APSA Council Meeting Draft Minutes

Wednesday, August 31, 2005
Washington, D.C.
9:30AM–5:00PM

Present: Margaret Levi (president), Ira Katznelson (president-elect), Michael Brintnall (executive director), Lee Sigelman, James Johnson, Marion Orr, James L. Gibson, Andrew Aoki, Joanna Scott, Manuel Avalos, Tony Affigne, Neta Crawford, Christine Sierra, Rogers Smith, Judy Baer, John Harbeson, Henry Brady, Aili Tripp, John Aldrich, John Garcia, Harvey Mansfield, Joan Tronto, Lisa Anderson, David Vogel

Not Attending: Robert Axelrod, Shirley Geiger

Council Nominees: Catherine Boone, Donald Green, David Laitin, Jack Levy, Bryan Jones

Staff: Rob Hauck, Jeff Biggs, Robin Smith, Linda Lopez, Bahram Rajaee, Rebecca Myers

Guests: Susanne Rudolph, John E. Echeverri-Gent

I. Welcome and Report of President

President Levi began the meeting by welcoming the Council. Levi reflected on her role as president of the Association and the progress that has been made this past year. In doing so, she noted the creation of the new task force on political violence and terror, the public letters from the Association speaking out in favor of academic freedom, and the focus on non-Ph.D. institutions as important positive initiatives. She continued to encourage Council members to attend the Teaching and Learning Conference as well as the regional meetings. She informed the Council of the Executive Director review that took place during the executive session of the Administrative Committee Meeting on August 30. The review was very productive and very positive concerning Michael Brintnall's performance as executive director over the past two and half years. She noted the next major item on the Council's agenda is the *APSR* editor search which should begin as soon as possible. The president ended her comments by thanking the APSA staff and Council members for their hard work and support throughout her tenure.

II. Report of Executive Director

Executive Director Michael Brintnall reported that the Association's general operations and programs are running smoothly. There have been no major staffing changes other than the departure of one staff associate, Michael Woodruff, to start his Ph.D. program at NYU. Emily Newman has been hired to take his place. The Association is continuing to sustain its current capacity, but he encouraged the Council to be thinking of building revenue sources and he ended by thanking the leadership for their guidance.

III. Finance and Membership

A. Membership Status
This new item on the agenda is meant to incorporate a regular discussion and/or report of the status of the Association's membership into the Council's meeting agenda. Currently, overall membership continues to show slight growth. Brintnall referred to the memo included in the meeting materials and asked Council members to review the roster of faculty at their institutions to provide the national office with updates and to encourage participation in the Association of nonmember faculty.

B. Report of the Treasurer and Adjustments to the FY06 budget
Treasurer Henry Brady reported on the Association's finances. Before including budgeted drawdown from endowments, revenues totaled $4.1 million and expenses totaled $4.2 million. Only half of the budgeted drawdown was needed to balance the budget, and the Council, as usual, opted to leave remaining funds in the endowment. Director of Finance Robin Smith explained the adjustments to next year's budget which include an increase in total revenues to reflect the strong advance in registration numbers for the 2005 Annual Meeting and an increase in the net total expenses to reflect the real estate income tax and other items. With these changes, the revised APSA operating budget for fiscal year 2005–06 anticipates $4.4 million in revenue and $4.39 million in expense.

Council Action: Council unanimously approved minor adjustments to the FY05–06 budget that did not have a net effect on the bottom line.

C. T&D Committee
Henry Brady reported that the Trust and Development Board is completing a draft of the investment policy statement that clearly defines the goals and purposes of all of APSA's funds and portfolios.

D. Audit Committee
President Levi reminded the Council of its decision to appoint an Audit Committee. The next step was to approve the members of the committee. The Administrative committee recommended David Vogel from the Council, Gretchen Casper from the Trust and Development Committee, and Treasurer Tony Affigne.

Council Action: In accordance with the structure of the Audit Committee that was established at the last Council meeting in April, the Council unanimously approved the Administrative Committee's recommendation to appoint David Vogel from the Council, Gretchen Casper from the Trust and Development Board and Treasurer Tony Affigne to the committee.

E. Real Estate
Brintnall informed the Council that the building next to APSA headquarters, which is currently the Embassy of Slovenia, is for sale. It shares a party wall with the APSA building and it is feasible to open an entry between the buildings on each level. This would likely add value to the combined properties. The Association is not outgrowing its current facility, but this purchase would enhance the use of space by providing a larger meeting/conference center for APSA, Centennial Center, and CFP programs and improving the staff workspace by reorganizing offices. There is also the possibility of providing short-term residential space for fellows in a basement apartment. One issue is if the Association were to apply for tax-exempt financing for the purchase

https://doi.org/10.1017/S1049096506060367 Published online by Cambridge University Press

of the building, this would require that tenants be nonprofit organizations.

President Levi informed the Council of the Administrative Committee's recommendation to appoint a subcommittee of the Council to oversee the process of pursuing this opportunity.

Council Action: Council unanimously approved the Administrative Committee's recommendation to explore real estate options with respect to the possible purchase of the property next to APSA headquarters on New Hampshire Avenue, NW, Washington, D.C. They appointed an *ad hoc* real estate committee comprised of the president, president-elect, and treasurer to oversee any potential dealings and to bring a final proposal to the Council for action.

IV. Journals and Publications

A. APSR *and* Perspectives *Update from Editors*
APSR Editor Lee Sigelman reported on the status of the journal, which continues to function in normal operating mode. The journal continues to welcome, and in various venues actively encourages, new submissions, but a realistic expectation for the next few years is for submissions to hover around their current level. He noted that the article on genetics in the May 2005 issue has received a lot of media attention. The centennial issue also continues to provide stimulating work because of the number of ideas that have come in from various parts of the discipline.

The new editor of *Perspectives*, James Johnson, reported on his transition as editor and the status of the journal. He mentioned the names of the associate editors who have agreed. They include Kathleen Bawn of the University of California, Los Angeles; Clark Gibson of the University of California, San Diego; Michael Desch of Texas A&M University; Ruth Grant of Duke University; Walter Mebane, Jr. of Cornell University; Iris Marion Young at the University of Chicago; Martha Finnemore of George Washington University; and Tali Mendelberg of Princeton University. Johnson also explained that Jeff Isaac has begun his work as the Book Review Editor and they have discussed various innovations with the book reviews. Isaac will attend the Council meeting in March. Johnson suggested that it might be best to give the *Perspectives* annual report in March instead of August for timing issues. He also commented on the new document management system that will make the review process much more efficient once it is up. However, the process of uploading the data has been quite laborious, and the transition has been burdensome. It might make sense in the future to hire temporary employees to upload the backlog of submissions into the system, especially for the *APSR*. Johnson also inquired into the reasoning behind the alignment of his term and the term for the book review editor and suggested it might make for an easier transition if they were not aligned. He also noted that the late decision of the search committee made the transition period a rocky one and suggested that a policy be made to prevent people from resigning from the committee to become a candidate for editor.

A motion was made and seconded for a formal policy instructing search committee members to agree not to become candidates for editor. Upon further discussion, this motion was later dropped in favor of Council guidance to the committee.

Brintnall explained that the terms for the journal editor and book review editor were brought into alignment intentionally by the Council earlier, so they could build a relationship and work as a team. Levi suggested that this issue be addressed again in the future once Johnson and Isaac have had a chance to reflect on the relationship. Levi also noted that additional support will be provided to the *Perspectives* staff from the APSA office in order to get the document management system up and running.

B. APSR *Editor Search*
President-elect Ira Katznelson expressed his wish to start the *APSR* editor search by establishing a search committee as soon as possible. He indicated that the editor must have intellectual range, appreciate the complexity of the discipline, have managerial and organizational aptitude, and be committed to intellectual rigor because the *APSR* editor has the single most important editorial job in the discipline. Sigelman suggested that the term of the editor be changed to a 4- and 2-year structure. President Levi informed the Council that the Administrative Committee recommends suggesting this term structure to the search committee.

Council Action: Council approved the creation of an *APSR* Editor Search Committee and recommended the committee consider changing the editor's term to a 4-year initial appointment and a 2-year renewal term.

C. CUP Contract
Brintnall informed the Council that APSA had not yet received proposed terms from Cambridge University Press for a new contract. The office will work with the Administrative Committee in assessing a new contract.

D. SETUPS
Director of Educational and Professional Programs Linda Lopez referred to the memo in the Council Book explaining that APSA has entered into an arrangement with ICPSR for the SETUPS 2005 Voting Behavior series. Unlike in the past, whereby faculty purchased individual printed copies of the manual and requested data (CD Rom) from ICPSR for their students, this year the teaching materials will be an online publication effective September 1, 2005. Students will be able to download the manual, and conduct data analysis through this web-based module. In terms of accessibility, APSA will also have SETUPS 2005 Voting Behavior Series as an added member benefit for Departmental Services Members. The Association is in the process of registering the SETUPS trademark and ICPSR has developed a brochure for consumers.

V. Annual Meeting and Conferences

A. 2005 Annual Meeting
James Johnson reported briefly on the 2005 conference which is underway. He thanked the staff for their hard work and commitment to helping the chairs develop an excellent program. He noted the unfortunate difficulty this year in finding and keeping plenary speakers, but assured Council that this will be an exciting meeting.

B. 2005 Teaching Conference Plans
Linda Lopez reported on plans for the 2005 Teaching and Learning Conference, which are well underway. Three hundred participants are expected at this point. The conference will follow the working group model again and everyone was encouraged to attend. This was seconded by President Levi. Lopez explained that a six-person committee reviews the submissions online. Each submission is reviewed by at least two members of the committee. On average, eight to 10 presenters are assigned to each track, joined by 10–12 other participants.

C. 2006 Annual Meeting Plans
President-Elect Ira Katznelson reported on plans for the 2006 Annual Meeting which will be held in Philadelphia, PA. Judith Goldstein of Stanford University and

https://doi.org/10.1017/S1049096506060367 Published online by Cambridge University Press

Rick Valelly of Swarthmore College are the program co-chairs who have already begun developing a program around the theme, "Power Reconsidered." The plan for the 2006 Meeting is to focus on the understanding of both theoretical bases of power and its empirical effects. Political scientists are encouraged to rethink the theoretical status of power in their own empirical work and theorists are urged to revaluate their models in light of empirical examples of the effects of authority relationships.

D. Annual Meeting Review
Deputy Director Rob Hauck discussed the proposal to create an Annual Meeting Review Committee as outlined in the memo provided in the Council meeting materials. The Administrative Committee recommended the creation of this committee with the agenda items identified in the proposal as well as considering issues raised in the draft resolution submitted by the Labor Project. Such a review has been done every 10 years and it has been 10 years since the last one. Council member James Gibson also suggested that graduate student participation be added to the committee's agenda.

Council Action: Council unanimously approved the establishment of an Annual Meeting Review Committee that would, among other charges, address specific strengths and weaknesses of the current meeting structure, anticipate trends that could influence the format, organization, rules, and cost of the meeting over the next 5–10 years, and consider issues raised in the resolutions submitted by the Labor Project and the Committee on the Status of Lesbians, Gays, Bisexuals and Transgendered in the Profession.

E. Contracts
Rob Hauck discussed the decision to move the 2006 Annual Meeting from San Francisco because the threat of labor disruptions made it inadvisable to meet there. He also explained that based on the Association's criteria and requirements the only alternative locations were Philadelphia and D.C. Because D.C. is already booked, the 2006 meeting will be held in Philadelphia. The concerns with this location in the past years, such as the distance between the hotels and the convention center, have been addressed for the 2006 meeting.

Council member Harvey Mansfield reiterated his opposition to the move asserting it is in violation of the Association's nonpartisan clause. President Levi responded that the decision was not a political one, but based on the Association's ability to hold a meeting at all in the event of a major strike. She also thanked Hauck for his efforts in finding a suitable resolution to this difficult situation. In addition, she mentioned the resolution drafted by the Labor Project that calls for adopting language similar to other associations regarding the organization's liability in the event of a strike. The document will be forwarded to the Annual Meeting Review Committee for their consideration.

VI. Governance Issues

A. Election Survey Proposal
Council member Rogers Smith discussed his proposal for an APSA member survey regarding the election process. The objective of the survey would be to receive guidance from the membership on their interest in pursuing the issue of contested elections. The motion made by Smith to conduct a one-person, one-vote survey of the membership was seconded.

President Levi reported the Administrative Committee's concern that the question for the members would not provide useful or informative results. The Committee thought the reference to the web site and previous reports would not provide members who are unaware of the work that has been done by the Association in this area a complete picture of the issue, and that this approach would not provide the type of guidance needed to meet the objectives.

Others on the Council doubted the validity of a survey with just one question. Suggestions were made to redesign the survey to provide additional information and increase validity.

Smith said that he was open to rephrasing the question, but that the purpose of the survey is simply to give members an opportunity to provide the Council with feedback on the issue of contested elections before the Council decides whether further discussion is needed or not.

Council Action: The question was called and the motion to close discussion failed.

Levi suggested that improvements could be made to the survey if Council agreed to the proposal in general. Smith then substituted a motion asking the Council to appoint a committee to establish an appropriate system of polling/surveying the membership with regard to the Association's current electoral process, and this was seconded.

The committee's charge would be to determine the best survey design and instrumentation to meet the specified objectives. Another option suggested by Council was to explain the current system to the members and ask if they are content with this. This would eliminate the need for the appointed committee to develop alternatives. Concerns continued to be voiced over the survey's usefulness if it was limited to one question and if participation was not chosen by random sample. Levi noted these issues would be addressed by the appointed committee.

Council Action: The question was called and discussion was closed. The motion was then voted on and did not pass.

B. Election Procedures
Election Coordinator Rebecca Myers explained to the Council that should an all-member election be necessary this fall, it would be conducted in the same manner as in previous years. The ballot would be online and run by a third party vendor, Campus-Vote.com. Members would be notified of their opportunity to vote by email and postcard with reminder emails sent periodically throughout the election period. The cost is estimated to be the same as last year. She also notified the Council that the office would again this year collect data on who participated in the election as authorized by the Administrative Committee. Data on how members voted will not be collected.

C. Council Subcommittees
The council subcommittee on U.S. Electoral Reform discussed a meeting by Paul Gronke with Thomas Wilkey of the Electoral Assistance Commission (EAC) who would like to create a formal or informal connection between the Association's subcommittee and the commission. President Levi suggested, and the chair of the subcommittee, Henry Brady, agreed, that a working group outside of the Council may be needed to consult with the EAC on its "Voluntary Voting System Guidelines."

The Council Subcommittee on Non-Ph.D. Institutions discussed its analysis of political science faculty and their engagement in Association activities across five different department types (Ph.D., M.A., B.A., Undergraduate, and non-PS). The analysis shows that participation in APSA is higher by faculty at Ph.D. institutions in almost all areas of involvement, which include membership, governance, publication in an APSA journal, and attendance at the Annual Meeting. This suggests that efforts need to be made to more fully include B.A. and M.A. faculty in APSA

https://doi.org/10.1017/S1049096506060367 Published online by Cambridge University Press

activities, as well as to create new services and programs that are responsive to faculty in these institutional settings.

Council Action: The Council approved creating a subcommittee within the Departmental Services Committee to tackle these issues and report back to the Committee and Council on an annual basis.

The chair of the Socially Responsible Investment Subcommittee, Neta Crawford, reported that key questions they are considering include what is the purpose of APSA investments, what kind of investments are they, how do comparable organizations deal with socially responsible investing, and how does Loren Ross, the Association's investment manager, interpret and implement the Bylaws. The group has asked for a report back from the treasurer and Loren on this last question. Council encouraged the subcommittee also to move forward with steps to research what other organizations do.

Ira Katznelson addressed the issues before the Subcommittee on the Third Council Meeting, which are to decide if the council should return to D.C. in a manner similar to last years, conduct a similar full-fledged Council meeting in New York City, where the Council would focus on issues such as United Nations linkages, other international projects, and contacts with major foundations, or plan a series of smaller meetings by sub-groups of the Council in New York (and/or in Washington, D.C.) on focused topics, with reports to the full Council in the regular spring meeting. Council member Lisa Anderson volunteered to help organize a meeting in New York City. Katznelson will come back to the Council with a more thorough idea of what the Council might do to supplement its work for the Association.

VII. APSA Programs

A. Public Presence Report
Director of Internal and External Relations Bahram Rajaee discussed the report on public presence included in the Council materials. He described it as an action plan for the upcoming year and a reflection of all Council initiatives to this point. Council thanked Rajaee for his outstanding work on this report. A few suggestions were made with the wording of some of the recommendations, such as taking out "in the following order of importance" with regard to the prioritization of recommendations and reconsidering the words "brand awareness." Others cautioned that the fourth recommendation to develop the capacity to reach different audiences focusing on the media, other consumers of political science research, policy makers, and the public may be perceived as suggesting that scholars should cater to Washington policy makers.

Council Action: Council unanimously approved the action plan in the Public Presence Report for the Association's future public presence activities.

B. Task Force on Difference and Inequality in the Developing World
Council heard from John Echeverri-Gent and Susanne Rudolph from the Task Force on Difference and Inequality in the Developing World who discussed the approach and updated the Council on the group's activities to date. Council urged the Task Force to take its time in completing its work and encouraged active peer review of its products. Echeverri-Gent thanked the Council for their useful comments, assured them that the draft of the report was very much a draft, and agreed with the peer review suggestion as well as developing an executive summary that is written for the general audience.

C. Task Force Review
Chair of the Task Force Review Committee referenced the report included in the Council materials that endorses the continued appointment of task forces and offers several recommendations. These recommendations include encouraging task forces to leverage more external support, work with professional media specialists, include more scholars from non-Ph.D. granting institutions, journalists, and representatives of other organizations as members or to help shape the research, assess impact of the work on public discussion, and provide APSA staff and Council with regular reports on the group's progress.

Council Action: Council unanimously approved the report submitted by the Task Force Review Committee and noted that the report conclusions should apply to task force-like projects, such as the Civic Engagement Committee. Council also agreed that task forces should expect to include a peer vetting process for all publications, produce a public document, a scholarly volume of their findings, and teaching materials. Following this, the Council also authorized Ira Katznelson to form a new task force on religion and politics.

D. Review of Minority Programs
Linda Lopez updated the Council on the activities of the Minority Programs Review Committee, which include reviewing APSA's minority programs and articulating recommendations for future directions in this area. The committee is also contemplating writing an NSF grant proposal to conduct a study of "best practices" in minority graduate student recruitment, retention, and graduation by departments.

E. CFP
Director of the Congressional Fellowship Program Jeff Biggs reported that the Congressional Fellowship Program is in strong shape.

F. Centennial Center
Rob Hauck explained the proposal by the Centennial Center Board for the Association to become an affiliate member of the Scholars at Risk Network, and, if appropriate, to host at-risk scholars for short-term stays at the Centennial Center at no additional cost.

Council Action: Council unanimously approved the proposal to become an affiliate member of the Scholars at Risk Network and to make the Center available to short-term stays as appropriate.

G. Mentoring Task Force
Council member Joanna Scott spoke briefly about the request from the Mentoring Task Force to publish a book that would be a compilation of the articles published in *PS* and to conduct a survey of those who have participated in the program. President Levi said that subventions for book publishing are not something APSA provides, since the material can be placed on the web. The survey was approved and is underway.

VIII. Report of President-Elect

A. Africa Project
Ira Katznelson discussed his international initiative to engage scholars in Africa by using the Council's and the Association's special expertise in this area. To be successful, APSA will need to make a long-term commitment, but we should start with small steps before making this decision. Katznelson would like a small group to meet to chart a course and report at the spring Council Meeting.

Council Action: The proposal by President-Elect Ira Katznelson to begin work on a project that would focus the Association's attention on engaging political science scholars in Africa was approved unanimously by Council. An *ad hoc* subcommittee of the International Committee to plan this long-term effort was also approved.

https://doi.org/10.1017/S1049096506060367 Published online by Cambridge University Press

B. Committee Nominations

Council Action: Council unanimously approved President-Elect Ira Katnelson's committee nominations.

IX. Items for Approval/ Review on Consent Agenda

The following items were unanimously approved by Council:

A. April 9, 2005 Council Minutes

B. Review of Decisions since April 9

C. President-Elect's Committee Nominations

X. Other Business

Council agreed to discuss the workshop report on the advancement of women in political science over email in order to determine how to implement the recommendations in the report.

President Levi closed the meeting by thanking all the Council members once again for their service to the Association, especially those rotating off the Council. Katznelson also thanked Levi for her active and excellent service as president and commended her for being an extremely engaged scholar in the discipline.

The meeting adjourned at 5:00PM.

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