ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

Minutes of the Meeting of the Executive Council

Tulsa, Oklahoma
January 22-23, 1983

Presiding: O. L. Davis, Jr.

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Present: Executive Council members O. L. Davis, Jr., Larry Finkel, Lucille G. Jordan, Gwyn Brownlee, Art Costa, Carolyn Hughes, Fran Hunkins, Luther Kiser, Nelson (Pete) Quinby, Stu Rankin, Phil Robinson, and Bob Taylor. Sid Estes was absent. ASCD staff attending were Gordon Cawelti, Executive Director, Ron Brandt, Executive Editor, and Ruth Long and Diane Berreth, Associate Directors. Ron Brandt recorded the minutes of the meeting.

1. President O. L. Davis, Jr., called the meeting to order at 8:45 a.m. on January 22, 1983, and referred council members to the report from Phil Hosford on current activities of the Joint Committee for Standards in Educational Evaluation.

Lu Kiser MOVED and Stu Rankin SECONDED that Phil Hosford be reappointed for a three-year term on the committee. MOTION CARRIED.

2. President Davis said the council has the opportunity to appoint a representative to the National Coalition Against Censorship, which ASCD had joined by council action in October. Meetings are held occasionally in New York City.

Bob Taylor MOVED and Fran Hunkins SECONDED that Larry Finkel be designated as ASCD's representative. MOTION CARRIED.

3. Gordon Cawelti reported that ASCD had been requested to join three other organizations: (1) the Council for the Advancement of Citizenship; (2) the National School Health Education Coalition; and (3) Citizens Against Nuclear War. He suggested that action be postponed until staff members or officers could obtain additional impressions from meeting with the groups and the role ASCD would be expected to play in them.

Bob Taylor MOVED and Pete Quinby SECONDED that Gordon Cawelti be requested to make a recommendation on affiliation with the groups at a future meeting. MOTION CARRIED.
Carolyn Hughes MOVED and Fran Hunkins SECONDED that a policy be prepared with guidelines for responding to invitations of membership or affiliation in such organizations. MOTION CARRIED.

4. A memo from John Bralove listed expenses expected to exceed the FY '83 budget. Gordon Cavelti explained each item and recommended that the additional $44,000 in expenses be approved.

Larry Finkel MOVED and Fran Hunkins SECONDED that the additional expenses be approved. MOTION CARRIED.

5. The Executive Council went into Executive Session and discussed the cost of living adjustment to be applied in arriving at salary figures for the 1983-84 budget.

Gwyn Brownlee MOVED and Art Costa SECONDED to authorize a 6% increase for employees earning $20,000 or less per year, and a 5% increase for those earning over $20,000 per year. MOTION CARRIED.

6. Carolyn Hughes explained a memorandum (Attachment A) she had prepared clarifying the process for determining proportional representatives to the Board of Directors. Council members thanked Ms. Hughes and accepted the report, but raised two issues needing further consideration. President Davis subsequently requested Ms. Hughes to submit substitute recommendations which will be mailed to Executive Council members for approval.

7. Sarah Arlington had submitted a memorandum requesting that she not send out a call for program proposals for the 1984 conference because most responses to the invitation published in the summer of 1982 had not yet been acted upon. Several council members felt it was important that the process for submitting proposals be publicly announced each year.

Lu Kiser MOVED and Fran Hunkins SECONDED that calls for proposals be carried in a forthcoming UPDATE, preferably the March issue (currently in preparation). MOTION CARRIED.

Gordon Cavelti said Ruth Long and other staff members are working on development of a file of names and other information about prospective resource persons for conferences, institutes, and other purposes. Stu Rankin said there should be provisions for purging such a file periodically.
Art Costa suggested that at a future meeting the council consider the possibility of establishing an advisory committee on program development.

Phil Robinson MOVED and Art Costa SECONDED that the meeting be adjourned. MOTION CARRIED.
TO: Dr. Diane Berreth
FROM: Carolyn Hughes
DATE: January 31, 1983
RE: Procedural Changes Decided in Tulsa Meeting

A. The chart of board composition shall be changed to read

167 Affiliate Unit Representatives
20 Board Members-At-Large
10 Executive Council Members
3 Officers (President, President-Elect, Past President
200
+____ Representatives of International Units

B. If board terms of Executive Council members elected from the Board of Directors
do not expire prior to the next annual conference, their board positions shall
be filled through the same channel in which their positions were originally
attained. Affiliate representatives shall be replaced by the respective af-
finite units prior to the next annual conference. At-large representatives
whose terms will expire in less than two years from the election shall be re-
placed by appointment of the Executive Council. At-large representatives with
two or more years remaining in their terms shall be replaced by nomination and
general election at the next scheduled national election.

The national nominating committee shall be informed of the need to select ad-
ditional candidates for members-at-large and candidates shall be informed as to
the length of term they will serve if elected to fill an unexpired term.

C. All available proportional representative positions should be allocated each
year. Allocation of "left-over" positions once the formula has been calculated
shall be as follows

(1) Units who would otherwise lose a representative (from largest to smallest.)

(2) Units who are only one member away from having one more representative (from
largest to smallest).

(3) Units who are more than one member away from having one more representative
in rank order, beginning with larger units.

cc: Dr. Gordon Cawelti
TO: ASCD Executive Council  
FROM: Carolyn Sue Hughes  
DATE: January 19, 1983  
RE: Policy and Procedure for Handling Board Positions of Executive Council Members Elected from the Board of Directors

As we discovered during our October meeting, two contradicting ideas appear in ASCD policy and procedures in regard to what happens to the board positions of executive council members elected from the board of directors. The organizational chart showing the make-up of the board in several documents shows

| 174 Affiliate Unit Representatives |
| 20 Board Members-at-Large |
| 3 Executive Council Members-at-Large |
| 3 Officers |
| 200 Members of the Board of Directors |

The origin of this representation is unknown and undated.

A contradictory statement in the ASCD Policies Handbook says "The Executive Council members elected from the Board of Directors shall immediately release their board positions so that they may be filled by either an at-large or affiliated unit representative, depending upon the channel from which the board position was originally attained." The origin of this statement is also unknown and undated.

In fulfillment of the charge from the Executive Council I have reviewed the history of the past eight years. Considering the data, the following generalizations can be made:

1. In all but a very few cases, the board terms expired at the time of or prior to becoming executive council members.

2. In only two instances were the executive council members' board positions filled by someone else prior to their expiration.

3. The calculation of proportional representatives has been made deducting thirteen executive council positions from the 200 total board positions instead of deducting 6 as the chart suggests. (Hence, as many as seven additional proportional representatives could have been admitted within the 200 total.)

4. Even after deducting the 13 positions before calculating proportional representatives, the full contingent of proportional representatives has been allocated only once in eight years (1979). From one to eight fewer than available proportional positions were actually allocated. This discrepancy resulted from straight application of the proportional formula without provision for filling "left over" slots.

5. In the period from 1975 to 1982 many units lost or gained proportional representation. In general, losses exceeded gains because of the creation or the reactivation of affiliate units:

<table>
<thead>
<tr>
<th>Year</th>
<th>Gain, Lost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975</td>
<td>5, 4</td>
</tr>
<tr>
<td>1976</td>
<td>2, 5</td>
</tr>
<tr>
<td>1977</td>
<td>4, 4</td>
</tr>
</tbody>
</table>
6. A problem created when units lose representation is violation of the constitutional four-year term for guaranteed and proportional representatives. (The four-year term is frequently violated anyway, according to the ASCD office staff.)

Recommendations

The Executive Council or Board of Directors should authorize the following actions:

A. The chart of board composition found in several ASCD documents should be altered to read as follows:

| 167 Affiliate Unit Representatives |
| 20 Board Members-at-Large |
| 13 Executive Council Members |
| (including three officers) |
| 200 plus |
| 1 representatives of International Units |

This change would bring the chart into conformity with current practice and with the new constitution.

B. The statement on releasing board positions should be changed, eliminating the word "immediately" and specifying procedure. A possible wording might be, "If the board terms of Executive Council members elected from the board do not expire prior to the next annual conference, their board positions shall be filled through the same channel in which the positions were originally attained. Affiliate representatives shall be replaced by the affiliate unit prior to the next annual conference. At-large representatives shall be nominated and elected to fill unexpired at-large terms through the national nominating committee procedures. This would mean that more than five at large members could need to be elected in a given year with the candidate(s) receiving the least votes serving less than four years, depending on the length of the unexpired term(s)."

C. All available proportional representative positions should be allocated each year. Specific guidance should be given to staff as to allocation of "left-over" positions once the formula has been calculated. I recommend the following priority list:

(1) Units who would otherwise lose a representative (from largest to smallest).

(2) Units who are only one member away from having one more representative (from largest to smallest).

(3) Units who are more than one member away from having one more representative in rank order, beginning with larger units.
D. Staff should be encouraged to stress the constitutional four-year term for both guaranteed and proportional representatives as they communicate with units.

E. Staff should inform the affiliate unit and/or the national nominating committee when an Executive Council member needs to be replaced with a board member. (Since 15 people are normally nominated for at-large positions, it should not be necessary to nominate additional people. Candidates should, however, be informed that they may be elected for less than four years.)

F. A decision on these recommendations is needed prior to the annual conference because two new Executive Council members (Lane and Knoll) are still serving terms as members-at-large of the board. Knoll's term expires in '84 and Lane's in '86.