

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

October 19 & 21, 2017

Approved December 4, 2017

Members of the STP Executive Committee		Present
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
GUESTS	Danae Hudson	10/19; 10/21
	Angela Legg	10/19
	Rick Miller	10/19

1. Call to order, Thursday October 19

President Keith called the meeting to order at 9:06 AM Central Daylight Saving Time.

2. Executive Session: Editor, *Teaching of Psychology*

President Keith convened an executive session to discuss candidates for Editor, *Teaching of Psychology*. Vice President Richmond and guests left the meeting during the executive session.

Keith indicated that the Search Committee, comprised of Jeff Holmes (Chair), Sue Frantz, Janie Wilson, and Ken Keith, interviewed three finalists via teleconference. After interviewing the finalists and reviewing their application materials, the Search Committee recommended Aaron Richmond, Metropolitan State University of Denver, for the position.

**** VOTE 2017-10-19-01****

Motion: I move to appoint Aaron Richmond to the position of Editor, *Teaching of Psychology*.

Moved: Susan Nolan

Second: Amy Fineburg

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

Action item 2017-A-10-01: President Keith will encourage the other two candidates to apply for the position of Editor of E-books.

President Keith closed the executive session and invited Vice President Richmond and guests to return to the meeting.

3. Introductions and Welcome

President Keith welcomed guests Rick Miller (incoming President-Elect), Angela Legg (incoming Vice President of Programming), and Danae Hudson (OTRP Director) to the meeting.

4. Approval of Minutes

President Keith asked for corrections to the minutes from the September 14, 2017 Executive Committee teleconference distributed by Secretary Pusateri. The Executive Committee approved the minutes as distributed.

5. Update on Past President Task Forces

Past President Wilson reported that the Psychology in Communities Wiki is operational and that STP has expanded its initiatives in programming at international conferences.

Wilson led discussion on the recommendations from the task force on departmental consulting, many of which (e.g., a request to fund face-to-face training workshops) the Executive Committee felt would be cost-prohibitive. President Wilson requested that the Executive Committee consider other ways to address the initial charge of this task force.

Executive Committee members discussed the report from the Director of the Departmental Consulting Service, which indicated that only 9 reviews were completed last year. Executive Director Bosack suggested including information about the service in an ad swap and advertising the services at the regional conferences (e.g., in a flyer to be included in conference packets).

During the Annual Conference on Teaching, Vice President Stowell met with Noland White, Director of the Departmental Consulting Service to discuss strategies for advertising the services and for collaborating with the Internet Editor to create an online application form for those interested in using the services.

6. Proposal for Restructuring the Resources area

Vice President Stowell shared a proposal for restructuring the Resources area, which is currently flat with 10 separate offices reporting to the VP of Resources. Stowell suggested reorganizing several offices by creating the position of Director of Publications to provide oversight for STP's journal, e-books, and e-Xcellence in Teaching series. Stowell also proposed renaming the Director of the Office of Teaching Resources in Psychology to the Director of Teaching Resources and reconfiguring the offices reporting to that Director. Secretary Pusateri drafted changes to the bylaws to rename this office and conducted a first reading of these bylaws changes at the October 20, 2017 Business Meeting.

**** VOTE 2017-10-19-02****

Motion: I move to suspend the bylaws to rename the Director of OTRP to the Director of Teaching Resources.

Moved: Aaron Richmond

Second: Amy Fineburg

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

**** VOTE 2017-10-19-03****

Motion: I move to accept the proposal for restructuring the units under the Vice President of Resources.

Moved: Jeff Stowell

Second: Janie Wilson

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

Danae Hudson, current Director of Teaching Resources, discussed plans to create an office that would curate evidence-based best practices in teaching, to develop a YouTube channel where instructors would demonstrate how they implement best practices in their classes, and to reorganize the TOPIX site to address frequently asked questions. Treasurer Kreiner suggested developing a badging system for (a) peer reviewed, (b) evidence-based, and (c) peer recommended resources.

7. Update on publishing contract for *Teaching of Psychology*

President Keith announced that he received a contract from Danielle Bath, SAGE Publications' Editor of Social Science Journals, to publish *Teaching of Psychology* effective January 1, 2018 through December 31, 2030.

**** VOTE 2017-10-19-04****

Motion: I move that the President sign the contract presented by SAGE Publications to publish *Teaching of Psychology* from January 1, 2018 through December 31, 2030.

Moved: Meera Komarraju

Second: Amy Fineburg

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

During the Executive Committee meeting, President Keith submitted the electronically signed contract to SAGE Publications and received notification from SAGE that all parties have signed the contract.

8. Report from the Executive Director

Executive Director Bosack reported that memberships have declined recently. Bosack expressed concerns about the quality of service that we obtain from APA Division Services. Although our contract with Division Services stipulates membership entries would occur every two weeks, they have not honored this agreement. This has caused difficulties for some new members who are unable, for example, to register for the Annual Conference on Teaching at the member rate or to gain access to the journal, *Teaching of Psychology*.

Action item 2017-A-10-03: President-Elect Frantz will invite Ian King, APA’s Executive Director for Office of Member Recruitment and Engagement, to participate in the Executive Committee’s November teleconference.

Action item 2017-A-10-04: Executive Director Bosack will contact Division Services to request timely notification when new members join STP with the members’ APA identification numbers.

To help non-APA members navigate the process for joining, Past President Wilson changed the “Join/Renew” STP page to clarify the categories for joining STP as a non-APA member (affiliate).

9. Report from STP’s Representatives to APA Council

President Keith noted that the report from STP’s Representatives to APA Council indicates a stabilization and forecasted growth in membership in APA. The report also noted that the Council did not address a report related to diversity issues. President Keith sent a letter to APA President and received an acknowledgement that he had received the letter.

10. Report from Elections and Appointments Committee

Past President Wilson encouraged members to recruit candidates for three open positions on the Executive Committee: President-Elect, Vice President for Membership, and Vice President for Diversity and International Relations.

11. Report from the Treasurer

Treasurer Kreiner noted that the 2017 budget report will be finalized prior to the April 2018 Executive Committee meeting. Kreiner announced that all of STP’s long term investments have been moved to TIAA. Kreiner clarified that there is a separate TIAA account for the Fund for Excellence, which lists the past FFE Executive Secretary and will be transferred to the current Executive Secretary.

Kreiner reminded all Vice Presidents to announce to their units that Jeff Holmes will be the new Treasurer effective January 1, 2018 and to share his contact information.

Vice President Stowell mentioned that the contract with STP’s Internet provider, Wild Apricot, will increase by \$756 (which is \$600 over budget). Kreiner indicated that the incoming Treasurer, Jeff Holmes, will include this increase in next year’s budget.

Vice President Komarraju requested an increase in her 2017 budget for swag to be distributed to conference coordinators.

**** VOTE 2017-10-19-05****

Motion: I move to increase the 2017 budget for the VP Membership by \$500 to a total of \$1000.

Moved: Janie Wilson

Second: Aaron Richmond

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

Relevant electronic discussion

Subject(s): SPSP Travel (7 posts)

Date(s): October 3-4, 2017

Vice President Richmond received a request from the current Director of STP Programming at the SPSP Conference, Lauren Brewer, to fund travel for both her and the incoming Director, Neil Lutsky.

**** VOTE 2017-10-19-06****

Motion: I move that we cover reasonable expenses for the incoming Director of STP Programming at SPSP to travel to SPSP.

Moved: Sue Frantz

Second: Amy Fineburg

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

Kreiner initiated discussion of the Investment Policy Statement. Our long-term investments are performing well, but it may be premature to review the performance of long-term investments after only one year. Kreiner suggested that the incoming Treasurer invite a representative from TIAA to discuss STP's long-term investments.

Action item 2017-A-10-05: Treasurer Kreiner will revise the Treasurer's responsibilities in the P&P Manual to include an annual review of long-term investments.

Kreiner inquired on how to monitor our targets for short-term accounts that would trigger when to deposit additional funds to long-term investments.

Action item 2017-A-10-06: Treasurer Kreiner will revise the Treasurer's responsibilities in the P&P Manual to include an annual review of short-term accounts soon after the second biennial meeting or whenever the accounts are at their lowest point annually.

12. Report from the Secretary

Secretary Pusateri shared a draft agenda for the annual Business Meeting that will occur on Friday, October 20, 2017 at 10:10am to 10:50am during the Annual Conference on Teaching. During the meeting, the membership will vote on the bylaws changes that had their first reading during the 2016 Business Meeting. Executive Committee members suggested revisions for the final draft.

13. Marketing STP

President-Elect Frantz suggested hiring an individual in advertising to promote STP. Someone to keep track of all of the deadlines and to advertise materials. Executive Director Bosack indicated that APA Division Services offers advertising services but has not provided much service in the past.

Action item 2017-A-10-07: President-Elect Frantz will convene a task force to develop recommendations on promoting STP resources and services.

Action item 2017-A-10-08: President-Elect Frantz will contact Sarah Brookhart, Executive Director of APS, to inquire on how they manage public relations.

14. Report from the VP for Diversity and International Relations

Vice President Nolan summarized reports from her committee. Nolan noted that two individuals applied for the position of Chair of the International Relations Committee and the committee provided its recommendation for the position. Nolan indicated that there is an open position for a member of the Committee and she will encourage the other candidate to apply for that position.

**** VOTE 2017-10-19-07****

Motion: I move to appoint Mark Terjesen as Chair of the International Relations Committee.

Moved: Susan Nolan

Second: Amy Fineburg

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

Nolan led discussion on the Diversity Committee's recommendations for language for future grant and award applications.

Executive Committee members revised the statement for future calls for applications: "STP encourages applications from colleagues who are from underrepresented groups and have diverse backgrounds and experiences."

Executive Committee members developed a statement for members of review committees: "As you consider potential nominees whose contributions are having a broad impact, STP strongly encourages you to consider colleagues from underrepresented groups who may have diverse backgrounds and experiences."

Action item 2017-A-10-09: Vice President Fineburg will revise the P&P Manual to include diversity language for applications and committee deliberations pertaining to grants and awards.

Action item 2017-A-10-10: Secretary Pusateri will review and revise the P&P Manual to include diversity language for selection and appointments of officers.

Action item 2017-A-10-11: Vice President Nolan will forward the Executive Committee's statements of diversity for applicants and review committees to the Diversity Committee.

15. VP Membership

VP Komarraju received only one candidate for the position of the Membership Committee. Komarraju affirmed that this candidate is qualified for the position.

**** VOTE 2017-10-19-08****

Motion: I move to appoint Rita Obeid as Chair of the Membership Committee.

Moved: Meera Komarraju

Second: Aaron Richmond

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

Relevant electronic discussion

Subject(s): ECP response – rethinking – definition of ECP (6 posts)

Date(s): September 21, 2017

Vice President Komarraju shared a response from the Chair of the Early Career Psychologists Committee on revising the definition of Early Career Psychologist.

The Executive Committee thanked the ECP Committee for its input. In the spirit of inclusiveness, the Executive Committee developed a definition of Early Career Psychologist.

**** VOTE 2017-10-19-09****

Motion: I move to adopt the following definition: “STP defines an Early Career Psychologist as a member who is within ten years of beginning teaching of psychology and who is not a student.”

Moved: Aaron Richmond

Second: Jeff Stowell

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

Komarraju indicated that she is currently exploring institutions in the Midwest as candidates to host the Graduate Student Teaching Association beginning in 2020.

16. Adjournment, Thursday, October 19

President Keith adjourned the meeting at 5:00pm Central Daylight Time.

17. Call to Order, Saturday, October 21

President Keith called the meeting to order at 9:06 AM Central Daylight Saving Time.

18. Report from the VP for Resources

Vice President Jeff Stowell inquired on policies for copyright permission for resources that include materials from other sources. STP has policies that require authors to obtain permissions for such materials.

Stowell indicated that the Professional Mentoring Service paired 22 faculty members with mentors. The Director of the service, Diane Finley, sought advice on the expected length of mentorships and whether secondary school instructors were welcome to use the service. The Executive Committee recommended initial lengths of mentorships be set at one academic year and encouraged secondary school instructors to use the service.

Stowell announced that Chris Koch, Editor of Today in the History of Psychology, is developing a Google calendar for individual to search the resource by date.

Action item 2017-A-10-12: Vice President Stowell will ask the Editor of Today in the History of Psychology to provide instructions on how individuals may synch the resource to their own calendars once the Google calendar is active.

19. Report from VP for Programming

Vice President Richmond requested that starting dates for programming positions be flexible in order to coincide with the annual work of each position.

Action item 2017-A-10-13: Secretary Pusateri, in consultation with Vice President Richmond, will revise the language in the Policies and Procedures Manual to allow flexibility in the terms of office for directors and coordinators of STP programming.

Richmond reported that STP has increased its programming hours during the teaching preconference at SPSP.

Richmond requested that Executive Committee members assist incoming Vice President of Programming Angela Legg in identifying candidates to succeed the current Directors of STP Programming at APA and at NITOP.

Richmond is collaborating with programming representatives at the Society for Research on Childhood Development and the Vancouver International Conference on the Teaching of Psychology to discuss ways to increase STP's involvement and presence at these conferences.

Richmond indicated that Jordan Troisi, Director of the Annual Conference on Teaching, is considering offering future half-day post-conferences that could attract more attendees and increase the presence of participants during Saturday's programming. Executive Committee members suggested several possibilities that might also provide participants opportunities for continuing education units: how to prepare applications for teaching positions and for promotion and tenure; writing across the curriculum; departmental consulting; training chairs on how to mentor faculty. One suggestion was to contact faculty at institutions near the conference venue who might contribute to the development of workshops.

20. Report from VP for Resources

Vice President Fineburg noted that one of the recipients of a teaching award had been approached by several conference participants inquiring about the nomination process for the award, all of whom were unaware that self-nominations were acceptable.

Action item 2017-A-10-14: Vice President Fineburg will revise the language for awards to replace the term "nominations" with "applications" in promotional materials and in the Policies and Procedures Manual.

21. Rules of Etiquette for Executive Committee Meetings

Recently, STP Executive Committee meetings have included guests, which was a rare occurrence during past meetings. Executive Committee members discussed providing guests with guidelines for conduct during and after the meeting (e.g., how to provide input; maintaining confidentiality of meeting content related to personnel issues; withholding announcements of Executive Committee decisions until the Executive Committee makes the information public).

Action item 2017-A-10-15: Prior to the November teleconference, Secretary Pusateri will prepare a standard opening announcement for guests on rules of etiquette and will add the announcement to the “Announcing Meetings” (p. 7) paragraph of the Policies and Procedures Manual.

22. Updates to the Policies and Procedures Manual

Secretary Pusateri reminded Executive Committee members of action items that require changes to the Policies and Procedures Manual in preparation for next April’s Executive Committee meeting.

Action item 2017-A-10-16: Secretary Pusateri will share a Word version of the Policies and Procedure Manual that Executive Committee members may revise using “Track Changes.”

23. Fund for Excellence

President Keith convened an executive session so that the Executive Committee could discuss and vote on a fourth member for the Board for the Fund for Excellence. Treasurer Kreiner left the meeting during the executive session.

**** VOTE 2017-10-19-10****

Motion: I move to elect Dave Kreiner as a member of the Board for the Fund for Excellence effective January 1, 2018.

Moved: Tom Pusateri

Second: Susan Nolan

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

President Keith ended the executive session and invited Treasurer Kreiner and guests back into the meeting.

24. Annual Review of STP’s Mission

Action item 2017-A-10-17: Secretary Pusateri will include language in the Policies and Procedures Manual that indicates that the Executive Committee will conduct a periodic review of STP’s Mission during the first biennial meeting.

25. Pipeline Report

President Keith led a discussion on the report from the task force on the psychology pipeline. Vice President Komarraju suggested identifying psychology programs that have had success tracking students after graduation and requesting that they share their strategies with others. Keith and President-Elect Frantz will discuss how to continue the work of this task force as appropriate to Frantz's presidential initiatives.

26. President-Elect Frantz's Presidential Initiatives

President-Elect Frantz shared her ideas for presidential initiatives:

- Convening one or more task forces on introductory psychology
- Convening a task force to explore strategies for public relations
- Continuation of the work of President Keith's task force on the psychology pipeline with outreach to APA's Committee on Associate and Baccalaureate Education, the General Psychology Summit, Psi Chi, and Psi Beta
- Review of the institution-based model currently in operation for the Graduate Student Teaching Association and consideration of a national model that involves graduate students from several institutions.
- Institutionalize a standing committee of the Executive Committee comprised of the Secretary and Vice Presidents in the third year of their service to review the structure and function of units under each Vice President's oversight.

27. Report from the Archivist

The Executive Committee reviewed Archivist Bill Hill's work and expressed gratitude for the extensive work that Hill has completed in developing STP's archives. President Keith will invite Hill to use travel funds to visit the Center for the History of Psychology at the University of Akron to explore their archives.

Executive Committee members suggested developing a travel grant for teachers interested in the history of psychology to visit the archives in Akron and commissioning Garth Neufeld and Eric Landrum to develop a podcast with Ludy Benjamin and the archivists at Akron focusing on how to integrate the history of psychology into courses.

28. Next Executive Committee Teleconference

The Executive Committee discussed holding its next teleconference during the first week of December and to extend the meeting time to ninety minutes.

Action item 2017-A-10-18: President-Elect Frantz will contact Ian King, Executive Director for Office of Member Recruitment and Engagement to join the Executive Committee's November teleconference and will notify Secretary Pusateri of King's availability prior to scheduling the teleconference.

29. Adjournment, Thursday, October 19

President Keith adjourned the meeting at 2:57pm Central Daylight Time.

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**Summary of substantive electronic discussions prior to the meeting
(through 1:15pm Oct 16, 2017)**

Executive Director (no additional discussion items)

President

Subject(s): Fwd: GPS Steering Committee - Request for a liaison from STP (15 posts)

Date(s): September 17-18, 2017

President Keith shared a request from Salvador Macias and Jason Young, Co-Chairs of the APA Committee on Associate and Baccalaureate Education, to appoint a liaison from STP by September 29 to the Steering Committee for a proposed General Psychology Summit. Executive Committee members provided suggestions to Keith on whom to appoint.

Subject(s): Fwd: Request for your help: Self-Reflection Tool (6 posts)

Date(s): September 14-15, 2017

President Keith shared a request from Tammy Hughes, member of the Working Group on Diversity and Access, APA Summit on High School Psychology Education, for members from Division 2 to review a self-reflection tool to help teachers integrate diversity content into their teaching.

Action item 2017-A-10-19: Vice President Susan Nolan will share a request for feedback on a self-reflection tool from the Working Group on Diversity and Access with the STP Diversity Committee.

Subject(s): CABE steering committee on intro. psych. Summit (1 post)

Date(s): October 2, 2017

President Keith announced that he asked Jennifer Zwolinski to represent STP on the steering committee for an APA General Psychology Summit coordinated by the Committee on Associate and Baccalaureate Education.

President-Elect

Subject(s): International memberships? (6 posts)

Date(s): September 15-19, 2017

President-Elect Frantz attended the Australia Psychology Learning and Teaching Conference and invited attendees to sign up for a free one-year memberships to STP.

Past President

Subject(s): APA presidential candidates (2 posts); Endorsement (27 posts)

Date(s): September 18, 2017; September 18-20, 2017

Past President Wilson announced that the Elections and Appointments Committee, in consultation with STP's representatives to APA Council, recommend endorsing Dr. Rosie Bingham for APA President. Executive Committee members provided suggestions for wording and venues for disseminating the endorsement.

Subject(s): Call for open leadership positions (3 posts)

Date(s): September 21, 2017

Past President Wilson shared a draft announcement of open STP leadership positions: President-Elect, Vice President for Diversity and International Relations, Vice President for Membership. Wilson requested input from the Executive Committee prior to distributing the announcement.

Secretary (no additional discussion items)

Treasurer (no additional discussion items)

Vice President for Diversity and International Relations

Subject(s): Fwd: request to informally resolve ethical concern about Project Syllabus International (53 posts); Project Syllabus Concern (19 posts)

Date(s): September 25-26, 2017; September 26-27, 2017

President Keith shared an email exchange between the Chair of the International Relations Committee and a faculty member who submitted a syllabus for consideration in Project Syllabus International who alleged that his submission was not being treated fairly by the review committee. President Keith responded to the faculty member clarifying the criteria and review process for syllabi to be included in this resource.

Vice President for Membership (no additional discussion items)

Vice President for Programming

Subject(s): ACT Numbers (4 posts)

Date(s): September 30, 2017

Vice President Richmond reported that there were 203 registrations for the 2017 Annual Conference on Teaching as of the morning of September 30, which is higher than the 200 total registrants for the 2016 conference.

Subject(s): FW: Re: Annual Conference on Teaching – Optional Focus Group (8 posts); Re: Annual Conference on Teaching – Optional Focus Group (1 post); North Carolina State Univ. research project at ACT (2 posts)

Date(s): September 21-25, 2017; September 21, 2017

President-Elect Frantz forwarded an announcement from Jordan Troisi, Director of the Annual Conference on Teaching concerning a focus group to be conducted at the conference. Frantz noted that the announcement indicated that STP is a partner of the focus group, which is

incorrect. President Keith contacted the research team with a request to revise the announcement accordingly.

Subject(s): New Director of STP Programming @APS

Date(s): October 10, 2017

Vice President Richmond announced that the new Director of STP Programming at APS will be Eric Landrum effective January 1, 2018.

Vice President for Recognition and Awards

Subject(s): FW: STP Conference Speaker Grant Question (16 posts)

Date(s): September 20-21, 2017

Vice President Fineburg shared a question from the Chair of the Conference Speaker Grant Committee concerning eligibility for grants at regional conferences. The Executive Committee affirmed that the grant program is not for regional conferences, which already receive STP funding to support a presentation by a G. Stanley Hall/Harry Kirke Wolfe Lecturer. However, stand-alone teaching conferences (i.e., with separate registration fees) that occur at the same venue as a regional conference may apply for grant funding.

Vice President for Resources

Subject(s): E-book categories (5 posts)

Date(s): September 14, 2017

Vice President Stowell shared a proposal for categorizing STP's e-books on the website. Executive Committee members provided suggestions for some categories.

Subject(s): VP of Resources Structure (1 post)

Date(s): September 14, 2017

Vice President Stowell requested time during the October meeting to discuss a restructuring of the management for his functional area.

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Respectfully submitted,
Thomas P. Pusateri, Secretary