

Submission and Review Procedures:

Papers should be submitted through e-mail to the Executive Director of CLTA, Prof. Cyndy Ning (cyndy@hawaii.edu). Separate from the paper, a cover page should include: (1) title of the article (2) contact information (e-mail, school address, phone number) of all authors (3) designation of the lead author who will be the primary contact author.

All submitted papers will be sent to the CLTA Monograph Committee for anonymous review. Manuscripts should be no longer than 30 single-spaced pages, and should adhere to the "JCLTA Guidelines for Submission of Manuscripts" posted on the CLTA website: <http://clta.osu.edu/jclta.htm>.

Important Dates:

August 15, 2006: Deadline for submission
September 15, 2006: Notification of review results
December 15, 2006: Deadline for submission of camera-ready full paper

For information and questions, please contact Mien-hwa Chiang (mhchiang@sas.upenn.edu).

An Update from CLASS

Installation of an Executive Director

During the CLASS leadership retreat in July 2003, the Executive Board members identified and addressed necessary changes for CLASS to remain vital and maintain its strong leadership in the profession. The need to establish a new position for an executive director was first brought out for discussion. The same issue was further discussed at the Executive Board meeting in November 2003. At the last Board meeting in Chicago on November 19, 2004, the board approved the motion to install a CLASS Executive Director (ED) position.

The By-laws Revision Committee (led by the current president, vice presidents, and past presidents) met again in January and April 2005 to draft a job description for the ED. The proposed ED description was approved by the Executive Board in October 2005. The By-laws Revision Committee has solicited additional feedback from general membership through the CLASS News Group Mail. All CLASS members in good standing are asked to vote for the adoption of the proposed amendment.

The Proposed Amendment

Installation of a new position for CLASS Executive Director

The Appointment

- ❑ CLASS Board shall form an ED search committee to follow the standard procedure for the selection of candidates.
- ❑ Selection criteria includes adequate administrative and communicative skills, sufficient knowledge on the current state of K-12 Chinese language teaching field and the recent trends in the world language instruction, experience in classroom teaching and professional development, and willingness to travel as needed.
- ❑ Preference will be given to those who have contributed diligent service to the CLASS Board.
- ❑ The appointment of ED shall be made by a majority vote of the Board.

Duration of appointment

- ❑ Shall serve a three-year term with renewal possible.
- ❑ Shall serve without compensation.

Major Responsibilities of the Executive Director

- ❑ assist President and Board of Directors to perform their duties;
- ❑ keep all official records for the Association;
- ❑ present CLASS as a member organization at ACTFL, NCOLCTL, and the Northeast Conference's delegate assembly;
- ❑ maintain a liaison with other national organizations that have common interests with the Association;
- ❑ serve as the major contact person for grant-supported CLASS projects;
- ❑ work closely with President and Vice Presidents to set long and short goals for CLASS;
- ❑ work closely with Treasurer to plan the annual budget;
- ❑ work closely with Web Master to maintain the CLASS web sit;
- ❑ utilize group e-mail mechanism for fast and efficient communication to the Board and general members.

CLASS 2005 ELECTION UNDERWAY

The Election Committee, chaired by the Immediate Past President Yu-lan Lin, has sent the nomination forms out to all members in good standings in September and notified the candidates in October. The mailing ballots should be returned to the Election Committee by November 10. The results will be announced at Baltimore at the 2005 CLASS General Membership Meeting during the ACTFL Convention on Saturday, November 19, 2005.