
NCA Executive Committee Meeting
June 9, 2023
Virtual

Presiding: Walid Afifi, President

Zoom Link:

<https://natcom-org.zoom.us/j/87181028847>



1765 N Street NW
Washington, DC 20036
202-464-4622 • www.natcom.org

Table of contents

Contents

Land Acknowledgement.....	3
Executive Committee Meeting Schedule.....	4
Agenda	6
Strategic Plan	7
Bylaws	8
NCA Executive Committee	16
NCA National Office Staff.....	23
Executive Committee Orientation	29
Executive Committee Job Description	29
Susan Decker, Senior Governance Consultant, Board Source	30
Building a Governance Legacy	31
Antecedents to board member participation.....	32
ITEM1: ACTION – Consent Agenda	35
February 2023 EC Minutes.....	36
May 2023 EC Minutes	38
ITEM 2: ACTION – Proposed Task Force on Academic Freedom and Tenure in Higher Education in the U.S.....	39
Original Proposal.....	40
Questions/Comments & Responses	42
Revised Proposal.....	44
Reports.....	47
President	48
First Vice President	50
Second Vice President.....	51
Immediate Past President.....	74
National Office	75
IDEA Council	88
Mentorship and Leadership Council	89
Publications Council	90
Research Council.....	91
Teaching and Learning Council	92

Land Acknowledgement

Land Acknowledgement from the National Communication Association

NCA would like to acknowledge the land the National Office in Washington, DC resides on is the ancestral and unceded territory of the Nacotchtank (nah-cahch-tank) 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 Acknowledgement 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”

Executive Committee Meeting Schedule

2023 EC Meeting Schedule

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 (110 th NCA Annual Convention, New Orleans)	Legislative Assembly Meeting

Agenda

Friday, June 9

11:00 AM—2 :00 PM (Includes a 15-minute break)
Building a Governance Legacy Workshop

2:00 PM – 2:30 PM
Break

2:30 PM – 5:30 PM
Information Items
 Reports
 Convention Update
 Policy Manual Update
 Second Vice President Proposal
 Strategic Planning
Action Item
 ITEM 1 - Consent Agenda
 ITEM 2 - Proposed Task Force on Academic Freedom
Discussion Items
 Update on Property
Executive Session
 Executive Director Review
 Proposal for Policy Change

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 of the Legislative Assembly (EC) consists of the NCA officers — president, first vice president, second vice president, immediate 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

Candice Thomas-Maddox (Ed.D., West Virginia University) is a professor in the School of Communication Studies at Ohio University-Lancaster. Dr. Thomas-Maddox has taught courses in public speaking, communication theory, interpersonal communication, persuasion, intercultural communication, risk communication, organizational communication, and empirical research methods. Dr. Thomas-Maddox is the former Executive Director and previous President for the Eastern Communication Association and the Speech Communication Association of Ohio. In 2001, Dr. Thomas-Maddox was named the Outstanding

Communication Educator by the Speech Communication Association of Ohio.

Dr. Thomas-Maddox has published numerous books and book chapters as well as research articles that have appeared in *Communication Research Reports*, *Communication Quarterly*, *The AURCO Journal*, and many more.

Dr. Thomas-Maddox is also one of the coauthors of the Kendall-Hunt text *Interpersonal Communication: Building Rewarding Relationships* and the forthcoming *Family Communication: Relationship Foundations*.

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*

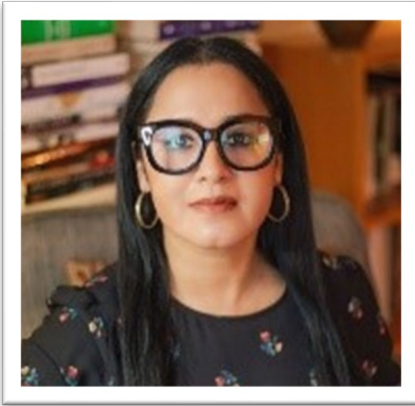
Communication, Disability Studies Quarterly, Communication & Sport, and Argumentation and Advocacy. His book *Ableist Rhetoric: How We Know, Value, and See Disability*, was published by Penn State University Press in 2019. He has received the Jim Ferris Award for Outstanding Achievement in Disability 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

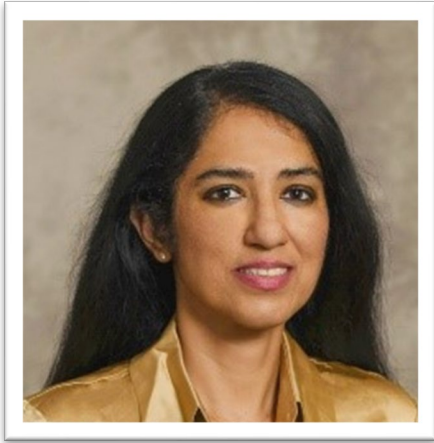
the resources – social, political, economic – that are available to them. Most of her field research has taken place in the context of marriage and family life in contemporary urban north India. Dr. Chawla is the author of *Home, Uprooted: Oral Histories of India's Partition* (Fordham University Press), 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, Shari 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, she 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. Shari 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.

Shari 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.

Shari 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.

NCA National Office Staff

[Full Staff List](#)

Executive Office



Penelope Durham, B.S.
Executive Assistant
(she, her, hers)

pdurham@natcom.org

PH: 202-464-4522

For more than three decades, Penelope (Pene) Durham, has worked as an administrative support professional for C-Suite executives and those at the business operations level. Prior to joining the National Communication Association, Pene worked in the same capacity for a large telecommunications corporation and for a minority, woman-owned CPA firm. Pene earned her bachelor's degree in health education from the University of Maryland.

Governance Department



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

jdanski@natcom.org

Cell: 217-836-9409

Justin has been at NCA since 2012 where he provides strategic leadership to staff, elected officers, councils, committees, interest groups, and award selection committees to ensure overall accountability and that strategic planning goals are established and met.

Justin started as the Academic and Professional Affairs Associate overseeing NCA's student organizations. He transitioned to the membership department from 2013-2017 where he oversaw the membership database and responded to member questions and concerns.

Justin moved to the Governance Department in 2017 as the Governance Manager. He was promoted to Director in 2021 and is currently the National Office staff representative for the following standing committees and governance operations:

- Legislative Assembly
- Executive Committee of the Legislative Assembly
- Interest Groups (All Divisions, Sections, and Caucuses)
- Nominating Committee
- Resolutions Committee
- Leadership Development Committee
- National Awards and selection committees

Justin holds an M. A. in Communication Studies with a focus on Media Theory from Eastern Illinois University where he also taught Introduction to Speech Communication for three semesters. He also earned a B. A. from the University of Illinois in Communication.

Membership Department



Arnyae Neal, M.S., MBA
Director of Membership and Member Services
(sher, her, hers)

aneal@natcom.org

Arnyae Neal has more than a decade of association experience with expertise in marketing, membership, member development, and member engagement. She enjoys the complexities of membership and creating innovative strategies to recruit, retain, and engage members. But most of all, she enjoys engaging with members by phone or in person. Arnyae believes opportunities to make a personal connection is not only essential to her work, but critical to the decisions people make about whether to join an organization or renew their membership.

Before coming to the National Communication Association, Arnyae was the Director of Marketing and Membership Development for the Independent Beauty Association. Her previous positions include Director of Membership and Marketing for the American Bar Association's Tax Section, Senior Membership Manager for the American Pharmacists Association, Membership Marketing Manager for the American Public Health Association, and Marketing and Communications Associate for the American Registry of Diagnostic Medical Sonography. She is an active member of the American Society of Association Executives and is working toward her Certified Association Executive certification.

Arnyae holds a bachelor's in brand management and marketing from North Carolina State University and earned both a master's and MBA from the University of Maryland. Also, she is pursuing a doctorate in business administration with a concentration in marketing from Walden University.



Jennifer Fletcher
Membersip 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. She holds a B.A. in Communication with a focus in Digital Media from the University of Maryland.

Convention and Meetings Department



LaShawn Duckett, CMP, CAE
Director of Convention and Events
(she, her, hers)

Lduckett@natcom.org

LaShawn Duckett is a strategic and creative Director of Convention and Meetings with a passion for creating high-quality, surplus-generating conferences and programs. During her career, which spans more than a decade, she has partnered with senior executives to develop planning, logistical, and budgetary strategies to ensure conferences, meetings, and programs achieve organizational goals and objectives.

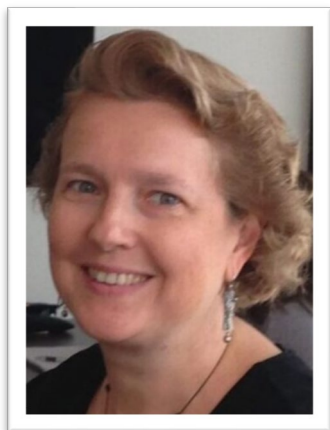
Before coming to the National Communication Association, LaShawn was the Director of Meetings at the National Science Teaching Association, where she exceeded revenue and attendance goals. Previously, she was the Director of Education, Meetings, and Special Interest Groups at the Association of Schools and Colleges of Optometry, where she was known for improving operational efficiencies and creating high-value experiences for attendees.

Committed to enhancing her knowledge in the field, LaShawn earned the Certified Meeting Planner (CMP) and Certified Association Executive (CAE) designations. She served on numerous industry professional committees and groups with the American Society of Association Executives (ASAE), Association of Women in Events, Professional Convention Management Association, and Meeting Professionals International (MPI); and served as a facilitator to MPI's CMP boot camp.

LaShawn has received several industry honors, including the American Optometric Association's President's Award, the digitalNow Leaders of Distinction Award, and Connect Association's 40 Under 40. She is an ASAE Diversity Executive Leadership Program Scholar.

Duckett earned an associate degree in business administration from Strayer University where she is also now completing a bachelor's degree in business administration.

In her free time, Duckett enjoys reading, traveling, and spending time with family and friends.



Alyson Reed
Convention Consultant
(she, her, hers)

areed@natcom.org

Alyson Reed is a freelance consultant who specializes in helping nonprofit organizations to advance their missions. In that capacity, she is currently serving as a part-time Convention Consultant to the NCA on an interim basis.

Alyson has overseen large scholarly conferences and annual meetings while serving as the executive director of three national organizations, including the Linguistic Society of America from 2008-2022. She has also served in senior management roles at a diverse range of professional and membership associations. Alyson holds an M.A. in Public Policy and Women's Studies from the George Washington University and a B.A. in English from SUNY-Binghamton.

Communications Department



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

bdhawkins@natcom.org

B. Denise Hawkins is an accomplished communications professional with a unique mix of journalism, corporate, agency, federal government, and non-profit experience. Prior to joining NCA, she was an independent journalist and communications consultant. As a recent Journalists in Aging Fellow of the Gerontological Society of America, B. Denise's fellowship projects focused on the intersection of religion and aging among African Americans.

Throughout her career, B. Denise has been adept at having a foot in both worlds—journalism and public relations. As an PR agency vice president and senior-level leader, B. Denise counseled and supported higher education, non-profit, and STEM clients. She is most proud of the work she's done in communications with colleges and universities, federal agencies, and philanthropies to illuminate racial and ethnic health disparities (long before the COVID-19 pandemic), amplify the voices of marginalized people and communities, and promote diversity in the STEM fields and education.

With purpose and a passport, storytelling has carried B. Denise to many countries and continents—Cuba, Spain, Haiti, Africa, and Asia—to report on higher education and other issues that she's passionate about. Her stories and photographs have appeared in *Christianity Today*, *The Washington Post*, United Methodist News Service, NBC, Religion News Service, *Pitt Magazine* (University of Pittsburgh), *Diverse: Issues in Higher Education*, and *NEA Today*.

B. Denise was graduated from Howard University where she earned a bachelor's degree in print journalism and minored in microbiology. She received her master's degree in journalism from Pennsylvania State University.

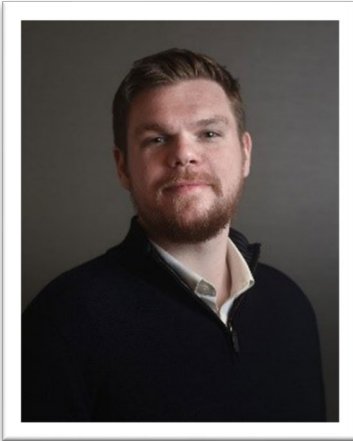


Patrick West
Web & Digital Media Associate
(he, him, his)

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, Patrick 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 earned a Bachelor of Science in Accounting from Marist College in Accounting. He obtained the Not-for-Profit Certificate in Core Concepts from the American Institute of CPAs.



Bianca Bush, B.S.
Office Manager
(she, her, hers)

bbush@natcom.org

Whether she has served as a building concierge, a receptionist for an esteemed organization of civil rights attorneys, or as an office assistant for a busy electric contracting company, Bianca Bush has thrived as an administrative professional. She brings more than a decade of experience, mostly as an office manager, to her work at the National Communication Association (NCA).

Before joining NCA, Bianca worked for A Wider Circle, a social service organization in Washington, D.C. where she managed the office and supported programs and clients. Bianca earned both a bachelor's degree in political science and an associate degree in paralegal studies from the University of the District of Columbia.

Department of Research, Publications, and Professional Advancement



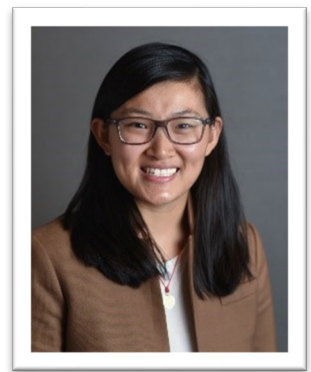
Dane Claussen, Ph.D., MBA
Director of Research, Publications, and Professional Advancement
(he, him, his)

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

Prior to joining NCA, Hannah Hayes served as a research assistant to Professor Sarah Marsh at American University. She also worked as a research intern at Asian Americans/Pacific Islanders in Philanthropy and the Antarctic and Southern Ocean Coalition.

She earned a master's in Eighteenth Century Studies, an interdisciplinary program consisting of English and History, from King's College London. Prior to living and studying in London, Hayes received her bachelor's from American University with a double major in International Studies and History as well as a minor in Literary Studies.

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



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



Susan Decker, Senior Governance Consultant, Board Source

<https://boardsource.org/susan-decker/>

In addition to serving as a BoardSource senior governance consultant, Susan Decker serves as the director of the Master of Leadership Development program at Saint Mary-of-the-Woods College, working with financial, nonprofit, and organizational professionals in their educational journey of developing and expanding their leadership skills. She has more than 20 years of nonprofit management and leadership experience, currently working with nonprofit organizations on exceptional governance practices, fundraising, board development to increase engagement, and strategic planning.

For more than ten years, Susan worked with two of the country's most recognized public charities; St. Jude Children's Research Hospital and Susan G. Komen Breast Cancer Foundation. At St. Jude, she served as executive director of field operations, with fundraising responsibility and oversight of \$150 million and a staff of 200. Her work also extended to guiding the local boards and assisting with the professional advisory board and the sports council. In her role at Komen, she served as the national director of the affiliate network, where she was responsible for the governance training and compliance of more than 100 local governing boards. She additionally served as the national director of the Race for the Cure, the world's largest 5K run/walk series, with fundraising oversight for the affiliate field. Susan has worked with client organizations that have a diversity of missions, sizes, and geographic scopes. She works collaboratively with the board and staff to facilitate growth opportunities for the organization.

Susan currently serves as chair of the governance committee and vice-chair of a foundation board.

Building a Governance Legacy

Please Bring: An open mind and engaged attitude

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

11:00 A.M.	Welcome and Introductions/Setting the Stage	Information Sharing
-------------------	--	------------------------

- Name
- One skill you bring to NCA

	Trends, Forces, and Lifecycles	Assessment
--	---------------------------------------	------------

- Which are impacting NCA?

	Engaging in Governance: Creating a Governance Legacy	Facilitated Discussion
--	---	---------------------------

- What makes a board responsible? Exceptional?
- How are you fulfilling your legal duties?
- In what ways do you have the will to govern well?

15-Minute Break

	Board-CEO Partnership: What are Characteristics of a Constructive Partnership?	Assessment and Role Sorting
--	---	--------------------------------

- What does a constructive partnership look like?
- How do you build shared expectations?
- What unique role does the board chair play?

	Structuring the Highly Effective Board	Assessment and Building
--	---	----------------------------

- What committees are needed for NCA today?
- In what ways can committees provide the greatest value?

1:30 P.M.

Antecedents to board member participation

By Debra Beck, EdD, <http://www.boardlearning.org/>

What factors best facilitate active board member engagement in the core function of governance?

Ground-breaking research by governance scholar Will Brown has uncovered four elements, part of a larger model of member participation that lays the foundation for effective participation in board discussion and decision making. Dr. Brown discussed those essential factors during an Alliance for Nonprofit Management Governance Affinity Group "research to practice" webinar last week.

While Will covered his larger engagement model during the session, the four antecedents took the spotlight. It's where I'm choosing to focus this post, not only because they're the foundation for everything else, but also because this is what I believe to be the biggest "aha" of this work.

"The whole self being ready to participate..."

That simple descriptor took my breath away. In a research environment where structures, responsibilities, and demographics dominate, Will's in-a-nutshell description of the antecedents' role in board member engagement stands out. It reminds us that board members are human beings, first and foremost. We can't just plop them into a board seat and expect them to perform. They have needs and motivations - antecedents to engagement - that we must address to support effective governance.

So, what are those factors that contribute to the "whole self" readiness to govern that emerged in Will's research?

- Perceived ability
- Task ownership
- Values congruence
- Trust and safety

Perceived ability. How confident is each member in his/her ability to live up to the board's responsibilities? Why would he/she bother if the likelihood of failure is high? Members don't want to feel that their time will be wasted, or that they will be set up for failure. They need to feel confident that they can live up to expectations and make a difference in their service.

Brown offered at least three ways to build board member confidence: breaking big responsibilities into smaller, manageable steps; recruiting members with expertise, skills, and perspectives that are essential to the board's work; and providing members with the right set of tools and support to govern.

Task ownership. Board members must understand what is expected of them before they accept the job and throughout their term of service. But as important as it is to clarify expectations up front, Brown says, it is not enough. Board members must understand their purpose and see how that connects to their individual motivations to serve. They need to recognize discussion and deliberation as a core responsibility of governance. They need to own that responsibility and commit to it.

Values congruence. Members need to tie board tasks to their personal priorities, according to Brown. If we've recruited individuals whose personal values fit organizational values, making those connections "brings energy to the roles and functions" of board work. Are they committed to your mission? Do their values match yours? When the fit is right, and when we can help board members articulate that fit, commitment to the work grows.

Trust and safety. Board members need a sense of interpersonal trust, confidence that the boardroom is a safe space to interact without negative consequences. They need to know that this is a safe place for taking a moderate level of risk.

This is not a process that can be hurried, Brown says. It takes time - and authentic interaction - for this antecedent to emerge.

It would be easy to point to these antecedents as a lovely ideal to which all boards should begin working - and that would be a mistake. They really are the bottom line - borne out in Will's research - for engaging the community leaders we recruit in the work to which they are called. If we want them to succeed, if we *expect* them to succeed, we owe them this much.

What I appreciated about the insights shared in the webinar - and about Will Brown's work generally - is the attention given to the human side of nonprofit governance. Too often, governance research discounts (or ignores altogether) the fact that what drives the work is not the perfect job description or check marks ticking off demographic variables on a recruitment matrix. It's the people who serve.

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. February Executive Committee Meeting Minutes
 2. May Executive Committee Virtual Meeting Minutes
-

DRAFT

Minutes
National Communication Association
Executive Committee of the Legislative Assembly
New Orleans Marriott
Washington, DC
February 24-25, 2023

Participating in the meeting:

Executive Committee Members: Walid Afifi, President; Marnel Niles Goins, First Vice President; Jeanetta Sims, Second Vice President; Roseann Mandziuk, Immediate Past President; Rich West, Finance Committee Chair; Jimmie Manning, Finance Committee Director; Candice Thomas-Maddox, Finance Committee Director; James Cherney, Interim IDEA Council Chair; Kimberly Osborne, Mentorship and Leadership Council Chair; Devika Chawla, Publications Council Chair; Shaunak Sastry, Research Council Chair; Vinita Agarwal, Teaching and Learning Council Chair; Shari Miles-Cohen, Executive Director (non-voting).

National Office Staff: Dane Claussen, Director of Research, Publications, Professional Advancements; Justin Danowski, Director of Membership and Governance; B. Denise Hawkins, Director of Communications; Marjorie Lightman, Interim Research Director; Joseph Ritchie, Chief Financial Officer; Kristin Yednock, Director of Convention and Meetings.

Invited Guests: Ronald Landis, Millan Chicago; Jennifer Miller, Millan Chicago; Julie-Ann Scott-Pollock, Taskforce on Future Conventions Chair; Kate Magsamen Conrad, Subcommittee Chair, Taskforce on Future Conventions; Fiona Richmond, Taylor & Francis.

Friday, February 24

1. Call to Order

President Afifi called the meeting to order at 12:30 p.m. Eastern.

2. Discussion Items

- a. The Executive Committee Orientation.
- b. Manning provided an update on the Chief Governance Officer Survey Report. Discussion ensued.
- c. Wade provided an NCA journal publishing report. Discussion ensued.

3. Executive Session

- a. *A motion was made to enter executive session to discuss volunteer and staff work allocation and compensation. Seconded. Motion Carried.*
 - i. The Executive Committee entered executive session at 2:00 p.m. Eastern.
 - ii. The Executive Committee ended executive session at 2:45 p.m. Eastern.

Break at 2:45 p.m. Meeting resumed at 3:00 p.m.

4. Discussion Items Continued

- a. Landis and Miller provided information about the recent membership survey. Discussion ensued.
- b. The Executive Committee spent the time working towards establishing goals and objectives for 2023 that align with the Strategic Plan. Discussion ensued.

With no further business, the meeting was adjourned at 5:30 p.m.

Saturday, February 25

1. Call to Order

President Afifi called the meeting to order at 8:32 a.m. Eastern.

2. Action Items

- a. Consent Agenda
 - i. *A motion was made to approve the consent agenda. Seconded.*
 1. *November 2022 EC Minutes.*
 2. *December 2022 EC Minutes.*
 3. *November 2022 LA Minutes.*
 - ii. *Motion approved.*
- b. Opening Executive Committee Meetings to Members
 - i. Afifi provided an overview of the proposal. Discussion ensued.
 1. *A motion was made to open Executive Committee meetings to NCA members. The motion failed due to a lack of a second.*
- c. Expanding Student Eligibility Criteria for Lambda Pi Eta
 - i. Danowski provided an overview of the proposal with endorsement from the Lambda Pi Eta Faculty Advisory Board. Discussion ensued.
 1. *A motion was made to approve the expansion of the student eligibility criteria. Seconded.*
 - a. *Proposed language*
 - i. *Uphold the values of Lambda Pi Eta, which include logos (logic), pathos (emotional appeal), and ethos including character credibility and ethics.*
 2. *Motion failed, 12-0.*
- d. Journal Editor Endorsement
 - i. Chawla provided an update on journal editor recommendations. The following individual were brought forward by the recommendation of the Publications Council.
 1. Text and Performance Quarterly – Dustin Goltz, DePaul University & Kimberly Pérez, University of Massachusetts Amherst.
 2. Communication and Critical/Cultural Studies – Marina Levina, University of Memphis.
 - ii. Discussion ensued.
 - iii. *A motion was made to endorse the recommendations of the Publications Council and forward the names to the Legislative Assembly for final approval. Seconded.*
 1. *TPQ, Goltz & Perez – 11 yes, 0 no, 1 abstention*
 2. *CCCS, Levina – 11 yes, 0 no, 1 abstention*
 - iv. *Motion carried.*

3. Discussion Items

- a. Convention Survey Report
 - i. Yednock provided a summary of the convention survey report. Landis and Miller from Millan Chicago provided information on the membership survey. Scott-Pollock and Magsamen Conrad provided an update on the Taskforce on Future Conventions.
- b. Reducing the size of the convention
 - i. Yednock provided a summary of the proposal. Discussion ensued.
 1. Future discussion will take place at later EC meetings about convention size.
- c. Three-year program funding cycle for FY24 through FY26
 - i. West provided a review of the current three-year funding cycle. Discussion ensued.

With no further business, the meeting adjourned at Noon Eastern.

Respectfully submitted,
Dr. Shari Miles-Cohen
Executive Director

DRAFT

Minutes
National Communication Association
Executive Committee of the Legislative Assembly
Virtual Meeting
May 8, 2023

Participating in the meeting:

Executive Committee Members: Walid Afifi, President; Marnel Niles Goins, First Vice President; Jeanetta Sims, Second Vice President; Roseann Mandziuk, Immediate Past President; Rich West, Finance Committee Chair/Treasurer; Jimmie Manning, Finance Committee Director; Candice Thomas-Maddox, Finance Committee Director; James Cherney, Interim IDEA Council Chair; Devika Chawla, Publications Council Chair; Shaunak Sastry, Research Council Chair; Vinita Agarwal, Teaching and Learning Council Chair; Shari Miles-Cohen, Executive Director/Secretary (non-voting).

Not Present: Kimberly Osborne, Mentorship and Leadership Council Chair.

1. Call to Order

President Afifi called the meeting to order at 2:05 p.m. Eastern.

2. Discussion Items

a. Current policy on journal editor appointments

- i. The Executive Committee discussed publications policy and a letter drafted by legal counsel in response to member concerns. The EC supported sending the letter to the concerned members.

With no further business, the meeting was adjourned at 3 p.m. Eastern.

Respectfully submitted,
Dr. Shari Miles-Cohen
Executive Director

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

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

ITEM 2: ACTION – Proposed Task Force on Academic Freedom and Tenure in Higher Education in the U.S.

Motion: To approve the proposed Task Force on Academic Freedom and Tenure in Higher Education in the U.S.

Contents

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

Original Proposal

This proposal seeks to create a Task Force on Academic Freedom and Tenure in Higher Education in the U.S. Below you will find the (new-ish) policy that guides the process of sponsorship of proposed Task Forces, followed by the draft of the Proposed Task Force and possible financial implications.

Process of calling a Task Force (Passed Aug 2022)

Task forces may be proposed by the 1st Vice President, the President, or the National Office.

The 1st Vice President and the President are each restricted to a maximum of one Task Force proposal; the National Office has no such restriction, but no more than three Task Forces will be approved in any one fiscal year.

Task Force proposals must include all aspects that are to define expectations around the task force, including the proposed size and makeup of the task force, the proposed timeline (if it veers from the standard 18-months timeline), the proposed charge of the Task Force, and the proposed outcomes, among other aspects. The proposal also must include a financial request to cover the work of the Task Force, and an initial reflection on the potential cost of possible outcomes of the Task Force's report (recognizing that this reflects an estimate before any work has been done). The Executive Director should be consulted when developing the estimates for financial costs. The proposal should clearly link the Task Force to the NCA Strategic Plan.

A proposal for a task force must be officially sponsored by one of the eligible proposers and submitted through the process outlined by the National Office, including opportunity for review by EC members and other Council or Committee Chairs, as appropriate. The proposal must then be officially voted on by the EC. Proposals that are approved by the EC then formally are designated and reside under the official oversight of the National Office, regardless of who served as the official sponsor. A Task Force is expected to hold its first meeting no later than three months following the vote by the EC to approve its creation.

Proposed Task Force on Academic Freedom and Tenure in Higher Education in the U.S. (draft)

Call for Members: 2023 NCA Task Force on Academic Freedom and Tenure in Higher Education in the U.S.

This call for members encourages applications for four at-large positions for the 2023 NCA Presidential Task Force on Academic Freedom and Tenure in Higher Education in the U.S..

Walid Afifi (President of NCA) is charging this Task Force on academic freedom in U.S. institutions of Higher Education to examine current threats to academic freedom, such as:

- state legislation that restricts teaching specific topics and issues (e.g., Critical Race Theory), anti-Boycott, Divestment, & Sanctions legislation, anti-woke legislation, book banning
- legislation that prohibits using state funds for diversity, equity, and inclusion work or any work that lifts minoritized or historically oppressed communities
- legislation that upends tenure processes

The Task Force will gather relevant information and develop proposals for consideration by the NCA Executive Committee. Some of the work will include reviewing recent and developing state legislation, gathering information on and liaising with associations and groups working to defend academic freedom and oppose state legislation, developing

strategies for supporting NCA members who are more vulnerable because of state legislation, communicating with NCA members about current and ongoing attacks on academic freedom.

The Task Force report is expected to provide a range of both immediate and longer-runway, small and big, and both low- and high-budgetary cost recommendations for NCA to become an active part of resistance against these (and future) threats. There is no guarantee that these recommendations will be adopted in whole or in part, but there is a guarantee that the National Office, the EC, and, as relevant, the LA, will carefully consider every related concrete proposal from the perspective of fit with the Strategic Plan priorities and from the lens of fiscal responsibility.

The Presidential Task Force on Academic Freedom and Tenure will begin work in August 2023, and conclude its work by November 1, 2024 (15 months). The Task Force will have monthly meetings scheduled meeting each month, beginning in September, with additional possible meetings scheduled as needed. Task Force members are expected to spend 1-2 hours preparing for each meeting.

The application form (***) asks for name, university affiliation, academic rank, and a paragraph explaining why the applicant would make a good fit for this Task Force (including any service experience with NCA, although past NCA service is not required). We welcome anyone interested in doing this work. Scholars whose research and pedagogy are being targeted (Critical Race Theory, DEI, Queer Theory, to name a few) might be especially apt Task Force Members. Additionally, those employed at public colleges and universities in states with current or pending legislation aimed at curtailing academic freedom (such as Florida, Texas, Iowa) or who have experience or expertise in strategic planning and resistance are encouraged to apply.

The Task Force membership (n = 11) will be as follows:

Task Force Chair

One NCA Executive Committee Representative

One NCA National Office Staff Representative

One NCA IDEA Council Representative

One NCA Teaching & Learning Council Representative

One NCA Research Council Representative

One Chair's Selection

Four At-Large Members

Financial implications

Among possible recommendations that may emerge from a proposal are: a dedicated advocacy staff position to lead and ensure ongoing support for academic freedom initiatives and actions (among other advocacy positions), the development of sustained collaborations between state organizations and the NCA Office, and/or between the NCA Office and DC-based advocacy organizations, the subsidizing of some of the cost of legal representation for NCA members whose academic freedom is under attack, the creation of a more robust system of calls to action to activate membership as political agents for change, and various staff time needs, among other possible recommendations that will involve financial implications.

The identification of specific budgetary cost is missing because of the difficulty of doing so prior to the work of Task Force, but some possible recommendations (e.g., a staff position) could involve \$200k per year, and the total budget for all recommendations could approach \$500k per year.

Questions/Comments & Responses

Executive Committee Comments

Proposed Task Force on Academic Freedom and Tenure in Higher Education in the US

Jimmie Manning

Have you considered having one (or even two) position that is specifically dedicated to a college administrator. Given the topic, it might have someone who is well-grounded in higher education politics on the task force so that the nuances of how these kinds of things tend to work can be better understood.

Response: Great idea; added to the evaluation criteria (preference for applicants with admin experience)

Shaunak Sastry

Timeline: I think 15 months is too protracted for this issue that is fast-evolving and is already a reality for many of us. I would urge for an expedited timeframe so that NCA can actually get ahead of this issue. I worry that by November 2024, a lot of the copycat bills around eroding academic freedom will be already in place across the country.

Response: I agree; I changed it to 12 months.

Roseann Mandziuk

Thanks for the opportunity to provide some comments regarding this proposal.

1. Need for more clarity

This Task Force (TF) would be timely and potentially very significant for NCA. However, this proposal needs to more clearly separate the “call,” that will be posted for members, from the proposal to the EC. In the current form, the two are not distinguished from each other.

To that end, the proposal for the EC needs to more clearly describe what you envision the parameters of the TF’s charge, and what you will communicate to them once the TF is assembled. That is, many of our recent TFs have experienced some difficulty in not having a specific sense of the tasks that they were being asked to undertake, so more clarity now is important. The proposal to the EC would include the financial implications, but not the call that goes out to members.

Response: Thank you for these comments; several clarifying edits were made as a result.

Second, what you communicate in the call (I am assuming that this would be distributed via CommNotes?) needs to be clearer, too. So, for example, the opening sentence- “WA is charging ...to examine current threats” is extremely broad. What does “examine” mean?

To this end, the paragraph that begins: “The Task Force will gather...” could be broken out into a series of bullet points that suggests tasks to be undertaken, and this list then could be used to define what the task of “examine” entails. I think that would make the “call” much clearer.

Response: Thank you; I adopted these recommendations.

Third, would this TF also be charged with examining limitations on faculty free speech, such as political activism and use of personal social media accounts? Additionally, perhaps there is a better term than “upend” tenure – suspend, eliminate, limit, eradicate?

Response: Thank you; I changed the language of upend. I hesitate to define too specifically what fits under threats to free speech

2. Questions about TF composition

The list of member roles makes good sense here – but the application process is not clear. Are you only seeking applications for the four at-large positions, or will interested members from our NCA Councils also need to/have the opportunity to apply? If not, how will those representatives be selected? And how will the EC member be selected?

It also appears that in the application process you are not planning to solicit applicants with an interest in serving as chair of the TF? If not, then, how will the TF Chair be selected?

Response: Thank you for these comments; I realize there was a lack of clarity here. I have added clarity to the selection process. In terms of the chair, pending approval of this proposal, I will be selecting a chair, with guidance from the EC.

Revised Proposal

This proposal seeks to create a Task Force on Academic Freedom and Tenure in Higher Education in the US. Below you will find the (new-ish) policy that guides the process of sponsorship of proposed Task Forces, followed by the draft of the Proposed Task Force and possible financial implications.

Process of calling a Task Force (Passed Aug 2022) – EC eyes only

Task forces may be proposed by the 1st Vice President, the President, or the National Office.

The 1st Vice President and the President are each restricted to a maximum of one Task Force proposal; the National Office has no such restriction, but no more than three Task Forces will be approved in any one fiscal year.

Task Force proposals must include all aspects that are to define expectations around the task force, including the proposed size and makeup of the task force, the proposed timeline (if it veers from the standard 18-months timeline), the proposed charge of the Task Force, and the proposed outcomes, among other aspects. The proposal also must include a financial request to cover the work of the Task Force, and an initial reflection on the potential cost of possible outcomes of the Task Force's report (recognizing that this reflects an estimate before any work has been done). The Executive Director should be consulted when developing the estimates for financial costs. The proposal should clearly link the Task Force to the NCA Strategic Plan.

A proposal for a task force must be officially sponsored by one of the eligible proposers and submitted through the process outlined by the National Office, including opportunity for review by EC members and other Council or Committee Chairs, as appropriate. The proposal must then be officially voted on by the EC. Proposals that are approved by the EC then formally are designated and reside under the official oversight of the National Office, regardless of who served as the official sponsor. A Task Force is expected to hold its first meeting no later than three months following the vote by the EC to approve its creation.

Proposed Task Force on Academic Freedom and Tenure in Higher Education in the U.S.

Call for Members: 2023 NCA Task Force on Academic Freedom and Tenure in Higher Education in the U.S.

This call announces the establishment of the NCA Task Force on Academic Freedom and Tenure in Higher Education in the US and encourages applications for four at-large positions for the Task Force.

Charge

Walid Afifi (President of NCA) is charging this Task Force to gather information about current threats to academic freedom and tenure in higher education in the US, then propose solutions/actions that NCA can take to play an effective role in advocacy and resistance, both to existing threats and potential future ones. These proposals will then be considered by the Executive Committee and the Legislative Assembly for possible adoption. [NAME HERE] has graciously agreed to serve as Chair of this Task Force.

Purview

Among the types of threats to Academic Freedom and Tenure in Higher Education that the Task Force is expected to consider are:

- State legislation that restricts teaching specific topics and issues (e.g., Critical Race Theory), anti-Boycott, Divestment, & Sanctions legislation, anti-woke legislation, book banning
- Legislation that prohibits using state funds for diversity, equity, and inclusion work or any work that lifts minoritized or historically oppressed communities
- Legislation that threatens tenure processes

Examples of the labor that Task Force members will undertake include:

- Reviewing recent and developing state legislation
- Gathering information on and liaising with associations and groups working to defend academic freedom and oppose state legislation
- Developing strategies for supporting NCA members who are more vulnerable because of state legislation
- Proposing strategies for improved communication with NCA members about current and ongoing attacks on academic freedom, as well as related resistance and advocacy strategies.

Task Force report

The Task Force is expected to provide the EC with a report that details its work, including meetings held, information gathered, and a detailed and clear set of recommendations—some immediate and some longer-runway, some small and some big, and both low and high-budgetary cost recommendations—for NCA to become an active part of resistance against these (and future) threats. The Task Force Report should make a very clear case for the existence of a problem and offer a detailed set of possible solutions that NCA can consider for adoption. Budget costs and NCA’s strategic plan must be explicitly addressed with each recommendation.

There is no guarantee that these recommendations will be adopted in whole or in part, but there is a guarantee that the National Office, the EC, and, as relevant, the LA, will carefully consider every related concrete proposal from the perspective of fit with the Strategic Plan priorities and from the lens of fiscal responsibility.

Timeline and labor

The Presidential Task Force on Academic Freedom and Tenure will begin work July 15, 2023, and conclude its work by July 15, 2024 (12 months). The Task Force will have monthly meetings, beginning in July, with possible additional meetings scheduled as needed. Task Force members are expected to spend 1-2 hours preparing for each meeting.

Application guidelines

Applications for the at-large positions are being sought. The deadline for applications is [2 weeks from publishing the call]. The application asks for name, university affiliation, academic rank, and a paragraph explaining why the applicant would make a good fit for this Task Force (including any service experience with NCA, although past NCA service is not required).

We welcome anyone interested in doing this work but will use certain preference criteria to help select among applicants. Both in the selection of representatives and in the selection of at-large members, preference will be given to scholars whose research and pedagogy are being targeted, who are employed at public colleges and universities in states with current or pending legislation aimed at curtailing academic freedom (e.g., Florida, Texas, Iowa), who have experience or expertise in strategic planning and resistance, and/or who have administrative experience. Representation from a range of college and university types, as well as locations, is desirable, as is a Task Force membership that reflects the range of academic rank and employment security. A committee of the NCA President, the Task Force Chair, and the NCA’s Executive Director will select among applicants for the at-large positions.

Council Representatives and the EC’s representative will be selected by the relevant bodies, with consideration of the above-identified preferences. The National Office representative will be selected by the Executive Director.

Task Force membership

The Task Force membership (n = 11) will be as follows:

Task Force Chair [NAME HERE]

One NCA Executive Committee Representative

One NCA National Office Staff Representative

One NCA IDEA Council Representative
One NCA Teaching & Learning Council Representative
One NCA Research Council Representative
One Chair's Selection
Four At-Large Members

Financial implications [For EC eyes only]

Among possible recommendations that may emerge from a proposal are: a dedicated advocacy staff position to lead and ensure ongoing support for academic freedom initiatives and actions (among other advocacy positions), the development of sustained collaborations between state organizations and the NCA Office, and/or between the NCA Office and DC-based advocacy organizations, the subsidizing of some of the cost of legal representation for NCA members whose academic freedom is under attack, the creation of a more robust system of calls to action to activate membership as political agents for change, and various staff time needs, among other possible recommendations that will involve financial implications.

The identification of specific budgetary cost is missing because of the difficult of doing so prior to the work of Task Force, but some possible recommendations (e.g., a staff position) could involve \$200k per year, and the total budget for all recommendations could approach \$500k per year.

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

Reports

President

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

Submitted by Walid Afifi

Reminder of 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.

The update on the list of some of the activities on which I have been involved as President, are in no particular order:

Collaboration with local New Orleans organizers: With leadership by scholars in the Activism and Social Justice Division and from 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. A group that is comprised of community organizers, NCA members, National Office staff, and NCA officers (myself as President) has met 2-3 times in 2023, organized by the National Office, as part of a process of determining how NCA can best be partners with community organizers to empower youth in New Orleans. Ongoing.

Issuing statements by NCA: Two statements were approved by the EC and developed. One focused on threats to academic freedom and the other on threats to tenure.

Proposing a Task Force: An action step that emerged from the commitments outlined therein is the calling of an NCA Task Force on Academic Freedom and Tenure in Higher Education in the U.S., which will be under consideration at this EC meeting.

Transparency initiative:

- At the February quarterly EC meeting, I put forth a proposal for open EC meetings. There was not support for the particulars of the proposal but there is support for fuller transparency of EC agenda items and more complete communication to membership of the outcomes of EC meetings. I am committed to bringing forth additional proposals to help further define the types of transparency for which there is support.
- Dashboard of proposals and related progress: The National Office is working on a user-friendly dashboard that lists the proposals developed by NCA leaders at the February leadership retreat and tracks progress on each.

Monthly EC meetings: To increase EC involvement in NCA oversight, and because of limits of time for discussion at quarterly EC meeting, Shari encouraged, and I supported, holding monthly virtual EC meetings. They generally serve the purpose of information reports and discussion items.

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

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

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 next steps; **no action has been taken.**

Future Conventions Task Force (introduced February 2021):

Update: The Future of Conventions Task Force presented their report to the EC during the February 2023 quarterly EC meeting and answered questions from EC members. Their focus was on methods to improve access to convention conversations. It was decided that a complete set of proposals that take the report into account will be put on hold until the new Director of Conventions is hired (she starts June 1, 2023). In the meantime, **recommendations from the Task Force are shaping proposals that 1st VP Niles Goins and 2nd VP Sims are considering for the 2024 and 2025 conventions, respectively. Contracts for convention sites past those already signed will be put on hold, pending discussion and decisions regarding future convention formats and the issues of access therein.**

Transparency Initiative (Introduced February 2021):

See earlier update. 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). **No progress.**"

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." **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.

First Vice President

Submitted by Marnel Niles Goins



1st Vice President Report June 2023

The 2023 Convention in National Harbor, MD is around the corner! I've been working closely with Alyson Reed, Convention Consultant, on planning the Convention. Special thanks to Walid and Roseann for answering my questions, and to Shari for helping behind the scenes. Items worth noting include:

- Registration will open soon—fingers crossed that things go well and without any hiccups.
- The Children's Freedom Festival is in progress. At this point we have enough judges and I'm excited that so many of our members volunteered in this role! The participants will be elementary school students from the DC Public School system and those schools are being finalized by the Freedom Festival Coordinator, Chrsitina Wells of Clovis Community College.
- I finalized the lecture title from Dr. E. Patrick Johnson, Dean of the School of Communication at Northwestern University, who will be the Carroll C. Arnold Distinguished Lecturer.
- I continue to work with special series planners, getting updates on their progress, and answering questions as needed.
- The extra plenary with a special keynote should be finalized soon.
- I have been working with Alyson to keep track of the additional slot requests and to decide which requests should be granted/denied.
- I answered questions from program planners and other members regarding the 2023 convention (and forwarded several of them to Alyson and/or other appropriate parties).
- It should be noted that these past few months (post-Kristin) have been quite difficult in terms of planning the convention, as Kristin had a significant amount of institutional knowledge related to our convention. Current challenges (many of which have been resolved) include program planners having difficulty accessing the 2023 Convention site (and instead logging into the 2022 site); difficulty with session building, technological issues with Attendee Interactive (NCA Convention Central), as well as lots and lots of questions from program planners related to an array of issues ranging from transferring sessions to requesting spotlight panels to replacing reviewers.

Outside of convention planning:

- Along with other EC members, I attended the virtual LA meeting in April.
- I attended Zoom meetings with the elected officers of NCA and the Executive Director.
- I attended the WSCA and ECA conferences, in Phoenix and Baltimore, respectively. At both conferences, I was a participant in NCAA-sponsored panels.

In service,

Marnel

Marnel Niles Goins, NCA 1st Vice President

Second Vice President Report
June 9, 2023

Thank you for the opportunity to serve our Association as the Second Vice President. The bulk of my work has been focused on 2024 convention preparation, planning, and enhancements for what will be our 110th Annual Convention.

Since my previous report, I met with Executive Director Dr. Shari Miles-Cohen to listen and learn more about the Second Vice President's work from her perspective, to share an initial conceptualization of convention enhancements, to confirm the convention budget, and to better understand the timing for hiring National Office team members related to convention work. As a follow-up to this conversation, I requested and received a summary of past budgeted convention expenditures from Joseph Ritchie for past in-person conventions (201, 2019, 2021, and 2022). While convention activities and expenditures varied, the 1st Vice President in each of those years had unspent funds ranging from \$6,582 to \$10,794.

My efforts have focused on theme development for the 2024 NCA Convention to ensure the original June deadline (provided to me previously by Kristin Yednock) is met. After sharing ideas with several Association members for feedback, I have chosen *Communication for Greater Regard* as the 2024 convention theme. With this theme, members are invited to consider the ways in which communication encourages, constitutes, and shapes concerns, cares, and priorities across all facets of our lives. More will follow concerning this theme and its implications for programming and session development.

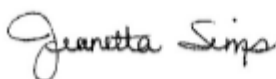
Along with theme development, I am actively working to secure Association members for the convention planning team. My intention is for this dedicated group of individuals to be insightful, resourceful, and candid in their convention contributions.

An additional innovative element of the 2024 Convention will be Virtual Learning Opportunities (VLOs), which were introduced in an initial conversation for feedback from the Executive Committee on April 17, 2023 (see attached VLOs Overview). All Executive Committee feedback and initial responses from me related to VLOs are included as an attachment to this report (see attached VLOs Overview Feedback). Originally, I anticipated submitting a proposal for additional funds to be allocated for accomplishing VLOs. However, given the feedback received from Joseph Ritchie concerning excess funds from previous convention planners and my current plans, no proposal is forthcoming. Executive Committee members are invited to continue to share their feedback, comments, concerns, and questions about VLOs with me as we are seeing innovation in action. More details about VLOs will be forthcoming.

Along with the 2024 convention work, I have attended the 2023 Executive Committee Virtual Meetings in March and April as well as the virtual Legislative Assembly meeting in April.

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

Respectfully submitted,



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

Virtual Learning Opportunities (VLOs) Overview

NCA Virtual Learning Opportunities (VLOs)

Opening an EC Conversation

Submitted by:
Dr. Jeanetta Sims
NCA 2nd Vice President
April 17, 2023

Mission: Transforming Lives through Communication

NATIONAL COMMUNICATION ASSOCIATION

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

1

NCA NEEDS

- Implement a controlled trial
- Move quickly and nimbly on a multi-year conversation
- Avoid delaying convention enhancements
- Accomplish member added value
- Position for a future additional revenue stream
- Inform the next 2nd Vice President's convention planning efforts

Mission: Transforming Lives through Communication

NATIONAL COMMUNICATION ASSOCIATION

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

2

CONVERSATION OVERVIEW

A Vibrant NCA. All Year Long.

Imagine an NCA with member engagement, interactions, and connections like the best of the annual conference without it being November, the designated time for our annual conference.

PAST & FUTURE CONVERSING

- THE ANNUAL CONVENTION MEETING
- VIRTUAL LEARNING OPPORTUNITIES
- ANNUAL CONVENTION MEETING

Mission: Transforming Lives through Communication

NATIONAL COMMUNICATION ASSOCIATION

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

3

CONVERSATION OVERVIEW

A Vibrant NCA. All Year Long.

Imagine taking action to test a model for trial and learning while offering programming, strengthening relationships, adding value, and at best generating revenue or at worst being revenue neutral.

PAST & FUTURE CONVERSING

- THE ANNUAL CONVENTION MEETING
- VIRTUAL LEARNING OPPORTUNITIES
- ANNUAL CONVENTION MEETING

Mission: Transforming Lives through Communication

NATIONAL COMMUNICATION ASSOCIATION

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

4

INTRODUCING....

PAST & FUTURE CONVERSING

- THE ANNUAL CONVENTION MEETING
- VIRTUAL LEARNING OPPORTUNITIES
- ANNUAL CONVENTION MEETING

Virtual Learning Opportunities (VLOs)

- Oversight by the NCA 2nd Vice President
- Connected to the same-year Convention Theme (e.g., 2024)
- Targets a sub-set of NCA members who opt-in for learning and connecting
- Offers member engagement opportunities at minimal expense without a heavy lift by the National Office team

Mission: Transforming Lives through Communication

NATIONAL COMMUNICATION ASSOCIATION

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

5

VIRTUAL LEARNING OPPORTUNITIES (VLOs)

What they are?

- Added-value opportunities for member learning, interacting, and connecting
- Designed for learning among focal groups and/or on focal topics
- Embeds interaction
- Showcases member expertise

How they are structured?

- As 2 to 3-hour intensives
- Main sessions recorded
- Foci connected to the annual convention theme
- Drives traffic from virtual to in-person convention meet ups
- Follow a similar structure to maintain continuity

Mission: Transforming Lives through Communication

NATIONAL COMMUNICATION ASSOCIATION

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

6

VIRTUAL LEARNING OPPORTUNITIES (VLOs)

Protocol Expectations

- Record all main sessions
- Camera on for embedded breakout sessions
- Speakers are NCA members committed to the foci and NCA vision
- Attendees may or may not be NCA members

Pricing Considerations

- Free for members to attend live – spots may be limited
- Upcharge for access to recordings to offset platform cost
- Provides foundation for a future Member+ VLOs NCA member pricing model

Widener: Transforming Lives through Communication

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

7

NCA CONFERENCE & DEADLINE

Jan 2024	Feb 2024	Mar 2024 ★	Apr 2024	May 2024	June 2024
July 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024 ★	Dec 2024

Widener: Transforming Lives through Communication

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

8

SAMPLE VLO STRATEGY FOR INTENSIVES

Jan 2024	Feb 2024 ★	Mar 2024	Apr 2024 ★	May 2024	June 2024 ★
July 2024	Aug 2024 ★	Sep 2024	Oct 2024 ★	Nov 2024	Dec 2024

Widener: Transforming Lives through Communication

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

9

SAMPLE NCA CONFERENCE PLUS VLO INTENSIVES

Jan 2024	Feb 2024 ★	Mar 2024 ★	Apr 2024 ★	May 2024	June 2024 ★
July 2024	Aug 2024 ★	Sep 2024	Oct 2024 ★	Nov 2024 ★	Dec 2024

Widener: Transforming Lives through Communication

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

10

VLO STRATEGY

Widener: Transforming Lives through Communication

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

11

NEXT STEPS - SHARE YOUR FEEDBACK

YOUR FEEDBACK IS WELCOME ANYTIME AND DESIRED BY MAY 5.

- Thoughts
- Questions
- Concerns
- Suggestions
- Desires
- Recommendations

Email or call Dr. Jeanetta Sims:
- jsims7@ucc.edu

Widener: Transforming Lives through Communication

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

12

Prepared by: Dr. Jeanetta Sims, NCA 2nd Vice President

2

Virtual Learning Opportunities (VLOs) Overview Feedback

Re: Monday's EC meeting agenda

Jeanetta Sims <JSims7@uco.edu>

Thu 4/27/2023 2:03 PM

To: Jimmie Manning <jimmiem@unr.edu>

Thank you Jimmie for sharing your initial thoughts.

Have a wonderful day,
Jeanetta

JEANETTA D. SIMS, PH.D., APR

University of Central Oklahoma

Email: jsims7@uco.edu

From: Jimmie Manning <jimmiem@unr.edu>

Sent: Sunday, April 23, 2023 5:40 PM

To: Jeanetta Sims <JSims7@uco.edu>

Subject: Re: Monday's EC meeting agenda

CAUTION – External Email



This email originated from outside UCO. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jeanetta,

Thank you so much for your hard work on this plan. So far, I'm loving what I see and don't have any concerns or feedback. I'm looking forward to discussing this plan soon!

Sincerely,
Jimmie



Jimmie Manning, Ph.D. (he/him/his pronouns)

Chair and Professor, Communication Studies

Co-Chair, College of Liberal Arts Personnel Committee

Faculty, National Judicial College

Faculty Associate, Gender, Race, and Identity

School of Social Research & Justice Studies

University of Nevada, Reno

Finance Committee Director and Chief Governance Officer,

National Communication Association

The University of Nevada is on Washeshiu (Washo), Numu (N. Paiute), and Newe (W. Shoshone) traditional territory.

From: Jeanetta Sims <JSims7@uco.edu>
Sent: Monday, April 17, 2023 11:29 AM
To: Walid Afifi <w-afifi@ucsb.edu>; Sastry, Shaunak (sastrysk) <sastrysk@UCMAIL.UC.EDU>
Cc: Jimmie Manning <jimmiem@unr.edu>; Shari Miles-Cohen <smiles-cohen@natcom.org>; marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>; Richard West <richard_west@emerson.edu>; Roseann Mandziuk <rm07@txstate.edu>; Thomas-Maddox, Candice <thomas@ohio.edu>; Vinita Agarwal <vxagarwal@salisbury.edu>; Chawla, Devika <chawla@ohio.edu>; Jim Cherney <jcherney@unr.edu>; kim <kim@drkimosborne.com>
Subject: Re: Monday's EC meeting agenda

Good afternoon EC,

As promised, I am forwarding a document to open ideation and conversation around virtual learning opportunities (VLOs) that can be connected to the 2024 NCA convention theme.

This is a DRAFT document for conceptualizing what it might look like to have member engagement (VLO opportunities for members who may or may not attend the convention) as learning and connecting opportunities occurring throughout the year. For some of our members, 2024 convention meet ups can occur to further connect them in person with colleagues they may have met via VLOs.

The contents of the document and sample schedule provided are simply examples of how broad planning for multiple VLOs might look. VLOs are conceptualized as targeting a sub-set of NCA members either by focal topic or focal group (e.g., graduate students, communication college faculty, K-12, publishing your first book, how to organize your research activity, etc.); thus, the aim of a single VLO is always designed to attract a sub-set of NCA members rather than attract the entire membership at once.

For now, please review the draft as a conversation opener and share your feedback. I look forward to receiving your feedback of any kind as well as to working with the new National Office events director once hired in further ideating around the 2024 NCA convention.

Have a wonderful day,
Jeanetta

JEANETTA D. SIMS, PH.D., APR
University of Central Oklahoma
Email: jsims7@uco.edu

From: Walid Afifi <w-afifi@ucsb.edu>
Sent: Monday, April 17, 2023 12:09 PM
To: Sastry, Shaunak (sastrysk) <sastrysk@ucmail.uc.edu>
Cc: Jimmie Manning <jimmiem@unr.edu>; Shari Miles-Cohen <smiles-cohen@natcom.org>; marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>; Jeanetta Sims <jsims7@uco.edu>; Richard West <richard_west@emerson.edu>; Roseann Mandziuk <rm07@txstate.edu>; Thomas-Maddox, Candice <thomas@ohio.edu>; Vinita Agarwal <vxagarwal@salisbury.edu>; Chawla, Devika <chawla@ohio.edu>; Jim Cherney <jcherney@unr.edu>; kim <kim@drkimosborne.com>
Subject: Re: Monday's EC meeting agenda

CAUTION – External Email

This email originated from outside UCO. Do not click links or open attachments unless you recognize the sender and know the content is safe.

On Mon, Apr 17, 2023 at 10:01 AM Sastry, Shaunak (sastrysk) <sastrysk@ucmail.uc.edu> wrote:
Yes, me too.

From: Jimmie Manning <jimmiem@unr.edu>
Date: Monday, April 17, 2023 at 1:00 PM
To: Walid Afifi <w-afifi@ucsb.edu>, Shari Miles-Cohen <smiles-cohen@natcom.org>
Cc: marnel.niles.goins@marymount.edu, <marnel.niles.goins@marymount.edu>, jsims7 <jsims7@uco.edu>, Richard West <richard_west@emerson.edu>, Roseann Mandziuk <rm07@txstate.edu>, Thomas-Maddox, Candice <thomas@ohio.edu>, Vinita Agarwal <vxagarwal@salisbury.edu>, Chawla, Devika <chawla@ohio.edu>, Jim Cherney <jcherney@unr.edu>, kim <kim@drkimosborne.com>, Sastry, Shaunak (sastrysk) <sastrysk@UCMAIL.UC.EDU>
Subject: Re: Monday's EC meeting agenda

External Email: Use Caution

Hi everyone,

I'm getting an "invalid message ID" failure message when I try to log on - anyone else, or just me?

Jimmie



Jimmie Manning, Ph.D. (he/him/his pronouns)
Chair and Professor, Communication Studies
Co-Chair, College of Liberal Arts Personnel Committee
Faculty, National Judicial College
Faculty Associate, Gender, Race, and Identity
School of Social Research & Justice Studies
University of Nevada, Reno

Finance Committee Director and Chief Governance Officer,
National Communication Association

The University of Nevada is on Washeshiu (Washo), Numu (N. Paiute), and Newe (W. Shoshone) traditional territory.

From: Walid Affi <w-afifi@ucsb.edu>
Sent: Saturday, April 15, 2023 8:05 PM
To: Shari Miles-Cohen <smiles-cohen@natcom.org>
Cc: marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>; jsims7 <jsims7@uco.edu>; Richard West <richard_west@emerson.edu>; Roseann Mandziuk <rm07@txstate.edu>; Jimmie Manning <jimmiem@unr.edu>; Thomas-Maddox, Candice <thomas@ohio.edu>; Vinita Agarwal <vxagarwal@salisbury.edu>; Chawla, Devika <chawla@ohio.edu>; Jim Cherney <jcherney@unr.edu>; kim <kim@drkimosborne.com>; Sastry, Shaunak (sastrysk) <shaunak.sastry@uc.edu>
Subject: Monday's EC meeting agenda

The agenda for Monday's meeting is below:

NCA EC Meeting Agenda

Monday, April 17, 2023, from 1:00-2:00pm ET

<https://natcom-org.zoom.us/j/89724224711?pwd=WkRVbFhZSXdpZXRzZGIYeVBUT0Vndz09>

Meeting ID: 897 2422 4711

Passcode: 416148

1. **New meeting invitations** sent for April 17, May 22, June 26, July 24, August 21, September 18, October 23, November 13, and December 18, 2023. Please look for invitations in your email box.

2. Review of Draft LA agenda (Binder to be delivered on Tuesday, April 15th)

a. **INTRODUCTORY BUSINESS**

- a. Call to Order
- b. **ITEM 1 – Credential**s Report (Two Minutes)
- c. **ITEM 2 – Standing Rules** (Two Minutes)
- d. Introductions (Five Minutes)
- e. **ITEM 3 – Agenda** (Two Minutes)
- f. Reports

President's Report (Five Minutes)

First Vice President's Report / Convention Update (Five Minutes)

Executive Director's Report (Five Minutes)

b. **BUSINESS ITEMS**

- a. **ITEM 4 – Journal** Editor Endorsements (Five Minutes)
- b. **ITEM 5 – Resolution Supporting the Inclusion** of the Foundational Communication Course in U. S. College and University Core Requirements (15 Minutes)
- c. **ITEM 6 – Strategic Plan Goals** for the Legislative Assembly (75 minutes)

c. **CONCLUDING REMARKS**

d. **ADJOURN**

3. Informational Updates and Discussion

Academic Freedom Task Force Proposal and Timeline.

The Assessment Subgroup
Future of Conventions Proposals
Feedback re Finance Committee Items in Advance of August

--

Walid Afifi (he/him/his)
Professor, Dept. of Communication
Associate Dean and Director of Initiatives for
Community Engaged Research and
Pedagogy, Division of Social Sciences
University of California at Santa Barbara

President, National Communication Association
Fellow, International Communication Association

--

Walid Afifi (he/him/his)
Professor, Dept. of Communication
Associate Dean and Director of Initiatives for
Community Engaged Research and
Pedagogy, Division of Social Sciences
University of California at Santa Barbara

President, National Communication Association
Fellow, International Communication Association

Re: Monday's EC meeting agenda

Jeanetta Sims <JSims7@uco.edu>

Thu 4/27/2023 2:53 PM

To: Walid Afifi <w-afifi@ucsb.edu>

Hi Walid,

Thank you for sharing your initial thoughts and feedback as we open this conversation.

Below are my **thoughts and ideations** related to your queries. I will continue to digest this more, reflect on the feedback received, and look forward to continuing the VLOs conversation and drafting a proposal for consideration. Feel free to share any other thoughts as you desire and have time.

I appreciate you and welcome your feedback.

Have a wonderful day,
Jeanetta

JEANETTA D. SIMS, PH.D., APR

University of Central Oklahoma

Email: jsims7@uco.edu

From: Walid Afifi <w-afifi@ucsb.edu>

Sent: Tuesday, April 18, 2023 12:41 AM

To: Jeanetta Sims <JSims7@uco.edu>

Subject: Re: Monday's EC meeting agenda

CAUTION – External Email



This email originated from outside UCO. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jeanetta

I like this innovation...

Some thoughts/questions:

* One lesson learned from my 6-event lead-up to the convention was that access to it was too difficult, so I like it not being tied to the convention (which required additional sign-in etc)...in fact, I would say that a simple zoom link would be ideal, which means that it should be open to anyone, members or not. Down side to that model is that it then must be free to anyone; not sure how you can charge for some unless everyone needs to use a secure sign-in, which then complicates access. **Sure, I can appreciate this. Hopefully a simple Zoom link will suffice in all instances of VLOs. Given the type of VLO, we may decide to limit to the first XXX registrants, or there may be no need for a limit.**

* You note this being a potential revenue stream; not enough information to think through the potential barriers to success based on making this a revenue stream. Yes, much to discuss and think through here....Ultimately, this comes down to selecting a specific strategy for our trial. A free model means people (members and non-members) can register and not feel obligated to attend. I have found in other instances with events that if people pay (\$20 or a different amount, they'll pay attention or feel committed to attend). Alternatively, free could also mean that it is free live as scheduled and if they desire to have the recording later (for a limited amount of time rather than for perpetuity), they pay the \$20 or a small amount for this type of future access. I tend to lean toward this free when it's LIVE model to entice people to attend and then to have revenue for offsetting the platform needed for recordings as well as for having a vault of the recordings available to members in the future if ever an NCA Membership Plus VLOs vault is ever created or offered in the future. I know that is a lengthy brainstorm full of built-in considerations that we may or may not desire to implement, which will make for robust additional conversation and further discussion.... For now, we will need to select a specific strategy for our trial.

* My event took a good bit of staff and personal time, along with time from those who organized each one. Not sure it was worth it, given that 15-25 attended: if we make this open to anyone, we will definitely get larger attendance, which then may make that labor time worthwhile. Yes, time and labor for the National Office team would need to be monitored and reduced. Various types of VLOs would have varying levels of needed involvement. For example, a VLO-Masterclass is the simplest and shortest (less than 1 hour), a VLO-Intensive is a bit more involved and longer (2-3 hours), and a VLO-Consortium (4 hours) is the most complicated and longest. Panels, breakout sessions and discussion time would occur in the Intensives and Consortium and not in the Masterclass. Each type of VLO would have the same structure to maintain continuity, assessment, and planning. I can provide more detail on the various VLO types envisioned which might make this response make a bit more sense.

* What are you considering paying speakers? The current thinking is that speakers would be invited NCA members (e.g., for us by us to connect us with us, etc.) and paid \$250 for a 20-minute talk. The length of time would be the same across VLOs (e.g., masterclass, intensive, consortium) so we would have consistency in the honorarium offered to all members who are invited to participate. At their discretion, members could accept, refuse, or donate their honorarium to support some other NCA aim. How did I arrive at \$250? The \$250 amount is less involved and slightly less than paying \$1,000 for a virtual one-hour keynote talk and more than I get paid as a peer reviewer with the Higher Learning Commission to complete an additional location confirmation, which pays \$200 for something more involved and time-consuming. More can be discussed here. For now, these are my thoughts related to the amount and to embedding member choice (accept, refuse, or donate) in having continuity in the compensation while permitting members to decide how/if they wish to be compensated/give of their time/invest in NCA in this way.

* Not sure about logistics for restricting recording access to members. Yes, logistics will need to be figured out and thought through. In particular, the platform or link that would make the recordings available. The current thinking is that only main session presentations (individual or panel) would be recorded and not breakout or discussions sessions.

Thanks for thinking innovatively,
Walid

On Mon, Apr 17, 2023 at 11:29 AM Jeanetta Sims <JSims7@uco.edu> wrote:

Good afternoon EC,

As promised, I am forwarding a document to open ideation and conversation around virtual learning opportunities (VLOs) that can be connected to the 2024 NCA convention theme.

This is a DRAFT document for conceptualizing what it might look like to have member engagement (VLO opportunities for members who may or may not attend the convention) as learning and connecting opportunities occurring throughout the year. For some of our members, 2024 convention meet ups can occur to further connect them in person with colleagues they may have met via VLOs.

The contents of the document and sample schedule provided are simply examples of how broad planning for multiple VLOs might look. VLOs are conceptualized as targeting a sub-set of NCA members either by focal topic or focal group (e.g., graduate students, communication college faculty, K-12, publishing your first book, how to organize your research activity, etc.); thus, the aim of a single VLO is always designed to attract a sub-set of NCA members rather than attract the entire membership at once.

For now, please review the draft as a conversation opener and share your feedback. I look forward to receiving your feedback of any kind as well as to working with the new National Office events director once hired in further ideating around the 2024 NCA convention.

Have a wonderful day,
Jeanetta

JEANETTA D. SIMS, PH.D., APR

University of Central Oklahoma

Email: jsims7@uco.edu

From: Walid Afifi <w-afifi@ucsb.edu>

Sent: Monday, April 17, 2023 12:09 PM

To: Sastry, Shaunak (sastrysk) <sastrysk@ucmail.uc.edu>

Cc: Jimmie Manning <jimmiem@unr.edu>; Shari Miles-Cohen <smiles-cohen@natcom.org>; marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>; Jeanetta Sims <jsims7@uco.edu>;

Richard West <richard_west@emerson.edu>; Roseann Mandziuk <rm07@txstate.edu>; Thomas-Maddox,

Candice <thomas@ohio.edu>; Vinita Agarwal <vxagarwal@salisbury.edu>; Chawla, Devika

<chawla@ohio.edu>; Jim Cherney <jcherney@unr.edu>; kim <kim@drkimosborne.com>

Subject: Re: Monday's EC meeting agenda

CAUTION – External Email



This email originated from outside UCO. Do not click links or open attachments unless you recognize the sender and know the content is safe.

On Mon, Apr 17, 2023 at 10:01 AM Sastry, Shaunak (sastrysk) <sastrysk@ucmail.uc.edu> wrote:

Yes, me too.

From: Jimmie Manning <jimmiem@unr.edu>
Date: Monday, April 17, 2023 at 1:00 PM
To: Walid Afifi <w-afifi@ucsb.edu>, Shari Miles-Cohen <smiles-cohen@natcom.org>
Cc: marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>, jsims7 <jsims7@uco.edu>, Richard West <richard_west@emerson.edu>, Roseann Mandziuk <rm07@txstate.edu>, Thomas-Maddox, Candice <thomas@ohio.edu>, Vinita Agarwal <vxagarwal@salisbury.edu>, Chawla, Devika <chawla@ohio.edu>, Jim Cherney <jcherney@unr.edu>, kim <kim@drkimosborne.com>, Sastry, Shaunak (sastrysk) <sastrysk@UCMAIL.UC.EDU>
Subject: Re: Monday's EC meeting agenda

External Email: Use Caution

Hi everyone,

I'm getting an "invalid message ID" failure message when I try to log on - anyone else, or just me?

Jimmie

Image removed by sender, University of Nevada, Reno

Jimmie Manning, Ph.D. (he/him/his pronouns)
Chair and Professor, Communication Studies
Co-Chair, College of Liberal Arts Personnel Committee
Faculty, National Judicial College
Faculty Associate, Gender, Race, and Identity
School of Social Research & Justice Studies
University of Nevada, Reno

Finance Committee Director and Chief Governance Officer,
National Communication Association

The University of Nevada is on Washeshiu (Washo), Numu (N. Paiute), and Neve (W. Shoshone) traditional territory.

From: Walid Afifi <w-afifi@ucsb.edu>
Sent: Saturday, April 15, 2023 8:05 PM
To: Shari Miles-Cohen <smiles-cohen@natcom.org>
Cc: marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>; jsims7 <jsims7@uco.edu>; Richard West <richard_west@emerson.edu>; Roseann Mandziuk <rm07@txstate.edu>; Jimmie Manning <jimmiem@unr.edu>; Thomas-Maddox, Candice <thomas@ohio.edu>; Vinita Agarwal <vxagarwal@salisbury.edu>; Chawla, Devika <chawla@ohio.edu>; Jim Cherney <jcherney@unr.edu>; kim <kim@drkimosborne.com>; Sastry,

Shaunak (sastrysk) <shaunak.sastry@uc.edu>

Subject: Monday's EC meeting agenda

The agenda for Monday's meeting is below:

NCA EC Meeting Agenda

Monday, April 17, 2023, from 1:00-2:00pm ET

<https://natcom-org.zoom.us/j/89724224711?pwd=WkRVbFhZSXdpZXRzZGIYeVBUT0Vndz09>

Meeting ID: 897 2422 4711

Passcode: 416148

1. **New meeting invitations** sent for April 17, May 22, June 26, July 24, August 21, September 18, October 23, November 13, and December 18, 2023. Please look for invitations in your email box.

2. **Review of Draft LA agenda (Binder to be delivered on Tuesday, April 15th)**

a. **INTRODUCTORY BUSINESS**

- a. Call to Order
- b. **ITEM 1 – Credentials Report (Two Minutes)**
- c. **ITEM 2 – Standing Rules (Two Minutes)**
- d. Introductions (Five Minutes)
- e. **ITEM 3 – Agenda (Two Minutes)**
- f. Reports
 - President's Report (Five Minutes)
 - First Vice President's Report / Convention Update (Five Minutes)
 - Executive Director's Report (Five Minutes)

b. **BUSINESS ITEMS**

- a. **ITEM 4 – Journal Editor Endorsements (Five Minutes)**
- b. **ITEM 5 – Resolution Supporting the Inclusion of the Foundational Communication Course in U. S. College and University Core Requirements (15 Minutes)**
- c. **ITEM 6 – Strategic Plan Goals for the Legislative Assembly (75 minutes)**

c. **CONCLUDING REMARKS**

d. **ADJOURN**

3. **Informational Updates and Discussion**

Academic Freedom Task Force Proposal and Timeline.
The Assessment Subgroup
Future of Conventions Proposals
Feedback re Finance Committee Items in Advance of August

--

Walid Afifi (he/him/his)
Professor, Dept. of Communication
Associate Dean and Director of Initiatives for
Community Engaged Research and

Pedagogy, Division of Social Sciences
University of California at Santa Barbara

President, National Communication Association
Fellow, International Communication Association

--

Walid Afifi (he/him/his)
Professor, Dept. of Communication
Associate Dean and Director of Initiatives for
Community Engaged Research and
Pedagogy, Division of Social Sciences
University of California at Santa Barbara

President, National Communication Association
Fellow, International Communication Association

--

Walid Afifi (he/him/his)
Professor, Dept. of Communication
Associate Dean and Director of Initiatives for
Community Engaged Research and
Pedagogy, Division of Social Sciences
University of California at Santa Barbara

President, National Communication Association
Fellow, International Communication Association

Re: Monday's EC meeting agenda

Jeanetta Sims <JSims7@uco.edu>

Mon 5/8/2023 4:29 PM

To: Mandziuk, Roseann M <rm07@txstate.edu>

Good afternoon Roseann,

Thank you for sharing your thoughts and queries. Below is a brief response.

JEANETTA D. SIMS, PH.D., APR

University of Central Oklahoma

Email: jsims7@uco.edu

From: Mandziuk, Roseann M <rm07@txstate.edu>

Sent: Thursday, April 27, 2023 6:07 PM

To: Jeanetta Sims <jsims7@uco.edu>

Subject: Re: Monday's EC meeting agenda

CAUTION – External Email



This email originated from outside UCO. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Jeanetta,

Thank you for sharing your VLO concept plan, and please accept my apologies for the delayed response. These are particularly busy end of the semester times!

I think that the need for year-long engagement with NCA is spot-on, but my initial response is that with five VLOs, and this envisioned as a model for successive years, I wonder if five is too many - it may be difficult to forestall fatigue and sustain the commitment level, not just in the first year, but in following ones. Here, the lesson from Walid's six sessions and varied to low attendance can be instructive as you think about how many is the right number.

Yes, I agree. It is insightful to consider the "load and labor" associated with VLOs. Think of VLOs as providing opportunity for year-long engagement across a variety of types of VLOs that vary in terms of their commitment, time investment, and likelihood of generating fatigue. Think of them time and labor for the National Office team would need to be monitored and reduced. I envision various types of VLOs would have varying levels of needed involvement. For example, a VLO-Masterclass is the simplest and shortest (less than 1 hour), a VLO-Intensive is a bit more involved and longer (2-3 hours), and a VLO-Consortium (4 hours) is the most complicated and longest. Panels, breakout sessions and discussion time would occur in the Intensives and Consortium and not in the Masterclass. Each type of VLO would have the same structure to maintain continuity, assessment, and planning-though the focal topics would differ. So, having 5, 4-hour Consortiums might be daunting; however, having 3 masterclasses, 1 intensive, and 1 consortium seems much more doable as that structure would translate to 10 hours of virtual learning across the entire year though of course that does not include prep time. Either way, you are right, we will need to weigh the time investment and optimal offerings.

Second, I would like you to flesh out more so for us what the content of these sessions would be - are these focused on teaching? research? applied trainings? Again, I wonder here about the "draw" for NCA members and others - what would draw folks to multiple to 2-3 hour sessions? Or do you conceive of each session targeting a completely different audience?

Sure, the focus could be on any of those areas with topics more narrowly focused on a segment of the NCA membership or on NCA members who have a common interest in the topic. For example, potential topics that NCA members have mentioned to me are: navigating the research publication process, organizing one's research, how to respond to reviewers upon submission of a manuscript, time management and teaching strategies for faculty in non-tenure track positions, intro to advocacy, K-12 considerations, graduate student consortium, etc. Each VLO would target interests around the focal area and the existing NCA infrastructure (Council chairs, division chairs, Caucus chairs, etc.) would be a resource for expertise, promotion, feedback, etc.

Third, you note that these VLO's would "showcase member expertise" - are you thinking about experts in our discipline as the presenters? Would they be compensated for their labors?

Yes, the current thinking is that speakers would be invited NCA members (e.g., for us by us to connect us with us, etc.) and paid \$250 for a 20-minute talk. Though the number of speakers would vary (e.g., 2 speakers for a masterclass to hear two perspectives on the topic vs. 6 for a consortium), the length of time (20-minutes) could be held constant across VLOs (e.g., masterclass, intensive, consortium). This means we would have consistency in the honorarium offered to all members who are invited to participate. At their discretion, members could accept, refuse, or donate their honorarium to support some other NCA aim. How did I arrive at \$250? The \$250 amount is less involved and slightly less than paying \$1,000 for a virtual one-hour keynote talk and more than I get paid as a peer reviewer with the Higher Learning Commission to complete an additional location confirmation visit, which pays \$200 for something more involved and time-consuming. More can be discussed here. For now, these are my thoughts related to how to have consistency, how to budget for a consistent amount, and how to embed member choice (accept, refuse, or donate) in having continuity in the compensation while permitting members to decide how/if they wish to be compensated/give of their time/invest in NCA in this way.

Fourth, you assign this to the 2nd VP's oversight in your description - did you mean, rather, the 1VP year, coinciding with planning duties? If it is the 2VP, then this person would have to have a convention theme identified nearly immediately upon their election, in time to have a February VLO ready to go. That seems quite accelerated. Yes, this is a great query that seems to have at least two parts (one-the load and escalation of the 2VP's work and two-the extent to which VLOs will continue and if so under whose oversight). Indeed, the 2VP role is quite accelerated; the gap year of onboarding for the 2VP no longer exists. The current timeline is quite quick (e.g., for me it has been election results in January 2023 and convention theme by the summer 2023). In my current role as 2VP, I am proposing VLOs and thinking about VLOs as I consider the convention theme and convention planning team in an effort to induce a trial run and test the VLOs concept so they can then be evaluated by the EC and NO team for future continuance, modification, or discontinuation. When VLOs are implemented, I would be serving as 1VP. So, there is overlap in planning, preparation, and budget submissions from 2VP to 1VP for me much like the work associated with current convention theme planning. This is being proposed in my role as 2VP for me to prepare for some connection of VLOs to the convention, as 1VP, I would be implementing VLOs. At the discretion of the EC, the future role of VLOs in terms of planning, duties, and oversight might shift or remain the same. I should note as well that all VLOs do not necessarily have to be connected to the convention theme. Shari, the NO team, Marnel (who will be president in 2024), and the EC may have additional ideas for how NCA can have robust virtual learning opportunities all year long in 2024. So yes, there is overlap. I am proposing and planning for us to launch something doable now to get us started and anticipate the EC learning through this process how we wish to continue to enhance, maintain, or discontinue in the future as well as review any assigned oversight.

Alternatively, if it is the 1VP, then organizing five sessions on top of the required convention planning duties is a pretty big ask for that person, in addition the responsibilities as an EC member. The 1VP year, at least in recent history, also has been the time when officers initiate a task force - so, that may be another aspect to consider if you propose this an ongoing responsibility that the 1VP would be expected to take on.

Yes, very true. This is indeed quite the task. Ideating, initiating the conversation and preparing the proposal has been quite a bit of work. My hope is that my heavy lifting and experience with two

different forms of virtual learning opportunities created amid the pandemic (e.g., created Dialogue with the Dean virtual conversations for the Graduate College and chaired the committee which created a virtual conference pivot for the September MMA 2020 fall conference after beginning in April 2020) helps us have conversations, discuss options, and make progress while reducing the future load of others. What we do can look similar (a one-hour masterclass is most like Dialogue with the Dean) and different (neither of those, nor any of the VLOs being proposed are as extensive as the MMA fall virtual conference which was a 3-day virtual experience before our familiarity with Zoom 😊). If this is supported, I am willing to incorporate the planning so that we can learn from having a proposed infrastructure and trial run. It will be imperfect action as we better understand how best to implement virtual opportunities for NCA members.

Finally, although you propose that this would not be a "heavy lift" for the NO staff, I would like to see you flesh that out more so, as the coordination, promotion, registration, and hosting duties all are somewhat staff intensive. Yes, time and labor for the National Office team would need to be monitored and reduced. I envision various types of VLOs would have varying levels of needed involvement. I have had an initial conversation with Shari to communicate my desire to be in collaboration with her and the team she is putting in place as this has the potential to cross the responsibilities of multiple members of her team. My desire is to be in continued conversation with Shari and the National Office team (given the new staff members being hired, their backgrounds, duties, and levels of expertise). I am seeking to be flexibility and to permit the NO team to influence the trajectory of the VLOs.

So, there are a few thoughts for you- I look forward to continuing the conversation about this idea!

Take care and have a great weekend!

--best, Roseann

Roseann M. Mandziuk

Immediate Past President, National Communication Association

University Distinguished Professor
Department of Communication Studies
Texas State University
San Marcos, TX 78666
512-245-2165 phone
512-245-3138 fax

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has. --Margaret Mead

From: Jeanetta Sims <JSims7@uco.edu>

Sent: Monday, April 17, 2023 1:29 PM

To: Walid Afifi <w-afifi@ucsb.edu>; Sastry, Shaunak (sastrysk) <sastrysk@UCMAIL.UC.EDU>

Cc: Jimmie Manning <jimmiem@unr.edu>; Shari Miles-Cohen <smiles-cohen@natcom.org>;

marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>; Richard West

<richard_west@emerson.edu>; Mandziuk, Roseann M <rm07@txstate.edu>; Thomas-Maddox, Candice

<thomas@ohio.edu>; Vinita Agarwal <vxagarwal@salisbury.edu>; Chawla, Devika <chawla@ohio.edu>; Jim

Cherney <jcherney@unr.edu>; kim <kim@drkimosborne.com>

Subject: Re: Monday's EC meeting agenda

Good afternoon EC,

As promised, I am forwarding a document to open ideation and conversation around virtual learning opportunities (VLOs) that can be connected to the 2024 NCA convention theme.

This is a DRAFT document for conceptualizing what it might look like to have member engagement (VLO opportunities for members who may or may not attend the convention) as learning and connecting opportunities occurring throughout the year. For some of our members, 2024 convention meet ups can occur to further connect them in person with colleagues they may have met via VLOs.

The contents of the document and sample schedule provided are simply examples of how broad planning for multiple VLOs might look. VLOs are conceptualized as targeting a sub-set of NCA members either by focal topic or focal group (e.g., graduate students, communication college faculty, K-12, publishing your first book, how to organize your research activity, etc.); thus, the aim of a single VLO is always designed to attract a sub-set of NCA members rather than attract the entire membership at once.

For now, please review the draft as a conversation opener and share your feedback. I look forward to receiving your feedback of any kind as well as to working with the new National Office events director once hired in further ideating around the 2024 NCA convention.

Have a wonderful day,
Jeanetta

JEANETTA D. SIMS, PH.D., APR

University of Central Oklahoma

Email: jsims7@uco.edu

From: Walid Afifi <w-afifi@ucsb.edu>

Sent: Monday, April 17, 2023 12:09 PM

To: Sastry, Shaunak (sastry) <sastry@ucmail.uc.edu>

Cc: Jimmie Manning <jimmiem@unr.edu>; Shari Miles-Cohen <smiles-cohen@natcom.org>;

marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>; Jeanetta Sims <jsims7@uco.edu>;

Richard West <richard_west@emerson.edu>; Roseann Mandziuk <rm07@txstate.edu>; Thomas-Maddox, Candice

<thomas@ohio.edu>; Vinita Agarwal <vxagarwal@salisbury.edu>; Chawla, Devika <chawla@ohio.edu>; Jim

Cherney <jcherney@unr.edu>; kim <kim@drkimosborne.com>

Subject: Re: Monday's EC meeting agenda

CAUTION – External Email



This email originated from outside UCO. Do not click links or open attachments unless you recognize the sender and know the content is safe.

On Mon, Apr 17, 2023 at 10:01 AM Sastry, Shaunak (sastry) <sastry@ucmail.uc.edu> wrote:

Yes, me too.

From: Jimmie Manning <jimmiem@unr.edu>

Date: Monday, April 17, 2023 at 1:00 PM

To: Walid Afifi <w-afifi@ucsb.edu>, Shari Miles-Cohen <smiles-cohen@natcom.org>
Cc: marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>, jsims7 <jsims7@uco.edu>, Richard West <richard_west@emerson.edu>, Roseann Mandziuk <rm07@txstate.edu>, Thomas-Maddox, Candice <thomas@ohio.edu>, Vinita Agarwal <vxagarwal@salisbury.edu>, Chawla, Devika <chawla@ohio.edu>, Jim Cherney <jcherney@unr.edu>, kim <kim@drkimosborne.com>, Sastry, Shaunak (sastrysk) <sastrysk@UCMAIL.UC.EDU>

Subject: Re: Monday's EC meeting agenda

External Email: Use Caution

Hi everyone,

I'm getting an "invalid message ID" failure message when I try to log on - anyone else, or just me?

Jimmie

Image removed by sender, University of Nevada, Reno

Jimmie Manning, Ph.D. (he/him/his pronouns)
Chair and Professor, Communication Studies
Co-Chair, College of Liberal Arts Personnel Committee
Faculty, National Judicial College
Faculty Associate, Gender, Race, and Identity
School of Social Research & Justice Studies
University of Nevada, Reno

Finance Committee Director and Chief Governance Officer,
National Communication Association

The University of Nevada is on Washeshiu (Washo), Numu (N. Paiute), and Newe (W. Shoshone) traditional territory.

From: Walid Afifi <w-afifi@ucsb.edu>

Sent: Saturday, April 15, 2023 8:05 PM

To: Shari Miles-Cohen <smiles-cohen@natcom.org>

Cc: marnel.niles.goins@marymount.edu <marnel.niles.goins@marymount.edu>; jsims7 <jsims7@uco.edu>; Richard West <richard_west@emerson.edu>; Roseann Mandziuk <rm07@txstate.edu>; Jimmie Manning <jimmiem@unr.edu>; Thomas-Maddox, Candice <thomas@ohio.edu>; Vinita Agarwal <vxagarwal@salisbury.edu>; Chawla, Devika <chawla@ohio.edu>; Jim Cherney <jcherney@unr.edu>; kim <kim@drkimosborne.com>; Sastry, Shaunak (sastrysk) <shaunak.sastry@uc.edu>

Subject: Monday's EC meeting agenda

The agenda for Monday's meeting is below:

NCA EC Meeting Agenda

Monday, April 17, 2023, from 1:00-2:00pm ET

<https://natcom-org.zoom.us/j/89724224711?pwd=WkRVbFhZSXdpdXRzZGJYeVBUT0Vndz09>

Meeting ID: 897 2422 4711

Passcode: 416148

1. **New meeting invitations** sent for April 17, May 22, June 26, July 24, August 21, September 18, October 23, November 13, and December 18, 2023. Please look for invitations in your email box.

2. **Review of Draft LA agenda (Binder to be delivered on Tuesday, April 15th)**

a. **INTRODUCTORY BUSINESS**

- a. Call to Order
- b. **ITEM 1 – Credentials Report** (Two Minutes)
- c. **ITEM 2 – Standing Rules** (Two Minutes)
- d. **Introductions** (Five Minutes)
- e. **ITEM 3 – Agenda** (Two Minutes)
- f. **Reports**
 - President's Report (Five Minutes)
 - First Vice President's Report / Convention Update (Five Minutes)
 - Executive Director's Report (Five Minutes)

b. **BUSINESS ITEMS**

- a. **ITEM 4 – Journal Editor Endorsements** (Five Minutes)
- b. **ITEM 5 – Resolution Supporting the Inclusion of the Foundational Communication Course in U. S. College and University Core Requirements** (15 Minutes)
- c. **ITEM 6 – Strategic Plan Goals for the Legislative Assembly** (75 minutes)

c. **CONCLUDING REMARKS**

d. **ADJOURN**

3. **Informational Updates and Discussion**

Academic Freedom Task Force Proposal and Timeline.

The Assessment Subgroup

Future of Conventions Proposals

Feedback re Finance Committee Items in Advance of August

--

Walid Afifi (he/him/his)

Professor, Dept. of Communication

Associate Dean and Director of Initiatives for

Community Engaged Research and

Pedagogy, Division of Social Sciences

University of California at Santa Barbara

President, National Communication Association
Fellow, International Communication Association

--

Walid Afifi (he/him/his)
Professor, Dept. of Communication
Associate Dean and Director of Initiatives for
Community Engaged Research and
Pedagogy, Division of Social Sciences
University of California at Santa Barbara

President, National Communication Association
Fellow, International Communication Association

CAUTION: This email originated from outside the TXST network. Do not click links or download files unless you know the sender and content are safe.

Immediate Past President

Submitting by Roseann M. Mandziuk

Since the February 2023 Executive Committee meeting, I have undertaken three major activities for NCA in addition to attending our monthly Executive Committee meetings.

First, I represented NCA at two regional conventions: the Eastern Communication Association, March 30-April 2, and the Southern States Communication Association, April 12-16. My activities included attendance at spotlight programs, association business meetings and award luncheons, as well as participation in the NCA panel, "Enacting Transformational Change."

Second, I also have been engaged in planning for the Leadership Development Committee's activities, following a productive meeting of the committee at our February governance meeting in Washington, D.C. Our IDEA goal is to institute the use of rubrics for the evaluation of applicants, an effort that we will be working on in the coming months.

Third, I have volunteered to lead the effort to review and revise the NCA Policy Manual in collaboration with the NCA National Office staff and members of the Executive Committee.

National Office

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

Executive Office

Submitted by Shari Miles-Cohen, Executive Director

Selected Highlights Since the February meeting:

Organizational

Completed first quarter review of NO activities aligned with the 2023-2027 strategic plan. Assigned Research Director to conduct regular staff check-ins.

Utilized special fund allocation to engage consultants MillanChicago to lead a five-workshop series on Data Literacy and Building an Evidence-Informed Workplace. Workshops on why data matters, data policies, and connecting metrics to strategic planning have been completed. In June and July, these workshops are scheduled: "What Data Culture Means for You and Your Job," "Running the Right Analysis with the Right Data," and "Communicating Results."

Created template samples for EC review and comment.

Separated membership and governance activities with the establishment of Membership and Governance Departments.

Presented to the LA during the body's spring virtual LA meeting.

Received official notification that the United Nations Economic and Social Council accepted NCA's application for consultative status. The review and approval process can take up to one year, so we should have a decision by May 31, 2024. We will be notified if additional information is required.

In conversation with our resident and immediate past president, we proposed a plan to review and update the NCA policy manual and process.

We launched the "Chat with the ED" series, an online and interactive conversation with randomly selected members.

Shared samples and offered to assist the new Mentorship and Leadership Council with preparing a Council charter to guide their work.

Secured invitations for two NCA members to participate in the ACLS Intention Foundry to be held this summer. ACLS will cover all expenses.

To address members' interest in advocacy, we are planning three advocacy-related convention sessions that will focus on the humanities (in partnership with NHA), the social sciences (in collaboration with COSSA), and federal agencies.

Attended eight sessions at the 2023 International Communication Association conference in Toronto.

Have reconnected NCA with the Consortium of Communication Associations (CCA) and Coalition for Diversity and Inclusion in Scholarly Communications (C4DISC).

Financial

Aligned the 2024 budget with NO reorganized departments. Engaged NO staff directly in departmental budget management and accountability.

We completed the 2022 and 2017 audits. I have begun work with Webster Chamberlain to reinstitute NCA's charitable registrations in the states.

Recommended that Finance Committee minutes be taken during meetings.

Signed a budget-neutral contract with a firm to assist with convention revenue generation.

Plans for roof repair are underway; we are awaiting a building inspection report. Once reviewed by the finance committee, we will work with an architect to advise on necessary NO repairs and renovations to the main and carriage houses.

Engaged research assistant to compile data-based responses to Finance Committee inquiries about program funding.

Personnel

Restructured NO to align with strategic priorities. Tasked directors with drafting departmental strategic plans. Held a two-day staff retreat.

Hired and onboarded a Director of Convention and Meetings, Director of Membership and Member Services (funded by Strategic Initiatives fund), an Office and Facilities Manager, and Executive Assistant (see bios in the binder's staff section).

Continued to conduct regular informal performance reviews and formal annual performance reviews. Completed 1Q23 performance reviews aligned with job descriptions and organizational goals.

Tasked Human Resources Consultant to review job descriptions for meetings assistant, communications manager, and chief diversity officer. Plan to post CDO position announcement on COMMNotes by mid-June.

Held weekly one-on-one meetings with senior staff and recommended the same for each department. Continue to have weekly office hours for drop-ins and one-on-ones with all teams.

Personal

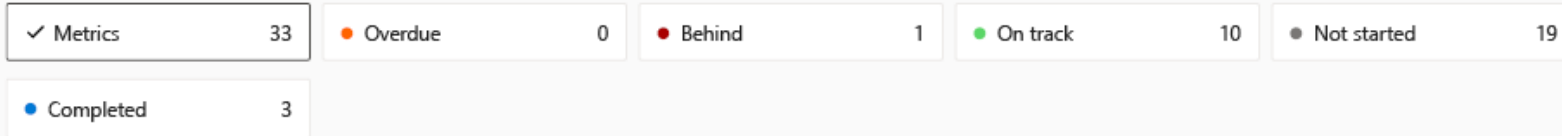
Meet bi-weekly with Executive Coach.

NCA National Office Goal Scorecard

Filter by keyword

List view

+ New



Name	Status	Progress	Due
> Goal 1: Create Conditions to Support and Empower Members	On track		Dec 31, 2023
> Goal 2: Promote Communication's Value	Not started		Dec 31, 2023
> Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access	Not started		Dec 31, 2023
> Goal 4: Cultivate a Thriving and Responsive Organization	Not started		Dec 31, 2023

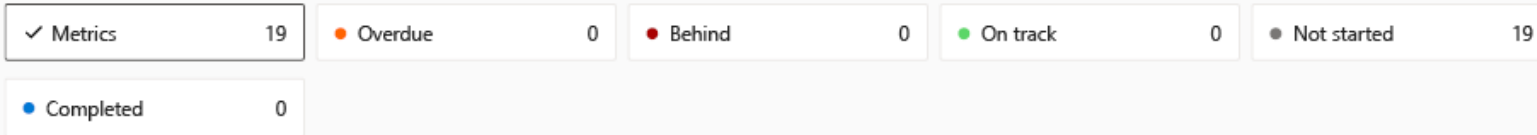
NCA National Office Goal Scorecard

33 Metrics | 0 Overdue | 1 Behind | 10 On track | 19 Not started | 3 Completed

Name	Status	Progress	Due
Goal 1: Create Conditions to Support and Empower Members	On track		Dec 31, 2023
Objective 1.1: Support excellence in communication-related scholarship, pedagogy, and service	Not started		Dec 31, 2023
Create onboarding information for committee members	Completed	100 %	Feb 15, 2023
Satisfaction with NCA onboarding information for committee members	Completed	0 %	Feb 15, 2023
Objective 1.2: Enhance member access, engagement, and sense of ownership in the association	On track		Dec 31, 2023
Satisfaction with NCA	On track	57 %	Dec 31, 2023
Convention survey sent to all members	Not started	0 %	Dec 3, 2023
Goal 2: Promote Communication's Value	Not started		Dec 31, 2023
Objective 2.1: Enhance public awareness and understanding about the value of the discipline	Not started		Dec 31, 2023
Develop guide to interacting with media	Not started		Jun 30, 2023
Available guide is used (Number of downloads)	Not started		Sep 30, 2023
Objective 2.2: Promote communication's significance in challenging existing structures and fostering meaningful change	Not started		Dec 31, 2023
Redesign of NCA website	Behind	0 %	Dec 31, 2023
Number of participants in community partnerships	On track		Jun 30, 2023
Objective 2.3: Advocate for communication-informed institutional and public policies	Not started		Dec 31, 2023
Number of collaborations with key organizations to advocate	Not started		Dec 31, 2023
Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access	Not started		Dec 31, 2023
Objective 3.1: Provide the tools for members to value and promote inclusivity, diversity, equity, and access within all disciplinary spaces and societal practices	Not started		Dec 31, 2023
Count of key (DOI) resources (documents, web links, videos, etc.) in the Resource Bank as well as through direct interactions with NCA staff (e.g., email, mail)	On track		Dec 31, 2023
Objective 3.3: Promote and advocate for inclusivity, diversity, equity, and access in the field of Communication and within NCA	Not started		Dec 31, 2023
Establish guidelines for an advocacy plan	On track	0 %	Dec 31, 2023
Goal 4: Cultivate a Thriving and Responsive Organization	Not started		Dec 31, 2023
Objective 4.1: Nurture and support a membership, volunteer leadership, and national office staff that are energetic, collaborative, and engaged	Not started		Dec 31, 2023
Productive meetings and interactions between committee leaders and NCA staff liaisons	On track	0 %	Jun 30, 2023
Satisfaction with staff retreat to facilitate greater engagement and empowerment	Completed	0 %	Mar 31, 2023
More brainstorming or impromptu staff interaction	Not started	0 %	Dec 31, 2023
Objective 4.2: Foster reflexive governance and administrative practices and informed decision-making	Not started		Dec 31, 2023
Application of member survey results to inform policies, decision, and actions	On track		Jun 30, 2023
Educating NCA staff on the results of the membership survey	On track		Jun 30, 2023
Use of convention survey data informs planning for 2023 convention	On track		Jun 30, 2023
Objective 4.3: Collaborate with impacted communities to advocate for communication-informed policies and structures	Not started		Dec 31, 2023
Number of collaborations with key organizations to advocate	Not started		Dec 31, 2023
Establish guidelines for an advocacy plan	Not started	0 %	Dec 31, 2023

NCA National Office Goal Scorecard

Filter by keyword List view + New



Name	Status	Progress	Due
> Goal 1: Create Conditions to Support and Empower Members	Not started		Dec 31, 2023
> Goal 2: Promote Communication's Value	Not started		Dec 31, 2023
> Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access	Not started		Dec 31, 2023
> Goal 4: Cultivate a Thriving and Responsive Organization	Not started		Dec 31, 2023

NCA National Office Goal Scorecard

Filter by keyword List view + New

✓ Metrics 19
● Overdue 0
● Behind 0
● On track 0
● Not started 19
● Completed 0

Name	Status	Progress	Due
<ul style="list-style-type: none"> Goal 1: Create Conditions to Support and Empower Members <ul style="list-style-type: none"> Objective 1.1: Support excellence in communication-related scholarship, pedagogy, and service <ul style="list-style-type: none"> Develop a framework for defining excellence. <ul style="list-style-type: none"> Not started 0 %/100 % Dec 31, 2023 Objective 1.2: Enhance member access, engagement, and sense of ownership in the association. <ul style="list-style-type: none"> Continue and enhance the conversations with members. <ul style="list-style-type: none"> Not started Dec 31, 2023 	Not started		Dec 31, 2023
<ul style="list-style-type: none"> Goal 2: Promote Communication's Value <ul style="list-style-type: none"> Objective 2.2: Promote communication's significance in challenging existing structures and fostering meaningful change. <ul style="list-style-type: none"> Create a strategic communication plan. <ul style="list-style-type: none"> Not started 0 %/100 % Dec 31, 2023 	Not started		Dec 31, 2023
<ul style="list-style-type: none"> Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access <ul style="list-style-type: none"> Objective 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. <ul style="list-style-type: none"> Conduct review of milestones and financial information. <ul style="list-style-type: none"> Not started 0 %/100 % Dec 31, 2023 High level of engagement (percent favorable responses to climate items)of NCA members <ul style="list-style-type: none"> Not started 0 %/85 % Dec 31, 2023 Objective 3.3: Promote and advocate for inclusivity, diversity, equity, and access in the field of Communication and within NCA. <ul style="list-style-type: none"> Annual IDEA summary of report and activities from sections/divisions/caucus. <ul style="list-style-type: none"> Not started 0 %/85 % Dec 31, 2023 	Not started		Dec 31, 2023
<ul style="list-style-type: none"> Goal 4: Cultivate a Thriving and Responsive Organization <ul style="list-style-type: none"> Objective 4.1: Nurture and support a membership, volunteer leadership, and national office staff that are energetic, collaborative, and engaged. <ul style="list-style-type: none"> Create a leadership orientation. <ul style="list-style-type: none"> Not started 0 %/100 % Jun 30, 2023 Develop a digital packet for incoming leaders. <ul style="list-style-type: none"> Not started 0 %/100 % Mar 31, 2023 All onboarding/offboarding information is provided on the website. <ul style="list-style-type: none"> Not started 0 %/100 % Dec 31, 2023 	Not started		Dec 31, 2023

Submitted by B. Denise Hawkins, Director of Communications and Public Engagement
Patrick West, Web & Digital Media Associate

- **NCA website management:** Working collaboration with the National Office team, we continue to make regular page updates, present the latest NCA news, promote members and staff.
RESULTS: Average about 50 monthly website updates that include weekly right rail changes, regular calendar updates, regular content refresh and edits for pages.
- Worked across all National Office departments to keep the membership and non-member subscribers/public informed about Association news using a variety of communications products and platforms, including:
 - **Spectra** magazine: Produced March, April, and May 2023 themed editions (Note: In June, we will issue a combined May-June edition).
RESULTS: Feb-May: 2,864 Total Page Views
 - **COMMNotes**
RESULTS: Reached 12,400-13,000 subscribers during the reporting period
The open rate averaged 50%, significant for a large subscriber Base
*As the Communications Department works to build capacity in staffing, COMMNotes is being compiled and distributed by the research associate (Research Dept).
 - **Social media** (Twitter, Facebook, LinkedIn, Instagram). Introduced two (2) new designs (with staff portraits) for use on all social media platforms to welcome/introduce new National Office staff and to mark staff milestones (e.g., work anniversaries). These two designs and messages were rolled out in May.

We used social media to promote all NCA events, calls, and selected alerts (e.g., national awards, convention submissions) and to keep members informed. Moving forward, we will use the following analytics as a benchmark to track growth, reach, and impact.

RESULTS (Analytics):

March-May 2023: (3-month period)

- Posts: 262
- Impressions: 130K
- Profile Visits: 35K
- Mentions: 402
- New Followers: 98
- **Communication Matters:** The NCA Podcast: Began work (editing, taping new intro and outro and music) to relaunch the podcast in June with an inaugural segment
- **External & Internal Communications:** Coordinated and performed the editing, design, production, and placement of key NCA reports, research, journals, and promotional products including:
 - The “2021-2022 Academic Job Listings in Communication” report (to be released in June)
 - A new Communication Currents website page (to launch in June)
 - A new banner for use across all NCA social media platforms (to launch in June)
- **Internal Communications:**
 - With a focus on accessibility, standardization, and industry best practices, we introduced a new email signature block for staff use at the National Office.
 - Designed and introduced two (2) new products to introduce and celebrate National Office staff across the NCA website and social media platforms.
- Provided ongoing communications counsel to National Office leadership and staff and to NCA leadership as needed.

Convention & Meetings Department

Submitted by Alyson Reed, Convention Consultant

Summary

With the departure of longtime Director, Kristin Yednock, in mid-March, staff support for the 2023 Convention has been our primary focus. We have therefore prioritized all time-sensitive projects necessary for meeting specified deadlines, while deferring action on selected elements of the Convention until such time as a successor is on-board.

Staffing

While conducting the search for a new Director, an interim Convention Consultant, Alyson Reed, was engaged part-time for an initial period of one month, for up to 30 hours per week. In early April, her hours were reduced to 10-15 per week, and she has continued to support the meeting since that time, with help from other NCA staff as needed. The new Director, LaShawn Duckett, will begin her work on June 1st, and Alyson will wrap up her consulting engagement on June 2nd, remaining available for remote consultation as needed. Kristin prepared comprehensive transition guidance documents to aid in the orientation process for Alyson, LaShawn and other NCA staff.

Program Planning

The call for submissions was issued in January, with the deadline arriving the week after Kristin's departure. We received 4,112 submissions, which we believe is more than last year but not as many as prior to the pandemic. The review process was scheduled to conclude on May 3rd, but was extended by one week for selected units upon request. The process of building sessions is scheduled to conclude at the end of May, and we anticipate the need for flexibility as some unit planners have struggled to meet this deadline. The deadline for requesting additional slots is June 1st, which will then trigger the staff scheduling process. We will notify the authors of all submissions as to their disposition by the end of June. Registration is scheduled to begin in early July.

Enhancing Revenue

The Convention has typically generated modest revenue from the following sources: registration, advertising, exhibitors, and sponsorships. In an effort to enhance revenue from the latter three sources, NCA has engaged the services of PAI, a firm specializing in supporting these aspects of large conventions, to conduct marketing and outreach to *new* prospective advertisers, exhibitors and sponsors. They will begin their work later this month. In the meantime, staff have already sold a number of ads, exhibit booths and sponsorships to longtime/returning supporters.

Governance Department

Submitted by Justin Danowski, Director of Governance

The Governance Department has continued its work supporting volunteer leadership as needed and provided continued member support and enhancement by ensuring commonly asked queries are answered in an expedient manner.

Award Nominations

The call for award nominations closed on May 15. The NCA awards portal, OpenWater, accepted 183 total nominations. All selection committees were notified the week of May 22. Reviews are underway with all decisions due by September 3.

Interest Group Orientation/Workshop

I held an Interest Group Orientation and Workshop for chairs on April 28. Over 30 chairs were present as I went over NCA's governance structure. The group also discussed possible ways the National Office can help interest groups with strategic planning, award submissions, virtual elections, and budgets.

- [Download the PowerPoint presentation.](#) (Under Interest Group Resources)
- [View the Jamboard](#)

Nominating Committee

The call for nominations for 2nd Vice President, Legislative Assembly, and Leadership Development Committee was posted in February:

<https://www.natcom.org/calendar/2023-call-nominations-nca-second-vice-president-large-members-legislative-assembly-and>

Nominating Committee Chair, Carolyn Calloway-Thomas, held a virtual meeting with the committee where close to 30 members participated in discussions on developing a slate of candidates for the December election. The deadline to submit nominations is September 3.

Leadership Development Committee

Work on the committee is ongoing. All submissions will go through the OpenWater portal where nominees and nominators can easily submit materials. Committee members will have access to all materials prior to the November meeting where initial reviews can be conducted.

Policy Manual

I am updating and organizing the Policy Manual. An initial discussion will take place at the June EC meeting with further development will be ongoing over the next year.

Membership Department

Submitted by Arnyae Neal, Director of Membership and Member Services
Jennifer Fletcher, Membership Associate

- The Director of Membership and Membership Services started in the position on May 22.
- In the first week, the Director met with all Senior Leadership including, B. Denise, Dane, and Justin
 - In those meetings each Director introduced themselves and their departments
 - Discussions also included how membership and the various departments can move NCA forward.
- The Director has also reviewed the strategic plan and latest membership survey.
- Currently the Director is working a 30-60-90-day plan for the department
 - Some initiatives include:
 - Improved renewal plan
 - A review of the duplicates in the Association Management System
 - Developing a membership dashboard
 - Developing a member onboarding and member journey

Membership Numbers: January 2023 as compared to June 1, 2023.

January 2023		June 1, 2023	
Total Individual Membership	5792	Total Individual Membership	5833
Life	326	Life	328
Retired	473	Retired	474
Regular Members	2408	Regular Members	2458
Regular Three years	418	Regular Three Years	445
Regular Two Years	452	Regular Two Years	448
Student	1715	Student	1680
Department Membership	247	Department Memberships	242
Student Organizations		Student Organizations	
Lambda Pi Eta	232	Lambda Pi Eta	422
(Renew period ongoing)			
Sigma Chi Eta	5	Sigma Chi Eta	17
(Renew period ongoing)			

Submitted by Dane S. Claussen, Ph.D., MBA, Director of Research, Publications, and Professional Advancement
Hannah Y. Hayes, Research Assistant, M.A.

Since the February 2023 Executive Committee meeting and Leadership Retreat, Dane Claussen and usually Hannah Hayes have had numerous conversations with Taylor & Francis, regarding the NCA's journals. One ongoing conversation is about the NCA and T&F working together to begin offering journal article reviewer training in various parts of the world starting in early 2024 with communication scholars in Africa. (T&F currently is conducting internal briefings and internal planning on this.) A second topic is long term work on open data set statements in NCA journals, which is much more complicated than it might appear as it involves authors from IRB submissions forward; journals committing to the practice across editorships; observing privacy laws worldwide; and more. NCA has asked T&F to prepare a 5+ year plan across its 12 journals. A third topic has been the current status and future of open access publishing (still more questions than answers). New editors were chosen for two journals, approved by the Legislative Assembly. Editors' vision statements now are being made available to manuscript authors to help with submission decisions. Editors of *Communication Education* and *Communication Teacher* have started talking with the Teaching and Learning Council about possible areas to work together on journal content and/or the convention (GIFTS sessions will be coordinated with CT). Dane will work this summer with Publications Council chair Devika Chawla and the Council on possible revisions to the Publications Council manual and the Editors Manual. Improved "Communication Currents" are being relaunched, semi-monthly and "C-Briefs" (under a new name) also are being relaunched on a more limited and more relevant schedule. Dane wrote four short articles for the *Spectra* magazine in April and May.

NO staff work with the Teaching & Learning Council has included overhauling/updating the NCA's doctoral programs database (first since 2004), and then updating the undergraduate and master's degree databases. Dane is working with the Teaching and Learning Council on advocacy kits (from advancing/defending on the foundational course on campus to testifying to state and federal bodies on the discipline and its research). The Summer Chairs Institute is recast this year as a one-day Chairs Institute focusing on the past, present and future of the foundational course on the 10th anniversary of the 2013 Basic Course task forces and following the recent Legislative Assembly-approved resolution.

Hannah Hayes has been doing a masterful job on the daily COMMNotes emails (with their ~50% open rate), writing "Communication Currents," gathering jobs data and working with Dane on the NCA's annual PhDs/jobs report (coming out any day now), assisting with convention planning, financial data gathering, and various other tasks.

Dane and Hannah attended the entire Eastern Communication Association conference, and Hannah staffed Western. Dane participated in the National Humanities Alliance conference (including lobbying training) and lobbying training/visits (with three MCs) of the Consortium of Social Science Associations. Dane is working with B. Denise on possible summer interns through the Mayor Marion S. Berry Summer Youth Employment Program and other efforts.

As a member of ICA and AEJMC in addition to NCA, Dane attempts to keep other NCA staff apprised of various trends, issues and facts about them, including investigating current and future plans of the Consortium of Communication Associations (NCA is a former member).

On the National Office staff, Dane is monitoring the staff's work on the strategic plan, and chairing staff meetings on the plan.

Dane is looking forward to working with B. Denise on updated and expanded materials for NCA members to further engage in multiple forms of public scholarship; identify general and specific research funding possibilities; and focus on research/publications benefits for members.

National Communication Association
Statement of Financial Position
As of April 30, 2023 & December 31, 2022

	<u>April 30, 2023</u>	<u>December 31, 2022</u>
ASSETS		
Current Assets		
Cash and Cash Equivalents	\$ 462,362	\$ 769,199
Accounts Receivable	1,027	117,620
Prepaid Expenses	48,793	97,271
Total Current Assets	<u>512,182</u>	<u>984,090</u>
Investments	7,514,105	7,207,858
Property & Equipment	1,163,154	1,187,592
TOTAL ASSETS	<u><u>\$ 9,189,441</u></u>	<u><u>\$ 9,379,540</u></u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 62,089	\$ 264,935
Accrued Liabilities	7,892	7,973
Total Current Liabilities	<u>69,981</u>	<u>272,908</u>
Deferred Liabilities	176,986	272,270
TOTAL LIABILITIES	<u>246,967</u>	<u>545,178</u>
NET ASSETS		
Without donor restrictions	8,063,653	7,955,541
With donor restrictions	878,821	878,821
TOTAL NET ASSETS	<u>8,942,474</u>	<u>8,834,362</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 9,189,441</u></u>	<u><u>\$ 9,379,540</u></u>

**National Communication Association
Statement of Activities
For the Four Months Ended April 30, 2023**

	4/30/2023	Year Ending 12/31/2023		Percentage Of Annual Budget
	Actuals	Annual Budget	Budget Remaining	
Operating Revenue				
Membership Dues	\$ 165,638	\$ 688,750	\$ (523,112)	24%
Convention Revenue	2,470	945,800	(943,330)	0%
Extra Unit Affiliation	900	8,000	(7,100)	11%
Student Orgs - Renewals, Fees, & Sales	75,042	276,000	(200,958)	27%
CIDD Revenue	-	25,000	(25,000)	0%
Advertisement Income	34,611	144,000	(109,389)	24%
Subscription & Publication Sales	2,100	15,500	(13,400)	14%
Editor Stipends	158,398	150,000	8,398	106%
Royalties	445,643	927,000	(481,357)	48%
Contributions	-	5,000	(5,000)	0%
Miscellaneous Income	77	5,000	(4,923)	2%
Total Operating Revenue	884,879	3,190,050	(2,305,171)	28%
Operating Expenses				
Salaries & Benefits	399,741	1,796,100	1,396,359	22%
Professional Services	201,742	475,200	273,458	42%
Advertising	6,723	32,000	25,277	21%
Taxes	28,713	65,000	36,287	44%
Interest Groups	-	50,720	50,720	0%
Awards	344	48,500	48,156	1%
Grants & Sponsorships	60,500	261,000	200,500	23%
Student Orgs - Membership & Merchandise	3,144	13,500	10,356	23%
Travel & Meetings	132,466	221,000	88,534	60%
Communication & Outreach	-	22,000	22,000	0%
Food & Beverage	5,662	145,000	139,338	4%
Audio & Visual	60	225,000	224,940	0%
Building Maintenance & Utilities	19,095	95,600	76,505	20%
Office Expenses	4,402	123,000	118,598	4%
Information Technology	46,274	159,500	113,226	29%
Bank & Credit Card Fees	3,383	54,200	50,817	6%
Dues & Subscriptions	45,424	141,470	96,046	32%
Insurance	9,673	35,200	25,527	27%
Editor Stipends	92,000	184,000	92,000	50%
Public Programs	-	9,500	9,500	0%
CIDD Expenses	-	25,000	25,000	0%
Depreciation Expense	27,287	110,000		
Other	462	38,500	38,038	1%
Total Operating Expenses	1,087,095	4,330,990	3,161,182	25%
Change in Net Assets - Operations	(202,216)	(1,140,940)	938,724	
Non-Operating Activity				
Investment Return, net of fees	310,328	-	310,328	
Total Non-Operating Activity	310,328	-	310,328	
Total Revenue	1,195,207	3,190,050	(1,994,843)	
Total Expenses	1,087,095	4,330,990	3,243,895	
Change In Net Assets	\$ 108,112	\$ (1,140,940)	\$ 1,249,052	

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

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 the IDEA Council meeting at the February 2023 Leadership Retreat

- A. We welcomed Lisa Calvente, the representative from the new Caribbean Communication Caucus.
- B. We reviewed our award calls and discussed their success and determined that we did not wish to make any changes at this time.
- C. We revisited the question of crafting guidelines for the election of caucus representatives and determined that several of the caucuses have made changes to their bylaws along the lines proposed earlier. We decided that we would continue to encourage other caucuses to do so but to avoid dictating what they should do with their bylaws.
- D. We decided to table the amendments to the NCA Bylaws until we had a clearer idea of the mandate for the incoming diversity officer.
- E. We discussed next steps in implementing proposed actions under the IDEA Strategic Plan. The current priorities are to coordinate with the new Diversity Officer once hired and to gather data on diversity and access in future surveys of NCA members.
- F. We planned for NCA 2023
 - a. We plan to create panels on three topics: Freedom to Live (emphasizing topics of oppression such as police brutality), Freedom to Teach (focusing on controversial curricula such as CRT, Sexuality, and Gender Studies), and Freedom to Lead (a panel led by the new caucuses that might focus on global indigeneity).
 - b. We discussed concerns with the 2022 Intercaucus Reception and plan to evaluate and contribute to arrangements for the 2023 reception.

2. Activities since the retreat

- A. We developed our proposals for NCA 2023 panels to be submitted by May 31.
- B. We initiated the project to develop survey items for the next NCA climate/membership survey. We have drafted items and plan to submit these in early June.
- C. We received nominations for two of our awards and will begin the review process in late May/early June.

Mentorship and Leadership Council

Submitted by Kim Osborne

Current Members:

First	Last	Organization	End Date
Yea-Wen	Chen	San Diego State University	12/31/2025
Lisa K.	Hanasono	Bowling Green State University	12/31/2025
Raquel	Moreira	Southwestern University	12/31/2024
Bala A.	Musa	Azusa Pacific University	12/31/2023
Eddah Mbula	Mutua	St. Cloud State University	12/31/2024
Kimberly D.	Osborne	Self Employed	12/31/2025
Keri K.	Stephens	University of Texas, Austin	12/31/2023

NCA Staff Liaison: B. Denise Hawkins until April 7, then Shari Miles Cohen

Committee Report:

After the February in-person meeting in Washington, the committee realized it was necessary to gather more information about what NCA was already doing for mentorship and leadership activities. The committee planned to do an audit and write a survey for distribution to leaders and members. This research would help the committee to set a baseline and to help understand how NCA leaders and members defined mentorship and leadership and where gaps in existing needs were. The committee is aware that much work is already being done and we want to acknowledge, understand, and catalog existing efforts. The committee also decided to hold a listening session with members at the annual convention to gather qualitative information about NCA's and the discipline's mentorship and leadership needs.

At the April 7 committee meeting, **Shari Miles Cohen replaced B. Denise Hawkins as the staff liaison**, and the committee learned that they were not allowed to survey members independently. Rather, a select question or two *may* be included in a general NCA survey that will be distributed by the National Office if the National Office agrees that the question is valuable. Furthermore, the committee learned that the one meeting slot at the conference is slated to be a business meeting, and it cannot be used for a listening session. Shari was going to inquire whether one of the National Office's dedicated slots could be offered to the committee for a listening session and for additional information gathering. The primary objective for the MLC in 2023, as noted in the 2023 Goal Tracker Template under Goal 3: Embrace and Enact Inclusion, Diversity, Equity, and Access, is to draft a charter. Shari provided an example document to committee members. The committee anticipates that the qualitative and quantitative research noted will continue to inform this work in addition to members' own research, particularly referencing literature from Organizational Communication. Of particular interest is an understanding of how the communications discipline differentiates mentorship from leadership. Work is ongoing on the charter, and the committee expects to continue to work closely with the National Office on the survey and conference involvement to inform this effort.

Publications Council

Submitted by Devika Chawla

1. The Publications Council (PC) chair met with the NCA President and the EC for a few meetings about editor selections in April and May.
2. The PC chair sent rejection letters to those who were not selected to editorships.
3. The PC chair met with the incoming editor elect of CCCS for a preliminary informational debrief.
4. The PC continued with its regular tasks of supporting the publishing program and the 12 journal editors.

Research Council

Submitted by Shaunak Sastry

No report for the June EC Meeting.

Teaching and Learning Council

Submitted by Vinita Agarwal

Chair: Vinita Agarwal, Salisbury University

Chair-Elect: Katherine Thweatt, State University of New York, Oswego

Council members: Qingwen Dong, University of the Pacific; Jon Hess, University of Tennessee; Sandy Pensoneau-Conway, Southern Illinois University, Carbondale; Andrea Vickery, State University of New York, Oswego; David Yastremski, Ridge High School

NCA Liaison: Dr. Dane Claussen

National Office Research Assistant: Hannah Y. Hayes

TLC Chair's Report

The TLC goals outlined at Council's February leadership retreat included: (a) the need for advocacy at the K-12 level to promote Communication's value, (b) to support inclusive pedagogy in ways that address systemic challenges to IDEA values, (c) to create resources for graduate program directors, (d) translate TLC's efforts in structural ways through publication or alternative media dissemination for audiences within and outside of the higher education setting, (e) support NCA's doctoral program database development for prospective students searching the website, and (f) review the NCA Foundational Course Resolution of LA possible passage. Following the February leadership retreat, the TLC has met three times for its monthly meetings (March, April, and May).

To the above list of our work foci for 2023, we added developing resources for advocacy toolkits on issues of concern. We also discussed tentatively including an innovative paneling suggestion integrating synergies with publications and research and possibly mentoring: Roundtables-in- Teaching with TLC award winners or communication teaching/education journals. Both are described further below. In the TLC's June report to the EC, the following updates summarize our progress made toward those goals (and additional ones we attended to since then):

NCA Foundational Course Resolution

The NCA Foundational Course Resolution was presented by Vinita to the April 2023 Legislative Assembly (LA) Virtual session and unanimously approved. The TLC's future follow-through efforts may look at other communication courses under threat as brought up by a LA member.

Advocacy Toolkits

As an addition to goals outlined at our February leadership retreat, based on discussions with Jeanetta Sims and Dane Claussen on advocacy, the TLC has been enthusiastic about the development of advocacy toolkits on the following topics: Freedom of Expression (Vinita), DEI (Qingwen), Foundational Course (Jon & Sandy), Bullying (Katherine), and K-12 disciplinary advocacy (David).

TLC's 2023 NCA Convention Programming

In line with our focus for this year, the following three panels are being paneled by the TLC for the 2023 NCA convention:

- a. Professional Identity: Crafting a Scholarly Narrative.
Chair: Katherine Thweatt; Panelists: Jon Hess, Dane Claussen, Jennifer Pursuit, Bruce Herbert.
- b. Countering anti-inclusivity: How educators can nurture inclusive learning when legislators are passing anti-DEI measures.
Co-Chairs: Qingwen Dong, Jon Hess, and Andrea Vickery; Panelists: Jennifer Erdely, Navita James, Patrick McElearney, Andrea Patterson-Masuka, Kristina Ruiz-Mesa, Shawn Wahl, Cecily Wilson. Respondent: Kyle Rudick.
- c. How did we get here? Re-examining NCA's Commitment to K-12.
Chair: David Yastremski. Panelists: John Heinemann, Kyle Rudick, Sara Sanchez, Michael Spikes, James Weaver. Respondent: Sherwyn Morreales.

NCA 2023 Teaching Awards

Nominations were received for the Donald H. Ecroyd Award for Outstanding Teaching in Higher Education (N=3), Marcella E. Oberle Award for Outstanding Teaching in Grades K-12 (N=2), and Michael and Suzanne Osborn Community College Outstanding Educator Award (N=1). No nominations were submitted for the Wallace A. Bacon Lifetime Teaching Award (N=0). The TLC will be reviewing the nominations and selecting an awardee based on the rankings for each category.

Integration of TLC with Publication and Research (and hopefully, mentorship) goals:

We had a meeting with the **editor of *Communication Education***—Kyle Ruddick at our March meeting to explore potential avenues for translating TLC foci into submissions and/or alternative avenues for dissemination: (a) The inclusive pedagogy panel (Jon Hess, leading) will be working closely with Kyle to see how shared concerns of the TLC and Communication Education may be articulated through the panel development and engagement at NCA convention; (b) The goal is to see if such synergies can translate to productive dissemination of the foci of the panel and Communication Education (e.g., through forum submission, essay submission, or podcasts) that can be useful to educators from the K-12 through higher education settings and outside the discipline; and, (c) Future years can further explore different avenues in which such a partnership can be truly collaborative and beneficial for the different audiences the TLC would like to reach and Communication advocacy in general.

We had a meeting with the **editor of *Communication Teacher***—Brandi Lawless at our April meeting. Dane, Hannah, Vinita met with Brandi as a “pre-session” for about 45 minutes on May 5, 2023, at 12:30 PM to discuss Brandi’s vision and goals. Among her outlined challenges and goals were to improve the quality of submissions. Although it is Brandi’s second year and her issues are already full, the discussion explored synergies for coming years, how we could lay the groundwork for it, and what headway we could make toward initializing this collaboration this year. A potential way forward from next year was to hold this meeting in January when the TLC starts to investigate the year’s priorities and focus areas, particularly with respect to NCA convention programming. We also explored alternative publication and dissemination modalities including podcasts (and their potential to reach K-12 settings).

Innovative NCA Convention Programming Recommendation

Roundtables-in-Progress for Teaching, following GIFTS session. A suggestion by Brandi Lawless included organizing a roundtable-in-progress type mentoring and/or instructional format panel of selected ideas that show potential from the GIFT panel, held immediately following the GIFTS panel. Dane is exploring a low-key way to get this initialized this year and potentially explore a more formalized way of integrating something on these lines at future conventions.

Graduate Program Resources Development

Hannah highlighted the redundancy and unviability (and controversial nature) of the reputation- based criteria on which NCA’s current doctoral program database is based. Based on the page visit rankings, it was clear that (a) it was a well-visited page (hence the need); and (b) visitors were not presumably finding what they were hoping to on the page (owing to short session duration before they navigated away from the page). The goal is that the revised program database should reflect current ethical and relevant concerns of graduate program student seekers and display them in a manner that is accessible and useful in providing an accurate and comprehensive picture that can productively motivate next steps. Katherine has put together a short survey on sending out to respondents. The workgroup (including Dane, Hannah, and Andrea) is considering asking respondents whether to include NCA awards, number of graduate faculty, acceptance rate, TA/RA funding situation, number of years to completion, and percentage of those who complete in the database.

Short Course at NCA Convention for Graduate Program TA Coordinators/Directors:

The short course supports graduate program director resource development [Qingwen Dong (lead, chair), Sandy Pensoneau-Conway (co-chair), Jon Hess (co-chair), and presenter: Katherine Thweatt]. The short course is titled “Strategies and Tactics for Cultivating Graduate Teaching Assistants (TAs) in Communication Program” and invites “seven directors or coordinators from outstanding graduate TA programs to share their ideas and introduce their guidelines and principles in training their own TA’s” (abstracted from the submitted short course rationale).

TLC Website Analytics

Starting in June/July 2023, the TLC is planning to work with NO to provide input from TLC's perspective on what to highlight / retain; and what we want to background/remove.

K-12 Workgroup

Shari is looking into the process for initiating a K-12 workgroup to focus on further actionable progress on NCA's stand at the state and K-12 levels and will be getting back to the TLC on next steps. The decision to initiate a workgroup (versus Presidential or FVP task force) was made in consultation with Walid, Marnel, and Shari.

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