

Minutes APSA Council Meeting 9:30 a.m.–1 p.m. April 16, 1994 Palmer House—Chicago

These are draft minutes subject to Council approval at its August 31, 1994 meeting.

Present:

APSA Council: Charles O. Jones, presiding, John Aldrich, Harriett B. Applewhite, Paul Allen Beck, Susan C. Bourque, David Brady, John A. Garcia, Barbara Geddes, James Gibson, Mark Hansen, Jennifer L. Hochschild, Anne H. Hopkins, Raymond Hopkins, Gary C. Jacobson, Margaret Levi, Paula D. McClain, William E. Nelson, Jr., G. Bingham Powell, Ronald Rogowski, Barbara Romzek, Catherine E. Rudder, Sidney Verba, Linda F. Williams, Michael P. Zuckert

APSA Staff: Mike Brintnall, Rob Hauck, Sheilah Mann, Rovilla McHenry, Maurice Woodard

1. The Meeting Opened with a Welcome from President Charles O. Jones.

2. The Council Unanimously Approved the Minutes of the September 1, 1993 Council Meeting.

3. Report from President Charles O. Jones.

a. He has visited, spoken at the meetings of the regional PSAs.

b. He has made the following appointments:

- Sandy Maisel to the COSSA Board of Directors
- Leon Epstein to the APSR Managing Editor Search Committee (to replace Emmanuel Adler)
- Vincent Davis, proposed for the State Department History Advisory Council and selected for the Council by President Clinton

c. He presented the report of the nominating committee, i.e., the nomination of the APSA officers and Council

members for election at the 1994 Annual Meeting.

d. He called on Sidney Verba, chair of the APSR Managing Editor Search Committee. Verba responded that the Search Committee met in February and reviewed a sizeable list of nominees.

They identified a dozen nominees who were invited to express interest in the appointment, and if interested, to write a memorandum about the objectives of the *Review* as well as the scholarly and production issues to be addressed by the next managing editor. Six candidates have responded. The Search Committee will meet at the end of April to consider the statements and select an editor.

e. He reviewed the Administrative Committee deliberations and noted that one new item of business has been referred to the Departmental Services Committee: an examination of and response to changes in the number of types of academic employment opportunities. Jones has met with graduate students who express concern about the lateness of appointments and the nature of the appointments. The Committee is being asked to report back to the Council at its next meeting on how it will address these issues.

4. Report from Catherine E. Rudder, Executive Director

a. She reviewed the many activities and services undertaken by APSA this academic year, including: seven surveys, two new newsletters, preparing and distributing a member's guide, a new classification of fields of specialization, new phone system, an APSA summer internship for a political science student identified through the minority ID Program and an internship for a D.C. high school student, establishing a books and journals donations program, and improving the condition of the APSA building as a new tenant moved in.

b. She noted increases in individual membership of 5.4% over the past year: 6.3% increase in regular members and 3.4% in student members and a halt to the decline in institutional memberships.

c. She described APSA involvement in the National Humanities Alliance (NHA) and the Consortium of Social Science Associations (COSSA) on be-

half of support for political and social science research.

d. She presented the 1994 Annual Business Meeting Rules, which incorporate schedule updates and changes in dates to assure consistency. The Council approved the rules unanimously.

5. A Review of Programs and Plans for the Forthcoming Annual Meeting

a. Paul Beck, 1994 Program Chair, reported that there are some 500 panels in the official program, 31 of which are panels on the theme of the meeting, "Politics and Political Science in a Changing World." There are an additional 90 panels for the related groups. There will be two Hyde Park sessions: on term limits and on the uses of force in foreign policy. No additional plenary sessions, beyond the Presidential Address and the Gaus Lecture, are being scheduled in order to allow for the possible addition of a major political speaker and to give members the freedom to take advantage of New York City. [A Friday evening plenary on the meeting's theme has subsequently been added.]

Beck described the volume of proposals: 2,969 individual paper proposals submitted with 1,168 being accepted. In addition, there were 373 proposals for whole panels of which 162 were accepted. The overall acceptance rate is: 40% for individual proposals and 41% for panels. The proportion of acceptances vary by section and topic. Fields without organized sections may be underrepresented. The process involves an incredible number of multiple submissions: 1029 (31%) multiple paper submissions and 175 (40%) multiple panel submissions. These complicate the work of the Program Committee considerably. To facilitate the process of responding to proposals, a packet of forms and sample letters was created. Beck expressed his gratitude to the Program Committee and the APSA Annual Meeting staff who have succeeded in putting together the complete schedule for the 1994 program.

Beck recommended the establishment of guidelines for submitting proposals for future meetings, including:

- requiring a statement/full disclosure about the number and target of proposals being submitted in the future,
- discouraging too many submissions by any one person,
- publicizing norms of responsible conduct for participants, e.g., the expectation to distribute a paper in advance, to be prepared to comment, to be an effective discussion leader if chairing a session, to show up for panels, and to deliver papers to the panel paper room, and
- keeping track of less responsible participants for reference by future program committees.

Council Recommendation: Council members agreed that there should be clear guidelines about the professional responsibilities of Annual Meeting participants and that there should be rules limiting multiple submissions. There are faculty who do not know what is expected of them or who abuse the process. Charles O. Jones suggested that the Administrative Committee deliberate on these issues and propose a set of procedures and guidelines for Council approval.

b. Sidney Verba submitted a list of the members of the 1995 Annual Meeting Program Committee chaired by Mary Katzenstein and Peter Katzenstein. The Committee will establish procedures to deal with multiple submissions. Verba observed that panels with as large number of participants are problematic. In this instance—and more generally—chairs should be encouraged to present the important themes/arguments in the participants' papers, followed by a few comments from the authors and then discussion. Other Council members agreed that panel chairs should be encouraged to exert leadership by reading the papers, communicating with the authors, and actively shaping the discussion.

The Council approved the 1995 Annual Meeting Program Committee and delegated it the authority to add or substitute members as needed.

After the vote, Paula McClain called attention to the appointment of only three minority political scientists to the Program Committee and expressed concern that one of them is a recent Ph.D. just beginning an academic appointment. Sidney Verba responded that the program co-chairs were also concerned about this. Catherine Rudder noted that the process of involving Organized Sections in the selection of program division chairs limited choices available to the Program Committee's chairs. This concern will be communicated to the Katzensteins and will be addressed in

communications to Organized Sections when planning future program committees.

c. Michael Brintnall reported on the outcome of monitoring the 1993 Annual Meeting panel paper room and introducing copying services. The latter will be continued and papers will now be accepted on diskettes. It is still not possible to systematically track down papers that are not delivered.

d. Rob Hauck presented revised/clarified guidelines to govern the sale of mailing lists and exhibitor's booths. The rules empower APSA to control Annual Meeting exhibits and distribution of information and solicitation to members in order to assure that materials are related to political science scholarship and professional concerns. The APSA Council approved the guidelines. [Attached to the official minutes.]

e. Robert Hauck presented guidelines to govern the participation of related groups in the Annual Meeting. The APSA Council approved the guidelines. [Attached to the official minutes.]

f. Robert Hauck reported on grants to support travel by scholars from other countries to the Annual Meeting and on the proposal to sell t-shirts with the 1994 Annual Meeting logo at the meeting, with proceeds to support travel grants to graduate students. The APSA Council approved of the proposal to fund graduate student travel.

g. Michael Brintnall reported on Organized Sections' governance as follows:

- An Organized Sections Committee has been established. Its members are: Russell Dalton, University of California-Irvine; Elizabeth Hanson, University of Connecticut; Allen Hertzke, University of Oklahoma; Michael Preston, University of Southern California; Joseph Stewart, University of Texas-Dallas; and Barbara Romzek (chair), University of Kansas.

An initial committee activity will be to formulate procedures for small sections to merge or make a transition to another format. The committee will look into other aspects of Organized Section development activity, including oversight of section finances and consistency with auditing standards, review of section awards procedures, and sharing of ideas for newsletters management and special projects.

h. Report on the *APSR* from Bing Powell, Managing Editor.

Powell distributed data on the submissions and rates of acceptance of articles, by general fields, 1988–93 and on the time taken in stages of the process

of reviewing and selecting articles, 1981–93. He described the time needed to prepare a manuscript for publication and how authors respond to requests to revise and resubmit articles for further review. When asked about initiating reviews of data sets, Powell said that it could not yet be accomplished by the editorial board. Powell reported that a new managing editor will not have to deal with a backlog of articles awaiting publication.

Bing Powell commended Melissa Collie for her work as book review editor. Collie did not want to continue. Marc Lichbach, University of Colorado, will become the book review editor on September 1, 1994. He would welcome suggestions from Council members about the book reviews. Council members discussed the book review section. Ronald Rogowski encouraged approval of the Publications Committee's suggestions that books not reviewed by the *APSR* be forwarded for review in an Organized Section newsletter. Anne Hopkins is concerned that this may place a burden on the book review editor. Jennifer Hochschild asked why APSA does not have a separate book review journal. Charles Jones agreed and suggested it be titled "The Political Science Reviewer" and include reviews of films and software. The Council asked that the Publications Committee explore the cost, content, and distribution of a separate review journal.

6. Sheilah Mann reviewed recommendations from the Publications Committee regarding:

- the importance of access to electronic networks to political scientists
- an advisory/editorial board of the *APSA Gopher*.

The Association will determine how other professional associations—especially for the sciences—supervise their networks. She referred also to the memorandum from Michael Brintnall on APSA electronic publishing ventures. The Publications Committee recommended against providing an electronic version of the *Personnel Service Newsletter*.

7. Michael Brintnall introduced the proposal to create a Native American Graduate Fellowship

The Council approved the proposal and recommended flexibility regarding the requirement for enrolled tribal membership.

8. Report of the Treasurer, Susan Bourque

a. Susan Bourque reviewed the FY '94 budget. The APSA is in the black, and the flow of anticipated income is on target. The proposed FY '95 budget has a 6% increase to be covered in part by an increase in Annual Meeting registration fees.

The Council approved the proposed FY '95 budget. Catherine Rudder answered questions from Council members about specific items in the budget, including:

- the allocation of staff salaries by program activity,
 - the allocation of funds to cover the costs of a contested election, which are not likely to be spent,
 - economics in the production of *PS*,
 - fund balances for awards,
 - the high cost of administering awards relative to the amount of money.
- Thus far, the Association has not taken administrative fees from endowed awards but will do so in the future. (A list of the awards and their fund balances accompanies the minutes.)

b. Susan Bourque reviewed the report on earnings and investment strategies for the Trust and Development Fund. The CFP Fund has performed better with a more aggressive strategy. The Trust and Development Fund will move in this direction and enter the international equities market. To do so, the Council will need to remove the restriction against investing in South Africa. Doing so responds to Nelson Mandela's request. The Council approved the motion to lift the restriction and allow investment, for now, in international funds that include South African ventures.

9. Endowed Programs Committee Report

Sheilah Mann presented the recommendation from the Endowed Programs Committee to establish the Ithiel de Sola Pool Lectureship to be given every third year at the APSA Annual Meeting. The lectureship is fully endowed and covers subjects—those of international politics and communications—not now covered by any lectureship.

The APSA Council accepted the committee's recommendation and approved the Ithiel de Sola Pool Lectureship.

Mann reported that the Council will receive a proposal from the Endowed Programs Committee about a capital

campaign on behalf of an APSA Centennial Fund at the spring 1995 meeting.

10. Research Support Committee

Michael Brintnall distributed the grant awards recommended by the Research Support Committee. The Committee is pleased with the quality of the work proposed.

The Council approved the Research Committee's selection of grantees.

11. Education Committee Report

Sheilah Mann reported on the Education Committee's survey of community colleges and exploration of sponsorship of a teaching institute.

The Council approved, for a three-year period covering Annual Meetings in 1994-95-96, an Annual Meeting registration fee of \$25.00 for community college faculty who are not current APSA members.

Council members discussed the objectives and cost of a summer teaching institute hosted by the University of Iowa and expressed reservations about separating teaching from research and finding funding for staff and direct costs. It was suggested that teaching workshops be offered on Saturday and Sunday, the last days of the Annual Meeting, but these are difficult dates for faculty at smaller colleges. Council members urged caution regarding APSA sponsorship at this time.

12. APSA's Minority Programs

a. Maurice Woodard distributed the list of students selected to receive the African-American and Latino Graduate Fellowships both funded and designated (not funded). The Council approved the selection.

b. Catherine Rudder reported that APSA is waiting to hear from Coca Cola regarding funding to support the Ralph Bunche Summer Institute. If funding is not confirmed soon, it will be too late to organize an Institute this summer. It may have to be deferred to 1995. Also, Lucius Barker is trying to secure support to establish the Bunche Summer Institute at Stanford on a permanent basis. [The Institute was subsequently deferred to 1995.]

c. Michael Brintnall reported that participation in the Minority ID Program is increasing. An oversight committee has been appointed, and participating students are being asked to evaluate the program. A gift to the program will fund a guide to student aid.

13. Report in International Programs

Robert Hauck reported on the following international programs:

a. The establishment of journal and book donation projects to secure journal and book donations from publishers and individuals and donate these to needy institutions, particularly in Africa, Asia, and Eastern Europe.

b. An array of international program activities conducted by APSA, including scholarly and education exchanges and institutes.

c. The grants which have been received to support travel grants for political scientists attending the 1994 IPSA World Congress.

14. Report of the Committee on the Status of Lesbians and Gays in the Profession

Michael Brintnall described surveys conducted by the Committee: one of individual members and one of department chairpersons. Reports on the surveys are planned for presentation to the Council next spring.

15. Report on the APSA Headquarters Building

Robert Hauck described improvements made on the APSA building, including: making it accessible to handicapped persons, refurbishing of the interior, and exterior landscaping to reduce leakage. Space in the building is larger than stated in the formal plans and will be measured to assure proper rental return. He also described the exploration of funds to be raised by buying another building and investing money gained from the sale of the current building.

16. Report of the Ethics Committee: New Guidelines for Notifying Job Applicants

Michael Brintnall stated the Ethics Committee recommendation that departments notify job applicants when a position is filled. This recommendation will be published in *PS* and in the *Personnel Service Newsletter*.

The meeting adjourned. The next Council meeting will be Wednesday, August 31, 1994 in New York.