DIVISION 4 -- ORGANIZATIONAL COMMUNICATION
INTERNATIONAL COMMUNICATION ASSOCIATION

Minutes of the Business Meeting
May 23, 1987, 5:20 - 7:25 PM
Le Sheraton Centre Hotel, Montreal, Canada

I. Call to Order
Division 4 Chairperson Linda Putnam called the meeting to order at 5:20 PM. Approximately 100 people were present.

II. Presentation of Awards
A. Sue Dewine presented the Outstanding Member Award to Susan Hellweg.

B. Lou Cusella presented the W. Charles Redding Dissertation Award to Mara Adelman who received her degree from the University of Washington (Terri Albrecht, advisor). Honorable mention was presented to Steve Ugbah who completed his work at Ohio University under the direction of Sue Dewine. Cusella thanked the dissertation award readers: George Cheney, Bill Gordon, Eileen Berlin Ray, and Cynthia Stohl. Charles Redding commented on the impact of the dissertation on the discipline.

C. Linda Putnam recognized the top student paper awards to Tim Coombs, Purdue University, and Dayna Finet and Douglas Shook, Annenberg School of Communications. Both of the award winning papers ranked in the top ten of the 79 papers submitted this year. She noted that over 20 of the 79 papers were written by students.

D. The minutes of the 1986 business meeting were distributed and approved.

III. General Reports
A. Linda Putnam reported the following information from the Board of Directors' meeting:

1. Nominees for ICA president are Jay Blumler and Doris Graber. Nominees for at-large representative to the ICA Board are Ed Fink, Tom McPhail, and Gertrude Robinson.

2. There will be an annual "mentor" award given in the name of B. Aubrey Fisher.

3. The Board would like to see more internationalizing of ICA. Each division and interest group was asked to appoint a task force to plan a 1988 panel on an international topic involving both U.S. and non-U.S. participants. Linda Putnam appointed Rosita Albert (University of Minnesota) and Lea Stewart (Rutgers University) to co-chair this task force for Division 4.

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B. Action was taken on the following issues raised during Board meeting:


2. Linda Putnam announced that ICA will provide overhead projectors and screens at future conventions. A motion was made to recommend to the ICA Board that divisions using AV equipment be assessed a fee for its use. The motion was defeated. The following motion was made and passed: Division 4 recommends to the ICA board that a flat fee should be assessed equally to all convention attendees to pay the cost of AV equipment.

3. Discussion was held on the number of program slots allotted to divisions. The following motion was made and passed: Division 4 recommends to the ICA Board that the decision on allocating convention slots to divisions and interests groups should be at the discretion of the president-elect following the criteria outlined by the division chairperson, i.e., (1) three slots will be allocated per 100 division members, (2) there will be a maximum of 24 slots per division and a minimum of 6, (3) 75 percent of the slots will be allocated to divisions, 25 percent allocated to the president-elect, and (4) the president-elect will tell chairpersons the approximate number of slots allocated to their divisions at the convention planning meeting. The chairperson was also asked to communicate to the Board that the number of papers submitted to a division should be a criteria examined.

4. The financial status of ICA and its relationship with the Journal of Communication was discussed extensively. Linda Putnam noted that JOC was no longer subsidized by Annenberg. Last year, the ICA Board supported a one year increase in subsidies to allow Oxford University Press to publish the journal. Oxford asked for an increase in this subsidy and wanted to control fees, selection of the editor, nature of the journal, and mandatory distribution. The Board offered a motion to reject the terms of the offer from Oxford. This action would mean that ICA members would not receive JOC as of January 1, 1988. After considerable discussion, the following motion was made and passed: Division 4 recommends to the ICA Board that ICA should stop its blanket support of the Journal of Communication and explore other options whereby people may subscribe to the journal individually.

5. Discussion on a new format for Human Communication Research was held. A motion was made and passed to create a committee to study the problem of journal publication and possible alternative options and to make a recommendation to the ICA publications committee. Linda Putnam will appoint the committee.
IV. Standing Committee Reports

A. The Committee on Research Dissemination and Instrumentation Task Force (Cal Downs, Howard Greenbaum, and Sue DeWine) has identified approximately 50 instruments measuring various facets of organizational communication. Cal Downs, committee chairperson, announced that Management Communication Quarterly will have a section on instrumentation edited alternately by Greenbaum, DeWine and himself. He invited members to attend their meeting on Sunday evening. Linda Putnam complimented the task force on an excellent job.

B. Linda Putnam reported for the Membership Committee. Although over 79 papers were submitted and over 137 people are involved in panels and programs, the division is losing members rapidly. Division 4 had 583 members in 1983 and only 453 in 1987. The membership committee (Tom Daniels, Trice Buzzanell, and Carl Botan) is working on recruiting new members. Linda Putnam asked for suggestions on redesigning the membership brochure. Brochures will be sent to faculty members who teach organizational communication but are not members of ICA. Carl Botan asked division members to supply names of people outside our field and in business and industry for a membership mailing list.

C. Bill Snavely conducted a Delphi survey which identified 13 associations that overlap research interests with Division 4. Academy of Management, SCA and ASTD were ranked at the top as possessing the greatest possibility of liaison with Division 4. Snavely listed 12 benefits of this type of liaison including joint meetings, exchange of mailing lists, shared information, and joint publication of abstracts. Linda Putnam announced several panels that involved Academy of Management members and Industrial Relations Research Association members as efforts of this liaison work.

D. Diane Casbolt has asked to step down from the Task Force on Industry and Academic Internships. Linda Putnam appointed Sue DeWine and Andy Finn of AT&T as co-chairs of the task force. Sue DeWine asked members for suggestions.

V. Ad Hoc Committee Reports

A. Fred Jablin reported that 55 people registered for the Workshop-Seminar on Power and Communication in Organizations. The revenue from this program paid for the dissertation award. He recognized the people in the division who participated.

B. Eric Eisenberg thanked the members of the nominating committee—George Cheney, Kathy Krone, and Nick Trujillo. The committee offered the following nominations for vice chairperson—Terri Albrecht and Sue Hellweg. Lou Cusella was nominated from the floor. The committee offered the following nominations for paper readers—Connie Bullis, Tim Cline, Bob Husband, and Charmaine Wilson. Eileen Berlin Ray, Patricia
Riley, Bill Snavely, and Deanna Womack were nominated from the floor.

VI. New Business

A. Lou Cusella suggested making several changes in the procedure for the W. Charles Redding Dissertation Award due to the increased number of submissions. He offered the following resolutions which were passed:

Rules #2 and #3 of the Award Competition will be changed to read as follows: (2) the Advisor should initiate the submission of the dissertation by writing a letter of recommendation to the Division Secretary, and (3) Documents submitted should include: (a) one copy of the complete dissertation, and (b) five copies of a 25-30 page (text) paper complete with references, tables, graphs, etc. The paper should serve as a summary of the dissertation by discussing: 1) relevant literature; 2) hypotheses or research question(s) investigated; 3) research methods(a); 4) results; and 5) conclusions drawn from the investigation. To allow the applicant sufficient time to prepare these materials, they can be submitted anytime within a two year period.

The four (4) member panel of distinguished judges selected for the Award competition shall consist of at least 2 individuals currently holding academic/research positions in Ph.D. degree granting programs.

The following resolution was offered and failed to pass:

An Advisor may not submit more than one (1) dissertation for Award competition within a single competition period.

B. The following resolutions concerning changes in procedures in paper evaluation were submitted by Gary Kreps and passed:

Competitive paper submissions will be allocated among readers to reduce the number of papers to approximately thirty-five or forty papers per reviewer. Each paper will be evaluated by at least two and generally three evaluators.

Papers submitted over 30 pages in text will be returned to the author(s) unreviewed.

The Chairperson of Division 4 will send copies of competitive papers to each respondent after the panel sessions have been accepted by the ICA Program Chair.

C. Fred Jablin will solicit $5000 for an endowment fund for the W. Charles Redding Dissertation Award. He asked for suggestions.
D. Linda Putnam asked volunteers for the Ad Hoc Committee on International Organizational Communication to see the co-chairs of the committee.

E. People interested in serving as editors of COMSERV were asked to see Linda Putnam.

F. Linda Putnam congratulated Sue Hellweg for doing an excellent job with the newsletter and announced that she has graciously agreed to continue as newsletter editor for the coming year.

G. Gail Fairhurst was appointed Division 4 representative to the ICA Task Force on Gender.

H. Charles Conrad announced that the SCA Undergraduate Public Relations Award will be given to an outstanding undergraduate student and faculty advisor. The theme is careers and communication. He encouraged members to become involved in this award.

I. Janet Fulk announced that Communication Research will publish two special issues per year. The first issue, edited by Chip Steinfield and Janet Fulk, will focus on theoretical issues in understanding communication and information technologies in organizations. The second issue will be on communication and dispute resolution in organizations, edited by Linda Putnam and Joe Folger.

VII. Other Business

A. Linda Putnam thanked Lou Cusella for serving as division secretary and coordinator of the dissertation award.

B. Linda Putnam recognized this year’s papers readers: Terri Albrecht, Fred Jablin, Gary Kreps, and Kathy Miller.

The meeting was adjourned at 7:25 PM.

Respectfully submitted,

Lea P. Stewart
Secretary, Division 4, ICA
The Organizational Communication Division of ICA honored Howard Greenbaum from Hofstra University as Outstanding Member for Division 4 for "exemplifying excellence through contributions to the discipline and to the association". This will mark the first of an annual award given to recognize members who make significant contributions to the division. Two graduate students were recognized as the winner and runner up respectively of the W. Charles Redding Dissertation Award: Maryan S. Scholl and James S. Riggs.

and two additional students were recognized and given cash awards for the top student papers: Charmaine Wilson (formerly of the University of Washington-- currently the University of Maryland) and Danial Cartledge, University of Purdue. The cash awards were made possible through the direction of workshops by division members with the funds being donated to the division for student travel. Two division members have directed workshops for this purpose: David Lee Data Control and Gerry Goldhaber of SUNY.

The division sponsored 24 programs a number of which featured individuals from private industry and from outside the discipline but with research interests in organizational communication. Highlights included a presentation by Warren Bennis, research discussion with Karlene Roberts and Charles O'Reilly, as well as our own top three paper session featuring Fred Jablin, University of Texas, Terrance Albrecht, University of Washington, and Gail Fairhurst, Steven Green, and Kay Snively from the University of Cincinnati.

Several committees have been established and continue to generate programs and division projects. Any division member interested in participating in these projects or programs should contact the appropriate person:

Instructional Development in Organizational Communication Committee (objective: to develop an instructional materials resource bank)
Lea Stewart, Rutgers University, New Brunswick, NJ

Corporate/Academic Participation Committee (goal: generate projects to encourage corporate and academic interchange)
Diane Gasbolt, Abbott Labs Rt. 137 & 43, N. Chicago, IL 60064
Karen Gritzacher, GM Corp., 485 Milwaukee Ave., Detroit, MI 48202

Public Relations Curriculum (goal: to present a state of the art on curriculum in public relations as related to organizational communication)
Pete Hamilton, Pittsburg State U., Pittsburg, Kansas

Division Wide Research Project (goal: to organize a division wide research project)
Cal Downs, University of Kansas, Lawrence, KS 66045
John Baird, School of Business, San Jose Univ., San Jose, CA 95192

Items for the Division 4 newsletter should be sent to: Susan Hellweg, San Diego State U., San Diego, CA. Questions or requests for information about the Organizational Communication Division in general should be sent to: Sue DeWine, Chair-Division 4, School of Interpersonal Communication, Kanter Hall, Ohio University, Athens, Ohio 45701 (phone: 614-594-6835).
PROCEDURES FOR PAPER EVALUATION

1988 ICA NEW ORLEANS CONVENTION
ORGANIZATIONAL COMMUNICATION DIVISION

1. All identification of authorship and school was removed from each manuscript, and a random identification number was assigned.

2. The Vice Chair (Fred Jablin, University of Texas) and three elected reviewers (Connie Bulks, University of Utah; Patricia Riley, University of Southern California, and Charmaine Wilson, University of Maryland) evaluated the 71 papers submitted to the Division.

3. Three of the four reviewers read most of the papers submitted. Reviewers did not evaluate papers submitted by colleagues at their institutions or their own graduate students. In cases where only two reviewers evaluated the papers, the Chair read them and rendered a yes/no vote for programming.

4. Each reviewer ranked the papers from 1 to 52, rated each paper from 55 (low) to 100 (high) and made a yes/no recommendation to program the paper.

5. The most important criteria for determining paper selection was average Z score. Z scores were computed for each rating to standardize the ratings from one evaluator to the next. Z scores were consistent with ratings, but provided a more precise comparative measure of evaluations. Since reviewers could not evaluate each paper, average Z scores proved to be the more reliable comparison across readers. A secondary criteria for selecting papers was average ranking across the three judges. Those papers not recommended for submission to the ICA Vice-Chair fell below the rank of 55 with average Z scores below - .56 and average ranks above 33.67. All papers that received 3 "yes" votes were selected for programming. Hence, papers ranked 1-55 were accepted for presentation in New Orleans.

6. The final criteria used for selecting papers was the number of slots allocated to our Division for the convention.