

2019 First Biannual Executive Committee Meeting Minutes
 San Antonio, Texas
 March 29-30, 2019 (Approved April 23, 2019)

Members of the STP Executive Committee		Present
President	Rick Miller	Yes
President-Elect	Amy Fineburg	Yes
Past President	Sue Frantz	Yes
Vice President for Diversity and International Relations	Kelley Haynes-Mendez	Yes
Vice President for Membership	Meera Komarraju	Yes
Vice President for Programming	Angela Legg	Yes
Vice President for Recognition and Awards	Keli Braitman	Yes
Vice President for Resources	Bill Altman	Yes
Secretary	Stephanie Afful	Yes
Treasurer	Jeff Holmes	Yes
Executive Director	Tom Pusateri	Yes

March 29, 2019

1. Meeting was called to order 9:04am CST.
2. Minutes from the March 1 teleconference were approved.
 - a. Note: One STP member sent comments on the ethics policy to APA per President Rick's request.
3. Report from the Past President
 - a. Value of a Psychology Degree Taskforce is on hold, turnover on members.
 - b. Introductory Psyc Taskforce: Barney Beins as chair will send a report. Looking at how this connects to APA Psyc Initiative.
 - c. Division 2 Annual Report was shared.
4. Update on Presidential Initiatives
 - a. Promoting Undergraduate Research: President Rick shared the new committee, chaired by Karen Naufel & Manisha Sawhney.
 - b. Recognition of STP Members' Contributions: Proposals for new Mentoring and Civic Service Awards (see 11i below).
 - c. Diversifying our membership: We have a committee from R1 universities, we are still working on connections to high school teachers, diverse psychology teachers (e.g., HBCU) and international. EC discussed the barriers to reaching those groups. We should partner with TOPSS when thinking of high school teachers. Diversity and International Teachers: Seeing diversity in our leadership structure is important. President-Elect Amy is also working on these initiatives. Diversity Strategic Plan: review resources/website, identify what resources are there for HBCUs, TCUs, etc. Identify liaisons (e.g., thru SPSSI (APA Div 9) and/or Diversity Listserv) which would serve as a working group. VP Kelley discussed forming a model of partnering with international organization (i.e., ESPLAT) and then extending to other organizations.

Action Item 2019-A-03-01: VP Kelley will contact Diversity chair Teceta Tormala to present some ideas at the next EC teleconference.

- Action Item 2019-A-03-02:** VP Kelley will put a call on the Diversity Listserv for those who are teaching diversity content who could serve as liaisons for the Diversifying Membership working group.
- d. Program Evaluation: Jane Halonen will chair this committee.
 - e. Scholarship of Teaching and Learning: David Daniel and Lindsay Masland will be co-chairing the committee. This committee will be working on a 20 year review of ToP on “What Teachers of Psychology Really Know” as well as a special edition of ToP and creation of database to search for all things SoTL.
 - f. Teaching Tips Revised: Aaron Richmond has agreed to publish the materials.
 - g. New Proposal E-books: 2 new e-book proposals on High Impact Practices and Translating Research to Practice.
5. Direct Reports to the Executive Committee
- a. Report from the Executive Director: Paid memberships have declined, however there has been an increase in membership in graduate students. APA is currently working on a new membership directory, the hope is that it will improve the joining/renewing process for Division 2. Please encourage your units to upload documents to our new dropbox accounts. Revisions to the STP website will require members to login first to get access to member benefits (e.g., awards, grants, mentoring service).
 - b. EC reviewed open Action Items.
 - c. EC discussed the APA Council Representatives Report. STP should think about ways to increase advocacy, as CEO Arthur Evans has argued. The APA guidelines on Core Learning Goals for Master’s Degree Graduates in Psychology were shared. EC also discussed potential changes to APA full membership for master’s level and graduates students.
- Action Item 2019-A-03-03:** President Rick will invite Arthur Evans, CEO of APA, to the ACT conference and EC meeting in Denver.
- d. EC discussed the report from the Archivist/Historian.
 - e. Report from the Elections and Appointments Committee was discussed. Thanks to Keli for serving as the 1-year interim for VP of Recognition and Awards.
 - f. EC discussed the report from the Fund for Excellence.
- Action Item 2019-A-03-04:** Treasurer Jeff will continue to work with Suzie Baker and TIAA to transfer funds for teaching awards.
6. The secretary shared the 2018 Votes, 2019 Votes, and first draft of the e-discussion since March 1 teleconference.
7. EC discussed the report from the Treasurer.
- a. APA is highly recommending the direct deposit form.
 - b. When individuals send requests to the Treasurer, make sure the “reason for travel” including the grant or award are noted.
- Action Item 2019-A-03-05:** Treasurer Jeff will work with Executive Director Tom to update language on website and travel form to note any award or grant for “reason for travel.”
- c. Long-term investments will be discussed at the October.
8. Report from the VP for Diversity and International Relations
- a. International Twitter Poster Conference committee is now a committee. They have proposed some changes to the P & P manual. Committee should contact Jordan

Troisi, ACT director, if they would like to advertise their conference to ACT attendees.

- b. Global Education Summit Update: There are now 12 registered attendees. VP Kelley proposed that UPeace could invite Costa Rican attendees and in turn STP will offer 1 year free membership to STP. VP Kelley will check with the hotel to see if the hotel can send one bill for the STP attendees.
 - c. Email VP Kelley ideas for partnering with other international teaching organizations. Ask Dana Dunn to form a working group with members from international organizations (e.g., ESPLAT, Australian, etc.) to ask what would a partnership look like.
 - d. **Action Item 2019-A-03-06:** President Rick will work with VP Kelley on a potential teaching pre-conference with IACCP for the next international conference in 2020.
9. Report from the VP for Membership was discussed.
- a. ECP membership has increased. ECP has submitted a proposal for name change. VP Meera is waiting on feedback from ECP. Proposal has been tabled.
 - b. Membership Committee is doing a membership survey, EC will discuss the items proposed by membership committee no later than the May teleconference.
Action Item 2019-A-03-07: VP Meera will ask Membership Committee to review the previous surveys and make a proposal for questions to EC.
 - c. Restructuring GSTA: EC favored the central model, similar to the ECP structure. The new members should be diverse in regions and type of institution. The new GSTA can discuss budget, expectations, and programming. Any revisions to the P & P manual and bylaws should be sent to the Executive Director. VP Meera will serve as the faculty mentor.
Action Item 2019-A-03-08: VP Meera will contact past and current chair of GSTA to serve as chair and associate chair of the new GSTA. They will put out a call for 4 new members at large.
****2019-03-29-01****
Motion: I move to change the current institution based structure of GSTA to mirror the current structure of the ECP committee.
Moved: Fineburg
Second: Altman
Outcome: 10/0/0 (Y/N/A)
 - d. **Action Item 2019-A-03-09:** VP Angela will check with ACT director to inquire about the possibility of running focus group(s) on membership.
10. Report from the VP for Programming was discussed.
- a. ACT has increased in attendees, cap has been raised for 2019, and the 2019 speakers are more diverse. ACT director Jordan has proposed additional ways to cut the budget deficit for the conference. Changes forthcoming are the workshops, opening reception, and the scheduling app.
****2019-03-29-02****
Motion: I move to increase the budget line for ACT conference director travel expenses to \$1500.
Moved: Altman
Second: Frantz
Outcome: 10/0/0 (Y/N/A)

- b. APA Program Director Jamie McMinn is on-boarding incoming director Missy Beers.
Action Item 2019-A-03-10: Executive Director Tom will order plaques for Jamie and Lyra.
- c. EC discussed benefits to invited speakers. STP will not be giving honorariums.
- d. When anyone is recruiting new members, please digitize the new membership application (e.g., fillable form, excel sheet).
- e. **Action Item 2019-A-03-11:** VP Angela will contact Dana Dunn to ask American Translators Association for a quote on translating the mission statement.
- f. EC discussed travel expenses specific to extended stay. STP will only reimburse travel necessary for professional duties. The updated travel reimbursement policy will be included in the P & P manual.
Action Item 2019-A-03-12: Executive Director Tom will add “Conference Registration (when applicable)” to travel reimbursement policy.
Action Item 2019-A-03-13: President Rick will create a Certificate of recognition for Chris Cardone with Macmillan who assisted with the STP preconference for SPSP to be presented at APA.
Action Item 2019-A-03-14: VP Angela will put out a call for a director of STP programming at SPSP to start Jan 1, 2020.
Action Item 2019-A-03-15: Executive Director Tom will adjust on the website and P & P manual that the title should be Director of STP Programming on NITOP.
- g. From the Director of Regional Programming: Garth Neufeld has coordinated conference calls with regional directors. EC discussed how we can further support the regional director. EC also discussed how we assess the impact of these regional directors (e.g., attendance on talks, new members, etc).
- h. **Action Item 2019-A-03-16:** VP Angela will ask Garth for breakdown of responsibilities and support from the regional organizations for each regional coordinator. If there are barriers to programming at regional APA conferences, Garth could also look into regional teaching conferences (e.g., ETOP, MITOP).
- i. Update on social hour request from Garth: He would like to host social hours at the 3 regional conferences he is attending MPA, WPA, and RMPA in 2020. If the goal is to provide information on membership benefits, a booth would be more effective. EC will discuss at next teleconference.
- j. EC discussed a request to record invited keynote conference speakers, however we would need to explore logistics before we proceed.
- k. **Action Item 2019-A-03-17:** VP Kelley will reach out to ESPLAT President to explore options for collaborations with STP.
- l. Promoting Partnership and Programing Working Group Update: how can EC support the VP of Programming in forming new partnerships and sponsorships (e.g., discipline conferences). EC discussed possibilities of a new director position as well as request for proposal for partnerships. VP Angela will discuss with the Director of Regional Programming. The working group will continue to work on this.
- m. EC discussed the job duties of the Director of International Programming. Should the Director of International Programming report to VP of Diversity and International Relations rather than VP of Programming?

Action Item 2019-A-03-18: VP Diversity, VP Membership, and VP Programming (chair of working group), will review the role of the Director of International Programming with the Director and present at the October EC meeting, per the 3 year review noted in the P & P manual.

Meeting adjourned 4:49pm CST.

3/30/19, Meeting was called to order at 9:03am CST.

11. EC discussed report from the VP for Recognition and Awards. We have 11 awards, 2 new proposed. There are some vacancies on award selection committees.
 - a. EC recommends that all awards use the same reasonable travel expenses guidelines cited in the P & P manual to maintain consistency.
 - b. The ECP committee asked why the early career travel grant committee was a separate committee. This also applies to the Sage Travel Award.

Action Item 2019-A-03-19: VP Keli will discuss with ECP committee options of serving on the Early Career Travel Grant Committee.
 - c. EC discussed ways to diversify the nominations for awards and grants.

Action Item 2019-A-03-20: VP Kelley will contact James Taylor (Diversity officer at UMPC) and Executive Director Tom will contact APA counsel to inquire ethical ways to collect demographics on our membership.

Action Item 2019-A-03-21: VP Keli will write a press release regarding STP's awards and grants to share with department chairs at HBCUs, TCUs, and HSIs and minority serving association.
 - d. Fellows committee: Those fellows no longer living will be listed in memoriam.
 - e. High School Travel Grant Distribution: In the first year, there were fewer applicants. The chair will do a second call for applicants.
 - f. IRA Grant Distribution: The chair of the committee expressed concerns about incomplete projects.
 - g. EC discussed proof of membership for applicants.

Action Item 2019-A-03-22: Executive Director Tom will update website so that application process requires a membership log-in.
 - h. EC also discussed spacing the announcement of the awards throughout the ACT conference and possible programming for award winners.

Action Item 2019-A-03-23: VP Keli will contact ACT director Jordan Troisi and Krisztina Jakobson to discuss how we present the awards at ACT.
 - i. Mentoring & Civic Engagement Awards
EC discussed the awards, a slight edit to call for Civic Engagement to the "teaching of" psychological science. President Rick will award the first inaugural awards at the 2020 ACT conference. EC also decided we will not apply for the APA Citizen Psychologist Grant given its stipulations.

****2019-03-30-01****

Motion: I move to establish two annual awards effective 2020, the Civic Engagement and Mentorship Awards, with an annual budget \$3150 per award.

Moved: Altman

Second: Haynes-Mendez

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

Action Item 2019-A-03-24: President Rick will contact APA to express concerns that "Psychologist" is exclusive in the APA Citizen Psychologist Grant.

12. EC discussed the report from the VP for Resources.
 - a. **Action Item 2019-A-03-25:** VP Bill will ask Noland White to send DCS brochure to Deans and Provosts highlighting our service for Academic Program Reviews.
 - b. Expand the mentoring service: Bill sent a list of existing mentors.
Action Item 2019-A-03-26: VP Bill will let EC know when the mentoring application is open and EC will encourage diverse member to apply.
 - c. Print on Demand: We have a few bound copies which will circulate to the regional coordinators, as well as card with instructions on how to print.
Action Item 2019-A-03-27: VP Bill will make final selection of printing company for ebooks to be noted on website if members so wish to print.
 - d. Internet Editor requests annual stipend. Get Involved requests should go to Executive Director.
****2019-03-30-02****
Motion: I move to offer the Internet Editor an invitation to extend his term for one year with a course release in 2020 and 2021.
Moved: Altman
Second: Legg
Outcome: 8/0/2 (Y/N/A)
13. EC held a teleconference with Susan Nolan and Robin Milgram to review 3 proposals for the branding campaign. EC gave feedback and Robin will provide revisions to be discussed at a future teleconference.
14. EC reviewed the proposed updates in the Policies and Procedures Manual.
 - a. EC discussed course buyouts:
****2019-03-30-03****
Motion: I move that we add a ‘start-up’ course release fund for the director of STP programming at SPSP effective immediately.
Moved: Legg
Second: Altman
Outcome: 10/0/0 (Y/N/A)
 - b. **Action Item 2019-A-03-28:** VP Kelley will confirm the list owners of the Diversity Listserv.
 - c. **Action Item 2019-A-03-29:** VP Keli will ask Chair of Fellows Committee to review the Fellows section of the P & P manual as well as procedure for approving fellows who are not APA members.
 - d. ****2019-03-30-04****
Motion: I move that we approve the 2019 P & P manual.
Moved: Frantz
Second: Altman
Outcome: 10/0/0 (Y/N/A)
15. President-Elect Amy discussed her presidential initiatives. STP will be celebrating it’s 75th anniversary in 2020. Amy’s presidential goals include diversifying STP’s membership, graduate student teaching, accessibility/availability of STP’s resources, and website presence.
16. Meeting adjourned at 4:34pm CST.

Summary of substantive electronic discussions prior to the biannual meeting

Executive Director

Subject: Alternative to Dropbox (1 message)

Date: March 8, 2019

Executive Director Tom requested that if anyone is having difficulty with the size of shared folders through Dropbox, let him know and he can provide a work-around.

Subject: [ESPLAT Conference 2019 Sponsorship Opportunities](#) (10 messages)

Dates: March 12-13, 2019

EC will discuss potential sponsorship with ESPLAT at EC March meeting.

Subject: APA Citizen Psychologist Grant (4 messages)

Date: March 13, 2019

There is a one-time APA grant (\$750-\$1000) for divisions to establish an award for citizen psychologists (deadline May 17, 2019). EC will discuss further in how this connects to the Civic Engagement Award and President Rick's initiative.

Subject: 2019 Teaching Excellence Award Winners (1 message)

Date: March 20, 2019

Congratulations to the 2019 Recipients:

Wayne Weiten Teaching Excellence Award (2-year college): Garth Neufeld, Cascadia College

Mary Margaret Moffett Memorial Teaching Excellence Award (high school): Michael Hamilton, Hopkinton High School

Wilbert J. McKeachie Teaching Excellence Award (graduate student): Kristina Howansky, Rutgers University

Jane S. Halonen Teaching Excellence Award (early career): Ashley Waggoner Denton, University of Toronto

Robert S. Daniel Award (4-year college): Tim Lawson, Mount St. Joseph University

Adjunct Award: Tina Jenkins, Saddleback College

Subject: Link to Executive Committee Archives (2 messages)

Date: March 21, 2019

Executive Director Tom shared the link for the EC Archives, recommends EC bookmark for future use.

President

Subject: Hotel Reservations for March meeting (1 message)

Date: March 2, 2019

President Rick shared the reservations details for the Historic Menger Hotel.

Subject: Notes from CABA (1 message)

Date: March 29, 2019

President Rick shared notes from Diane Finely in regards to CABA presentation at BEA.

President-Elect (no additional discussion items)

Past President

Subject: APA Fellows (1 message)

Date: March 30, 2019

Past-President Sue shared the APA Fellows criteria given EC's discussion of alternative process of approving fellows who are not full members of APA. <https://www.apa.org/members/your-membership/fellows/apply>

Subject: Division Demographics (1 message)

Date: March 30, 2019

APA can give us our division data for APA members who are Division 2 members.

<https://www.apa.org/workforce/publications/17-member-profiles/tables.pdf>

Subject: HKW & GSH Speaker introductions (1 message)

Date: March 30, 2019

HKW & GSH speakers can ask someone they know to introduce them. Otherwise, we will have a member of DIV2/Society for Teaching of Psychology's executive committee make the introduction.

Secretary (no additional discussion items)

Treasurer

Subject: Extra sources of Income (1 message)

Date: March 2, 2019

Treasurer Jeff shared other sources of income in 2014-2016 which included profit sharing from ToP and a contribution from Council of Undergraduate Psychology Programs.

Subject: Direct deposits of reimbursements (5 messages)

Date: March 11, 2019

APA now offers the option of using direct deposit to receive funds. Treasurer Jeff shared the form. The form can be used for single reimbursements, but it is especially beneficial for people who regularly submit expenses because once the information is on file with APA, all subsequent disbursements will be sent electronically which tends to expedite receipt of funds. VPs please share the form.

Subject: Reasonable Travel Expenses (18 messages)

Date: March 11-22, 2019

EC will discuss what is defined as reasonable travel expenses, including extending international travel and cell phone charges.

Subject: International Travel Award (23 messages)

Dates: March 12-14, 2019

EC discussed the categories to be reimbursed for the International Travel Grant. EC favored only reimbursing the categories included in the application, per the chair of the committee. EC will discuss further at the March meeting.

Subject: 2019 Travel Reimbursement Form (4 messages)

Date: March 15, 2019

Treasurer Jeff shared the new 2019 travel form, please delete the old form to avoid any confusion. It is also posted on the STP site under "More about STP."

Subject: Offices with first-year stipend (2 messages)

Date: March 19, 2019

Offices which receive a stipend in their first year can be found in the P & P manual.

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

Vice President for Membership (no additional discussion items)

Vice President for Programming

Subject: Regional Programming Request (9 messages)

Date: March 25-26, 2019

VP Angela shared a proposal from the Director of Regional Programming to be further discussed at the EC meeting. EC also clarified the roles of regional liaisons (not coordinators) are not under STP but rather APA regional organizations.

Vice President for Recognition and Awards

Subject: High school travel award (10 messages)

Date: March 8, 2019

EC will discuss the disbursement of the high school travel award at the March meeting, including number of applications and total award disbursed.

Vice President for Resources

Subject: List of Mentors (3 message)

Date: March 25-26, 2019

VP Bill asked that EC recommend new mentors for mentoring program under Diane Finley. Bill also provided a list of current mentors.

Subject: Internet Editor (3 messages)

Date: March 30, 2019

VP Bill shared that the Internet Editor has accepted the one year extension of his term and will be working with Bill on future website organization and roles of associate editors.

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Respectfully submitted,
Stephanie E. Afful