



## EXECUTIVE MEETING AGENDA

**Friday, August 5, 2011**

**8:00am – 9:50am**

**Renaissance Hotel**

**Meeting Room 6**

(Approved December 2011)

In Attendance: Pam Ansborg, Ted Bosack, Elizabeth Yost Hammer, David Kreiner, Norine Jalbert, Rick Miller, Sue Frantz, Diane Finley, Aaron Richmond, James Freeman, Ann Ewing, Rita Curl-Langager, Linh Littleford, Ruth Ault, Dana Dunn, Regan Gurung, Eric Landrum

### 1. Welcome and Call to Order

The meeting was called to order by President Gurung at 8:03am.

### 2. Introductions

Members present introduced themselves and their role in the Society for the Teaching of Psychology (STP).

### 3. Update and Summary of Treasurer's Report – Yost Hammer

STP Treasurer Elizabeth Yost Hammer reported on the 2010 end of year financials, which included reporting a loss of \$9,000 (rounded). In 2010 STP worked with a deficit budget and ended the year in the red. Elizabeth also reported on the final asset balance sheet for 2010, with STP in possession of \$818,000 in total assets. Elizabeth answered questions about the budget deficits and the over-spending as related to the original budget.

As for the 2011 budget year (through May 31), Elizabeth reported the following:

- a. \$70,000 taken from cash and placed into the Wachovia account (long-term investments).
- b. Partnering with Next Generation – grant funding received from U-Pace (\$15,000)\*
- c. Treasurer's narrative to be discussed at Business Committee meeting

*\*U-Pace instruction is self-paced, mastery-based and provides Amplified Assistance to students (manual-assisted timely and tailored feedback on performance and constructive support and encouragement). U-Pace allows you to use information about student behavior (e.g., time elapsed since working on course material, time spent on review activities) that is usually recorded in your course management system to determine when amplified assistance (conveyed through email) should be given and the type of assistance needed. When it appears students are struggling with material or giving up, you can effectively and efficiently intervene by sending messages tailored for the student that are based on examples in the manual. U-Pace online*

*instruction offers you an opportunity to foster deep learning in undergraduates as indicated by extensive empirical evaluations in introduction to psychology at the University of Wisconsin-Milwaukee. The U-Pace instructional approach uses your course management system to tailor the coaching of student learning based on students' strengths and motivations.*

Elizabeth brought next year's budget (2012) to today's meeting; it is available in the meeting book. This is good to have for next-year budgeting planning. Diane Finley reported that the Early Career Psychologists (ECP) council would like to have a budget equal to GSTA budget.

Elizabeth stated that it was her honor to be treasurer; however, due to other commitments, she will resign at the conclusion of the August 2011 APA convention.

The proposed increases for stipends to the *Teaching of Psychology* (ToP) editor and associate editors were briefly discussed in accordance with the new Sage contract.

**Motion: I move to reappoint Ted Bosack as Executive Director**

**Moved: Diane Finley**

**Seconded: Norine Jalbert**

**Motion passed unanimously.**

**4. Modeling Teaching Excellence Task Force Report: Adjunct Teaching Award Guidelines; Booster Modules; Conference Toolkit**

Discussion ensued about the Task Force recommendation for adjunct teaching awards. Eligibility and length of service topics for adjuncts were discussed. As for eligibility, an applicant for the adjunct teaching award must have taught at least 4 courses for at least 2 years to be eligible to apply. It was asked "why is this requirement of minimum service different from other award categories?" Task Force chair Aaron Richmond reported that the requirement would show a commitment to teaching while adhering to minimum standards.

This topic prompted a discussion regarding "should other teaching awards have minimum requirements? Are applicants being discouraged because of the minimum service requirement?" Once suggestion was to let the committee decide about the minimum criteria. Discussion followed. Executive Committee (EC) members encouraged the Awards Committee to share the evaluation rubric with applicants, with the ultimate goal of recognizing sustained excellence. The rubric criteria and possible weighting systems were discussed.

**Motion: I move to establish a new teaching award for adjunct faculty**

**Moved: Jim Freeman**

**Seconded: Ann Ewing**

**Motion passed unanimously.**

**Motion: I move to accept the adjunct faculty award recommendation minus the Eligibility Bullet #2.**

*[Secretary's Note: The original eligibility criteria are presented here, with the original Bullet #2 presented in ~~strikeout~~.*

- This award is intended to recognize sustained excellence in teaching psychology by individuals who teach part-time at academic institutions. Thus, eligible applicants, who are currently teaching, must be categorized by all institutions at which they teach as a part-time instructor/adjunct instructor who is paid on a per-course or percentage basis (from <http://www.aaup.org/AAUP/about/mission/glossary.htm>).
- ~~Eligible applicants must have taught, as an adjunct, at least 12 semester hours (or institutional equivalent) over at least 4 semesters prior to their application.~~
- First-time applicants who do not receive the award will have their materials automatically held over for another year and may choose to update their materials. If, after being held over for another year, applicants no longer fall in the adjunct category, they may choose to (a) withdraw their materials or (b) update their materials and re-submit them in another category (e.g., Jane S. Halonen Award, Robert S. Daniel Award).

**Moved: Elizabeth Yost Hammer**  
**Seconded: Dana Dunn**

**Motion passed unanimously.**

### Model Teaching Certification Guidelines

The goal of this initiative is for the recognition for good and competent teachers—something to recognize good teaching—beginnings of rubric that documents model teaching. The Task Force worked to set up suggested guidelines and recognition of model teachers. The question was asked “Is this too much, or should the program be enhanced?” This is a lot of paperwork for an application process. Discussion ensued about (a) younger teachers and benchmarks, (b) that this might be used by some as a tool for making better teachers rather than the recognition of teachers, and (c) is this all-or-nothing for the certificate or could it be awarded gradually?

It was asked “could there be any backlash for non-approval of certification?” Could this be approached from a training perspective? Should there be a standardization of STP awards to STP members only? Why do we want people to be STP members? Subsequent discussion centered on keeping STP membership as a criterion for receiving the model teaching certificate. Will departments use this as leverage against non-recipients? Discussion ensued. Recognition for professional growth may be a better title than model teaching.

It was suggested that a gradual step program could be implanted. This could be an opportunity to help graduate students continue to develop as teachers post-PhD; could this be like a continuing education type program. Will it apply to those in the twilight of their career? Should there be an end-state or closing date for earning the certificate; possible use of a continuing

education model was discussed. Possible benefits of participation could be (1) good for self, and (2) the certificate could count for something (e.g., merit, promotion).

It was suggested that such certificate criteria could be shared with Psychology Departments as recommended criteria. Would this be limited to use in psychology departments, or could there be a wide application for faculty development/POD-type applications? It was suggested that the current guidelines be re-worked. Would these guidelines be posted to the web site; would access be open to all, or password-protected for member access only?

It was also mentioned that a listing of booster modules have been developed (teaching tips sessions that could be produced), as well as a conference toolkit will be made available. Interested parties were encouraged to send comments to Aaron and STP President Regan Gurung.

## 6. SoTL Taskforces

Regan reported briefly on the work of Randy Smith's task force.

The psychological literacy task force co-chaired by Eric Landrum has generated a document concerning psychological literacy.

Task Force chair Janie Wilson co-developed a writing workshop that will be offered at the Best Practices conference October 2011—there were 21 applicants for the 16 available workshop slots. A U-Pace presentation is also slotted for the October Best Practices conference.

## 7. STP-NITOP sponsorship

Should STP provide sponsorship dollars to NITOP for a 3-year period? Discussion followed with questions about what will STP receive for this sponsorship and how will we know the impact of such sponsorship. One suggestion to determine impact is that we can track STP website hits. Membership increases may also be realized by co-sponsoring NITOP. The question was asked “what are they willing to give us?”

Negotiations have been underway with both Doug Bernstein (NITOP) and Bill Buskist (our STP liaison to NITOP). Can we get NITOP placement on the application form to add membership to STP as a check-off to add new members? Will there be continued representation of STP on the NITOP board? Discussion followed.

**Motion: I move to approve co-sponsoring NITOP for \$5000 for all four option bullets (new visibility options) for 3 years.**

*[Secretary's Note: The four bullet options are presented here verbatim.]*

- *Logo and web address in the brochure, conference materials/folder and on the Website*
- *Face time on the podium at the opening*
- *Link to STP membership on online registration form*

- *Annual STP-supported speaker*

**Moved: Elizabeth Yost Hammer**

**Seconded: Diane Finley**

**Motion passed unanimously.**

#### 8. Adjourn

The EC meeting was adjourned by President Gurung at 9:44am.

Respectfully submitted,  
R. Eric Landrum, Secretary

## EXECUTIVE MEETING AGENDA



**Saturday, August 6, 2011**

**8:00am – 9:50am**

**Renaissance Hotel**

**Meeting Room 6**

In Attendance: Pam Ansburg, Ted Bosack, Norine Jalbert, Diane Finley, Elizabeth Yost Hammer, David Kreiner, James Freeman, Linh Littleford, Sue Frantz, Ann Ewing, Ruth Ault, Dana Dunn, Regan Gurung, Eric Landrum

### 1. Welcome and Call to Order

The meeting was called to order by President Gurung at 8:02am.

### 2. Comments from the Executive Director

Managing the membership of STP is a larger responsibility than it has ever been. APS provides a link for its members to join STP; unfortunately, there is a complicated billing process in working with APS and APA membership rosters.

Membership initiatives add complexity to accurately tracking STP members; initiatives include invitations out to people to get free memberships from STP, and perhaps discounted dues for other divisional dues. Targeted efforts to increase diversity members are valued but could be complicated in working with APA Member Services. There is a budget line item in place for membership, but the tracking logistics need to be worked out. Affiliated members are tracked differently from APA fellows and associates. Database tracking must be accurate for us to have accurate reporting.

Diane Finley asked about TOPSS and PT@CC – could there be dues reductions for these affiliates? APA Member Services does not track the memberships in STP as linked to TOPSS and PT@CC membership. Tracking memberships will be a logistical challenge. Discussion followed about just giving the free memberships (as opposed to offering rebates)? Would rebates be a better route? Implementation of a W-9 for a rebate to individual members might be necessary. Would it be preferable to cut a check to divisions to avoid individual payments to new members. Linh Littleford reported some increased interests from specific ethnic psychologists groups.

Membership issues have mushroomed to prevent archivist/historian work by the Executive Director (ED). It was recommended that someone else has to have a specific task or duty to complete archivist/historian functions, with some of the tasks likely including collaborating with

APA archives, scanning, and storage. The STP Secretary could assist in performing archivist duties.

### 3. Empowering Teachers Taskforce Report

Task Force co-chair Sue Frantz reported on the activities of the Empowering Teachers Task Force. Diane Finley stated that APA has launched a social networking initiative. Currently STP has a FAQ feature on its website. Discussion followed about the task force-recommended “Ask an Expert” feature. APA may have some existing resources that can assist in these efforts. Diane Finley mentioned existing infrastructure through APA. About 65% of current STP members are not APA members.

There was some discussion about one-on-one mentoring and potential overlap with STP Mentoring program; however, it appears that no one is currently using the mentoring program. Mentors must take care when offering advice about confidential issues. Sunsetting the current mentoring program was discussed.

**Motion: I move to revamp the mentoring program in line with the recommendations of the report from Empowering Teachers Task Force.**

*[Secretary’s Note: The entirety of the task force recommendations can be found in the 2011 STP APA Executive Committee meeting book, pp. 134-137.]*

**Moved: Elizabeth Yost Hammer**

**Second: Norine Jalbert**

**Motion passed unanimously.**

Linh Littleford reported that she wanted to be part of the mentoring with regard to diversity initiatives. CUPP should be contacted to be made aware of STP resources. President Gurung plans to reach out to these types of organizational leaders regarding undergraduate programs.

Norine Jalbert mentioned stepping stones programs—with one application to look at undergraduate standards and APA Guidelines. These types of resources could be shared with the Association for Heads of Departments of Psychology conference held in Atlanta in November as well as CUPP.

### 4. Vice Presidents for Awards Proposals

Pam Ansburg reported on her progress to completely survey current STP grants and awards committee chairs and to consider the development of standardized application and award procedures. One proposal to be discussed regards whether an applicant must be a STP member to be eligible for grant funds. Perhaps EC members should not be eligible to receive awards.

Discussion followed about Recommendation Item #3 to the “Proposed Policies to Include in Policies and Procedures Manual for All STP Grant Programs”—

Original #3: During his/her term, the VP of Recognitions and Awards will be ineligible to apply for an STP grant.

A replacement to the Original #3 was discussed:

New #3: During their term, members of the Executive Committee will be ineligible to apply for an STP grant.

Recommendation #5 was discussed (“Within a calendar year of receiving funds, all grant recipients need to submit a final report that details how funds were spent and briefly describes the outcomes of activities funded”). Would future applications be denied if previous reporting mechanisms were not followed. Discussion followed about the submitting of reports and availability of newly created resources. Some grants could be funded half up front and the remaining half upon completion.

Reporting is important because reporting can show that the project is complete, and some reports result in outcomes distributed to members as resources. An STP web page can be used to post reports and then provide links to resources.

**I move to accept the Proposed Policies to Include in Policies and Procedures Manual for All STP Grant Programs with the Item #3 modification above.**

*[Secretary’s Note: The seven proposed policies and procedures are presented here verbatim, with the original #3 in strikeout.]*

1. Applicant must be STP member to be eligible for grant funds.
2. New applicants to a grant program are given priority over those who have previously received funds from that grant program.
- ~~3. During his/her term, the VP of Recognitions and Awards will be ineligible to apply for an STP grant.~~
3. During their term, members of the Executive Committee will be ineligible to apply for an STP grant.
4. During their terms, members of the Grant Evaluation committees are ineligible to apply for grants from the program for which they are members of the evaluation committee.
5. Within a calendar year of receiving funds, all grant recipients need to submit a final report that details how funds were spent and briefly describes the outcomes of activities funded.
6. Funding of indirect costs is prohibited.
7. A description of the dimensions on which proposals will be evaluated must be made publically available (e.g., included in the call for applications).

**Moved: Elizabeth Yost Hammer**  
**Second: Jim Freeman**

**Motion passed unanimously.**

Discussion followed concerning the “Proposed Policies to Include in the Policies and Procedures Manual for STP Awards” presented by Pam Ansborg. Dana Dunn expressed his concern about those outside of STP may be “pelt-collecting” if STP membership is not one criterion for award eligibility. The issue of poster awards was raised – must STP poster award recipients also be members of STP, or should that be an exception?

**Motion: I move to approve the Proposed Policies to Include in the Policies and Procedures Manual for STP Awards.**

Discussion followed about the four additional questions related to grants and awards as raised during Pam Ansborg’s review of current award/grant practices. EC recommendations included that (1) both STP members and non-members should be eligible to receive STP poster awards and (2) applicants must be STP members to be eligible for teaching and fellow awards.

*[Secretary’s Note: The final approved items after modification based on EC discussion are presented here.]*

- 1. A description of the dimensions on which applications will be evaluated must be made publically available (e.g., included in the call for applications).*
- 2. During their terms, members of the Award Evaluation committees are ineligible to apply for awards from these programs for which they are members of the evaluation committee.*
- 3. With the exception of Poster Awards, only STP members are eligible to receive STP awards.*

**Moved: Diane Finley**

**Second: Dana Dunn**

**Motion passed unanimously.**

Given that the Instructional Resource Awards are “awards,” do these new rules apply to IRAs? What about an implementation date for the new rules? IRAs do not have to be posted on OTRP, but they become an STP publication in some form.

**Motion: I move to move the jurisdiction of the IRAs from VP-Resources to VP for Awards and Recognitions.**

**Moved: Norine Jalbert**

**Second: Ann Ewing**

**Motion passed unanimously.**

Discussion followed about Faculty Development Grants and Small Partnership Grants.

**Motion: I move that we increase the 2012 budget line for Faculty Development Grants to \$10,000 and Small Partnership Grants to \$6,000.**

**Moved: Norine Jalbert**

**Second: Diane Finley**

**Motion passed unanimously.**

Excellence in Teaching Awards were discussed in the context of potentially increasing travel money. It was suggested that STP might consider adding \$1000 for Brewer Award. Collaboration with APA on the Brewer Award concerning funding amounts was suggested.

**Motion: Beginning in 2012, I move that the Excellence in Teaching Awards be funded at \$1500 for the award and up to \$1500 for travel.**

**Moved: Norine Jalbert**

**Second: Jim Freeman**

**Motion passed unanimously.**

An action item for President Gurung will include his follow-up with APF regarding the Brewer Award.

STP presidential citations were discussed, including possible funding for travel.

**Motion: I move we support the presidential citation recipients with up to \$1000 each in travel funding effective 2012 and a plaque.**

**Moved: Elizabeth Yost Hammer**

**Second: Dana Dunn**

**Motion passed unanimously.**

#### 5. VP Reports and Comments

Jim Freeman reported on issues regarding Best Practices conferences and subsequent edited book options.

**Motion: I move to adopt this recommendation: Members of the Best Practices Committee should forward to the Executive Committee recommendations of a book, which includes the purpose of the book and possible editors. It would be the responsibility of the Executive Committee to approve all print books.**

**Moved: Diane Finley**

**Second: Norine Jalbert**

**Motion passed unanimously.**

#### 6. Business Meeting Reminder

President Gurung reviewed the order of reports for the Business meeting and encouraged VPs to highlight new and innovative programming initiatives such as the master teacher program and the conference toolkit.

Diane Finley requested the names and email addresses of possible ECP members (early career being less than seven years post-doctorate)

#### 7. President-Elect Jalbert's Presidential Year Vision

President-Elect Jalbert reported that she has no overarching theme for her presidential year, but she has specific goals and three task forces in mind.

1. Modeling teaching competencies—continuing the efforts of a current task force, and exploring the possibility of stepping stone programming.
2. Statistical literacy task force—emphasizing that methods and statistics are important and it appears that we are not assessing outcomes of statistical education; there is a variety of statistical coverage over undergraduate years. The task force may work to establish minimal expectations of what an undergraduate should know in statistics; Susan Nolan has been approached to lead this task force.
3. Resources for Department Chairs and members of CUPP: These leaders need to have resources available to ease their burden of assessing departments and enhance their teaching endeavor.

Overall goal: communicate better with the membership; look at web site with rolling survey questions; enhance communication venues.

#### 8. Adjourn

The EC meeting was adjourned by President Gurung at 9:48am.

Respectfully submitted,  
R. Eric Landrum, Secretary