

**SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)**  
**MINUTES OF THE 2016 1<sup>ST</sup> BIANNUAL EXECUTIVE COMMITTEE MEETING**  
**FEBRUARY 26-27, 2016, SAVANNAH, GEORGIA**

**Approved March 28, 2016**

<b>Members of the STP Executive Committee</b>		<b>Present</b>
President	Janie Wilson	Yes
President-Elect	Ken Keith	Yes
Past President	Suzie Baker	Yes
Vice President for Diversity and International Relations	Susan Nolan	Yes
Vice President for Membership	Meera Komarraju	Yes
Vice President for Programming	Aaron Richmond	Yes
Vice President for Recognitions and Awards	Beth Schwartz	No
Vice President for Resources	Sue Frantz	Yes
Secretary	Tom Pusateri	Yes
Treasurer	Dave Kreiner	Yes
Executive Director	Ted Bosack	Yes

**FRIDAY FEBRUARY 26, 2016**

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

President Wilson called the meeting to order on February 26 at 9:02 AM EST. President Wilson recognized Past President Baker and welcomed President-Elect Keith and Vice President of Membership Komarraju to the committee.

The Executive Committee thanks Executive Director Bosack and President Wilson for coordinating the meeting.

**Committees**

President Wilson initiated a discussion clarifying the types of committees and task forces for the Society. Official Society documents are inconsistent in the use of terms such as “standing committee,” “ad hoc committee,” “task force,” “committee,” “subcommittee,” and “working group.”

*Action Item 01:* President Wilson, Secretary Pusateri, and Executive Director Bosack will develop recommendations for the Executive Committee on the definitions for committees and task forces.

## Secretary's Report and Meeting Minutes

Secretary Pusateri reviewed Executive Committee votes from July 2015 through February 2016. Noteworthy decisions included the adoption of STP's Investment Policy Statement, creation of the offices of Archivist/Historian and Director of International Programming, creation of the Member Communication Committee, a change in venue for the Fall Executive Committee meeting to the Annual Conference on Teaching, approval to fund four people in leadership positions to maintain a presence at the annual meeting of the American Psychological Association, and approval of President Wilson's task force on sharing psychological expertise with the public.

### **\*\*VOTE 2016-02-26-01\*\***

Motion: I move to approve the minutes of the February 5, 2016 Executive Committee meeting.

Moved: Aaron Richmond

Second: Ken Keith

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

## Division Annual Report

Past President Baker submitted Division Two's annual report and shared the report with the Executive Committee.

## Past President Initiatives: Update and Plans

Past President Baker discussed the work of a joint task force with Division One on the content of introductory psychology. Vice President Frantz indicated that the task force approached experts in the field for recommendations. The task force is currently preparing its report to the Executive Committee.

Baker discussed the work of a second task force, chaired by Barney Beins, on resources for instructors of introductory psychology that reflects changes to the Medical College Admission Test.

*Action Item 02:* Members of the Executive Committee requested that Baker ask the joint task force with Division 1 on the content of introductory psychology to consider developing a resource that could be made available for the Office of Teaching Resources in Psychology (e.g., as a category on ToPIX).

*Action Item 03:* Baker agreed to add a responsibility to the Policies and Procedures Manual for Past Presidents to prepare a report at the end of their tenure that summarizes their accomplishments and indicates ongoing or incomplete initiatives. The Past President would discuss the report during the 1<sup>st</sup> biannual Executive Committee meeting and would provide the report to the Secretary for dissemination in the members-only publication section of the Society website.

## Executive Director Report

Executive Director Bosack noted that the Society has nearly as many members from our collaborations with the Association for Psychological Science as from the American Psychological Association. Bosack questioned whether offering free memberships has been beneficial to the Society. The 61 free memberships we provided during the international conference only yielded 7 renewals, 4 of which were from the United States and only 3 from non-U.S. countries. Vice President Frantz inquired about developing non-U.S. chapters of the Society that might address issues of teaching of psychology relevant to the needs of faculty in those countries.

*Action Item 04:* Vice President Frantz requested that Executive Director Bosack contact APA Division Services concerning divisions on the types of non-U.S. chapters they created.

### **\*\*VOTE 2016-02-26-02\*\***

Motion: I move to approve a presidential task force for international outreach.

Moved: Susan Nolan

Second: Aaron Richmond

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

*Action Item 05:* Vice President Komarraju will request that the task force contact faculty who have received free memberships at the international conference but who have not renewed to inquire about the reasons for not renewing and for inviting them to spread the word about the Society.

Bosack inquired about additional support and funding for international initiatives beyond translations of our resources. Vice President Nolan proposed developing a grant opportunity that was content- or topic-based that could expand our international outreach. Nolan indicated that some projects, such as the request to fund translations, may be time-sensitive and may not be conducive to deadlines for a grant competition. Vice President Komarraju recommended that the task force consider presenting dollar amounts in non-U.S. currency (or providing links to currency exchange rates) to encourage faculty from countries outside the United States to submit proposals.

*Action Item 06:* President Wilson, with input from Vice Presidents Nolan, Komarraju, and Richmond, will prepare a charge for the task force to explore opportunities for international outreach, including recommendations for support, funding opportunities, and logistics for international initiatives such as competitions for awards or grants.

Bosack inquired about approval of PsychTeacher projects where students are researchers. The consensus of the Executive Committee is that the content of the research should focus on teaching even if students are the researchers.

*Action Item 07:* President Wilson requested that Secretary Pusateri include communication with the Archivist/Historian as part of the Secretary's job responsibility in the Policies and Procedures Manual.

## **APA Council of Representatives Report**

Vice President Komarraju summarized the APA Council of Representatives report, which included the vote on the Hoffman report to restrict participation of psychologists in interrogations of detainees related to national security, approval of an APA/STP Fellow, adding an APA teacher affiliate to the BEA, and a resolution on violent video games.

*Action Item 08:* The Executive Committee requested that President Wilson and Secretary Pusateri modify the organizational chart and the Policies and Procedures Manual to move reporting by APA Council of Representatives from the Vice President of Membership to the Executive Director.

## **Archivist's Report**

Bosack announced that Bill Hill accepted the offer to serve as Archivist/Historian. The Executive Committee thanks Hill for his prior work and looks forward to his continuation in this position.

## **Report from the Fund for Excellence**

President Wilson invited discussion on future operations of the Fund for Excellence. The report from the Fund for Excellence addressed concerns about fundraising and the reality that the interest from investments from the Fund does not fully support the teaching awards. The Society supplements the difference from its operating budget. Treasurer Kreiner reminded the Executive Committee of the past budget vote from the Executive Committee (during President Gurung's tenure) that increased the dollar amount of the teaching awards, which were funded previously based on the amount of interest the Fund generated each year. The Fund is currently set up as a separate entity from the Society, which poses some logistical and legal concerns. President Wilson suggested forming an ad hoc committee for reviewing the Fund for Excellence.

### **\*\*VOTE 2016-02-26-03\*\***

Motion: I move to approve an ad hoc committee to review the Fund for Excellence.

Moved: Tom Pusateri

Second: Ken Keith

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

## **Treasurer's Report**

Treasurer Kreiner noted that the Council for Undergraduate Psychology Programs recently disbanded and donated its funds (approximately \$22,000) to the Society with the request that the funds be used to support psychology programs and chairs; however, such use was not a requirement.

**\*\*VOTE 2016-02-26-04\*\***

Motion: I move that we use funds from the CUPP to support a meeting for an ad hoc committee to enhance departmental consultant training.

Moved: Tom Pusateri

Second: Suzie Baker

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

*Relevant Electronic Discussion*

*Subjects:* STP long-term investments (15 posts)

*Date:* February 8, 2016

Treasurer Kreiner investigated prospective investment managers and suggested that TIAA-CREF would provide reasonable return rates with low management fees.

**\*\*VOTE 2016-02-26-05\*\***

Motion: I move that we contract with TIAA-CREF to manage our long-term assets in a manner consistent with STP's Investment Policy Statement.

Moved: Dave Kreiner

Second: Sue Frantz

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

The Executive Committee thanks President Baker for initiating the discussion that led to the Investment Policy Statement and Treasurer Kreiner for his work on developing the Investment Policy Statement.

**APA Programming for 2016**

President Wilson indicated that APA Programming will include a 1-hour session presented by the three Presidents on how to become a better teacher immediately followed by a social gathering with special invitations to the Early Career Psychologists. The three Presidents and the Executive Director will receive travel support for their presence at the 2016 convention. The Executive Committee discussed strategies for coordinating the presence of the officers and the distribution of swag at STP programming and other teacher-oriented sessions such as the Psi Chi social hour.

**ACT Programming and Meeting Schedule for 2016**

President Wilson coordinated with Natalie Kerr Lawrence to offer the Presidential Address as the opening session of ACT. President Wilson requested that the Business Meeting and teaching awards occur immediately after the Presidential Address. President-Elect Keith plans to retain a similar schedule at ACT for his presidential year. Vice President Richmond sought advice on the data that the Executive Committee could collect to assess the impact of moving the Executive Committee, Business Meeting, and Presidential Address from APA to ACT. Executive Committee members suggested tracking submissions at both APA and ACT, conducting a survey of STP members about perceptions of the changes, and keeping counts of attendance at specific sessions (e.g., receptions, invited talks, etc.).

*Action Item 09:* Vice President Richmond will share ideas generated by Executive Committee discussion with the ACT Coordinator.

### **Updates to the Policies and Procedures Manual**

President Wilson led a discussion of proposed changes to the Policies and Procedures Manual.

*Action Item 10:* President Wilson and Secretary Pusateri will incorporate the changes into the Policies and Procedures Manual.

### **Secretary's Action/Discussion Items**

Secretary Pusateri suggested scheduling a regular monthly teleconference that would reduce the need for coordinating the schedules of Executive Committee members. The President would then have the flexibility to cancel a teleconference if there were no action or discussion items.

*Action Item 11:* The Executive Committee scheduled teleconferences for noon Eastern on Monday March 28, Monday April 25, and Tuesday May 24. One agenda item for May 24 is to schedule teleconference through the summer months. The Executive Committee will meet at ACT on Thursday October 20 9am-5pm and Saturday October 22 at 1pm-5pm.

Secretary Pusateri expressed concern that the biannual print newsletter was no longer serving our members. Almost all of the information in the newsletter is distributed in a timelier manner through the monthly ToPNEWS-Online, the STP website, PsychTeacher, and other social media.

#### **\*\*VOTE 2016-02-26-06\*\***

Motion: I move to integrate the biannual newsletter into ToPNEWS-Online.

Moved: Susan Nolan

Seconded: Sue Frantz

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

*Action Item 12:* Vice President Frantz requested that Vice President Komarraju contact the Media Communication Committee to review the overlap of membership and subscriptions among various media vehicles (e.g., PsychTeacher, ToPNEWS-Online).

Secretary Pusateri sought advice from STP's Archivist, Bill Hill, concerning the documents from each Executive Committee meeting that should be posted on the members-only publication page on the STP website. Hill suggested posting agenda books for one year and then moving the minutes and agenda books to the archives page with a link to that page. Hill also recommended maintaining duplication of reports for ease of retrieval; for example, a committee report discussed during an Executive Committee meeting should be archived in both the agenda book for that meeting and the relevant folder of that committee's work. The consensus of the Executive Committee is to retain Agenda books for five years on the members-only publication page.

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

Vice President Komarraju discussed job descriptions for the Member Communication Committee Chair and the committee members who will serve as coordinators for social media.

*Action Item 13:* President Wilson and Vice President Nolan requested that Komarraju set the terms for members of the Member Communication Committee to 3-year staggered terms and to post a call for the committee chair on STP's Get Involved website.

Now that the Society has established a Member Communication Committee, President Wilson suggested that PsychTeacher be moved from the Internet Editor to the Member Communication Committee. Executive Director Bosack suggested that the Executive Director could serve as the first coordinator for PsychTeacher and submit reports to the Chair of the Member Communication Committee.

*Action Item 14:* President Wilson will move PsychTeacher to the Member Communication Committee in the organizational chart.

The Executive Committee became aware that Ball State University will no longer support the Diversity listserv, which will be moved, at least temporarily, to the Kennesaw State University listserv. Kennesaw currently hosts PsychTeacher and several other listservs (e.g., the PsychTeacher moderator listserv, the extended Executive Committee listserv, and the Early Career Psychologists listserv). Vice President Richmond recently established a listserv hosted by APA for those involved in coordinating conference programs. President Wilson suggested that the Society needs to have more control over its listservs by moving each of their locations away from a specific institution tied to an STP member.

#### **\*\*VOTE 2016-02-26-07\*\***

Motion: I move to form an ad hoc committee to develop a plan to move all Society listservs to communication media managed by the Society.

Moved: Aaron Richmond

Second: Ken Keith

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

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

Vice President Frantz reported that Noland White accepted the position of coordinator of the Departmental Consulting Service; that the Editor of *Teaching of Psychology*, Drew Christopher, will convene a working group to explore potential changes to the sections of the journal; and that Jeff Stowell and Amy Hunter have agreed to serve on the OTRP Director Search Committee. Frantz is seeking names of additional individuals to serve on the committee. Frantz indicated that Drew Christopher's term is nearing its end and that a new *ToP* Editor will need to be selected by 2019 for training to begin the position in 2020.

The Internet Editor periodically receives requests to include links to other teaching-oriented web sites. Frantz requested names of individuals who could serve on a working group chaired by

Internet Editor John Westfall to develop a policy on websites and external links. Executive Director Bosack suggested reaching out to the Early Career Psychologists and the Graduate Student Teaching Association for potential candidates.

*Action Item 15:* Vice Presidents Frantz and Komarraju will coordinate to contact the chairs of the Early Career Psychologists and the Graduate Student Teaching Association to invite members to serve on the Internet Editor's working group and will revise the chairs' job responsibilities in the Policies and Procedures Manual to include monitoring the "Get Involved" page for similar opportunities.

Frantz reported that an officer from Teachers of Psychology in Secondary Schools contacted the Society's Director for Professional Development Programs for advice on how to develop a similar program for secondary school teachers.

Frantz and Internet Editor Westfall are considering a series of photos to rotate at the top of the "This is What I Teach" blog website.

### **Adjourn**

President Wilson adjourned the meeting at 4:45pm.

### **SATURDAY FEBRUARY 27, 2016**

President Wilson convened the meeting at 9:00am. Due to a sudden illness, President-Elect Keith was unable to attend Saturday's meeting.

### **Report from Vice President for Diversity and International Relations**

Vice President Nolan reported the appointments of Kathleen Keefe-Cooperman as Chair of the Diversity Committee and Amanda Clinton as Chair of the International Relations Committee. Both chairs will serve their first terms of office from 2016 through 2018.

Nolan and Executive Director Bosack sought advice from APA Counsel to develop a memorandum of agreement with the Ecole de Psychologues Praticiens.

#### **\*\*VOTE 2016-02-27-01\*\***

Motion: I move to approve the Memorandum of Agreement with Ecole de Psychologues Praticiens.

Moved: Susan Nolan

Second: Meera Komarraju

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

Nolan reported on a collaboration with APA, the Smithsonian, the Center for the History of Psychology, and Psychology's Feminist Voices to develop online exhibit material and video footage of women of color in psychology.

## Terms of Office

President Wilson initiated a discussion on maintaining consistency in terms of office as described in the Policies and Procedures Manual (i.e., three-year terms with an option to serve a second term). Positions that do not have specific term limits include moderators, reviewers, and liaisons.

## Report from the Vice President for Programming

Vice President Richmond asked the Executive Committee to consider the request to increase registration fees for the Annual Conference on Teaching from \$200 to \$275 (and early registration from \$185 to \$240). Committee members expressed concern that the requested increase might be too high to retain attendance, and the purpose of having the conference is not to make money but to support the Society's mission. The committee perceives the conference as a break-even endeavor, and we could track surpluses and deficits over time as well as the number of attendees. By keeping the registration rate low, we may be able to increase attendance. The EC recognized that some years the conference will lose money while serving the mission of STP.

In order to encourage ACT participants to join STP, Vice President Richmond and Treasurer Kreiner suggested providing a \$25 registration discount to members of the Society.

### **\*\*VOTE 2016-02-27-02\*\***

Motion: I move to change the registration fee for the Annual Conference on Teaching to \$220 with a discount of \$25 for STP members (\$195), and to change the early-bird registration fee to \$205 for nonmembers and \$180 for STP members.

Moved: Sue Frantz

Second: Suzie Baker

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

Richmond requested additional funding for marketing and promotional materials. Treasurer Kreiner suggested that the coordinator of the conference already had discretion to use the current budget for these materials, and that conference coordinators could contact the Vice President for Membership to obtain swag. Executive Director Bosack indicated that the conference coordinator can contact APA Division Services to mail postcards at a nonprofit rate and to arrange for email blasts to members of other divisions. Vice President Komarraju suggested reducing the registration fee for graduate students, and committee members also discussed reduced rates for high school teachers and adjunct faculty. The consensus of the Executive Committee was to keep the registration rates "as is" for 2016 but to consider reduced rates for future years.

*Action Item 16:* Vice President Richmond will contact the ACT conference coordinator to clarify the rationale for the Executive Committee's vote and to share the committee's suggestions for promoting the conference and for considering reduced rates for graduate students, high school teachers and adjunct faculty in the future.

*Action Item 17:* Vice President Komarraju will contact the editor of *Teaching of Psychology* to determine the deadlines for journal inserts to include an insert announcing the conference.

*Action Item 18:* Vice President Frantz will contact the Internet Editor to change the banner on the STP website to announce the conference.

*Action Item 19:* President Wilson will include an announcement of the conference in her presidential message.

Richmond initiated discussion on proposed changes to the committee membership for the G. Stanley Hall and Harry Kirke Wolfe Selection Committee: “(1) a chair selected through current/standard processes, (2) the STP regional conference liaisons/coordinators, (3) the director of the STP program at APA, (4) the director of STP program at APS, (4) director of regional programming, and the (5) director of ACT.” The consensus of the Executive Committee is to change the Policies and Procedures Manual to add this language to the committee membership and to the respective positions.

*Action Item 20:* Richmond will send changes to the Policies and Procedures Manual for the committee structure of the G. Stanley hall and Harry Kirke Wolfe Selection Committee.

Richmond indicated that APA provides a \$1000 honorarium to speakers selected to deliver the G. Stanley Hall and Harry Kirke Wolfe lectures.

**\*\*VOTE 2016-02-27-03\*\***

Motion: I move that STP pay up to \$400 per speaker for the APA registration fees for the Stanley Hall and Harry Kirke Wolfe series.

Moved: Aaron Richmond

Second: Susan Nolan

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

*Action Item 21:* Richmond will request that Regan Gurung provide a report on the SoTL Writing Workshop prior to the October 2016 Executive Committee meeting.

Richmond expressed concern that the reduced number of submissions to the STP program for the 2016 APA Convention may be a result of the decision to move the Executive Committee meeting from APA to ACT. Members of the Executive Committee expressed less concern for this year and suggested tracking submissions over time and venue.

## **Report from the Vice President for Recognition and Awards**

### *Relevant Electronic Discussion*

*Subjects:* Fwd: [DIVOFFICERS] FW: APA Achievement Award for Early Career Professionals (2 posts)

*Date:* February 24, 2016

President Wilson shared a call for applications for the 2016 APA Achievement Award for Early Career Professionals. She requested that the Vice President for Membership alert those who might be interested in the award.

Executive Director Bosack expressed concerns that the APA website often contains outdated information for such information as deadlines for grants and awards.

*Action Item 22:* Bosack will contact Vice President Schwartz to request that the deadlines for each grant and award competition stay consistent across years so that the APA website could maintain its currency.

Richmond requested that the SoTL Writing Workshop be moved from the Vice President for Programming to the Vice President for Recognition and Awards because the workshop requires an application procedure and provides recognition to those who are selected as participants.

### **\*\*VOTE 2016-02-27-04\*\***

Motion: I move to move the SoTL Writing Workshop from the Vice President for Programming to the Vice President for Recognition and Awards.

Moved: Aaron Richmond

Second: Sue Frantz

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

## **Presidential initiatives**

President Wilson announced that the task force for sharing psychology in the community created a wiki to share its preliminary work. Vice President Frantz suggested maintaining the task force (after it has shared a final report as a task force) as a committee under the Vice President for Resources.

## **New and Exciting Ideas**

Vice President Frantz shared ideas on redesigning the News page for STP's website.

Frantz also suggested developing a live poster sharing service via Twitter and the STP website similar to a recent poster competition conducted by the Royal Society of Chemistry (cf. Annual Science Twitter Poster Conference). Vice President Nolan suggested expanding the poster service to include international posters.

### **President-Elect Thoughts on 2017**

President Wilson presented President-Elect Keith's initiatives that he may pursue during 2017:

- Scientific literacy,
- Psychology and liberal arts, and
- Culture across the curriculum; how to teach psychology of *all* people.

President Wilson adjourned the meeting at 1:50 PM February 27.

Respectfully submitted,  
Thomas P. Pusateri