

Instructional Communication Interest Group Business Meeting
Hyatt Regency, Cambridge, MA
Suite 432
Scheduled for Saturday, March 23, 2024, 1:00 p.m. to 2:15 p.m.

In attendance:

- Sara Pitts
- Catie Clark-Gordon
- Casey Stratton
- Dana Borzea
- Sara Weintraub
- James Baker
- Katie Armstrong
- Stephen Kromka

1. Call to order from Sara Pitts (1:02 PM)
2. Approval of 2023 minutes
 - a. Motion to approve by Sara W. Seconded by Dana and Casey.
3. Officer Reports
 - a. From the Chair (Sara Pitts):
 - i. Submission statistics:
 1. We were given eight slots as a division for this convention.
 2. We had 3 paper submissions and 1 round table.
 3. Of the 3 paper submissions, 1 was transferred to a different division because it was not a research paper. Then one paper was transferred from the Communication Technology division to make a top paper panel.
 4. We accepted the roundtable that was submitted.
 5. I created a panel and two other panels were transferred to Instructional from the Applied Division.
 6. Thanks to some creative scheduling from Jeanne, we used 6 slots of the 8 that were given.
 - ii. We have been trying to not have 8 am business meetings – 2 years in a row that has been the case!
 - iii. Thank you to our reviewers: Katie Armstrong, James Baker, Maria Hannah, and Scott Myers.
 - iv. Award Presentations (top paper):
 1. "The Role of Student-to-Student Confirmation on Positive Achievement Emotions and Persistence Throughout the Semester"
Zac Johnson, California State University, Fullerton; Matt Shin,

California State University, Fullerton; Sara LaBelle, Chapman University

- b. ECA 2025 Convention Update, offered by Dana and Casey.
 - i. Dates: March 26-30, 2025
 - ii. Location: Buffalo, New York, Hyatt Regency Buffalo Hotel and Conference Center
 - 1. Hotel Room Rates
 - a. Approximately \$179 to \$209 (Regular); \$126 to \$156 (Student rate)
 - iii. Submission Deadlines:
 - 1. Regular: October 16, 2024 11:59 PM (PST)
 - 2. Undergraduate Scholars Conference and Graduate Posters: December 16, 2025
 - a. Zach suggested we push back the submission date for the undergraduates and graduates since many students will still be working on their final projects. Dana to take the suggestion back to EC.
 - iv. Our division has 8 slots currently, not including the business meeting
- c. From the Executive Council Representative (Kerry Byrnes-Loinette):
 - i. Kerry's term ended Thursday.
 - ii. Dana's term begins on Sunday (Thank you) and will end on Thursday of 2026. Though Dana attended the Wednesday, March 20th meeting.
 - iii. Report from Dana:
 - 1. ECA still working through the impacts of COVID
 - 2. Increased focus now on ECA's mission, including boosting membership
 - a. Wednesday, March 20th we had a total of 486 conference registrants, including 188 students.
 - 3. 6 Connect panels included throughout the conference
 - 4. Increased attendance at short courses, more than half of them at capacity, perhaps because the fee was removed
 - a. Casey: Concern shared that low attendance at the short courses despite registration might be an issue (e.g., 17 signed up for an 8:30 short course, but only 4 attended). How can we help drive accountability? Dana to discuss this at the next EC meeting. Perhaps we establish a waitlist or have a minimal fee to drive motivation.
 - 5. ECA 2024 met its contractual room obligations with the Hyatt on February 21, 2024.
 - 6. We were able to have technology in every room to present material

7. ECA will have a new logo, website, and ECAHub site for networking (more information to follow)
8. Financial State: With the decrease in numbers and attendance, we need to plan for the future and focus on the outcomes that will yield the most for the association.
9. Committees and positions available
 - a. Executive Director (3-year position)
 - b. Committee Updates
 - i. Finance committee: Trying to add a diverse body, including more voices from graduate and undergraduate students.
 - ii. New membership committee tasked to identify how to use money effectively to promote and build membership.
 1. Dana to suggest more travel funding opportunities for students and junior faculty members working for tenure.
10. Several Interest Groups tried “split business meetings,” where two groups split the 75 minutes (e.g., interpersonal and health communication).
 - a. Sara W: Not enough time to collaborate. Instead, the convention planning team should consolidate a list of similar interest groups (e.g., interpersonal, instructional, organizational), and ensure these do not overlap.

4. New Business

- a. Nominations and/or elections
 - i. Election: Chair-Elect (2025 Interest Group Planner)
 1. Maria was Elected but in an unfortunate turn of events will be unable to complete this.
 2. Nomination: Caitie was nominated by Stephen.
 - a. Caitie accepted the nomination.
 - b. Sara P. seconded the motion.
 - c. All unanimously approved.
 - ii. Election: Vice Chair Elect (2026 Interest Group Planner)
 1. This person will be vice-chair elect in 2025 then plan 2026.
 2. Nomination: Stephen nominated by Caitie.
 - a. Stephen accepted the nomination.
 - b. Sara W seconded the motion.
 - c. All unanimously approved.
 - iii. Election: Secretary

1. This is a 2 year role. 2025 and 2026.
2. Nomination
 - a. Sara W. nominated Casey.
 - b. Casey declined since he will be chairing the Organizational Communication Interest Group
 - c. Sara P. Nominated Katie, who had previously expressed interest.
 - d. Katie accepted the motion.
 - e. Casey seconded the motion.
 - f. All unanimously approved.
- iv. NO election needed: Executive Council Representative
 1. Dana Borzea will take over this role on Sunday of 2024 and will hold it until Thursday of 2026.
- v. NO election needed: Other volunteer roles (e.g., reviewers, respondents, chairs)
 1. A link to a survey will be sent out that people can fill out if they would like to indicate their interest in serving in other roles for the interest group in the upcoming year (e.g., reviewers, respondents, chairs).
 2. This was very effective for the 2024 conference. Thank you for your willingness to help!
5. Announcements & Discussion
 - a. Sara P: Identified that the by-laws for the interest group have not been updated for almost 20 years (last update in 2005).
 - i. Caitie motioned to create a subcommittee to refresh the by-laws, specifically including procedures for those unable to fulfill obligations.
 - ii. Sara W suggested enlisting the help of the interest group's executive team leaders (i.e., chair, vice-chair, secretary, and immediate past chair). They would send their thoughts and edits via a distribution list for members to vote on, raise questions, or express concerns.
 - iii. James suggested scheduling a panel for the officers to discuss the bylaws during the 2025 convention.
 - iv. Casey suggested preparing the edits before the conference, send out the edits and invite all to attend a "town hall" session led by the leaders, allowing all to vocalize their concerns.
 - v. Caitie agreed that the idea would be beneficial and will consider slotting it as a panel for 2025.

- vi. Sara W officially moved to create the committee for scrutinizing the bylaws, allowing them to discuss and communicate updates and changes needed.
 - 1. Caitie seconded the motion.
 - 2. All unanimously approved the motion.
 - b. Sara W suggested coming up with ways to encourage more submissions, including sending faculty emails and greater recruiting efforts. This could mean connecting with the local schools (e.g., SUNY), sending the calls, and working with the local arrangements representative.
 - c. Casey suggested that we reconceptualize our panels, thinking of creative ways to express scholarship (e.g., in addition to the “traditional” research panels, include more opportunities for GIFT-type sessions, best-practice panels, and networking opportunities.
 - d. Caitie suggested thinking beyond the instructional communication class since many undergraduate programs do not teach the class. Instead, we should think more broadly.
 - e. Sara W suggested finding ways to involve more people in the business meeting, including slotting the top papers before or after the business meeting.
 - f. James suggested a research-in-progress (brainstorming) roundtable for people to pitch and work on instructional communication projects together
 - g. Casey and Caitie to potentially meet and brainstorm ideas, as Casey is leading the Organizational Communication Interest Group for 2025.
6. Meeting Adjourned
- a. Motioned by Sara P.
 - b. Seconded by James, Stephen, and then all.

End 1:55PM