

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

**EXECUTIVE COMMITTEE TELECONFERENCE**

**Agenda**

**July 30, 2019**

**11am-12pm CST**

1. Call to order
2. Minutes June 21, 2019 (see Attachment 1)
3. ToP Associate Editor funding (Altman)
4. Obituary Editor (Altman)
5. Logo Design (Miller & Fineburg)
6. Funding for BISTOPS (Miller)
7. International Travel Award (see attachment 2) (Braitman)

If time allows:

8. Global Education Summit
9. Unsolicited Funding requests
10. PsycSession Proposal

01 2019-6-21 Minutes

02 Award Grants Amounts

## **Summary of substantive electronic discussions prior to the teleconference**

### **Executive Director**

Subject: STP-APS collaboration (4 messages)

Date: June 21-22, 2019

EC discussed further the potential for an STP-APS collaboration for graduate student funding. It was agreed that GSTA research opportunities within APS for graduate students.

Subject: ACT schedule (6 messages)

Dates: July 9-11, 2019

Executive Director Tom updated EC on schedule for EC meetings during ACT.

Subject: GSH/HKW Pins (11 messages)

Dates: July 9-10, 2019

EC discussed the layout and design on pins for the GSH/HKW lecturers.

Subject: [Online membership cards in member profile](#) (13 messages)

Dates: July 12-13, 2019

Executive Director Tom created membership cards that will appear in online member profile. The goal is to announce the availability of these cards after APA 2019, when we begin processing memberships for 2020. These cards may be useful for proof of membership, for example, to include when applying for STP grants or awards. The information may also help people know whether their membership is due.

Subject: ACT wifi (1 message)

Date: July 15, 2019

Jordan Troisi shared the wifi network information for the upcoming EC meeting. The network will be "Hilton Honors Conference" and the access code will be "act19" (case sensitive).

Subject: Psyc Sessions Podcast Proposal (3 messages)

Date: July 22, 2019

Eric Landrum and Garth Neufeld shared a proposal for additional funding for PsycSessions Podcasts. It was decided that EC would discuss this in October, as we need to solidify our process for unsolicited proposals for funding.

Subject: GSH/HKW presentation at regional conferences (1 message)

Date: July 22, 2019

Executive Director Tom shared a reply from Martha Boenau to which she stated she did not see any issues with scheduling a GSH/HKW presentation at regional conferences.

Subject: Open Action Items (1 message)

Date: July 22, 2019

Please review open action items and update any relevant changes.

**President** (no additional discussion items)

**President-Elect**

Subject: 2020 Distinguished Contributions for Applications of Psychology in Education and Training Award (2 messages)

Dates: June 21-22, 2019

The call for 2020 Distinguished Contributions for Applications of Psychology in Education and Training Award was shared on the listserv and social media. Deadline is July 15, 2019.

Subject: Logo Final Approval (2 messages)

Date: July 10, 2019

EC will discuss if ready for final approval of the new logo at next teleconference.

Subject: Spring 2020 dates (4 messages)

Dates: July 17-23, 2019

President-Elect Amy surveyed potential dates for Spring 2020 in Birmingham, AL.

**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**

Subject: Communication between committees involving ECPs (3 messages)

Dates: July 8-10, 2019

Based on previous discussion from EC, VP Keli discussed with ECP committee and it was decided chair of the ECM membership committee will serve as a liaison to both award committees (e.g., Early Career Travel Grant Committee and on the SAGE Teaching Innovations & Professional Development Award Committee). The P & P manual will be updated.

Subject: International Travel Awards (13 messages)

Dates: July 22, 2019

EC will discuss at the next meeting the flexibility of awards committees (e.g., number of awardees vs amount of award).

**Vice President for Resources**

Subject: Naming Resources (12 messages)

Dates: July 11-12, 2019

VP Bill asked EC to consider alternative names for the current folders of “Teaching Resources” and “Best Practice in Teaching and Learning”. The suggestion was “Resources of Psychology Teachers.” Danae Hudson and Jennifer Grewe were also included in the conversation. Any future discussion, send to Bill.

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Respectfully submitted,  
Stephanie E. Afful

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

**EXECUTIVE COMMITTEE TELECONFERENCE MINUTES**

**June 21, 2019, 1-2pm CST**

| <b>Members of the STP Executive Committee</b>            |                      | <b>Present</b> |
|--|----------------------|----------------|
| 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            |
| Guest, Director STP Programming of Regional Conferences  | Garth Neufeld        | Yes            |

1. Meeting was called to order at 1:01pm CST.
2. Minutes from April 23, 2019 were approved.
3. ToP Associate Editors funding: Aaron Richmond is requesting an additional course release for the first year for the new two associate editors. This would be in addition to the \$1000 stipend. From the P & P manual: Positions requiring approximately 20 hours of work per week should receive a two-course-per-year buyout or two stipends.  
**\*\*Action Item 2019-A-06-02\*\*:** VP Bill will contact Aaron Richmond to request a formal proposal to detail the additional work from new Associate Editors and continuing role of the Editor.
4. Edits to the Travel Reimbursement Policy were discussed. Requests should now include the reason for travel. The P & P manual will be updated.
5. Director of STP Programming Eric Landrum requests that EC consider travel grants/gifts to undergraduate and graduate research award winners. APS is already funding some of these, Tom will seek further information and forward to EC.  
**\*\*Action Item 2019-A-06-03\*\*:** VP Meera will forward the APS request for student travel grants on to GSTA.
6. BISTOPS has requested a co-sponsorship for 2020. In the past, EC issued a one-time \$1000 grant to co-sponsor in 2018.  
**\*\*Action Item 2019-A-06-04\*\*:** President Rick will encourage Doug Bernstein to apply for additional STP grant funds (e.g., International travel grant, partnership grant).
7. Support for other regional conferences: Guest Garth Neufeld discussed the role and variability for the regional coordinators and the need to support their travel. Karen Brakke has requested funding for SETOP 2020.  
**\*\*Action Item 2019-A-06-05\*\*:** VP Angela will share with Karen Brakke other funding (e.g., APA Board of Education Affairs).

**\*\*Action Item 2019-A-06-06\*\*:** Executive Director Tom will contact Martha Boenau to inquire if GSH and HKW lectures could also go to other regional teaching conferences (e.g., SETOP).

8. VP Angela shared a proposal from Garth Neufeld and colleagues for an ACT pre-conference. The proposal and logistics of rooms were supported by ACT director Jordan Troisi. EC had questions about interest, recruitment, and final report. EC determined this should be up to the ACT director for final approval and funded through the ACT budget.

**\*\*Action Item 2019-A-06-07\*\*:** VP Angela will contact Jordan to run this pre-conference through his budget.

9. EC will discuss the process of receiving and evaluating unsolicited funding requests in October.
10. VP Kelley shared the Global Education Summit Final Report. EC briefly discussed next steps for running the summit in the future. EC will discuss further in July.
11. Meeting was adjourned at 2:17 pm CST.

## Summary of substantive electronic discussions prior to the teleconference

### Executive Director

Subject: APA member demographics (8 messages)

Date: May 16, 2019

Executive Director Tom, President Rick, and Missy Beers have been discussing how to reach STP members at R1 institutions. Currently APA does not gather that information. EC agreed to discuss the option of STP processing its own members at ACT in Denver.

**\*\*Action Item 2019-A-05-01\*\***: Executive Director Tom will create a fact sheet of current membership processing and pros/cons of changing to Wild Apricot's system prior to ACT 2019.

Subject: Travel Reimbursement Policy (2 messages)

Date: May 17, 2019

Executive Director Tom and Treasurer Jeff shared revisions to the travel reimbursement policy. EC will vote on it at the June teleconference.

Subject: Division Two's input on the APA Strategic Plan (12 messages)

Date: May 10-23, 2019

Executive Director Tom shared a request from Keith Cooke on how divisions can engage with APA's strategic plan. Tom shared EC's feedback with division services. The three areas include: CODAPAR programming, APA's Directorates (Education, Science, etc.) could develop programming, and "Share with members" section of the Division News to promote APA's strategic plan.

Subject: APA Advocacy Priorities (5 messages)

Dates: May 23-31, 2019

Executive director Tom shared a previous request "What does your division think are the most important advocacy priorities for APA to promote for psychology and psychologists?" Feedback for sustainable model of psychology graduate education and funding for graduate student teaching training were shared with APA.

Subject: TOPSS new logo (2 messages)

Date: June 5, 2019

TOPSS also has a new logo which incorporates the brain. Executive Director Tom shared a picture with EC as we consider STP's new logo.

Subject: Bill McKeachie (21 messages)

Dates: June 12, 2019

EC learned of the passing of former STP President Bill McKeachie. EC discussed sending Jane Halonen to the funeral.

**\*\*2019-06-13-E1\*\***

**Motion**: I move that we reimburse Jane Halonen reasonable travel expenses to attend funeral services of past-STP president Wilbert McKeachie.

**Moved**: Frantz

**Second**: Fineburg

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

Subject: Election Results (15 messages)

Date: June 14-17, 2019

The STP election results were shared. Congratulations to President-Elect Susan A. Nolan, Vice President for Recognition & Awards Keli A. Braitman, and Division Representative to APA Council Jodie B. Ullman. Thank you to all candidates on the ballot.

Subject: GDPR Regulations about sharing our mailing list (4 messages)

Dates: June 17-18, 2019

Executive Director Tom recently discovered APA will no longer release the Division 2 mailing list to other organizations (for example, NITOP) due to their interpretation of the recent GDPR regulations. Tom shared other ways we can advertise NITOP (newsletter, PsychTeacher, Facebook, Twitter). Member Services at APA reported that division administrator to obtain authorization for membership data via Member Services and “Divisions are permitted to distribute information about professional benefits, such as discounts to conferences, etc., to its members via mail and email, under certain provisions.” Changes will need to be made in P & P Manual.

Subject: One reason our official membership records may have declined (6 messages)

Dates: June 17-20, 2019

Executive Director Tom shared a new loophole in the STP website and membership renewal. Non-renewing members could still restore their access to the STP website by clicking on the “Forgot Password” option on the Login page. By doing so, their record was restored as a “Lapsed” member, but they had full access to the STP website.

**\*\*Action Item 2019-A-06-01\*\*:** Executive Director Tom will cross-check at least all those listed on the STP Leadership page to verify that they paid for STP in 2019. He will then contact anyone who may not have paid to encourage them to do so.

Subject: Special issue of TOPNEWS for Bill McKeachie (5 messages)

Date: June 20, 2019

Executive Director Tom proposed that we have a special issue for Bill McKeachie, as we did for Charles Brewer. EC is in favor.

## **President**

Subject: APA Presidential Deep Poverty Initiative (6 messages)

Date: May 8-11, 2019

President Rick shared a call for appointment of three individuals by May 23<sup>rd</sup> to serve as liaisons to the efforts of the APA Presidential Deep Poverty Initiative. Manisha Sawhney has expressed interest in having her name forwarded for this initiative. She is the chair of the International Twitter Poster Conference Committee (ITPC).

Subject: APS-STP Collaboration (4 messages)

Dates: June 9-10, 2019

Erin Landrum, STP Director of Programming at the APS Convention, shared information from the APS post-convention Programming Meeting. He mentioned a need for travel funding for undergraduate and graduate research award winners. EC will discuss at next teleconference.

Subject: BISTOPS (4 messages)

Dates: June 10-11, 2019

President Rick shared a request from Rick Bernstein that STP might consider co-sponsoring BISTOPS as it did in 2018. EC will discuss at next teleconference.

Subject: Brewer Distinguished Teaching of Psychology Award (1 message)

Date: June 13, 2019

President Rick shared the call from American Psychological Foundation who is currently seeking nominations for the APF Charles L. Brewer Distinguished Teaching of Psychology Award.

Subject: SETOP funding (1 message)

Date: June 13, 2019

President Rick shared a request from Karen Brakke to request funding for SETOP 2020. EC will discuss at next teleconference.

Subject: APA's Committee on Women in Psychology seeks Division Representatives (10 messages)

Dates: June 14, 2019

President Rick asked for a volunteer for APA's Committee on Women in Psychology seeks Division Representatives to attend CWP Network meeting on Sat., Aug 10th at 8am. Kathleen Keefe-Cooperman has agreed to attend this event as the Division 2 rep.

### **President-Elect**

Subject: BEA/BPA Task Force to Delineate Competencies for Students Completing Master's Level Programs in Health Service Psychology (2 messages)

Date: May 3, 2019

The American Psychological Association's Board of Educational Affairs (BEA) and Board of Professional Affairs (BPA) is currently seeking members to serve on a Task Force to Delineate Competencies for Students Completing Master's Level Programs in Health Service Psychology. The call was also shared on the PsychTeach and Diversity listservs.

Subject: Nominations for APA Board of Directors (1 message)

Date: May 8, 2019

President-Elect Amy shared the announcement for seeking nominations to run for APA Board of Directors. Deadline to nominate is May 29.

### **Past President**

Subject: Krauss Whitbourne APA President Endorsement (8 messages)

Date: May 6-9, 2019

EC discussed the endorsement of Susan Krauss Whitbourne for APA President.

**\*\*2019-05-08-E1\*\***

**Motion:** I move that the STP Executive Committee on behalf of Division 2 endorse Susan Krauss Whitbourne for APA president.

**Moved:** Frantz

**Second:** Afful

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

Subject: Kelly APA President Endorsement (9 messages)

Date: May 11-14, 2019

EC discussed the recommendation of Jennifer Kelly for APA President.

**\*\*2019-05-13-E1\*\***

**Motion:** I move for STP to endorse Jennifer Kelly for APA President for 2020.

**Moved:** Fineburg

**Second:** Braitman

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

**Secretary** (no additional discussion items)

**Treasurer** (no additional discussion items)

**Vice President for Diversity and International Relations**

Subject: STP Global Ed Summit (2 messages)

Date: May 25, 2019

VP Kelley shared pictures from the Global Education Summit in Costa Rica.

Subject: Global Education Summit Final Report (3 messages)

Date: June 17, 2019

VP Kelley shared the final report from the Global Education Summit, please send any questions directly to her.

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

**Vice President for Programming**

Subject: Error in Travel Funding for APS-STP Teaching Institute Speakers (27 messages)

Dates: May 1-7, 2019

EC discussed at length an error in the APS-STP Teaching Institute funding. STP currently offers travel support for six invited speakers but the offer to fund travel was also accidentally extended to the six concurrent session speakers. EC supported making a one-time offer for the travel of concurrent session speakers.

**\*\*2019-05-06-E1\*\***

**Motion:** I move to revise the 2019 budget only so as to provide travel reimbursements up to \$1500 for the six concurrent session speakers at the APS-STP Teaching institute.

**Moved:** Legg

**Second:** Altman

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

Subject: Proposal for Pre-conference at the 2019 ACT (1 message)

Date: June 18, 2019

VP Angela shared a proposal from Garth Neufeld, Eric Landrum, Jane Halonen, and Anna Ropp are proposing a 3 hour preconference prior to ACT. EC will discuss at next teleconference.

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

Subject: Press Release for Recognition and Awards (11 messages)

Dates: May 28, June 1, 2019

VP Keli shared first draft of press release detailing STP's recognition and awards. EC offered edits and the press release was shared in the June newsletter. We also contacted Keith Cooke at APA Division Services regarding methods to send press releases to all department chairs, still seeking suggestions on how to reach HBCUs, TCUs, and HSIs.

Subject: New Award committee chairs (7 messages)

Dates: May 22-30, 2019

VP Keli shared the advertisement, candidates and final selection of chairs for the 2 new award committees. "Dr. Fanli Jia agreed to serve as inaugural chair of the new Civic Engagement Award, and Dr. Seungyeon Lee agreed to serve as inaugural chair of the Mentorship award."

Subject: Require STP membership to apply for awards (10 messages)

Dates: May 28, 2019

EC agreed that membership should be required to apply for awards and grants (with the exception of the Fellows position, which verifies APA membership). Awards and grants will now be available after members log in.

**\*\*Action Item 2019-A-05-02\*\*:** Executive Director Tom will work with Internet Editor Jon Westfall to redesign the website to require login before applying for awards and grants.

### **Vice President for Resources**

Subject: Website ADA compliance (1 message)

Date: June 10, 2019

VP Bill shared discussion with IE Jon Westfall that our website is compliant, but that more work is needed, possibly by working with an external company or Wild Apricot.

Subject: Website is mobile friendly (1 message)

Date: June 10, 2019

IE Jon Westfall reports that the website is mobile-friendly.

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Respectfully submitted,  
Stephanie E. Afful

## Summary Report on Award Amounts

Prepared by Keli Braitman (VP for Recognition and Awards) for 7/30/19 Conference Call

Background: Treasurer Jeff Holmes recently brought to my attention that the Executive Committee (EC) voted for the International Travel Awards to be a maximum of \$1,000, whereas the committee (likely unaware of this cap) structured the awards to have a maximum amount of \$1,500. Several of the 2019 awards, which have been distributed, were for this larger amount. Jeff recommended that we bring this issue to the EC, and there was some subsequent e-mail discussion. President Rick Miller agreed it should be added to the 7/30/19 agenda.

Two potential concerns were raised in our e-mail discussion. One is related directly to this incident, and the other was a more general question for consideration:

1. This is an instance where the grant terms were inadvertently changed by a committee, from what the Executive committee specified. How should we proceed?
2. Do we want consistency, or do we want to allow award/grant committees, at their discretion, to offer less than the maximum amount?

Related to the first concern, I found some e-mail correspondence that I was copied on from the International Travel Awards committee chair, shortly after the committee was formed. They were reaching out to Susan Nolan and Amy Fineburg to know whether they could give fewer awards for a greater amount, which was their preference, given the higher cost of international travel. Amy stated a preference for giving the lower amount (\$1,000) to more people, rather than a greater amount (\$1,500) to fewer people. I responded, asking if we had a policy about this, because when I served on the Partnership Small Grants committee, the culture on that committee was to fully fund a smaller number of proposals, rather than to provide less money to a greater number of proposals. I could not locate any further e-mail discussion about this, but it does appear that the International Travel Awards committee moved forward with offering a maximum award of \$1,500. **Since this is not the award amount approved by the EC, do we want to ask the committee to change the language to be consistent with how the EC voted (maximum award of \$1,000), or do we want to vote on whether to allow a maximum award of \$1,500?** One possibility is to ask the committee chair for information on the applications that were received this year, to gain a sense of the costs for these international trips.

With regard to the second concern, a summary of award distributions, by award/grant, is shown below. Currently, there are various models for how award/grant money are distributed. Several awards (Teaching Excellence, Mentorship, Civic Engagement) are for a

specified amount (e.g., \$1,500 plus plaque and travel). Others offer up to a specified number of awards, at a set amount. For example, the ECP Travel Grants, as well as the High School Travel Grants, each provide awards of \$500 for up to 20 recipients annually. Still others specify that the committee has a set amount to distribute across several applicants. For example, SoTL Research Grants, Partnership Grants, and International Travel Awards each specify a certain amount of money to divide across strong applications. In all cases, a maximum award is specified, and guidelines for these decisions (allocation of money) are specified in the Calls for Proposals. As far as I am aware, awards have not exceeded maximum amounts, except for the situation with International Travel Awards, which I believe was inadvertent. The only other exception I know of was when the High School Travel Grant chair asked this year to provide awards of greater than \$500, given the fewer number of applicants (this is the first year these awards were offered). The EC did not approve that request.

The situation that occurs more often is that committees seek to *fully fund* strong proposals, and if money remains, at least partially fund remaining viable proposal(s). So there are more instances where *some* awards are for *less* than the maximum amount. **Are we ok with this, or do we want policy that would ensure more consistency?** Because the amount requested for some awards (e.g., partnership grants) is variable, it is hard to ensure consistent funding amounts across such proposals (at least for some awards).

| Committee                  | Award amounts posted on website  |
|----------------------------|--|
| Teaching Excellence Awards | Teaching awards of \$1500 and a plaque are bestowed for outstanding performance in each of six categories.   |
| Mentorship Award           | Not yet on website, but this is what passed: Recipients will receive \$1,500, a plaque, and up to \$1,500 to attend ACT, if they do not have travel funds from other sources.  |
| Civic Engagement Award     | Not yet on website, but this is what passed: Recipients will receive \$1,500, a plaque, and up to \$1,500 to attend ACT, if they do not have travel funds from other sources.  |
| Instructional Resources    | Up to five awards of \$1,500 each will be presented annually   |
| SoTL Research Grants       | STP funds the program with \$10,000 annually. At the discretion of the members of the grant review panel, these monies can be distributed: <ul style="list-style-type: none"> <li>• Across qualified applicants in varying amounts</li> <li>• Across qualified applicants in equal amounts</li> <li>• To a single, especially worthy project (however, the committee must obtain STP's EC approval for this decision)</li> </ul> |

|                                   |   |
|-----------------------------------|---|
|                                   | <p><i>Caps on Expenses</i></p> <ul style="list-style-type: none"> <li>• Total stipend request limited to the equivalent of a course buyout at recipients' home institutions (if this amount exceeds \$4000 per principal investigator, EC approval will be required)</li> <li>• Funding for travel limited to \$1500</li> <li>• Expenses for materials, participant incentives limited to \$2000</li> </ul>   |
| Partnerships Small Grants         | We have a total of \$6000 to award. The maximum award per project cannot exceed \$2,500. Funds will likely be divided among several outstanding proposals, so it is possible that awardees may only receive partial funding for their projects.   |
| International Travel Awards       | The STP International Travel Grant Program has a total of \$10,000 USD to award. We anticipate funding approximately 6 to 8 awards at a maximum of \$1,500 USD each. Funds will be divided among strong applications. Although the committee will strive to fund all strong applications in full, awardees may receive only a portion of the funds they request.  |
| ECP Grants                        | We will fund approximately 20 grants, with a maximum award of \$500 per grant   |
| High School Teacher Travel Grants | The STP High School Teacher Travel Grant Program has a total of \$10,000 USD to award. We anticipate granting 20 awards at a maximum of \$500 USD each.   |
| Sage Travel Awards                | SAGE Publishing, publisher of STP's journal, <i>Teaching of Psychology</i> , sponsors travel awards for two current STP members (early career and graduate student) who are planning on attending the annual APA convention. This award has the purpose of helping defray the travel costs associated with attending the convention. The maximum award will be \$1250.00.   |
| Conference Speaker Grant          | STP provides a total of \$9000 to award in the amount of \$1500 per speaker/conference. This money will provide travel reimbursement for the speaker, and the conference will be expected to fund (or waive) the speaker's registration. Please note that STP will fund a speaker for more than \$1500 travel reimbursement when special circumstances exist (e.g., international speaker, necessary accommodations). A total of 6 awards are funded each year. |