Minutes of the Language and Social Interaction Business Meeting
ICA 2003
San Diego, California

1. Call to Order
   Donal Carbaugh, Vice Chair, called the meeting to order at 3:45 p.m.

2. Approval of 2002 Minutes
   Kathleen Haspel, Secretary, distributed and presented the minutes of the 2002 meeting in Seoul, Korea. Karen Tracy moved to accept the minutes. Bob Sanders seconded the move, and it passed unanimously.

3. Report of the Vice Chair on the 2003 Program
   Donal Carbaugh reported that there were 59 submissions to the division this year, 50 papers and 9 proposals. Of the 50 papers, 43 were scheduled. Of the 9 proposals, 5 were scheduled and 3 were integrated into the pre-conference. In total, 14 sessions were scheduled. As program planner, Donal said that he anticipated planning 9-10 sessions, since that was the number he was given by Bob Craig, 2003 conference planner. He asked whether we want to schedule as many papers as possible or be more selective, and opened the floor to questions or comments. Jenny Mandelbaum asked what could be done to prevent scheduling LSI panels against each other, and whether program planners could look at a preliminary schedule. Donal Carbaugh said he did look at the schedule and made recommendations to move overlapping panels. Bob Sanders asked if the number of sessions allocated to the division had been upped. Donal responded that we could anticipate 10-11 sessions. Donal thanked the reviewers of submissions to the 2003 conference.

4. Awards
   Donal Carbaugh presented the student travel award to Julien Mirivel of the University of Colorado-Boulder and the top paper award to Toi James of the University of California-San Diego.

5. Report of the Pre-Conference Planner
   Anita Pomerantz, planner of the pre-conference on Conversation Analytic Studies of Health Care Interaction (co-sponsored with the Health Communication division) reported that the pre-conference was well attended by LSI members, but not by Health Communication members. She added that the room was not conducive to engaging in critical discussion, but that the sessions were successful nonetheless. Donal added that Lawrence Erlbaum Associates sponsored the pre-conference, thanks to LEA associate Linda Bathgate.

6. Old Business: The On-Line Submission Process
   Donal Carbaugh acknowledged and explained problems with the on-line submission process. There were multiple problems near the submission deadline and at the time when reviewers were trying to access papers. Papers with tables were problematic for some unknown reason. Papers that are being reviewed cannot be accessed by more than one person at a time and there is a 24 hour lag time until a paper can be accessed for review again. Don Ellis called for more reviewers, given the difficulty of reading on line. Anita Pomerantz asked about anonymity and formatting. Donal said that he removed cover pages with identifying information from each paper. Michael Haley, ICA representative, reported that papers can be submitted in several formats next year, not just Word, and that each submission will be converted to a pdf file.

7. Report from ICA Board Representative
   ICA representative Michael Haley explained that delays in the process of turning around papers, etc.
was due in part to the meticulous removal of viruses, both when submissions are received, and when they are sent out to reviewers. He announced that the 2004 conference, whose theme is Communication and Public Interest, will be held in New Orleans. He asked that members give careful consideration to equipment requests for next year, and to resist the inclination to check off every option available on line. Equipment costs were very high this year; he cited as an example that LCD projectors cost $600 per day per room. He also stressed the importance of using consistent and correct spellings of people's names when submitting co-authored papers and panel proposals. Finally, Michael said that each division was being asked to send 3-4 representatives' names in as reviewers of papers submitted for conference theme panels. He then opened the floor to questions and comments. Curt LeBaron said that, as a reviewer, it would have been nice to have access to authors' e-mails from the on line program. Yael Maschler asked if there was anyway to post the entire program by day. Donal Carbaugh said that he put a daily schedule of LSI panels in the ICA Newsletter, but that some people could not open the newsletter. Donal asked if respondents could get access to papers on line. Michael responded that all papers will eventually be available on line, but what you submit will be what becomes available on line. Kurt Bruder reported problems with chairs and respondents not showing up at sessions. Donal said that there were some problems with messages that were sent out to session participants by ICA.

8. New Business

- ICA Theme Session Reviewers were sought. Karen Tracy, Jonathan Matusitz, and Paul Denvir volunteered.
- Nominees for LSI secretary were sought and discussion over the term was opened. Given that Kathleen Haspel has served one year beyond the two year term, members discussed extending the term of the next secretary to three years, for just one term, so as to insure that the election cycle does not get out of sequence. A motion to extend the next term only for three years was made, seconded, and passed unanimously. Robert Agne and Eric Morgan were nominated and agreed to run for the three year term as secretary of the division.
- Karen Tracy opened discussion of a pre-conference on a basic course in LSI. Kurt Bruder agreed to be a 'clearing house' for members' class notes, syllabi, or ideas about teaching LSI. Anita Pomerantz expressed concern over sending out syllabi and course materials without discussion and suggested that a group of people sit down and work through ideas first. Donal Carbaugh said we need to think of objectives. Bob Sanders said that this process should entail sharing ideas not showing what we do. Karen Tracy said that it should be a course that someone who is not steeped in LSI can teach. Don Ellis said that we need to think about the range of such a course. Donal Carbaugh said that he and Kurt Bruder will contact those who expressed interest.

9. Announcements

- Kristine Fitch announced that the Handbook of Language and Social Interaction Research will be forthcoming in the fall.
- Lars Linton announced that he is the editorial assistant for ROLSI and invited submissions.
- [ ] announced that she is R&CT division program planner for the 2004 conference and invited co-sponsored panels and co-membership.
- Curt LeBaron announced that the Robert Hopper festschrift is out and on sale at the LEA table at the book display. He also announced that he is giving away extra copies of the CD distributed with the special fall 2002 issue of the JOC.
- Esther Schely-Newman announced the publication of her new book by Wayne State UP.
- Francois Cooren announced that he is editing an LSI-oriented Organizational Communication text that will be published by LEA in 2004.
- Kathleen Haspel announced that she is LSI program planner for the 2004 WSCA convention and distributed a call for papers and panel proposals.

10. Meeting Adjourned

The meeting was adjourned by Donal Carbaugh at 4:50 p.m.
Minutes taken by Kathleen Haspel.