

# **Approved Minutes May 28, 2014**

## **Board of Journal of Technology, Management, and Applied Engineering (JTMAE) Agenda**

12:00 PM Pacific Time, 1PM MT, 2PM CT, 3PM ET

Location - JTMAE Board Meeting Teleconference

### **Call to Order:**

**Anticipated Board Members in Attendance:** Chair Dr. William Brauer, Dr. Cynthia Thompson, Dr. Nir Keren, Vice Chair Dr. John Sinn, Mr. Michael Thornton

**Anticipated JTMAE Associate Editors in attendance:** Dr. John Sinn (Also Board member)

Journal Administrator: Michele Anderson ([michele@atmae.org](mailto:michele@atmae.org)) and Kimberly LaBounty ([Kimberly@atmae.org](mailto:Kimberly@atmae.org))

Opening Remarks/Actions: JTMAE Board Chair Brauer (comments: )

1. Volunteer to take minutes – William
2. Approval Minutes of the April 2014, below  
Motion: Cynthia      Second: Nir  
Motion passed

### **Unfinished Business:**

3. Special issue Report: Framework for accomplishing; Subcommittee for Special Issue Project members; **William and Cynthia**  
Action: Michele is addressing some issues. William will contact Michele.  
2-year colleges – 259 awardees of grant, Michele will get in touch with us.  
Not specific limit on the total number of articles that might be accepted at this time, however if there are too many, this is reserved, we think we could have them used in later special issues.  
Web Statement, Email solicitation:

4. SWOT report:  
Survey performed by Dr. Gretchen Mosher  
Strategic Plan Committee **William, Cynthia, and John**
  - A. Available SWOT data has been distributed.
  - B. Draft Strategic plan at the bottom of this document (integrity thoughts were incorporated)
  - C. Analysis of data still needed

Action: Discussion revolved around some statement regarding authentic work and the need for how specific issues are addressed. How are we going to reach the goal, action plan.  
Michael and Nir will work on and return a revised draft by Tuesday.

5. Journal Web page visibility, functionability, and work with Apex office:

This item was tabled until at the May meeting. The Journal review process on the web site will be modified to include descriptions of our quality self-checks and continuous improvement effort.

Action: This item was tabled until the new system is adopted and used the software.

6. AMR to Apex and Apex report –
  - A. Editor/Publishing Software – The “ “ software has been reviewed and is recommended to be used. Michele and Kimberly will present this to the ATMAE Board of Directors in June.
  - B. Web page redesign – Apex has completed the redesign. Please record items that are good and items that we need to adjust.
  - C. List serve – Not sure we have list serve lists for reviewers, CCTE members, university members, email blasts can be done through the office.
  - D. Searchability – It is thought the articles can be searched by just typing a subject into the system and all articles will be searched.
  - E. Web Journal development – the communications between the Office and the JTMAE Editor continue to evolve. There have been some reported issues with members and others using the old email/system addresses.
  - F. Indexed in other – EBSCO, do we need to be indexed in others?

Action:

7. The JTMAE Board discussed whether a meeting needed to be held at the conference as the Board is meeting frequently throughout the year. The By-laws will be examined to determine if the conference meeting can be eliminated. This will be voted on at our next meeting.

The JTMAE by-laws state the “JTMAE Board shall meet at the conference”.

Action: motion “JTMAE Board ~~shall~~ may meet at the conference”.

Motion: Nir Second: Cynthia

Motion passed

#### **New Business:**

8. Plagiarism and fake research

Action: was a consensus that, it was not necessary right now.

#### **The rest of the agenda was not addressed due to time.**

9. Research and Applied Research – increase the benefits of using the Journal
  - Two tiered approach (Jerry)
    - Refereed-** "refereed," while interesting, yet not scientific
    - Juried** - articles that would be of interest to our membership and deemed "worthy" by our referees

Action:

10. JTMAE Independent Board income ideas

- a. Page Charges – “publication fee” a \$20 publication fee for non-reviewed published articles and a \$50 publication fee for reviewed published articles.
- b. Web ads
- c. Journal app
- d. Conference app

Action:

**Next meeting: Late June after ATMAE Board meeting 23-25**

**No meeting is anticipated in July**

**Adjournment: 1PM Pacific Time**

## Unapproved Minutes April 28, 2014

# Board of Journal of Technology, Management, and Applied Engineering (JTMAE) Agenda

12:00 PM Pacific Time, 1PM MT, 2PM CT, 3PM ET

Location - JTMAE Board Meeting Teleconference

### Call to Order:

**Board Members in Attendance:** Dr. William Brauer, Dr. Cynthia Thompson, Dr. Nir Keren, Dr. John Sinn, Dr. Dominick Fazarro

JTMAE Associate Editors in attendance: Dr. John Sinn (Also Board member)

Journal Administrator:

Executive Director: Kimberly LaBounty [Kimberly@atmae.org]

Opening Remarks/Actions: JTMAE Board Chair Brauer (comments: ) Recognition of outstanding support from AMR and particularly Dave Monforton. Welcome the Apex Management and Special Events team and Kimberly LaBounty.

Dr. Douglas J. Schauer, the Community College/Technical College representative resigned from Board effective April 21, 2014.

1. Volunteer to take minutes – William
2. Vice Chair – Dr. John Sinn
3. Approval Minutes of the February 2014, below  
Motion: Nir Second: Cynthia

### Unfinished Business:

4. Special issue Report: Framework for accomplishing; Subcommittee for Special Issue Project members; William and Dr. Bruce DeRuntz  
From Dr. Michael Dyrenfurth:
  - A. **The scholarship of the technology management and applied engineering disciplines.** This special issue would focus on the research and publication aspects of our profession, in particular how to increase, both quality and quantity thereof, as well as how to enhance its systematization.
  - B. **Filling the pipeline:** This special issue would focus on where the programs in our profession, at both university and community college levels, will get the new faculty needed to provide for growth in the field as well as to replace those retiring or otherwise leaving the profession.
  - C. **Enhancing the quality of technology management and applied engineering programs.** What are the issues, mechanisms and prime examples of how both the community colleges and the universities in our profession can move forward in this important dimension?

Dr. Bruce DeRuntz was recognized for his contributions to the JTMAE Board and the work Bruce performed on the Special Edition effort. As the project has been extended by the JTMAE Board, Bruce has completed his portion of the project.

Action: The above bolded items will be posted on the ATMAE/JTMAE Web Statement and an Email solicitation sent to members, nonmembers, and others that may be of interest.

The process for creating the Special issue will be decided at a later time. Current referees will be included in the review effort. It is anticipated that the current journal review editor process will not be used. Special efforts

**The Special Edition Team is composed of William and Cynthia. Cynthia and William will make special efforts to ensure that everyone knows that this is a JTMAE effort and not an ATMAE Board of Director Effort.**

The JTMAE Board discussed the White papers that were collected and have been distributed by the ATMAE Board of Directors. As this was an ATMAE Board of Directors initiative, it is retaining control of the White Papers marketing effort.

5. SWOT Brief report: Dr. Gretchen Mosher – Survey closed at the end of March  
Strategic Plan Committee William, Cynthia, and John  
Action: **The SWOT team is made up of Cynthia, William and John.** William will contact Dr. Gretchen Mosher to determine how involved Dr. Mosher wants to be as we move forward.

Dr. Mosher has completed collection of survey data. The data will be shared with the JTMAE Board. This information will be incorporated in developing portions of the Strategic Plan.

The Strategic Plan should be by the ATMAE Board of Directors meeting June 22-24, 2014. Of particular importance, the Strategic plan is to identify funding needs of the JTMAE Board and Journal. One item to be included is funding for an off-site dinner for the JTMAE Board funded by ATMAE, Kimberly LaBounty indicated that this is possible. Dr. Brauer wishes to include some type of compensation of the editor and associate editors.

6. Journal Web page visibility, functionability, and work with Apex office:  
Committee?

Action: This item was tabled. It will be revisited after the demonstration of software used by various other journals on May 8, 2014.

7. Integrity Statement – Dominick  
**INTEGRITY STATEMENT** - The Journal of Technology, Management, and Applied Engineering (JTMAE) is dedicated to the promotion of research, scholarship and the diffusion of knowledge for the interdisciplinary fields of technology, management and applied engineering. The journal promotes a high standard of publication, based primarily on a peer review process, which exhibits the integrity of scholars in the field. The strength and quality of the journal is based on trust, experience, fairness, and the adherence of JTMAE's publishing guidelines (available at URL).

Used for reviewers and editors. The purpose of the statement is to ensure self-governance and maintain integrity and validity of our system.

Action: The JTMAE Board decided that the statement was appropriate. The statement will be used to guide the development of the Strategic Plan. In addition, the Journal review process on the web site will be modified to include descriptions of our quality self-checks and continuous improvement effort. The Editorial software demonstration will influence how this is done.

### **New Business:**

#### 8. AMR to Apex –

Dr. William Brauer's and Dr. Nir Keren's discussions with Apex

- A. Editor/Publishing Software –Apex is taking action
- B. Web page redesign – Apex is taking action
- C. List serve – Apex is taking action
- D. Searchability - Apex is taking action
- E. Web Journal development - Apex is taking action
- F. Indexed in other
- G. Address Name idea

Action: Apex is working on the issues noted above. Also, Kimberly suggested that various training webinars can be developed for continuous *Associate Editor and Referee* training. This action would allow the Board to bring members on throughout the year. Several JTMAE Board members offered a training session at the last conference. This could be used as a format. A certificate of completion might be included.

Some discussion was held regarding the necessity of collecting data that can be utilized for the Outstanding Reviewer award. Michele Anderson has been working on this topic with Nir.

#### 9. Plagiarism and fake research

Action: This item was tabled. It will be revisited after the demonstration of software used by various other journals on May 8, 2014.

#### 10. **Agenda was rearranged to address item 11**

This item was not addressed - Research and Applied Research – increase the benefits of using the Journal

Two tiered approach (Jerry)

**Refereed-** "refereed," while interesting, yet not scientific

**Juried** - articles that would be of interest to our membership and deemed "worthy" by our referees

Action:

#### 11. Need to meet in person at conference – Discussion

It was moved by Nir and seconded by Cynthia that JTMAE Board members may attend a conference meeting by using telephone or other communications. Motion passed.

The JTMAE Board discussed whether a meeting needed to be held at the conference as the Board is meeting frequently throughout the year. The By-laws will be examined to determine if the conference meeting can be eliminated. This will be voted on at our next meeting.

There was discussion regarding the need for JTMAE Board members to be active, effective, and to attend meeting. It was suggest that if members cannot attend 75% they should step down.

12. This item was not addressed due to time - JTMAE Independent Board income ideas
  - a. Page Charges – “publication fee” a \$20 publication fee for non-reviewed published articles and a \$50 publication fee for reviewed published articles.
  - b. Web ads
  - c. Journal app
  - d. Conference app

Action:

**Next meeting: May**

**Adjournment: 1:30 PM Pacific time.**

## Draft 5-26-2014 JTMAE Strategic Plan

**Mission Statement** – The *Journal of Technology, Management, and Applied Engineering*, primarily through publishing, serves all Association of Technology, Management, and Applied Engineering (ATMAE) members as well as a broader audience interested in the following broadly defined areas: Technology, Management, and Applied Engineering including their related areas of education and systems.

**Vision Statement** – The *Journal of Technology, Management, and Applied Engineering* (JTMAE) and associated features/journals will be the premier publication and research resource to advance the disciplines of Technology, Management, and Applied Engineering for ATMAE members.

**Guiding principles** – The *Journal of Technology, Management, and Applied Engineering* (JTMAE) promotes a discipline steeped in applied learning. Three broad areas that define this discipline are Technology, Management, and Applied Engineering. In the past, some have narrowly defined the discipline as simply Industrial Technology. It is the *applied* component of these three identifiers that distinguishes this journal from others.

### Strategic Areas –

#### Goal 1: Position JTMAE as a premier publication

##### Strategies:

- **Increase visibility on the web site.**

On the web, there must be a prominence and robustness projected for JTMAE that helps assure all that we are as a serious journal.

- **Advance JTMAE**

The way ATMAE, organizations, and members increasingly “embraces” JTMAE will be one of the most important venues for advancing the organization.

#### Goal 2: Make JTMAE seamless and efficient

##### Strategies:

- **Become more organized and systematic**

Using web-based systems for review and editing functions, JTMAE will become increasingly well organized and systematic, reflecting the disciplined and robust journal that we are.

- **Continue to model past principles and characteristics**

It is critical that we make the work of JTMAE as seamless and efficient, yet transparent and secure, as is possible, increasingly built around the new web-



based systems, but continuing to embody similar principles and characteristics as in the past.

### **Goal 3: Become a strong and respected discipline**

#### **Strategies:**

- **Continue to look inward to increasingly project a “reflective” view**

This provides the key channel toward becoming a strong and respected discipline alongside other academic entities.

- **Provide and perform outreach programs**

The JTMAE must also become an increasingly strong vehicle to provide and perform outreach to various types of enterprise, inclusive of, but in addition to, academia.

### **Goal 4: Provide multiple events at annual conferences**

#### **Strategies:**

- **Provide additional workshops and customer service booths**

These may include: an author’s workshop; a manuscript reviewer’s workshop; a meal function organized around the annual JTMAE conference meeting; and a booth at the conference to promote all JTMAE functions and to “listen to the voice of the customer.”

- **Recognition for the best reviewer and manuscript submission**

The recognition will increase the visibility of JTMAE, encourage the Journal’s reviewers to provide thorough reviews and encouragement to authors, and motivate others to become reviewers.

### **Goal 5: Promote special manuscripts and editorial papers**

#### **Strategies:**

- **Add new areas as well as promote existing areas**

This will include but not limited to industrial member papers; community college member papers; student papers; and so on.

- **Positioning of articles/letters more focused on the CCTE needs based on the SWOT**

The goal is to make the *Journal* a destination for our members and others incorporating, for example, articles on technology usage, applications, teaching experiences, letters from the front lines, and perhaps an interesting stories box.

### **Goal 6: Obtain Funding Support - Specific ideas for growth**

**Strategies:**

- **Purchase of publishing software**  
The anticipated investment based on current and anticipated performance is \$ per year.
- **Seek research on how to add more value to non-university members needs to be advanced.**  
This might include funding for market research, \$XXXX per year.
- **Continue development of the *Journal* and add additional features**  
The JTMAE Board, while primarily concerned with the management and policies related to the *Journal of Technology, Management, and Applied Engineering*, will examine the addition of feature to increase readership. This would have some addition costs (bandwidth?, other), approximately \$ per year.
- **Support the Editor and Associate Editors retention, progression order, and development**  
One mechanism to encourage retention, progression, and development is for the Editor to receive complementary conference registration with some amount of stipend, \$ per year. The Associate Editors should receive some encouragement as well, perhaps complementary conference registration, \$ per year.
- **Support A Special Edition—Identify the funding source**  
There may be additional costs related to this initiative of \$ per year.

**Items still in development** – Analysis of the SWOT survey, competitive advantage, long and short term objectives, priorities, other action items, metrics.