



## September 22, 2016 1:00 PM CST Via Conference Call

**Present:** Bob Chin, Gretchen Mosher, Randy Peters, and Matthew Harvey

**ATMAE Staff:** John Hausoul and Alyssa Ebersole

**Absent:** Darren Olson, Isaac Slaven, and Carolyn Dunn

### **Meeting Minutes:**

**Called to Order:** Meeting was called to order at 1:05 PM CST

**Approval of the minutes:** A motion was made by Bob Chin to approve the minutes from the August 2016 meeting and seconded by Randy Peters. It was unanimously approved by the Board.

**PeerTrack Status:** Alyssa Ebersole gave an update on the launch of PeerTrack. This platform launched on 9/1/2016 and all JTMAE Board members are encouraged to visit the PeerTrack portal to familiarize themselves with the submission and review process. The JTMAE website was updated prior to 9/1/2016 to direct authors to submit their manuscripts via this site. As a reminder, all manuscripts that were submitted to JTMAE prior to 9/1/2016 were not incorporated into the PeerTrack system and are being reviewed in the traditional process.

**Scholarly Publishing Workshop at the ATMAE 2016 Annual Conference:** The Board agreed that the topics covered in workshop will include: completing a concise review, proper organization of a JTMAE manuscript, and the importance of correct formatting and writing style. Gretchen Mosher to update the PowerPoint presentation for the workshop and will send this document to Bob Chin and Randy Peters at the end of October for their review.

**JTMAE Marketing Materials:** Due to relevancy of the topic, there is an opportunity to turn the JTMAE Editorial Panel's (Gretchen Mosher, Bob Chin and Randy Peters) ATMAE presentation abstract, *The Journal of Technology, Management, and Applied Engineering: Data Analytics* into useful JTMAE marketing materials. After the ATMAE Annual Conference, John Hausoul and Alyssa Ebersole will develop a marketing piece using materials from this abstract.



# JTMAE

The Journal of  
Technology,  
Management, and  
Applied Engineering

**Open JTMAE Positions:** In the continual effort to fill the open JTMAE positions, Bob Chin said that he will reach out to ASEE to generate additional leads to interested candidates that meet JTMAE's Editorial Panel requirements. In an effort to further aid this ongoing process, Alyssa Ebersole and John Hausoul are to confirm if JTMAE Editors need to be voted in by the ATMAE Board.

**JTMAE Manuscript Guidelines:** The Board said that the current JTMAE manuscript guidelines and bylaws that may need be amended. Alyssa Ebersole to provide the JTMAE Board of Directors a link to review the bylaws. No decisions about any changes to either the guidelines or bylaws were made and this topic will be visited again at upcoming JTMAE meetings.

**JTMAE Manuscript Templates:** In an effort to resolve APA formatting problems, Gretchen Mosher presented the option of implementing an academic journal template for manuscripts submitted to JTMAE. This template will guide and encourage authors to format their submissions into the APA style JTMAE requires. Gretchen Mosher to modify a template for JTMAE's manuscript requirements. At this time, a decision about the template approach was not made by the Board.

**Contracting with an Editor:** Bob Chin talked about the option to contract with an editor to help authors bring their manuscripts into APA compliance and to help authors with general copy editing functions. This optional service would be offered at an incremental charge to interested JTMAE authors. The next steps to explore this option include: determining the overall cost to obtain these services, the price the authors will pay per page or manuscript and finally, obtaining the JTMAE Board of Director's approval to offer this service to interested parties.

**JTMAE Webinar Series:** JTMAE to host a series of webinars as an added value to ATMAE members. The first webinar will be held in January 2017 and this session will address how to use PeerTrack and it will include an overview for authors and reviewers. The second webinar will be held in March 2017 and the topic will further cover scholarly publishing. More details about the webinars will be provided at a later date.

**Next Meeting:** The Board to meet again on Tuesday, October 25 at 1pm CST.

**Meeting Adjourned:** Meeting ended at 2:20 pm CST.