Agenda

EURJ General Staff Meeting
March 22, 2014

1. Introductions  
   *Mary Rose/Boru*
   - Leah: Sire director, our advisor, will be here today
   - IACUC and IRB very important to her
   - Media council room is really inconvenient

2. Update on Website  
   *Mark/Shawn/Nikki*
   a. Send pictures and bios if you haven’t already to Mary Rose
   b. Changed “about” section
   c. Submission guidelines
   d. Opportunities tab for people trying to get involved in research
   e. IRB – for using human subjects, has to be certain approval
   f. Prehealth mentors – apply! Contact Sandy
   g. Increasing our web presence- see publicity

3. Update on Fall 2013 Issue  
   *Copy Editors/Graphics and Layout*
   a. Horrible computer issues, got started on the cover, need one last article from the copy editors
   b. Using the library computers would be a good idea due to Adobe InDesign
   c. Google Drive or Dropbox to avoid flash drive issues
   d. Copy editors: originally 6 articles, 3 copy editors, 2 articles per person
   e. Need more copyediting staff

4. Update on Spring 2014 Issue  
   *Roger/Sandy/Jen*
   a. Making guideline as to what a manuscript is
   b. Too many proposal submissions, textual documents without any pictures
   c. Updating author guidelines
   d. Graduate student revised four manuscripts for us-thanks!
   e. Obtain author bios, pictures, etc., hopefully get everything done asap since most authors are seniors and want to make the process as simple as possible for them
   f. Sandy: 3:1 system for submissions on deciding which to accept
   g. Put in on google drive so that we can see how the system works
      i. Very small number of submissions due to influx of natural sciences submissions
      ii. Divying up amongst the sections
   h. Rolling submissions – good idea. Guidelines based on date you submit = what issue you will show up

5. Update on Publicity
   - Go in person to English dept!!! Keep trying again!!!
   - Electronic advertisements through departments
- Advertise the journal online
- Emailing the professors to update on blackboard
- Publicity- send an email to people in the honors college: Molly Embry, Elizabeth Fricker
- Ongoing honors project, contact people around April 16th, finding people who are about to publish; offer to sit down and condense the material with them (these would be special features people)

6. Update on Special Features: meeting with Dr. Roesch???
   a. Brainstorming ideas with Dr. Roesch and Dr. Schrekengost

7. Discussion of Schedule/Number of Issues to Publish
   a. One issue a year is most realistic
   b. Reach out to SURE fellows over the summer

8. Plans for the 2014-2015 academic year
   a. Blackboard site: good for archives
   b. Start over the summer with SURE fellows
   c. Possibly a page on the website?
   d. Contacting 499 heads

9. Editor-in-chief elections speeches – voting done with SurveyMonkey, due at midnight
   a. Roger
   b. Tony
   c. Alishah
   d. Nikki
   e. Mary Rose
   f. Shawn

10. Budgeting
    a. We need to spend our printing money or they will take it back—if we don’t print, how will we get the same amount of funding?
    b. Keep printing, ask for additional money
    c. Will have to realign budget: get the money first though
    d. Journals in admissions office; admissions packets? Will cost money.
    e. Make pamphlets- Sandy will do that
    f. Traveling for conferences - $600 per person

11. Other Issues/Suggestions for Improvement
    a. Graphics and layout: using media council official account
    b. m3d4
    c. Do not have all the articles
    d. Ask Jessica if she can get article to Yeowon by the end of the week
    e. Need editor in chief letter – everything destroyed due to computer issues - Boru will write new one
    f. Get started with articles that they have now
    g. Copy edit the articles ourselves if people are taking too long