SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)

EXECUTIVE COMMITTEE TELECONFERENCE

Agenda

December 19, 2018

10:00-11:00am CST

1. Call to order
2. Minutes October 18-20, 2018 (see Attachment 1)
3. Minutes from Business Meeting (see Attachment 2)
4. Duplicated membership payments (Frantz)
5. Incoming GSH/HKW Chair (Legg)
6. Re-evaluation of SRCD motion language (Legg)
7. Updates and requests from Regional Programming (Legg)
8. Election Ballot (Keith)
9. Additional funds for the STP Global Summit (Nolan) (see Attachment 3)
10. Conference Waiver for GSTA Invited Speaker at APA 2019 (Miller)
11. 2019 President Miller's Initiatives (see Attachment4) (Miller)
12. Print on Demand Survey Results (see attachment 5) (Altman)
13. Travel funding for the Past-President (Miller)
14. VP travel funding to other APA boards and committee meetings (Frantz)

Attachments:
01 2018-10-18_20 Minutes
02 2018-10-19 Business Meeting Minutes
03 Global Summit Budget
04 Presidential Initiatives
05 POD Survey Results
06 STP Travel Expense Policy

Summary of substantive electronic discussions prior to the teleconference

Executive Director
Subject: Updated Action Items (1 message)
Date: December 5, 2018
Executive Director Tom updated the Open Action Items in our shared Dropbox folder: STP EC Shared Master Folder.   The file name is "Open Action Item.xlsx" and is sortable by office; look for instructions in red font after you open the spreadsheet.

Subject: Updated Leadership Page (3 messages)
Dates: December 1, 2018
VPs should review their unit and send any updates for the STP Leadership page.

Subject: Updated list of Psychology Conferences (5 messages)
Dates: November 15, 2018
Tom shared a list of psychology conferences https://www.downes.ca/cgi-bin/page.cgi?post=68798 and asked for any edits.

Subject: Request for Get Involved page (6 messages)
Dates: October 26, 2018
EC discussed posting requests from outside STP on our Get Involved page. We decided that such requests will be shared through listserv and newsletter but only STP positions will be advertised on the STP website.

Subject: Updated Bylaws (1 message)
Date: October 25, 2018
Updated bylaws page with the name change for the Director of Teaching Resource are now posted.

President
Subject: 2018 Board and Committee Election Results (20 messages)
Dates: December 5-6, 2018
EC reviewed the APA Board and Committee Election Results to verify of the new elected, who were STP members. EC will also discuss at the next teleconference if we should consider sending other VPs to other APA Boards and committee meetings.

Subject: APF grants (3 messages)
Date: December 3, 2018
President Sue shared a list of APF grants (https://www.apa.org/apf/funding/grants/index.aspx). There is a Teaching of Psychology category with two grant options listed, both for high school psychology.
Action Item: 2018-A-12-01: VP of Awards and Recognition will look into adding other Div-2 grants to this APF list.

Subject: What to do when our members join/renew in two different places? (17 messages)
Dates: November 9-10, 2018

Because our members can join or renew through three main routes (APA, STP website or print form, and APS), some members don't remember that they joined/renewed in one place so they join/renew in another place. APA Division Services then ends up with $50 for one member instead of $25. EC will discuss duplicate membership payments at the December teleconference.

Subject: APA Election Results (2 messages)
Date: November 2, 2018
Sandy Shullman was elected APA president-elect. And the other person STP endorsed, Susan Whitbourne, came in second.

Subject: Soliciting Division Success Stories for the DLC (6 messages)
Date: October 25, 2018
President Sue asked for Division Success Stories. EC shared 2 new awards: International Travel Award and High School Travel Award, success of ebooks, and Global Education Seminar in Costa Rica.

President-Elect
Subject: Think Tank Proposal (5 messages)
Dates: December 8-10, 2018
EC discussed a proposal for a Think Tank, will continue discussion at the January teleconference.

Subject: Brewer Memorial programing at APA 2019 (3 messages)
Dates: December 12, 2018
It was inquired if Division 2 is planning a session in memory of Charles Brewer at next year's convention. Sue recommended asking Jamie McMinn.

Subject: STP EC Meeting in March (14 messages)
Dates: November 6-7, 2018
STP EC Meeting in March has been moved to March 28-31, 2019.

Subject: Conference Waiver for GSTA Invited Speaker at APA 2019 (6 messages)
Dates: November 5, 2018
EC discussed a request for a conference waiver for GSTA Invited Speaker. EC will discuss at December teleconference.

Past President (no additional discussion items)

Secretary (no additional discussion items)

Treasurer
Subject: Draft Travel Expense Policy (60 messages)
Dates: November 6-9, 2018
EC discussed whether car rentals should be reimbursed and what is included in "reasonable" expenses. Treasurer Jeff drafted a policy, which will include "Please remember that STP is a

non-profit organization" and "Please remember that STP is a non-profit organization. We encourage you to keep expenses to a minimum" and "reasonably priced meals."

** 2018-11-9-E1**
Motion: I move to approve the "STP Travel Expense Policy" as written.
Moved: Keith
Second: Miller
Outcome: 10/0/0 (Y/N/A)

Vice President for Diversity and International Relations
Subject: Marketing Proposal (37 messages)
Dates: October 26-November 4, 2018
The EC discussed at length the proposal from Robin Milgram re: logo.
** 2018-11-4-E1**
I move to accept the Robin Morgan logo design proposal and agreement dated October 31, 2018 pending the recommendation of APA legal counsel.
Moved: Altman
Second: Legg
Outcome: 10/0/0 (Y/N/A)

Vice President for Membership (no additional discussion items)

Vice President for Programming
Subject: Legacy Professors (10 messages)
Dates: October 25-27, 2018
EC discussed the idea of honoring legacy professors, or creating an academic family tree. Concerns were that it could be difficult to define "legacy" or appear exclusive. Benefits may include using this as a recruitment tool and/or fundraising for FFE.

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

Vice President for Resources
Subject: Internet Editor Stipend (10 messages)
Daters: December 10-11, 2018
EC discussed the history and rationale of the current policy on the Internet Editor Stipend. EC will review all duties surrounding the web responsibilities and discuss at the March EC meeting.

Subject: Author Copyright Statement (5 messages)
Dates: December 4-5, 2018
VP Bill queried if we have an author copyright statement.
Action Item A-12-02: Executive Director Tom will send the most recent version of the copyright statement to APA counsel for review.

Subject: Updates Resources Brochure (24 messages)
Dates: November 11-13, 2018
VP Bill shared a draft of the updated Resources and Services brochure. EC reviewed and suggested edits.

Subject: New Mentoring Flyer (1 message)
Date: November 8, 2018
We have a new flyer for the Mentoring Service. Please contact Diane Finley with any requests for the flyer.

Subject: Wiki update (1 message)
Date: October 25, 2018
Today in the History of Psychology wiki and a link to the psychology family tree have been added to the ToPIX front page.

= = = = =
Respectfully submitted,
Stephanie E. Afful

SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)
2018 Second Bi-Annual Executive Committee Meeting Minutes
October 18 & 20, 2018
Phoenix, Arizona

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	No
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

Thursday, October 18, 2018

1. President Sue called the meeting to order at 9:15 AM MST.
2. Minutes from the August teleconference were approved as written.
3. Reports from Past President:
    a. Past President Ken discussed the Psychology Pipeline taskforce, chaired by Eric Landrum. Eric Landrum is now chairing an APA working group Intro Psyc Initiative which include specific themes of Student Learning Outcomes and Assessment.
    b. Past President Ken filed the Division 2 Annual Report to APA, which includes contact information within leadership, membership numbers, taskforces created and their progress, as well as contracts negotiated.
4. Report from the President
    a. Update on Presidential Task Forces
        i. STP Presidential Task Force on Restructuring the STP Graduate Student Teaching Association reported on other ways that GSTA could operate within STP. There were three proposals made, all with their strengths. As we continue with GSTA, we need to think about how to connect with APAGS (APA Graduate Students). CUNY currently serves as host institution through January 1, 2020.
            1. The EC favors the Regional Representatives model which would have a faculty advisor, a graduate student chair, associate chair, and then members from each region. This model could also encourage the development of school chapters in future. It is also recommended that members serve three years, members need to be a graduate student at time of appointment.
            Action Item 2018-A-10-01: Stephanie, Sue, & Rick will work on a proposal and P & P language by the November EC teleconference. Tom will look into the most recent GSTA P & P manual.

      ii. STP Presidential Task Force on Re-Envisioning Intro Psych, chaired by Barney Beins, is looking at individual content and overarching themes. They are also soliciting experts within the field. The work will likely continue into 2019.

      iii. STP Presidential Task Force on Promoting the Value of the Psychology Bachelor's Degree is looking at how to help our students and employers understand the value of our degree. The sub-committees continue their work

      iv. President Sue and VP Amy also shared updates from BEA.

          1. BEA is seeking nominations for 12 members to serve on the Advocacy Coordinating Committee through October 31, 2018.

          2. There are still continued discussions of developing a new division to support graduate students in training.

          3. APAGS and Early Career Committee is now housed in the Education directorate of APA.

          4. Online Psyc lab now has mobile app.

          5. There will be an undergraduate psychology survey coming soon.

          6. Project Assessment will soon be looking for reviewers.

          7. APA-IPI (Intro Psyc Initiative) looking for a host institution for July 2019.

5. Direct Reports to the Executive Committee
   a. Report from the Executive Director
      i. Thank you to the former Executive Director Ted. The biggest concern is the continual decline in membership. New members are expecting membership (and benefits) immediately, but we have a 3-4 week lag due to APA processing of membership. Tom has updated the website to reflect this and new members can request immediate access to website and listservs.
      Action Item 2018-A-10-02: Executive Director Tom will look into APA trends in membership.
      Action Item 2018-A-10-03: Executive Director Tom will look into possibility of offering temporary access to ToP Journal for new members.
      Action Item 2018-A-10-04: Executive Director Tom will confirm that Div2STPModerators want to continue their service.
      Action Item 2018-A-10-05: Executive Director Tom will compare listserv members to STP members for recruiting purposes.
      Action Item 2018-A-10-06: Executive Director Tom will also establish dropbox accounts for all STP leaders and Zoom accounts by our March 2019 meeting.
      ii. EC reviewed open Action Items.
      iii. We will be reviewing the Proposed Policies and Procedures at our next March 2019 meeting. Proposed changes should be sent to Tom by January 15, 2019.
   b. Report from the Elections and Appointments Committee
      i. EC endorsed two candidates for the APA Presidency.
      ii. EC elected Keli Braitman to serve the remainder of VP Amy's term for Recognitions and Awards.

        iii. We have upcoming elections for APA Council members, President-Elect, and VP Recognition and Awards. Ken would like nominations by early to mid-December.

    c. Reports were shared from the APA Council Representatives.

        Action Item 2018-A-10-07: Tom will ask our APA Council members Maureen and Reagan to write up resolution for publication (e.g., newsletter, PsycTeacher, and Facebook).

    d. Report from the Archivist/Historian was shared. The EC praised Bill Hill's work. Bill's final term will end at the end of 2020, we need to think about a replacement.

        Action Item 2018-A-10-08: Past-President Ken, as chair of the Elections and Appointments Committee, will collect nominations for Historian.

    e. Report from the Fund for Excellence is not yet available. There have been no major donations through the Paypal account to the FFE. There has been difficulty communicating with TIAA.

6. Report from the Secretary:
    a. 2018 Votes were shared. E-discussion since August teleconference are included as appendix to these minutes.
    b. The Business Meeting Agenda was approved.

7. Report from the Treasurer
    a. Electronic receipts should now be sent to the Treasurer for reimbursements. It is preferred to submit one pdf and electronic receipts have to be submitted within 45 days of expense.
    b. The Investment Policy Statement was included and reviewed, the mission statement needs to be updated. EC will revisit in March 2019.
    c. The TIAA charges for managing the funds are currently above our budgeted amount, the 2019 budget will reflect a proposed change to reflect this.
    d. Some recent attendees to ACT have requested purchase orders. Treasurer Jeff discussed with the APA director of accounting who recommended STP should consider a policy of not accepting purchase orders. We can provide a W-9, EIN, or invoice.

    Action Item 2018-A-10-09: Treasurer Jeff will draft a policy re purchase orders.

8. Report from the VP for Diversity and International Relations
    a. Kelley Haynes-Mendez will be replacing Susan as VP starting January 1, 2019.
    b. The STP Global Education Seminar continues with planning. Kelley continues to apply for funding. The call for participants will come out in November. EC previously approved funding for the 2018 budget but it should be reflected in the 2019 budget.
    c. ****2018-10-18-01****

    Motion: I move to establish the International Twitter Poster Conference committee as a permanent committee under the VP for Diversity and International Relations.

    Moved: Nolan

    Second: Altman

    Outcome: Passed 9/0/0 (Y/N/A)

9. Report from the VP for Membership
    a. Membership committee has discussed ways to recruit.

b. Thanks to the ECP and GSTA committees for generating columns for the monthly newsletter.
c. Membership Communication Committee – Anna Ropp will be given special recognition at the 2018 Business meeting. Facebook now has over 7200 members!
d. **Action Item 2018-A-10-10**: Tom and Susan will reach out to Maggie Thomas about recruiting more diverse participants for the This is How I Teach blog.
e. EC will discuss the possibility of offering CE credits at later date.
10. The highlights from the VP for Programming report were shared.
a. 2018 ACT has the highest enrollment in its history, poster and symposium submissions were up. We discussed scheduling conflicts and submission limits. VP Angela will discuss with ACT director Jordan.
b. The EC discussed how to represent the GS Hall and HK Wolfe speakers across the regional conferences. GS Hall and HK Wolfe selection committee chair Scott Bates can discuss with the selected speakers which conferences may not have had a recent speaker. Scott's term ends at the end of 2019, a call for replacement will come out early 2019.
Action Item 2018-A-10-11: Executive Director Tom will contact APA to produce lapel pins for GS Hall and HK Wolfe lecturers.
c. Angela discussed the request for sponsorship or partnership with the PsycOne Conference from Bridgette Hard.
2018-10-18-02
Motion: I move to offer the following co-sponsorship: The Duke Psyc One Conference sponsored by STP, with $10,000 which would include STP keynote speaker, wine and cheese reception, and discounted registration for STP members.
Moved: Nolan
Second: Fineburg
Outcome: 9/0/0 (Y/N/A)
Discussion continued on Saturday with guest Bridgette Hard. She has accepted EC's offer. EC discussed possible names of the conference. Registration will open soon.
Action Item 2018-A-10-12: VP Angela will draw up a memorandum of understanding with Bridgette Hard on the logistics of STP co-sponsorship of Psyc One.
d. SCCR Sponsorship Opportunity: Angela discussed with Brien Ashdown, President Elect of SCCR. Brien will be putting a proposal together for EC's review.
e. VP Angela made a formal recommendation for the director of STP at NITOP Coordinator, to start February 1, 2019.
f. VP Angela discussed candidates for incoming APA Director, and made a formal recommendation. The new director starts in 2020.
11. Report from the VP for Recognition and Awards was shared.
a. The committee for the International Travel Award is now forming.
b. Courtney Rocheleau, chair of the STP Conference Speaker Grant Committee, shared concerns about funding speakers for teaching conferences attached to a regional conference versus a stand-alone teaching conference.
c. The High school award proposal was discussed. If approved, we will need to solicit a chair (who must be a high school teacher) and form committee. The chair will need to

write up language for the P & P Manual. We need guidance from APA on what the treasurer would need to reimburse a cost for a substitute.

2018-10-18-03

Motion: I move that we establish the High School Teacher Conference Grant Program to start in 2019 at the funding level of $10,000.

Moved: Fineburg

Second: Nolan

Outcome: 9/0/0 (Y/N/A)

Action Item 2018-A-10-13: VP Amy will put out a call for a chair of the High School Teacher Conference Grant Committee.

d. We discussed the two branding proposals. There are potential differences in the proposals based on cost and aesthetics. We need to discuss who will lead this effort. The proposals are tabled.

Discussion continued on Saturday on branding proposals. VP Susan will chair the committee on branding with VP Amy and President-elect Rick.

Action Item 2018-A-10-14: VP Susan will follow up with Robin Milgrim regarding a more detailed estimate on branding.

e. Meeting was adjourned, Thursday 4:30pm MST.

Saturday, October 20, 2018

12. Meeting was called to order, Saturday 1:00 pm MST. Guests include Keli Braitman, Drew Christopher, & Aaron Richmond.

13. The report from the VP for Resources was discussed.

a. EC discussed proposed changes to ToP Journal with guests Drew Christopher and Aaron Richmond. Some of the changes include structure, enrollment, etc. See details in agenda book. EC was in support of these changes. Drew and Aaron will discuss these proposed changes with SAGE.

b. Department Consulting Services is working on increasing participation. Director Noland White was grateful for the funding we provided to allow him to observe a site visit, and is working on marketing materials.

c. Mentoring Network: Diane Finley is helping GSTA and ECP committees work together to expand the Mentoring Network. EC discussed some specific concerns from Diane.

d. Book reviews will be starting within next year. We will not take solicitations for book reviews. Pool of reviewers needs to be diverse.

2018-10-20-01

Motion: I move that we add a new continuing budget line for the Booknotes editor of $350.

Moved: Altman

Second: Miller

Outcome: 9/0/0 (Y/N/A)

e. TOPIX will be re-organized. President Sue suggested that one of the tags should be "Peer-reviewed".

f. Three options of Print on Demand proposals were discussed. Kindle direct publishing would allow us to offer as an ebook or print a bound copy and ship. EC discussed the

potential strengths and concerns. We would target all ebooks going forward and possibly a select few from the past. Any monies collected through Amazon could go through the STP checking account managed by the Executive Director or donated to the FFE. Printing them would also allow us to distribute them at conferences and recruit authors.

Action Item 2018-A-10-15: VP Bill and Jenny Steigler-Balfour will collect some additional data on the interest.

Action Item 2018-A-10-16: VP Bill will look into the contract required for ebook authors and request that Executive Director Tom consult with APA Counsel.

Meeting adjourned 3:23pm MST.

Summary of substantive electronic discussions prior to the Bi-annual EC Meeting

Executive Director
Subject: STP email accounts (1 message)
Dates: August 30, 2018
Executive Director Tom shared that all chairs, directors, editors, etc. now have STP Email accounts with the @teachpsych.org domain.

Subject: Welcome Kelley & Keli! (4 messages)
Dates: September 5, 2018
Welcome to our incoming officers, Kelley Haynes-Mendez and Keli Braitman, to the EC discussion list.

Subject: Updates to the DIV2LEADERSHIP listserv (8 messages)
Dates: September 7-12, 2018
Executive Director Tom asked that we review the members on the DIV2LEADERSHIP listserv, to make sure all list members are current.

Subject: Bernie Carducci (3 messages)
Dates: September 23-24, 2018
Executive Director Tom shared the sad news of Bernie Carducci passing on September 22, 2018.

President
Subject: No Meera at ACT (12 messages)
Dates: October 11-15, 2018
VP Meera will not be able to attend the EC meeting and ACT this year due to the sudden death of SIUC's chancellor. Executive Director Tom and Jordan will take care of the cancellation of Meera's travel arrangements.

President-Elect (no additional discussion items)

Past President
Subject: VP of Recognition and Awards (4 messages)
Date: August 20, 2018
Past President Ken shared that Keli Braitman has accepted our request that she become the next VP for Recognition & Awards.

Secretary (no additional discussion items)

Treasurer
Subject: Discounted ACT Registration (11 messages)
Dates: September 14-15, 2018
Treasurer Jeff asked on behalf of ACT director that the post-ACT writing workshop leaders be offered the early registration rate. EC supports this.

Subject: SWPA invited Speaker Eric Landrum (11 messages)
Dates: September 14-15, 2018
Dusty Jenkins of the STP at SWPA steering committee wants to invite Eric Landrum as their regional invited speaker (reimbursed by STP). Dusty wanted to be sure there was no conflict of interest in inviting Eric. EC discussed and agreed that there is no conflict of interest.

Vice President for Diversity and International Relations
Subject: CE credits (27 messages)
Dates: September 13-15, 2018
VP Susan shared a question from Kelley Haynes-Mendez on whether STP can offer CE credits for the Global Education Seminar. Currently Division 2 does not offer CE credits. President Sue researched the application process. The process appears too laborious for just the Global Education Seminar but the EC will discuss the idea of CE credits broadly and forming a working group at the October meeting.

Subject: UPEACE agreement (1 message)
Dates: September 28, 2018
VP Susan shared the agreement with UPEACE for the Global Education Seminar from Kelley Haynes-Mendez.

Subject: Post ACT Writing Workshop (5 messages)
Dates: September 14-17, 2018
EC discussed the potential conflict with the advertisement of the post-ACT writing workshop, as previously discussed at the April meeting. ACT director Jordan did discuss the concerns with the workshop organizers and the title of workshop is more transparent.

Vice President for Membership (no additional discussion items)

Vice President for Programming (no additional discussion items)

Vice President for Recognition and Awards
Subject: Branding Proposals (5 messages)
Dates: August 26, 2018
VP Amy shared two branding proposals for a new STP logo with EC. They will be discussed at the October meeting.

Subject: APA Committee on Women Nominations (3 messages)
Date: September 3, 2018
STP shared on the listserv and social media that American Psychological Association's Committee on Women in Psychology (CWP) is seeking nominations for two new members to begin terms in January 2019. Nominations due September 10, 2018.

Subject: New high school teacher travel award (6 messages)
Dates: September 17-18, 2018
VP Amy shared a new proposal developed after discussion with committee chairs to allow high school psychology teachers travel grants. EC will discuss the proposal at the October meeting

Vice President for Resources
Subject: Column for Division 1 newsletter (3 messages)
Date: August 20, 2018
VP Bill along with Director of OTRP Danae Hudson will be working on 2-3 columns for the Division 1 newsletter to advertise Division 2 teaching resources.

= = = = =
Respectfully submitted,
Stephanie E. Afful

SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)
Business Meeting Minutes
October 19, 2018, 10:00am
Phoenix, AZ—ACT

1. President Sue Frantz called the meeting to order at 10:00am MST.
2. Reports: All reports are available in the Members Only area of the STP website.
   a. Executive Director Tom Pusateri:
      i. Membership had been steadily rising for several years but has plateaued recently with a slight decline last year.
   b. Secretary Stephanie Afful:
      i. Please review EC minutes which are available on our website as well as subscribe to the monthly newsletter (ToPNEWS).
   c. Treasurer Jeff Holmes:
      i. Our annual budget for 2018 was about $380,000 and income was budgeted at about $307,000. We are right on track with income and will likely finish the year with expenditures under budget, which is what normally happens.
      ii. We have total assets of about $1.4 million. About $420,000 of that is the Fund for Excellence, which supports the Teaching Awards. Our long-term assets are managed by TIAA.
   d. Vice President for Diversity and International Relations Susan Nolan:
      i. The Diversity Committee, under the leadership of Kathy Keefe-Cooperman, developed standard diversity language for all calls for applications for grants, awards, and committees. The International Relations Committee, under the leadership of Mark Terjesen, is developing a series of internationally themed Webinars as part of an interdivisional grant. The new Chair of the International Twitter Poster Conference, Manisha Sawhney, oversaw the latest conference on November 1 and 2, 2018. The incoming VP for Diversity and International Relations, Kelley Haynes-Mendez, has organized the STP Global Education Seminar at the UPEACE campus in Costa Rica in May, 2019; watch for the call for applicants. Finally, we're involved with the new International Travel Award and with International Programming, and you'll hear more from other VPs.
   e. Vice President for Membership Meera Komarraju:
      i. Executive Director Tom Pusateri shared the following via Meera: Thanks to GSTA and ECP for their considerable work, including monthly columns in the newsletter and their programming at ACT and other psychology conferences. GSTA is prepared to launch a new listserv, DIV2GSTA@LISTS.APA.ORG. Thanks to Anna Ropp as Chair for her service as Chair of the Member Communication Committee and Maggie Thomas for her work on the "This is How I Teach" blog.
   f. Vice President for Programming Angela Legg:
      i. ACT has the highest enrollment in its history, many other exciting programming coming at SPSP, APA, APS, and SRCD.

g. Vice President for Recognition and Awards Amy Fineburg:
     i. VP Amy and Krisztina Jakobsen, chair of STP Teaching Excellence committee, announced the following award winners:
          1. Wayne Weiten Teaching Excellence Award (2-year colleges): William S. Altman
          2. Robert S. Daniel Award (4-year colleges): Kim A. Case
          3. Mary Margaret Moffett Memorial Teaching Excellence Award (high school): Pamela Coburn
          4. Jane S. Halonen Teaching Excellence Award (early career): Desdamona Rios
          5. Wilbert J. McKeachie Teaching Excellence Award (graduate student): Rachel Shor
     ii. VP Amy also announced our new International Travel Award and the new HS Teacher Travel Award.
h. Vice President for Resources Bill Altman:
     i. VP Bill shared some of the many resources and ongoing projects including print on demand options, expanding the Department Consulting Service and Mentoring Service, restructuring of ToPIX and the new Today in the History of Psychology archives.

3. Past President Ken Keith announced the following open positions: President-Elect, VP of Awards and Recognition, and APA Council Representatives.
4. Secretary Stephanie Afful announced the second read for the change in the bylaws regarding the change in name from Office of Teaching Resources in Psychology (OTRP) to Director of Teaching Resources. Secretary called for a vote, motion passed.
5. President Sue Frantz bestowed presidential citations to Warren Street (emeritus, Central Washington University) for the Today in the History of Psychology database and Jacky Cranney (University of New South Wales) for her international impact on the teaching of psychology.
6. President Sue Frantz acknowledged the service of outgoing Executive Committee members, including VP of Diversity and International Relations Susan Nolan and VP of Awards Amy Fineburg (who will be assuming the position of President-Elect in 2019).
7. Special Recognitions were given to Anna Ropp (Metropolitan State University of Denver) for her work on STP's social media presence, and Garth Neufeld (Cascadia College) and R. Eric Landrum (Boise State University) for their work on PsycSession Podcasts.
8. Passing of the gavel to President-Elect Rick Miller, whose term begins on January 1, 2019.
9. The Executive Committee will meet in San Antonio in March 2019 and the Business Meeting will be held at ACT in Denver Colorado in October 2019.
10. President-Elect Rick Miller's shared his plans for 2019, including broadening our base of membership, a new mentorship award, program evaluation, among other initiatives.
11. Meeting Adjourned at 10:55am MST.

The updated budget request given the recent grant award from BEA which changes the amount of additional funds we need to request:

Currently, STP has budgeted $5424 to cover 4-night hotel accommodations for the first 15 people who register for the seminar. Since the event is capped at 25 participants, we are requesting an additional $2540 to be able to cover the hotel accommodations for all 25 participants. Any grant money that comes through can be used to cover additional program costs.

Tuition/registration	*925 (paid individually by participants and/or through institutional support and grants)*
4-night hotel accommodations for 25 participants	9040 (361.60 per person)
Stipend	4000 (less $2000 paid by BEA grant award)
Travel and lodging for project lead	1500
	Total cost to STP: $12,540

From Kelley Haynes-Mendez, 12/10/18

Presidential Initiatives

1. Broaden our base to increase membership from and provide resources to underserved groups, including high school teachers, faculty at R1 institutions, etc. To assist with this effort, we will conduct a new member survey but will also survey representatives from the underserved groups who are not members. Outreach mechanisms could include monthly mailouts about programs that fill specific needs. Presentations at allied organizations: COGDOP. High school state orgs.

2. STP Program Evaluation. Recruit volunteers to work with Jane Halonen, who has agreed to chair a task force to create mechanisms to better assess the impact of our current programs and services.

3. Implement an award for (1) mentoring beginning faculty and develop and award to recognize (2) civic involvement.

4. Explore ways to expand and improve on what is called undergraduate research. Work with CUR to expand outreach and use of existing resources. Create a task force report that defines what a good undergraduate research experience looks like at both the associate and baccalaureate levels. Develop a rubric for evaluating student researchers. Create an appendix of conferences where dissemination of undergraduate of research is encouraged.

5. SOTL. Create a task force to collect what we know about evidence-based teaching from a full range of sources, and organize by topic area. Create an ongoing clearing house for faculty to go to in order to find out what is there and what is in the works.

6. Teaching-tips Revised. Recruit an editor to create a process for members to review exercises and demonstrations published in *Teaching of Psychology* that didn't work as expected. Submissions would describe and reference the exercise, describe the manner in which it was implemented including type of class, type of students, etc., and speculate as to why it did not work with suggestions that might make it work.

7. Work with Tara to encourage the development of an e-book on high impact practices that can be implemented at the college level but more importantly at the program level and an e-book that addresses how to translate what we know about learning and memory into classroom practices. Complete the e-book just begun on how to organize a student-friendly conference.

CUR has several publications on this topic.
https://www.cur.org/publications/publication_listings/

Existing resources for faculty, students, and institutions seeking to advance undergraduate research. https://www.cur.org/
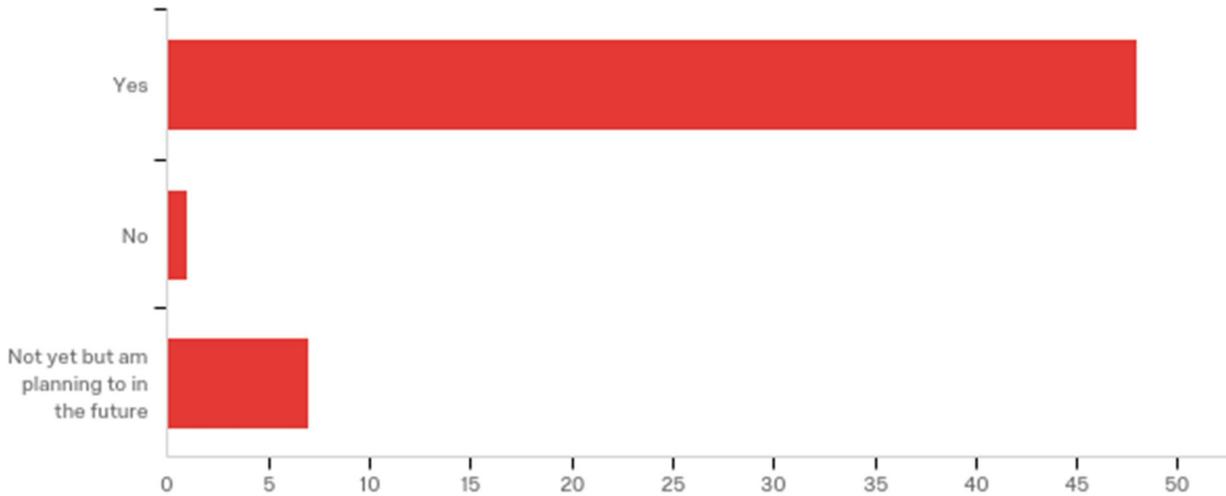
Developing and sustaining best practices.
https://www.cur.org/publications/publication_listings/developing_and_sustaining/

Default Report

*Print On Demand Survey*

November 26th 2018, 11:08 am EST

Q2 - Have you read any of our e-books currently available on the STP website?

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Have you read any of our e-books currently available on the STP website?	1.00	3.00	1.27	0.67	0.45	56

#	Answer	%	Count
1	Yes	85.71%	48
2	No	1.79%	1
3	Not yet but am planning to in the future	12.50%	7
	Total	100%	56

Q3 - Would you be interested in having the option to purchase a printed version of STP e-books?
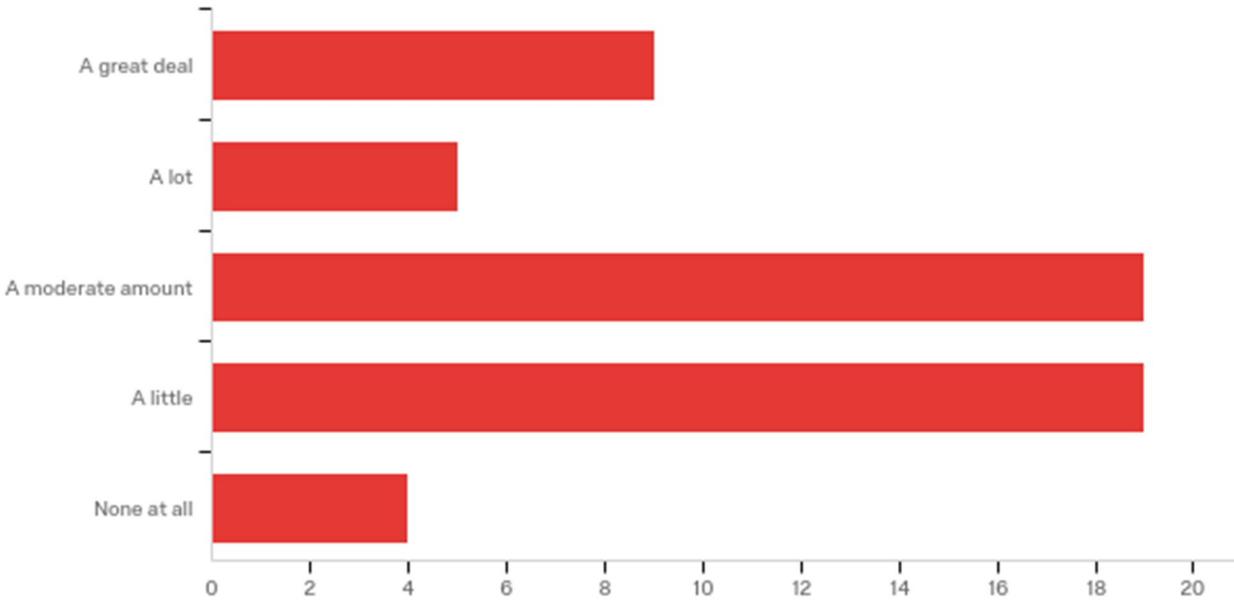
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Would you be interested in having the option to purchase a printed version of STP e-books?	12.00	16.00	14.07	1.16	1.35	56

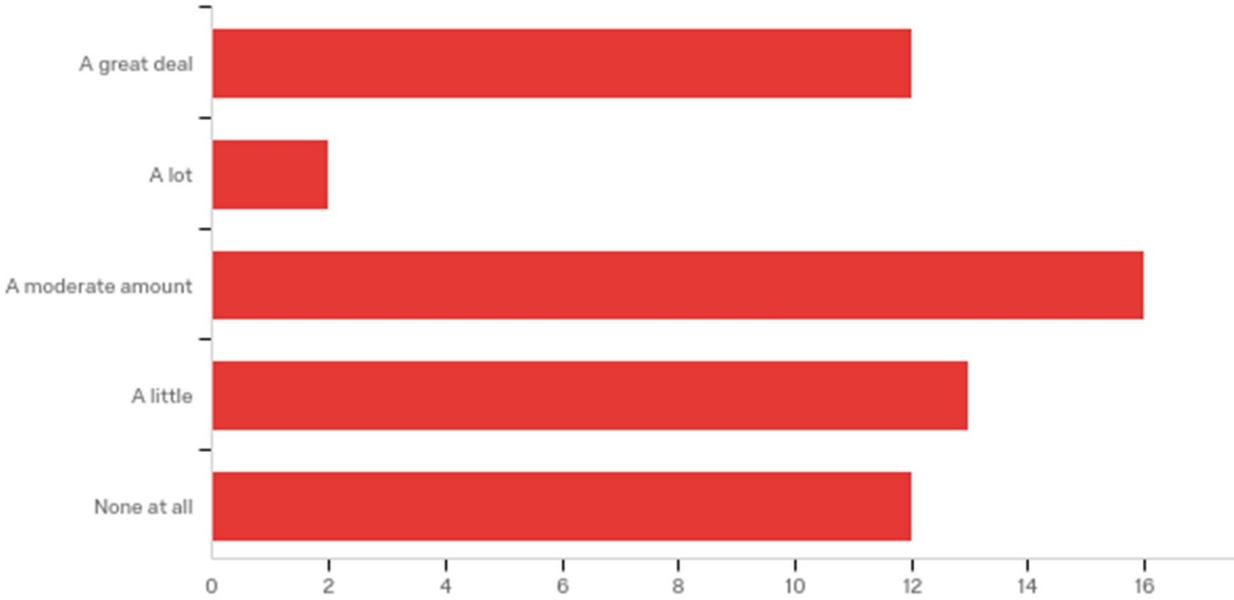| #	Answer	%	Count
12	A great deal	16.07%	9
13	A lot	8.93%	5
14	A moderate amount	33.93%	19
15	A little	33.93%	19
16	None at all	7.14%	4
	Total	100%	56

Q4 - How much would you be willing to pay for a printed and bound copy of an STP e-book up to 100 pages in length?

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Amount in dollars ($) that you are willing to pay	0.00	50.00	16.30	10.34	107.00	53

Q7 - How much would you be willing to pay for an printed and bound copy of an STP e-book up to 300 pages in length?

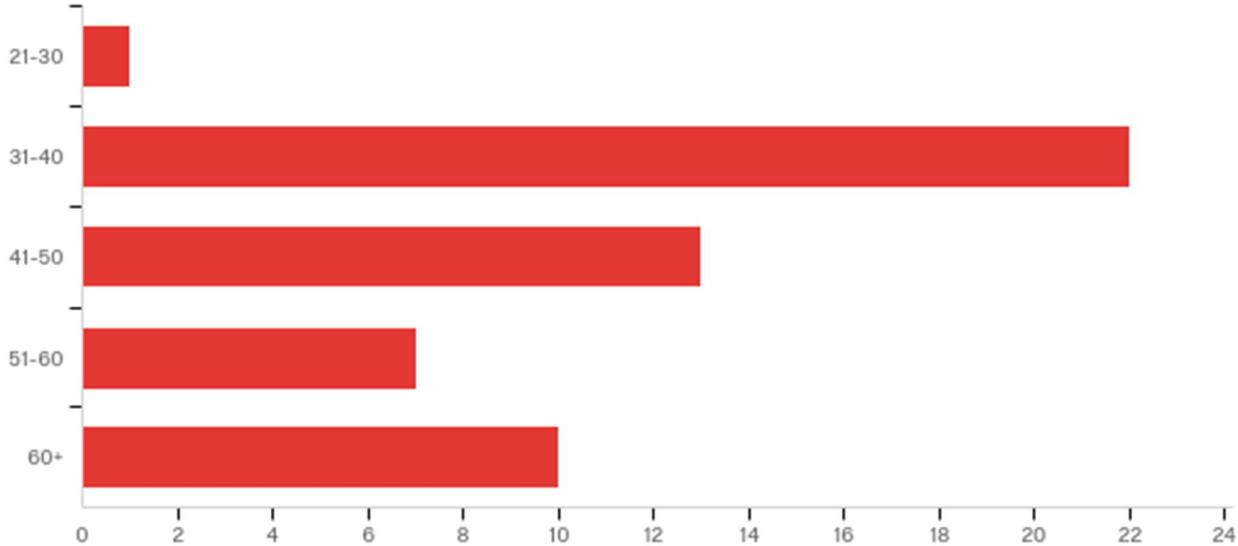| #	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Amount in dollars ($) that you are willing to pay	0.00	75.00	27.00	12.61	158.92	52

Q5 - Would you be interested in having the ability to read STP e-books on an iPad or Kindle?

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Would you be interested in having the ability to read STP e-books on an iPad or Kindle?	13.00	17.00	15.20	1.41	1.98	55

#	Answer	%	Count
13	A great deal	21.82%	12
14	A lot	3.64%	2
15	A moderate amount	29.09%	16
16	A little	23.64%	13
17	None at all	21.82%	12
	Total	100%	55

Q9 - Demographic Question: Age?

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Demographic Question: Age?	1.00	5.00	3.06	1.17	1.37	53

#	Answer	%	Count
1	21-30	1.89%	1
2	31-40	41.51%	22
3	41-50	24.53%	13
4	51-60	13.21%	7
5	60+	18.87%	10
	Total	100%	53

Q10 - Demographic Question: What is your current position?
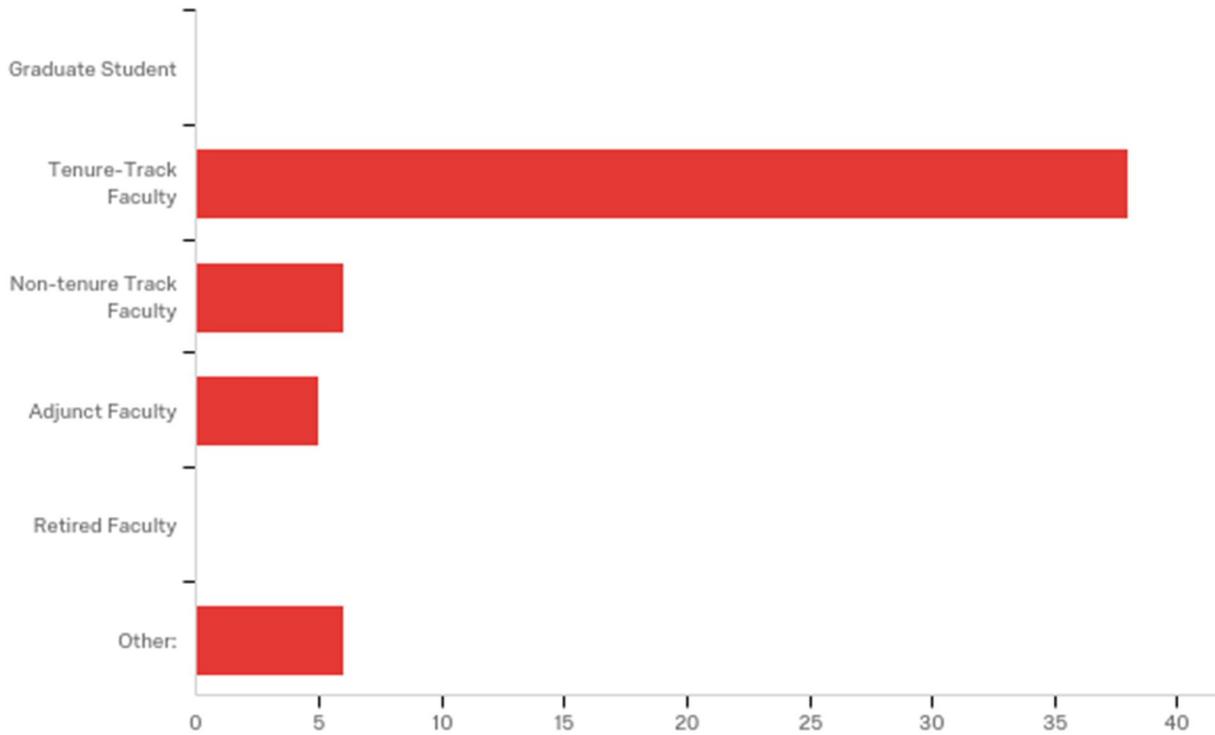
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Demographic Question: What is your current position? - Selected Choice	2.00	6.00	2.73	1.30	1.69	55

#	Answer	%	Count
1	Graduate Student	0.00%	0
2	Tenure-Track Faculty	69.09%	38
3	Non-tenure Track Faculty	10.91%	6
4	Adjunct Faculty	9.09%	5
5	Retired Faculty	0.00%	0
6	Other:	10.91%	6
	Total	100%	55
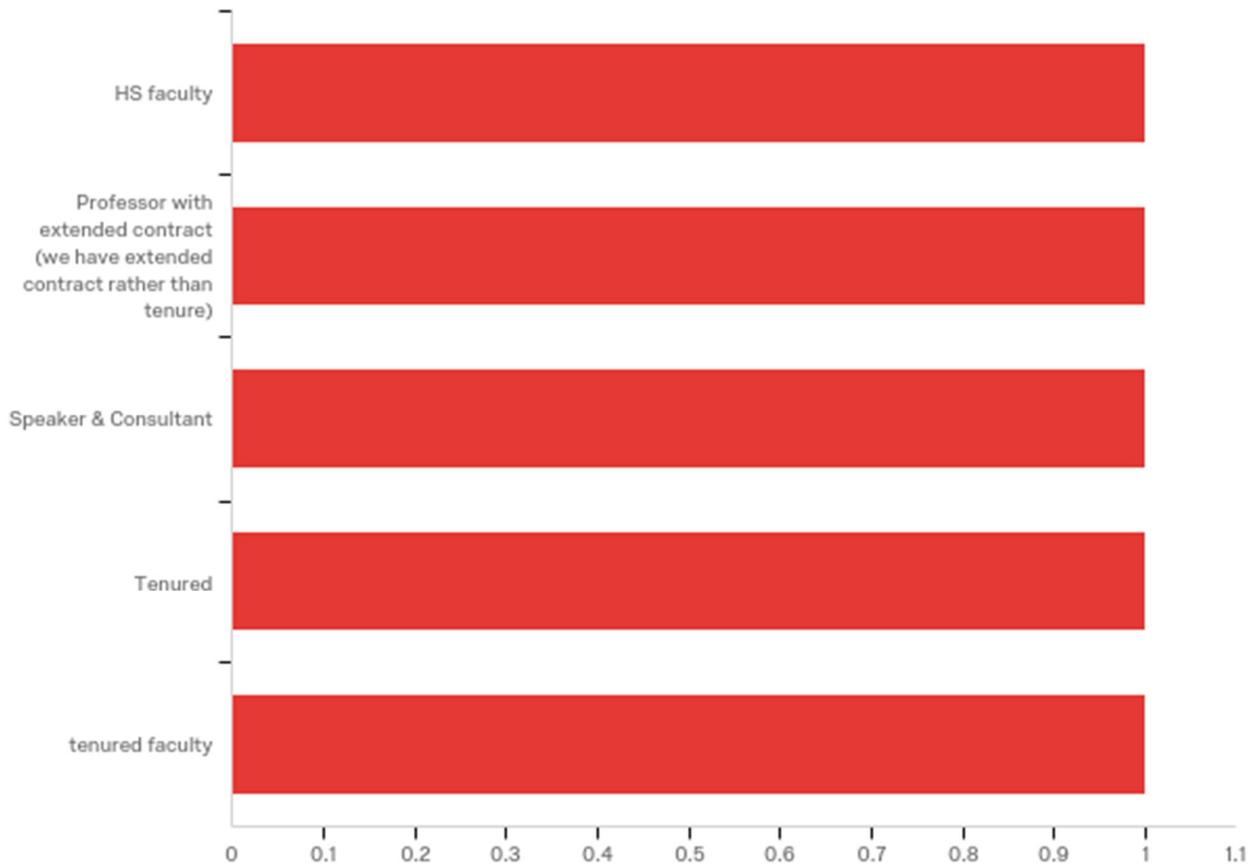
Data source misconfigured for this visualization

Answer	%	Count
HS faculty	20.00%	1
Professor with extended contract (we have extended contract rather than tenure)	20.00%	1
Speaker & Consultant	20.00%	1
Tenured	20.00%	1
tenured faculty	20.00%	1
Total	100%	5

Q6 - Comments:

Comments:

I believe these options would be good IN ADDITION to the free downloading available on the STP website.

The books are a great resource. My on suggestion for improving them would be to make them a little easier to navigate - e.g., not having them in just one long PDF document.

Though I don't know if this is possible or not, it might also be cool to download chapters of ebooks, instead of the entire ebook. That way they could be used like articles. But no matter what, I'm generally quite satisfied with the ebooks STP has, as they are.

I very much enjoy the caliber and usefulness of the ebooks. Thank you to all the editors.

I am most likely to download the pdf book to my phone and use vbookz to read the book to me on my commute.

Whenever I buy work-related books, I always get Kindle editions. The highlighting, note exporting, and search features are invaluable to me when I want to refer back to it later. I now read all work-related books on Kindle and all books for fun on paper (because I love paper books, too).

I usually just print them out for myself. But it might be nice to purchase a copy to place in our library collection.

STP Travel Reimbursement Guidelines

For STP-supported travel, STP is happy to reimburse your reasonable travel expenses. Reasonable travel expenses are those which are necessary for travel relevant to the STP-endorsed activity, such as to receive an award or attend a meeting as an STP representative.

Please remember that STP is a non-profit organization. We encourage you to keep expenses to a minimum.

Before travel

Please use these guidelines as you plan your trip.

Reasonable travel expenses include:
- Air/Rail travel in economy or coach
- Personal vehicle travel to/from an airport/rail station or a destination if less than air/rail travel (reimbursed at the federal mileage rate)
- Economy/public parking at an airport, train station, or destination
- Public transportation (shuttle/taxi/Uber/Lyft/bus/subway/light rail)
- Hotel rooms at conference rate or standard business rate
- Reasonably-priced meals

If you choose a higher-priced option (e.g., first class airfare, rental car, valet parking, upgraded hotel rooms), you will be reimbursed at the rate of the reasonable travel expense option (e.g., economy/coach airfare, shuttle/taxi, self-parking, regular hotel room rate).

If you extend your trip for, say, personal reasons, you will need to cover the added costs.

Do you have questions about reasonable travel expenses? Please direct your questions to the STP treasurer prior to travel.

After travel

Within 45 days of the completion of your travel please submit the following as one pdf to the STP treasurer via email. If submitting a pdf is not possible, please contact the STP treasurer for other options.

- a current travel expense form (available from the treasurer)
- receipts for all expenses
- documentation for mileage reimbursement, such as a google map showing the distance between locations

After submitting your reimbursement request

Retain your original receipts until reimbursement is received. Reimbursement will come in the form of a check from the American Psychological Association mailed to the address you gave on the travel expense form. Reimbursements typically arrive within 4 to 6 weeks.