

Southern States Communication Association Executive Council Meeting
Wednesday, April 5, 2006; 6:00 – 8:00 p.m., Addison
Thursday, April 6, 2006; 8:00 – 11:00 a.m. Addison
2006 SSCA Annual Convention, Dallas, TX
Ken Cissna, University of South Florida, presiding

AGENDA

- 1. Call to Order**
- 2. Welcome**
- 3. Approval of Minutes of SSCA Executive Council Meeting, Boston, MA.: Friday, November 18, 2005, 11:00 – 1:45 p.m. (published on the SSCA Web Page at <http://ssca.net>)**
- 4. Approval of Agenda**
- 5. Association Finances related to ED transition – Ken Cissna, Emmett Winn, and Patricia Amason.**
- 6. Officers' Reports:**
 - 6.1 President – Ken Cissna**
 - 6.2 Vice President – Charles Tardy**
 - 6.3 Immediate Past President & Nominating Committee – Terry Thibodeaux**
 - 6.4 Vice President Elect – Craig Smith**
 - 6.5 Executive Director – J. Emmett Winn**
 - 6.6 Advertising Manager – Jean DeHart**
 - 6.7 SCJ Editor – John Meyer**
 - 6.8 NCA Legislative Assembly Representatives – Dave Sutton, Lea Clayton, Deborah Hefferin**
 - 6.9 NCA Nominating Committee Representative: Kim Golombisky**
- 7. Standing Committee Reports**
 - 7.1 Committee on Committees – Ken Cissna**
 - 7.2 Constitution – Robert Frank**
 - 7.3 Finance – Patricia Amason**
 - 7.4 Local Arrangements – Paul King**
 - 7.5 Minority Recruitment and Retention – Tony DeMars**
 - 7.6 Publications - Roseann Mandziuk**
 - 7.7 Time and Place – Hope Bock**
 - 7.8 Resolutions – Dana Gibson**
 - 7.9 Resource Development – Frances Brandau-Brown**
- 8. Division Reports**
 - 8.1 Applied Communication – John Meyer**
 - 8.2 Communication Theory – Heather Grace**
 - 8.3 Community College – Claire H. Procopio**
 - 8.4 Freedom of Speech – Norma C. Cook**
 - 8.5 Gender Studies – Sally Bell**
 - 8.6 Instructional Development – Kelli L. Fellows**
 - 8.7 Intercultural Communication – Lynn Reynolds**
 - 8.8 Interpersonal Communication – Frances Brandau-Brown**
 - 8.9 Language and Social Interaction – Margaret “Peg” Ostrenko**
 - 8.10 Mass Communication – Teresa R. Taylor**
 - 8.11 Performance Studies – Darren L. Goins**
 - 8.12 Political Communication – Tony DeMars**
 - 8.13 Popular Communication – Deborah K. Phillips**
 - 8.14 Public Relations – Esin C. Turk**
 - 8.15 Rhetoric and Public Address – Roseann Mandziuk**
 - 8.16 Southern Forensics Association – Daniel Schabot**
- 9. Unfinished Business**
 - 9.1 Membership category for adjuncts and part-time faculty – Craig Smith**
 - 9.2 Guidelines for Awards – Ken Cissna**
- 10. New Business**
- 11. Announcements and Adjournment**

Minutes

1. President Ken Cissna called the meeting the order at 6:00 p.m.

2. President Cissna welcomed all. In attendance were: Ken Cissna, President; Terry M. Thibodeaux, Past President; Charles Tardy, Vice President; Jerry Hale, Vice President-Elect; John Meyer, SCJ Editor; Jean DeHart, Advertising Manager; Emmett Winn, Executive Director; Monette Callaway-Ezell, Rep. to NCA; Robin Jensen, Community College; Chris Sawyer, Finance Committee; Linda Vangelis; Hope Bock, T&P Committee; Richard Quianthy (for Deb Hefferin), Rep. to NCA; Danna Gibson, Resolutions Committee; Mary Evelyn Collins, Outstanding New Teacher Award Committee; Roseann Mandzuik, RPA Chair & Publications Committee; Debbie Phillips, Pop Communication; Norma C. Cook, Freedom of Speech; Trish Amason, Finance Committee; Lynn Webb, Finance Committee; Sally B. Bell, Gender Studies; Teresa R. Taylor, Mass Communication; David Sutton, Rep. to NCA; Bob Frank, Constitution Committee; Darren L. Goins, Performance Studies; Dan Schabot, Southern Forensics, Tony DeMars, Political Communication & Minority Recruitment and Retention Committee; and Christine Davis, LSI Division.

3. Minutes were approved.

4. Agenda was approved with 2 changes: 6.6 and 7.3 were moved to the first two items in Officer's reports.

5. Association Finances related to ED transition. President Cissna explained that several problems arose in the transition between EDs. The former ED retained all SSCA records and continued to administer the finances of the association until late August of 2005 when most of the SSCA office materials were transferred to the new ED. Most of the financial records, however, remained with a member of the former ED's staff, and despite repeated requests that the financial records be forwarded to the new ED, they were not received. The Executive Committee and the Finance Committee initiated a listserv to allow them to discuss these issues more efficiently. They also met at NCA in Boston in November of 2006. The result of that meeting was a communication that demanded the financial records be sent to the new ED. The records were delivered to the new ED in the last week of November 2006. A close investigation of the records at that time revealed a number of problems, including that the records were incomplete and in disarray; proper invoicing and billing procedures had not been followed resulting in a loss of income for the association; some monies owed by the association in past years had gone unpaid resulting in the present year's budget being stretched to pay arrears; no federal Income Tax filings were made for 2003, 2004, or 2005; the constitutionally mandated annual reviews had not been prepared for 2003, 2004 or 2005; and SSCA's liability insurance lapsed in January 2004. Dr. Cissna explained that no monies were missing, that SSCA continues to be in good financial health, and that the new ED has been able already to remedy most of these problems, including that the association now has D&O insurance and event liability insurance and that the current ED had these prepared and filed the past due tax returns (and that IRS eventually forgave the \$9625 in penalties that it levied against SSCA). Cissna also explained that he contacted the former ED and offered him the opportunity to respond to the Executive Council about these issues, either in person or in writing. Cissna also emphasized that former ED staff member, Pat Harrell, was not responsible for any of the problems that he described.

Current ED, Emmett Winn, reported that in order to correct some of the problems he inherited, he cut one member of his ED staff in order to save money and to give himself full control of the association's finances. His staff converted all financial record keeping to Quick Books Online. This accounting program allows real time accounting procedures to be accomplished via the Internet, which allows Finance Committee chair, Trish Amason, real-time access to all association financial records and reports. Dr. Winn also reported that the Finance Committee is once again in control of the budget as directed by the constitution, and the association has a Certified Public Accountant to file its taxes and perform its annual reviews.

Trish Amason, Finance Committee Chair, reported that she is monitoring SSCA's financial records via Quick Books Online. She also reported that the Finance Committee prepared a budget for 2006-2007 but explained that there would need to be changes as the committee was continuing to straighten out many of the problems related to the poor financial record keeping of the last three years. Dr. Amason closed by explaining that the Finance Committee was again functioning as directed by the constitution and felt that they could have a proper Association budget in place within the year.

Much discussion took place concerning these issues and the Executive Council decided that a full accounting of all these matters should be made to the membership at the annual association business meeting

on Friday morning.

6. Officer's Reports:

6.1. President Ken Cissna thanked his officers and the finance committee for their work on the issues related to the ED transition.

6.2. Vice President Tardy presented this report: At the fall meeting of the Executive Council, I gave a comprehensive description of the process by which I planned our association's 76th annual convention. Since then my time and energy has been devoted to carrying out those plans. The printed program embodies that work. I'm pleased with the outcome and ready to help make sure everything keeps on schedule.

I apologize for not being here for the Wednesday meeting. My "day job," as Craig Smith has taught me to call it, prevented me from arriving any earlier. The accreditation reaffirmation team from the Southern Association of Colleges and Schools has been on our campus this week and I could not leave before all of my scheduled meetings with them had been completed.

I would like to call your attention to a few program sessions. Saturday morning one of the roundtable discussion topics will focus on how to improve our association. Sunday morning, several of the officers will be in the lobby to discuss reactions to the convention. At your division or interest group's business meeting, please remind your members and encourage anyone who with ideas, concerns, opinions, complaints, suggestions, or questions to attend.

6.3. Immediate Past President & Nominating Committee Chair Terry Thibodeaux: Thanked the officers and the finance committee members for their work and praised Dr. Cissna for his outstanding leadership.

6.4. Vice President Elect Craig Smith gave this report:

1. Theodore Clevenger, Jr. Undergraduate Honors Conference

a. Call for Papers: deadline of 12/16/5 with electronic submissions only.

b. 1,000 flyers distributed at NCA and posted on the SSCA web site for members to download and post on their campuses.

c. We received 93 submissions: 72 papers are being presented, 11 were rejected and (at least) 10 authors are unable to participate.

d. This year we tried a very different review process with a strikingly similar outcome. Recent planners have routed the submissions through a panel of some 30 readers to achieve multiple reviews of each paper. Because asking 30 members to quickly review papers over the holidays still produced 70% acceptance rates I experimented with a targeted process. I sorted the papers into thematic clusters and began inviting scholars to serve as chair/discussants, empowering them to screen the papers for their own sessions. This process imposed upon half as many members, brought a comparable number of papers to the conference and insured that the chair/discussants and their student presenters would be in tune with one another. This approach seems to have worked reasonably well and I would offer it as a viable option to future Clevenger Conference planners.

e. Reflections and recommendations:

i. I would tweak my review process in an obvious way. Since the VP-Elect plans the UHC on the way to planning the convention with the Vice-chairs, the Vice-chairs elect could be empanelled as the readers and chair/discussants. This has two advantages: it begins our working relationship a year earlier and it eases the process of identifying personnel.

ii. The Clevenger Conference is too big and too long. We have become accustomed to having some 70 papers and 13-14 panels of student papers running from Thursday through Sunday. But that is longer than most of our members care to be away from home and campus, and it is certainly longer than appeals to many seniors. It seems to me that relatively little would be lost and much would be gained by cutting the conference to Friday-Sunday (possibly noon Friday through noon Sunday). The Vice-president Elect could raise the bar for and collect the pre-registration fee or turn to an alternate paper.

iii. I anticipated having conferees participate in two off-paper programs. But the number of papers selected for inclusion made that impossible.

iv. The Clevenger Honors Conference at SSCA has a long history. It came to us from Memphis State, where Walt Kirkpatrick had briefly replicated the Undergraduate Honors Conference he had started at DePauw University in the 1970s. But over the years, the conference has changed; and I think we have lost more than we have gained. Walt's DePauw Conferences were memorable intellectual experiences because students worked in seminars with distinguished faculty. Put differently, students did not simply present their papers in standard public panels, they engaged with scholars in private conversations to deepen their understanding and whet their appetite for research. We could do this: but it would mean revising our expectations of success and providing support for the faculty facilitators rather than receptions and certificates and awards. As I reported in November, our SSCA Task Force on conventions heard that, "Panels are fine, but the really interesting conversations happen in the restaurants, hallways, elevators and bars." Yet we channeling honors students into the very panel format that we tend to find unsatisfying. I could not break the cycle; but I look forward to assisting Gerry Hale should he care to tackle this challenge.

2. 2007 Convention Theme: "Relationships and Communities in the Digital Age"

a. The Vice-President's highest priority is to use the 2007 convention to fulfill our Constitutional mission "to promote study, criticism, research, teaching, and application of the artistic, humanistic, and scientific principle of communication" in ways that cannot be achieved apart from our convention. Therefore, my highest priority will be interactive programs and workshops that promise to enable our constituents to return from Louisville better able to do whatever they do. For example, I hope to see workshops for current or prospective Department Heads, Graduate Officers, Basic Course Directors, SACS Teams, etc.

b. All submissions as e-mail attachments; no mail. Special address: SSCA@ncsu.edu. Used the process for Clevenger UHC successfully.

c. Call for paper by May 15th; Submissions by September 15th; Vice-chair material to VP by October 31st; draft for NCA.

d. I will be on leave from July 1 through December, spending most of that time in London.

Fortunately, I will be on-line throughout the year and I will be at NCA. I anticipate no significant difficulties because of this.

CALL FOR PAPERS

Southern States Communication Association

77th Annual Convention

March 29 to April 1, 2007

Marriott Louisville Downtown Hotel

Louisville, Kentucky

Relationships and Communities in the Digital Age

Our personal relationships, universities, politics, leisure activities and professional associations are being transformed by new communication technologies. People in workplaces and communities the world over are seeking sound advice to help them use these new technologies to enhance their communication.

The Vice President is especially interested in papers and programs that explore topics related to the conference theme. Divisions and interest groups are encouraged to develop one panel consistent with this theme. Co-sponsored panels are also welcome.

In addition to traditional panels of papers, the Vice President is interested in workshops and interactive programs that maximize engagement.

Program proposals that do not fit within SSCA's divisional and interest group structure may be submitted directly to the Vice President for consideration as part of the Vice President's Spotlight Series.

The complete call for papers will be posted on SSCA's website at www.scca.net and appear in the summer issue of SSCA's newsletter, Connections. All program proposals and papers are due to the

appropriate Division or Interest Group Vice Chair (or, to the Vice President under the paragraph above) by September 15, 2006.

As you plan your submissions, please limit your requests for audiovisual equipment, which is difficult to transport and prohibitively expensive to rent.

For more information, contact Craig Allen Smith of North Carolina State University at ssca@ncsu.edu.
See you in Louisville in 2007!

6.5. Executive Director Emmett Winn presented the pre-conference registration and membership numbers and the results of the CPA's statement of Assets and Liabilities for the 2004-2005 year.

6.6. Advertising Manager Jean DeHart encouraged everyone to visit the exhibitors who were at the convention. She also reported that she had spearheaded a very successful SSCA exhibit at NCA in Boston.

6.7. SCJ Editor John Meyer made the following report:

1. I began receiving new manuscripts in the summer of 2004. Since then, we have been up and running with the receiving and reviewing process. I have had terrific help from two editorial assistants, Matthew Ramsey and Emily Cain. Hurricane Katrina slowed us down dramatically last fall, as it did much in our part of the country, but during the past two months we have gotten as caught up as we can be taking in, sending out, and making decisions on manuscripts.

2. Manuscripts for SCJ Vol. 71 Issue #1 were sent to our new publisher, Taylor and Francis, in November. It should be mailing out as we speak. Relations with the new publisher have been smooth and pleasant, and all of their deadlines have been met by us. As far as we are able, the journal is on schedule, with Issue #1 to be dated March, 2006.

3. The next issue, 71 #2, will be a special issue in tribute to the life and scholarship of Janice Hocker Rushing. Guest Edited by Art Bochner and Thomas Frenz, it is filled with scholarly analysis of her work as well as narratives about her. I am excited about its publication, scheduled for June.

4. Next year, a special issue is planned that focuses on Communication and Commitment in Close, Personal Relationships, guest edited by Lynn Webb. Its submissions are now currently under review. I am discussing potential special issues or sections on communication responses to Hurricane Katrina, as well as the history of our association. Decisions will be made on these within weeks, and I welcome comments from those with ideas about how those can and should happen.

5. Submission numbers seem to be running somewhat ahead of this point during the previous editor's term. I am excited by the variety of research areas and methods represented by submissions and very grateful for the expert help of our very able and hard-working editorial board.

6. So far, I have received 182 manuscripts. That number includes several forwarded from Joy Hart, including 5 that had undergone one round of review under her editorship. I counted them as new manuscripts, but tried to use the same reviewers for those 5 as much as possible. That number does not include any manuscripts submitted for special issues or manuscripts submitted a second or third time as revised and resubmitted to me.

Manuscript disposition at this point may be classified as follows:

Received	Not Accepted	Under Review/Possible Revision	Accepted	% Accepted
182	132	35	15	8.2

6.8. NCA Legislative Assembly Representatives: No report

6.9. NCA Nominating Committee Representative Kim Golombisky sent the following report:

Results of the NCA Nominating Committee, Boston, 2005
Second Vice President Slate

(Elected individual assumes office January, 2007)

Betsy Bach

University of Montana-Missoula, Department of Communication Studies

Lynda Lee Kaid

University of Florida, College of Journalism & Mass Communication

At-Large Legislative Assembly Slate

(To fill 3 openings serving 3-year terms beginning 2006)

Dreama Moon, Cal State-San Marcos

Bryant Alexander, Cal State-LA

Danette Johnson, Ithaca College

Christina Beck, Ohio University-Athens

Stephen DePoe, University of Cincinnati

Kelly Rocca, West Virginia

Comments to SSCA Executive Committee

SSCA had no candidate for Second Vice President.

Our possible candidates for at-large L.A. declined to be nominated.

The SSCA Executive Committee may wish to develop a roster of individuals willing to be nominated.

7.0 The Following Standing Committee Reports were made:

7.2. Constitution Committee, Bob Frank (Chair), Norma Cook and Rick Bello, moved that the following changes be made to the constitution. The motions passed.

Motion 1:

Amend Article IV, Section 4, and subsection F concerning the duties of the Advertising Manager by deleting “procuring advertising for the Southern Communication Journal, with” so the section reads:

F. The Advertising Manager shall perform duties connected with procuring advertising and exhibits for the annual convention, and with procuring funding for other activities of SSCA as directed by the Executive Council.

Motion 2:

Amend Article VIII, Section 2, concerning the setting of certain fees by deleting “library subscriptions, individual copies of the Southern Communication Journal, advertising fees for the Southern Communication Journal, . . . international postal surcharges” and insert “advertising fees for the convention program,” so the section reads:

The Executive Director and Advertising Manager, in consultation with the Executive Committee, shall set fees for the following: exhibitor fees, advertising fees for the convention program, and ads for job postings.

7.3. Finance Committee Chair Trish Amason presented the proposed 2006-2007 budget. The budget was approved with changes from the Executive Council. Dr. Amason explained that the Finance Committee had formulated the budget by using the budgetary history of the previous ED office; however, in computing the budget she had realized that previous budgets had errors. Dr. Amason remedied this situation by putting the past budget history into an Excel file and recalculating the correct totals. These new totals showed that past budgets had been incorrect by several thousand dollars. The newly computed budget information sets the record straight.

7.5 Minority Recruitment and Retention Chair Tony DeMars reported that his committee had been very busy. The committee had issued a special call for involvement to HBCUs and were in contact with the program planners. The committee moved that, as part of the program planners’ duties, to include in the call for papers a voluntary disclosure of the submitter’s ethnicity and gender to allow for these statistics to be reported to the EC. Much discussion followed the motion in which the committee and especially Dr. DeMars were praised for their work. However, some members believed that disclosures of this type were contrary to SSCA’s policy of blind-review. The motion failed.

7.6. Publications Committee Chair Roseann Mandzuik reported that there is interest in SSCA starting a new journal and that Taylor and Francis has expressed interest. Dr. Mandzuik also announced that it is time to begin the search for a new Editor-Elect of SCJ.

7.7. Time and Place Committee Chair Hope Bock reported that the committee had reviewed proposals from Knoxville, Memphis, New Orleans, and Hot Springs. The committee moved that Memphis be considered for the 2010 convention site. The motion passed.

7.8. Resolutions Committee Dana Gibson solicited resolutions for the Friday morning business meeting.

7.9 The Resource Development committee announced that over \$5,000 had been raised for the Janice Hocker Rushing Award and that Caring Connections had collected over \$800 in convention pre-sales.

8. The following Divisions made reports:

8.9. Language and Social Interaction Division reported that the division had four sessions programmed with approximately a 40% acceptance rate. One of the sessions represents the Conference theme: "Our Research Values: Ethical Dilemmas in Language and Social Interaction Research." The session is scheduled for Thursday from 11:00-12:15.

9. Unfinished Business

9.1. Dr. Smith concluded that new membership categories were not needed at this time.

9.2. Ken Cissna presented new guidelines for SSCA awards. A motion was made and seconded to accept the new guidelines. The new guidelines were accepted with some changes. The amended guidelines are included in Appendix A below.

10. New Business

10.1. Dr. Smith moved that the Executive Committee extend the meaning of all references to mail and correspondence in the SSCA constitution and association polices and guidelines to include all forms of electronic communication including but not limited to the Internet, email, and faxes. The motion was seconded and carried.

11. Dr. Cissna adjourned the meeting at 11:00 a.m. on Thursday April 6.

Appendix A:

Southern States Communication Association

Award Policies and Guidelines

Guidelines

Nominations, including self-nominations, are invited for all Southern States Communication Association awards. Nominees must be SSCA members in good standing.

For *all* SSCA awards^a, a single letter of nomination is required. Although this may be written by the nominee, most nomination letters are written by colleagues who know the nominee and his or her qualifications well.

For all SSCA awards *except* the Minority Retention and Recruitment Award, the nominee's curriculum vita is required (the MRRA honors an institution, so a CV would not be appropriate).

For all SSCA awards *except* the Janice Hocker Rushing Early Career Research Award, a maximum of three (3) supporting letters and five (5) pages of additional supporting documentation may be submitted, but are not required.

The awards are described below, along with any additional requirements for each award.

Outstanding New Teacher Award honors SSCA members who have demonstrated teaching excellence early in their careers. Nominees must teach courses in communication and have taught full-time for at least two and not more than five years. In addition to the requirements noted above, each nominee must submit a statement of not more than 500 words on his or her "Philosophy and Practice of Teaching."

John I. Sisco Excellence in Teaching Award honors SSCA members who have consistently demonstrated excellence in teaching communication throughout their academic careers. Nominees must be employed full-time teaching courses in communication for a minimum of ten years. In addition to the requirements noted above, each nominee must submit a statement of not more than 500 words on his or her "Philosophy and Practice of Teaching."

Janice Hocker Rushing Early Career Research Award honors SSCA members who have demonstrated exceptional scholarly ability through research and publication early in their academic careers. Nominees must be untenured, assistant professors in the field of communication, and no more than five years shall have passed between nominee's appointment to the rank of assistant professor (or receipt of terminal degree) and the time of the award. In addition, nominees must have participated in the program of the annual convention at least twice (or participated once in the convention program and published an article in the *Southern Communication Journal*). In addition to the requirements noted above, a maximum of three (3) representative publications by the nominee must be submitted.

Outreach Award honors SSCA members who have made significant contributions to the profession by facilitating the success and access of under-represented populations or the integration of specific groups of students, professionals, or scholars into the communication discipline or professional organizations. The significant contribution may be the initiation of a major activity, the completion of a major project, or represent a lifetime of work with numerous individuals or on numerous meaningful activities. The scope of the activity may be national, regional, or local, and might involve mentoring, advising, liaison, or other activities.

T. Earle Johnson-Edwin Paget Distinguished Service Award honors SSCA members who, through their service and leadership to the Association and the profession, have made significant contributions and merit recognition.

Michael M. Osborn Teacher-Scholar Award honors SSCA members who have balanced professional careers, having achieved excellence in teaching, scholarship, and service.

Minority Recruitment and Retention Award honors institutions that have demonstrated noteworthy commitment to the recruitment and retention of minority students for their campuses.

Robert Bostrom Young Scholar Award honors the most outstanding paper submitted to the convention each year by a graduate student. The recipient of this award is determined by the Vice President through a process established by the Vice President.

Franklin Shirley Award for the Top Undergraduate Honors Conference Paper honors the most outstanding paper submitted each year to the Theodore Clevenger Jr. Undergraduate Honors Conference. The recipient of this award is determined by the Vice President Elect through a process established by the Vice President Elect.

Rose B. Johnson SCJ Article Award honors the author or authors of an outstanding, significant article published in the *Southern Communication Journal*. The recipient of this award is determined by the Editor and editorial board of *SCJ* through a process established by the Editor.

Submission Process

In all cases, electronic submission is preferred—to the Chair of the relevant award committee. If electronic submission poses a hardship or for any supplementary materials that cannot be submitted electronically, the nominator must have the nomination packet or supplementary materials delivered to *all* members of the relevant committee by the submission deadline.

Award Policies

1. Recipients of all ten Association Awards (named above) receive nice plaques and luncheon tickets. These awards are presented by the chair (or other member) of the Award committee at the Association's Award luncheon.
2. Each recipient of a "major" award from a division that offers one (e.g., Gender Studies has the "Gender Scholar" and Communication Theory the "Outstanding Scholar") will receive a smaller but nice plaque and a luncheon ticket. These awards may be presented by the Vice

President at the Association's Award luncheon, or by the Division Chair or Vice Chair at the Division's business meeting.

3. Recipients of "Top Paper" and "Top Student Paper" awards given by Division and Interest Groups will receive smaller plaques, which are given at the business meeting of the Division or Interest Group. Other awards (e.g., "Top Three Paper") will be acknowledged by Association-prepared certificates, which are also given at the Division or Interest Group business meetings.

4. All of the above awards are to be financed out of the Association's general revenues.

5. Because divisions will no longer have to pay for awards from their own budgets, divisions will be allotted \$75 per year to help finance creative convention programming, to recruit a speaker to the convention who would not otherwise attend, etc. The specifics of these expenditures, if any, must be negotiated with and approved by the Executive Director.

Award Dates

Early Fall	Post Call for Awards on SSCA Website
September 15	Post Call for Awards on SSCA Website; Submit Announcement to CRTNET; E-mail Announcement to SSCA Membership
November 15	Send E-mail Reminder Announcement to SSCA Membership
December 5	All Nomination Materials Received by Committee Chairs
January 31	All Recipient Names Submitted by Award Committee Chairs to Executive Director

^a The Robert Bostrom Young Scholar Award, the Franklin Shirley Award for the Top Undergraduate Honors Conference Paper and the Rose B. Johnson *SCJ* Article Award are determined through processes entirely separate from those described here and do not involve nominations.

Approved by SSCA Executive Committee, November 18, 2005. Revision approved April 6, 2006.