

To: Michele Koontz, Administrative Officer  
From: Lisa East, Listserv Moderator  
Date: July 1, 2019  
RE: The SSSP Listserv

Between July 2018 and July 2019, the listserv membership increased from 290 to 291. Listserv subscriptions remained low, but steady throughout the year, with the largest numbers of listserv subscriptions in March of 2019 at 6 subscriptions.

As with previous years, postings and discussions on the listserv remained low. Moderating the listserv continues to be a simple task, with less than 10 new members needing to be added each month.

After comments from a member that it was difficult to unsubscribe from the listserv, I worked with the Administrative Office to address some of the user-side components of listserv interaction including not only clarifying the unsubscribe feature, but also the welcome message and a website description of listserv use.

To clarify the unsubscribe process, we elected to include a footer on all listserv messages to ensure that listserv members could easily unsubscribe or contact the listserv moderator with questions:

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You may leave the list at any time by sending an email with SIGNOFF SSSP in the body of the email to [LISTSERV@LISTSERV.UTK.EDU](mailto:LISTSERV@LISTSERV.UTK.EDU)

For troubleshooting or questions, please contact [sssplsm@gmail.com](mailto:sssplsm@gmail.com)

Unsubscribe footers such as these are common on many other listservs.

We elected to simplify and shorten the welcome message received by listserv subscribers. The new message now contains shorter and more user-friendly directions for how to post to the listserv, how to unsubscribe from the listserv, and how to access the listserv archives. A copy of the new listserv message is attached at the end of this report.

Caitlin Mize, SSSP GRA and Webmaster, also posted these instructions on the SSSP website, which can be found here:

[https://www.sssp1.org/index.cfm/m/525/SSSP\\_Listserv/](https://www.sssp1.org/index.cfm/m/525/SSSP_Listserv/)

All of these changes were made with the hope to make the listserv a more user-friendly tool for our members, setting the best foundation for use of the listserv.

Many thanks to Caitlin Mize and Michele Koontz for their help in supporting the listserv and ensuring that listserv subscriptions through the SSSP website run smoothly. I will continue my tenure as Listserv Moderator until the 2020 Annual Meeting. I will inform the Administrative Office and the Board of my intentions to either continue or retire from my role as listserv moderator. It has been my pleasure to serve these past few years.

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Welcome Message:

Welcome! You have been added to the SSSP listserv (The Society for the Study of Social Problems) by the SSSP listserv moderator, [sssplsm@gmail.com](mailto:sssplsm@gmail.com).

The purpose of the listserv is to facilitate discussion among current members and to serve as a place where members can seek profession advice related to the mission of SSSP; share related materials, including book reviews and events in the news; make related announcements, including events, job openings, activities, books, and call for papers; and offer other related intellectual food for thought.

To send a message to all SSSP Listserv subscribers, send an email to [SSSP@listserv.utk.edu](mailto:SSSP@listserv.utk.edu) .

You may leave the listserv at any time by sending a "SIGNOFF SSSP" command to [LISTSERV@LISTSERV.UTK.EDU](mailto:LISTSERV@LISTSERV.UTK.EDU). Alternatively, you can email [sssplsm@gmail.com](mailto:sssplsm@gmail.com) and/or [ssspgra@utk.edu](mailto:ssspgra@utk.edu) and request to be removed from the listserv.

Contributions sent to this list are automatically archived. You can access the list archives at <http://listserv.utk.edu/cgi-bin/wa?AO=SSSP>. If this is the first time you are accessing the archives, you will need to get a password for the Web interface to view the archives. The site will prompt you to do so.

If you have any questions about your listserv subscription, please contact the listserv moderator at [sssplsm@gmail.com](mailto:sssplsm@gmail.com).