<u>(1,695,768)</u>	
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Total Revenue	2,442,936	3,791,250	(1,348,314)	
Total Expenses	<u>3,694,955</u>	<u>3,903,220</u>	<u>208,265</u>	
Change In Net Assets	<u>\$ (1,252,019)</u>	<u>\$ (111,970)</u>	<u>\$ (1,140,049)</u>	

First Vice President

Submitted by Marnel Niles-Goins



1st Vice President Report February 2023

I've been working hard on planning the 2023 Convention in National Harbor, MD. Items worth noting include:

- I found a company to provide childcare at the convention. Members will be able to sign up for it as part of the online registration process.
- I'm in the process of planning a Children's Freedom Festival at the convention. The festival will be a public speaking competition for elementary school students in the DC area to present poetry and prose in front of other schools and NCA members. Be on the lookout for the call for judges, coming soon!
- I finalized the Carroll C. Arnold Distinguished Lecturer, who will be Dr. E. Patrick Johnson, Dean of the School of Communication at Northwestern University.
- I continue to work with special series planners, discussing expectations, and reviewing their calls for the convention.
- I am working on having an extra plenary with a special keynote.
- I am also working on additional special sessions, sponsored by the 1st VP.
- I answered questions from members regarding the 2023 convention (and forwarded several of them to Kristin).
- I reached out to many interest group chairs to individually thank them for posting their calls.
- I visited the Gaylord National Harbor with Kristin and B. Denise. We took a tour of the hotel and were able to make some decisions on space allocations.

Outside of Convention planning,:

- Along with other EC members, I attended several business meetings at the November Convention.
- I attended Zoom meetings with the elected officers of NCA and the Executive Director.
- I attended the holiday party in December at the National Office.

In service,

Marnel

Marnel Niles Goins, NCA 1st Vice President

Second Vice President

Submitted by Jeanetta D. Sims

First, thank you for the opportunity to serve NCA for the next four years in various capacities on the Executive Committee. It is an honor and privilege to be entrusted to share in the work of strengthening our Association and our members' ties to both NCA and to one another. I am grateful for you and for the blessings that lie ahead through service.

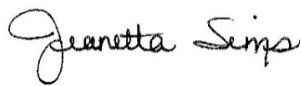
Thank you to Executive Director Dr. Shari Miles-Cohen, B. Denise Hawkins, Justin Danowski, Kristin Yednock, and the entire National Office Team. Your level of excitement, dedication, and care for our Association is wonderful to witness.

Since learning a few weeks ago of my election to serve as NCA's next Second Vice President, my primary work has been to get acclimated to the new rhythm of our Association's work and my role in it. At this early stage, I have been in conversation with Association members and with the National Office to assume duties and prepare to meet the year's upcoming deadlines and next steps. This work has involved listening and learning from Kristin and Justin about the milestones associated with the 2024 convention, reviewing the concerns of our Association members received via email, and beginning to prepare a team of Association members willing to share insights and contributions toward a meaningful 2024 convention. The work of the 2024 convention planning and theme development, though not at all finalized, is underway.

Along with the 2024 convention work, I have attended the Executive Committee January Virtual Meeting and made preparations to attend the upcoming in-person Leadership Retreat and Executive Committee meetings in February.

Thank you again for the opportunity to serve, and I look forward to sharing more details and activities in future reports.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeanetta Sims".

Jeanetta D. Sims, Ph.D., APR NCA Second Vice President

Immediate Past President

Submitted by Roseann Mandziuk

Following the Executive Committee meeting in November at our Annual Convention in New Orleans, I completed my responsibilities as NCA President. These activities included presiding over two sessions of the NCA Legislative Assembly, delivering my Presidential Address, and participating in scheduled meetings with regional communication association representatives and with community advocates in New Orleans. I also continued to meet with the NCA Executive Director and members of the Executive Committee through December.

As the year closed, NCA had approved two very significant governance documents, our new Strategic Plan and the IDEA Strategic Plan. I am grateful for the support of members of the NCA Executive Committee and our National Office staff throughout the year as we worked together to adopt these new policies. I am very gratified to have been involved in bringing both of these initiatives forward for consideration.

As we move into 2023, I am beginning to plan for my role as Chair of the Leadership Development Committee, and I look forward to working with these colleagues to continue the success marked by the record-breaking number of applications that were received in 2022.

Interim IDEA Council Chair

Submitted by Jim Cherney

As approved by this council, I will serve as the IDEA Council Chair as a temporary replacement between January 1 – July 1, 2023 for Cerise L. Glenn while she is on leave.

Report of IDEA Council Activities

1. Report of our business meeting at NCA in 2022

- We welcomed the new acting representative Liahna Stanley from Indigenous Caucus.
- We were informed of Executive Council approval of the Cerise Glenn's leave and clarified the remaining steps needed for Jim Cherney to stand as Temporary IDEA Council Chair.
- Roseann Mandziuk reported on the status of the IDEA Strategic Plan and we discussed the IDEA Council's role going forward with implementation.
- We discussed the status of the two proposed amendments and decided to revisit those in February when we had more information about what the IDEA Strategic Plan might mean for the council's role.
- Shari Miles-Cohen explained the plan for hiring the new diversity officer.
- Members reported that some caucuses were concerned about making changes to their bylaws regarding qualifications for the representatives, but since Jim Cherney (DIC) and Deryl Johnson (LGBTQ Concerns) were both running for re-election and anticipated winning, we decided to revisit this question in February.
- Discussed presentation of award to Rachel Griffin, who would be at the convention on Saturday. We planned to give it at the Intercaucus Reception. [Note: we later learned she would leave before the reception, so Jim presented it to her at her last panel that day.]

2. Agenda for the IDEA Council meetings at the 2023 Leadership Retreat

- Welcome the representatives from the new caucuses (South West Asian/North African, Middle East Caucus and Caribbean Communication Caucus)
- Review our award calls and discuss their success since their inauguration to consider whether any changes seem necessary
- Revisit the question of crafting guidelines for the election of caucus representatives
- Discuss the next steps regarding the proposed amendments to the NCA Bylaws that did not pass the EC last year and identify any concerns that the Council members have regarding its operation
- Discuss and identify next steps in implementing proposed actions under the IDEA Strategic Plan

Plan for NCA 2023

- Evaluate success of past programming (reports from the chairs of the panels at NCA 2022)
- Determine the panel plans for 2023 and determine who will be the primary chairs
- Discuss feedback on Intercaucus Reception and evaluate arrangements for 2023.

Publications Council Chair

Submitted by Devika Chawla

- A. Between September and November 2022, the PC Chair, Marjorie Lightman, Sophie Wade, and Fiona Richmond had pre-NCA individual meeting with journal editors. Each editor received a journal report from Taylor & Francis and meeting time was spent looking over some aspects of the reports and generally talk through any issues editors were facing, specific to their journal.
- B. Oversaw and chaired two double-sessions at NCA in New Orleans.
 1. How to Get Published and Navigating the NCA Journals—
 - Part 1 included presentations by Taylor & Francis, Devika Chawla, Mohan Dutta, and Jake Simmons.
 - Part 2 was a roundtable meet and greet with the editors.
 2. NCA Journal Editor’s Workshop
 - Much of the time was spent working through and brainstorming about challenging issues faced by editors. These included – Managing Challenging Submitters; Diversifying and Mentoring Reviewers; Diversifying Copyediting Practices. The PC chair is going to use notes from these sessions to create “best practices” materials for editors with the help of the council members.
 - Fiona Richmond from T & F gave a brief presentation on how they can continue to support editors and about various available resources.
 3. A majority of the editors have requested a “virtual hub” where they might be able to share best practices, ideas, and challenges with each other. I was informed that NCA is considering changing its web platform vendor and have been advised to not create the hub through the NCA site. A Teams channel might be used as a temporary option.
- C. Between NCA in November and January, the chair and council members spent time actively recruiting members for the two open editorships – TPQ and CCCS. The PC chair had numerous virtual and phone meetings with potential applicants in both December and January.
- D. Our other tasks included generally overseeing the work NCA’s publishing program, attending meetings, and communicating with editors/T&F/DC office staff, reviewing Aims & Scopes submitted by new editors-elect, reviewing special issues etc.

Research Council Chair

Submitted by Shaunak Sastry

Current Members: Iccha Basnyat (2021-2023), Christopher Carpenter (2021-2023), Paul Schrodt (2022-2024), Benjamin Warner (2022-2024). Shaunak Sastry, incoming Chair

Incoming Members: Jiyoung Lee (2023-25), Annette Madlock (2023-25)

National Office liaison: Marjorie Lightman

Here are 2023 updates regarding key agenda items undertaken in the last year

- a) **NCA Convention Programming.** The RC organized its regular thematic slots and business meeting for NCA 2022 in New Orleans.
 - a. The inaugural **RCG (Research Cultivation Grant) panel**, which will be a regular feature of the RCG process, was a success, with current grantees, potential grant seekers and other NCA members in the audience. RC member Chris Carpenter was in attendance.
 - b. **Woolbert Award Panel:** The 2021 awardee of the Woolbert award, Lisa Flores, was felicitated for their award-winning article, "Creating Discursive Space through a Rhetoric of Difference: Chicana Feminists Craft a Homeland," published in *Quarterly Journal of Speech* in 1996. Past chair Chuck Morris was in attendance.
- b) **Research Cultivation Grant (RCG).** The third cycle (2022) of the RCG competition was a success. There were 6 applications, significantly lower than in the first two cycles. The RC decided to fund five of the proposals:
 - a. Mina Choi, Mei-Chen Lin, Jihyun Kim, and Matthew Craig, "The Effect of VR Contact on American Domestic Students' Attitudes toward International Students from Asian Countries," \$11,588.00.
 - b. Dasol Kim, "K-Beauty Project: Race, Gender, and Transnational Travel of Beauty," \$6,500.00.
 - c. Sarah LeBlanc, "You Got Your What?: Parent, Adolescents, and Menstruation Communication," \$12,062.00.
 - d. Kristella Montiegel, "Communication in Individualized Education Program Meetings for Special Education Students," \$15,000.00.
 - e. Judy Watts, "Investigating the Effects of Media on Racial Literacy Among Black, Latino, and White Families," \$14,850.00.
- c) **Woolbert Award.** The 2022 Woolbert selection process was successfully completed. The RC received 17 submissions for the 2022 cycle. This was the second cycle operating with the revisions to eligibility requirements that were approved by the NCA Awards Trustees Committee. Beginning with the 2021 cycle, any article older than 10 years is eligible. Additionally, the rule prohibiting nominations for articles that previously received other NCA awards has been eliminated. It is clear that the revised eligibility criteria have had an affirmative impact on submissions, and we anticipate that submissions will continue to increase in future years as word of the eligibility revisions continues to circulate. The 2022 Woolbert recipient is **Ronald L. Jackson II**, "Cultural Contracts Theory: Toward an Understanding of Identity Negotiation" (*Communication Quarterly* 50 [2002]: 359-367). Dr. Jackson will be facilitated at a RC sponsored panel at the annual convention in November 2023.
- d) **New RC Initiatives.** Although ongoing discussions towards an NCA history project and brainstorming for research support for late-career scholars are in the works, these discussions will be set aside until the future of the MCSWR and the Doctoral Honors seminar are finalized. NCA office has communicated to the RC that these events will not be scheduled in 2023 despite being on the slate.
- e) The RC thanks Chuck Morris, outgoing Chair, and Members Shinsuke Eguchi and Richard Craig for their service to the council.

Submitted by Vinita Agarwal

Members: Kristen Blinne, State University of New York, Oneonta; Qingwen Dong, University of the Pacific; Jon Hess, University of Dayton; Sandy Pensoneau-Conway, Southern Illinois University, Carbondale; Andrea Vickery, State University of New York, Oswego; David Yastremski, Ridge High School ; Katherine Thweatt, State University of New York, Oswego, chair-elect

National Office Liaison: Marjorie Lightman

National Office: Chanda Ijames & NCA Research Assistant: Hannah Yung-Li Hayes

Chair's report: The council chair's report for 2023 follows below:

1. Report on outcomes from TLC's virtual meeting in December 2022:
 - a. At the December 2022 virtual TLC meeting discussions, there was keen interest in looking during 2023 at emerging issues facing the instructional and pedagogical environment and how the TLC could support these through initiatives including:
 - b. Re-envisioning TLC's support for graduate programs and students; support for K-12 educators, through collaboration on scholarship both in terms of its use in K-12 instructional settings and in terms of framing emerging directions, and freedom of expression; engagement between the Publications Council and the TLC missions in pedagogical contexts; and examining the above at the intersections of mental health, OpenAI in higher ed settings, academic freedom in instructional settings, and technology/virtual/online education.
2. Summary of key items on TLC's agenda for 2023:
 - a. **New Journal, Open Access, and TLC-sponsored Special Issues:** Discussion with Taylor and Francis about their open access program (establish open access for scholarship from communication pedagogy and teaching and learning journals); creating a new *Trends in Communication* journal (e.g., TLC-sponsored NCA panels and preconference); potential for a special issue from TLC in Comm Education or Journal of Communication Pedagogy); and summarizing communication scholarship for dissemination in instructional settings.
 - b. **Graduate Education / Programs:** Working with national office (NO) to address member concerns on how to easily access which program to apply for in a doctoral program. We'll be putting together a work group to work on the development and research of possible options for the presentation of the doctoral program data with NO. Addressing input from the Doctoral Education Committee toward TLC's support of: doctoral students with politics and procedures of co-authorship; post-traditional and underrepresented students' concerns with finding the right advisor; navigating the job market as a dual academic couple; and thriving being a qualitative researcher in an increasingly quantitatively oriented academic world.
 - c. **K-12:** Discuss special issues for K-12; foster collaborations with the K-12 community on pedagogical and instructional scholarship; Communication Currents issue on K-12 concerns.
 - d. **NCA Public Statements:** Examining issues that pertain to the teaching and learning environment for advocacy and NCA support.
 - e. **2023 Convention:** TLC-sponsored NCA convention panels along with a preconference and/or short courses.
 - f. **NCA Foundational Course Resolution:** To be presented for LA approval at the virtual April 2023 meeting: *Resolution Supporting the Inclusion of the Foundational Communication Course in U.S. College and University Core Requirements*

