

Minutes of the Meeting of the Committee on Publications

Thursday, November 21, 2002 • Toronto, Ontario

Present: Larry Herr, Chair, Billie Jean Collins, James Weinstein, Piotr Michalowski, Ted Lewis, Gloria London, Nancy Serwint, Michele Daviau, Jo-Ann Hackett, Stuart Swiny, Jonathan Tubb, Chris Madell, Brian Schmidt, Peter Feinman, Anne Killebrew, Eric Cline

Absent: Joe Greene, Andy Vaughn

The meeting was called to order at 6:30 pm.

1. The Chair welcomed the members and confirmed the presence of a quorum.
2. Voted unanimously: To accept the previously circulated minutes of the April meeting.
3. Voted with one opposed: To accept the agenda.
4. Report: New editorial appointments, previously elected:
 - Nancy Serwint replaces Nancy Lapp as editor of the Annual, effective 11/21/02
 - Joe Greene replaces Gloria London as editor of the Arch.Reports Series, effective 01/01/03
 - Brian Schmidt will become editor of Books in September 2003. In the meantime, Stuart Swiny is serving as interim editor of the ASOR Books series.
 - James Weinstein has been reappointed as BASOR editor.
5. Voted unanimously: Stuart Swiny and Jo Ann Hackett for the two at-large member positions being vacated by outgoing members Eric Cline and Peter Feinman.
6. Report: COP Development (Gloria London):
 - Members of this new sub-committee of COP are: Tammi Schneider, B.W. Ruffner, and Kim Rolling.
 - Voted unanimously: To accept the names for the Development Committee.
 - Voted unanimously: To approve the committee on a one-year trial basis, to be reviewed and revisited in November 2003.
7. Journal Reports
 - A. BASOR report by James Weinstein
 - BASOR 328 is at the printer. BASOR 329 has been copyedited and is being typeset and will go to the printer by the end of January. BASOR 330 (May 2003) has 7 or 8 articles under review or revision and 12 book reviews. BASOR 331 (August 2003) should be full. An issue dedicated to Bill Dever by his students is scheduled for 2004. The journal has gone from 96 to 104 pages. The increase was needed to accommodate additional reviews.

Editorial board appointments: Elizabeth Stone and Don Whitcomb are being replaced by Glenn Schwartz and Alan Walmsley. Nancy Serwint has been renewed for another term.

The journal is publishing 45 to 50 reviews per year. Possible theme issues include the Islamic and Late Bronze periods. Weinstein plans to redo the instructions for contributors, to be published on the web only. In future, the November issue will include the list of institutional members.

Billie Jean Collins reported on BASOR's finances, which are in good shape.

B. NEA report by Ted Lewis

Ted reported that, compared with last year, when there were no manuscripts in the queue, this year there is a great deal in the pipeline and NEA is beginning to stabilize. He pointed out the new look, congratulating Billie Jean Collins. He also acknowledged the new assistant editor, Ryan Burne, who is helping with permissions and editing. He expressed the confidence that NEA would be catching up significantly in the coming year.

There was a discussion of articles devoted to Epigraphy (ESHP) to compliment the ASHP series on the archaeological periods.

Ted pointed out that the ASHP articles would be available again soon in book form.

Billie Jean reported on NEA's finances. The damage done by the late issues in terms of deferred revenue belong to a prior period. Assessing whether NEA is on budget is difficult because of so many variables, but the composition costs have gone down considerably with the new designer and so costs are being managed.

C. JCS report by Piotr Michalowski

In 2001 JCS was caught up. The 2002 issue is in press. The 2003 issue is now full. Piotr referred to the problem of people submitting to Festschrifts rather than JCS. The Nies bequest helps finance the production, keeping its costs down. Piotr noted that Billie Jean Collins typeset the last 2 issues and thanked her for a great job. He also thanked the University of Michigan for its support.

Piotr commented on the disappearance of back issues that has affected the journal and on the continuing problems with subscription fulfillment.

D. Billie Jean Collins reported for Nancy Lapp on the ASOR Annual. Two volumes are in the pipeline. Vol. 57, a collection of Anatolian essays, is at the printer. Vol. 56, which includes a preliminary report on Tell Qarqur and a Gazetteer of Iron I Sites, will go to press in December. Billie Jean mentioned the need for manuscript submissions to the Annual.

E. Stuart Swiny reported that things have been quiet with the ASOR Books Series. He is in discussion with two individuals on possible manuscripts.

- F. Gloria London reported that three volumes in the Archaeological. Reports Series had come out this year and one more would to the printer in December. One manuscript is out for review, and a CD is under review as well.

The meeting adjourned at 8 pm.

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Friday, November 22, 2002 • Toronto, Ontario

Present: Larry Herr, Billie Jean Collins, James Weinstein, Piotr Michalowski, Ted Lewis, Gloria London, Nancy Serwint, Michele Daviau, Jo-Ann Hackett, Stuart Swiny, Jonathan Tubb, Chris Madell, Brian Schmidt, Peter Feinman, Anne Killebrew, Andy Vaughn

Absent: Joe Greene

Guest: Selma Omerafendic, ASOR accountant

The meeting was called to order at 2:05 pm.

8. Voted down seven to four: To endorse the CD publication “Virtual Bible.”
9. COP Budget Report presented by Billie Jean Collins
COP has three areas of the budget: journals, books, and annual meeting expenses. Collins provided a handout with the FY02 budget-to-actual numbers showing a small deficit of about \$8000 for the year. The publications budget is sound. This was confirmed by Selma Omerafendic. The concerns in recent years about the publications budget have now disappeared.

Suggestion: Move at least some of the Annual Meeting printing expenses to the CAMP budget. Chair will pursue.

10. Report on Subscription Fulfillment by Chris Madell

The Publications Office is attempting to extract the member/subscriber database from Academic Services. Our last contact was two weeks prior. A firm schedule will not be possible until we have the database. The contract with (C) Systems has been signed and the office is coordinating with them for receipt and implementation of the newly purchased iMIS software.

Members and subscribers will continue to be served and journals will continue to be mailed, but billing may be a bit irregular until the new database is fully functional in our office.

The publications staff received a round of applause for the hard work in bringing the transition this far.

11. New initiative: Archaeology book series - presented by Billie Jean Collins

Voted unanimously: To produce a new “mini series” of introductory books on the archaeology of the countries of the Middle East. The series would be highly marketable as undergraduate classroom supplemental textbooks and will put ASOR’s name in the forefront of American archaeology in the eastern Mediterranean. Several publishers are interested.

Voted unanimously: To establish a five-person steering committee to investigate the viability of the project, to set editorial policy, to select a project editor, and to serve as an advisory committee to the project as it is realized. The committee is to be selected by the COP Chair from a list of 10 individuals nominated by committee. The COP Chair will serve *ex-officio*. The following persons have agreed to serve: Joanna Smith, Liz Bloch-Smith, Ted Banning, Billie Jean Collins, and one other person (a Mesopotamist) still in negotiation.

12. COP guidelines and procedures - Larry Herr

Voted unanimously: To accept the guidelines as previously circulated by e-mail.

13. Number and times of meetings

It was concluded that no more than one meeting per year is desirable, unless there was a specific need to organize an additional meeting. It was noted that, with the usefulness of e-mail, actions outside regularly scheduled meetings could be relatively easily accomplished. This also makes the newly established COP Executive Committee not as necessary as previously perceived.

14. Other

Because the previously-published requirements for camera-ready copy are unworkable as currently structured, putting a burden on authors without really saving time in the publications office, the committee generally agreed that Billie Jean Collins should resolve the issue according to her best judgment, on a case by case basis.

The meeting was adjourned at 4 pm.

Respectfully submitted,

Chris Madell