

SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)**MINUTES OF THE WINTER 2015 EXECUTIVE COMMITTEE MEETING****JANUARY 16-17, 2015, NEW ORLEANS, LOUISIANA****Approved February 6, 2015**

Members of the STP Executive Committee (all attended the meeting)	
President	Suzie Baker
President-Elect	Janie Wilson
Past President	Eric Landrum
Vice President for Diversity and International Relations	Susan Nolan
Vice President for Programming	Aaron Richmond
Vice President for Recognitions and Awards	Beth Schwartz
Vice President for Membership	Diane Finley
Vice President for Resources	Sue Frantz
Secretary	Tom Pusateri
Treasurer	Dave Kreiner
Executive Director	Ted Bosack

Call to Order, Welcome, and Introductions

President Baker called the meeting to order on January 16 at 9:10 AM CST. President Baker recognized Past President Eric Landrum and welcomed new members of the committee: President-Elect Janie Wilson, Vice President for Programming Aaron Richmond, and Secretary Tom Pusateri.

The Executive Committee thanks the Director of Xavier University's Center for the Advancement of Teaching, Elizabeth Yost-Hammer, and the Center's Administrative Assistant, Olivia Daniels Crum, for their hospitality in hosting the meeting.

Secretary's Report

The Executive Committee had approved the minutes from the August 2014 Executive Committee meeting and Business meeting in October 2014. Secretary Pusateri reviewed Executive Committee votes since the August 2014 Executive Committee meeting.

Division Annual Report

Past President Landrum is working on the annual report that is due to the American Psychological Association by February 1 and will share a draft of the report with the Executive Committee prior to the due date for comments.

The 2014 report in our records does not include membership data. Executive Director Bosack will contact APA to obtain a copy of the complete report on file at APA.

Elections and Appointments Committee Report

Past President Landrum will write a draft of the procedures and criteria currently used by the Elections and Appointments Committee to vet nominees and will share the draft with the Executive Committee for discussion, revision, and inclusion in the Policies and Procedures Manual.

The Executive Committee discussed including the criterion of effective prior experience in STP for candidates seeking the office of President-Elect.

Executive Director Report

For the first time this year, registrations for the SPSP Preconference were collected through the SPSP Website and not through STP's PayPal account. Because STP is financially responsible for preconference fees, Executive Director Bosack will contact the SPSP Executive Director to develop a process whereby STP may obtain timely information on registrations for future preconferences.

The Executive Committee recently voted not to maintain the Flower Fund once the funds were depleted. After a discussion of problems involved with selecting the proper acknowledgement of personal events and defining what individuals and situations should be recognized, the EC agreed to move in the direction of individual EC members sending cards, note, or other remembrances.

****VOTE 2015-01-16-01****

Motion: I move that we delete the paragraph pertaining to the Flower Fund in the P&P manual and to donate the remaining funds to the Fund for Excellence.

Moved: Beth Schwartz

Seconded: Janie Wilson

Outcome: PASS (9/1/0, Y/N/A)

Archivist's Report

Bill Hill is likely to finish the archiving project on time by the end of 2015. The Executive Committee responded to several questions included in his report:

- The 2015 budget includes \$5000 for his expenses as archivist.
- The Executive Committee expects to maintain the digitized archives on the password-protected section of the Web site. The Executive Committee will ask Bill to estimate the size of the archives so that we can assess whether we will need to increase the size of our Web site, which may entail some additional cost.
- The Executive Committee leaves it to Bill's discretion whether to travel to Akron to review the archives, whether to travel to visit Randy Smith to digitize content pages from past issues of *Teaching of Psychology* that are not currently digitized, and how to disperse with duplicate records in his possession.
- The Executive Committee will ask Bill to develop an action plan for continuing the archivist role after his tenure and to suggest strategies for archiving and indexing STP's listservs.
- STP presidential addresses typically involved written text, but recently presidents have relied exclusively upon PowerPoint slides, resulting in there being no complete copy of these addresses. It was suggested that these talks might be audio or video recorded for archival purposes. The Executive Director will contact appropriate offices at APA to determine the appropriateness and costs of recording future Division 2 Presidential Addresses.

Prior to 2012, Presidential citations had included text. President-Elect Wilson will draft a policy for the Policies and Procedures Manual requesting that future presidents provide written citations for the archives.

The Executive Committee will consider how to maintain the archives to permit indexing of materials related to specific Presidential initiatives.

Report from the Fund for Excellence

The Executive Committee discussed possible methods to solicit contributions to the Fund for Excellence such as adding a link to the Web site, including an option to donate when individuals register for STP events, sending periodic announcements on PsychTeacher and TOPNEWS-Online, posting on STP's social media sites, sending an email to members at the end of each year, and including information on donating to the Fund in all announcements of the teaching awards. The Executive Committee discussed whether the Fund for Excellence might establish its own PayPal account for donations. The President will relate these proposals to the FFE.

Report from APA Council Representatives

The Executive Committee noted the decline in APA memberships and early career members and the reconfiguration of PT@CC into the Committee on Associate and Baccalaureate Education.

Treasurer's Report

STP spent less money than budgeted and earned more than anticipated.

Some officers are provided start-up release funds (e.g., course buyouts), but some of these officers have asked to defer the funds until the second year in their positions. President-Elect Wilson will draft language for the Policies and Procedure Manual that identifies which officers are eligible for start-up release funds and that provides flexibility in the timing of requests for start-up funds.

Meetings during 2015 APA Convention

The Executive Committee will follow the schedule from the 2014 convention of holding a 3-hour Executive Committee meeting on Thursday morning with the Business Meeting and Social Hour on Thursday afternoon.

President Baker expressed concern that the Executive Committee does not have sufficient time for strategic planning. The Executive Committee will consider future arrangements that may include moving the Fall meeting from APA to another venue or holding meetings via phone or video conferencing.

Updates to the Policies and Procedures Manual

President Baker discussed her recommendations for changes to the Policies and Procedures Manual.

****VOTE 2015-01-16-02****

Motion: I move that we accept the changes to the Policies and Procedures Manual as presented by President Baker.

Moved: Sue Frantz

Seconded: Beth Schwartz

Outcome: PASS (10/0/0, Y/N/A)

President-Elect Wilson will work on additional changes to the Policies and Procedure Manual such as updated timelines and activities of officers and clarifying the procedures for removal from office.

Communication with Members

Now that STP no longer prints and mails newsletters to its members, Secretary Pusateri requested opinions on the optimal number and timing of electronic newsletters. The Executive Committee discussed the need to maintain a newsletter for records stipulated in the Bylaws and as the only official communication distributed exclusively to STP members. The Secretary will contact APA Division Services for suggestions as to how other Divisions have handled communication issues.

During the meeting, Vice President for Resources Frantz improved the functioning of the calendar on the STP Web site so that all members of the Executive Committee can now add information on upcoming events and deadlines. Vice President Frantz will write up a description of the responsibilities for maintaining the calendar in the Policies and Procedures Manual.

The Executive Committee discussed strategies for encouraging members to seek appointments to committees, such as posting announcements on TOPNEWS-Online, PsychTeacher, and STP's Facebook wall and making the "Get Involved" link more prominent on the Web site (e.g., placing a "Get Involved" button near the "Join STP" button, adding an image to the Web banner, and including a link near the top of the President's Welcome message).

Hiring a Successor to the Internet Editor

The second term of the current Internet Editor, Jeff Stowell, ends this year. Job announcements for his successor have appeared in TOPNEWS-Online, PsychTeacher, and the Web site with an application deadline of May 1, 2015. Vice President for Resources Frantz will convene a committee to review applications.

Vice President Frantz indicated that the skill set for this position has grown in complexity, and that STP's membership would better be served by dividing the office into two separate positions: (1) an Internet Editor responsible for reviewing the content of the Web site for its appropriateness and currency, and (2) a Web Master responsible for maintaining the functionality and structure of the Web site. To offset the costs of hiring a Web Master, Vice President Frantz suggested reducing the stipend for the Internet Editor from two course releases per year to one course release during the first full term.

****VOTE 2015-01-16-03****

Motion: I move to suspend the section of the bylaws on the search for a replacement of the Internet Editor, to change the term of position from five years to three years, to offer compensation of one course release in the first full term, and to change the selection process from a search committee constituted by the President to a search by the VP for Resources.

Moved: Sue Frantz

Seconded: Beth Schwartz

Outcome: PASS (9/0/1, Y/N/A)

President Baker appointed a task force comprised of the current Internet Editor, VP for Resources, Executive Director, and Past President to develop a request for proposals for a Web Master. The task force will share a draft Request for Proposals with the Executive Committee by the end of February 2015.

The Executive Committee will review the impact of these changes no later than January 2017 before the end of the Internet Editor's 3-year term. At that time (or prior to that time if some evaluation of the changes occurs before then) the Executive Committee will consider appropriate permanent changes in the Bylaws that reflect new procedures for the Internet Editor position.

The Executive Committee discussed the need to maintain the STP Web site with current information. Some officers have been slow to update information, and when changes are made, it is difficult to track the changes. Officers should also inform the Internet Editor and Executive Director whenever they update the Web site. Officers and committee chairs should also inform the Internet Editor and Executive Director when there are personnel changes.

The Executive Committee will consider changes to the job description of the Internet Editor to clarify that the office serves as consultative and not oversight concerning issues of copyright.

Joint Task Force with Division 1

Vice President for Resources Frantz and Vice President for Diversity Nolan are members of a Joint Task Force on Introductory Psychology with Division 1. Division 1 President, Joan Chrisler, would like to convene a symposium with a panel of text book authors (Scott Lillienfeld, Susan Nolan, Dave Myers, Nathan DeWall, and Noland White) to discuss challenges in teaching introductory psychology.

Report from the Vice President for Recognition and Awards

One of Division 2's nominees for APA Fellow was not approved by the APA Fellows Committee. Vice President for Recognition and Awards Schwartz will ask the Chair of STP's Fellows Committee, Maureen McCarthy, if she received feedback from APA on why one of the Fellows was not accepted.

Vice President Schwartz will ask the Conference Speaker Grants Programs Committee to draft recommendations for clarifying the criteria for awarding the grants.

****VOTE 2015-01-16-04****

Motion: I move to increase the budget for the Conference Speaker Grant Program from \$6000 to \$7200 starting in 2015.

Moved: Beth Schwartz

Seconded: Diane Finley

Outcome: PASS (10/0/0, Y/N/A)

Vice President Schwartz will suggest that the committee establish two dates for each award year in order to give conferences that meet later in the year more time to develop proposals. The Executive Committee suggested an October deadline for 3 (or 4) awards for any conference scheduled during the upcoming award year and a March deadline 3 (or 2) additional awards for the rest of the year, with any proposal unfunded after the October deadline automatically resubmitted for the March deadline.

****VOTE 2015-01-16-05****

Motion: I move that STP include the SoTL Research Grant as an ongoing line item in the budget.

Moved: Janie Wilson

Seconded: Tom Pusateri

Outcome: PASS (10/0/0, Y/N/A)

Vice President Schwartz will review all of STP's grants and awards programs to consider changes to reduce redundancy among the programs and to improve the clarity in criteria, timing of deadlines, dissemination of announcements, and restrictions in how funds may be used by recipients. The Executive Committee suggested some possibilities for revising some grant and award programs:

- Teaching Excellence Awards: Include a criterion that addresses diversity and advertise the awards to a more diverse constituency (e.g., with assistance from the Vice President for Diversity).
- Promoting Partnerships Grants: Clarify the purpose of these grants (e.g., Are these to support faculty to travel to local venues or to conferences? Should these be targeting mid- to later-career faculty?)
- Early Career Travel Grants: Ask the committee to develop clearer criteria and encourage the committee to award requests at their full amounts rather than reducing the amounts.

Report from Vice President for Diversity and International Relations

Vice President for Diversity and International Relations Nolan and Executive Director Bosack will develop a plan to offer a reduced and renewable membership rate for psychology faculty residing in developing countries.

Report from the Vice President for Resources

STP has received requests to translate some of our resources into foreign languages. APA's Office of General Counsel provided language for translations that absolves STP of any responsibility for the accuracy of the translation.

****VOTE 2015-01-17-01****

Motion: I move that the following language be included in all translated resources from STP and appear prominently on the STP Web site: "The following e-book has been translated from the original English to [language] with the permission of Division 2 of the American Psychological Association. Division 2 does not warrant the accuracy of the translation and the translation is not an official product of Division 2 of the American Psychological Association. For questions regarding this e-book or any other publication Division 2 of the American Psychological Association, please email stp@teachpsych.org."

Moved: Sue Frantz

Seconded: Diane Finley

Outcome: PASS (10/0/0, Y/N/A)

President-Elect Wilson will add the language above to the Policies and Procedures Manual.

The Executive Committee indicated that future requests to support funding translations of STP resources should be based on potential for outreach of the translation and that STP should be provided an electronic copy of any translation that we fund for inclusion on the STP Web site.

E-book authors own copyrights to their individual chapters, but STP owns the copyright for the entire e-book. Authors of e-book chapters technically have the right to publish their chapters in another venue. STP is not harmed by this because we provide our e-books free. Executive Director Bosack will ask E-Book Editor-in-Chief Rick Miller to clarify the role of authors of STP e-book chapters and to consult with APA's Office of General Counsel for suggestions on how to improve our practices.

Vice President for Programming

In the report from the SoTL Writing Workshop, Regan Gurung suggested that STP establish a SoTL Consulting Service to provide additional support for faculty conducting the scholarship of teaching and learning.

****VOTE 2015-01-17-02****

Motion: I move that STP create the SoTL Consulting Service with a director to serve a three year term.

Moved: Aaron Richmond

Seconded: Janie Wilson

Outcome: PASS (8/0/2, Y/N/A)

The Executive Committee agreed to invite Regan Gurung to serve as the first Director of the SoTL Consulting Service, to have this officer report to the Vice President for Resources, and to include information on how to become a mentor via the "Get Involved" link on STP's Web site.

President-Elect Wilson will develop language for this position in the Policy and Procedures Manual under the Vice President for Resources. President-Elect Wilson will also draft language for the Policy and Procedures Manual that allows the Executive Committee authority to appoint the first individual to serve for one term in a newly-created office prior to disseminating a call for nominations for future terms of office.

Report from Vice President for Membership

Vice President for Membership Finley formed a social media working group and asked that group to identify a chair to share information with her on their activities. The group is considering whether undergraduate students should be permitted to join the Facebook group and to develop policies on whom to allow to join.

****VOTE 2015-01-17-03****

Motion: I move that the PsychTeacher listerv be under the purview of VP for Membership.

Moved: Tom Pusateri

Seconded: Eric Landrum

Outcome: PASS (10/0/0, Y/N/A)

President-Elect Wilson will add language about the PsychTeacher listserv to the Policies and Procedures Manual.

Data from STP's recent Membership Survey indicates that members are not aware of many of our services.

****VOTE 2015-01-17-04****

Motion: I move that STP allocate \$3000 for inserts in the remaining issues of *Teaching of Psychology* that will be published this year.

Moved: Sue Frantz

Seconded: Dave Kreiner

Outcome: PASS (8/1/1, Y/N/A)

STP currently defines Early Career Psychologists as 7 years post-doctorate OR full-time teaching, which encompasses teachers with a masters and high school teachers. APA recently defined ECP as 10 years post-doctorate.

****VOTE 2015-01-17-05****

Motion: I move that STP define Early Career Psychologist as "10 or fewer years post-doctorate OR 10 or fewer years full-time teaching, whichever comes first."

Moved: Aaron Richmond

Seconded: Sue Frantz

Outcome: PASS (9/0/1, Y/N/A)

2015 Budget****VOTE 2015-01-17-06****

Motion: I move to approve the 2015 budget as presented by the Treasurer.

Moved: Diane Finley

Seconded: Aaron Richmond

Outcome: PASS (10/0/0, Y/N/A)

Long-term financial planning for STP

President Baker asked how we should proceed with making decisions on the financial future of STP. APA's Financial Services Office is not permitted to provide direct advice to Divisions. Treasurer Kreiner has sought information on planning for nonprofit organizations, which recommends that nonprofit organizations should maintain one year to eighteen months of operating expenses in an accessible account for emergencies. The Executive Committee discussed hiring a financial advisor familiar with nonprofit educational institutions (e.g., TIAA-CREF) to help us assess our long-term goals for investing our remaining funds. Treasurer Kreiner will pursue more information on our options for long-term financial planning.

Relationship with APS

President Baker raised the question of how to best collaborate with APS. Vice President Frantz serves on the committee that oversees the American Psychological Society's Fund for Teaching and Public Understanding of Psychological Science, and she agreed to serve as a formal liaison from STP to the APS Fund. The committee currently has funding for special projects. President Baker will convene a working group to pursue ideas that might be funded by APS.

Relationship with NITOP

President Baker spoke to Robert Henderson, Chair of the committee that organizes the National Institute for the Teaching of Psychology. Bob expressed gratitude for STP's sponsorship, and he indicated that NITOP is open to more ways that STP might be involved. President Baker, along with VP for Programming Richmond, will communicate with Robert Henderson to keep lines of communication open. The EC remained open to conducting a preconference workshop, providing an STP speaker at NITOP, and pursuing mechanisms by which NITOP would acknowledge these contributions to its program.

Long-Range Planning

One of STP's past standing committees was a Long-Range Planning Committee comprised of the three Presidents, two at-large members focused on presidential strategic initiatives, a Chair, and the Executive Director. The Executive Committee currently does not have time at its face-to-face meetings to devote to strategic planning. President Baker will ask subscribers to the TOPEC listserv for suggestions on whether STP should have an ongoing group to conduct strategic planning and its composition.

Presidential initiatives

****VOTE 2015-01-17-07****

Motion: I move that President Baker's task force on the MCAT-related Teaching Resources be approved for the 2015 Presidential year.

Moved: Eric Landrum

Seconded: Susan Nolan

Outcome: PASS (9/0/1, Y/N/A)

President-Elect Thoughts on 2016

President-Elect Wilson discussed the following initiatives that she may pursue during 2016:

- Teaching beyond the classroom into the community, and sharing what psychology has to offer with community members.
- Continuation of past Presidential initiatives on supporting the scholarship of teaching and learning.
- Recruiting more international members to become involved in STP initiatives.
- Exploring whether to move the PsychTeacher listserv from Kennesaw State University to another venue.

President Baker adjourned the meeting at 4:00 PM January 17.