

SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)

2018 First Bi-Annual Executive Committee Meeting Minutes

Seattle, Washington, April 6-7, 2018

(Approved May 8, 2018)

Members of the STP Executive Committee		Present
President	Sue Frantz	Yes
President-Elect	Rick Miller	Yes
Past President	Ken Keith	Yes
Vice President for Diversity and International Relations	Susan Nolan	Yes
Vice President for Membership	Meera Komarraju	Yes
Vice President for Programming	Angela Legg	Yes
Vice President for Recognitions and Awards	Amy Fineburg	Yes
Vice President for Resources	Bill Altman	Yes
Secretary	Stephanie Afful	Yes
Treasurer	Jeff Holmes	Yes
Executive Director	Tom Pusateri	Yes

1. Meeting called to order 9:07 am PST.
2. President Sue welcomed everyone to Seattle and expressed gratitude for making the commute to the Pacific Time Zone.
3. March 15, 2018 teleconference minutes were approved.
4. Report from the Past President
 - a. Division 2 Annual Report
 - i. High points: ACT programming, APA certifies that we are compliant with legal policies. We examine all financial contracts over \$10,000: ToP publishing contract and ACT conference. Change needed for next year: 2015 is the last year that STP contributed to NITOP.
 - b. Update (if any) on Past President Task Forces
 - i. General Psyc Initiative: Eric Landrum will continue to work with Sue Frantz on the Intro Psyc taskforce. Task force provided beginnings of a blueprint of how organizations might come together to survey/inventory Intro Psyc offerings. This task force also included high school offerings. Discussion continued regarding how we estimate how many in high school are taking general psychology, it is difficult to estimate. The only finite number is from APA regarding the number of those taking the AP exam. Task force report will be uploaded to the STP website, under publications.
 - ii. **Action Item: 2018-A-04-01:** ED Tom will track down past president task force reports to publish and create a new page on STP site.
5. Report from the President
 - a. Update Presidential Task Forces:

STP Presidential Task Force on Re-Envisioning Intro Psych chaired by Barney Beins. Looking at what we should teach in Intro Psych.

GSTA: Reorganization of Graduate Student Teachers Association. Looking at other possibilities of how GSTA could operate. Rachel Soicher chairing, President Sue and VP for Membership Meera will follow up with Rachel.

Value of the Bachelor's Degree: How do we do a better job at sharing what the value is to both students and employers? Roxanne Sullivan is the chair.

- b. The General Psych Initiative is a group working out of APA's Committee on Associate and Baccalaureate Education (CABE), chaired by Regan Gurung and Garth Neufeld.
- c. Proposal for new Division of APA for Graduate Education and Training
 - i. Board of Education Affairs (BEA): Amy Fineburg is now member of the Board. There has been discussion on developing a new division around graduate education and training (master's level and above). Questions included: How is this different from what STP would do? What is the difference between education and training?
 - ii. Susan Nolan spoke with another member from Division 52, who has a working group regarding graduate level *training* (e.g., qualifications for internships, clashing certifications). Many of these members would not be teaching in the traditional sense and might not be members of STP. This working group would enthusiastically accept a STP liaison. Discussion also included the difference with this working group and CoGDoP: Committee of Graduate Department of Psychology.
 - 1. **Action Item: 2018-A-04-02:** President Sue will contact a member of this working group to invite a couple of their members to join an STP EC call for further discussion.

6. Direct Reports to the Executive Committee

- a. Report from the Executive Director
 - i. ED Tom is investigating why we have a slight decline in membership.
 - ii. Listserv: There are many more listserv subscribers than STP members. Discussion continued on how to encourage all listserv subscribers to become members.
 - iii. Newsletter: Many thanks to GSTA and ECP for contributions of new columns each newsletter.
 - iv. Review of open Action Items
 - 1. All EC members need to review open action items and report back to Tom on any changes. ED Tom will investigate new platforms for action items (e.g., Trello).
 - v. Wild Apricot pricing has increased its pricing, there is a multi-year discount if we commit to 2 years. When our contract is renewed, the 2-year commitment is recommended.

- vi. **Action Item: 2018-A-04-03:** VP for Resources Bill will ask Internet editor Jon Westfall to investigate developing a mobile app through Wild Apricot.
 - vii. It would be helpful for all committees to have access to the Zoom account meetings.
 - Action Item: 2018-A-04-09:** ED Tom will look into having a STP Zoom account and sub-accounts.
 - b. Report from the Elections and Appointments Committee
 - i. Process for nominating STP members for APA boards and committees
 - 1. Discussion of identifying candidates and nominees for EC positions. We are asked to fulfill boards and committees for APA, if someone wants to nominate themselves, the committee reviews their credentials and nominates them on behalf of STP.
 - ii. **Action Item: 2018-A-04-04:** VP for Programming Angela will gather STP posters (International, ECP, Psyc Wikis, Aaron Richmond and Janie Wilson) to compile and make available for display at future conferences.
 - c. Reports from the APA Council Representatives
 - i. Discussion of communication with APA Council reps. EC agreed that Secretary Stephanie will send approved minutes to APA council reps each month.
 - d. Report from the Archivist/Historian
 - i. Archives would be available at the History of Psychology Museum at Akron. How should the archivist deal with sensitive information in personnel files? The committee agreed that all personnel files will be restricted for 50 years.
 - Action Item: 2018-A-04-05:** ED Tom will ask Archivist Bill Hill what type of materials are archival, specifically by EC position.
 - ii. We will use the APA address as STP's organizational address.
 - iii. We will also ask Archivist Bill to revision of the history section of the STP webpage and review the Wikipedia page.
 - iv. Past President Ken will be discussing with the Akron archives that the Psyc Sessions podcasts will also be stored in the archives.
 - e. Report from the Fund for Excellence is not yet available. Questions include what is the best use of the money, is it always guaranteed for teaching awards? It is recommended that the FFE committee discuss their purpose. We will discuss at the May meeting.
 - Action Item: 2018-A-04-06:** President Sue will discuss how much money is available based on interest accrued and when/how is the money dispersed with Dana Dunn (FFE Chair). EC recommends the FFE committee review Policy and Procedures Manual for the fund and make recommendations.
 - f. GDPR Survey
 - i. APA has contacted ED Tom on European Union new regulations on privacy.
7. Report from the Secretary

- a. 2017 Votes, 2018 Votes, and e-discussion since March teleconference were shared.
8. Report from the Treasurer

- a. Reimbursements from APA have been delayed.
- b. ToP royalties were approx. \$8000 more than budgeted. How should we use that surplus? Possibilities include more money for swag for VP of Membership.

Action Item: 2018-A-04-07: ED Tom will contact APA Office of General Counsel regarding possibility of selling products (e.g., t-shirts on CafePress). What if it is a fundraiser?

****Vote 2018-04-06-03****

Motion: I move that we increase the membership annual PR budget to \$2000, effective immediately.

Moved: Keith

Second: Nolan

Outcome: Motions passes unanimously (Y/N/A) 10/0/0

- c. EC will review our TIAA investment on the Fall EC meeting.
9. Report from the VP for Diversity and International Relations
- a. New association with ESPLAT, the new European teaching and learning organization, that was developed at the 2017 EuroPLAT, the European Psychology Learning and Teaching Conference.
 - b. Need someone for the chair of International Twitter Poster Conference. Call is in the April newsletter.
 - c. Diversity committee- new diversity language integrated. New chair for the International Relations Committee.
- Action Item: 2018-A-04-08:** ED Tom will add the diversity statement to the Get Involved page.

- d. Global Community Seminar
 - i. The committee discussed the application process, potential grant funding, and outcomes for the proposal via videoconference with Kelley Haynes-Mendez. Discussion included the specific location of the University of Peace at Costa Rica and the funding requested from STP. Specifically Kelley plans to apply for a CEMRRAT (Committee on Ethnic Minority Recruitment, Retention, and Training) grant (up to \$10,000) and CODAPAR Committee on Division/APA Relations) grant for cross-divisional programming.

- ii. The committee suggests part of the application process should include that candidates are geographically diverse and after seminar should disseminate lessons learned through an ACT presentation, ebook, and/or ToPNEWS.

****Vote: 2018-04-06-01****

Motion: I move to authorize Kelley Haynes-Mendez in move forward in applying for grants in the name of STP for the Global Education Seminar.

Moved: Nolan

Second: Altman

Outcome: Motions passes unanimously (Y/N/A) 10/0/0

****Vote: 2018-04-06-02****

Motion: I move that pending Haynes-Mendez's application for other funding sources that we authorize a maximum of \$10,000 for the Global Education Seminar.

Moved: Keith

Second: Fineburg

Outcome: Motions passes unanimously (Y/N/A) 10/0/0

10. Report from the VP for Membership

- a. Membership committee: How can we advertise ACT in ToP? ACT director Jordan will contact ToP editor Drew Christopher. Membership Communication Committee chair Anna Ropp will be comparing Facebook membership to STP Membership. Discussion of conducting a survey of the Facebook group members- how many are STP members?
- b. **Action Item: 2018-A-04-10:** VP for Membership Meera will contact Internet Editor Jon Westfall, (along with Bill Altman). The membership committee would like additional functions on the blog feature on Wild Apricot, ability to tag and scheduling of release of blogs.
- c. When the STP Presidential taskforce on Restructuring the STP Graduate Student Teaching Association commences, the GSTA blog and website material need to be archived and migrated.
- d. P & P Manual states that every 5 years we conduct a Membership Survey. The Center for Workforce Studies also has a survey that may be useful when revising our future survey. CoGDoP: Committee of Graduate Department of Psychology would also be a useful resource.
Action Item: 2018-A-04-11: President-Elect Rick will create a Presidential Taskforce to revise and distribute a membership survey.
- e. **Action Item: 2018-A-04-12:** ED Tom will update current Bylaws on the publication page.

11. Report from the VP for Programming

- a. Support for the SRCD teaching pre-conference. One of their greatest needs is to get funding for their speakers. STP sponsored speaker was favored. The programming is very similar to that of SPSP.
Action Item: 2018-A-04-13: VP for Programming Angela will connect SRCD teaching pre-conference director with other programming directors (e.g., Lauren Brewer from SPSP) and share the structure of STP- SPSP programming.
- b. ACT- post conference deep dive workshop: Writing Across the Curriculum. The proposal would not bear a cost for ACT (as the room space is already available) or for participants. President Sue suggests adding “APA Presents: Demo of APA Writing Style” to the title. If we go forward, EC supports the workshop being described on the ACT website but not sharing the emails of registrants. EC also stressed the need for transparency in the title and description of this workshop. Follow up discussion included offering a \$1500 sponsorship for 3 hours post-conference.

- Action Item: 2018-A-04-14:** VP for Programming Angela will contact ACT director Jordan to ask what the specific topics will be from the 4 presenters and the sponsorship option.
- c. Garth Neufeld is planning a regional director meeting before ACT. The EC discussed but did not support funding for a meeting. We suggested having a virtual Zoom meeting so that the programming registration deadlines could be met earlier.
 - d. VP Angela is soliciting recommendations for programming chairs, specifically for the APA and NITOP Programming Chair.
 - e. The cost of ACT was discussed and strategies to move forward to a cost-neutral position. The conference is a service to our members. We might consider asking a “big” name speaker from the area in which the conference is hosted.

Action Item: 2018-A-04-15: VP for Programming Angela will ask ACT director Jordan how many new attendees we had at ACT 2017 in San Antonio.

12. Report from the VP for Recognition and Awards

- a. Appointment of Chair, Fellows Committee, Bruce Henderson

****Vote 2018-04-06-04****

Motion: I move that Bruce Henderson be appointed the chair of the Fellows Committee, effective immediately.

Moved: Fineburg

Second: Nolan

Outcome: Motion passes unanimously (Y/N/A) 10/0/0

- b. VP Amy has a working group discussing possible new awards. We will discuss this at the Fall meeting.
- c. Instructional Resource Award: what to do when the work doesn't come through? This has been discussed before, payment is issued before to develop the tool. In addition, regarding the concern of contacting future committee chairs, editors, directors, etc., we hope that standardized emails should help. Internet editor Jon Westfall can give access to edit a particular page for awards.

Meeting adjourned 5:01pm PST.

Saturday April 7, 2018

13. Meeting called to order 9:06 AM PST.

14. Report from the VP for Resources

- a. Request for money for Aaron Richmond to travel to meet with ToP editor Drew Christopher to discuss transition. This is included in P & P manual, no vote necessary.

Action Item 2018-A-04-16: Treasurer Jeff will include travel funds in 2018 for Aaron Richmond to discuss transition of ToP editorship with Drew Christopher.

- b. **Action Item 2018-A-04-17:** VP for Resources Bill will look into a mechanism that would allow for print-on-demand for ebooks.
- c. Preference is to keep two editors for Excellence in Teaching essays.

- d. We want to tag ebooks for search functions and put anchors/bookmarking on chapters.
Action Item 2018-A-04-18: VP for Resources Bill will follow up previous tagging working group (contact: Heather Schoenherr).
- e. Mentoring program: Should we consider other professional development opportunities? EC discussed that this program should focus on mentorship. Lessons learned from mentors/mentees will be discussed at ACT. Other possible venues might be the newsletter. Diane Finley will also be developing a questionnaire for participants in this program.
- f. Departmental Consulting Service: EC discussed ways to expand our pool, as the number has decreased in recent years. The director position is also up for renewal.
- g. **Action Item 2018-A-04-19:** VP for Resources Bill will discuss renewal of project syllabus with current director.
- h. **Action Item: 2018-A-04-20:** VP for Resources Bill will follow up with editor of Today in the History of Psychology to discuss populating the wiki and alternatives going forward.
- i. EC discussed a policy of publishing book reviews on STP site. Because we are interested in the excellence of teaching in psychology, we will only publish books that receive positive reviews. We will not be linking to sales sites, only authors' emails. Book reviews may need to be aged out after certain amount of time and archived. We could revise organization under Books → ebooks, books, book reviews. We should consider adding *We reserve the right to remove books that are not currently relevant to our membership and/or not authored by current STP members.
- j. EC discussed the usefulness of advertising the new ebook on Lab Exercises for both high school and general psych courses.
- k. Psyc in Communities wiki page has been updated by Clara Cheng.
Action Item: 2018-A-04-21: VP for Resources Bill will discuss with Psychology in Communities wiki editor the international nature of our membership, focus on topics, not holidays.

15. APA Master's level guidelines, how can we advertise/distribute these? The purpose of the guidelines is to articulate learning (i.e., goals and learning outcomes) at the master's level in psychology. EC recommends newsletter write-up, possibly a ToP article, and possibly a special issue on continuum from varying levels of training (e.g., high school, undergraduate, graduate).

Action Item: 2018-A-04-22: ED Tom will contact Jodie Ullman for newsletter write-up for master's level guidelines.

16. Obituaries

- a. We have policy in P & P manual that we publish obituaries of past presidents in ToP. Charles Brewer's obituary will be published in the next ToP issue as well as acknowledging the two past presidents that have passed. EC also favors a special issue of the newsletter honoring Charles.

Action Item: 2018-A-04-23: ED Tom will put out a call in April newsletter for material for special issue honoring Charles Brewer.

Action Item: 2018-A-04-24: VP for Resources Bill will talk to ToP editor Drew Christopher about appointing an associate editor as obituary editor.

Action Item: 2018-A-04-25: VP for Programming Angela check with ACT director Jordan about programming honoring Brewer and Past President Ken will contact Randy Smith about forming Brewer working group.

****VOTE: 2018-04-07-01****

Motion: I move to fund the chair of the Charles Brewer working group to attend ACT.

Move: Altman

Second: Miller

Outcome: Motions passes unanimously (Y/N/A) 10/0/0

****VOTE: 2018-04-07-02****

Motion: I move to support travel for Past President Ken Keith to represent STP at a celebration of Charles Brewer's life at Furman University.

Motion: Miller

Second: Altman

Outcome: Motions passes (Y/N/A) 9/0/1

17. Review of STP Mission Statement

a. We discussed revisions to mission statement. Specifically:

- i. The Society for the Teaching of Psychology ~~advances understanding of the discipline by promoting~~ promotes excellence in the teaching and learning of psychology. The Society provides resources and services, access to a global collaborative community, and opportunities for professional development. The Society also strives to advance the scholarship of teaching and learning, advocate for the needs of teachers of psychology, foster partnerships across academic settings, and increase recognition of the value of the teaching profession.

****VOTE: 2018-04-07-03****

Motion: I move to approve the revisions to the mission statement.

Moved: Miller

Second: Altman

Outcome: Motions passes unanimously (Y/N/A) 10/0/0

18. Branding STP: Logo, Slogan, etc.

a. **Action Item: 2018-A-04-26:** VP for Awards Amy will solicit bids for creating a new STP logo.

19. Policies and Procedures Manual: Proposed updates were discussed and will be voted upon at the May Meeting.

a. **Action Item: 2018-A-04-27:** ED Tom will consult with APA General Counsel regarding our Copyright Policy, specifically with concerns to ebooks.

b. **Action Item: 2018-A-04-28:** VP for Programming Angela will follow up with programming directors on specific sections in P & P manual.

c. **Action Item: 2018-A-04-29:** Past President Ken will revise obituary policy in P & P Manual.

20. President Elect Rick discussed Presidential visions

- a. Broaden our base to increase membership from and provide resources to underserved groups, including high school teachers, faculty at R1 institutions, etc. To do assist with this effort, one task force will conduct a new member survey but will also survey representatives from the underserved groups who are not members.
- b. Create mechanisms to better assess the impact of our current programs and services.
- c. Develop awards for (1) mentoring beginning faculty and (2) civic involvement.
- d. Explore ways to expand and improve on what is called undergraduate research.

Meeting adjourned 3:05pm PST.

Summary of substantive electronic discussions prior to the 2018 First Bi-Annual Executive Committee Meeting

Executive Director

Subject: Presidential Citations (3 messages)

Dates: March 15, 2018

Please send President Sue any suggestions for presidential citations. A list of past recipients can be found here: <http://teachpsych.org/members/citations/index.php>

Subject: Open Action Items (2 messages)

Dates: March 22, 2018

ED Tom asked all EC members to review the open action items relevant to their office. The excel file is found in the shared folder for our April meeting. Send updates on status to Tom by April 2, 2018.

Subject: Proposed changes to P & P manual (3 messages)

Dates: March 26-28, 2018

ED Tom posted the 2017 P & P manual, suggested edits for the 2018 P & P manual as well as a list of updates that indicate the votes or action items most relevant to the suggested changes with reference to the section(s) changed. EC members should review before April meeting.

President

Subject: APA Council reps and connection with EC (11 messages)

Dates: March 15-22, 2018

President Sue shared a concern brought to her from the 2 APA council reps. Given their recent attendance at the APA council meeting, they noted a stronger need to be connected to STP business. Council reps suggested funding travel to the two EC business meetings. EC discussed and prefer to invite the Council Reps to our monthly conference calls when the business pertains to them. In addition, Council Reps are invited to read minutes and contact the President with any specific concerns.

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 (no additional discussion items)

Vice President for Membership (no additional discussion items)

Vice President for Programming (no additional discussion items)

Vice President for Recognition and Awards (no additional discussion items)

Vice President for Resources

Subject: Today in the History of Psychology (8 messages)

Dates: March 15-16, 2018

VP Bill talked with editor Chris Koch about the Today in the History of Psychology database. Bill will be setting up the wiki shortly and Chris will populate it. It will be closed until a reasonable portion is done, and then opened to EC. Once finished, opened for everyone.

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Respectfully submitted,
Stephanie E. Afful