

SICET Board Meeting Minutes

Time: March 27-April 19, 2006

Meeting venue: Online

Attendees: All board members, SICET journal Editor-in-chief

On March 27th, 2006, Feng-Qi, the President of SICET, called an online board meeting to discuss 12 issues regarding the development of SICET. Board members and officers reported to the board about the tasks that they had accomplished since last board meeting in November 2005. The results of discussion on the 12 issues are listed below.

1. SICET Website

Shuyan, the Director of Technical Support had a comprehensive report regarding the redesign and development of SICET official website. Under her leadership and with support of other board members (Youmei, Leping, Yuliang, and Harrison) and SICET student members (HuaXun Fang, Maggie Hu), the following tasks have been successfully accomplished:

- The new interface of the website has been redesigned, tested, launched and now is functioning well
- The following website pages have been updated by the director who is in charge of a specific area:
 - Conference site: Youmei (Vice President)
 - Summer Scholarship site: Harrison (Director of Research and Public Relationship)
 - Membership site: Yuliang (Director of Membership)
 - IJTTL journal site: Leping (Editor-in-chief)

Shuyan proposed the following tasks need to be done:

- Activating the links on the footer, and
- Collecting relevant information for the following pages: Make Suggestions to SICET, SICET Info, Privacy Policy, Job Bank, and Help.

The president suggested Shuyan forms a work force to work on the tasks. The president will recruit some volunteers via SICET Membership Listserv.

2. Online Journal

1. Leping, the Editor-in-Chief, reported to the board about her work on the first two issues of IJTTL.
 - Leping shared examples of comments that the journal editors made on the papers they reviewed.

- Leping shared positive feedback on the work of editorial team from an author whose work was published in the 2nd issue.
- Leping called for SICET members to submit quality work to be published in IJTTL and she will try to present a diversity of work and get at least one author with a Chinese name on each issue.

Tasks accomplished:

- The first two issues of IJTTL
- A new template for the editorial response letter

Tasks on going:

- Distribution of the journal link and call for paper

Tasks to be done:

- More submissions from the SICET members
- Developing an abstract page on the Journal site
- Developing an “about authors” page on the Journal site
- Designing an interactive forum for reader-author communications
- Developing a registration and submission system

The president suggested that the first three tasks that are to be done should take the priority. She will facilitate Leping recruiting a team for Leping via SICET Membership Listserv.

3. AECT/SICET Conference 2006 in Dallas, Texas

Youmei, the Vice President reported to the board about planning work for AECT/SICET Conference 2006 in Dallas, Texas. With the support of all board members, the following tasks have been accomplished.

- Proposal review
- Presentation acceptance: eight (8) concurrent and six (6) roundtable sessions.
- Invited Dr. Kedong Li as the guest speaker from China

Based on Youmei’s suggestions as well as suggestions from other board members, the following tasks need to be done before the conference:

- Scheduling of the SICET general session and two SICET Board meetings (Youmei)
- Preparation of the SICET general session and two SICET board meetings (Feng_Qi)
- Theming sessions and assigning facilitators (Youmei)

- Papers presented at SICET will be reviewed for the second time for the publication as a special issue of IJTTL. A timeline needs to be finalized by the editor-in-chief. (Leping)
- SICET intern opportunities (Youmei)

4. Membership Drive and Database

Yuliang, the Director of Membership reported to the board about his work of redesigning the membership database, the maintenance and recruitment of membership.

Tasks accomplished:

- With the support from Guoli, Shuyan, Youmei Liu, and Ms. Maggie Hu, SICET database has been redesigned and developed, and now the database is functioning well.
- Sent many invitation emails to recruit membership through many professional listserv.
- Distributed SICET information at SITE and AERA conferences.
- Assisted Shuyan in redesigning the SICET membership webpage.
- Sent membership renewal emails to existing members to maintenance the membership.

Tasks on going:

- SICET membership recruitment
- Renewal of membership
- Distributing SICET information at conferences
- SICET database management

Tasks to be done (with Guoli):

- A system for membership information consistency
- A system for collecting membership outside the US

The President requested Yuliang to take the leadership to establish the two systems. The two systems are expected to be accomplished by next online Board meeting in July.

5. Programs for SICET Student Members

- An online discussion forum will be launched to the public to conduct academic discussion.
- Grace will be the online discussion forum facilitator.
- Information posted on the SICET Membership Listserv cannot be forwarded to this online discussion forum Listserv without the Board's permission.

The president requested Youmei to assign a Listserv for Grace to take care.

6. 2006 Summer Fellowship Lecture Trip

Harrison, the Director of Research and Public Relations, reported to the board about his work on Summer Fellowship 2006. The following tasks have been accomplished:

- Planned Summer Fellowship 2006
- Contacted CUHK and SCNU. Program Directors, Professor Kedong Li at SCNU and Professor Fonglok Lee at CUHK showed their great interest and supported the Fellowship.
- Proposal call and submission
- Proposal review and acceptance of the papers for the presentations
- Participants' confirmation (7 fellowships including 2 students).
- Program was created and sent to participants.

Tasks on going

- Publicizing Summer Fellowship 2006
- Finalizing the program (detailed) and the invitation letter
- Preparing SICET materials for recruiting new members and promoting SICET in China

The president requested two specific tasks related to the Summer Fellowship to be done by the end of April

- Updating SICET brochure and flyers in both Chinese and English (Yuliang and Geping)
- PowerPoint presentation of SICET promotion (Feng-Qi and Shuyan)

(Other board members should provide support when necessary.)

7. SICET promotion DVD

Due to the heavy work load of existing board members and officers, the SICET promotion DVD task is postponed.

8. SICET Bylaw revision

The following list of job descriptions will be included in the by-law:

President

- Direct and supervise operation of all activities of the SICET.
- The primary spokesperson for the Society.
- Interact with other societies, government officials and the public on behalf of the Society.
- Appoint committee Chairs and Members from the nominations submitted or requests additional nominations.

- May charge a standing committee through the Governing Board of Directors member to whom that committee normally reports.
- With the approval of the Board of Directors, the president may convene and appoint Chairs and Members to additional Special Committees concerned with the goals of the Society as defined in the Constitution.
- Oversee the election of Board of Directors each year.

Vice-President

- Responsible for overseeing the activities of, and nominating appointments to, the standing committees of the Society.
- Assist the President in managing activities of the SICET.
- Represent the President and take charge of the activities of the SICET should the President become incapable of performing his or her designated duties.
- Serve as the conference chair for the annual SICET conference.
- Keep conference info updated in SICET Website.

Secretary

- Assist the President in conducting routine administrative and public relation activities of the SICET.
- Prepare meeting minutes, brochure, and newsletters.
- Produce association pamphlets
- Record keeping.

Treasurer

- Manage the funds of the SICET and other routine business of the Association
- Bookkeeping
- Do annual tax return (currently, it is not necessary)
- Prepare semi-annual financial reports to the Board and all members
- Collect membership and dual membership dues

Director of Research and Public Relations

- Make the connections between scholars in the States and China
- Coordinate the summer fellowship trip
- Update summer fellowship trip info in SICET Website
- Arrange collaborative research and scholarly exchange activities for SICET
- Do PR for the society
- Create an awareness of the existence and quality of SICET
- Develops positive promotions for events, programs, and educational opportunities.
- Answer questions and requests.
- Provide communications to all members and general public

Director of Membership

- Create and maintain membership database
- Add new members to the listserv
- Prepare membership application form

- Handle new membership applications and membership renewals
- Recruit new members
- Send membership renewals to members

Director of Technology Support

- Administer the listserv
- Design, develop, and maintain SICET' Website
- Provide technology support to other directors with their individual section

Steve Yuen, Harrison Yang, and Feng-Qi Lai will be the task force to examine the current bylaws.

Timeline:

- Revision of the bylaw: completed by the next online board meeting in July.
- Approval of the revision by the board: at the July board meeting.
- Final approval by SICET members: at the 2006 AECT/SICET conference in Dallas.

9. Non-Profit Status for SICET

On going; Task force: Steve Yuen, Harrison Yang, Youmei Liu, and Feng-Qi Lai

10. SICET long-term goals and plans

For stability of SICET, we will have the tasks on the list done before moving further.

11. Advisors and the Director in Taiwan

This item will continue for discussion after the meeting is closed.

12. SICET Membership Benefit: Listserv

Based on the result of official vote, it is decided that SICET Membership Listserv will be only open to SICET active members. (Yuliang needs to keep the Listserv updated.)

13. Treasurer report

Guoli, the Treasurer, reported to the board about SICET financial status. He made several comments:

- A number of people joined in SICET because of the special deal with AECT
- the institutional price for our journal
- should establish the policy for membership (to track the membership by date, not by the year)

The president suggested that Yuliang and Guoli work on a system for the policy for membership and submit their proposal for the board's approval.