

**SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)
AGENDA FOR THE EXECUTIVE COMMITTEE TELECONFERENCE**

July 25, 2016

Agenda

- 1. Call to order**
- 2. Vote on minutes (refer to document 01)**
- 3. Training stipend for incoming Director for the Annual Conference on Teaching (Aaron)**
- 4. Distribution of E-xcellence in Teaching essays (info/update from Sue)**
- 5. Sue's replacement VP (Sue)**
- 6. Endorsements of candidates for APA President (refer to document 02)**
- 7. Bylaws revisions (refer to document 03)**
- 8. 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

(no additional discussion items)

President

Subject(s): APA presentation (17 posts)

Date(s): July 7, 2016

President Wilson requested input on the contents of the Presidents' symposium (formerly the presidential address) at the 2016 APA Convention focused on becoming a better teacher and how STP can help. Executive Committee members provided suggestions for topics to discuss, STP resources to highlight, and how to tailor the session to likely audience who will attend.

Subject(s): Committee sizes

Date(s): July 9-11, 2016

President Wilson inquired about the current and optimal size of committees. Secretary Pusateri shared a summary of committee structures from the Bylaws and Policies and Procedures Manual.

President-Elect

Subject(s): Appointments: Clarification of selection/voting and start/end dates of appointments (16 posts)

Date(s): June 29-30, 2016

Secretary Pusateri noticed a discrepancy between the current version of the Policies and Procedures Manual (page 12) and the Bylaws (Article V Section 1) concerning the starting dates for chairs (September 1 in the Manual, January 1 in the Bylaws). Pusateri also noted that Article III Section 5 is unclear as to the starting and ending dates during which the Past President serves on the Elections and Appointments Committee.

Action item: President-Elect Keith will update the Policies and Procedures Manual (page 12) on starting dates for chairs consistent with the Bylaws (Article V Section 1; Article III Section 5).

Past President

(no additional discussion items)

Secretary

Subject(s): Profile of Division 2 members (APA, not affiliates)

Date(s): July 15, 2016

Secretary Pusateri shared a link on the APA website that includes data on the profiles for APA members of Division 2 from 2012 through 2015:

<http://www.apa.org/about/division/officers/services/profiles.aspx>

Treasurer

(no additional discussion items)

Vice President for Diversity and International Relations

Subject(s): Fwd: Partnership request to support a training video on race related stress (14 posts)

Date(s): July 9-12, 2016

President Wilson received a request from Milton Fuentes, Member of APA's Committee on Ethnic Minority Affairs, to provide \$2000 in financial support for producing a video on race-related stress to appear on APA's YouTube channel. Fuentes also indicated that the video could be listed on STP's website for diversity resources.

Action Item: Vice President Nolan will contact the Chair of the Diversity Committee to seek more information from APA's Committee on Ethnic Minority Affairs on the request for STP's support to develop a video on race-related stress.

Vice President for Membership

Subject(s): Fwd: Question about open coordinator/monitor positions (6 posts)

Date(s): July 13-14, 2016

Vice President Komarraju inquired whether graduate students could serve on STP's Membership Communication Committee. Treasurer Kreiner noted that committee membership is open to any STP member, other than committees that have specific requirements in the Bylaws (e.g., the Fellows Committee).

Vice President for Programming

Subject(s): ACT Director Request (14 posts)

Date(s): July 19-20, 2016

Vice President Richmond shared a request from Natalie Lawrence, Director of the Annual Conference on Teaching, to provide her successor, Jordan Troisi, a stipend of \$500 in 2016 to compensate him for his training and preparatory work before assuming the position in 2017.

Vice President for Recognition and Awards

(no additional discussion items)

Vice President for Resources

Subject(s): FW: question about posting E-xcellence in Teaching (11 posts)

Date(s): July 1-5, 2016

Bill Altman, co-editor of E-xcellence in Teaching contacted Vice President Frantz to suggest that each essay in the series be distributed to other discussion groups in addition to PsychTeacher (e.g., The Psychology Network, APA, Higher Education Teaching and Learning, Professor Expert, The Psychology Teaching Network). President Wilson suggested posting the current

essays on the STP Website prior to their inclusion in the annual e-book series with announcements to the other listservs directing subscribers to the STP website. Past President Baker suggested contacting Altman to discuss logistics of posting the essays to the STP website.

Subject(s): STP main page: Twitter feed (1 post)

Date(s): July 14, 2016

Vice President Frantz announced that STP's Twitter account is now available on the home page of STP's website.

SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)
MINUTES OF THE EXECUTIVE COMMITTEE TELECONFERENCE

June 28, 2016

Draft 1

Members of the STP Executive Committee		Present
President	Janie Wilson	Yes
President-Elect	Ken Keith	No
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	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 3:03 PM Eastern Daylight Saving Time.

2. Vote on minutes

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

3. Updates on Personnel

After consulting with the Executive Committee, Vice President Komarraju appointed Anna Ropp as Chair of the Membership Communication Committee effective immediately through December 31, 2018.

**** VOTE 2016-06-28-01****

Motion: I move to appoint Danae Hudson as Director of the Office of Teaching Resources in Psychology effective January 1, 2017 through December 31, 2021.

Moved: Aaron Richmond

Second: Meera Komarraju

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

After consulting with the Executive Committee, President Wilson appointed Dana Dunn as Chair of the Fund for Excellence and Randy Ernst as Member of the Fund for Excellence effective January 1, 2017. The end date of their terms will be determined by the results of the upcoming vote to change the bylaws pertaining to the Fund for Excellence.

**** VOTE 2016-06-28-02****

Motion: I move to appoint Jordan Troisi as Director of the Annual Conference on Teaching effective January 1, 2017 through December 31, 2019.

Moved: Susan Nolan

Second: Beth Schwartz

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

After consulting with the Executive Committee, Vice President Nolan announced that Kelley Haynes-Mendez will serve as Chair of the International Relations Committee for the remainder of Amanda Clinton's term effective immediately through December 31, 2018.

4. APS Teaching Institute Request for Funding Keynote Travel

Relevant Electronic Discussion

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).

**** VOTE 2016-06-28-03****

Motion: I move to provide \$1,200 for a workshop speaker for the 2017 STP/APS Teaching Institute.

Moved: Aaron Richmond

Second: Suzie Baker

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

President Wilson and Vice President Richmond suggested that the Executive Committee should discuss funding allocations for future conferences during long-range planning.

Action Item 40: Vice President Richmond will request that the coordinators of the APS Conference identify attendees who register for the APS/STP Teaching Institute (e.g., by indicating registration on their name badges).

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

Relevant Electronic Discussion

Subject(s): Fwd: FW: DEADLINE EXTENSION - 2016 Interdivisional Grant Program (13 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. President-Elect Keith and Vice President Komarraju expressed interest in supporting the application.

Action item 41: Vice President Nolan will contact the Chair of the International Relations Committee to discuss applying for a 2016 Interdivisional Grant with the assistance of President-Elect Keith and Vice President Komarraju.

6. Update on Diversity listserv moving to APA

Executive Director Bosack contacted the staff of APA for clarification on the logistics of moving STP's listservs, starting with the Diversity listserv, to APA's server. APA will be able to maintain current subscribers on each listserv during the move. APA indicates that they have limited storage space and will delete archives over time, so the STP Archivist will need to plan to retrieve listserv messages periodically to retain them in STP's archives. In order to maintain the security of each listserv, APA will permit STP to identify a reasonable but limited number of listowners for each list.

7. Announce Recipient of Presidential Citation

President Wilson announced that Tom Pusateri, Kennesaw State University, will receive a STP Presidential Citation during the 2016 Annual Conference on Teaching.

8. Upcoming Executive Committee meetings

Secretary Pusateri prepared Doodle polls for scheduling the July and August 2016 teleconferences.

Vice President Schwartz will be unable to attend the Annual Conference on Teaching and indicated that she would be willing to resign her position prior to the conference if her successor is available to attend to attend the Executive Committee meetings at the conference.

9. Featured items in July and August issues of TOPNEWS-Online

Action item 42: Vice President Richmond will submit an informational item on reduced registration fees for the Annual Conference on Teaching in the July issue of TOPNEWS-Online.

Action item 43: Vice President Komarraju will contact the Chair of the Early Career Psychologist Council to request a column for the August issue of TOPNEWS-Online.

10. Adjourn

President Wilson adjourned the meeting at 3:58 PM Eastern Daylight Saving Time.

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Information items shared with Executive Committee members prior to the teleconference:

1. 2016 Interdivisional Grant Program Call for Proposals
2. STP Translation Policy

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: 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): 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.

Respectfully submitted,

Thomas P. Pusateri

DRAFT

Endorsements and Nominations

Endorsement Procedures for APA Presidential Candidates

The Past President and STP's APA Council Representatives shall review the qualifications of APA Presidential candidates as they relate to the mission of STP. These individuals shall then make a recommendation to the EC regarding which of the candidates, if any, best represents that mission. Based on this advice, the EC shall determine which candidate, if any, to endorse for APA President.

ARTICLE XI—AMENDMENTS AND CHANGES TO THE OPERATING PROCEDURES OF THE SOCIETY

1. The Society, at any annual meeting by a vote of two-thirds of the members present, or by a majority of the members of the Society voting on a mail or electronic ballot, may adopt such amendments to these bylaws as have been (a) presented and read at the preceding annual meeting, or (b) mailed to each member, or (c) published as a ballot in an appropriate Society publication two months before the count. The Secretary, in consultation with the Executive Director, conducts the vote or oversees the mechanism by which the vote is conducted.
2. The Executive Committee, by a two-thirds majority, may vote to alter or suspend a portion of a bylaw for a temporary period of time when a need exists to respond to a legitimate and pressing concern to preserve or enhance the welfare of the Society if the membership incurs no additional financial liability. Should the bylaw alteration or suspension be deemed appropriate to stand, the change shall be submitted to the membership of the Society using the mechanisms for bylaw amendment as spelled out in this section.
3. The Executive Committee, by a majority vote, may establish and amend the operating procedures of the Society. These operating procedures are maintained in the Policies and Procedures Manual of the Society.

Structures of STP Committees (Based on current Bylaws and P&P Manual)

Prepared July 11, 2016 by Secretary Tom Pusateri

Members of the STP Executive Committee have recently discussed the size of STP committees. To facilitate our discussion, I prepared the table on the next page, which summarizes the contents of STP's current Bylaws and the Policies & Procedures Manual.

My review of STP's current Bylaws and Policies & Procedures Manual located at least one inconsistency between the documents. For the Early Career Psychologist Committee, the Bylaws stipulate at least 4 members (p. 7 "The Early Career Psychologist Committee shall consist of a Chair and at least three committee members appointed by the Vice President for Membership with the approval of the Executive Committee.") whereas p. 44 of the Policies and Procedures Manual indicates "at least three members", not four ("There shall be an Early Career Psychologists (ECP) Committee, comprised of at least three members [Bylaws, Article V, #9, Dec 2014]").

There are also inconsistencies between the Bylaws and the list of "Standing Committees" displayed on the STP Web site: <http://teachpsych.org/page-1537453>. This site lists 18 officers as chairs of "Standing Committees" but the Bylaws stipulate that there are only seven Standing Committees:

"Committees of the Society shall consist of Standing Committees provided by these bylaws, Task Forces recommended by the President and established by vote of the members of the Executive Committee, and Ad Hoc Committees that are appointed by the President or any Vice President.... There shall be seven Standing Committees: The Membership Committee, Fellows Committee, The Elections and Appointments Committee, The Committee on Teaching Awards, The Diversity Committee, The International Relations Committee, and The Early Career Psychologist Committee." (p. 5)

The following committees on the Website are not stipulated as Standing Committees in the Bylaws:

- Fund for Excellence (although this does appear in the Bylaws under its own heading)
- Legal Counsel (should this even be considered a "committee?")
- Graduate Student Teaching Association (which appears in another section of the Bylaws)
- Instructional Resource Awards
- STP Partnerships Small Grants
- ECP Travel Grants
- Conference Speaker Grant Program
- GSH/HKW Selection Committee
- Scholarship of Teaching and Learning Research Grants
- Psi Chi/STP Assessment Grant (I couldn't locate this in the P&P Manual; is this SAGE?)
- SoTL Writing Workshop Committee

The Bylaws refer to the "Early Career Psychologist Committee" but the STP Website refers to this as the "Early Career Psychologist Council." In addition, the P&P Manual refers to some committees (as indicated in the table on the next page) with different names than on the Website (as listed above). Should we be consistent in the names we use for these committees?

Standing Committees	Size (And stipulations on committee membership)	Source
Membership Committee	Minimum of 4 members Chair and at least 3 committee members (ED is a nonvoting member)	Bylaws
Fellows Committee	Exactly 4 members All members must be Fellows	Bylaws
Elections and Appointments Committee	Exactly 3 members President, Past President, past Past President	Bylaws
Teaching Awards Committee	No size specified Chair, Associate Chair, Subcommittees, normally past award winners	Bylaws
Diversity Committee	Minimum of 4 members Chair and at least 3 members	Bylaws
International Relations Committee	Minimum of 4 members Chair and at least 3 members	Bylaws
Early Career Psychologist Committee	Minimum of 4 members Chair and at least 3 members	Bylaws
Other Committees	Size (And stipulations on committee membership)	Source
Graduate Student Teacher Association Steering Committee	At least 7 members Chair, Associate Chair, Faculty Advisor, at least four at large members	Bylaws
Board, Fund for Excellence	Exactly 6 members [Note: We are currently revising these bylaws] At least 4 STP members, Treasurer is ex officio	Bylaws
General committee structure	Implies exactly 5 members (based on information on p. 13): "The first year a committee is established two of the members should have two year terms and three members (including the chair) should have three year terms. Thereafter, terms for all members shall be 3-year terms."	P&P Manual
Member Communication Committee	No size specified (other than implied by "general committee structure")	P&P Manual
Chair, SoTL Workshop Coordinator (Mentors form the committee)	No size specified Includes a Coordinator and Mentors	P&P Manual
G. Stanley Hall Lecture Committee	At least 3, preferably 4, members, including the Chair	P&P Manual
Awards Committees	No size specified (other than implied by "general committee structure") <ul style="list-style-type: none"> • Small Partnerships Grants Committee • Early Career Psychologists Travel Grant Committee • Instructional Resource Awards Committee • SoTL Research Grants Committee • Conference Speaker Grant Committee • SAGE Teaching Innovations and Professional Development Award Committee 	P&P Manual