

**SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)**

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**April 28-29, 2017, Omaha, Nebraska**

**Approved May 23, 2017**

<b>Members of the STP Executive Committee</b>		<b>Present</b>
President	Ken Keith	Yes
President-Elect	Sue Frantz	Yes
Past President	Janie Wilson	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	Amy Fineburg	Yes
Vice President for Resources	Jeff Stowell	Yes
Secretary	Tom Pusateri	Yes
Treasurer	Dave Kreiner	Yes
Executive Director	Ted Bosack	Yes

**1. Call to order (April 28, 2017)**

President Keith called the meeting to order at 9:00am Central Daylight Time. Keith welcomed Vice President Stowell to his first face-to-face Executive Committee meeting.

**2. Approval of minutes from the March teleconference**

President Keith asked for corrections to the minutes from the March 30, 2017 Executive Committee teleconference distributed by Secretary Pusateri. The Executive Committee approved the minutes as corrected.

**3. Report from Executive Director**

Executive Director Bosack expressed concern with the quality of service from APA Division Services. The database does not yet include affiliates, and the lag for updating the database with new members is lengthy (up to six months), which caused delays in new members gaining access to materials available on the STP website. APA informed Bosack that they are working toward reducing these delays.

**Action item 2017-A-04-01:** Bosack requested that Vice President Stowell explore procedures for streamlining access to the STP website for new members.

Because of the delays at APA in processing new members, Bosack is not confident of our current membership numbers, but he estimates approximately 3500 members as of March 2016. Bosack reported that APA lost some checks sent by APS for members who joined through APS. Bosack also indicated that requests to APA Office of General Counsel are not handled with a first request and often require multiple requests.

**Action item 2017-A-04-02:** Executive Director Bosack will set up a conference call with President Keith, President-Elect Frantz, and Christine Chambers at APA's Division Services Office to discuss how we might assist the office to address our division's membership concerns.

Bosack discussed the development of the first ad sharing with APS and of SAGE's interest in promoting the journal, *Teaching of Psychology* in the ad. The ad that is included in the Agenda Book should appear in the May issue of the APS Observer. Vice President Frantz suggested that Bosack reduce the length of any URLs that appear in future ads.

*Relevant electronic discussion*

*Subject(s):* Fwd: Meeting Software (1 post)

*Date(s):* April 27, 2017

Executive Director Bosack shared recommendations from Christine Tipton, Director of Division Services Membership Recruitment and Engagement, for web conferencing software that could be useful for STP committee work and for providing web-based programming during STP conferences.

#### **4. Archivist/Historian Report**

Bill Hill indicated that the Cummings Center for the History of Psychology has requested an annual fee of \$1 per STP member to curate our archives. Bosack estimated approximately \$4000 members by the end of 2017. Kreiner indicated that we currently provide a \$3000 annual contribution to the archives.

**\*\* VOTE 2017-04-28-01 \*\***

Motion: I move to change the budget line for the annual contribution to the Cummings Center for the History of Psychology (Akron) for FY18 through FY20 in the following ways: (1) change the contribution to a fee, (2) increase the dollar amount to \$4000.

**Moved:** Aaron Richmond

**Second:** Amy Fineburg

**Outcome:** PASS (10/0/0; Y/N/A)

**Action item 2017-A-04-03:** Executive Director Bosack will inform Archivist/Historian Bill Hill of the EC Vote 2017-04-28-01.

**Action item 2017-A-04-04:** The STP President in FY19 will include a discussion item to reevaluate the annual \$4000 contribution to the Cummings Center for the History of Psychology (Akron).

#### **5. Report from the Elections and Appointments Committee**

*Relevant electronic discussion*

*Subject:* letter (1 post)

*Date:* April 28, 2017

Past President Wilson shared a letter that the committee sends to prospective nominees for STP positions.

**Action item 2017-A-04-05:** President-Elect Frantz will include a template of a letter to prospective nominees in the Elections and Appointments section of the Policies and Procedures Manual.

## **6. Election of Treasurer**

President Keith called for nominations for Treasurer for a three-year term beginning January 1, 2018. Past President Wilson nominated Dr. Jeffrey Holmes, Ithaca College. Hearing no other nominees, President Keith closed nominations and called for a vote. The Executive Committee unanimously approved Holmes to serve as Treasurer.

During the meeting, President Keith contacted Holmes to offer him the position of Treasurer. Holmes accepted and requested that he be permitted to continue as Coordinator for STP Programming at APS through May 2018 in order to complete the work he has already initiated in planning events and to provide him sufficient time to train his successor.

### **\*\* VOTE 2017-04-28-02 \*\***

**Motion:** I move to suspend the bylaws to permit the incoming Treasurer to continue service as Director of STP Programming at APS through the conclusion of the 2018 APS Convention.

**Moved:** Meera Komarraju

**Second:** Susan Nolan

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

Treasurer Kreiner suggested that incoming Treasurer Holmes be invited to attend the Annual Conference on Teaching and Executive Committee's business meeting.

**Action item 2017-A-04-05:** President Keith will invite incoming Treasurer Holmes to the Annual Conference on Teaching to meet with outgoing Treasurer Kreiner.

**Action item 2017-A-04-06:** Vice President Richmond will develop a call for proposals for a Director of STP Programming at APS.

**Action item 2017-A-04-07:** Executive Director Bosack will announce Holmes as Treasurer in appropriate venues with all other announcements of elections in June or July 2017.

## **7. Report from the Past President**

Wilson thanked the members of the Task Force on International Outreach and discussed the many accomplishments that resulted from the task force's recommendations as described in their report in the Agenda Book. Wilson led discussion on other recommendations from the task force that have not yet been addressed.

**Action item 2017-A-04-08:** Vice President Fineburg will work with Vice President Nolan to develop a proposal for an international travel grant as proposed by the Task Force on International Outreach.

**Action item 2017-A-04-09:** Past President Wilson will develop a proposal for revisions to wording on the STP website and the STP welcome letter to be more inclusive of international members.

**Action item 2017-A-04-10:** Vice President Komarraju will request that the Chair of the Membership Committee review the membership roster to identify institutions in other countries who have several STP members for the purpose of developing outreach (e.g., identifying an STP representative/liaison, proposing a web-based session at ACT).

## **8. Report from the Secretary**

Secretary Pusateri reported on recent Executive Committee votes and the status of action items.

## **9. Report from the Treasurer**

Treasurer Kreiner announced that he is working towards aligning our short-term and long-term investments with the parameters described in the Investment Policy Statement. Kreiner recommended that the Executive Committee review the Investment Policy Statement each year during the second face-to-face Executive Committee meeting.

**Action item 2017-A-04-11:** President-Elect Frantz will update the P&P Manual to indicate that the President will include an agenda item to review the Investment Policy Statement each year during the second face-to-face EC meeting.

## **10. Report from the Vice President for Diversity and International Relations**

Vice President Nolan reported that the Chair of the International Relations Committee, Kelley Haynes-Mendez, will end her term a year early, in December 2017.

**Action item 2017-A-04-12:** Vice President Nolan will seek a new Chair of the International Relations Committee.

Nolan will continue oversight of the International Twitter Poster Conference this year and may develop a future position of Coordinator if the conference is successful.

**Action item 2017-A-04-13:** Vice President Nolan will announce a call for members of a steering committee for the 2017 International Twitter Poster Conference.

**Action item 2017-A-04-14:** Vice President Nolan will ask the steering committee for the International Twitter Poster Conference to prepare an announcement of the next conference to be distributed at STP's programming.

The Executive Committee provided feedback on a draft of an STP Involvement Survey submitted by the Diversity Committee.

*Relevant electronic discussion*

*Subject(s):* Fwd: STP Involvement Survey (1 post)

*Date(s):* May 1, 2017

Secretary Pusateri shared the Executive Committee's feedback on the STP Involvement Survey with members of the Diversity Committee.

Nolan discussed revising language for STP's awards and grants that was inclusive of international members and suggested that the Association for Psychological Science provides model language for inclusive language.

**Action item 2017-A-04-15:** Vice President Nolan will ask the Diversity Committee and International Relations Committee to develop a proposal for inclusive language for STP's awards and grants.

The Executive Committee discussed the interdivisional grant to solicit syllabi from international faculty for inclusion in Project Syllabus. So far, there are only a few submissions. Perhaps we can spread the word of STP's events and activities during international psychology conferences.

**Action item 2017-A-04-16:** Past President Wilson will develop a cloth poster for display at international psychology conferences.

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

Vice President Komarraju noted that the Early Career Psychologist Committee has published an STP e-book and participated in multiple psychology conferences including ACT. Komarraju suggested that the Committee expressed interest in coordinating efforts with the Graduate Student Teachers Association (GSTA). Executive Director Bosack suggested that the Committee could assist in retaining graduate student members in STP after they receive their degrees.

Komarraju reported that the GSTA is very active, and she is working with them to involve more graduate psychology programs in their activities. The Executive Committee discussed the view that the host institution model has worked well but may need to be reconsidered for the future. The students and faculty mentor at the City University of New York have been a productive group, but it may be difficult to identify future host institutions that may be able to sustain this model. The Executive Committee discussed reconfiguring GSTA into chapters at institutions, developing a Coordinator position who could create a handbook for supporting and sustaining graduate students in psychology programs.

*Relevant electronic discussion*

*Subject(s):* Call for GSTA Host Ad (1 post)

*Date(s):* April 28, 2017

Executive Director Bosack shared the Call for GSTA host institutions from 2013.

**Action item 2017-A-04-17:** Vice President Komarraju will consult with the GSTA leadership in preparation for developing a call for proposals for the next GSTA host institution.

President-Elect Frantz reported that the APA Membership Office is seeking a vendor to design a new database by June 2018 that will include a membership dashboard for division officers.

Past President Wilson is working with Internet Editor Jon Westfall to develop a streamlined website for joining or renewing STP membership (refer to Action item 2017-A-03-07). The Executive Committee discussed whether we could set up lifetime membership, multi-year membership, and automatic renewals.

**Action item 2017-A-04-18:** Executive Director Bosack will collaborate with Vice President Stowell to initiate an annual email reminder to all STP members to encourage them to renew membership.

**Action item 2017-A-04-19:** Past President Wilson will redesign the STP membership form.

**Action item 2017-A-04-20:** Vice President Komarraju will deactivate STP's Google Plus account and ask the Membership Communication Committee to investigate setting up social media accounts in ResearchGate and Academia.edu.

President Keith reminded the Executive Committee of a request he received from Division 56 (Subject: APA CODAPAR grant question for division presidents, received January 11, 2017) for graduate student volunteers from each division to review psychology-related applications.

**Action item 2017-A-04-21:** President Keith will develop a proposal for a task force to evaluate psychology-related applications.

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

Vice President Richmond reported that Lauren Brewer declined to serve a second term as Director for STP Programming at SPSP and that Bill Altman's term as Coordinator for STP Programming at NITOP will end in 2018.

**Action item 2017-A-04-22:** Vice President Richmond will prepare calls for nominations for Director for STP Programming at SPSP and Coordinator for STP Programming at NITOP.

Richmond presented a proposal to restructure the registration fees for Annual Conference on Teaching. The Executive Committee amended the proposal so that conference exhibitors and sponsors attending the conference would register at the appropriate rate based on their membership status in STP.

### **\*\* VOTE 2017-04-28-03**

**Motion:** I move to accept the proposal to restructure fees for the 2018 Annual Conference on Teaching as amended.

**Moved:** Tom Pusateri

**Second:** Amy Fineburg

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

Richmond announced that Garth Neufeld will serve as the next Director for Regional Conference Programming starting January 1, 2018 through December 31, 2020.

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

*Relevant electronic discussion*

*Subject(s):* FW: STP Awards (1 post)

*Date(s):* April 28, 2017

Vice President Fineburg shared an announcement from Eric Amsel, Chair of the Committee on Teaching Awards, of the recipients of the 2017 Teaching Awards. The Committee received 50 applicants, up from 32 the year before. On behalf of the Committee, Amsel requested clarity in the eligibility criteria for the early career award.

Vice President Fineburg revised the definition of “early career psychologist” to “be within ten years post-doctorate or within ten years of beginning full-time teaching, whichever comes first.”

**Action item 2017-A-04-23:** Vice President Komarraju will ask the Early Career Psychologist Committee to review descriptions in the Policies and Procedures Manual relevant to its membership (e.g., definition of ECP for grants and awards). **Action item 2017-A-04-24:** Vice President Fineburg will request that Regan Gurung develop a proposal for a Director for SoTL Initiatives that includes a position description and responsibilities.

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

Vice President Stowell noted that the STP website needs to be redesigned to be friendly to individuals with visual impairments; that OTRP Director Danae Hudson is developing tags to make our resources more accessible through the website’s search engine; and that he edited the website to help visitors locate the copyright and privacy policies more easily. Stowell and President-Elect Frantz are collaborating to develop a proposal for restructuring STP’s resources.

President Keith invited Wayne Weiten to serve as a consultant as we negotiate our next contract for the journal, *Teaching of Psychology*. Weiten agreed to set up a teleconference to discuss this further. Keith will also investigate whether the next contract could permit members to opt out of receiving print subscriptions.

The Executive Committee discussed revising the e-book website to make the resources more readily available on various reading platforms (e.g., Kindle, CogBooks, Overdrive). The e-books are currently available through the iTunes store and as PDFs on the STP website.

**Action item 2017-A-04-25:** Vice President Stowell will contact Internet Editor Jon Westfall to discuss the EC’s recommendation for organizing e-books in multiple accessible formats.

**Action item 2017-A-04-26:** Vice President Stowell will encourage the Editor of “This is How I Teach” blog to send regular announcements of new posts to the Executive Director and the Chair of the Membership Communication Committee for dissemination to members.

**Action item 2017-A-04-27:** Vice President Stowell will consider strategies for curating the Psych in Communities Wiki.

## **15. Presidential initiatives**

President Keith appointed a task force on the Psychology Pipeline. Eric Landrum is chairing the task force and will submit a report later this year.

## **16. Adjourn**

President Keith adjourned the meeting at 4:00pm Central Daylight Time.

## **17. Call to order (April 29, 2017)**

President Keith called the meeting to order at 9:05am Central Daylight Time.

## **18. Policies and Procedures Manual: Updates**

Secretary Pusateri reviewed the proposed changes to the Policies and Procedures Manual. Discussion of these changes resulted in the following action items and votes.

**Action item 2017-A-04-28:** Executive Director Bosack will explore moving the STP Executive Committee discussion list (STPEXEC) from Google Groups to APA listserv.

**Action item 2017-A-04-29:** Vice President Richmond will collaborate with the Director for Regional Programming to discuss strategies for enhancing the presence of STP programming at all regional conferences.

**Action item 2017-A-04-30:** Vice President Komarraju will convene a membership survey task force to conduct a membership survey in 2018.

### **\*\* VOTE 2017-04-29-01 \*\***

**Motion:** I move to change the position of Coordinator of STP Programming at SPSP to Director of STP Programming at SPSP.

**Moved:** Janie Wilson

**Second:** Aaron Richmond

**Outcome:** **PASS** (10/0/0; Y/N/A)

### **\*\* VOTE 2017-04-29-02 \*\***

**Motion:** I propose that all those holding STP leadership positions who are traveling to conduct approved STP business receive reimbursement for reasonable travel costs not reimbursed from other sources of funding.

**Moved:** Janie Wilson

**Second:** Aaron Richmond

**Outcome:** **PASS** (10/0/0; Y/N/A)

**\*\* VOTE 2017-04-29-02 \*\***

**Motion:** I move to accept the changes to the P&P Manual as corrected.

**Moved:** Meera Komarraju

**Second:** Amy Fineburg

**Outcome:** PASS (10/0/0; Y/N/A)

*Relevant electronic discussion*

*Subject(s):* Updated P&P Manual now available (4 posts)

*Date(s):* April 30-May 1, 2017

Secretary Pusateri posted a link to the revised Policies and Procedures Manual on the STP Leadership page (<http://teachpsych.org/page-1862960>).

## **19. Branding STP**

President Keith led a discussion on how to brand STP and recruit members. The Executive Committee discussed immediate needs to redesign the STP website to make it more accessible to members and to improve the portal for processing new and renewing members. The EC is also interested in redesigning the STP logo and in developing a slogan.

**Action item 2017-A-04-31:** Executive Director Bosack will contact APA Division Services to ask if they offer any services to help divisions with branding.

**Action item 2017-A-04-32:** Vice President Fineburg will chair a working group (Stowell, Pusateri, Bosack) to develop proposals for branding STP.

## **20. President-Elect Sue Frantz's Vision**

President-Elect Frantz is considering the topic of promoting psychological literacy as a key theme during her presidential term. She is particularly interested in how to promote psychological literacy in introductory courses in psychology. Frantz expressed interest in aligning her vision with similar initiatives proposed by the APA President-Elect Jessica Henderson Daniel.

## **21. Long-Range Planning**

President Keith invited the Executive Committee to discuss initiatives for the future of STP. Discussion led to the following action items.

**Action item 2017-A-04-33:** Vice President Richmond will contact Tara Kuther, the incoming coordinator of a teaching preconference at the Society for Research in Child Development, to explore whether STP might provide programming support.

**Action item 2017-A-04-34:** Vice President Richmond will contact associations who host conferences in psychology subspecialties or associated disciplines to inquire if they would be interested in collaborating with STP to coordinate teaching programming for their conferences.

**Action item 2017-A-04-35:** Vice President Richmond will collaborate with Vice President Komarraju to seek programming and membership recruiting opportunities through alliances with other organizations and conferences.

**Action item 2017-A-04-36:** Executive Director Bosack will inform members how to “Sign Up” for ToP updates (see bottom of <http://journals.sagepub.com/home/top>).

**Action item 2017-A-04-37:** Vice President Komarraju will ask the Membership Communication Committee to consider how to send regular notifications to members of newsworthy items in sources such as the *Chronicle for Higher Education*, *Inside Higher Ed*, and *Psychology Today*.

**Action item 2017-A-04-38:** Vice President Richmond will ask the Director for Regional Programming to encourage coordinators at the regional conferences to plan social activities for attendees (e.g., dinner sign-ups, social hours).

## **22. Adjourn**

President Keith adjourned the meeting 2:53pm Central Daylight Time.

## Summary of substantive electronic discussions prior to the April 2017 meeting

**Executive Director** (no additional discussion items)

### **President**

*Subject(s):* BEA Question (19 posts)

*Date(s):* April 2-3, 2017

President Keith expressed concern that Division 2's representatives at the APA Consolidated Meetings were unable to attend the meeting of the Board of Educational Affairs because of their commitments to other meetings. Keith expressed the need to return to our practice of sending a representative specifically to attend the BEA meeting instead of asking representatives to cover more than one governance group during the Consolidated Meetings.

*Subject(s):* Draft Response to APA Ethics Committee (12 posts); Response to the APA Ethics Committee (1 post)

*Date(s):* April 1-5, 2017; April 4, 2017

After obtaining input from members of the Executive Committee, President Keith submitted a response from Division 2 to the APA Ethics Committee who requested suggestions for revisions to the APA Ethics Code.

*Subject(s):* Fwd: [DIVTRIO] Opportunity!!! Cross-Division Activity - Webinars on Psychology Around the World (2 posts)

*Date(s):* April 10, 2017

President Keith shared a request from APA Division 52 (International Psychology) "to participate with your Division in a project to develop informational webinars on the state of your particular specialty around the world." President-Elect Frantz suggested sharing the invitation on the DIV2LEADERSHIP listserv and with the International Relations Committee

**President-Elect** (no additional discussion items)

**Past President** (no additional discussion items)

### **Secretary**

*Subject(s):* APA bylaws change: Any implications for our Bylaws/P&P Manual? (2 posts)

*Date(s):* April 21, 2017

Secretary Pusateri noted that the APA bylaws ballot scheduled for May 2017 includes changes to the titles of APA Board members from "officers" to "leaders" to comply with legal requirements and suggested that we see advice from APA's Office of General Counsel about whether divisions should revise their leaders' titles accordingly.

**Treasurer** (no additional discussion items)

**Vice President for Diversity and International Relations** (no additional discussion items)

**Vice President for Membership** (no additional discussion items)

### **Vice President for Programming**

*Subject(s):* Sponsorship Guide for ACT (5 posts)

*Date(s):* March 30-April 4, 2017

Vice President Richmond shared a guide prepared by Jordan Troisi, Director for the Annual Conference on Teaching, to recruit ACT sponsors. APA's Office of General Counsel reviewed and approved the guide. Treasurer Kreiner received \$300 from W.W. Norton for the 2017 ACT.

*Subject(s):* ACT Rates for 2018 (3 posts)

*Date(s):* April 13-14, 2017

Vice President Richmond shared a draft of registration rates for the 2018 Annual Conference on Teaching that he and the Director of ACT prepared.

*Subject(s):* STP Regional Coordinators (4 posts)

*Date(s):* April 20, 2017

Vice President Richmond proposed consistently using the term "Coordinator" for those who organize events or activities at NITOP, SPSP, and the regional conferences.

### **Vice President for Recognition and Awards**

*Subject(s):* FW: STP Conference Speaker Grant (18 posts)

*Date(s):* April 17, 2017

Vice President Fineburg shared a request from a recipient of a 2017 Conference Speaker Grant of \$1200, whose speaker was unable to travel due to weather conditions, to apply the funds to the 2018 conference. Although Treasurer Kreiner indicated that we can honor this request, the Executive Committee encouraged the recipient to reapply for a 2018 grant (in October 2017), as the grants have been increased to \$1500. Vice President Richmond sought clarification on whether the recipient could apply for 2018 funding as the recipient will be serving on the Grant Committee beginning in 2018. The Executive Committee did not see any conflict of interest because the recipient will not be on the committee when the committee makes its funding decisions in October 2017. Secretary Pusateri noted some ambiguities on eligibility requirements for awards and grants that appear in the current Policies and Procedures Manual.

**Action item 2017-A-04-39:** Vice President Fineburg will communicate with the recipient of a 2017 Conference Speaker Grant of \$1200 whose speaker could not attend the conference about options for using the unexpended funds for the 2018 conference or for applying for a 2018 grant of \$1500.

**Action item 2017-A-04-40:** Vice President Fineburg will review the eligibility requirements for grants and awards in the Policies and Procedures Manual.

### **Vice President for Resources**

*Subject(s):* GSTA Rocking It! (5 posts)

*Date(s):* April 3, 2017

Vice President Richmond announced that the Graduate Students Teaching Association recently completed an STP e-book, *How We Teach Now: The GSTA Guide to Student-Centered Teaching*.

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Respectfully submitted,

Thomas P. Pusateri, Secretary