

**SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)  
MINUTES OF THE 2015 EXECUTIVE COMMITTEE MID-YEAR MEETING**

**AUGUST 6, 2015**

**TORONTO, ONTARIO, CANADA**

**Approved October 19, 2015**

<b>Members of the STP Executive Committee</b>		<b>Present</b>
President	Suzie Baker	Yes
President-Elect	Janie Wilson	Yes
Past President	Eric Landrum	Yes
Vice President for Diversity and International Relations	Susan Nolan	Yes
Vice President for Programming	Aaron Richmond	Yes
Vice President for Recognitions and Awards	Beth Schwartz	No
Vice President for Membership	Diane Finley	No
Vice President for Resources	Sue Frantz	Yes
Secretary	Tom Pusateri	Yes
Treasurer	Dave Kreiner	Yes
Executive Director	Ted Bosack	Yes
<b>ADDITIONAL ATTENDEES</b>	Bill Hill Ken Keith Mary Kite Barney Beins Jamie McMinn	

**Call to Order, Welcome, and Introductions**

President Baker called the meeting to order at 8:05 AM. Baker thanked Past President Landrum and Vice President Finley for their service on the Executive Committee.

The August 2015 Agenda Book contains all of the reports that members of the Executive Committee reviewed prior to the meeting. These minutes include the results of votes and summaries of substantive discussions during the meeting.

**Report from the Executive Director**

Executive Director Bosack provided an update of membership numbers available in the report included in the Agenda Book. The Society's membership is approximately 4000 members and is approximately 10-15 members below our records of membership from last year.

Bosack noted that several authors of reports in the Agenda Book were uncertain how to identify the current status of an individual's membership in the Society, which is required for service in certain offices, committees, or task forces. Bosack indicated that individuals who need this information should contact the Executive Director, who receives monthly membership reports from APA Division Services that indicates membership status in the Society and in APA.

## **Report from the Archivist**

Bill Hill's role as Archivist is scheduled to end on December 31, 2015. Hill reported that he has created and organized PDF archives of approximately 6GB that he maintains in a Dropbox account (\$99 per year) and on two external hard drives.

Hill agreed to provide the Executive Committee a position description for an Archivist/Historian who would report to the Executive Director and who would be responsible for sustaining the current archives and for collecting materials on an ongoing basis to add to the archives.

Hill has 12 banker boxes of print materials that he recommends be offered to the archives maintained by the Center for the History of Psychology at the University of Akron.

The Executive Committee suggested that Bill may use his budget at his discretion to travel to Akron to locate additional archival materials that would fill in gaps in the resources that he has already archived.

Based on Hill's recommendations, Executive Director Bosack agreed to seek advice from APA's Office of General Counsel and the staff at the Center for the History of Psychology on (a) how to archive sensitive materials such as correspondence related to personnel decisions that may need to be maintained for historical records but that should require special permissions for access and (b) how to obtain permissions for print materials such as Presidential addresses that may require contacting individuals or estates who hold intellectual property rights.

The Executive Committee commended Hill for the quality and thoroughness of his work and will ask Executive Director Bosack to write up a Division Two Spotlight item on the development and sustainment of the Society's archives with an acknowledgement of Hill's contributions.

## **Report from the Secretary**

Secretary Pusateri agreed to continue producing summaries of electronic discussions on the Executive Committee listserv that do not lead to formal votes and to maintain those summaries separately from the report of formal votes.

The Executive Committee will continue to discuss issues online, but future votes will require synchronous conversations (e.g., via teleconference or videoconference). President Baker will call for conference calls on an ad hoc basis, which the Secretary will coordinate.

## **Report from Vice President for Recognitions & Awards**

One of the current members of the Fellows Committee was recently elected to serve as a Vice President beginning January 1, 2016. President Baker will encourage incoming Vice Presidents who currently serve on committees to contact the committee chair and Vice President to discuss whether and when to discontinue service on the committee, allowing time for the search for a replacement and a smooth transition.

## **Report from the Vice President for Diversity & International Relations**

The Executive Committee discussed the position description for the Director for International Programming, which is summarized in a later section of these minutes.

## **Report from the Vice President for Programming**

***Division 2 Programming at the APA Convention.*** Vice President Richmond announced that Jamie McMinn agreed to serve a second term as Programming Chair for Division 2's program at the APA Convention. The Executive Committee commended McMinn for his work on the current and past programs during his first term.

***Director for International Programming.*** The Executive Committee discussed the proposed position description for a Director for International Programming, a position that will be created for an initial period of three years, during which it will undergo review by the Executive Committee. Vice Presidents Richmond and Nolan recommended that the Director for International Programming report directly to the Vice President for Programming in consultation with the Vice President for Diversity and International Relations. The Executive Committee discussed the travel budget included in the description, which may need to be modified in future years based on the costs for travel to international conferences where the Society desires to have a presence and the identification and selection of liaisons who may help sustain the Society's presence at future conferences. The Executive Committee also discussed possible measures to assess the impact of the new position, including (a) increases in international memberships, (b) membership renewals from international members who joined initially for free, (c) use of resources by international faculty (which could be tracked by IP addresses), and (d) international submissions to *Teaching of Psychology* and OTRP. Past President Landrum indicated that there is also the value of "good will" to serve international faculty that may not be captured by tracking assessment data.

### **\*\*VOTE 2015-08-06-01\*\***

Motion: I move to accept the proposal for establishing a Director for International Programming for a 3-year term beginning January 2016.

Moved: Janie Wilson

Seconded: Eric Landrum

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

Vice President Nolan agreed to contact past Presidents to consider applying for this position.

## **Report from the Vice President for Membership**

### **\*\*VOTE 2015-08-06-02\*\***

Motion: I move to continue the budget line for inserts in issues of *Teaching of Psychology* through December 2016.

Moved: Tom Pusateri

Seconded: Susan Nolan

Outcome: PASS (7/1/0, Y/N/A)

President Baker will ask Vice President Finley and incoming Vice President for Membership Meera Komarraju to develop a recommendation for the future of inserts beyond the January 2016 issue.

President Baker requested that the Executive Committee delay its discussion of the recommendations from the Social Media Working Group until a future meeting.

### **Report from the Treasurer**

***Investment Policy Statement.*** Treasurer Kreiner summarized the advice he received on the investment policy statement that he, President Baker, and Executive Director Bosack drafted with advice from financial planners at TIAA-CREF and from a consultant contracted by APA's Office of General Counsel. Kreiner indicated that the Executive Committee has a fiduciary responsibility, based on the level of knowledge we possess, for maintaining the finances and investments of STP funds.

Kreiner received advice to identify how we divide our funds prior to approving the Investment Policy Statement. Kreiner suggested three categories: (a) a checking account with one year of operating expenses; (b) short-term accounts to serve as a reserve if additional operating expenses are needed, and (c) long-term investments with an 8-10 year horizon. Based on the Society's history of expenses, one of the advisors suggested reducing the Society's short-term account to less than the current amount of one year of operating expenses.

#### **\*\*VOTE 2015-08-06-03\*\***

Motion: I move that the Treasurer maintain the Society's funds in (a) a checking account with one year of operating expenses, (b) short-term accounts with six months of operating expenses, and (c) the remainder in long-term investments.

Moved: Aaron Richmond

Seconded: Tom Pusateri

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

Kreiner reported that (a) the TIAA-CREF consultant recommended selecting long-term investments that are expected to generate 3-5% returns after investment fees and inflation are considered and (b) APA's consultants suggested that the Society consider whether to use the returns from long-term investments for expenses that would benefit members rather than reinvesting the returns. Baker, Kreiner, and Bosack agreed to develop recommendations for the use of returns from the Society's long-term investments.

President Baker thanked Treasurer Kreiner for his considerable work in developing the investment policy statement.

### **Report from the ACT/APA Subcommittee**

#### **\*\*VOTE 2015-08-06-04\*\***

Motion: I move that the Society move the venue of its 2016 Annual Business Meeting, Awards Presentations, and Mid-Year Executive Committee Meeting to the venue of the Society's Annual Conference on Teaching, Atlanta, Georgia, October 2016.

Moved: Tom Pusateri

Seconded: Dave Kreiner

Outcome: PASS (6/0/2, Y/N/A)

The Executive Committee encouraged Vice President of Programming Richmond to recommend that the Director of ACT Programming change venues for the ACT conference annually.

President Baker thanked members of the task force who developed the proposal.

### **Report from Division 2's Representatives to APA Council**

Representatives Beins and Kite discussed concerns raised by the release of the Hoffman Report and indicated that next year's APA Convention will include programmatic themes and plenary sessions related to ethical issues raised by the Hoffman report.

President Baker will approach Linda Woolf to chair a task force to discuss whether Division Two should draft a formal statement on the Hoffman Report. The Executive Committee also discussed other possible actions, which may include: (a) developing an information item for the Society's members that focuses on the implications of the Hoffman report for the teaching of psychology, (b) encouraging the Director of STP Programming at APA to consider teaching-related programming relevant to the issues in the Hoffman Report, and (c) inviting members to submit comments online.

### **Adjourn**

The meeting was adjourned at 11:05 AM.