

Board of Journal of Industrial Technology (JIT Board) Minutes
Wednesday, November 19, 2008

Meeting Called to Order: 7:00 p.m.

Members in Attendance:

Dr. Charles Patrick (JIT Board Chair), Dr. Michael Hayden (University Division Representative) Dr. Ron Meier (Industry Division Representative), Dr. Bruce DeRuntz (At-Large Representative and JIT Editorial Panel member).

Members Absent:

Mr. Steven Brown (CCTI Division Representative), Dr. Wafeek Wahby (At-Large Representative).

Vacant - Student Division Representative.

JIT Editorial Panel Members in Attendance:

Dr. William Brauer (Chief Editor), Dr. Bruce DeRuntz (Associate Editor), Dr. Steve Freeman (Assistant Editor)

Opening Remarks:

- Chair Patrick welcomed everyone to the meeting.
- Minutes of October 2007 JIT Board meeting were approved.

Board and Editorial Panel Membership:

- JIT Board membership review
 - The terms of the CCTI, University, and Student Divisions, as well as one At-Large representative expired in 2008. Without objection, Dr. Mike Hayden (Indiana State University), University Division representative was reappointed and Dr. Robert Chin (East Carolina University), At-Large representative was appointed as members on the JIT Board. Dr. Hayden and Dr. Chin will be recommended for appointment/reappointment to the NAIT Executive Board at their next meeting on Saturday, November 22, 2008.
 - The CCTI and Student Division representatives were not named in the meeting. Chair Patrick encouraged JIT Board members to consider NAIT members to place in these positions. Members agreed to continue the search for a representative from current IT graduate students, preferably a doctoral student due to the potential for longevity in the board position. These division representatives will be named at a later time.
- JIT Editorial Panel membership review
 - Without objection, the board accepted the resignation of Dr. William Brauer as Chief Editor of the JIT Editorial Panel. The board thanked Dr. Brauer for his service during the past year. The board noted the excellent leadership of Dr. Brauer as Chief Editor and commended him for his work in the implementation of the Editorial Panel with the JIT review process.
 - Without objection, the board approved the appointment of Dr. Steve Freeman as Chief Editor on the panel. Dr. Freeman served as a JIT editor on the Editorial Panel. The board noted Dr. Freeman's experience and was appreciative of his willingness to assume the Chief Editor's responsibilities on the panel.
 - Discussion followed about potential candidates for the Assistant Editor position. Several names of experienced JIT referees were suggested by board members from the current list of

referees, including Steve Hsiung, Bruce Marsh, and Joyce Wilkerson. Chair Patrick agreed to ask these candidates about their willingness to serve on the panel at the conference and inform the JIT Board.

Old Business

- The Board discussed the ongoing process of developing a partnership between the NAIT and IJME organizations [*IJME – International Journal of Modern Engineering*]. The partnership at the current joint NAIT/IJME conference was discussed. Discussion followed on potential methods of cooperation between the JIT and IJME journals, with the possible review of conference papers from both organizations by the associated editorial panels being the primary suggestion. There was some concern by the JIT Board about the inclusion of “conference proceedings” papers into the JIT or IJME without a more rigorous review process. Chair Patrick stated he would be contacting the lead authors of NAIT conference papers with an invitation for authors to submit their manuscripts to the JIT for consideration. It was agreed that all papers submitted to the JIT must follow the regular review process.
- The Board discussed the development of a “recusal” statement for the JIT Editorial Panel and referees regarding the review of articles for which panel members or referees recognize the author (or authors). The intent is to develop a policy statement in which a panel member or referee would remove themselves from participation in an article review on grounds such as prejudice or personal involvement with the author (or authors). Chair Patrick asked the JIT Board members to search and share similar statements from other sources with the Board. These statements can be reviewed by the Board and potentially included in the JIT Board By-Laws.
- JIT referee training: Chair Patrick stated that he intended to develop an online training module for JIT referee training through the NAIT web site. However, no action was taken in 2008. Chair Patrick agreed to work with the NAIT Executive office to develop this capability in 2009.
- Sample article posted on NAIT-JIT web site: Chair Patrick presented a sample article outline to the Board. The Board recommended posting the sample article on the NAIT-JIT web site for potential authors after the web site revisions in Jan/Feb 2009. Chair Patrick volunteered to work with the Editorial Panel and the JIT Administrator to get this accomplished.

New Business

- JIT review statistics - 2008
 - Chair Patrick reported a total of 25 articles reviewed for **refereed publication** by the JIT in 2007. Of these, 11 were accepted (1 after first review) and 14 were rejected for publication, resulting in a 44% acceptance and 56% rejection rate for the reviewed articles during that time period.
 - A total of six (6) papers were submitted in 2007 for **non-refereed publication**. One of the six (17%) was accepted for publication after consideration by the JIT Editorial Panel and one JIT referee.
- Chair Patrick provided documents and general information to the JIT Board regarding the EBSCO Publishing license agreement. This agreement would place the JIT publications with the “*Computer and Applied Science Complete*” database of EBSCO. EBSCO is recognized as a leader in the online database marketplace. According to an independent study conducted by the Library Journal, “The number one reference source owned by academic (and public) libraries in electronic-only format is EBSCOhost databases.” A motion was made by Dr. DeRuntz and seconded by Dr. Meier to recommend to the NAIT Executive Board to seal the agreement with

EBSCO. The members expressed this as a very positive step in the progress of enhancing the quality of the JIT. The motion was unanimously approved by the JIT Board.

Request for Action #1: The JIT Board recommends the NAIT Executive Board seal an agreement with EBSCO Publishing.

- Suggestion for JIT Copy-Editor: JIT Board members discussed the need of a technical copy-editor for the JIT. The NAIT Executive Board approved \$2,000 to fund a copy-editor for the JIT in 2008. However, no action was taken in this regard. There was general agreement that referees should be spending most of their review time on the content of articles, although basic formatting should be reviewed as well. The members agreed that a copy-editor would greatly aid this problem and would add consistency of format to the diversity of topics in JIT articles. Board members suggested asking NAIT to fund a copy-editor for the JIT for a total annual cost of \$3,000 (an additional \$1,000 beyond the approved \$2,000). The cost of a technical copy-editor was approximated as follows: based on 12 to 15 papers published annually at \$200 per article resulting in an annual minimum cost of \$2,400 and an annual maximum of \$3,000.

Request for Action #2: The JIT Board requests funding for \$3,000 annually from the NAIT Executive Board to fund a technical copy-editor position for review/revision of approved JIT articles.

- The Board members discussed the use of criteria to evaluate the performance of JIT referees. Chair Patrick stated that the Editorial Panel was providing Dave Monforton, JIT Administrator, feedback on each article reviewer based on the “adequacy” of the review. Admin. Monforton is tracking the performance of referees based on this adequacy rating, as well as meeting submission deadlines and number of articles reviewed. Admin. Monforton will report that information to Chair Patrick and Patrick will notify the referees of the results in early spring 2009.
- Dr. Meier raised the question whether JIT referees still had the option of marking “accept” or “reject” on the article evaluation forms. Chair Patrick stated he would check this with Admin. Monforton.

Meeting Adjourned: 9:00 p.m.

NOTE:

After the JIT Board meeting adjourned, the Board members worked to place division representatives and a member of the JIT Editorial Panel. The following actions were taken in discussion among the majority of Board members:

- Without objection, the JIT Board selected Dr. Borinara Park (Illinois State University) as CCTI Division representative for appointment as member on the JIT Board. While Dr. Park is a University Division member, the president of the CCTI Division, John Martini, endorsed Dr. Park as the CCTI representative on the JIT Board. These nominations were provided to the NAIT Executive Board for approval.
- Without objection, the JIT Board selected Dr. Steven Hsiung (Old Dominion University) as Assistant Editor on the JIT Editorial Panel.