Report from the Vice President for Membership

Vice President Komaraju discussed job descriptions for the Member Communication Committee Chair and the committee members who will serve as coordinators for social media.

**Action Item 13:** President Wilson and Vice President Nolan requested that Komaraju set the terms for members of the Member Communication Committee to 3-year staggered terms and to post a call for the committee chair on STP’s Get Involved website.

Now that the Society has established a Member Communication Committee, President Wilson suggested that PsychTeacher be moved from the Internet Editor to the Member Communication Committee. Executive Director Bosack suggested that the Executive Director could serve as the first coordinator for PsychTeacher and submit reports to the Chair of the Member Communication Committee.

**Action Item 14:** President Wilson will move PsychTeacher to the Member Communication Committee in the organizational chart.

The Executive Committee became aware that Ball State University will no longer support the Diversity listserv, which will be moved, at least temporarily, to the Kennesaw State University listserv. Kennesaw currently hosts PsychTeacher and several other listservs (e.g., the PsychTeacher moderator listserv, the extended Executive Committee listserv, and the Early Career Psychologists listserv). Vice President Richmond recently established a listserv hosted by APA for those involved in coordinating conference programs. President Wilson suggested that the Society needs to have more control over its listservs by moving each of their locations away from a specific institution tied to an STP member.

**VOTE 2016-02-26-07**

**Motion:** I move to form an ad hoc committee to develop a plan to move all Society listservs to communication media managed by the Society.

Moved: Aaron Richmond
Second: Ken Keith
Outcome: PASS (9/0/0, Y/N/A)

Report from the Vice President for Resources

Vice President Frantz reported that Noland White accepted the position of coordinator of the Departmental Consulting Service; that the Editor of *Teaching of Psychology*, Drew Christopher, will convene a working group to explore potential changes to the sections of the journal; and that Jeff Stowell and Amy Hunter have agreed to serve on the OTRP Director Search Committee. Frantz is seeking names of additional individuals to serve on the committee. Frantz indicated that Drew Christopher’s term is nearing its end and that a new ToP Editor will need to be selected by 2019 for training to begin the position in 2020.

The Internet Editor periodically receives requests to include links to other teaching-oriented web sites. Frantz requested names of individuals who could serve on a working group chaired by
Society for the Teaching of Psychology  
Division Two, American Psychological Association  
February 2016 Executive Committee Meeting

Savannah, Georgia  

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Ad Hoc Committee: Fund for Excellence Review

Suzie and Dave agreed to serve on the committee, and we will invite Wayne Weiten and the current Fund members/officers (Randy Smith, Janet Carlson, Barney Beins, Elizabeth Swenson). We will also invite Ruth to join the committee. Beyond that, the committee might be too large to be efficient.

Charge: Review the current structure and function of the Fund for Excellence and make recommendations to the EC about how the Fund might continue efficiently and effectively. Consider fundraising activities as well.

Timeline: Form the committee and begin task by March 8th. Report recommendations to the EC by April 26th.

*****

Ad Hoc Committee: STP Listservs

Invite Jeff Stowell, Jon Westfall, Bill Hill, and perhaps Rick Froman to serve. Aaron may provide input to this committee.

Charge: Seek a location for all STP listservs that would be owned and run by STP rather than housed in a particular institution associated with an STP member. Gather information and make recommendations on our options, the proposed process, and what would be required of STP to move our many current listserv subscribers. Obtain cost information, recognizing that it is not necessary to locate a free service.

Timeline: Organize and charge the committee by March 3rd. Provide detailed recommendations to the EC by April 26th. (Note some urgency with the timeline due to the Diversity Listserv needing a home by May. We should consider using the Diversity Listserv as the first case to test the new system chosen.)
Good morning!

Want to start your day with a thing of beauty? Attached is the report from our Ad Hoc Committee on STP Listservs. Bill Hill chaired the committee with help from Aaron Richmond, Ted Bosack, Jeff Stowell, Jon Westfall, and Rick Froman. I think you will agree that they did wonderful work, and we have what appears to be a good option to move forward.

Can we discuss this over email a bit? Let's also decide how and when to move forward. I believe we have some urgency for the Diversity Listserv, and we had decided that might be a good test case. Although given the suggestion from our committee, Aaron may be the best resource to explain how the APA move would look.

Take care,
Janie

--
Janie H. Wilson, PhD
Professor of Psychology
President, Society for the Teaching of Psychology (APA Div 2)
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Psychology Department
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FINAL REPORT
Ad Hoc Committee: STP Listservs
Ted Bosack, Rick Froman, Bill Hill, Jeff Stowell & Jon Westfall
April 19, 2016

Charge: Seek a location for all STP listservs that would be owned and run by STP rather than housed in a particular institution associated with an STP member. Gather information and make recommendations on our options, the proposed process, and what would be required of STP to move our many current listserv subscribers. Obtain cost information, recognizing that it is not necessary to locate a free service.

As a prelude to exploring alternative hosting venues for all the STP Listservs, the committee members reviewed the list of current STP listservs (see Appendix A), a summary of past EC discussions and reports on listservs compiled from the STP archives (see Appendix B), and discussed software options for running discussion lists. There are a number of options for software to run discussion lists and those options are often tied to specific vendors (e.g., Listserv software by LSoft; Wild Apricot Forums; Google Groups; and others). Because all but one of our current listservs is run with the LSoft software (see list in Appendix A), we addressed whether we would consider hosting the lists using software other than LSoft’s Listserv software. The answer to this question would immediately expand or limit the hosting options to consider.

Our unanimous consensus was to stay with LSoft Listserv software. Although other software may provide the options we need (e.g., establishing lists with closed membership, moderation, etc.), we agreed that staying with LSoft software has the following advantages:

1. No learning curve for a new software system for the current list owners and moderators.
2. Each list setup configurations simply can be copied and pasted from the existing lists to the new ones.
3. LSoft has an easy to use bulk export and upload option for list members allowing easy transfer of list members to a new list hosting site using LSoft.
4. The L-soft system is portable and isn’t tied to a specific product that a big company may decide arbitrarily to shut down (e.g., Google groups).
5. Based on documentation from LSoft, staying with the LSoft Listserv software allows the potential to transfer archives from one host site to another. We wanted an option that would allow that maintenance of the archives. We felt it was important to save almost 17 years of archived discussions on PSYCHTEACHER and the other lists. This happened in 1999 to the TOPEC listserv when it changed software in a move from John Brown University to Kennesaw State and those pre-1999 archives are largely lost.

Based on our research, there were two non-institutional options for hosting STP lists using the LSoft Listserv software, APA list hosting services and one of LSoft’s hosting services. Summarized below are our deliberations for each option:

1. APA’s hosting service is convenient and cost free (we already use it for STP’s announcement list, TOPNEWSOnline). We can easily get all of the other lists set up there and will have their technical support available. HOWEVER, based on communication with the APA Webmaster, they are unwilling to move the existing list archives for "security and technical reasons." This does not mean we lose the archives, as the STP Archivist has the ability to download list archives and eventually store them on the STP Archive site. In addition, we can temporality leave the archives available at Kennesaw and provide a link to that archive site. In essence each list would have
separate pre- and post-move archives. We could also maintain a full archive by periodically downloading the "new" list host site archives to the STP Archive site, combining pre- and post-move archives into a single archive for each list.

2. Our other option is to use one of the two hosting services offered by LSoft, EASE (see [http://www.lsoft.com/products/ease.asp](http://www.lsoft.com/products/ease.asp)) or LISTPLEX (see [http://www.lsoft.com/products/listplex.asp](http://www.lsoft.com/products/listplex.asp)), which each charge slightly different fees. Like APA, we can easily get all of the other lists set up there and will have their technical support available. One advantage is that LSoft has the capability of moving the archives from Kennesaw to their hosting site. The major disadvantage of LSoft is the cost. We did a quick and dirty analysis of posts made to PSYCHTEACHER in 2015 to get a handle on potential cost. The spreadsheet in Appendix C shows a summary of posts and estimated cost based on total messages delivered to subscribers in 2015. Roughly we had a total of 1057 messages delivered to 1817 "regular" subscribers (those that receive each individual message and response to a message) and 1 digest message delivered to 563 subscribers each day. At a cost of $2.50 per 1000 deliveries, this translated to an estimated annual deliver charge, just for Psychteacher, of approximately $6000. Our other lists would probably generate no more than an annual total of 250 deliveries for maybe a total of 500 subscribers, for an additional cost of approximately $300-350. NOTE this does not include costs associated with STPNEWSOnline, if we did move that from APA. Bottom line, LSoft is costly and the only advantages MIGHT be the preservation of the entire archives in one place and maintaining subscriber subscription preferences, such as receiving posts in Digest format.

Recommendations:

1. Use APA as the hosting service. Even assuming that LSoft can transfer the archives in their entirety, we did not feel this sole advantage was worth an annual cost of $6000-7000 in the future. We would rather the EC take advantage of the software that APA offers for free, and spend these potential costs on programs supporting professional development and teaching skills.

2. Prior to moving the lists, we recommend that the STP Social Media Committee review the existing lists as to usage and overlap and decide whether to transfer all of the existing lists or consider eliminating or combining lists. The Committee recommends that STP should take this situation as an opportunity to review and update all listservs. (As an aside, based on the posting data in the spreadsheet, the committee members had some discussion on this topic. We have included excerpts of our discussion in Appendix D for informational purposes.)

3. Appendix E includes our recommendations for the transfer from Kennesaw to APA.

Respectfully submitted,

Bill Hill, Ad Hoc Committee Chair
Appendix A

CURRENT STP LISTSERVs
All lists except the EC Discussion list are run with the Listserv software.

1. Kennesaw State University houses/housed seven listservs for STP:
   a. **STPAANNOUNCEs.** Established in April 2010, this listserv is inactive, replaced by TOPNEWS housed on the APA listserv.
   b. **STP-GSTA.** Established in November 2009, this was mainly used to make announcements to the GSTA. It has been inactive since October 2012, as the current GSTA Host Institution established its own listserv. The Kennesaw GSTA listerv was open to anyone to join, but messages were moderated. It was primarily used for announcements to this group. I am unaware of the current listserv settings for this list.
   c. **STP-ECP.** Established in September 2011, this announcement listserv has been relatively active and the ECP leadership has been on top of updating the list membership and sending out announcement of interest to ECPs. The ECP listerv was open to anyone to join, but messages were moderated. It is primarily used for announcements to this group.
   d. **TOPEC.** Established in September 1999, this is the second largest listserv with respect to archival files at Kennesaw. Before the current STP organizational structure was adopted, this listserv was the primary means of communication, discussion, and calls for voting used by the EC. The size of this archive is extremely large, containing extensive discussions of issues, announcements of STP-related events and concerns, and numerous attachments of reports and other important documents. With the implementation of the new EC structure, use of this listserv declined. It is a closed list and members are added by the current EC. It is not moderated. Currently it is largely inactive, with some intermittent announcements.
   e. **PSYCHTEACHER.** Established in October 1999, this is the largest listserv with respect to archival files. It is a rich resource of teaching discussions and ideas from psychology teachers at all levels across the country (its current membership is approximately 2,400). The list membership is open. It is a moderated list with specific posting guidelines that are applied by a group of moderators who approve messages.
   f. **STPModerators.** Listserv for PSYCHTEACHER moderators to discuss issues related to post approval. This is a closed and unmoderated list.
   g. **Diversity-Teach.** Kennesaw was the original home for the Diversity-Teach listserv in 2006-2007. It was moved to Ball State by the Diversity Committee in 2007. Because Ball State will no longer host this list after May 2016, the list has been transferred back to Kennesaw as of April 2016. Because the LSoft software used by Ball State was a much older version, we were unable to transfer the archive to KSU. The Archivist has downloaded these archives. This is an open subscription list and is moderated.

2. APA houses one announcement only listserv, **TOPNEWSOnline.** This is a closed list and the ED adds and deletes members.

3. The **EC Discussion** list is hosted through Google Groups. This is a closed list of current EC members.
Appendix B

RECENT EXECUTIVE COMMITTEE DISCUSSION AND REPORTS ON LISTSERV LOCATIONS
(Quoted passages from EC Minutes and Reports to EC)

**STP EC Minutes, February 2011**
Network Listservs
The current PSYCHTEACHER listserv is hosted as a University website. TOPEC and TEACHPSYCH are hosted at Kennesaw State University. The DIVTEACH listserv is hosted by Ball State University.
*Action Item 7: Jim, Ted, and Jeff shall look into hosting cost of STP listservs external to a University web site.*

**STP EC Minutes, August 2012**
Discussion of Listserv: alternative sites were explored to move the listserv. However, a local contact person with expertise in listserv management is necessary for positive functioning of the system. A few more moderators would be useful. Conversation about copyright and ownership of content posted to listserv discussed. There is policy in place that is being enforced.

**STP EC Minutes, February 2013**
Discussion of PsychTeach listserv: the listserv is going strong. With changes in personnel happening at KSU it may be worthwhile to begin looking into alternative hosting strategies (APA?). On the other hand, the archive is valuable and needs to be retained.

**STP EC Minutes, January 2014**
PsychTeacher. The PsychTeacher listserv was discussed. Specifically, there were some issues with the listserv related to subscription management—it seems to have resolved. There was also a discussion of the archives and the future of the listserv. Specially, if an alternative to the current hosting strategy should be explored. Related note: the GTSA listserv moderator to move the listserv to the new GTSA site in New York.
*TASK*: Sue Frantz will explore the functionality of a listserv and looking into alternative listserv options.

**STP EC Minutes, August 2014**
Listserv. The psychteacher listserv had problems, we thought we had resolved it but new problems emerged: the listserver emails were being blocked and people were removed from the listserv. Bill Hill worked with IT staff at Kennesaw State University and a rewrite of the script was completed in order to ensure that listserver traffic was not be blocked by some ISPs. Eric Landrum noted that STP might consider migration of psychteacher to Wild Apricot Forums. Sue Frantz countered that the forums inside of Wild Apricot were a late addition to their functionality and may not be ready for prime time.

**Vice President of Resources, Sue Frantz**
**Midyear Report 2014**
**IE: Jeff Stowell**
- Migration to Wildapricot is working well.
- Will the PsychTeacher Listserv continue forever, or will the Forum feature of Wildapricot be a suitable replacement?
PsychTeacher Listserv
Some major email providers implemented a policy called DMARC that blocked their subscribers from receiving mailings from many listservs, PsychTeacher included. The result of this action was that a considerable number of our subscribers were automatically removed from PsychTeacher. When we learned of this, Bill Hill consulted with Kennesaw State, our listserv host, and was able to reconfigure the structure of our mailings in a manner to permit them to be passed on. Subscribers were then able to reactivate membership in the list. The current subscription list includes 2,211 members. We explored moving PsychTeacher from Kennesaw where we incur no costs for the service to LSoft, a commercial company that designs the software for listservs and that hosts listservs, as well. The annual cost of this service would have run to about $8,000, and we decided to remain with Kennesaw for the present.

**STP EC Minutes, January 2015**

**VOTE 2015-01-17-03**
Motion: I move that the PsychTeacher listerv be under the purview of VP for Membership.
Moved: Tom Pusateri
Seconded: Eric Landrum
Outcome: PASS (10/0/0, Y/N/A)
President-Elect Wilson will add language about the PsychTeacher listserv to the Policies and Procedures Manual.

President-Elect Wilson discussed the following initiatives that she may pursue during 2016:
- Exploring whether to move the PsychTeacher listserv from Kennesaw State University to another venue.

**STP EC Minutes, December 2015**

8. Proposal for a Social Media Committee
*Relevant Electronic Discussion*
*Subject: Next conference call/meeting time (20 posts)*
*Dates: November 23-December 7, 2015*
Vice President Finley shared a proposal for the establishment of a Social Media Committee whose purpose would be to centralize STP’s presence on various social media outlets (e.g., the listserv, Facebook, Twitter, LinkedIn).

**VOTE 2015-12-10-07**
Motion: I move to postpone the vote to approve the creation of an ad hoc Social Media Committee to the next Executive Committee meeting or teleconference.
Moved: Tom Pusateri
Second: Beth Schwartz
*VOTE TO POSTPONE: (8/0/0 Y/N/A)*
TIPS Task Force Report
The TIPS task force was established to review and make recommendations concerning the Society’s continuing sponsorship of TIPS and whether we should consider other options for a moderated list or bulletin board on the web. The task force was charged with evaluating whether TIPS is making a significant contribution in the service of the purpose of the Society, as specified by the by-laws. The task force was composed of three individuals; Tom Pusateri, Art Kohn, and Ann Ewing, as Chair. A questionnaire was put together by Tom Pusateri and published in the Society’s newsletter, soliciting the input of Division 2 members regarding TIPS. Only thirteen responses were received due to some confusion regarding publishing dates and response deadlines.

The results of the survey indicated that some readers are pleased with the exchange of ideas and appreciate the “very useful threads of discussion and practical information”. When asked what they like most about TIPS, some respondents replied that they like the sense of community engendered by the exchanges and a feeling of connection to other psychologists. Some respondents cited helpful teaching hints and answers to their questions as valuable gains from using TIPS. Some suggested that TIPS should stay as it is, while others suggested that it might be better if it had a moderator. Some complained about the great volume of email that it generates. This could be interpreted as an indication of heavy usage, which is a good thing, but others commented that a few people use the list too much, which detracts from the usefulness and enjoyment of others.

Committee members seemed to agree that TIPS does serve a useful purpose for some subscribers. TIPS does promote the teaching of psychology by fostering collegiality and by offering resources and
answers to questions that subscribers may ask. TIPS has survived six years as an Internet group, thus must be serving the needs of some users. There seems to be a significant number of people who like the freewheeling nature of an unmoderated list and would consider a moderated list to be boring. A communication with Bill Southerly, dated March 5, 1998, indicated 1363 subscribers, but this number may not be an accurate reflection of how many readers there are because messages are frequently received from people who are not subscribers but read TIPS messages circulated by a colleague or those put on a local newsreader.

The task force is also very aware of and concerned about complaints about TIPS which are repeatedly mentioned. The most common complaints are that there are too many messages, there are certain subscribers who are annoying to others, and some discussions have no relevance to teaching or Psychology. The large volume of mail increases the likelihood of these complaints, however the solutions (limit the number of messages, delete the annoying subscribers, stop “off-topic” discussion) would eliminate the “noise” for some, but would cut out the “signal” for others. There is some ambivalence evidenced by some task force members about whether TIPS should continue to be funded, given these complaints. Bill Southerly has approached these problems by trying to make TIPS available in as many formats as possible. Currently TIPS is offered as single email messages, a sorted, digested email message, a keyword-searchable archive, and the Best of TIPS feature at the Psychology Place web site.

However, the recent development of the Psychology Place website places the Society and TIPS in an unusual relationship. Currently, the Society is providing funding for course release time to the coordinator of a service (TIPS), whose core product (The Best of TIPS) is then being sold to a third organization (Peregrine Publishers, for the Psychology Place). This arrangement is inconsistent with the way that the Society operates in other domains. For example, we note that the Society provides course release time for the editor of T.o.P. and for the director of OTRP. However, we note that in both cases, these individuals are producing products that are controlled and owned by the Society. In contrast, in the case of TIPS, we are providing release time for development of materials that are privately owned and that are being resold independently of the Society. In light of this, while we feel that it was altogether appropriate for the Society to provide seed funds for the development of TIPS, we believe that it is not in the best interest of the Society to continue the current funding arrangement.
We wish to make it clear that the committee appreciates the hard work invested in developing TIPS, and that we believe that it provides a service to the overall teaching community. Furthermore, we recognize that TIPS is a private venture, and that since the list is owned by Bill Southerly, he has the right to arrange it and resell it in any way he deems best. However, in light of the precedent of funding for other activities within the Society, we expect that it is now appropriate for the Society to discontinue funding for TIPS.

The committee also feels that the Society ought to seriously consider the development of a moderated list which would more directly support its goals. To this end, we provide the following recommendations which we feel are consistent with the way that the Society operates with its other publications:

1) The list could be under the auspices of the publication committee which could select the moderators and determine the appropriate course release time compensation.

2) The list should be moderated by one or more individuals who would be responsible for its overall design and organization.

3) The moderator would determine the optimal format for the list. For example, it might be arranged in a topical format, or in bulletin-board style, which would make it easier for individuals to locate materials that are of interest to them.

4) It would be best if the list were hosted on a commercial server (such as LSOFT) instead of being hosted on an individual college.

5) The Society could support the initial purchase of quality software that would ease the development and execution of the list.

6) The list would be owned and controlled by the Society. Any profits from the resale of its contents would benefit the Society.

We recognize that this moderated list could be perceived as competing with TIPS. Thus, an ideal solution might be to invite Bill to dovetail TIPS into the moderated list. Certainly, in light of his exemplary efforts in the past, we feel that Bill would be an outstanding candidate to serve as head of the moderated list.

Finally, in the course of discussions, the committee also identified a related issue that will eventually need the Society’s consideration. Specifically, we believe that the Society needs to determine whether its Internet resources, including the list, should be made available to the entire teaching community, or whether we ought to restrict access to the members of the Society. On one hand, we recognize that one goal of the Society is to provide resources for the entire teaching community. On the other hand, we also believe that these valuable resources are an attractive incentive that will entice teachers to join the ranks of the Society, thereby providing us with
increased resources to improve our services to the membership. This issue will have to be considered at a later point in time.

Respectfully submitted by,

Ann Ewing
Art Kohn,
Thomas Pusateri,
TIPS Task Force
STP Discussion List Task Force

Background

At its annual meeting in August 1997, the Executive Committee of the Society for the Teaching of Psychology recommended financial support (in the form of a course buyout) to assist Bill Southerly to operate the Internet discussion list TIPS (Teaching In the Psychological Sciences). Based on the findings of a task force chaired by Ann Ewing and a discussion at the annual August 1998 meeting, the STP EC voted to withdraw support for TIPS and investigate the possibility of establishing an Internet discussion vehicle sponsored by the Society. Neil Lutsky, established a task force to make recommendations to the EC for this service.

Preliminary Considerations

The task force contacted many STP members, including the members of the STP Long Range Planning Committee and discussed several options for a potential Internet-based service for teachers of psychology. Some issues that shaped our final recommendations included:

1. TIPS has been in existence for approximately seven years and has served a significant segment of psychology teachers who wish to be subscribed to a discussion list. It continues to do so for many teachers. However, it is our opinion that many past and potential subscribers to such a list are not well served by TIPS. Some reasons for dissatisfaction include large volume of mail, the lack of relevance of many posts to teaching of psychology, and the regular occurrence of "flame wars." Our intent would be to establish a list that would not supplant TIPS, but to provide an alternative for those who do not prefer the "free wheeling" nature of TIPS.

1. We considered whether the best medium for a STP sponsored forum was either a web-based bulletin board or an email discussion list. Our experience, and the experience of many other colleagues, suggests that the email list is preferable, albeit a more time-consuming alternative. Although many people complain about too many messages on a discussion list, it appears that most people still prefer to receive messages than to take the extra effort to visit and make comments on a bulletin board. Bulletin boards seem to generate little or no participation and they can be subject to the same vagaries as email discussion lists (irrelevant posts, for example).

1. We also concluded that the proposed STP discussion list should be moderated (another time-consuming factor). TIPS is frequently paralyzed by off-topic posts and flame wars that generate huge volumes of traffic. A good example of this can be found in the TIPS archives at http://mail-archive.com/tips@fsu.umd.edu, where you will see that much of the month of June 1999 was spent on peripheral issues and discussion of the posts made by one member of the list. A moderated list that has very specific guidelines for content and procedure should be able to avoid some of these problems. There is currently no MODERATED list dedicated to the teaching of psychology in a general sense.
1. Another issue of concern to some list participants is the volume of mail generated by a list. In order to control this to some degree, the default subscription would be set to DIGEST (list members receive one daily summary of all posts submitted to the list). Individuals will be given the ability to change this option if they wish to receive individual posts. In addition, members of the list would be encouraged to send replies to the individual “poster” and that individual would be encouraged to compile the replies and post them back to the list.

1. In many cases, discussions of a particular topic seem to repeat themselves over time. Therefore, we recommend compiling and maintaining an organized and easily accessible archive of list discussions. This will allow list moderators to refer participants to previous discussions of a topic.

1. The issue of the SPECIFIC content of the list has been discussed, but is not totally resolved (see recommendation below). As noted above, the primary reason why we are investigating this issue in the first place is that many STP members believe that we can provide a viable alternative to TIPS.

1. Originally, we thought that we might be able to host the list on the APA server with our current TOPNEWS list. However, APA has not yet upgraded to the latest version of LISTSERV and that poses some problems. The latest version of LISTSERV is web-based. The new version’s web interface allows subscribers to manage their subscription options over the web, search the web archives, read individual posts, and even post a message to the list. Subscribers no longer have to remember arcane commands that get sent to the LISTSERV address. In addition, the web-based access gives list moderators direct control over the list’s functions from any location where web access is available.

**Recommendations**

1. The STP Executive Committee approves the establishment of a STP sponsored discussion list by the end of 1999 to be named PSYCHTeacher.

1. The discussion list should be managed using the latest version of LISTSERV software. Because APA has not yet upgraded to the latest web-based version of LISTSERV, we recommend that the list be hosted at Bill Hill’s institution, Kennesaw State University. KSU has recently purchased the latest version and will be able to host the list.

1. The guidelines and unique characteristics of the list should include the items listed below. A final version of the list guidelines and selection of the moderators will be coordinated by the Society’s Internet Editor and approved by the Publications Committee.
   a. The list must be moderated. The moderator would review each message for appropriateness to the purpose/mission of the list prior to its posting to the list membership. Because list-moderation is a thankless task that can take a lot of time, we do not recommend that one person carry out this task. Rather, two or
three moderators should be identified. LISTSERV has a moderator-sharing function that allows multiple individuals to carry out this task avoiding the inevitable burnout that would plague one person. These individuals could also consult with each other on questionable posts. If the moderator(s) cannot settle a problem, the Internet Editor (and his/her advisors) would serve as the final arbitrator(s).

b. It must be very clear to subscribers that the moderators have authority over what gets distributed to the list. Moderators will have the prerogative to reject complete posts as being outside the scope of the list or ask posters to edit their posts to bring them back into compliance with the list's mission. Moderators will also control the subject line of responses to help clarify what is being discussed and help avoid the problem of the subject line remaining the same but the topic changing.

c. It must be clear to list members about who ultimately owns the list. We must construct the initial welcome message sent to subscribers in such a way that they fully understand that they do not control the list content or own the list by virtue of their participation. This may go so far as to delineate behaviors that will result in one's removal from the list.

d. When someone joins the list, the default will be to send all messages in digest form. However, members should have the option to choose to receive messages immediately upon posting if they wish.

e. The list will be set to send replies to a particular message directly to the poster rather than the entire list in order to reduce overall traffic. The sender of the original message will be strongly encouraged to post a summary of responses to the list.

f. The archives should be public. That is, they should be available to anyone regardless of whether or not they are a list member. This would also allow us to establish a direct web link to the archives from other STP web sites.

g. Posts to the STP list should be limited to issues specific to the teaching of psychology, broadly defined. Specific guidelines must be written and distributed to list members at the time of their subscription. As the moderators and Internet Editor develop the final guidelines, they must consider the fact that we do not want to significantly impinge on existing, related lists such as TIPS, PSYCH-NEWS, EDTEACH, PSYCGRAD, for example. Some "approved" topics for the list may include: (a) requests for or suggested ideas for teaching specific course or content material (e.g., demos that work, resource material, answers to student questions, lecture ideas or resources, etc.); (b) discussion of general instructional issues that cross over different courses (e.g., handling academic dishonesty, make-up exams, using technology to teach, research using the WWW, etc.); (c) discussion of issues
not directly related to classroom instruction, but closely tied to teaching in general (e.g., advising students on career options); (d) announcements of interest to the group and directly related to teaching (e.g., TV programs, conferences); (e) specific requests for help or information to assist in teaching a course or topic (e.g., references on a topic, where you can find a video or equipment, etc.).

h. Each month, a guest article on a topic related to the teaching of psychology (possibly similar to the APS Observer’s Teaching Tips) will be posted to the list. The list moderators (or other appointed individual) will solicit authors of the guest article. List members will be invited to respond to the article and the author will post a summary of responses. This suggestion is based upon an idea submitted by Bill Buskist, who has an interest in working on this aspect of the list.

Submitted by,

Dave Johnson and Bill Hill
APPENDIX C

PSYCHTEACHER DATA (April 4, 2016)

Subscribers
Total 2396

Subscriber Settings
Regular 1817
Digest 563
Index 15
NoMail 107

2015 POSTS TO LIST DATA

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Posts</th>
<th>Announcement Only Posts*</th>
<th>Posts with No Response to Them**</th>
<th>Max # Responses to a Post</th>
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<td>48</td>
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<td>December</td>
<td>79</td>
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<td>8</td>
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<tr>
<td>TOTAL</td>
<td>1057</td>
<td>313</td>
<td>466</td>
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</tr>
<tr>
<td>% of Total</td>
<td></td>
<td>29.61%</td>
<td>44.09%</td>
<td></td>
</tr>
</tbody>
</table>

* Posts announcing open positions, available grants, new STP resources, and conferences
** Does not take into account responses sent directly to the indivisual positing the message

PSYCHTEACHER - ROUGH CALCULATION OF ISOFT HOSTING CHARGES

<table>
<thead>
<tr>
<th></th>
<th>One-Time Set-up Fee</th>
<th>Annual Service Charge</th>
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APPENDIX D

Comment Summary of Current Listservs:

“I am wondering if PSYCHTEACHER is meeting its original purpose or has substantially become a job, grant, and conference announcement list. Almost 30% of posts are simply announcements and and 44% of posts receive no online response (many of these are often requests for research participants or other type that generates no response). In addition, seldom does a post receive more that 2-3 responses (I did note that this does not take into account possible list member responses directly to the person who posted). So, announcements, especially going individually to the 1817 regular subscribers, make up a significant portion of the deliveries (and potential cost at an LSoft hosted service) on an annual basis. Anecdotally, posts to other STP web venues these days (e.g., Facebook, Twitter) seem to me to generate more discussion/responses. Has PSYCHTEACHER’s time passed and we need to provide some other announcement forum for conferences and job opportunities that would be say weekly or monthly and generate substantially fewer delivers and thus cost? Just raising this.”

“The EC recently created a Social Media Committee to oversee nearly all of our Internet presence, specifically including the social media outlets that you mentioned, Bill. Rather than expanding our charge I would suggest that our report relate your finding and observations on this matter to the SMC and let them deal with that aspect of their big picture. I would be very reluctant to can the listservs in spite of the increasing use of other media. Anyone who wants to engage in the other media may do so, but we still have 2,500 who stay with PsychTeacher. Perhaps some are dinosaurs like me who are not comfy with some of the new media. I think that there would be unhappiness if we curtailed the listservs. I, too, found when I was searching that most posts don’t get on-list replies, and that might be something for the SMC to evaluate.”

“I agree that the Social Media Committee can determine where Psychteacher should fit in the big picture. I do believe that our moderation policies, as reasonable and helpful as they are, will always keep us from sponsoring many free-flowing discussions of teaching in Psychology. However, that has been true since the beginning. People that don’t want to be told to include their email address or to remove most of the previous message are not going to shoot off quick replies to Psychteacher. However, I think that many of the postings on the list are very useful and I think that some people bypass the hassle with moderation by just contacting the posters off-list. I don’t think there is anything wrong with that, although it would be nice if the original poster would more often summarize responses to their inquiry sent off-list.”

“Maybe it is just my familiarity with it but, given the choice between making a post to the STP Facebook page and sending an email to Psychteacher, I think Psychteacher is a little less intimidating. I don’t know what it is. Maybe it is the fact that when a person posts to the STP facebook page, it appears on that page under the official logo of the division and it seems to represent almost a divisional endorsement of what is said (it obviously isn’t). So, even with the moderation, I still see Psychteacher as a more informal venue for me to ask a question or provide a response about teaching. I am on Facebook and I do post on it fairly regularly (although not much professionally) so it isn’t that I am afraid of social media or anything. Psychteacher just seems like it fills a different niche.”
APPENDIX E

Recommended Sequence for the List Transfer Process (The time frame depends on the review process by the STP Social Media Committee and the time required for APA to setup the new lists).

1. STP Social Media Committee determines which lists will be maintained and transferred to APA.
2. Review and revise any existing list rules and guidelines for each list to insure match to APA rules and guidelines and incorporate potential changes and updates to existing list rules (see http://listserv.apa.org/inifopages/APARules.html). These revisions will be unique to the mission of each list (e.g., role of moderation, if used for a list) and should be ready to distribute on the list launching date.
3. Assign a transfer team. It is probably best to include Bill Hill as he is most familiar with list operation and has access to all current lists at Kennesaw and the Kennesaw technical people, if needed, during the transfer.
4. Appoint a STP List Administrator who will be the primary listserv interface with APA on behalf of all lists as indicated in the APA listserv setup guidelines (see Appendix F). The STP List Administrator would assist individual list owners with day-to-day issues such as adding or deleting moderators of a list, changing the list owner, and other operations like this. Therefore, the appointed person must be familiar with key aspects of the listserv software and commands. This arrangement is what was used at Kennesaw and saved each list owner the task of learning basic listserv commands and configuration setup.
5. Apply to APA for establishment on their server of the new lists (see Appendix F for the application).
6. Once APA establishes the lists, the transfer team needs to:
   a. Test the list before subscribers are added en masse.
   b. Make any modification necessary to the starting list configuration set by APA, staying within APA rules.
   c. Upload subscriber lists.
7. Draft a “change of address” notification to subscribers for each list. Separate notifications are necessary to reflect each list’s different set up (open vs closed subscription; moderated vs unmoderated, etc.). At a minimum, the notification should include
   a. A reminder and summary of the list’s rules and guidelines.
   b. Instructions for accessing the new archives and managing one’s subscription preferences. (NOTE: Although we can easily generate and upload lists of current subscribers, we will NOT be able to upload subscription preferences. This affects close to 700 subscribers to PSYCHTEACHER alone.)
8. Set a launch date.
9. After the launch date, assign someone to monitor the old lists at Kennesaw for at least a month in order to notify any “stragglers” who try to post to the old list location or the new address. (NOTE: Bill Hill will check on setting up an automated announcement that might avoid this necessity.)
10. Coordinate with the STP Archivist to download and preserve list archives from Kennesaw.
APPENDIX F

APA ELECTRONIC LIST SERVICES AGREEMENT

This Agreement is made and entered into this day _____ of __________ by and between

__________________________________________

(List Administrator name and full address) herein referred to as the "List Administrator" and the American Psychological Association, 750 First Street, N.E., Washington, D.C., 20002-4242, herein referred to as "Provider."

WHEREAS, List Administrator wishes to enter into an Agreement with Provider to utilize Provider's network services for electronic lists; and

WHEREAS, Provider agrees to support the efforts of the List Administrator by providing host equipment to facilitate electronic discussions via Internet Listserv capabilities under the terms and conditions contained herein;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows;

1. Responsibilities of List Administrator
   a) List Administrator will submit a written request to Provider for each new list to be considered that includes the information requested on Attachment A.
   b) List Administrator shall maintain or appoint experienced administrators to manage the lists, which includes but is not limited to, adding and removing subscribers, responding to inquiries related to the list, will annually send a copy of the "rules for use to the list, and responsibility for all training of administrators in the performance of their duties.
   c) List Administrator will be responsible for maintaining archival of list content/data.
   d) List Administrator agrees that Provider has no control over or responsibility regarding the content of any transmissions. List Administrator agrees to comply with, and will require that all subscribers to the list comply with, all applicable U.S. law with regard to the transmission of technical data domestically and internationally, through the Internet services supplied by Provider. List Administrator further agrees, and will require that all subscribers to the list agree not to use these services for illegal purposes, including but not limited to, defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws, or to interfere with or disrupt other network users, network services, or network equipment. Interference or disruptions include, but are not limited to, distribution of unsolicited advertising (SPAM), any commercial use ("Commercial" as used for purposes of evaluating listserv messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of Listserv list subscribers to purchase products or services.)
Examples of messages that may be of financial benefit to listserv subscribers but are not prohibited because they do not inure to the financial benefit of the author, include news of job listings or position openings, or discussion of professionally-related products or services where the Listserv list subscriber conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to Listserv list subscribers but may also have some incidental commercial benefit to the sender (e.g. an author who is a Listserv list subscriber, merely advising the Listserv list subscribers of the publication of a professional book) typically would not be “commercial” for purposes of this restriction.), propagation of computer worms, viruses, “spyware”, or any software that may be used to access or damage other subscriber’s or server systems, and use of the network to make unauthorized entry to any other machine accessible via the network. Violations of the foregoing by list administrator or subscribers to the Listserv list may result in immediate termination of all services by Provider. Provider and List Administrator agree that subscribers will be informed by the Listserv list administrator of the aforementioned requirements when they subscribe to the list and the subscriber agreement will be signified by their agreement to subscribe to the list.

e) List Administrator agrees to notify all subscribers to its Listserv lists, in the initial "welcome message", that the resources for the service are provided by the American Psychological Association. Provider reserves the right to review and approve, prior to implementation, any reference to the Provider in the welcome message.

f) List Administrator is REQUIRED to notify the Provider when he/she discontinues their duties as List Administrator. The Provider reserves the right to inactivate lists when the List Administrator does not respond to inquiries, instructions, contacts or other communications from Provider regarding the list for a period of twenty-one calendar days. The provider reserves the right to inactivate and/or delete lists that have been inactive for six months or longer. The Provider will attempt to, but is not obligated to, contact the List Administrator about making a Listserv list inactive.

g) The APA strives to obtain the highest list subscriber satisfaction for lists that are hosted on APA systems. Provider suggests the List Administrator require their list to be a moderated list initially. Among other things, this allows the List Administrator to remove subscribers who may have been added to the list, without their permission, before unsubscribe or complaint messages can go to everyone on the list. Based on our experience, bulk additions to Lists, whereby subscribers are added to a list without their knowledge, are frequently not well-received and result in many requests for removal from the list. Accordingly, we recommend that potential list members give their consent BEFORE being added to any APA hosted Listserv list. The List Administrator can send a separate message notifying potential subscribers of the existence of the new list with instructions to join. Those potential members can then choose whether or not to join. If subscribers have been added by a bulk uploading method, the List Administrator MUST send the “rules for use” to the entire list.

h) List Administrator agrees to allow Provider to be a subscriber to the list.

i) List Administrator agrees to be a subscriber to the list and will monitor the use of the list for compliance with the terms of this agreement and Listserv Rules.

2. Responsibilities of Provider
   a) Provider will submit response to List Administrator concerning the approval or denial of each new list request received for consideration.

b) Provider will supply List Administrator with appropriate system access and documentation to perform the administrative tasks associated with the lists.
c) Provider may periodically audit the list to ensure the List Administrator is maintaining the responsibilities identified in Section 1 of this agreement.

3. Compensation
These services will be provided at no cost to the List Administrator. Provider reserves the right to change the compensation terms with ninety (90) days written notice to List Administrator.

4. Period of Performance
This Agreement shall commence on the date of execution and shall continue for an initial term of one year. Thereafter, the Agreement shall continue in force, but either party shall have the right to terminate this Agreement. List Administrator may terminate this Agreement with thirty (30) days prior written notice. Provider may terminate this Agreement with ninety (90) days prior written notice.

5. Indemnification
List Administrator and Provider agree to indemnify, defend, and hold harmless the other party, its successors, assigns, transferees, officers, directors, employees, agents, affiliates, and subsidiaries from any and all loss, liability, damage and expenses (including reasonable attorney's fees), resulting directly or indirectly, from any claims or lawsuits arising out of or in connection with the indemnifying party's performance under this Agreement, or arising out of indemnifying party's breach of any of its obligations or warranties under this Agreement, unless the other party is legally adjudged to have acted intentionally, recklessly, or grossly negligent in connection with the circumstances giving rise to the indemnifying party's liability. The parties agree to give the other immediate notice of any suit or action filed or of any claim made against the notifying party arising out of or in connection with this Agreement. This paragraph shall survive termination of this Agreement.

6. Assignment
List Administrator shall not assign, transfer, subcontract or convey any interest in this Agreement, in whole or in part, without Provider's prior written consent.

7. Compliance with Law
List Administrator and Provider agree that, with respect to the subject matter of this Agreement, each shall comply with all applicable laws and regulations and shall duly observe all valid requirements of governmental authorities, and each agrees to cooperate with the other with respect to such compliance requirements.

8. Relationship of Parties
This Agreement is not intended to be, and shall not be, one of partnership, joint venture or employer-employee. Neither List Administrator nor Provider is an agent of the other, and neither may bind, obligate or commit the other by promise or representation unless specifically authorized by the other in writing.

9. Notices
All notices, which are required or may be given pursuant to this Agreement shall be delivered, or shall be mailed, postage prepaid, as follows;

To Provider:
10. Waiver
Waiver of any breach of this Agreement or of any term or provision hereof must be in writing, and no such waiver shall either imply or constitute the waiver of any subsequent breach of the waiver of any other term or condition herein.

11. Severability
In the event that any provision of this Agreement shall be held invalid or illegal, the remaining provisions shall remain in force and effect and shall in all respects be binding on the parties.

12. Governing Law
This Agreement shall be governed by and construed in accordance with the law of the District of Columbia, without regard to conflict of law rules.

13. Termination
a. Provider may terminate this Agreement, with less than thirty (30) days' written notice of termination to List Administrator if List Administrator does not perform in accordance with this Agreement to the satisfaction of the Provider.

b. Provider may terminate this Agreement immediately if List Administrator fails to comply with the terms listed in Paragraph 1.d).

c. If either party breaches any of the terms or conditions of this Agreement, the non-breaching party may give written notice of such breach, and unless the non-breaching party receives, within five (5) days after the delivery of such notice, evidence of the cure of the breach satisfactory to the non-breaching party, the non-breaching party shall have the right to terminate this Agreement by written notice to the other. Notwithstanding such termination, the non-breaching party reserves any and all rights and remedies that may be available to it at law or equity by reason of the breach. This subparagraph III shall not be applicable to termination under subparagraphs I and II above.

d. Upon written notification by List Administrator of Agreement termination, Provider will remove the lists from Provider's system within thirty (30) days. Upon written notification by Provider of Agreement termination, Provider will remove the lists from Provider's system within one hundred eighty (180) days.

14. Non-Disclosure of Information
List Administrator agrees, during or after the term of this Agreement, not to disclose any confidential information regarding the Provider.
Provider will not re-distribute any list names, names of subscribers or other list related files (config, archives, etc.) without the provable consent of the List Administrator. Provider may also be a subscriber, and agrees to abide by the conditions of being a subscriber to the list.

15. Acts of God
Provider shall not be in breach of this Agreement because of failure in performance or provision of the network services if such failure arises out of causes beyond the control and without the negligence of the Provider. Such Causes may include acts of God or of the public enemy, acts of government in either its sovereign, or contractual capacity, fires, floods, epidemics, strikes, embargoes, sever weather, power or transmission failures, failure of any party provider services to APA or any other cause beyond the control of the provider.

16. Entire Agreement
a) This Agreement together with all Attachments constitutes the entire Agreement between the parties when executed by duly authorized signatories of Provider and List Administrator, and shall not be changed, altered or amended except by a written instrument signed by both parties hereto.

b) The section headings appearing herein are for convenience and ready reference only, and shall not in any way affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed on the _____ day of __________________, 20____.

__________________________
(Print Name of List Administrator above)

__________________________
(Signature of List Administrator above)

__________________________
(Title above or leave blank)

Date:__________________________

American Psychological Association

__________________________

Jerry McGlaughlin
Senior Director, ITS Planning and Business Management
Information Technology Services
American Psychological Association
750 First Street NE, Washington, DC 20002-4242

Date:__________________________
Attachment A: Information required from section 1.

1. Responsibilities of List Administrator
   a) List Administrator will submit a written request to Provider for each new list to be considered, that includes the following information;

   1) **Proposed list name** = __________________________________________

   The list’s name will be used as part of the list’s email address (It **must** be less than 30 contiguous characters)

   2) **Brief List description** = __________________________________________

   (MUST be less than 80 contiguous characters, including spaces)

   3) **List Owner Information:**
      Name, address, email address and phone numbers of individual(s) administering the list.

      **Name:**
      __________________________________________
      __________________________________________

      **Address:**
      __________________________________________
      __________________________________________

      **Email:**
      __________________________________________

      **Phone #:**
      __________________________________________
      __________________________________________

   4) **List Options (check one choice for each)**
      a) **Type of list:**
         **Announce-Only List** – List is used for dissemination of information, NOT for discussion. Only specified persons, usually the List Administrators, may post to the list.
         **Forum/Discussion** – List is used for dissemination of information and discussion. All members of the list can post to the list.

      b) ** Replies:** Where should replies of messages posted to the list be sent?
         **Sender of the message** - Whoever sent the messages will be the only one receiving the replies of his/her message.
         **Entire list** – The entire list will receive the reply messages to all messages. This may be useful on forum type lists. NOT RECOMMENDED ON ANNOUNCE-ONLY LISTS.
         **Specific email address** – All replies to messages posted to the list will go to a specific address or the Administrator of the list. Where should replies go to: (Circle ONE)
         1. List Administrator
         2. Other
If “Other” please print the email address for replies:

______________________________

c) Messages Sent to The List:
   Moderated - All messages must be approved by the Listowner/Moderator.
   Un-moderated - subscribers can send messages directly to the list.

d) SUBSCRIPTIONS:
   Open - Anyone on the Internet, with email, can subscribe to the list.
   Closed - Only Listowner approved members can be on the list.

Please provide this information with your signed agreement and your sample welcome letter.
Welcome Letter

OPTIONAL
Dear Colleague,
Congratulations and welcome to the ________________________(List name)

=====================================================================
1. REQUIRED on Welcome Message
The resources (hardware, software, and technical assistance) for this effort are provided without charge by the American Psychological Association as a public service.

=====================================================================

OPTIONAL
There are very few rules as a member of this list/forum. Few restrictions, we have found, result in the greatest number of innovative contributions. However, four rules are critically important.

=====================================================================
2. REQUIRED on Welcome Message

If you are subscribed to this forum and especially if you send messages to the forum, you are agreeing to these rules. These rules, by the way, apply to members of nearly any Internet news or interest group.

The rules are:

Rule 1: Do not use the forum for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws.

Rule 2: Do not intentionally interfere with or disrupt other forum members, network services, or network equipment. This includes distribution of unsolicited advertisement or chain letters, propagation of computer worms and viruses, and use of the network to make unauthorized entry to any other machine accessible via the Forum.

Rule 3: Do not use the Forum for commercial purposes. "Commercial" as used for purposes of evaluating listserv messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of listserv subscribers to purchase products or services.

Examples of messages that may be of financial benefit to listserv subscribers but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv subscriber conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to list subscribers but may also have some incidental commercial benefit to the sender (e.g. an author who is a list subscriber merely advising the list subscriber of the publication of a professional book) typically would not be "commercial" for purposes of this restriction.

Rule 4: Do not use this forum for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office. The Federal law providing for the American Psychological Association's tax exempt status absolutely forbids the use of APA resources or facilities, including this forum, in any way that would even appear to support or oppose such a political candidate. Advocacy on substantive issues is separate from the absolute prohibition on electioneering for candidates. However, for APA Divisions, "calls to action" asking list serv members to contact their elected officials to express a view on legislation may not be included on the list serv unless
and until they have received review under APA Rule 100-1.4. Please use the following link for more information about APA Rule 100-1.4. http://www.apa.org/about/governance/bylaws/rules-100.aspx

Please use the following link for more information about the rules for using APA’s Listserv lists. http://listserv.apa.org/infopages/APARules.html

If you break these rules then you may be sanctioned up to and including being unsubscribed at the sole discretion of the List Administrator because the rules govern the very heart of our arrangements with our service provider—-or any other service provider.

--------------------------------------------

OPTIONAL

In addition to these rules, various standards have emerged within the *culture* of electronic list forums. These standards do NOT mean requirements, however. By following these standards and rules, you will contribute to a climate of trust and collegiality that encourages a friendly, informed and, yet spontaneous discourse.

Standard 1: Please send a message to all of us and introduce yourself. Just send the message to: ______________ try to keep your messages brief. For your introduction, you might note your name, affiliation professional), where you live, why you joined the list, and any request or question you might have now. For example, new members note that they would like to collaborate with colleagues who are interested in certain issues. If you feel uncomfortable sending a message to the entire network, just send it to me. I will be glad to hear from you.

Standard 2: Please sign each of your messages, including your Email address. This enables us to be able to communicate with you in response to your message. Most Email software includes a signature option that automatically generates this information and any other you wish.

Standard 3: Please keep your messages constructive, courteous, and brief.

Standard 4: If your Email software program includes and you utilize an option that repeats the message to which you are responding, please do not repeat any part of the message that is not essential. This will save considerable space (bandwidth) for everyone who receives your message.

Standard 5: Please be supportive of fellow Forum members and show mutual respect.

Some day you may wish to unsubscribe from the Forum. If so, please send me a message or simply send a message to: listserv@lists.apa.org

Use no subject line. Your message should say only:
Signoff ______________ (name of list)

So, we welcome you to this Forum and look forward to your introduction.
Let me know if you have any questions or comments.
SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)
MINUTES FOR THE EXECUTIVE COMMITTEE TELECONFERENCE

May 23, 2016
Approved June 28, 2016

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<tbody>
<tr>
<td>President</td>
<td>Janie Wilson</td>
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<tr>
<td>President-Elect</td>
<td>Ken Keith</td>
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<tr>
<td>Past President</td>
<td>Suzie Baker</td>
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<tr>
<td>Vice President for Diversity and International Relations</td>
<td>Susan Nolan</td>
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<tr>
<td>Vice President for Membership</td>
<td>Meera Komaraju</td>
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<td>Aaron Richmond</td>
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<tr>
<td>Vice President for Recognitions and Awards</td>
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<td>Sue Frantz</td>
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<td>Tom Pusateri</td>
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<tr>
<td>Executive Director</td>
<td>Ted Bosack</td>
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1. Call to order

President Wilson called the meeting to order at 12:15 PM Eastern Daylight Saving Time.

2. Vote on minutes (refer to document 02)

President Wilson asked for corrections to the minutes distributed by Secretary Pusateri. The Executive Committee approved the minutes as distributed.

3. ACT registration rates (refer to document 03)

Relevant Electronic Discussion
Subject(s): ACT Prices (31 posts)
Date(s): May 5-10, 2016

Vice President Richmond shared suggested changes to the registration rates for the Annual Conference on Teaching that would provide discounts for students and high school teachers as well as incentives to become an STP member. Vice President Frantz discussed the reduced rates as subsidy that would benefit current and prospective members who may be less able than other members to afford the registration fee, and several members of the Executive Committee expressed support for this perspective. President Wilson could announce the reduced rates in a President’s message on the website and other venues. To adequately prepare for the potential financial impact of these reduced rates, Executive Committee members discussed increasing the 2016 ACT conference budget by $4000.

**VOTE 2016-05-23-01**

Motion: I move to amend the budget to allocate $34,000 in support of the 2016 ACT.
Moved: Aaron Richmond
Second: Suzie Baker
Outcome: PASS (8/0/0 Y/N/A)
Action item #34: President Wilson will contact the Director of the Annual Conference on Teaching to arrange for members of the Executive Committee to receive badge ribbons identifying them as STP Leadership.

4. **Translation policy (refer to document 04)**

*Relevant Electronic Discussion*
Subject(s): draft translation policy (32 posts); Revised version of STP Translation Policy (2 posts)
Date(s): May 3-22, 2016; May 23, 2016
Vice President Nolan shared a draft policy for requests to approve translations of STP materials from English to another language. Nolan revised the draft with input from Executive Committee members. There was considerable discussion on whether the Executive Director, relevant Vice President(s), or both should provide final approval of requests.

During the teleconference, members of the Executive Committee suggested revising a sentence to read the following: “The ED and the Vice President for Resources Vice Presidents relevant to the translated material will be responsible for the approval of requests.” Executive Director Bosack agreed to seek input from APA Counsel on the approved policy.

**VOTE 2016-05-23-02**
Motion: I move that we approve the STP translation policy as revised May 23, 2016 pending input from the APA Office of General Counsel.
Moved: Sue Frantz
Second: Suzie Baker
Outcome: PASS (8/0/0 Y/N/A)

5. **STP Listservs (refer to document 05)**

*Relevant Electronic Discussion*
Subject(s): Final Report on Listservs (2 posts)
Date(s): April 27-May 2, 2016
President Wilson shared the report from the Ad Hoc Committee on STP Listservs. The committee recommended continuing all listservs using the LSoft Listserv software; moving all existing listservs to APA as the hosting service; and requesting that the STP Social Media Committee review existing lists to decide on which lists to continue, merge, or discontinue.

The Executive Committee thanks the ad hoc committee for their work. Because not all members were present during the teleconference, President Wilson suggested that the Executive Committee delay voting upon the recommendations until a later date. The consensus of the Executive Committee was to move the Diversity listserv to the APA server as soon as possible because the current host, Ball State University, no longer supports the listserv software.

Action item #35: President Wilson will contact Vice President Nolan to discuss moving the Diversity listserv to the APA server.
Meeting was called to order at 8:35am by President Gurung.

Introductions and Welcome to new Vice Presidents and Treasurer-Apparent.

Goals for this meeting: Depart New Orleans with a comfortable set of Policies and Procedures.

Friday Key Agenda Items: 1. Policies and Procedures Manual review
2. Review Dana’s task forces and progress toward implementation

**Item-by-Item Discussion of Recommendations for Policies and Procedures**

**PayPal Options**

PayPal options were discussed for web site for paying dues. Pilot testing options were discussed for opting for PayPal. FFE may want to explore their own options for a PayPal contribution option from their web page (http://teachpsych.org/members/awards/index.php). PayPal for paying STP dues is generally accepted; would a direct deposit approach be applicable for contributions to FFE? In addition to PayPal, FFE may want to consider electronic funds (direct deposit). Two separate accounts within PayPal may be plausible—one to pay dues, one to make a FFE contribution.

APA is exploring web platforms to be able to offer division web services. The tasks may be overwhelming for one faculty member to upkeep the entire site. A content manager model was mentioned.

*Action Item 1: Ask Jeff Stowell to put more about FFE on STP web site.*

*Action Item 2: Regan contacts FFE chair for explore PayPal and EFT options.*

**Safeguards to Ensure Safety of Funds**

The Treasurer is responsible for oversight of the FFE. EC may want to request regular reporting of FFE balance sheet to be provided to Treasurer (monthly or quarterly). Overspending of budgets was discussed, and possible implications of new policy were discussed. Treasurer is to monitor potential overspending. Need to provide training for individuals who have a budget line that might be overspent. The EC may want to be informed about large overages. Perhaps if a budget is beyond 110%, Treasurer informs EC. Overages due to mismanagement or lack of planning need to be tracked carefully. Payment of speakers and budgeting needs to be handled within a budget line. Over-expenditures typically occur with meeting-related accommodations.

*Action Item 3: Treasurer will inform EC if a budget overage occurs if greater than 10% or $100 over base budget.*
GSTA

Discussion of new policies and the responsibility of the hosting school for GSTA president to attend APA. The graduate student chair should be a member of STP.

*Action Item 4: Criteria for selection of GSTA host school and institutional responsibility to provide funds for the GSTA chair to attend APA should be listed in the Policies and Procedures Manual.*

*Action Item 5: EC to review GSTA Policies and Procedures for potential action.*

Discussion followed about GSTA budgeted line and spending (or lack of spending). GSTA is asked to submit a proposed budget to EC for approval. A general discussion about budget issues followed.

Budget planning: Keep one year’s worth of operating budget in liquid account, and invest the remainder. Encourage GSTA officers to think boldly and submit a budget. Other budget discussion followed about the presentation of estimated and actual budgeted amounts to the general membership.

Theodore N. Bosack recommended at 10:04am for STP to have two sets of books for accounting purposes for transparency.

**Recommended Policy for Appointment of Directors and Editors, Committee Chairs, Committee Members**

Vacancy of editors and directors: Ad hoc search committee selected by president consulted with EC, establishes selection criteria and deadline for application, and issues an open call for nominations, including self-nominations. Three professional references shall be solicited from nominees. Approved by a vote of the EC.

Vacancy of associate directors and associate editors: Editor or director shall establish selection criteria, a deadline for applications, and shall issue an open call for nominations, including self-nominations. Three professional references shall be solicited from nominees. Approved by a vote of the EC.

Vacancy of committee chairs and associate chairs: The respective VP shall issue an open call for nominations, including self-nominations. Approved by the vote of the EC.

Vacancy of committee members: The selection of committee members is appointed by the committee chair in consultation with the respective VP.

**Emergencies (unexpected resignation)**

In the event that any appointed position is unable to complete the term for any reason, then an emergency appointment shall be made by the respective VP to appoint a successor with the approval of the EC to complete the remainder of the term.
By-Laws and Voting

Currently voting on the by-laws only occurs in person. Discussion ensued about a mechanism for online voting for by-laws. Can protections be put in place to ensure veracity of voting outcomes?

_action_item: Changes to Article 11

Item 1. The Society at any annual meeting by a vote of 2/3 of the members present or by a majority of the members of the Society voting on a mail or electronic ballot, ...
[statement continues as written]

Item 2. Strike current statement. Substitute: The Secretary will receive and certify the balloting and report the results to the President.

Network Listservs

The current PSYCHTEACHER listserv is hosted as a University website. TOPEC and TEACHPSYCH are hosted at Kennesaw State University. The DIVTEACH listserv is hosted by Ball State University.

_action_item: Jim, Ted, and Jeff shall look into hosting cost of STP listservs external to a University web site.

Treasurer: Elected or Appointed?

An elected position must have more than one person on the slate to qualify as an election.

_action_item: By-law Article 7, Item 3: With the exception of the office of Treasurer, ...
[statement continues as written]

Removal from Office

Discussion followed about the rules in place regarding removal from office

_action_item: Dana submits current ‘removal from office’ policy to APA Legal Council to ensure legality and ask for suggestions for expediting the process to protect the individual and the Society.

STP Involvement at NITOP

How much does APS pay to get the visibility at NITOP? STP membership at NITOP was estimated at 50% in one setting. A brief history of NITOP was provided as to its origins. Current STP pays $1500 to sponsor a workshop, and two poster awards are given ($250 each); a total of $2000 is currently invested. Should we invest more for more visibility at NITOP? A related item is the occurrence of Teaching Enhancement Workshops. NITOP poster awards
1. Call to order

President Wilson called the meeting to order at 3:03 PM Eastern Daylight Saving Time.

2. Vote on minutes

President Wilson asked for corrections to the minutes distributed by Secretary Pusateri. The Executive Committee approved the minutes as distributed.

3. Updates on Personnel

After consulting with the Executive Committee, Vice President Komarraju appointed Anna Ropp as Chair of the Membership Communication Committee effective immediately through December 31, 2018.

** VOTE 2016-06-28-01**

Motion: I move to appoint Danae Hudson as Director of the Office of Teaching Resources in Psychology effective January 1, 2017 through December 31, 2021.

Moved: Aaron Richmond

Second: Meera Komarraju

Outcome: PASS (8/0/0, Y/N/A)

After consulting with the Executive Committee, President Wilson appointed Dana Dunn as Chair of the Fund for Excellence and Randy Ernst as Member of the Fund for Excellence effective January 1, 2017. The end date of their terms will be determined by the results of the upcoming vote to change the bylaws pertaining to the Fund for Excellence.
**VOTE 2016-06-28-02**

*Motion:* I move to appoint Jordan Troisi as Director of the Annual Conference on Teaching effective January 1, 2017 through December 31, 2019.

*Moved:* Susan Nolan

*Second:* Beth Schwartz

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

After consulting with the Executive Committee, Vice President Nolan announced that Kelley Haynes-Mendez will serve as Chair of the International Relations Committee for the remainder of Amanda Clinton’s term effective immediately through December 31, 2018.

4. **APS Teaching Institute Request for Funding Keynote Travel**

*Relevant Electronic Discussion*

*Subject(s):* APS Teaching Institute Request for Funding (6 posts)

*Date(s):* June 7, 2016

Vice President Richmond shared a request from Jeffrey Holmes, Director of the STP Program at APS, for additional funding for speakers who conduct the workshop during the STP/APS Teaching Institute. STP currently provides funds for $1,200 per speaker for six speakers, for a total of $7,200 (Vote # 2014-01-17-05).

**VOTE 2016-06-28-03**

*Motion:* I move to provide $1,200 for a workshop speaker for the 2017 STP/APS Teaching Institute.

*Moved:* Aaron Richmond

*Second:* Suzie Baker

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

President Wilson and Vice President Richmond suggested that the Executive Committee should discuss funding allocations for future conferences during long-range planning.

Action Item 40: Vice President Richmond will request that the coordinators of the APS Conference identify attendees who register for the APS/STP Teaching Institute (e.g., by indicating registration on their name badges).

5. **2016 Interdivisional Grant Program (refer to document 02)**

*Relevant Electronic Discussion*

*Subject(s):* Fwd: FW: DEADLINE EXTENSION - 2016 Interdivisional Grant Program (13 posts)

*Date(s):* June 17-22, 2016

President Wilson shared an invitation from the Committee on Division/APA Relations (CODAPAR) to submit an application for a 2016 Interdivisional Grant Program by August 15, 2016. Wilson suggested that Vice President Nolan contact the Chair of STP’s International Relations Committee to pursue a grant application with Division 52 (International Psychology). CODAPAR funds a maximum of $10,000 for any proposal. President-Elect Keith and Vice President Komaraju expressed interest in supporting the application.
Action item 41: Vice President Nolan will contact the Chair of the International Relations Committee to discuss applying for a 2016 Interdivisional Grant with the assistance of President-Elect Keith and Vice President Komaraju.

6. **Update on Diversity listserv moving to APA**

Executive Director Bosack contacted the staff of APA for clarification on the logistics of moving STP’s listservs, starting with the Diversity listserv, to APA’s server. APA will be able to maintain current subscribers on each listserv during the move. APA indicates that they have limited storage space and will delete archives over time, so the STP Archivist will need to plan to retrieve listserv messages periodically to retain them in STP’s archives. In order to maintain the security of each listserv, APA will permit STP to identify a reasonable but limited number of listowners for each list.

7. **Announce Recipient of Presidential Citation**

President Wilson announced that Tom Pusateri, Kennesaw State University, will receive a STP Presidential Citation during the 2016 Annual Conference on Teaching.

8. **Upcoming Executive Committee meetings**

Secretary Pusateri prepared Doodle polls for scheduling the July and August 2016 teleconferences.

Vice President Schwartz will be unable to attend the Annual Conference on Teaching and indicated that she would be willing to resign her position prior to the conference if her successor is available to attend to attend the Executive Committee meetings at the conference.

9. **Featured items in July and August issues of TOPNEWS-Online**

Action item 42: Vice President Richmond will submit an informational item on reduced registration fees for the Annual Conference on Teaching in the July issue of TOPNEWS-Online.

Action item 43: Vice President Komaraju will contact the Chair of the Early Career Psychologist Council to request a column for the August issue of TOPNEWS-Online.

10. **Adjourn**

President Wilson adjourned the meeting at 3:58 PM Eastern Daylight Saving Time.

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Information items shared with Executive Committee members prior to the teleconference:

1. 2016 Interdivisional Grant Program Call for Proposals
2. STP Translation Policy
1. Call to order

President Wilson called the meeting to order at 1:17 PM Eastern Daylight Saving Time.

2. Vote on minutes

President Wilson asked for corrections to the minutes from the August teleconference distributed by Secretary Pusateri. The Executive Committee approved the minutes as distributed.

3. Elections and Appointments

Past President Baker announced that the committee received two applications for the Executive Director position; the deadline for applications is October 31. Baker also announced that the committee received three nominations for APA Council Representative (one more nomination is needed), one nomination for Secretary (one more nomination is needed); and no nominations for the other open positions (President-Elect, Vice President for Programming, Vice President for Resources, all of which require two nominations, and Treasurer, which is elected by the Executive Committee and requires at least one nomination). Baker encouraged members of the Executive Committee to recruit applicants for these positions; the deadline for applications is December 16, 2016.

Vice President Richmond requested that the Elections and Appointments Committee provide greater transparency concerning the procedures they use to select the final slate of candidates including consultation with members of the Executive Committee prior to selecting the slate.
Action item #81: President-Elect Keith will incorporate changes in the Policies and Procedures Manual that indicate how the Elections and Appointments Committee selects the slate of candidates for elected positions and articulates any restrictions to individuals who may be considered for elected positions.

Action item #82: Vice Presidents Komarraju and Frantz and Executive Director Bosack will disseminate the call for nominations for elected and appointed positions in STP’s newsletter, listservs, social media, and website.

4. STP Executive Director Report

Executive Director Bosack provided an update on the transfer of listservs to the APA website. Bosack requested clarification on the responsibilities of the Membership Communication Committee relevant to STP’s listservs. Vice President Frantz suggested that the Membership Communication Committee should be responsible for policies and moderation of the listservs, and that the Internet Editor should be responsible for the technical maintenance of the listservs.

Bosack requested that there should be no term limits for moderators of listservs. Vice President Frantz indicated that moderators of the listservs are similar to reviewers for Project Syllabus and other resources and agreed that there should be no term limits. Frantz suggested that new moderators should be asked to make an initial three-year commitment and that all moderators be invited annually to renew their commitment.

Action item #83: President-Elect Keith will coordinate with Vice Presidents Komarraju and Frantz to incorporate changes to the Policies and Procedures Manual that clarify the responsibilities of the Membership Communication Committee and Internet Editor pertaining to STP’s listservs and that specify that listserv moderators will be invited annually to renew their commitments.

5. Treasurer’s Report

Treasurer Kreiner reported that STP’s long-term investment account has been established and that we will soon have information about how much growth we may anticipate from the investment. Kreiner thanked the task force who worked on the investment policy for their service.

Kreiner encouraged the Executive Committee to elect his successor in time so that the next Treasurer could be invited to attend the Executive Committee meeting in April.

Action item #84: President-Elect Keith will schedule an executive session of the Executive Committee to discuss nominees for Treasurer as soon after the December 16, 2016 deadline for nominations as practical.

6. Secretary’s Report
Executive Director

Subject(s): Fwd: Ad Trade (2 posts); APS Ad Share (7 posts)
Date(s): October 28, 2016; October 29, 2016
Executive Director Bosack spoke to Sarah Schroeder, Marketing and Advertising Manager of the American Psychological Association, about sharing advertisements. Bosack also indicated that SAGE Publications expressed interest in sharing ads within STP’s and APS’s publications. Bosack invited members of the Executive Committee to participate in future discussions.

Action item #98: Executive Director Bosack will coordinate with the following individuals who expressed interest in participating in future conversations about ad sharing with APS and SAGE Publications: Frantz, Keith, Richmond, Wilson.

Subject(s): APS/STP Ad Share Summary (8 posts); Ads in TOP (7 posts)
Date(s): November 28-29, 2016; December 1-2, 2016
Executive Director Bosack updated the Executive Committee on discussions between representatives from STP and the Association for Psychological Science on trading ad space in their publications; a full-page ad for APS in Teaching of Psychology for a quarter-page ad for STP in the APS Observer, which the SAGE staff agreed to help prepare. President Wilson suggested advertising STP’s international efforts in the ad. Vice President Frantz inquired whether the ad share would be a single share or an ongoing arrangement, and she suggested pursuing a similar arrangement with APA for ads in Teaching of Psychology and the APA Monitor.

Subject(s): Summary of Progress on Listserv Transition (3 posts)
Date(s): Nov 21-22, 2016
Executive Director Bosack reported that he and Bill Hill successfully collaborated with APA’s technical team to transfer the DIVERSITY-TEACH listserv to APA’s servers and submitted requests to transfer STP’s remaining listservs to APA. To comply with APA’s policies, the names of the listservs will change: TOPEC will become DIV2Leadership, PsychTeacher will become DIV2PsychTeacher, STPModerators will become DIV2STPModerators, and STPECP will become DIV2ECP. Bosack thanked Bill Hill for his work on transferring the listservs.

Subject(s): Question from a Member (8 posts); Fwd: Question Regarding User of D2 Logo
Date(s): December 7, 2017; December 8, 2017
Executive Director Bosack shared a concern from an STP member that another member was using the STP logo on a website. Bosack consulted with APA’s Office of General Counsel, who recommended that individuals “should ask for permission for the use and permission can be granted but always with an eye toward how the logo will be used and in what light will the use cast the division.” President Wilson contacted the member who agreed to modify the website.

Action item #99: Past President Baker suggested developing a policy about acquiring permissions to use STP’s logo(s) and that could be posted on the STP web page (n.b. Bosack, Keith, Pusateri).