

Approved Minutes September 22, 2014 Board of Journal of Technology, Management, and Applied Engineering (JTMAE) Agenda

1:00 PM Pacific Time, 2PM MT, 3PM CT, 4PM ET, 9PM London?
Location - JTMAE Board Meeting Teleconference

Call to Order:

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

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

Journal Administrator: Michele Anderson (michele@atmae.org)

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

1. Volunteer to take minutes – William
2. Approval Minutes of the May 2014, below
Motion: Cynthia Second: Dominick
Motion Approved

Unfinished Business:

3. Special issue Report: Framework for accomplishing; Subcommittee for Special Issue Project members; Michele, **William and Cynthia**
Report: deadline extended to October 1, 2014

Have submissions. Perhaps 3 or 4 articles per edition. Goal to Publish by the end of Dec.
How to get additional interest? ETV list serve.

Action:

4. SWOT report:
Survey performed by Dr. Gretchen Mosher
Strategic Plan Committee
A. Available SWOT data has been distributed.
B. Revised (Nir and Michael Thornton) Draft Strategic plan at the bottom of this document

Action: Are we able to create actionable items for the plan?
Target dates?

When will tasks be accomplished?

Sub-committee: Michael Thornton, Dr. Dominick Fazzarro

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.

Michele report: The website is built and there is quite a lot of customization involved with the editorial software, but I only have to do it once. The system generates twenty-two automatic letters that are triggered by certain events and I am writing those letters now along with all of the set-up functions.

Michele: It occurred to me that perhaps we can benefit from having a session at the conference to acquaint people generally with the software and the process through a Power Point presentation. I would have to check with the organizers about where it may fit in the schedule.

Committee: Michele will do a presentation at conference to fill in if there is a cancelation at the conference. There was consensus approving the presentation.

6. Web Page feedback from Board –
- A. Editor/Publishing Software -
 - B. Web page redesign –
 - C. List serve –
 - D. Searchability -
 - E. Web Journal development -
 - F. Indexed in other

Action: No action at this time

7. The JTMAE Board discussed whether a meeting needed to be held at the conference as the Board is meeting frequently throughout the year.

Motion: The JTMAE Board will not meet at the 2014 St. Louis ATMAE Conference.

New Business:

8. Motion to change JTMAE By-Laws

Current By-Law

III. JTMAE Editorial Panel

A. Organizational structure - JTMAE Editorial Panel

- There shall be three (3) members of the JTMAE Editorial Panel, selected by the JTMAE Board from amongst its membership or from past JTMAE Referees. Members of the editorial panel, if a university or college faculty member, should be a tenured associate professor or professor.

Proposed By-Law Change: There shall be three (3) members of the JTMAE Editorial Panel, selected by the JTMAE Board from amongst its membership or from past JTMAE Referees.

Professors at any level (e.g., assistant, associate, full, and emeritus) can serve as members of the editorial panel. The Associate Editor shall be a member of ATMAE who has successfully published in JTMAE.

Motion: Nir

Second: Dominick

Motion Carries

Motion to change JTMAE By-Laws

Current By-Law

In - II. Administrative Organization - JTMAE Board – Meetings

A. Board of Journal of Industrial Technology

1. Composition and Terms of Office:

5th bullet item: The term of office of JTMAE Board members begins at the JTMAE Board meeting held during the annual ATMAE conference.

Proposed Change:

In - II. Administrative Organization - JTMAE Board – Meetings

A. Board of Journal of Industrial Technology

1. Composition and Terms of Office:

5th bullet item: The term of office of JTMAE Board members begins at the end of the annual ATMAE conference.

Motion: Jerry

Second: Cynthia

Motion Carries

In - II. Administrative Organization - JTMAE Board – Meetings

A. Board of Journal of Industrial Technology

Proposed Change:

Journal of Technology, Management, and Applied Engineering Board

Motion: Cynthia

Second: Dominick

Motion carried

9. John may be accepting retirement in the near future. New Associate Editor needed and board member. Dr. Gretchen Mosher was contacted regarding interest in being nominated for the position of Associate Editor at a time to be determined by the JTMAE Board. Dr. Mosher has many publications and experience on the JTMAE Board. Dr. Mosher is interested. I ask that Dr. Mosher be formally nominated to the position of JTMAE Associate Editor and a vote taken in support of Dr. Mosher.

Motion: Nir

Second: John

Motion Carried

Dr. Brauer will send a welcome email to Dr. Mosher.

10. Research and Applied Research – increase the benefits of using the Journal

Two tiered approach (Jerry)

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

Juried review process - articles that would be of interest to our membership and deemed "worthy" by our referees. Not empirical

tabled

Discussion:

Action:

11. 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: October

Adjournment: