

AEJMC Annual Report Format

(Due to AEJMC Central Office **June 15, 2008**)

1. Cover sheet with:

- * Division Name
- * List of Current Officers

2. On the demographic form (in a PDF only) (for both annual and mid-year meetings where appropriate) please report number and ethnicity of:

- * officers
- * panel presenters
- * moderators
- * discussants

In a written report, provide the following **GENERAL** information using the section headings and the question numbers.

3. Please provide an overall statement weighting the division or interest group's activities for this year in the Research, Teaching and PF&R areas. The new assessment process recognizes that the relative weighting of these three activities will be different from year to year, but over the five-year reporting period, the three areas should receive generally balanced attention.

4. Please write a bullet-point statement (500 word maximum), to be co-authored by the outgoing and incoming Heads, addressing:

- *What are your most important goals for the upcoming year?
- *What goals did your group set this year that you were unable to reach? Why?
- *How may any or all of the Standing Committees help you to achieve your goals in the coming year?

RESEARCH:

Each Division/Interest Group is assessed based on diversity in participation and programming. A primary goal of the Research Committee is to enhance the scholarly activities of AEJMC.

Questions 5 through 8 apply ONLY to refereed research competitions.

5. Number of faculty research paper submissions _____; number of acceptances _____; _____%. (overall research activity; please note the Research Committee guideline is a 50% acceptance rate).

6. Number of student research paper submissions _____; number of acceptances _____; _____%. (research activity with students; please note the Research Committee guideline is a 50% acceptance rate).

7. Overview of judging process (forms used, please attach).

8. Total # of judges ____; # ____ papers per judge (please note the Research Committee guideline is no more than 4 papers per judge).

9. Did your group conduct any other type of refereed competition? (Could be creative projects, teaching papers or any other non-traditional method of inquiry.)

Number of submissions _____; Number of acceptances _____ .
Briefly explain the competition and the selection process.

10. Please list your in convention activities related to research.

11. Please list your out-of-convention activities related to research.

12. Please describe briefly the research goals and activities of your division. Such description may include discussion of primary accomplishments, programming diversity, special competitions, faculty/student research awards, newsletter activities and other activities.

TEACHING:

It is in the interests of the students we are training to be taught by faculty and led by administrators who have given thoughtful consideration to excellence in curricular matters, course content and teaching methods, and teaching performance. To this end, the Teaching Standards Committee of AEJMC urges divisions and interest groups to include activities concerning curriculum, leadership, course content and teaching methods, and assessment.

13. Please list your in-convention activities related to teaching. Describe how these activities fulfill one or more of the Teaching Standards Committee's focus on curriculum, leadership, course content and teaching methods, or assessment.

14. Please list your out-of-convention activities related to teaching. Describe how these activities fulfill one or more of the Teaching Standards Committee's focus on curriculum, leadership, course content and teaching methods, or assessment.

15. Please describe briefly the Teaching goals and activities of your division. Such description may include discussion of primary accomplishments, programming diversity, special competitions, faculty/student research awards, newsletter activities and other activities.

PF&R:

Each year the PF&R Committee expects some programming both during the convention and between conventions in at least three of the five PF&R areas to meet minimal expectation. Over a period of a few years, divisions and interest groups should have activities in all five areas. A few activities of high quality are preferred and evidence that helps assess quality is helpful.

It is important to fully explain the division or interest group's role in organizing a session or panel. Suggested notations: division planned, division was primary or secondary sponsor, division sent out a special paper call on the topic, division provided names for panelists, etc.

16. Please list your in-convention activities related to PF&R. Describe how these activities fulfill one or more of the PF&R Committee's focus on free expression, ethics, media criticism & accountability, racial, gender and cultural inclusiveness, or public service. Include a list of non-member invited convention speakers with names and affiliations.

17. Please list your out-of-convention activities related to PF&R. Describe how these activities fulfill one or more of the PF&R Committee's focus on free expression, ethics, media criticism & accountability racial, gender and cultural inclusiveness, or public service.

18. Please describe briefly PF&R goals and activities of your division. Such description may include discussion of primary accomplishments, programming diversity, special competitions, faculty/student research awards, newsletter activities and other activities.

General Information:

19. Please attach copies of the newsletters sent by your group this year, and any other material you wish us to note.