

Board of Journal of Industrial Technology (JIT Board) Minutes
Wednesday, November 15, 2006

Meeting Called to Order: 3:00 p.m.

Members in Attendance:

Dr. Charles Patrick (JIT Board Chair), Mr. Steven Brown (CCTI Division Representative), Dr. Michael Hayden (University Division Representative), Dr. Ron Meier (Industry Division Representative), Dr. Bruce DeRuntz (At-Large Representative) and Dr. Wafeek Wahby (At-Large Representative and JIT Editorial Panel member).

Members Absent:

Ms. Hiral Shah (Student Division Representative) – due to scheduling conflicts.

JIT Editorial Panel Members in Attendance:

Dr. John Wright (Chief Editor), Dr. Wafeek Wahby (Associate Editor), and Dr. Ali Kashef (Assistant Editor)

Old Business

- Brief review of JIT Board bylaws
- Membership review – according to bylaws, board chairperson and Student Division representative must be appointed this year for new three-year terms.
 - Motion made by Ron Meier to appoint Charles Patrick as JIT Board chairperson and Hiral Shah as Student Division representative for 2007-09 (3 year term). Seconded by Bruce DeRuntz. Due to Ms. Shah's absence, there was a question about her willingness to continue as the Student Division representative. Dr. Patrick agreed to discuss this with Ms. Shah at the conference prior to the NAIT Executive Board meeting on Saturday, Nov. 18. Without objection from Ms. Shah, the JIT Board agreed that she should continue as a Board member. Motion was approved unanimously.
- JIT article review criteria
 - Transition schedule of JIT article vetting to Editorial Panel reviewed by Dr. Patrick. Flowchart of article review chart was fully explained and discussed by the members. Board reviewed article vetting review criteria. Motion made by Bruce DeRuntz to approve the article vetting document, as amended. Seconded by Mike Hayden. Motion was approved unanimously.

New Business

- JIT review process and related forms
 - Board discussed current and proposed JIT review process. There was general consensus that the manuscript review process should follow the flowchart presented to Board members (see attachment #1).
 - Chair Patrick informed the Board that a moratorium on manuscript submission was in effect until January 2007 when the JIT Editorial Panel would officially take the responsibility of vetting articles for the JIT. Members of the JIT Editorial Panel include Dr. John Wright as Chief Editor, Dr. Wafeek Wahby as Associate Editor, and Dr. Ali

Kashef as Assistant Editor. The NAIT Associate Director, Dave Monforton will serve as the JIT Administrator.

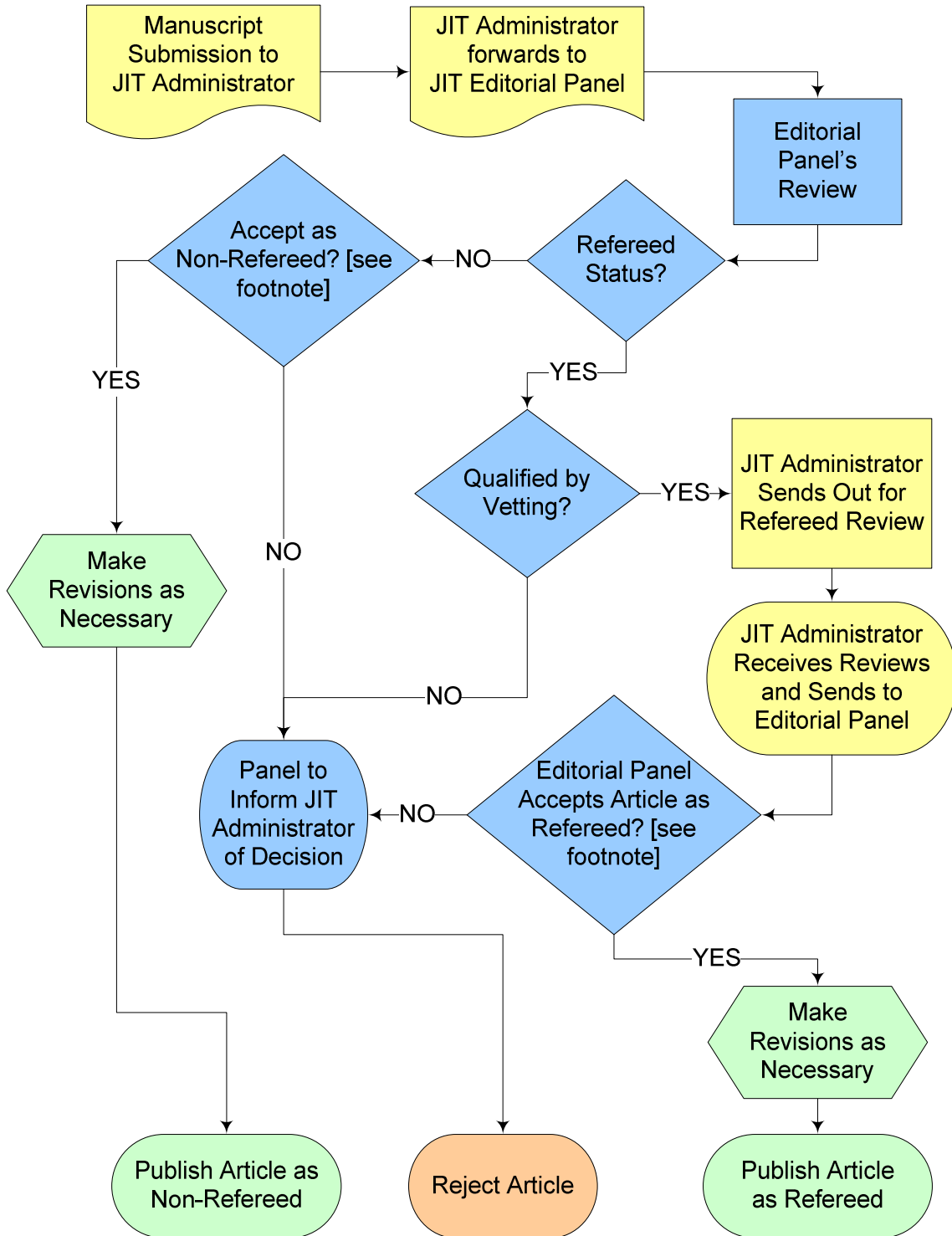
- Board reviewed and discussed the following article review and evaluation forms:
 - Article review criteria
 - Article vetting criteria (to be used by Editorial Panel)
 - Expanded article vetting criteria (available for potential authors)
 - Evaluation forms (to be used by JIT reviewers) for:
 - Applied research
 - Basic or empirical research
 - Pedagogical research/issues
 - Perspective (meta-analysis) papers
- Forms were revised as follows:
 - Editorial panel article vetting criteria:
 - a. On #5, “*either explicitly or implicitly*” was changed to “*explicitly*”.
 - b. Minor grammatical corrections made in last paragraph.
 - Evaluation forms – all four forms were revised as follows:
 - a. On page 1 of all forms, “*Directions for JIT manuscript reviewers:*” was revised to “*Directions for JIT manuscript reviewers and authors:*”
 - b. Under “Criteria” on page 2 of forms, first criteria “*Article focus clearly congruent with JIT?*” was changed to “*Article is useful to the field of Industrial Technology?*”
 - c. In rating table on page 2 of forms, columns *Good*, *Weak*, and *N/A* were deleted, leaving only columns *Excellent*, *Adequate*, and *Poor*.
 - On “Applied Research Manuscripts” form, #3, 2nd bullet, 3rd sub-bullet, “*robust and accurate*” was revised to “*robust and appropriate*”.
- Following discussions and revisions of the article review and evaluation forms, motion was made by Bruce DeRuntz to approve the revised: (1) article vetting criteria; (2) expanded article vetting criteria; and, (3) evaluation forms. Motion was seconded by Mike Hayden. Motion was approved unanimously.
- Chair Patrick informed the Board that all revised documentation plus submission guidelines and instructions will be available online on the JIT-NAIT web site to provide access for potential authors, current and future JIT reviewers, and general academia.
- Board discussed the selection process and resulting “selected papers” at the annual NAIT conference. There was general consensus by the Board that the following suggestions be made by the JIT Board Chair to the NAIT Executive Board: (1) the term “selected papers” currently used for the conference be changed to “conference proceedings papers” for future conferences; (2) the term “annual convention” currently used be changed to “annual meeting” or “annual conference” for future annual meetings, starting in 2008; (3) the proceedings papers be automatically reviewed by the JIT after the conference for potential inclusion in a special edition of the JIT called “JIT Conference Edition”; and, (4) the submission guidelines for proceedings papers be revised to more closely align with JIT article submission guidelines.

- Chair Patrick announced a training session for JIT reviewers was scheduled for Saturday, Nov. 18 at the NAIT conference. An overview of the training session content was provided to the Board. Discussion followed on the JIT article review process, the reviewer training session, and JIT reviewer qualifications. The following work items were identified to be completed by the Board in the coming year or for Chair Patrick to work with the NAIT Executive Board for consideration:
 - JIT Board will work to develop a process to provide an author under review a mechanism to evaluate/rate reviewers (all blinded) after a review is complete.
 - In JIT article submission guidelines, JIT Board will provide APA formatted examples for items common to all articles such as headings, table and figure notation, paragraph/heading indention/formatting.
 - JIT Board will work to develop rubrics for the article review criteria to be used by reviewers.
 - JIT Board will work with Editorial Panel and JIT Administrator to examine the need for development of criteria for dismissal of JIT reviewers.
 - Chair Patrick will work with Chief Editor Wright and JIT Administrator Monforton to check on cost and utilization potential for “Turnitin.com” software for NAIT and the possibility of access by JIT Administrator and Editorial Panel through NAIT web site.
 - Chair Patrick will work with Wright and Monforton to determine whether a date tracking and checkbox/checkoff function can be added to the secure section of the NAIT web site in order to allow the JIT Administrator, Editorial Panel, and reviewers to view the current status of any article under review.

- Chair Patrick informed the JIT Board of a request by Dr. Mark Rajai, Editor-in-Chief of the International Journal of Modern Engineering (IJME) to partner in developing a joint NAIT and IJME conference in the future.
 - Currently, IJME coordinates the IJME - INTERTECH conference, which is sponsored by the International Journal of Modern Engineering, ICAM-2006, INTERTECH, IP Publishing LTD, University of Cincinnati, Pennsylvania State University, Kean University, and Northern Kentucky University.
 - Selected papers from the IJME - INTERTECH conference are considered for publication in issues of six "refereed" international journals: *The International Journal of Modern Engineering*, *The Journal of Industry and Higher Education*, *International Journal of Applied Management and Technology*, *The International Journal of Entrepreneurship and Innovation*, *The Journal of STEM Education*, and *Journal of Technology Studies*.
 The JIT Board suggested that Chair Patrick take the suggestion for a potential partnership to the NAIT Executive Board for further investigation.

Meeting Adjourned: 5:00 p.m.

Attachment #1



Footnote: An additional review may be initiated at the discretion of the Editorial Panel.