



## DPCC Executive Board Meeting

*Chair: Shenique S. Thomas-Davis*  
*Vice Chair: Frank A. Rodriguez*  
*Secretary/Treasurer: Christine Barrow*  
*Immediate Past Chair: Ericka Adams*

*Executive Counselor: LaDonna Long*  
*Executive Counselor: Joshua R. Ruffin*  
*Executive Counselor: Miltonette Craig*  
*Student Executive Counselor: Narissa Haakmat*

*Attachments: ASC Division Heads Letter*

### Agenda

- **Call Meeting to Order**
- **Approval of Minutes (November 16th) DPCC Business Meeting**
- **Welcome and Introductions**
- **Future Meeting Dates and Frequency**
  - *What works best:* Discuss meeting frequency for Spring 2024
- **Budget**
  - ASC holds individual division funds: To receive quarterly financial reports updates
  - Clarification: DPCC cannot legally sign any contract
- **Committee Updates**
- **ASC Requests**
  - Handbook: Develop a handbook/manual of division chair duties for succession
  - Constitution and By-laws: Make available on website along with officer lists (update)
  - Mid-year ASC Board Meeting Report: Highlight key components such as mission, officers, membership figures, financial update, committee activities, division award update, journal update, and plans for upcoming ASC meetings.
    - **Due no later than April 15, 2024.**
- **Annual Meeting Specific Requests**
  - ASC President-Elect's Committee Suggestions: Provide input for 2025 Program, Standing, and Award Committees.
    - *From ASC: As you put your respective lists together, note that we all of course wish to obtain a broad representation of the membership in every context on these in-coming 2025 committees. For a list of Program Committee areas and sub-areas, a list of all the Award and Standing Committees, as well as lists of all the past members of all these committees, see: <https://asc41.org/about-asc/committees/historical-committee-members/>*
  - Carte Award: Encourage members to collaborate with grad students for paper submissions
  - ASC Officer Nominations: Please submit ASC officer nominations to the ASC Nominations Committee
  - Organized Sessions: Reminder to submit division-organized sessions on time



- Social Media Strategy: Consider appointing a designated "twitter/X" person to promote division activities and events
- **Website Management and Updates**
  - Immediate need for Board member and Award recipient updates
- **Looking Ahead: Establishing Priority Areas for the Upcoming Term**
  - Increased outreach, engagement, and attendance
  - Strengthened digital presence
    - Website management (immediate need for Board member and Award recipient updates)
    - Purpose and goal of the website
    - Social media presence and management
  - Revisit the newsletter format and purpose
  - Highlight DPCC member achievements and publications
  - Ad Hoc Committee on Book Publications
  - Create opportunities for ongoing connection throughout the year
    - Zoom Webinars
    - Professional development offerings
  - Develop a teaching resource repository
  - Increased collaboration with ASC divisions
  - Ensure that ASC leadership includes and hears the voices, perspectives, and concerns of DPCC
  - Brainstorm ideas for the 30th anniversary of DPCC (2025)
- Other Business
- Key takeaways and action items
- Adjournment