

**ASHE Board of Director's Meeting  
June 14 and 15, 2007**

University of Georgia Institute of Higher Education  
Athens, Georgia

Attendance: L. Johnsrud—President, L. Eisenmann—President Elect, E. Bensimon—Past President, L. Perna—Member At-Large, D. Carter—Member At-Large, J. Milem—Member At-Large, A. Sieman—Graduate Representative, K. Risbey—Graduate Representative, P. Farrell—Executive Director, B. Townsend—Publication Committee Chair, C. Lewis—Council for Ethnic Participation, D. Wright—Council for the Advance of Higher Education, D. Toma—Legal counsel, and P. Yaeger—Public Policy Council

Not Present: A. Kezar—Member At-Large; Reitu Mabokela—Council on International Higher Education

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**Thursday, June 14<sup>th</sup>  
Meeting called to order at 9:00 a.m.**

- 1) Welcome by Linda Johnsrud
- 2) Additional Items to the Agenda: CAHEP—Wright; Equity Task Force—Bensimon
- 3) November Board Meeting Minutes—to be reviewed and approved by e-mail because minutes for November 2 and 5 were not in order. *ACTION REQUIRED*
- 4) Action Items from November 2006 Board meetings:

- a) Publications Committee—Question whether or not a graduate student was to be a member of the publications committee.

Motion by Carter with a second from Sieman: The Publications Committee will not have a graduate student as a member.

This motion was made after a recommendation from the graduate student representatives. Graduate students did not have a major contribution to the committee; the graduate student representative was more symbolic. But, it was noted that it is worthwhile to have a graduate student from the Publication Committee chair's institution to assist with the duties of the committee. *APPROVED*

- b) Awards Committee—the Awards Committee discussion was held off until the agenda item later in the day.

Nominations for Awards—after discussion of who are members of the Awards Committee, the Board reiterated the need for an ASHE Board member to be on the committee. It was recommended that the second year ASHE Board graduate student representative will be on the committee.

The Board moved and approved for a member of the Board to be a member of the Awards Committee. There are six members on the Nominations Committee. Ashley Sieman to be on Committee for 2007 followed by Kelly Risbey for 2008.

Estela suggested that each award have its own committee. The Board discussed this possibility but realized the time commitment and number of people involved and decided that one committee will handle all awards except for the dissertation of the year award.

Linda Johnrud will contact Ron Opp—Awards Committee chair—to know that a Board committee member will be on the Awards Committee

Milem questioned the deadline for the Award nominations.

November Board meeting—there will be a discussion with Ron Opp and Ashley Sieman about the Awards Committee deadlines and process.

Linda Eisenmann asked the question whether or not the ASHE Office can track all individuals who have been nominated for both the Board and awards. Farrell stated that it can and will be done – need for Nominations and Awards Committees to provide the names to the ASHE Office.

- d) ASHE Community Meeting—a certificate is provided to the volunteers recognizing them for being chairs, members, and others who had contributed to the ASHE Conference or organization. The issue is that many do not show up to the community meeting. ASHE Office will send an e-mail to recipients requesting them to attend the community meeting.
- e) Awards Luncheon and Keynote Address—the issues are the table set-up, who attends the luncheon (limited number of attendees), and when the keynote is provided.

Keynote Address—Linda Johnsrud will work with Vicki Rosser, 2007 program chair, to determine a day/time.

- f) Technical Assistance—frustrating for conference attendees who need technical support. ASHE Office needs to coordinate this effort. One solution is for the ASHE Office to have designated technicians (either volunteers or hired help) to assist with technical issues and also have a table where presenters can check computer/software compatibility with projectors. Kelly suggested having people save Powerpoint as a compatible file for all laptops.

ASHE Office to check into costs for a laptop for each room (12-13 laptops).

Vancouver—shipping into Canada—ASHE Office will check into this. ASHE currently ships over 30 boxes to the conference—programs, computer, AV equipment.

g) Consuella Lewis—CEP and ASHE By-Laws. The By-Laws are in conflict. She will talk with Toma about insuring the By-Laws are not in contradiction.

5) Budget (see attached report) – Farrell for Steve Desjardins

Farrell highlighted specific aspects of the budget: 1) first-time breakout of the conference expenses/revenues to the operating budget, 2) specific costs at the conference, and 3) CDs and the dividends earned as compared to if the money sat in a savings account.

Bensimon brought up about fundraising over the past two conferences. The funds should be used for conference costs including speaker fees. She brought up that four foundations provided funding; however, the funding from these foundations were not highlighted in the report except Gates Foundation. Bensimon brought up that Sylvia Hurtado and Bensimon had the services of graduate students (free of charge) to assist them in their presidential work.

For the 2007 conference there is a \$10,000 budget for speakers. There is a need to create a conference budget (overall and for each council and meeting group). Currently there are no budgets for pre forums or regular conference. Townsend brought this up that this was a concern because there were no budgets. We need to separate out the funding streams so individuals know what is making money or not, which has been an issue in the past.

Bensimon brought up the issue of speaker fees (page 5)—ASHE Office needs to reconcile sponsorship/donations with speaker fees.

Lewis recommended a narrative in the budget report explaining actual costs, budgets and any issues (e.g., hotel costs, union) for forums, committees/meetings, and future site recommendations.

The Board acknowledged the wonderful job Steve was doing for the organization.

Current Lumina Foundation Grant—their funding is combined with the graduate student public policy forum. Estela asked how this funding is handled in the ASHE budget. ASHE Office to check on this.

How do we say “Thank you” to the funding organizations – ASHE Office to take care of this working with the individuals who brought the funding into ASHE. ASHE Office will track all funding sources.

Farrell brought up the possibility of the audit. In 2006 DesJardins and Brown were asked to have an audit conducted on the ASHE Office to analyze the financial processes and procedures. Farrell suggested waiting for the audit until the Board knows which institution will be taking over the ASHE office (The RFP is out and the deadline is October 1, 2007). Then, we need to check with new home of ASHE whether or no this should be conducted through the 2007 transition.

Milem proposed with a second by Eisenmann to postpone the request for an audit until a new site is chosen. The Board will check to see whether or not an audit is required.

Linda suggested a budget for the 2008 conference—to be presented at the 2007 November Board meeting including pre-conference budgets.

The Board approved and accepted the 2006 Budget report with the caveats addressed above and in the Action Items list.

6) Information Sharing

- a) Conference Proposal and Acceptance – Vicki Rosser, conference chair, analyzed the number of submissions and acceptance rates by divisions (see attached). Linda and Vicki looked at the mean review rates by division – Students had the high of 291 proposals with a mean of 4.11. Vicki agreed on having two targets: 1) student division should have 37-42% of the slots, and that is what the program committee followed. Patty Yaeger stated that the division chairs were satisfied with the outcome of the program meeting (held June 8-10 in Las Vegas).

Web-site proposal and review system—Vicki to work with Jay Dee and Patricia Farrell on improving the system. We will ask Deborah Carter and Brian Pusser to provide input too. The program chair guidelines have not been updated since 2003 (Linda Hagedorn created the guide)—Farrell to begin work on updating the guidelines.

FIX: Scholarly/research paper—to change the review system guidelines.

Patty Yaeger brought up that the review questions for Public Policy were not appropriate.

- b) Membership Committee (see attached documents),  
ASHE will send out conference brochures to non-renewal members. For the 2006 conference, Bensimon sent out a personal invitation letters to all California presidents and other individuals who would have interest in the conference sessions or topics. She also sent out press releases.

Lewis suggested that we build a relationship with other organizations such as a new organization born out of AAHE (AABHE, Hispanic Caucus, ACPA). She spoke about this at AERA with Darnell Cole. Luis Riveras at ASU for Hispanic and Roland Smith at AABHE ([www.aabhe.org](http://www.aabhe.org)) and Craig Rogers at ACPA

The Board reviewed the non-renewal membership survey and they request that the committee include or edit the following questions before sending out the survey:

- What other professional organizations do you belong to? Did they replace ASHE? (Maybe rank/order organizations)
- What was your position when you were a member of ASHE?
- Why have you not renewed your membership?
- Add in Question 6 – current position – Retired
- Ask first – do you know that your membership has lapsed?
- Question 1: Add costs of conference fees
- Question 3: Change ‘pleasant’ to ‘rewarding’ Use #1 to guide the question ‘professionally rewarding’ ‘intellectually stimulating’ with a scale.

Remove from the survey letter anything stating “piloting of the survey.”

Eisenmann moved and Risbey seconded the motion for the Membership committee to conduct their survey with non-renewals after the revisions have been made.

Milem suggested that we offer a reciprocal relationship with other associations to market our conference and ASHE membership. Townsend said that the association bought membership lists in previous years (prior to 2003). Currently, ASHE sends the conference announcement to AIR members.

The Board will not entertain the #1 recruiting strategy—offer a special reduced rate for first-time members.

Bensimon asked whether or not ASHE has the profile of the non-renewal members? ASHE Office will provide the profile to the Membership Committee.

The Board requests that a version of the future ASHE member recommendation form be placed on the web-site. Advertise this on the newsletter and listserv.

- c) Newcomer Orientation – Membership committee will take over the Newcomer Orientation at the conference. Patricia/Linda Johnsrud will talk with the Committee to address networking within the session.

Bensimon suggested that the orientation address how to strike up a conversation and network. Sieman recommended that they (Sieman and Risbey) will write an article for the Fall newsletter.

Risbey brought up the suggestion to have chairs prior to the session beginning to engage the individuals attending the session.

Evaluation Committee: The evaluation committee conducts an evaluation of the conference. Is this a standing committee?

- 7) Council on International Higher Education (see proposal submitted by Reitu Mabokela. Mabokela was unable to attend meeting. ASHE Board reviewed proposal and provides the following feedback)

The Council wants more inclusion within ASHE – recommended in the proposal is to have 1) a board member who has interest in CIHE, 2) more offering of papers/symposia in regular conference through their own review process, 3) offer an international award, 4) offer only a ½ day for the international forum, and 5) offer travel funding for international scholars.

Lewis recommended strengthening the international part of ASHE—more visibility across associations. Johnsrud questioned whether or not they are submitting proposals to the regular conference and is ASHE acknowledging their work, and how it fits into ASHE. Or are the

submitters going to Comparative and International Education Society (CIES). Bensimon asked whether or not international scholars, who attend the International Forum, attend the regular conference.

Perna brought up that the Public Policy Forum is experiencing some of the similar issues and that Don Heller brought up this at the November Board meeting. Yaeger mentioned that Kate Shaw and she are planning to survey the public policy membership to learn about their interests.

Attendance at the pre-conferences and conferences was discussed. Attendees have to pay pre- and regular conference fees. Both pre-conferences (Public Policy and International) are held differently—policy meets as an entire group (Wed and Thur) and international has both multiple sessions and one big session. If ASHE integrated the international forum into the regular conference then would ASHE have to accept fewer proposals?

Carter stated that she would not have both – ½ day conference and integrate part of the program into the regular conference. Perna recommends having a ½ day but also having a strand in the regular conference to show that ASHE is committed to international research work. Johnsrud is concerned about the slot commitment because the divisions are not receiving slot commitments.

Lewis suggested offering another regular division for international. ASHE may need to rewrite the specifications of each section, to make clear the differences between what is international versus faculty, etc. Eisenmann feels that if we create a strand, we will have a fewer number of proposals because the proposals will crossover with the other divisions (e.g., faculty, students).

How about getting the appropriate reviewers especially for international? Carter said that if the division chairs know the reviewers then it should not be a problem.

Why did International Forum move to the breakout sessions?

Eisenmann recommended retaining a ½ day so they can use it anyway they want to and then, add a formal division for the International for more integration. The proposals for the international division will compete with the other proposals (in the spirit of the meeting attendees). Lewis suggested that division chair be part of CIHE or international. We will work with hotel to extend number of rooms to offer more offerings but we cannot guarantee this in Jacksonville (2008 conference).

Carter brought up that the international forum would save money because of savings from room, AV, and food.

Why do they select more papers? Is it tied to travel reimbursement? Johnsrud brought up the average review mean score for the international forum proposals was lower than for the other divisions.

Johnsrud and ASHE Office to provide Reitu with the above comments and ask Reitu to present proposal at the November Board meeting.

## LUNCH

- 8) Council on International Higher Education (CIHE) International Award (see attached proposal) – Reitu Mabokela (Mabokela was unable to attend meeting. ASHE Board reviewed proposal and provides the following feedback)

CIHE put forth a proposal to create a new ASHE award. The awards categories are wide open.

Bensimon's interpretation is that the award is to be given to someone outside of the U.S. It is hard for them to be nominated for the Board and/or awards. The awards ASHE offers are not substantive, the awards are based on quality of the endeavor. An issue brought up about ASHE members knowing the international scholars. Perna brought up that the awards are 'mainstream' rather than focusing on disciplines outside of 'higher education' (e.g., sociology, economics).

Eisenman stated that ASHE needs to work on integrating international members into ASHE.

Perception of having a program that is international focused and how to highlight the sessions.

B. Townsend brought up the issue of supporting the award financially. Carter addressed that the ASHE operating expenses cannot afford this. She brought up that if the CIHE wants to fundraise, let them.

Siemen stated that there is a graduate fund which has about \$1700 in it to help graduate students—funding comes from when an individual registers to be a member, they have an option to donate to the graduate student fund. The fund has not been used so we should create process for students to receive assistance with conference expenses. Milem suggested creating a graduate endowment based off of the membership contribution.

- 9) Council on Public Policy in Higher Education – P. Yaeger  
Yaeger will work with the forum members to understand their interests and how to move forward with the policy forum and its integration with ASHE. CPPHE will report at the November Board meeting.
- 10) Council for Ethnic Participation Awards Proposal – C. Lewis  
CEP would like to see more transparency with the ASHE membership. CEP has created several committees: Awards, New Research Grants, and Mentoring. In CEP, there is an Advisory Committee which assists with safeguards and to help align with the ASHE By-laws.

Awards rubric was created for the consistency of the scholarship. The rubric is generic. Recognize someone for a body of work or piece of scholarship. Someone asked, “How about books?”

Garcia Scholarship Award—shouldn’t Garcia be for the Founder’s Service Award? Both are awards (certificates). Scholarship award—Bensimon noted that the criteria be open to qualitative research (e.g., historical, non-empirical) because it reads towards quantitative research. Bensimon also mentioned her concern for journal ranking.

Johnsrud and Milem acknowledged CEP efforts in working with the Board on the awards. Johnsrud brought up the point that the proposal states that the nominees would go to the advisory committee. Why? For the spirit of the award process and insuring consistency overtime that the process is followed [refer to Article 6 Section 7 (f)]

Do these award nominations go through the ASHE Executive Committee? No. CEP advisory committee will handle their awards. The Board suggested establishing the CEP Award and give CEP their blessing for moving forward.

AWARDS – check whether or not nominated individuals are/were ASHE members.

Can the Council for International (CIHE) or Public Policy (CEPPE) request that they give out their own awards?

Can CEP list the recipients in the ASHE conference program? Yes. We will also include a short description of who the awards are named after (following Bobby Wright dissertation award, etc.).

Eisenmann with a second from Perna moved to allow for the creation of the CEP awards.  
*APPROVED*

11) Council for Ethnic Participation Grant Research Proposal (see proposal)

The overall purpose of the ASHE CEP Research Program proposal is to increase the research capacity of scholars of color who work on diversity issues related to educational access, recruitment, and attainment of higher education.

The Board suggested to strike “faculty of color” and focus on the scholarship. Address the spirit of the scholarly work and whose work is tied to CEP. Who would receive this? Funds would be distributed to both faculty and graduate students—proposal states faculty in one part and graduate students in another. Another point—What is the focus for funding? Is it for learning how to write grant proposals or conduct the research? Lewis clarified that the funding would be used for graduate students and/faculty to conduct research and a comprehensive process so there will be a mentoring (360 degree) program. The New Research Grant committee will oversee the selection and mentoring processes (e.g., peer process, workshops).

AERA offers a minority scholarship – why can't ASHE? ASHE – visibility and influence on higher education policy. Bensimon addressed how outside foundations find ASHE (will address during the Equity Task Force agenda item). How can we work with foundations for funding to help with this type of scholarship and providing minority (or of color)? Authenticity of the work—support individuals doing this type of work.

Clarify a 2-step program (1) grant writing activity—anyone can attend, and (2) scholarship on people of color and higher education. Clarification: all graduate students and faculty.

Lewis will return to the CEP advisory committee, make discussed changes, and bring back to the Board in November. Carter brought up a suggestion – how about a pre-conference and opening it up to others on grant writing, etc. Bensimon is not sure whether or not a grant writing workshop is the right process. She mentioned that Michael Olivas' summer roundtable is a good role model for helping new scholars. AERA offered an opportunity for new scholars/faculty to submit a scholarly piece for review and obtain feedback from editors of the different journals and then, be prepared for submission. Bensimon would not focus on grant writing but on publishing. Perna brought up that Olivas' roundtable allowed for networking with other early career faculty.

Lewis – her thought was that the committee wanted to help new faculty understand and learn about different funding sources.

Johnsrud reviewed the ASHE By-Laws (Article IX, Section 3)—only President, President-Elect, and Executive Director can engage in fund raising. Milem brought up that it is important for CEP to have the President's support because it is critical to show the foundation, etc., that ASHE supports this type of work. Milem asked how much money CEP would need, or would we need to seek funding every year or set up an endowment (and where they would seek funding).

Johnsrud asked the Board whether or not they support this proposal based on the changes. Bensimon brought up the part of the administration costs – who oversees the funding, administration, etc.? Milem wants CEP to analyze sustainability and how to go about obtaining this funding (e.g., endowments).

Milem suggested that the Executive Committee come together and discuss the process and procedures on fundraising. This would include institutional memory, past-president's process for bringing in money, current and future president to learn.

Do we want to create procedures proposal for funding. We need to clarify the budget issue— if ASHE gives a budget to each council for the conference, then they may not fund raise. BUT, if a proposal for research grant or workshops, etc., then council will have to submit a proposal for fundraising.

The Executive Committee will analyze and create a proposal for funding streams, which will be reviewed at the November Board meeting. CEP will return to November Board meeting to present an updated proposal addressing the above comments or recommendations.

## 12) AWARDS COMMITTEE

- a) ASHE Awards must be approved by the Executive Committee. For affiliated councils, awards must be approved by the executive or advisory boards of the Committee.

It was recommended that the Awards guidelines be posted on the web-site. Milem requested one date for all award nominations and a later date than April 1st. Discussion centered around having a Board member on the Awards committee. Discussed and approved earlier—a graduate student will sit on the Awards committee (Sieman for 2007). Does the graduate student also sit on the dissertation of the year committee? Does a Board presence need to occur? Hesitant to change culture – too much oversight.

Have to receive committee reports for institutional memory and the President writes their report using the committee reports specifically to address affirmative action.

- b) Dissertation of the Year Committee – what paperwork needs to be submitted? Currently it states “dissertation summary chapter” – what is this? Or is it Chapter 1 or 5? There needs to be specific guidelines.

What are the chair’s role and responsibilities? ASHE Office needs to post these on the web-site (institutional memory). There needs to be a timeline for notifying applicants. Request for: abstract, final chapter, and nomination letter by chair or committee member. Then committee can ask for further information (e.g., full dissertation).

It was brought up that ASHE has an image of being insular and therefore, ASHE needs to look at ways to be more open to non-ASHE members? Discussion focused on whether or not a student has to be a member of ASHE when nominated. In addition, nominator (chair or committee member).

Johnsrud stated that the issue raised the question: What is the purpose of the award? The board decided that the award focuses on the quality of the dissertation and that the recipient of the award does not need to be a current member of ASHE.

Bensimon – should the receiver of the award be present at the ceremony?

Townsend – are we then making the awards conditional on a person coming to the conference to receive it? Should they have to come to the actual meeting? This happened with Lumina Fellows and a mentee was left without a mentor.

Carter – if someone can’t come then they have to send someone to accept the award on their behalf. Bensimon disagreed--she felt strongly that recipient should be there to accept the award. Carter noted that the awards committee must make their announcements in time for recipient to make their travel plans.

Dissertation Timeline—Board decided that the dissertation has to have been defended and filed with the graduate division or school.

- c) Carter presented the timeline – see proposal for points  
Membership in ASHE to be considered for all awards except for distinguished service.

Eligibility for awards—does not have to be ASHE members or do they? Discussion centered around insular or do we want to acknowledge ASHE members? Different organizations have different criteria, for example, the nominating member has to be a member (NASPA, ACPA).

Nomination process—need a better process with guidelines (e.g., letter of support).

Motion by Johnsrud second by Bensimon that nominations for ASHE awards has to be made by an ASHE member but the nominated individual and potential recipient does not have to be an ASHE member. Motion withdrawn. The issue is the integrity of the nomination process and process for selection of awardees.

It was suggested that the Board bring this topic up for discussion at the ASHE Community Meeting. The discussion centered around the community meeting's purpose stated in the By-Laws.

The integrity to the Awards selections process: Board members addressed the fact that there are no explicit guidelines for how to gather documentation, how to process and choose the awardee. There is a need to provide a minimum standard.

This year: Siemen, Johnsrud, Milem, Ron Opp (Awards Committee chair), and Farrell will have a phone conference to discuss the timeline, the process for reviewing nominations, and selection. Also notify Opp that a Board member (graduate student representation) will be a member of the Awards Committee.

Farrell will work with Ron Opps on setting up phone conference for the committee to discuss the award nominations.

Next year awards process: November to vote on process. Carter and Milem will work on editing their proposals based on the Board's recommendations. Toma wants to make sure that the By-Laws are updated with recommendations.

### 13) PUBLICATIONS COMMITTEE (see attached document)

Townsend updated the Board on the Review of Higher Education on-line submission system—there is a 3 year contract with Scholar One. Amaury Nora informed Townsend that the system should be up and running by the end of July.

Should the editors have the same term length? Should each editor be eligible for a second five-year term? Should there be a formal evaluation prior to having a second five-year term granted?

Townsend wanted input from the Board for how the Publications Committee should address these questions. Example: Len Foster appointed for a five-year term as the ASHE Reader Series editor. The Publications Committee reappointed Foster for two-years (2007-2009). Should each publication have different years for editor?

Toma brought up that the Publication Committee should determine editor length of terms, including publication advisory boards. Milem put forth the charge to the Publications Committee to work on the editor's length of terms along with an evaluation of the editor.

ASHE Office to locate letter to Amaury Nora notifying him that he received the editorship for the Review of Higher Education – learn about their role and responsibilities.

Discussion also focused on whether or not there should be co-chairs for the different publications. Currently there is no formal mechanism for feedback except providing feedback to the Publication Committee chair.

Length of term – same for all editors or different? Johnsrud brought up that there are different publications so it could be different terms. Should they have five year terms? How does reappointment happen and how many times?

RHE—support from organization. Readers Series—no support from organization. Jossey-Bass and Higher Education Monograph Series—no evaluation or input from the Publication Committee (ASHE).

The Board put forth the charge that the Publications Committee revisits the By-Laws and to bring forth to the Board meeting in November any changes. The length of terms do not have to be the same, renewal/reappointment, and evaluation process. Also look at the terms for Advisory Boards of the publications.

**Friday, June 15, 2007**  
**Johnsrud call the meeting to order at 8:07 a.m.**

14) Requests for Proposals for the ASHE Office (2009-2014)

Toma provided an update on the RFP process and inquiries. October 1, 2007 is the deadline. The goal of the committee (Toma, McLendon, K. Ward, and Bensimon) is to have a recommendation to the Board early in 2008 for the new ASHE home.

15) ASHE Web-Site Redesign (see attached proposal)—Farrell

Carter had a concern about housing the ASHE web-site on the AIR server. What happens if it crashes? How is it maintained? Farrell addressed that the server is housed at the West Virginia Network for Educational Telecommunications (WVNET) where there are back-up generators (5 days of power) and servers. The maintenance will be done by the ASHE Office and if needed, by a computer consultant who will be hired to create and update various ASHE systems and pages.

ASHE—the proposal submission system—needs to be rebuilt from the beginning. Question for Farrell and AIR: Do we have to continue with the MOA for the proposal submission and review system? Concern: How long is the Memorandum of Agreement? The MOA goes until the end of 2010.

AIR wants in return access to ASHE's graduate students to market its workshops, grants, etc., and a presence within ASHE.

What happens if the new ASHE home wants to move the web server to another location or its own site? Who will maintain? Farrell will work on a clause in the memorandum of agreement to stipulate removal of ASHE web-site from AIR's server and/or change programmer.

Bensimon, Milem, Perna, and Siemann stated that they support the web-site redevelopment.

The ASHE Office request for the ASHE Councils to be housed within the ASHE web-site and they will work with the Councils to create and maintain their pages.

Sieman with a second by Milem to approve for the ASHE Office to move forward with entering into an agreement with AIR for housing ASHE's web-site on their server, use of the programs, and hiring of a programmer and graphic artist to recreate the ASHE web-site.

*APPROVED*

16) BUDGET—Financial Documents (see attached proposal)—Farrell

ASHE Office requesting having a second signature on the ASHE financial documents, including the CDs and bank account. *APPROVED*

Steve DesJardins' second appointment as the Budget director was discussed. Bensimon moved and Perna seconded that DesJardins stay on as budget director until the office has transitioned over to its new location in 2008/09.

- 17) ASHE Timeline for Voting on new Board Members (see attached proposal)  
Doug to work on By-Laws – he will clarify dates established for nominations.

Bensimon suggested establishing a Policy Book. Milem suggested having an on-line Policy Book.

Carter with a second from Bensimon moved for an ASHE Policy book to be developed and posted on-line. ASHE Office will create and post the book online. *APPROVED*

- 18) ASHE Conference Exhibitor Fees—Farrell

Currently an exhibitor pays \$400 so Farrell brought up that ASHE is probably losing money compared to other associations. Board voted on raising the fee to \$500 for the 2007 conference. Farrell to return in November with a formal exhibitor fee structure proposal based on benchmarking other associations' exhibitor fee structures.

- 19) Newsletter—what is its purpose? The current answer is that it is a long electronic newsletter. It was mentioned that it needs a more professional look. How do other organizations promote news and what is happening in the field? Newsletters? Web-site?

The discussion proceeded to address ASHE's public image and what is ASHE's purpose. The purpose has been on scholarly research but does ASHE need to expand to advocacy? And how does ASHE (and does it need to) compete against other organizations, institutes, etc.? How does ASHE make the work of the members more visible? One way is to promote member's work on the web-site. Does ASHE need a list of experts (e.g., student affairs, higher education law) so the media can contact them?

In addition to a scholarship research association, ASHE has been spending time mentoring and assisting graduate students and new faculty.

This year's conference theme is about the role and relevance of research for informing the public agendas. The Board decided that a session be offered on taking scholarly work to policy. Johnsrud will work with Vicki Rosser, Yaeger, and Farrell on setting up this session.

Continuing the discussion of ASHE's purpose and a vision for the future, the Board decided that Johnsrud will launch the discussion through her Presidential Address at the conference, Eisenmann will take the task on and set up a task force, and Milem will continue the effort. Milem asked whether or not ASHE can be a part of the Washington, D.C. higher education associations – the presidents and/or executive directors meet to discuss higher education issues.

20) CAHEP (see attached document)—Wright

CAHEP wants to join with ACPA and NASPA in the development of Higher Education Leadership (HEL) Standards (best practices). Will ASHE support CAHEP to be a part of the conversation? The focus is primarily on master's level degrees.

Bensimon questioned whether or not ASHE should become members of different associations because ASHE's focus spreads across institutional research, sociology, history, economics, etc.

Townsend brought up that standards and guidelines for higher education had been discussed early in the ASHE career.

It was brought up that this would be helpful for smaller higher education programs. Eisenmann stated that she would like to see CAHEP lead the charge. Siemann suggested that there are key members from ASHE on the ACPA Commission and to tap into their knowledge and have them work with CAHEP. Carter suggested that CAHEP work with the Commission that created the 2003 Counseling Advanced Standards (CAS). Wright will take these suggestions back to CAHEP and work on moving forward with supporting higher education programs.

CAHEP wants to get more program directors involved in CAHEP. ASHE Office needs to give more prominence to the CAHEP meeting in the 2007 conference program.

The Board wants to continue this conversation through Wright and CAHEP.

21) Conference Budgets

CAHEP and other Councils asked whether or not they receive conference budgets. Currently no, but ASHE Office will develop budgets for each council and pre-conference based on historical costs. ASHE Office to get this to the Councils by August.

The Executive Committee will work with Patricia to support pre-conferences.

The Board approved that Councils can fundraise at own institutions (e.g., UGA IHE) but they need to coordinate their efforts with the ASHE Office so there is no overlap and to have institutional memory. Farrell stated that Joni Burns has created a spreadsheet tracking conference exhibitors and sponsors.

22) 2008 ASHE Board Member At-Large position

The Board discussed and moved that Carter fill Milem's place in 2008 when Milem takes over as President-Elect. 2007 is Carter's last year on the Board so there will be continuity for one year.

## 2007 ASHE Board Summer Meeting Approved Items

Agenda Item Number	Agenda Item	Approved
4a	Publications Committee	A graduate student will not serve on the Publications Committee
4b	Awards Committee	An ASHE Board member to be a member of the Awards Committee. The 2 <sup>nd</sup> year graduate student representative will represent the ASHE Board.
4b	Awards Committee Nominating Committee ASHE Office	ASHE Office to track all Awards and Nominating Committee nominations.
5	ASHE Conference Budgets	ASHE Office to provide conference budgets: 1) overall and 2) pre-conferences
10	Council for Ethnic Participation Award	CEP to create two awards: 1) Garcia Scholarship Award and 2) Founder's Service Award. CEP advisory committee to oversee process. CEP award recipients to be listed in conference program along with a short write-up of the award.
12b	ASHE Dissertation of the Year Award	A nominee for the dissertation of the year award needs to submit: abstract, final chapter, and nomination letter by chair or committee member. Dissertation has to have been defended and filed with the graduate division or school by the deadline. Nominee does not have to be a member of ASHE.
15	ASHE Web-Site Redevelopment	ASHE Office has the support to enter into a MOA with Association of Institutional Research (AIR) to host web-site and software. And for ASHE Office to work with programmer and designer to recreate/design the web-site.
16	ASHE Financial Documents	ASHE Office will have two ASHE representatives as authorizers on financial accounts (Executive Director and Budget Chair)
17	Conference Exhibitor Fees	Approved for ASHE Office to up the exhibitor fees to \$500 (from \$400) for table with 1 staff member.
17	ASHE Policy Book	ASHE Office to create a policy book that will be housed on the web-site.
21	Conference Fundraising	Councils are able to fundraise at own institutions and to coordinate this effort with ASHE Office. ASHE Office to track sponsors

<b>Agenda Item Number</b>	<b>Agenda Item</b>	<b>Approved</b>
		and handle the finances.
22	2008 ASHE Member At-Large	Carter will continue one more year (2008) to fill Milem's Member At-Large position. Milem will become President Elect in 2008.

## ASHE 2007 Summer Board Meeting Action Items

	<b>Action Item</b>	<b>Responsible Person(s)</b>	<b>Notes</b>	<b>Done</b>
1	November 2006 Board meeting minutes reviewed and approved by e-mail	L. Johnsrud P. Farrell		
2	Publications Committee—no graduate student on the Committee	B. Townsend ASHE Office	Update ASHE By-Laws (Section 7, e)	
3	Awards Committee—Graduate student representative from the ASHE Board will sit on the Awards Committee	L. Johnsrud	Notify Ron Opp, Awards Committee chair	Done
4	Awards Committee—phone meetings to discuss nominations	P. Farrell R. Opps	ASHE Office to set-up days/times for phone conference for Awards Committee	Done
5	Awards and Nominations Committee—track all individuals who have been nominated to run	ASHE Office Awards Committee Nominations Committee		Done
6	Awards Committee	A. Sieman	Provide update and suggestions for improvement for the nominating and awarding process of the Awards Committee. She will report at the November Board meeting.	
7	Community Meeting and Certificate	ASHE Office	To send out an e-mail in advance of the ASHE conference to individuals receiving certificates asking them to attend the ASHE community meeting on Saturday.	Done
8	President's Keynote	Johnsrud Rosser	To determine day and time for the President's keynote address	Done
9	Conference Technical Support	ASHE Office	Check into purchase of 12-13 laptops for conference use	

## ASHE 2007 Summer Board Meeting Action Items

	<b>Action Item</b>	<b>Responsible Person(s)</b>	<b>Notes</b>	<b>Done</b>
10	Conference Budget	ASHE Office Budget Director	Set-up 2008 conference budgets for Councils and entire conference	
11	2006 Budget	ASHE Office Budget Director (Steve Desjardins)	Address: 1. Foundation funding 2. Breakout of conference expenses 3. More in-depth narrative of conference costs and revenues	
12	ASHE Lumina Foundation Grant & Graduate Student Public Policy Forum	ASHE Office	Isn't ASHE GSPPF supposed to receive monetary support for the GPPF? Farrell to check with Kris Renn on specifics of grant.	
13	ASHE Financial Audit	S. Desjardins ASHE Office	Wait until next home of ASHE to determine whether or not an audit is needed	
14	Outside funding sources	ASHE Office	To track all conference funding sources and to look at different ways to thank them for their contribution.	
15	ASHE Proposal and Review System	ASHE Office V. Rosser J. Dee B. Pusser	To review and update the online ASHE proposal submission and review system	
16	ASHE Membership Committee Survey to Non-renewals	ASHE Office	Provide Membership Committee with requested updates to the survey and process.	Done
17	ASHE Membership Committee non-renewal membership survey	ASHE Office Membership Committee	Update survey with Board recommendations prior to mailing survey	
18	ASHE Conference marketing	ASHE Office	To market ASHE Conference to other higher education associations (see page 4, June 14 <sup>th</sup> )	Done

## ASHE 2007 Summer Board Meeting Action Items

	<b>Action Item</b>	<b>Responsible Person(s)</b>	<b>Notes</b>	<b>Done</b>
19	ASHE Member referral form	ASHE Office ASHE Membership Committee	To place the Membership committee's member referral form on the ASHE web-site.	Done
20	Article or How-To during Newcomer Orientation	ASHE Board Graduate Student Representatives	To write article on how to network at ASHE Conference	Done
21	ASHE Conference Session Chair responsibilities	ASHE Office	To ask conference session chairs to help with networking prior to session starting.	Done
22	Non-renewal members' profile	ASHE Office	Provide Membership Committee with profile of non-renewed members	Done
23	Membership Committee #1 recruiting strategy	ASHE Office	Notify Membership Committee that the Board will not support #1 recruiting strategy	Done
24	ASHE Conference Evaluation Committee	ASHE Office	Is the evaluation committee a standing committee?	
25	Council for International Higher Education	Johnsrud ASHE Office Mabokela	Provide Reitu with proposal feedback (as stated in June 14 <sup>th</sup> minutes) and ask her to present proposal at November 2007 Board meeting.	Done
26	Council for Ethnic Participation & ASHE Conference book	ASHE Office CEP – C. Lewis	Add a piece about the CEP Awards and who received the award	
27	CEP Research Grant	CEP – Lewis	Return to November Board meeting with updated research grant proposal based on Board conversation	
28	ASHE Fundraising	ASHE Office Executive Committee Councils	ASHE Office to create a tracking mechanism for fundraising. Office to work with Councils on fundraising— knowing who, how much, and financial management.	

## ASHE 2007 Summer Board Meeting Action Items

	<b>Action Item</b>	<b>Responsible Person(s)</b>	<b>Notes</b>	<b>Done</b>
29	ASHE Award Guidelines	ASHE Office	Post award guidelines and process on web-site	
30	ASHE Dissertation of the Year	ASHE Office Dissertation of the Year Committee	Provide approved guidelines for what needs to be submitted by individuals. Post on the web.	
31	ASHE Policies	ASHE Office	Create a link on the web-site for ASHE policies and procedures, and post all policies and procedures (a policy book)	
32	Review of Higher Education editor contract	ASHE Office	To locate contract and provide to the Publications Committee (Townsend)	
33	ASHE Publications Committee—editor evaluation, terms of service, and reappointment	ASHE Publications Committee	To put forth proposal at the November Board meeting	
34	2007 Conference Session on taking scholarship to policy	Yaeger Johnsrud Rosser Farrell	Set aside a day/time and room to offer a session on moving scholarship to policy.	Done