**SSRIC MEETING MINUTES**

**Friday, October 14, 2016**

**California State University, Long Beach**

2016-10-14: Fall 2016

Minutes, SSRIC Fall Meeting

Submitted by: Stafford Cox

Friday, October 14, 2016, 9 am
Host Campus: California State University, Long Beach

**Attending in person:** Stafford Cox (Long Beach), John Korey (at large; non-voting), John Menary (Dominguez Hills), Ken Schultz (San Bernardino).

**Attending On-line via Big Blue Button:** Kristin Bates (San Marcos), Greg Bohr (San Luis Obispo), Rhonda Dugan (Bakersfield), Gilbert Garcia (Los Angeles), Marcela Garcia-Castañon (San Francisco), Brian Gillespie (Sonoma), Nancy Hudspeth (Stanislaus), Aya Ida (Sacramento), Kimmy Kee-Rose (Channel Islands), Tim Kubal (Fresno), Regan Maas (Northridge), Francis Neely (San Francisco), Ed Nelson (at large; non-voting), Ginger Shoulders (San Diego), Lori Weber (Chico) and Jill Yamashita (Monterey Bay).

**Guests:** None.

**Quorum:** 18 campus representatives in attendance plus 2 at-large members.

**Note:** Recorded votes are *italicized*; motions and action items are in **boldface**, and bracketed statements [supplemental inserts] are to clarify discussion.

Meeting called to order at 9:06 a.m. by Tim Kubal as Chair-Elect.

1. Announcements:
	1. Fall Business Meeting CSULB October 14, 2016
	2. Winter Business Meeting On-line January 27, 2017
	3. Student Symposium Fresno April 27, 2017
	4. Spring Business Meeting Fresno April 28, 2107
	5. Fall Newsletter is on the SSRIC Website and has been emailed to the Long List.
	6. SSRIC Representatives are reminded to update their individual campus’ Long Lists.
2. Approval of Agenda and Minutes

John Korey requests to make punctuation/spelling corrections as well as to include a record of attendance for the Winter Meeting held on February 5, 2016. **MOTION: To update the Winter 2016 Minutes per John Korey’s request (February 5, 2016)**. *M/S/P (Yeas 17, Nays 0)*

**MOTION: To approve the Fall Agenda (October 14, 2016)**. *M/S/P (Yeas 17, Nays 0)***MOTION: To approve the Spring 2016 Minutes (May 6, 2016)**. *M/S/P (Yeas 17, Nays 0)*

1. Election of SSRIC Chair 2016-2017 and Executive Committee
	1. Regan Maas resigned the Chair position for 2016-2017.
	2. Gene Turner has stepped forward to serve as chair (prior terms 1988-89, 1997-98).
	3. Nominations for SSRIC Chair 2016-2017 were opened and closed.

**MOTION: To elect Gene Turner as SSRIC Chair 2016-2017.** *M/S/P (Yeas 17, Nays 0).*Gene is elected by acclamation.

**MOTION: To approve the recommended Executive Committee nominations as submitted by Gene Turner, who will also serve as Chair of the Executive Committee.** Members include:
Gene Turner (Northridge), Tim Kubal (Fresno), Stafford Cox (Long Beach), John Korey (Pomona), Ed Nelson (Fresno). *M/S/P (Yeas 17, Nays 0).*

1. Budget and Data Subscriptions Report 2016-2017
	1. **Discussion:** To balance the 2016-2017 budget based upon the subscribing campuses.
	2. We currently have 20 participating campuses. Cal Poly Pomona and San Jose State have not confirmed participation at this time - Pomona subscription fee is $11,544 and San Jose subscription fee is $14,754 for a shortfall of - $26,297. Neither have returned the subscription form to Pamela Estaniel (CO). The Executive Committee will reach out to Pomona and San Jose. It was suggested that both should be notified with a renewal deadline.
	3. Original budget of $235,985 was passed at the Winter 2016 meeting with the assumption that 22 campuses would participate.
	4. Annual expenses are presented with line item adjustments by the number of participating campuses. See table columns A, B, and C below. It is proposed to move remaining 2015-2016 Travel funds ($10,348) into the 2016-2017 budget. Also, SFSU is asking for $4,500 to upgrade the SSRIC website with a $2,000 maintenance fee.

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* 1. It was asked if there has been a precedent for when a campus has not subscribed to the databases? Yes, San Jose State did not participate in 2007-2008 and 2008-2009, but returned in 2009-2010.

**MOTION: SSRIC will first use carryover travel funds to reduce any budgetary shortfall; secondly, SSRIC will then request the assistance of the Chancellor’s Office to cover the remaining gap in its current budget. We wouldn’t have to cut the website upgrade, travel or the symposium line items (Column A). However, if the Chancellor’s Office can only provide partial assistance, SSRIC will modify its budget using either Columns B or Column C.** *M/S/P (Yeas 16, Nays 0)*

* 1. **Discussion:** What happens to ICPSR, Field and Roper database access for those campuses that do not renew their subscriptions? In the past, we notify ICPSR, Roper and Field as to which campuses are no longer eligible. When would their access be cut? Do they lose access and would they perceive this as penalizing their students? What is the incentive to subscribe if not for the students? This is not just a service for faculty, but for students. Usage is 95% students and each year the majority of students are new. Can we find out specifically who is using the data? ICPSR OR’s can query such data for their campuses, but Roper and Field do not have similar interfaces.

	What is the mechanism to let campuses know they will lose database access? When non-subscribing campuses renew their database subscriptions in subsequent years, should these campuses be asked to make themselves whole by paying for prior year(s)? This has not been the case.

	We don’t want to punish the people who are using the databases. By preventing future access to the databases, we would lose utilization data as well as those faculty courses using the databases in their course syllabi [as they would have to be redesigned without the databases]. Renewal arguments would be lost. If Chico had lost usage, the campus would have dropped the subscription. Utilization data should be viewed over time and not just by the previous year’s data. We should consider a grace period, [although one should not become comfortable in giving free rides as the lost revenue reduces what SSRIC can accomplish].

	Could SSRIC propose a tiered membership [and survive]? [Not as we currently exist.] Roper and Field would most likely be dropped. Might not be a bad thing.

**MOTION: To adopt a policy if campuses do not come through with their subscription fees, we contact them repeatedly and let them know that as of the next June 30th they will lose access to the databases unless they subscribe.** *M/S/P (Yeas 11, Nays 0, Abstention 2)*

* 1. **Discussion:** Non-subscribing campus’ student symposium participation: The symposium is inclusive across all CSU campuses. In addition, we currently allow community college students to participate in the symposium. It would be a PR nightmare always having to constantly exclude students from the non-subscribing campuses. Participating students do not use, for the most part, the databases for their symposium presentations. [From a post 41st S4 evaluation, students (n=52 total) reported analyzing their own data (51.9%), secondary data (38.5% and of these 25% came from SSRIC Database subscriptions) and 9.6% of the students did not use data in their research papers.] We do not expect students from all campuses to participate in the annual symposium as it rotates between northern and southern campuses. General consensus is that CSU students should always be eligible to participate at the symposium, independently from their campus’s database subscription renewals.

**MOTION: Regardless of campus [database] subscription status, CSU students are free to participate and compete for awards at the [Social Science Student] Symposium.** *M/S/P (Yeas 16, Nays 0)*

* 1. **Discussion:** John Korey suggests that the Council re-examine its assumptions about the database subscriptions. Are the databases as important as they once were? With the exception of ICPSR, if we cancel the Field and Roper subscriptions, would campuses be willing to support an increase in symposium and faculty instructional development funds [while maintaining travel and web support]? Campuses view annual renewals as pertaining to database subscriptions and not as membership fees. We have not supported faculty curricular projects since 1997 and Gene Geisler’s support may not continue indefinitely. While providing access to databases is a big deal, the Council needs better information on what’s important from the campuses.
	2. An online survey can be developed to provide feedback from each of the campuses. But if we ask faculty what’s important when they know nothing about it [SSRIC and the databases], their responses cannot be the basis of an informed decision [on the part of the Council]. If faculty don’t know what we are talking about, we need to know.
	3. The online survey would ask open-ended questions as to what faculty need today, while serving as an educational tool. The survey will be first pilot tested with our representatives and then we will invite all LONG LIST members to respond. The pilot survey results will be presented at the Winter 2017 meeting for discussion and modifications before inviting the Long List members to respond.

**ACTION: Executive Committee will build an online survey to measure awareness, knowledge and usage among our CSU Campuses.**

* 1. **Discussion:** Ed suggests that we [as Council representatives] haven’t made a concerted effort to get faculty to use the databases. SSRIC might be viewed a shadow organization that folks don’t know anything about. The Council needs to have a serious discussion on how we can increase awareness, knowledge and usage of the databases; and, are we willing to do it?

**ACTION: Organize a task force to discuss how to increase awareness, knowledge and usage [of the database subscriptions] across the campuses**.

* 1. Volunteers include Ed Nelson (convening chair, Fresno, at-large), John Menary (Dominguez Hills), Kenneth Schultz (San Bernardino) and Ginger Shoulders (San Diego). At the Winter 2017 Business meeting, the task force will make its recommendations and ask the Council what we are willing to do?
1. Committee Reports
	1. Web Liaison Committee – Tim Kubal (Chair, Fresno), Greg Bohr (SLO), John Korey (Pomona), and Ginger Shoulders (San Diego).

	**Report:** Andrew Roderick is aware that we are finalizing the budget. He is waiting for the ok. We need to determine our budget as soon as possible. SFSU has submitted a proposal for the amount of $4,500.
	2. Social Science Interdisciplinary Program Task Force – Marcela Garcia-Castañon (SFSU, provides report), Billy Wagner (Channel Islands - Chair), Regan Maas (Northridge), Brian Gillespie (Sonoma) and Francis Neely (SFSU).

	**Report:** Committee members have reached out to their campus colleges on how to support the concept and/or build an on-campus or online certificated program. An online program could include multiple campuses or a single campus such as SFSU’s Extended Learning College.
	3. Field Faculty Fellowship Committee -- Current members include Ed Nelson (Fresno, non-voting Chair), Susan Garfin (Sonoma), Charles Gossett (Sacramento), and Bruce Brown (Pomona)

	**Report:** Applications are due April 15, 2017. The application details are available on our SSRIC website. The applications are sent to Ed Nelson. The Long List is used for announcements and to promote the Field Fellowship. Reviewers currently come from Sacramento (2), Northridge (1), Pomona (1), Dominguez Hills (1), and Sonoma (1) campuses. From this pool, three reviewers are selected with the provision that if a campus submits a proposal, we don’t use reviewers from that campus. They review, rank order and conduct phone conference calls with the option of re-ranking.

	Last year the Council changed its policy to authorize the committee to forward its recommendation directly to Mark DiCamillo at Field as opposed to coming back to the Council that would forward the recommendation. Field has the final decision. Only once did they choose not to run the questions submitted, so we must always have a backup.

	Notices to the Long List will go out in the fall and spring encouraging faculty to submit proposals. Last year we had three proposals and the year before we had six proposals. The list of past winners is on the SSRIC website.

	Stafford contacted Mark DiCamillo at Field to determine the cost of having 12 questions on a Field Poll. Mark said that the “per question fee is typically $2,000” and the rate could go higher depending upon the poll’s sample size and if multiple languages were required. If the fellowship is worth about $24,000, Mark was hesitant to separate the database subscription fee from the fellowship. Could we reduce the cost of Field by removing the Fellowship? [$65,600 minus $24,000 = $41,600]

If we decide to drop Field, we would lose the Faculty Fellowship for the following year, thus affecting this year’s applications. Proposals submitted in 2017 are for the following academic year - 2017-2018 [using next year’s money]. Since we receive between 3 and 6 proposals each year, we will not generate good-will among faculty applicants if the subscription is dropped.

* 1. ICPSR Summer Program – Greg Bohr (San Luis Obispo)

**Report:** Fee Waivers are no longer available. CSU had 11 participants in the 2016 Summer Program. CSU faculty, staff and students are eligible for a nearly 50% discount on registration fees. [Returning participants and those attending two or more statistical three- to five-day workshops receive an additional 15% discount on their total registration fee.] The SSRIC and its 22 campus membership are considered a federation and qualify for these reduced fees.

* 1. Bylaws Committee – Stafford Cox (Long Beach - Chair), Rhonda Dugan (Bakersfield),
	John Korey (Pomona) and Jill Yamashita (Monterey Bay).

**Report:** Per SSRIC Bylaws Article VIII, the SSRIC Bylaws Committee emailed its proposed amendments to SSRIC representatives on Friday, October 7, 2016. Modifications to our Bylaws can only be adopted by an absolute majority of SSRIC representatives.

**MOTION #1: To change Article V, Section 1 from: “At the winter meeting, the Council will select a chair to serve for the next year beginning the first day of July.” to read as follows:**“The chair is elected during the winter meeting to serve a three-year cycle. The elected person will serve as chair-elect during his or her first year, as chair during the second year, and as past chair during the third and final year of service. Each year of the cycle will begin on July 1.”*M/S/P (Yeas 16, Nays 0)*

**MOTION #2: To remove Article VII: Summer Training Programs, Ann Arbor as the ICPSR fee waiver program is defunct and to reassign Articles VIII/IX to Articles VII/VIII.** *M/S/P (Yeas 17, Nays 0)*

ARTICLE VII: Summer Training Programs, Ann Arbor

* Any council member may nominate participants.
* Both faculty and students will be considered eligible applicants.
* Under the assumption that elementary training in research methods is readily available within the CSU, preference will be given to those applicants qualifying for the more advanced programs.
* The Council will attempt to insure that each campus is represented.

John Korey notes that the SSRIC records do not indicate that we formally changed our name from ICPR California Council to SSRIC (1976). [The Bylaws committee will research this further and report to the Council at its Winter 2017 meeting.]

* 1. S4 Awards/Paper Review Committee: Gilbert Garcia (Los Angeles, Chair – non-voting), Kristin Bates (San Marcos), Rhonda Dugan (Bakersfield), Brian Gillespie (maybe not the paper review -Sonoma), John Menary (Dominguez Hills) Tim Kubal, (Fresno).

**Report:** At the S4 (May 5, 2016), we received about a 50:50 split between quantitative vs qualitative papers. Quantitative papers have two opportunities to win awards while qualitative papers have one.

Are we willing to change the abstract submissions to “paper only” for the purpose of reducing last minute cancellations? Tabled.

Should tables, graphics and figures be placed at the end of paper? [The “Faculty Memorial Awards FAQ 2016” states:

*What are the length and formatting requirements for papers?*

Not more than 20 pages (excluding title, abstract, tables and graphs, and list of works cited), double-spaced, 12-point font, with 1” margins. So that members of the Awards Committee can be as objective as possible, do *not* include identifying information, such as author(s) name(s), campus(es), or email address(es), anywhere in the paper or abstract. You are already providing this information through the registration process. MS Word format is preferred, but PDF is acceptable.

Discussion seemed to suggest that students were already directed to do so, but in looking at the statement above, it could be more specific about the tables and graphs appearing “only at the end” of the submission.]

Should we incentivize students to use studies from the database subscriptions? It is worth encouraging students to use ICPSR, Field and Roper.

**ACTION: Gilbert and committee will outline the layout for symposium award structure and consider the quantitative weighting.** Brian and Stafford volunteer to review structure.

Considerations for the committee: We currently separate undergraduate (McCall) from graduate (Nesvold) quantitative papers (2 awards) [with the Rummels Award for paper demonstrating the best use of quantitative data].

What if we included an overall best paper (1) which would include qualitative papers? By not excluding qualitative papers, participation would stay up. Best use of SSRIC affiliate data [Database Subscriptions] would be the fourth award (1). [How do we fund a fourth award?]

Should we not consider quantitative and qualitative papers in same pool when selecting award winners? Should we balance the two? We should maintain the integrity of SSRIC as primarily a quantitative methods research and instruction based organization. Gene Geisler places a premium on quantitative papers and should be asked for input concerning a qualitative award.

Source of confusion would be on how will we audit papers for their use of the database subscriptions? A number of surveys that are available from our database subscriptions are ALSO available online such as the American National Election Studies.

Would Gene be willing to reduce the award amounts to create a fourth award? Instead of $15K for 3 at $5K each, maybe try $16K for 4 awards at $4K each. Or try $12K for 4 at $3K each.

How much money is in Gene’s CSU account? The following was not presented at the meeting, but is included here for accuracy. Figures are drawn from a CSU Foundation balance report (9/22/2016).

Expenditures at 41st S4 (May 5, 2016) - $21,075 [Gene’s intent is to award $20K per symposium. We exceeded this by $1,075. It would have been greater had it not been for student cancellations.]

* + - * + $15,000 for 3 awards at $5,000 each
				+ $3,375 for 45 awards at $75 each (paper submissions not receiving major award)
				+ $2,700 for 36 travel at $75 each (non-host campus students)
				+ Balance is $24,425 (estimated $23K)

When do we send out the first notice - before Christmas? Usually we send two notices in the fall; then three-four in the winter-spring period. Bakersfield and LA are now semester based starting Fall 2016 and may affect student participation. Tim/Ed will send out the first announcement this fall. The website will need to also be updated as soon as possible.

We would need a vote of the Council to make any changes to the awards. It is suggested that we continue with the current awards but delay any changes until next year. Statement needs to include a disclaimer - Minor awards based on available funds. Is $150 a sufficient incentive [for student participation] given the amount of work we put into coordinating the check disbursements?

Stafford reports that the Chancellor’s Office sends the major/minor award money to the students’ campuses [as scholarships] whereas the travel money goes directly to the students’ mailing address. What if we drop the minor awards, but keep the travel awards for the non-host campus students? The minor award funds, if any, could be used to finance a fourth award.

How long have we had a minor award? From the beginning at the 39th S4 (2014). John reads from FAQ (2014), “Other awards: Papers presented at the conference but not winning the best paper awards, will receive awards of up to $100. The precise amount of these awards will be depend upon the number of papers presented.” There was no distinction between home campus and other campuses. Everyone did receive $100 minor awards in 2014. There were no travel awards in 2014. Could students apply for a travel award with a cap on how much? It was speculated that everyone would check the box.

It was recognized that we had consensus on Ed’s proposal to continue with the current award structure and to have Gilbert’s committee make recommendations for a revised structure.

**MOTION: To drop [remove] the minor awards and to offer up to $100 travel awards depending upon the number of papers submitted/presented to those from non-host campus.** *M/S/P (Yeas 16, Nays 0)*[The reasoning is, in part, to reimburse the students more expeditiously as well as protecting ourselves from exceeding the available funds as we do not want to minimize the travel awards resulting in dropouts.]

1. Symposium Update of 42nd S4 (2017)
Social Science Student Symposium 2017 @ Fresno on Thursday, April 27, 2017 – Tim Kubal

**Report:** Registration, Lunch, Keynote Speaker, Awards Ceremony will be held in the Student Union with support from the College Dean and Sociology Chair. Concurrent sessions are scheduled in adjacent buildings

* + - The dean has been asked to provide a recurring $2,000 gift for the symposium
		- Fresno State Sociology and Anthropology student clubs have been asked to be involved.
		- Keynote Speaker possibilities – Robert Reich, Inequality for All, former Secretary of Labor; Ashley Swearengin, Past Mayor of Fresno, California; Mark Baldassare, President of PPIC (Public Policy Institute of California); Joel Kotkin, Presidential Fellow in Urban Futures, Chapman University.
1. Proposal to combine annual SSRIC and Database Usage Reports – John Korey

Discussion: Idea is to place the usage report into the annual report. The usage report would be in the appendices of the annual report. The single report would be posted on the website. The annual report [affinity group 2016] can serve as a template for subsequent reports. The usage report by campus does not necessarily need to report a ten-year history. Usage data is drawn from ICPSR, Roper and Field with UCDATA. Incoming chair is responsible for the database subscription renewals

**MOTION: To combine annual SSRIC and Database Usage Reports in 2017 and will prepared by the outgoing chair.** *(Yeas 11, Nays 0)*

1. The Annual Report and Five Year Strategic Plan – Stafford Cox, Past Chair 2015-2016

Selected Highlights:

* 1. The annual report was sent to the campus presidents and the SSRIC campus representatives were copied.
	2. The Organizational Chart includes dashed lines to Dr. Raman and Dr. Hanley to indicate a line of communication and advisory/administrative support
	3. The website will be updated with the revised annual report.
	4. Stafford will email the SPSS student post evaluation of the 41st S4 to SSRIC campus representatives.
	5. Students were asked if they intended to publish their research papers.
		1. 53.9% Yes.
		2. 26.9% Uncertain
		3. 19.0% No
	6. 72 students identified faculty mentors (recorded when they registered)
	7. 10 faculty are mentoring more than one student attending the symposium
	8. More than 50 unique courses were identified by the students.
	9. So we know the courses and the faculty – we could use these faculty as our survey panel
	10. The Five Year Strategic Plan Goals should be reviewed.
1. CalSpeaks Task Force – Aya Ida (Sacramento, provides report), Marcela Garcia-Castañon (San Francisco), Matt Jarvis (Fullerton - Chair), John Korey (Pomona), and Ed Nelson (Fresno).

The SSRIC CalSpeaks task force asked the SSRIC executive committee to approve their recommendation that the Council provide a letter of support to Dr. Barker by no later than Thursday, October 6, 2016. The executive committee supported their recommendation, but sought approval and feedback from the Council. The proposed letter of support would include advice, commitment to advertise Dr. Barker’s call for applications, a willingness to select a panel of faculty evaluators, and an acknowledgement that we cannot offer monetary support at this time.

On September 29, 2016, the Council was asked to approve the following motion via an online Qualtrics form.

**MOTION: To endorse the CalSpeaks Fellowship Proposal from CSUS Institute for Social Research with a Letter of Support** (On-line Form using Qualtrics). Voting closed on October 6. *(Yeas 16, Nays 0)*

* 1. Matt Jarvis sent the letter of support to David Barker earlier in the week (October 10, 2016).
	2. The letter recommended focusing on faculty-student collaboration.
1. Workshops and Exercises (Ed Nelson)
	1. Ed will send an email to the SSRIC campus representatives inviting them to host a workshop to promote the use of our database subscriptions.
	2. Nancy Hudspeth will host an SPSS workshop at Stanislaus.
	3. Ed has developed 16 exercises using SPSS, PSPP, and SDA (Survey Documentation and Analysis) and is willing to conduct workshops on these topics.
	4. Field Data will be available for gun control in the near future.
	5. Tim Kubal is also available to teach NVivo workshops.

1. Adjournment 12:10 pm.