DIVISION 4 -- ORGANIZATIONAL COMMUNICATION
INTERNATIONAL COMMUNICATION ASSOCIATION

Minutes of the Business Meeting
May 31, 1988, 5:15 - 7:15 PM
Hyatt Regency, New Orleans, Louisiana

I. CALL TO ORDER

Division 4 Chairperson Linda Putnam called the meeting to order at 5:15 PM. Approximately 75 people were present.

The minutes of the 1987 business meeting were approved as read.

II. PRESENTATION OF AWARDS

A. Sue DeWine presented the Outstanding Member Award to Lou Cusella, University of Dayton.

B. Linda Putnam presented Top Student Paper Awards to Bradford J. Hall, University of Washington, for his paper, "The Influence of Organizational Identification on Innovation," and to Deanna Geddes, Purdue University, for her paper, "Human Information-Processing in Organizational Contexts: Procedural Knowledge and Communication-Based Task Performance." Both papers were ranked in the top 20 of submitted papers.

III. GENERAL REPORTS

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

1. ICA is doing very well financially. The endowment has been capped at $126,000.

2. Nominees for ICA president-elect are Margaret McLaughlin, University of Southern California, and Rolf Wigand, Arizona State University. Nominees for member-at-large representative to the ICA board are Bob Hopper, University of Texas, and Bob Avery, University of Utah.

3. Jim Bradac, University of California at Santa Barbara, will be the new editor of Human Communication Research. Stan Deetz, Rutgers University, will be the new editor of Communication Yearbook.

4. The 1989 ICA convention will be held in San Francisco on May 25-29. Jay Blumler is planning the convention with the theme "Comparatively Speaking." The 1990 convention will be in Dublin in late June. Because of the prohibitive cost of hotels in Toronto, ICA is exploring alternative sites for the 1991 convention. In a straw poll, Division 4 members showed unanimous support for Minneapolis as the site for the 1991 convention. Washington, DC, was supported as the site for the 1992 convention in another straw poll.
5. ICA continues to attempt to "live up to the I" in its name by internationalizing the organization. The board discussed suggestions such as creative teleconferencing, encouraging more international people to be officers and committee chairs, informal networking, and a preconference in Dublin for networking as ways to promote international participation.

6. The board discussed new criteria for editorial selection and approval. Members who have ideas on this topic should share them with Chuck Bantz, chair of the Publications Board. The ICA board is considering a proposal for a new journal which will contribute to theory building. The journal will have an "international flavor" and will encourage both broad and specific theory development. The journal will include review essays and will cross divisional boundaries. The proposed title is Communication Theory: An International Journal. Linda Putnam asked for feedback on the title. After considerable discussion, a straw poll was taken and Communication Theory (no subtitle) was supported. An alternative title (International Journal of Communication) received three votes. Chuck Bantz asked for nominations for potential editors. He noted that ICA will provide the editor with travel money and start-up expenses.

7. Next year, ICA will mail out the official program to members before the convention. An insert listing changes will be provided at the convention. Linda Putnam asked for discussion on changing the paper deadline to October 1. The board is considering this action, in part, because most divisions did not submit their programs to the vice president on time this year. Discussion was held and a straw vote was taken with the following results: November 1 deadline, 35 votes; October 15 deadline, 18 votes; October 1 deadline, 0 votes.

8. The board is considering action on several divisions which have had a decrease in membership. The bylaws require that a division have 200 members (10% of the overall membership). Over the past three years, three divisions (Instructional/Developmental, Health Communication, and Information Systems) have fluctuated from 185 to 205 members. Linda Putnam proposed two alternatives to dealing with this problem: (1) follow the requirements of the bylaws by reducing each of these divisions to interest group status and allowing them to reapply for division status when their membership reaches the required number; or (2) change the bylaws to indicate that membership must drop below 160 (7.5%) before a division loses its status. The second proposal would save each of the three divisions. This proposal was supported in a straw vote.

8. Linda Putnam reported the following information on the state of the division:

1. Due to the efforts of the Membership Committee, Division 4 has 100 new members. Division 4 is the second largest division
in ICA with 518 members. The chair thanked Tom Daniels, Trice Buzzanell, and Carl Botan for their outstanding efforts as members of this committee.

2. Division 4 members were very active at this convention. Seventy-one papers and four panel proposals were submitted. The Division sponsored a total of 20 sessions at the convention including four interdivisional panels. A number of distinguished scholars including Harry Triandis, John Van Maanen, and Richard Daft gave presentations. A total of 20 international members presented papers and two panels were devoted to international scholarship. A total of 140 people participated on panels sponsored by Division 4. The chair thanked the members for their active participation.

IV. INSTALLATION OF NEW OFFICERS

Fred Jablin was installed as the new chair of Division 4 and Sue Hellweg was installed as vice chair.

Jablin thanked Linda Putnam for her efforts and the members responded with a round of applause.

Jablin spoke of some of his goals as chair: (1) to maintain the membership drive, especially for international and affiliate members; (2) to continue internationalizing the division, including special plans for the Dublin convention; (3) to fund the W. Charles Redding Outstanding Dissertation Award; and (4) to plan new activities for the division.

V. STANDING COMMITTEE REPORTS

A. Research Dissemination and Instrumentation -- Howard Greenbaum reported that the charge of this committee is to provide a higher degree of organization for measuring instruments in organizational communication. To date, three measures have been examined in the research instruments section of Management Communication Quarterly. Manuscripts on conflict, communicator style, commitment, identification, and organization-wide communication (including the ICA audit) are being prepared. The committee is awaiting manuscripts on source valence, small group communication, stress management, SIMLOG, leadership style, and external communication. Greenbaum reported that 19 people attended the committee's round table in Montreal and that 15 people attended the session in New Orleans. He described the procedures the committee follows in manuscript preparation: Two to three people interested in a similar variable describe and analyze measuring instruments. A coordinator puts together a publishable quality article based on this information. The article is refereed by committee members and forwarded to the journal editors. All manuscripts carry the names of the original writers as co-authors. The long-range goal of the committee is to publish a book of instruments. Greenbaum thanked the other members of the committee, Sue DeWine and Cal Downs, and encouraged division members to ask any of them for information.
B. Membership -- Tom Daniels welcomed new members of Division 4 and briefly described the process his committee followed in recruitment. The membership brochure, designed by Trice Buzzanell, was mailed to a target audience along with a letter from Linda Putnam. Carl Botan reported on a planned series of mailings. Four departments have volunteered to cover expenses for mailing approximately 250 brochures each. Botan asked for additional volunteers. In addition, he asked for mailing lists of allied organizations and international scholars on mailing labels if possible. Jablin suggested that Division 4 members send names from international reprint requests they have received to him, Daniels, or Botan. The members of the committee were thanked for their outstanding recruitment efforts.

C. Liaison with Other Professional Associations -- Bill Snavely reported that this committee did not receive a new charge so there was little activity. Jablin noted that there had been some integration with members of the Academy of Management and other associations. Sue Hellweg is coordinating efforts with SCA.

D. Industry and Academic Relations -- Sue DeWine noted the committee's goal of maintaining interest and involvement of nonacademic members in Division 4. This year's convention featured a panel of case studies presented by practitioners from IBM and AT&T with responses from academics. She encouraged Division 4 members to attend the committee meeting on Wednesday at 7:00 PM. Jablin noted his plans to have select panels with two respondents--one academic and one practitioner.

E. Redding Dissertation Award -- Lea Stewart reported that 8 dissertations were submitted for consideration for this year's award. She thanked committee members Eileen Berlin Ray, Gary Kreps and Dennis Mumby for their thoughtful and prompt evaluations. It was the consensus of the committee to present the award this year but not to award an honorable mention. The new selection procedure appears to be working well, however. Stewart introduced the following resolution to further clarify submission requirements: part (3b) of Rule #2 will read "five copies of a 25-30 page (text) paper solely authored by the student complete with references, tables, graphs, etc." The resolution was passed unanimously.

G. Redding Dissertation Award Endowment -- Fred Jablin reported on the procedures he used to establish the endowment. He and Linda Putnam began the fund drive by each donating $300. He sent a letter to a selected list of 80-90 people asking for contributions. The initial goal for the endowment is $6000. This amount should provide sufficient income to award $250 to the winner, $150 to the honorable mention, and provide $50-75 in administrative costs. Jablin would like to raise $10,000 eventually. To date, he has raised in excess of $5000. The median contribution was $100 with at least six people matching the $300 donation. A total of 37 people responded. He thanked
the following people for their generous contributions:

[insert list]

Jablin noted that he would take donations or pledges at the no-host cocktail party to follow the business meeting.

W. Charles Redding noted that he would continue to make anonymous donations to the endowment and thanked the donors for contributing to an educationally inspiring activity.

Jablin stated that Division 4 is the only ICA division with an endowed award. Since the award is not in the division bylaws, he proposed the following amendment which, if passed in a mail ballot, will constitute Article X.

Section 1. Each year in which there are a sufficient number of entries (generally considered to be 5+), the W. Charles Redding Dissertation Award will be presented at the ICA convention to the author of the outstanding doctoral dissertation completed in organizational communication during the preceding one or two calendar years. A cash prize and certificate of recognition will be given to the award "winner," and if recommended by the award committee, to the author(s) of runner-up dissertation(s) ("honorable mention"). The advisors of the award winners will also receive a certificate of recognition.

Section 2. A standing committee will be appointed by the Division Chair to supervise the award competition and to propose guidelines governing the award competition; the Division Secretary will chair this committee and will be responsible for administering the award competition. The procedures which will govern the award competition and selection of the award winner(s) will be determined by Resolution passed by the membership of Division 4. A copy of this Resolution will be appended to Division 4 Bylaws.

Section 3. The awards and award competition will be funded by the W. C. Redding Dissertation Award Endowment, which has been established as a separate ICA account under the supervision of the Executive Director of the association. The funds from the endowment are to be deposited into an interest-bearing account or certificate of deposit. Each year the entire interest from the account will be made available to the Division 4 chairperson for payment of costs associated with the award competition. In addition, at the discretion of the Division 4 Chairperson, up to but no greater that 20% of the annual endowment interest may be used to support funding for competitive student paper awards presented in Division 4 programs at the annual ICA convention. Any funds from the interest on the endowment not spent by Division 4 for the above noted purposes must be deposited into the principal of the endowment fund. In addition, if in any year no dissertation prizes are awarded due to an insufficient number of entries, a minimum of 80% of the interest from the endowment fund must be deposited into the principal of the endowment fund; up to
20% of the interest may be used to support funding for competitive student paper awards in the Division. At the business meeting of Division 4 at the ICA convention, the Division Chairperson is directed to account for the manner in which funds from the endowment were spent during the preceding year.

Section 4. The principal and interest of the W. C. Redding Dissertation Award Endowment may not be used for any other purposes than those described in this article. In the event of the cesation of Division 4 within ICA or the cessation of ICA as an organization, the officers of Division 4 with the approval of the Division's members (majority of members via mail ballot) are directed to locate a new professional communication society/organization within which to "host" (organize/sponsor/administer) the annual award competition.

G. Newsletter - Susan Hellweg noted that the newsletter is published in the fall and spring. She announced that the deadline for submissions to the fall newsletter is September 10. Jablin suggested that the newsletter could have an international column which might include information from members on sabbatical in other countries. Contributors to the column could indicate their interests in terms of international research and solicit information about data collection in other countries. Hellweg has volunteered to continue as newsletter editor and received the thanks of the membership.

VI. AD HOC COMMITTEE REPORTS

A. Nominating Committee/Secretary -- Eileen Berlin Ray thanked the members of her committee--Noshir Contractor, Chuck Bantz, and Deanna Womack. She presented the following slate of nominees for Division Secretary: Kathy Miller, Michigan State University, and Beverly Davenport Sypher, University of Kentucky. There were no additional nominations from the floor.

B. Nominating Committee/Paper Readers -- Eileen Berlin Ray thanked this year's paper readers--Connie Bullis, Patty Riley, and Charmaine Wilson. The committee submitted the following slate of nominees for paper readers: Charles Conrad, Sue DeWine, Gail Fairhurst, Kathy Krone, Dennis Mumby. The following people were nominated from the floor: Eileen Berlin Ray, Michael Pappa, and James Bowers.

C. New Member Orientation -- Fred Jablin reported that he sent invitation letters to 60 new members of Division 4. Fifteen people attended the breakfast on the first day of the conference. Half of the attendees were faculty members and three were international members. When he solicited feedback from the new members in attendance they noted that it was useful to meet people at the beginning of the conference. Jablin suggested that next year's breakfast might be a coffee hour from 7:30-9:30 AM on the first day of the conference. Abstracts of the papers presented at sessions sponsored by Division 4 would be available
at the breakfast. Jablin has appointed Trice Buzanell and Vernon Miller as co-chairs of next year's committee.

D. International Organizational Communication -- Lea Stewart reported that this committee was responsible for organizing three panels at the conference. Letters were sent to all international members of Division 4 requesting paper submissions. Eight papers were competitively selected from the 25 submissions and programmed on two panels. Stewart thanked her co-chair, Rosita Albert, for her efforts in organizing a panel of distinguished scholars on international research. Stewart challenged next year's committee to increase support for research conducted by international members.

Jablin stated that there will be a preconference in Dublin to orient Americans to the European tradition of organizational research. He asked members to give him suggestions for the conference.

E. COMSERV Editor -- There was no report from this committee. Jablin suggested that members send information on organizational communication to COMSERV using BITNET.

VII. NEW BUSINESS

A. Linda Putnam proposed the following amendment to the Resolution on Program Proposals and Convention Papers:

WHEREAS: Division 4 paper submissions appear to have stabilized in the range of 70 to 80 papers per year:

WHEREAS: The number of papers that each reader evaluated in 1987 was 50 to 55 per reader:

WHEREAS: It is desirable to have each paper evaluated by three readers;

WHEREAS: Our goal is to reduce the number of papers that each reviewer must examine to approximately 40;

THEREFORE, BE IT RESOLVED: To change the number of elected readers from three to four.

The amendment was passed unanimously.

B. Jablin noted that the new abstracts are indexed and include authors' addresses. He noted the considerable work involved in re-typing the abstracts. To continue to provide this service to members, abstracts must be included with paper submissions. The sense of the group was that the membership wanted to continue providing abstracts. Jablin thanked Linda Putnam for her efforts in preparing this year's abstracts. Trice Buzanell and Vernon Miller volunteered to prepare the abstracts for next year's conference.
C. Jablin reported on his plans for a doctoral consortium for second and third year Ph.D. students (pre-dissertation). The consortium would be held the day before the conference and would involve 15-20 students. The students would be introduced to leading scholars and share ideas on current research trends and doing dissertation work. Hopefully, the first consortium will be held in San Francisco in 1989. Members who are interested in working on this project were asked to contact Jablin or Susan Hellweg with suggestions.

D. Charles Conrad distributed a handout on the Values, Argument and Organizational Decisions SCA pre-conference to be held on November 2 and 3, 1988.

E. Members with suggestions for next year's conference were asked to send ideas to Jablin.

VIII. OTHER BUSINESS

James Bowers, Meiji University, Japan, noted that he was thoroughly impressed with the professionalism and hospitality of Division 4. He expressed his thanks especially to Linda Putnam and Phil Tompkins for their assistance in making the convention accessible for international visitors. Jim Taylor, University of Montreal, seconded his comments.

Sue DeWine thanked Fred Jablin for establishing the endowment effort and challenged the assembled members to give pledges to make the endowment exceed $6000 today.

Linda Putnam noted that paper abstracts were available at the meeting or could be obtained by writing to her.

The meeting was adjourned at 7:15 PM.

Respectfully submitted,

Lea P. Stewart
Secretary, Division 4, ICA