SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)

AGENDA FOR THE EXECUTIVE COMMITTEE TELECONFERENCE

June 28, 2016

Agenda

1. **Call to order**

2. **Vote on minutes (refer to document 01)**

3. **Updates on Personnel**
   Chair, Membership Communication Committee
   Director, Office of Teaching Resources in Psychology
   Fund for Excellence: Chair and Board Members
   Director, Annual Conference on Teaching
   Note: The minutes will only reflect individuals who have accepted an offer to serve.
   Please provide Tom the office title, name(s) of officer(s) and start/end dates for each officer.

4. **APS Teaching Institute Request for Funding Keynote Travel ($1200)**

5. **2016 Interdivisional Grant Program (refer to document 02)**

6. **Update on Diversity listserv moving to APA (Ted)**

7. **Announce Recipient of Presidential Citation**

8. **Scheduling teleconferences during July and August 2016**

9. **Featured item from EC member in July TOPNEWS-Online (ACT pricing?)**

10. **Adjourn**

Note: Additional documents labeled INFO are provided as information items only and were previously discussed on the STP EC listserv.

Summary of substantive electronic discussions prior to the meeting

Executive Director

Subject(s): Revised version of STP Translation Policy (3 posts); Translation Policy (7 posts)
Date(s): May 23, 2016
Executive Director Bosack received the following reply from APA's Office of General Counsel concerning STP's Translation Policy: "This looks fine to me. The Publication Rights Form grants the Society for the Teaching of Psychology ("STP") a broad license to reproduce, publish, display, and distribute the works in any language throughout the world, including the right to sublicense these rights to others. The Translation Policy wisely notes what materials may be translated and from whom permission must be sought in order to do it."

Subject: FFE Donations (6 posts)
Dates: June 3-4, 2016
Executive Director Bosack indicated that Internet Editor Jon Westfall added a donation button for the Fund for Excellence on STP's Excellence in Teaching Awards page.

President

Subject(s): APA prep (1 post)
Date(s): June 7, 2016
President Wilson requested input on the sessions, meetings, and functions that the three STP Presidents should attend during the 2016 APA Convention.

Subject(s): FFE (7 posts)
Date(s): June 4-7, 2016
President Wilson agreed to post a call for nominations to the TOPEC listserv for a chair and board members for the Fund for Excellence.

President-Elect

Subject(s): Spring Meeting, 2017 (29 posts)
Date(s): May 23-31, 2016
President-Elect Keith announced that the tentative dates for next year's first biannual Executive Committee meeting are Friday-Saturday April 28-29, 2017 with travel dates on Thursday April 27 (arrive in time for dinner that evening) and Sunday April 30.

Past President

(no additional discussion items)

Secretary

(no additional discussion items)

Treasurer

Subject(s): Fwd: APA Summit on High School Psychology Education (2 posts)
Date(s): June 7, 2016
President Wilson provided Treasurer Kreiner the Contributing Sponsor Agreement for the APA Summit on High School Psychology Education. The Executive Committee voted to contribute $10,000 to the Summit.

Vice President for Diversity and International Relations

Subject(s): Fwd: FW: DEADLINE EXTENSION - 2016 Interdivisional Grant Program (12 posts)
Date(s): June 17-22, 2016
President Wilson shared an invitation from the Committee on Division/APA Relations (CODAPAR) to submit an application for a 2016 Interdivisional Grant Program by August 15, 2016. Wilson suggested that Vice President Nolan contact the Chair of STP's International Relations Committee to pursue a grant application with Division 52 (International Psychology). CODAPAR funds a maximum of $10,000 for any proposal.

Subject(s): Fwd: APA's Committee on Women in Psychology seeks Division Representatives to attend CWP Network meeting on Sat., Aug 6th at 8am. Breakfast will be served. Theme: Increasing the Proportion of Women Editors (13 posts)
Date(s): May 31-June 2, 2016
Kathleen Keefe-Cooperman agreed to continue as STP's representative to APA's Committee on Women in Psychology. She indicated that she will not be attending the APA Convention.

Action item: Past President Baker suggested that one of STP's Presidents should attend the breakfast sponsored by APA's Committee on Women in Psychology during the APA Convention.

Action item: Vice President Frantz requested that Vice President Nolan ask Kathleen Keefe-Cooperman, STP's representative to APA's Committee on Women in Psychology to provide a brief summary of issues discussed by the committee.

Vice President for Membership

(no additional discussion items)

Vice President for Programming

Subject(s): APS Teaching Institute Request for Funding (6 posts)
Date(s): June 7, 2016
Vice President Richmond shared a request from Jeffrey Holmes, Director of the STP Program at APS, for additional funding for speakers who conduct the workshop during the STP/APS Teaching Institute. STP currently provides funds for $1,200 per speaker for six speakers, for a total of $7,200 (Vote # 2014-01-17-05).

Subject(s): Fwd: Arizona State Psychological Association Convention (9 posts)
Date(s): June 2-3, 2016
Executive Director Bosack received an inquiry from a representative of the Arizona State Psychological Association concerning whether STP might be interested in sponsoring their convention. Vice President Richmond suggested informing the representative to apply for STP's Conference Speaker Grant Program. Richmond also suggested the possibility of developing chapters of STP in state associations.

Subject(s): ACT 2017 (6 posts)
Dates(s): June 11-22, 2016
Executive Director Bosack shared the contract with the Sheraton Gunter Hotel in San Antonio for the 2017 Annual Conference on Teaching.

Vice President for Recognition and Awards

(no additional discussion items)

Vice President for Resources

Subject(s): Fwd: Teaching psychological assessment (3 posts)
Date(s): June 10, 2016
Executive Director Bosack received an inquiry concerning a potential collaboration among STP, APA, and the Society for Personality Assessment to develop resources for teaching psychological assessment. Vice President Frantz suggested the inquirer could post an invitation on PsychTeacher or STP's Facebook page for collaborators to develop a resource for the Office of Teaching Resources in Psychology.

SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)
MINUTES FOR THE EXECUTIVE COMMITTEE TELECONFERENCE
May 23, 2016
Draft 2 May 24, 2016 (Kreiner)

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

1. **Call to order**

President Wilson called the meeting to order at 12:15 PM Eastern Daylight Saving Time.

2. **Vote on minutes (refer to document 02)**

President Wilson asked for corrections to the minutes distributed by Secretary Pusateri. The Executive Committee approved the minutes as distributed.

3. **ACT registration rates (refer to document 03)**

Relevant Electronic Discussion
Subject(s): ACT Prices (31 posts)
Date(s): May 5-10, 2016
Vice President Richmond shared suggested changes to the registration rates for the Annual Conference on Teaching that would provide discounts for students and high school teachers as well as incentives to become an STP member. Vice President Frantz discussed the reduced rates as subsidy that would benefit current and prospective members who may be less able than other members to afford the registration fee, and several members of the Executive Committee expressed support for this perspective. President Wilson could announce the reduced rates in a President's message on the website and other venues. To adequately prepare for the potential financial impact of these reduced rates, Executive Committee members discussed increasing the 2016 ACT conference budget by $4000.

** **VOTE 2016-05-23-0** **
Motion: I move to amend the budget to allocate $34,000 in support of the 2016 ACT.
Moved: Aaron Richmond
Second: Suzie Baker
Outcome: **PASS** (8/0/0 Y/N/A)

Action item #34: President Wilson will contact the Director of the Annual Conference on Teaching to arrange for members of the Executive Committee to receive badge ribbons identifying them as STP Leadership.

4. Translation policy (refer to document 04)

Relevant Electronic Discussion
Subject(s): draft translation policy (32 posts); Revised version of STP Translation Policy (2 posts)
Date(s): May 3-22, 2016; May 23, 2016
Vice President Nolan shared a draft policy for requests to approve translations of STP materials from English to another language. Nolan revised the draft with input from Executive Committee members. There was considerable discussion on whether the Executive Director, relevant Vice President(s), or both should provide final approval of requests.

During the teleconference, members of the Executive Committee suggested revising a sentence to read the following: "The ED and the ~~Vice President for Resources~~ Vice Presidents relevant to the translated material will be responsible for the approval of requests." Executive Director Bosack agreed to seek input from APA Counsel on the approved policy.

** VOTE 2016-05-23-02**
Motion: I move that we approve the STP translation policy as revised May 23, 2016 pending input from the APA Office of General Counsel.
Moved: Sue Frantz
Second: Suzie Baker
Outcome: **PASS** (8/0/0 Y/N/A)

5. STP Listservs (refer to document 05)

Relevant Electronic Discussion
Subject(s): Final Report on Listservs (2 posts)
Date(s): April 27-May 2, 2016
President Wilson shared the report from the Ad Hoc Committee on STP Listservs. The committee recommended continuing all listservs using the LSoft Listserv software; moving all existing listservs to APA as the hosting service; and requesting that the STP Social Media Committee review existing lists to decide on which lists to continue, merge, or discontinue.

The Executive Committee thanks the ad hoc committee for their work. Because not all members were present during the teleconference, President Wilson suggested that the Executive Committee delay voting upon the recommendations until a later date. The consensus of the Executive Committee was to move the Diversity listserv to the APA server as soon as possible because the current host, Ball State University, no longer supports the listserv software.

Action item #35: President Wilson will contact Vice President Nolan to discuss moving the Diversity listserv to the APA server.

6. Report from the Ad Hoc Committee on the Fund for Excellence (refer to documents 06a and 06b)

Relevant Electronic Discussion
Subject(s): Fund for Excellence Ad Hoc Report (9 posts)
Date(s): May 19, 2016
President Wilson and Treasurer Kreiner shared the report from the ad hoc committee on the Fund for Excellence for review and discussion. The committee recommended continuing the FFE Board; reducing the size of the Board to four members and the Treasurer *ex officio*; and using electronic means for fundraising. Adopting the recommendations as indicated in the report would require changes to the Bylaws. The committee also provided recommended changes to the Policies and Procedures Manual. Wilson indicated that we need to appoint a new chair and replace other committee members on the Board as soon as possible.

During the teleconference, Treasurer Kreiner provided additional context for the committee's recommendations to reducing the size and length of term for board members. Now that the fund has an investment manager, there is less need for six members to provide financial oversight. A six-year term was perceived as too long, and there have been times when appointments of board members to new terms were supposed to be scheduled but were not completed.

** VOTE 2016-05-23-03**
Motion: I move (a) to suspend the bylaws to accept immediately the recommendations from the ad hoc committee on the Fund for Excellence to change the structure of the committee and (b) to submit a bylaws change to this effect for a vote of the membership in conjunction with the next election of officers.
Moved: Ken Keith
Second: Dave Kreiner
Outcome: **PASS** (8/0/0 Y/N/A)

7. Scheduling the next teleconference and 2017 1st biannual meeting

Action item #36: Secretary Pusateri will poll members of the Executive Committee to schedule the next teleconference during the week of June 27, 2016.

Action item #37: President-elect Keith will poll members of the Executive Committee on dates for the 1st biannual meeting in 2017.

8. Featured items from EC members in TOPNEWS-Online

Relevant Electronic Discussion
Subject(s): Idea for TOPENEWS feature items: Fwd: [TOPEC] TOPNEWS Summer Deadlines (2 posts)
Date(s): May 19, 2016

Secretary Pusateri suggested that Vice Presidents and other members of the Executive committee submit brief news items periodically to appear as features in TOPNEWS-Online to highlight current or upcoming initiatives.

Action item #38: Vice President Komarraju will invite the Chair of the Early Career Psychologist Council to submit a column to future issues of TOPNEWS-Online.

Action item #39: Vice President Frantz requested that Executive Director Bosack contact the Internet Editor to include a visible link on STP's home page to the most recent issue of TOPNEWS-Online.

9. Adjourn

President Wilson adjourned the meeting at 1:04 PM Eastern Daylight Saving Time.

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Information items shared with Executive Committee members prior to the teleconference:
1. 2017 *Teaching of Psychology* Subscription Pricing
2. BEA Task Force report: Request for feedback; Report; Draft of feedback
3. February 2016 Council Representatives Report
4. Division attendance at APA Convention

Summary of substantive electronic discussions prior to the meeting

Executive Director

Subject(s): Fwd: 2017 Subscription Pricing (1 post)
Date(s): May 7, 2016
Executive Director Bosack shared a notification from Sage Publishing about a price increase for subscriptions for *Teaching of Psychology*. This would not affect STP members, who receive subscriptions as part of their membership.

President

Subject(s): Departmental Consulting Retreat (1 post)
Date(s): April 26, 2016
President Wilson received notification from Director of the Departmental Consulting Service, Noland White, who would like to support 10 consultants in addition to himself at the DCS retreat during the Annual Conference on Teaching.

Subject(s): Fwd: Request for feedback from STP (15 posts); Response to BEA working group (5 posts)
Date(s): April 26-May 10, 2016; May 18-22, 2016
President Wilson shared a request for input from STP on a report from the 2014–2016 Board of Education Affairs Working Group on the Recognition of Undergraduate Psychology Programs.

Executive Committee members provided feedback, which Wilson combined into feedback that she will send to the working group.

Subject(s): APA Council of Representatives Report (1 post)
Date(s): May 23, 2016
Secretary Pusateri shared a report from Division 2 Representatives to APA Council.

President-Elect

(no additional discussion items)

Past President

(no additional discussion items)

Secretary

(no additional discussion items)

Treasurer

(no additional discussion items)

Vice President for Diversity and International Relations

Subject(s): new Director of the Office of International Affairs (9 posts)
Date(s): May 20, 2016
Vice President Nolan announced that Amanda Clinton, Chair of STP's Diversity Committee, has accepted a position as Director of the Office of International Affairs at APA.

Vice President for Membership

(no additional discussion items)

Vice President for Programming

Subject(s): ACT Director (5 posts)
Date(s): April 27, 2016
Vice President Richmond informed the Executive Committee that the current Director of the Annual Conference on Teaching, Natalie Lawrence, is planning to resign for health-related reasons after the 2016 ACT. Richmond shared a timeline for finding her replacement.

Subject(s): APA Division attendance at Convention (6 posts)
Date(s): May 20-22, 2016
Vice President Frantz shared attendance records for each division at the APA conventions from 2009 through 2015.

Subject(s): Special invitation from Natalie about ACT (7 posts)
Date(s): May 22-23, 2016
President Wilson shared an invitation from the Director of the Annual Conference on Teaching for Executive Committee members to submit program proposals for the upcoming conference.

Vice President for Recognition and Awards

(no additional discussion items)

Vice President for Resources

Subject(s): ToP news (2 posts)
Date(s): April 27-28, 2016
Vice President Frantz shared information from the Editor of *Teaching of Psychology*, Drew Christopher, that *ToP* will continue to be indexed on ERIH PLUS based on new criteria in place on that listing service. *ToP* has been indexed on ERIH PLUS since 2008. *ToP*'s listing appears at https://dbh.nsd.uib.no/publiseringskanaler/erihplus/periodical/info?id=447387

Respectfully submitted,

Thomas P. Pusateri

2016 INTERDIVISIONAL GRANT PROGRAM
CALL FOR PROPOSALS

The Committee on Division/APA Relations (CODAPAR) of the American Psychological Association (APA) seeks proposals for collaborative projects sponsored by two or more APA divisions. The purpose of the program is to support joint activities that enhance the work, interests, or goals of two or more divisions. Examples include, but are not limited to:

- furthering APA's goals of working to advance psychology as a science, a profession, and a means of promoting human welfare;
- projects that promote collaboration between the science and practice of psychology;
- fostering the recruitment of ethnic minorities into psychology, APA or division membership, or APA governance; and
- activities that focus on a currently unaddressed topic or area in psychology.

ELIGIBILITY REQUIREMENTS

Proposals must meet the following requirements to be considered by CODAPAR:

- Projects must be sponsored by at least two divisions. Priority will be given to projects that demonstrate significant collaboration between the sponsoring divisions;
- The projects may not duplicate an activity currently being undertaken by another APA office or group; and
- The project must be completed within 12 months of receipt of funding. If projects will extend beyond 12 months, proposals must indicate which deliverable tasks will be funded by the grant in the initial 12 months of funding. Failure to complete the funded deliverable tasks within 12 months may render participating divisions ineligible to apply for future IGP funding for one year. In addition, divisions whose projects are not completed to the satisfaction of CODAPAR will be expected to return unspent funds.

CONTENTS AND SUBMISSION

Proposals must be submitted using the attached templates and sent to CODAPAR Staff Liaison Christine Tipton, *ctipton@apa.org***, no later than August 15, 2016 (this is the extended date). Proposals should include:**

- Cover Page (including sponsoring divisions and 150-word abstract)—template attached
- Budget Summary (including amount of request, any matching funds, and justification)—template attached
- Proposal (limited to four pages) that includes:
    - the rationale, methods of implementation, goals, and measurable outcomes
    - brief comments on how the project meets the purposes of the Interdivisional Grants Program;
    - how each division will participate and assist in meeting outcomes of project; and
    - how the project aligns with the goals and objectives of APA's strategic plan.
- Project Timeline – template attached

REVIEW CRITERIA

Proposals will be reviewed and ranked using the following criteria. It is the responsibility of the sponsoring divisions to ensure these elements are included in the proposal.

- Clearly stated goals and a well-defined outcome;
- Innovative project goals and outcomes;
- Alignment with the ongoing goals of the divisions involved;
- True collaboration between the sponsoring divisions;
- Alignment with the goals and objectives of APA's strategic plan; and
- Reasonableness of budget request and budget justification (*Note: Travel to APA annual conference to disseminate findings is not allowable.*)

AWARDS AND REPORTING

CODAPAR will review proposals during its September 2016 meeting and make recommendations to the Board of Directors at its December 2016 meeting. Funds will be made available and sent to the lead division in December 2016. Recipients of grants will be required to provide an interim progress report by July 1, 2017, and a final report by January 15, 2018. In addition, CODAPAR may request status updates throughout the project to be shared with the *APA Division Dialogue* and *APA Monitor*. **Not filing the interim or final reports will render participating divisions ineligible for applying for future grants.**

For questions regarding the 2016 Interdivisional Grants, contact your CODAPAR representative or Staff Liaison (Christine Tipton, *ctipton@apa.org*).

2016 INTERDIVISIONAL GRANT PROGRAM
Cover Page

PROJECT INFORMATION

Project Title:	
Lead Division:	
Project Coordinator:	
Contact Information:	

CO-SPONSORING DIVISIONS

Division	Participant/ Email	Division President/ Email

***It is the responsibility of the project coordinator to obtain permission of the lead division president, as well as any sponsoring division president prior to proposal submission.

ABSTRACT

***Include a 150-word abstract of your project, which will be shared with the APA Board of Directors.

2016 INTERDIVISIONAL GRANT PROGRAM
Budget Summary

BREAKDOWN

Grant Request/Other Financial Support ***				Project Expenses		
Source	**Amount**			**Description**	**Amount**	
Amount of this Grant Request	$				$	
TOTAL				**TOTAL**		

***Provide information on the amount being requested, plus any additional pledged funds or other sources for financial support for this project that have been identified (ie: Division pledges, etc.)

RATIONALE

***Include any additional information regarding your budget and why these expenses are necessary to reach the goals and outcomes of this project.

2016 INTERDIVISIONAL GRANT PROGRAM

Project Proposal

(This section is limited to four pages)

2016 INTERDIVISIONAL GRANT PROGRAM

Project Timeline Template

(You will be asked to update this timeline on your interim and final report)

Month	Tasks to be accomplished	Date Completed
Pre-Funding		
January 2017		
February 2017		
March 2017		
April 2017		
May 2017		
June 2017		
Interim Report Due		
July 2017		
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
Final Report Due		
Post-Funding		

The Society for the Teaching of Psychology (STP) has developed policies, as well as guidelines for best practices, related to translation of STP materials. Policies are indicated by the verbs "must" or "will," and guidelines are indicated by the verb "should." These guidelines are relevant regardless of the language of the original STP document. This policy is posted in STP's *Policies and Procedures Manual*, as well as in the STP Web site's "About" menu.

- All requests to translate STP materials must be made through the STP Executive Director (stp@teachpsych.org). The ED and the Vice Presidents relevant to the translated material will be responsible for the approval of requests. The ED will notify the Vice President for Diversity and International Relations and the Chair of the International Relations Committee (IRC) so that they can track newly translated materials to aid in international recruitment efforts and raise awareness of STP resources internationally. For translations of materials posted by OTRP or Project Syllabus, the directors of these programs also will be notified.
- STP materials that may be translated, with permissions indicated in parentheses, under this policy include
  - *Teaching of Psychology* articles (permission must be received from Sage Publishers)
  - Materials posted by the Office of Teaching Resources in Psychology (OTRP) and Project Syllabus (permission must be received from STP)
  - ToPIX (no permissions necessary)
  - STP e-books (permission must be received from STP)
  - Pages of the STP Web site not otherwise listed above, including welcome message, policies, news, blogs, *How I Teach* essays, departmental consulting services description, SoTL consulting services description, Capstone resources, task force reports, etc. (permission must be received from STP)
- STP materials should be translated by a professional translator who understands the relevant terminology used in the targeted STP materials.
  A professional translator is someone who has had her or his competence as a translator between the languages of interest verified through an appropriate organization. For example, in the United States, an organization might hire a member of the American Translators Association (ATA) who has been accredited for the languages of interest or someone who has earned an appropriate degree, such as a Master's in translation, for the languages of interest. Certification and credentials of translators vary by country, and we recommend recruiting someone who meets the appropriate professional criteria for the relevant country. Ideally, the translator is comfortable using language related to psychology and the scholarship of teaching and learning and is translating into their dominant language.
- Organizations and individuals can recoup costs but may not profit financially from STP documents that have been translated.
- All translations must be identified as a translated document and must include a disclaimer statement indicating that STP does not guarantee the accuracy of the translation. The STP Executive Director will provide the disclaimer statement for the appropriate language. The English version of the disclaimer statement is here:

"The following resource has been translated from the original [language] to [another 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 resource or any other publication of Division 2 of the American Psychological Association, please email stp@teachpsych.org."

- Any organization or individual who develops a translated version of an STP document must grant STP the right to include or link to that document on the STP website along with the original document as well as in a language-specific section that lists STP documents in languages other than English. In addition, those organizations or individuals should provide a link to the original STP document wherever they post their translation, including in print.

- All translated documents will be included in links from language buttons above the STP banner on the Web site. They will also be included as links on the STP Web page that includes the document in its original language.

- Relevant STP calls-for-grants will include the following language regarding translations: "Proposals to translate existing STP resources into other languages should identify the probable size of the population target for that language (e.g., number of psychology faculty/students speaking that language and taking courses for which the original resource is relevant) as well as the qualifications and experience for the individual conducting the translation. STP values projects that can reach a broad audience; in your proposal, please highlight how your project would reach out to diverse teaching communities, including international and non-English audiences. Proposals should also include a communication from the copyright holder giving permission for the work to be translated. Click <here> for STP's full translation policy."