

**AAPT Executive Board Meeting
October 15-17, 2010
College Park, MD**

Friday, October 15, 2010

Members Present: David Cook, President; David Sokoloff, President-Elect; Jill Marshall, Vice-President; Steve Iona, Secretary; Paul Zitzewitz, Treasurer; Mary Mogge, Chair of Section Representatives; Marina Milner-Bolotin, Vice Chair of Section Representatives; Marie Plumb, At-Large Member; Elizabeth Chesick, At-Large Member; Steven Shropshire, At-Large Member; Karl Mamola, Editor, *The Physics Teacher* (TPT); Jan Tobochnik, Editor, *American Journal of Physics* (AJP); Warren Hein, Executive Officer

Guests: Shirley Hyde, Executive Assistant; Jack Hehn, AIP Education Officer; Ted Hodapp, APS Education, Marilyn Gardner, Director of Membership and Communication; Rogers Fuller, Membership Coordinator; Mellissa Lapps, Marketing Coordinator; John Layman, AAPT Archivist; Erwin Campbell, Director of Information Technology; Kaye Kirby, EO-APS; Cerena Cantrell, Associate Director of Meetings and Programs; Tiffany Hayes, Director of Meetings and Programs; Beth Cunningham, Executive Officer designate

Absent: Alex Dickison, Past President

Meetings of the Web Committee, the Committee on Governance Structure, and the Standards Committee preceded the Board meeting.

1. Welcome and Call to Order /Cook

Cook welcomed the Board for the afternoon/evening session.

Alex Dickison sends his regrets not being able to attend both in person and via telephone connection.

A special welcome was extended to Beth Cunningham as the next Executive Officer.

2. Approval of Agenda/ Cook

A slightly revised agenda was approved unanimously. The motion was made by Zitzewitz and seconded by Mogge.

3. Approval of Minutes of July Board Meeting/ Iona,

The motion to approve the corrected minutes was made by Chesick with a second from Marshall. The motion passed unanimously.

4. Marketing Report/ Lapps

Lapps described some of her outreach efforts this fall. She has been using more tracking codes to identify the source of new members so as to better target follow-up information. She has also been busy promoting the Winter Meeting with ads for the Symposium and special speakers. This promotion has include the use of social media including – Twitter and Facebook.

She will be participating in USA Science Festival on the Washington DC Mall at the end of

October. She has also been busy advertizing the e-mentoring opportunities for teachers at the NSTA conferences.

5. Technology Report /Campbell

Campbell described the challenges of continuing to use a computer software system to make the full use of its support period. The current version of the Association Management System (iMIS) will not be supported after the license expires in 2012. Therefore, AAPT must either upgrade or switch platforms. The anticipated costs will be \$100-400k +18% annual fee. The two types include internally and externally hosted systems. Cook raised a concern about off-site record archiving.

6. Fund Raising Report/ Burgess

Burgess indicated that the contributions are down from 2009, but the number of donations is up from 2009. The spring appeal directly netted about \$500, yet web donations were up about \$6000 May - August versus August - October. She is currently planning the end-of-year campaign.

She is also planning follow-up letters describing the performance of the supported areas. For example, reporting on the Physics Olympiad results for those who contributed directly to that project.

Chesick commented on the importance of appeals for special funds such as the Preece Fund. Bolotin pointed out that asking Canadian physicists to support a USA team for the IPhO might not be very effective.

7. Remarks from AIP Director of Education/ Hehn

Hehn thanked the Board for the continued invitation to sit at the Board table.

He reported on structural and personnel changes at AIP that included the following: AIP-MGR divided into news and media services divisions (currently seeking a manager) and government relations. AIP has recently hired a new Director of Development.

SPS recently finished their Council meeting and is currently working on a project as part of the USA Science and Engineering Festival.

He reported that as part of the NSTA Conference in Nashville, there would be a pre-conference on Re-imagining the Textbook. This might be an important event discussing electronic material associated with texts.

The NRC/NAS has developed Science Content Frameworks, and Achieve Inc. will be producing a standards document. Reports from these groups are expected soon.

An upcoming *AIP-Focus On: Who Teaches High School Physics* will be published soon by the Statistical Resources Center. Among its findings include

- There are about 27k HS physics teachers in the US and that they teach about 1.2 million students.
- 27% report belong to AAPT (N.B. but actual membership is < 20%)
- 70% have graduate degrees
- 26% have majored and 9% minored in physics

- 15% hold PER related degrees
- 32% are females

The findings indicate that the nation has the capacity to teach even more physics classes using these teachers

Finally, he reported that for the SRC to complete a TYC survey, \$30k is needed. \$15k would allow for negotiations.

8. Remarks from APS Director of Education /Hodapp

Hodapp indicated that APS and AAPT share many joint projects. He is looking forward to working with Beth Cunningham and is sorry to see Warren Hein retire.

- The PhysTEC RFP and webinar has begun to solicit and identify new sites. The intent is to expand the discussions at universities about teacher preparation. Last year they had 52 proposals of which five were funded.
- The PhysTEC National Advisory Committee met recently. Jill Marshall is on that Committee.
- The Taskforce on Teacher Education final report is expected in the next few months.
- The Meltzer and Schaffer book on teacher preparation is expected during 2010.
- PhysTEC had recently sponsored workshops on pedagogical content knowledge and the use of learning assistants. Hodapp is expecting to offer 1-2/year
- He is in continuing discussion regarding ChemTEC
- Hodapp indicated that there are approximately 200 PTEC sites.
- The APS Committee on Education is working on how to publicize work at institutions regarding the improvement of undergraduate physics teaching. They are considering an award beginning in 2012.
- Ed Lee retired in August. APS has posted a position: half-time teacher professional development, half-time PhysTEC coordination. One intent is to reinforce the linkages between the high school and college communities- specifically about how get universities to form alliances with K12.
- The NRC Decadal Study has been approved for Physics Education beginning in 2011.
- APS is working on a Minority Bridge Program to increase the number of minorities receiving advanced degrees. The long-term goal is to have the percent of minorities receiving advanced degrees to match the percent receiving bachelors' degrees.

9. Remarks from APS Executive Officer/ Kirby

Kirby emphasized that APS values its partnerships with AAPT. She is very much looking forward to working with Cunningham.

She highlighted several of our common interests focusing on education and outreach:

- Outreach through the USA Science Festival – Laser Haunted House;
- Collaboration on the Department Chair conference – in conjunction with AIP
- Summit 3 Meetings with industrial physicists. Broadening Physics Career Paths.
- Joint meeting in February 2010 in Washington DC

10. Programs and Conferences Report/ Hayes, Cantrell

Hayes pointed out that the recent joint meeting with APS went very smoothly since both were similar sized meetings. If AAPT was to co-locate its meeting with another organization, it would require a strong Memorandum of Understanding. An advantage of co-located joint meetings is that participants want times to swap ideas and opportunities to share ideas in a round table format.

Tobochnik pointed out that APS meetings tend to cater to “different groups”; while AAPT meetings tend to cater to the “same group”.

Marshall indicated that she has heard comments from Area Committee members that it is difficult to attend two meeting/year. Others have commented on the difficulty in preparing two different talks/year.

Hayes has received questions about doing away with Winter Meeting.

Future Meetings:

- Hayes is in communication with the city of Jacksonville so that they would pay for shuttle services. She is planning a trip to St Augustine, a pub-crawl, and a run/walk as part of the conference events.
- Philadelphia: all contracts have been signed except meeting spaces and dorm contracts
- Potential WM2013 site visits have been made to New Orleans and Austin
- Hayes has been in contact with Portland for SM2013. The Section support and city support this past summer were excellent. She pointed out the advantages of negotiating with a hotel in a returning situation.

11. Communications Report/ Gardner

Gardner announced that the migration to Scitation3 has been completed with new journal landing pages established. The new platform offers enhanced search capabilities and additional advertizing opportunities.

She indicated that subscription revenue from institutions has dropped \$52K for AJP and \$42k for TPT. Tobochnik commend that he has seen increased revenue from the Consortium, but he has also seen decreasing institutional subscriptions. He thought that they were to be no decrease in revenue with the Consortia, but it does not seem to be working that way. While the Consortia income is up, it has not increased by the \$100k level.

Shropshire offered the following motion, Bolotin offered a second.

The Executive Board approves an Online Only category for nonmember subscriptions to both journals (AJP, TPT), that offers a 10% discount for each Online Only subscription (i.e., for AJP: \$712 for Print and Online, the Online-Only price will be \$641, TYC Online-Only price will be \$483; for TPT: \$457 for Print and Online, the Online-Only price will be \$411, TYC Online-Only will be \$310).

The motion passed unanimously

As part of the discussion, Tobochnik wondered. “What do we want to achieve as part of this

motion?" The response was "to reduce losses."

Gardner reported that the e-mentoring program has launched and has been advertized in the e-NNOUNCER. Currently, we have 50 mentors. Al Thompson (CO-WY) works to pair mentors and mentees. The IT aspects have taken a great deal of time. She offered special thanks for Chad and Terrence. This program has a great potential for increasing membership.

Cook commented that we should not publish descriptions that are incorrect as part of the Photo Contest. He wondered if the Photo Contest Committee can vet the descriptions?

Chesick wondered if perhaps the High school Committee could help by offering this service to the Photo Content Committee. Mogge added that offering fewer pictures that demand voting would decrease the number of descriptions that are read.

12. Membership Report /Gardner, Fuller

Fuller pointed out that AAPT is no longer providing complimentary memberships to the winners of the Physics Bowl. AAPT still offers a complimentary membership to the Outstanding TA Awardees; however, these will be paid from an existing fund.

He pointed out that the lapsed renewals are mostly retired members. Students are the fewest in the lapsed renewal category. Income is up from 2007, though number of members is down.

The number of Associate Memberships is very weak (less than 75). The Association needs 200-300 to break even. The Board wanted to offer a three-year trial membership program. Mogge pointed out that we could drop the article packs as a member benefit.

13. Section Chair's Report/ Mogge

Audit Committee

Mogge reported that AAPT received a "clean audit." The Audit Committee offered the following two motions

The Audit Committee recommends that the Board accept the 2009 Audit Report.

The motion passed unanimously.

The Audit Committee recommends that the Board appoint McGladrey and Pullen to conduct the 2010 audit.

The motion passed unanimously.

14. President's Report/ Cook

ICPE/GIREP

In July 2010, Gordon Ramsey informed the Board that ICPE and GIREP were jointly beginning to plan a World Conference on Physics Education, tentatively scheduled for July 2012 in Istanbul, Turkey, and tentatively titled "The Roles of Concepts, Representation and Culture in Physics Education". Gordon sought some level of endorsement from AAPT for these efforts. Interested in the possibility, but concerned that the extent of AAPT's commitment was only vaguely laid out in Gordon's presentation, the AAPT Board was reluctant to offer more than generic support in principle, passing two motions:

- That the Board task the International Committee to provide a written proposal to the

Executive Board by September 1, 2010 with recommendations on how AAPT should participate in the quadrennial world conference on physics education.

- That AAPT supports the establishment of a quadrennial world conference on physics education, which includes workshops, working sessions, paper and poster sessions and plenary speakers, related to topics relevant to the meeting themes, as proposed by ICPE and GIREP.

Cook moved and Plumb seconded the following motion:

Subject to approval from the International Education Area Committee, the AAPT Board allows the AAPT President to designate two representatives to participate in the planning for the ICPE/GIREP conference. Note: This would not include any funding at this time.

The motion passed unanimously.

Statement on Computation in Physics Curricula

Tobochnik presented a statement based on discussions with Wolfgang Christian and a CISE. He has seen that many schools dabble with computational physics; but few have a requirement for involvement within the curriculum.

Other

Zitzewitz offered a suggestion that he would like to see a white paper by an Area Committee regarding what is “appropriate instruction”

- Cunningham pointed out that it is important to show how departments can do this.
- Hein encouraged Area Committees to think about issues beyond meeting planning.

There was a consensus to refer to the matter to the Undergraduate Education Committee.

15. AAPT Historian/Archivist

Background

There are precious few references in AAPT documents to the historian and no references at all to an archivist. A document dating to 1996 declares that The President, with the advice of the Executive Board, shall appoint the AAPT Historian. The Historian shall serve a two-year term that may be renewed.

The Historian shall update the Association's history as published in the Directory every two years and shall advise the Executive Officer and Board on the maintenance of appropriate historical records for the Association. The Historian shall have a budget of \$1000 each year for expenses related to the Historian's responsibilities.

In October, 1997, the AAPT Board passed the motion as follows:

Upon recommendation of the AAPT Historian, the AAPT Executive Board hereby authorizes the AAPT Historian to arrange with the Niels Bohr Library of the AIP Center for the History of Physics to serve as the repository for AAPT archival records.

In April 2010, the AAPT President appointed an AAPT Historian and an Archivist. These appointments were based on the following distinction: The archivist makes sure that assorted AAPT documents (Minutes of the Executive Board, Board books, formal publications of the AAPT supported by ISBN numbers, etc.) are properly collected, catalogued, and maintained. The archivist will also create historical records. The historian provides coherent narratives to

place the archived documents in context and to summarize their content for easier access by those seeking that history.

Charge to Historian and Archivist

The AAPT Executive Board hereby creates the positions of AAPT Historian and AAPT Archivist. When vacancies occur for whatever reason (expiration of term, resignation, *etc.*), the AAPT President, after consultation with the AAPT Executive Board, shall appoint suitable individuals to these positions. The normal term of office in each position shall be four years, but no term limits are imposed and, with periodic reappointments, the individuals in these positions can continue to serve as long as they are willing and able to discharge the responsibilities.

More specifically,

- The *Archivist* has the responsibility to ensure that important AAPT documents (Minutes of the meetings of the Executive Board, Board books, formal publications of the AAPT, whether supported by ISBN numbers or not, etc.) are promptly and properly collected, catalogued, maintained, and preserved. When appropriate, these documents should also be made generally available through posting on the web and/or by other means.
- The *Historian* is charged regularly (i.e., every year or so) to update the Association's published history by writing coherent narratives that will place archived documents in context and summarize their content for easy access by those researching AAPT history. Further, these narratives shall become part of the archives and, when appropriate, be made generally available through posting on the web and/or by other means.
- The *Historian* and the *Archivist* shall each report to the Board annually on his or her activities, partly to keep the Board aware of the importance of these activities, partly to motivate the Historian and the Archivist to give these activities regular attention, and partly to offer members of the Board an opportunity to suggest, maybe even occasionally to mandate, that specific documents be included among those archived or specific topics be addressed in the historical narratives. Written reports should be provided for the Board each October and may be included in the Board book. When schedules permit but at least every two years, the Historian and the Archivist should report orally and in person during a meeting of the Board.

Plumb moved and Mamola seconded the motion to approve the charges for the AAPT Archivist and AAPT Historian.

The motion passed unanimously.

Tobochnik indicated that AJP has 100+ boxes of archival items (*e.g.* reviews etc.) He needs to determine who might have access to these. What do other associations do? He indicated that by studying the archives one could see how the journal was developed and the responses to reviewers.

- Layman indicated the Board can establish restrictions to archival items. “We are lucky to be in the same building as the Bohr Library and we can use their rules for access and determining archiving policies.”
- Cook added that the designation of “important AAPT documents” would limit

documents to those that the Archivist believes are important.

- Cunningham added that we need to be able to archive a Webpage.
- Hehn added that APS and AAAS have considered this carefully.

Ad hoc Committee appointments:

Cook will develop a charge and committee for the following:

Streaming Video of Selected Events at AAPT Meetings

Tobochnik added that these videos might also provide a revenue stream or membership inducement for AAPT. Others wanted to see the inclusion of an incoming electronic video stream.

Hein indicated that Ceebent, a company that would videotape our meeting sessions including PowerPoint and sound, has approached him. Attendees would have access to this service paid within the registration. The video would also be available for non-attendees. The cost would be about \$30-35k

Shropshire reminded the Board that PIRA wanted to stream the Lecture Demonstration workshop. They were interested in doing this live. It was planned as a trial for summer 2011. The remote participants would be charged for the workshop and/or a store product cost.

Hein indicated that the staff did You-Streaming of some plenary session in Washington. If one is interested in providing better quality, then there are archival and bandwidth issues. He recommended that this committee not stand in the way of PIRAs streaming the upcoming summer workshop.

Hehn indicated that the Chem Ed division of ACS did a similar experiment at an ACS meeting last summer meeting. They are evaluating the event now.

Cook decided to modify the charge to include streaming and recording for availability and downloading after the meeting.

Shropshire moved and Marshall seconded the motion to establish the ad hoc committee

The motion passed unanimously.

The Charge to the Committee

The Committee to Explore Off-Site Access to National AAPT Meetings is charged

- To explore several ways to make activities at national AAPT meetings accessible to all AAPT members, including those not attending the meetings, through
 - Live video streaming of selected events (sessions, workshops, etc.) in real time.
 - Video recording of some or all events for access after the national meeting is over.
 - Other means.
- To explore ways in which invited speakers who live at locations remote from the site of the meeting and who are not able to attend the national meetings, might deliver invited talks electronically.
- To determine approximate costs for the several possibilities and the manner in which AAPT

members (and perhaps non-members) would be charged for access to the streamed or recorded events.

- To submit detailed proposals, including estimates of costs and possible revenues, to the AAPT Executive Board for as many schemes as are considered worthy of pursuit.
- To submit to the AAPT Executive Board a progress report in April 2011 and a final report in July 2011.

16. President-Elect's Report/ Sokoloff

Sokoloff reminded the Board that one of the responsibilities of the President-Elect is to appoint members for the Area Committees including the Chair. He has been in contact with Steve Turley, Nominating Committee Chair, for their appointments

The date for the spring Executive Board meeting will be May 13-15, 2011.

17. Vice-President's Report/ Marshall

Marshall reported that the South Atlantic Coast Section has arranged a three-day teacher workshop that overlaps with the AAPT meeting in Jacksonville. This has created several problems for the Executive Office staff and has made the scheduling of the National Meeting more difficult.

Marshall commented that we have talked about requiring Section Representatives to stay in the conference hotel in order to receive a housing reimbursement; by separating the Section Representatives meeting and the Council meeting, we automatically increase the room block by requiring Section Reps to stay an additional day and increase registration.

She reported that currently, for the Omaha meeting, all session quotas are full, so that it will be very difficult to schedule all the sessions during the meeting.

18. Secretary's Report/ Iona

Iona reported that the fall elections are underway.

Iona reported on the proposals from the Publications Committee regarding the process, charge, and posting for the selection of the next AJP Editor.

Shropshire moved and Marshall seconded a motion that set out the posting and committee members. The motion passed unanimously.

AJP Editor Posting 2010

The American Association of Physics Teachers is seeking a new Editor for the American Journal of Physics to transition into the post by January 2012.

Duties of the Editor

The Editor has overall responsibility for the operation of the Journal under the general supervision of the Publications Committee of the American Association of Physics Teachers

(AAPT). The Editor is responsible for selecting articles, notes, and letters for publication from those submitted to the Journal. The Editor also coordinates the work of the other journal section editors including book reviews, apparatus and demonstration notes, and physics education research. Most of the routine tasks are presently carried out by editorial software which logs in new and revised submissions, sends reminders to reviewers, logs in reviews, maintains a database of correspondence with the journal, and provides a web based platform allowing the Editor and section editors if they choose to carry out the work of the journal from any location. Regular activities of the editor include submission to the AAPT for approval an annual budget for the editorial work; monitoring expenditures under the budget; electronically sending submitted papers out for review; corresponding with authors concerning reviewed papers; making publication decisions; editing papers to be accepted (an important and large part of the job); preparing accepted manuscripts for copy editing and production; monitoring the publication process; and assisting in the preparation of the annual index. The nature of the sharing of this work with the associate editor will be determined by the editor and has varied in the past. Publication of the Journal is done through a service provided to AAPT by a contract with the American Institute of Physics (AIP).

In addition to supervising these tasks, the Editor solicits some papers to be written, reviews the editorial policy of the Journal in consultation with the Editorial Advisory Board, writes editorials and solicits "guest comments," reports twice a year to the AAPT Publications Committee, nominates members of the Editorial Advisory Board for appointment by the AAPT Executive Board, and is at the center of every editorial emergency. The Editor is a member of the AAPT Publications Committee, and an *ex officio*, nonvoting member of the AAPT Executive Board.

More information can be found in the Editorial in the November 2010 issue of AJP.

Arrangements

The Editor's responsibilities constitute professional activities requiring approximately one-half of the Editor's time on a 12-month basis, but the specific time commitment and personal financial arrangement will be negotiated between the prospective Editor, the Editor's host institution and AAPT. In the past, host institutions have provided some or all of the following: released time for the Editor and Associate Editor(s), part or all of the salary for the released time, office space for the editorial staff without cost, disbursement of funds at the direction of the Editor, payroll services for the office staff, and billing of AAPT periodically for these expenses, without overhead.

The arrangements for the initial appointment are flexible. One possibility is to begin as an Associate Editor for a time period of up to one year, and then assume full responsibility as Editor after that. Editorial appointments are normally for 3 years. It is AAPT policy to conduct periodic reviews of each of its editorial functions.

The Search Committee is primarily interested in the qualifications of candidates, and thus present or past arrangements should not discourage anyone from applying.

Criteria of selection

Candidates will be judged on their interest and accomplishments in physics teaching, familiarity with the various fields of physics, demonstrated ability to use the written word, acquaintance with the Journal, and administrative ability. The Search Committee will review all applications and submit a recommendation to the AAPT Executive Board for approval.

Application procedure

The Search Committee welcomes inquiries from those interested in the Editor's position, as well as nominations of others. These should be directed to the Chair of the Search Committee (contact information below). Applications should include: (1) a cover letter explaining the candidate's views on the role of the **American Journal of Physics** and how it might be improved to serve the physics community better; (2) a curriculum vitae; (3) a letter of recommendation from the candidate's department chair (or equivalent), indicating, among other things, the willingness of the department and institution to support the presence of the AJP editorial office; and (4) two additional letters of recommendation. Applications should be complete by February 1, 2011 but will be accepted until the position is filled. Address correspondence to

John Mallinckrodt
Physics Department
Cal Poly Pomona
Pomona, CA 91768
ajm@csupomona.edu

Search Committee Members

John Mallinckrodt, California State University, Pomona

Joseph Serene, APS Treasurer/Publisher

Karen Cummings, Southern Connecticut State University

Marie Plumb, AAPT TYC At-Large Representative, Jamestown Community College

Steven Iona, AAPT Secretary, Chair of AAPT Publications Committee, University of Denver

Jan Tobochnik, AJP Editor, ex officio, non-voting

Beth Cunningham, AAPT Executive Officer, ex officio, non-voting

(The Board agreed to a slight change in the charge from what was originally presented in the Board Packet to ease the transition between editors whereby the new editor would service as an Associate Editor beginning Summer 2011.)

Hein indicated that the contract with the current AJP Associate Editor, Harvey Gould ends May 2011. Tobochnik commented that the submission rate is increasing so more staff time is necessary. Gould is paid 70% of his contract by AAPT, Harvey Gould would cut back so new editor would be at 50%.

Saturday 16 October

Guests: Mary Beth Monroe, Chair of Governance Review Committee; Shirley Hyde, Executive Assistant; John Layman; AAPT Archivist; Catherine O'Riordan, Vice-President for Physics

Policy, AIP; Michael Brosnan, CFO

19. Report from Governance Review Committee/ Monroe

Discussion of GRC Report

Mary Beth Monroe summarized the history of the GRC by mentioning that in 2007, Harvey Leff as President sought answers to some governance questions and found that the information was in too many different places both in print and on the AAPT website. Moreover, the Handbook had not been revised since 1994. He commissioned a committee to update Handbook.

They tried to synthesize all the documents (Primers, Policies, Handbook) into one place. They found that some documents had been updated, but not others. They sought to combine all the documents into one document and would include appropriate additions since 1994. They added a Historical Records Section to add historical depth to the policies. The committee was to advise the Board of inconsistencies and recommend policy revisions. An update was prepared and presented to the Board in 2008.

The Board commissioned GRC2 to provide additional revisions. The Committee included Bernie Khoury, Ernie Behringer, Dwain Desbien, Lila Adair, and Steve Iona. Consultants to the Committee included: Dick Peterson, John Layman, and Howard Voss.

They began by identifying trouble spots within the financial policies and policies regarding the Review Board. They brought motions to the Board in an effort to create one document that was as complete and accurate as possible.

Adair and Monroe took primary responsibility to rewrite sections trying to double check inconsistencies, to consider the psychology of the users, and to determine the documents' overall usefulness. Therefore, a cover-to-cover reading shows some redundancies and duplications. The Committee will incorporate suggestions into a final version for the January 2011 Board Meeting.

The Committee recommends that the Secretary update the Handbook annually and that it carry the year as a reference.

The Board read and reported on portions in the document and Cook focused the discussion on several points that the GRC had highlighted for board action. These references are to the version provided to the Board.

Shropshire moved and Marshall seconded the motion that the Board:

Approve changes in the

- **By-Laws, Article IV: to replace “the Announcer” with “the AAPT Annual Review.”**
- **By-Laws, Article V: to replace “the Announcer” with “eNNOUNCER and on the AAPT website.”**
- **Part I, page 16, item (6): To stipulate that the summary of Board actions is to be published in the eNNOUNCER.**
- **Part I, page 33, item 11 continued from page 32: To stipulate that the AAPT history is to be published in the History Section on the AAPT website.**

- **Appendices, page 7, section titled “Final Reports/Products”:** To stipulate that these reports from temporary committees, if appropriate, will be published in the eNNOUNCER.

The motion passed unanimously.

Shropshire moved and Marshall seconded the motion that the Board:

Change the name of the document from the AAPT Officers’ Handbook to The AAPT Executive Board Handbook with the year identified: 20xx

The motion passed unanimously.

Marshall moved and Sokoloff seconded the motion that the Handbook:

Include the new sections on:

- Vision and Mission (Part I, bullets at the top of page 3)**
- Meetings of the Board (Part I.I, page 11, item B)**
- Executive Officer (Part I.I, page 21, item 7)**
- Council (Part I.II, page 22)**
- Section Representatives (Part I.III, page 23)**
- Committees Supervising AAPT Designated Funds (Part I.IV, page 30, item 9)**
- AAPT Historian and Archivist as an addition to Part I (Part I.IV, page 32, item 11)**
- Temporary Committees and Task Forces (Part I.IV, page 33, item 12)**
- Establishing a New Area Committee (Part I.V, page 41, item I near bottom of page)**
- Subcommittees of Area Committees (Part I.V, page 41, item J near bottom of page)**
- Special Groups (Part I.VII, page 43)**
- AAPT Awards (Part II.I, page 5)**
- AAPT Funds (Part II.II, page 11)**
- Appointments of AAPT Reps to Cooperating Organizations (Part II.IV, page 29, item S)**
- Public Policy Statements (Part II.X, page 45)**

The question here is not the text in these items but whether the item, whatever the text, should be included in the Handbook at all. Basically, the text is copied from actions already adopted by the Board.

The motion passed unanimously.

Shropshire moved and Marshall seconded the motion concerning:

Clarification of the following:

- **Part I.I, page 17, item (13):** To answer Mary Beth’s question “yes”. Regarding the name organizational directory.
- **Part I.II, page 23, only bullet on page:** To delete the red phrase. The legislation passed at the October 2009 meeting of the AAPT Board stipulated that the

President-Elect made the identified appointments. Only the chair of the Meetings Committee was to be made by the Board.

- Part II.I, page 8, item F: To remove a statement whose origin is unclear from the description of the Phillips Medal.
- Part II.III.A, page 15, second paragraph: To set the date for proposed budgets from various places to be submitted to EO to a date specified by Warren Hein. I have asked for that date and will have it by the time this motion is presented. [September 1]
- Part II.IV, page 24, item B: Replace “Chief Academic Officer” and “Acting Chief Academic Officer” with “Executive Officer” and “Associate Executive Officer”.
- Part II.IV, page 27, item I: Remove reference to autumn election ballot and stipulate special ballots to be electronic.
- Part II.VI, page 38, item D: To move out-dated description of the Director of Exams to Historical Records Section.
- Part II.VI, page 39, item G: To add more recently created publications to the list in this item. We need to determine whether there are advertising issues for the eNNOUNCER and for Executive Office Publications. I will have an answer to that question when this item comes up for a vote.
[It is the policy of AAPT that the editor or editor’s designate ____ to review ads]
- Part II.VI, page 41, item Q: To adjust text on discounts to sustaining members for ads in AAPT publications. [Match the existing practice on website]
- Part II.V, page 31, item C: The October 2009 vote regarding the Meetings Committee not only changed the membership of this Committee but also added the charge to gather and evaluate survey data from attendees at national meetings. This section needs to be rewritten to reflect both of those adjustments. Perhaps the current version of this section should be recorded in the Historical Records Section.

The motion passed unanimously.

Chesick moved and Marshall seconded the motion concerning:

Including the Director of Meetings and Programs, ex officio, not voting member of the Programs Committee.

The motion passed unanimously.

The Board carefully read and considered other small changes offered by the GRC.

Monroe indicated that she would include the 1999 Financial Policies including those dealing with the Investment Advisory Committee.

20. Remarks from Director of AIP Physics Resources Center/ O’Riordan

- O’Riordan commented on AIP’s work to restructure its publishing services (now called publishing partnerships) with Robert Harrington as the VP.
- Other personnel changes she mentioned included: the open position in Media and Government Relations since Alicia Torres moved to the American Bar Association. Bo

Hammer has been hired as Associate VP in charge of Government Relationships, STEM Coalition and Corporate Associates. Also, a Chief Development Officer has been added for the History Center and Archives.

- She remarked that the Statistical Resources Center offers an on-line only publication called *Focus On*. The SRC currently is doing a global survey of physicists and working conditions of physics researchers.
- The Mather Foundation has helped provide support for two summer 2010 interns. These interns worked on public policy issues with the congress
- AIP has opened a Beijing Office for publishing connections. It houses two staff people to educate authors on submission practices and quality control. AAPT might benefit from this connection with higher quality articles and additional journal marketing.

21. Finance Department Report/ Brosnan, Hein

Status of 2010 Budget

Brosnan reported that for January-August 2010, AAPT had about \$3.7 million in revenue and \$3.8 in expenses yielding a net operating deficit of \$57k. He pointed out that in September the net loss was \$135k, so the loss is continuing and seems to be increasing.

More importantly, he reported that currently, AAPT has \$40k in cash, but Accounts Payable of \$316k (including \$38k to APS for the Winter Meeting and \$7k to PSU for the Summer Meeting). Before the end of the year, we expect \$47k in income from NSF as well as registration revenue for WM2011. We also expect several payroll periods on the expense side. (N.B. The AAPT major revenue sources are non-member subscriptions and membership cash. The ACP building bond payments will continue until 2016. AAPT's annual payment is approximately \$270k.)

Sokoloff asked if we anticipate \$700k income in December, in other words, what is the anticipated financial picture by December 31. Brosnan indicated that during 2009, we showed an operating deficit of \$700k. Since we transferred \$550k from the LTR in 2009, we started 2010 with a deficit of \$210k. Our structural deficit is approximately \$500k/year. He anticipates a \$460k deficit by December. The approved budget predicted a deficit of \$10k.

Bolotin asked why are we so far off? Brosnan replied that revenue is down. To be successful, we need more revenue (subscriptions and/or members). He also commented that from the management side, the Office has reduced expenses.

Zitzewitz asked about the anticipated IT costs to upgrade or replace iMIS. Brosnan indicated that these will influence the 2012 budget, but since much of the cost can be depreciated, the impact will be less, but it still will require a cash outlay.

Chesick asked for how many years we have had a deficit. Brosnan indicated that 2003 was the last year when the operating revenue was larger than the expenses. Hein added that from 2000-03, the CFO showed investment income combined with operating income. Since the LTR was large, and we transferred 4% to the operating budget the amounts were much larger. He also reminded the Board they alone spent \$1.5 million for special projects over several years.

Plumb wondered what changes may have taken place in the Office during the last 5-10 years.

Hein indicated that the Association has tried to keep membership costs very modest, but office expenses (payroll) have increased. (Payroll is the largest expense in the Office.) So generally, the expenses have increased, but the income has remained about the same. He added that the sale of the Dodge Building stopped one other revenue stream.

Sokoloff and Marshall commented that a 4% transfer to the operating budget was reasonable before the recent years of loss to the LTR. It seems that there was a larger growth of the infrastructure within the organization than the general membership and other revenue sources.

Zitzewitz reminded the Board of the comments from Charlie Holbrow, former Executive Officer and current member of the Finance Committee. He pointed out that AAPT has two income sources: dues and journals. (He pointed out that generally, the tiered and complimentary membership approach did not yield additional members; moreover, the Association is losing non-members subscriptions.) Grants can help with some indirect costs, but they are generally a “financial wash.” Currently meetings seem to break even without indirect costs.

Related to other issues, Brosnan indicated that the Office is still waiting for NSF–CAAR to release the hold on AAPT grants based on the Rural PTRAs audit. Brosnan is in regular contact with NSF to try to resolve this issue.

22. Treasurer's Report/ Zitzewitz

Zitzewitz reminded the Board that indirect costs do not include staff costs. So, for example, the meeting costs include the costs for the AAPT meetings staff. Indirect costs include costs for the Finance Department, the Board, and the Executive Officer(s).

Zitzewitz anticipated the need to transfer \$200k from the LTR to the Operating Budget to carry the Association through December.

“At the current burn rate, we have three years of reserve left. We have approximately \$1.5 mill in the unrestricted/undesignated funds.”

He reported that the LTR investments generally perform 10% better than the Blended Index (an average of different performance indices). This indicates that the LTR investment performance is very good considering the market conditions.

The Bauder, Venture, and Lotze Fund Committees had no activity and no report.

23. Continued Budget Discussion

Following the Executive Session when the Board talked about the 2011 Budget planning:

Sokoloff made the following motion, seconded by Mamola:

In an effort to reduce Board budget costs, the AAPT Executive Board meetings scheduled for the Fall and Spring should be held electronically.

The motion passed with all replying Yes, Cook abstained.

General comments from the Board members included:

- Such meetings may require multiple weekend sessions to complete.
- We will need to practice with the software and methodology prior to the meeting.
- We will need more teleconferences with narrow targeted discussions.
- The hope is that the result will be as effective as a similar approach used with the paper sort.
- Hein suggested eliminating the per diem for the Executive Board and Section Representatives during the national meetings.
- Mogge commented that the current practice for Section Representatives is to pay two nights full lodging.
- Sokoloff encouraged a study of the proposal to pay for three nights lodging for the Board members if there was a streamlined Executive Board meeting.

Shropshire moved and Marshall seconded the motion to:

Reduce Executive Board lodging reimbursement to three nights at the Winter and Summer meetings in the conference hotel. (The anticipated savings would be \$14k for 2011)

The motion passed unanimously.

Cook agreed to form an *ad hoc* committee to investigate the ramifications of eliminating or significantly changing the character of the Winter Meeting. The group should investigate the effects on Council, AAPT governance, Area Committees, and to anticipate effects on the membership. The committee should consider alternative models such as co-locating a meeting with some other group or holding a topical conference in lieu of a meeting. Hein commented that there are existing studies that might be helpful to this group. Iona reminded the group that we will soon be asked to select a site for WM2013.

Cunningham asked if we could find an AJP Associate Editor that costs less than \$60k/year. Tobochnik indicated that he did not think we could find as highly qualified an editor who is knowledgeable in physics and in writing for that price.

Iona asked if the Executive Office would find more benefit from a staff reduction or a furlough program. There was discussion, but it was not clear if there was a preference.

Shropshire moved and Marshall seconded the following motion:

In an effort to reduce the 2011 budget deficit, the AAPT Board encourages the Executive Officer to reduce staff salaries by approximately \$40k. The impact could be effective March 1, 2011.

The motion passed unanimously.

Plumb moved and Marshall seconded the following motion:

In an effort to reduce the 2011 budget deficit, the Board authorizes the Executive Office to arrange for a reduction in employee retirement contributions from 10% to 8% for all AAPT staff.

The motion passed. Cook and Shropshire voted no; Bolotin abstained.

Marshall moved and Sokoloff seconded the following motion:

The Executive Board authorizes the Executive Officer to investigate the possibility of

renting out available space in the AAPT Suite. If it is permissible and possible, the Executive Officer should investigate potential renters and secure contracts.

The motion passed unanimously.

Based on miscellaneous discussions the Executive Board generally agreed to the following actions to reduce the 2011 proposed budget

- Reduce the budget line for an AEO. (This implies that an AEO will not begin before July 2011)
- Add a budget line to include income from a NSF Grant proposal regarding Women in Physics. (This grant will supply coverage for indirect costs.)
- Reduce the budget line for ACP IT support.
- Reduce budget line that deals with the Board Spring and Fall meetings. These meetings will be held via teleconference.
- Reduce budget line items concerning Executive Board and Section Representative per diem allocations.
- Reduce budget line items regarding Executive Board lodging reimbursement at the Winter and Summer Meetings.
- Reduce staff salaries by \$41k.
- Reduce the AAPT contribution to staff retirement from 10% to 8%.
- Add a budget line to include space rental.

It is anticipated that these reductions of expenses and increases of revenue will reduce the proposed budget deficit (\$363k) by approximately \$300k.

Tobochnik moved and Marshall seconded the following motion:

The Executive Board directs the Executive Officer to survey societies and associations that have journals comparable to AJP to determine how they finance their editorial offices.

The motion passed unanimously.

While there were no plans to establish a timeline for ending the budget reductions especially for retirement contributions, Board per diems, staff reductions, and renting; the hope was that these cuts would not be permanent.

Marshall encouraged the Executive Officer to emphasize that the Board has found all of these changes to be very difficult decisions, and not ones that they make easily or with pleasure. Bolotin worried about the impact of these changes on staff morale and the devotion of the staff to AAPT.

Zitzewitz moved and Marshall seconded the following motion:

The AAPT Executive Board authorizes the transfer of up to \$200k from the LTR to the Operating Budget.

The motion passed unanimously.

24. Executive Officer's Report/ Hein

Hein remarked about the following:

- AAPT is anticipating a gift from the Cliff Swartz estate
- (Need to decide how to spend) there is also money in memorial funds

- Barbara Lotze has provided an additional variable annuity for the Barbara Lotze Fund. These funds are not just for pre-service teacher scholarships; they can be used for other physics education projects.
- The Dues Check off discussion will be referred to the Section Officers/Section Representatives groups.

Hein announced the following NSF grant requests that have been referred to the Review Board:

- Beyond the First Year laboratory Instruction and ALPhA Immersion Program (TUES2)
- The 4th International Conference on Women in Physics
- Large Scale Evaluation of Modeling Workshop Impacts
- 2011 ALPhA Immersions Program
- Interdisciplinary Proposal on Sustainability

Plumb asked whether each group paid AIP-Statistical Research Center for their own survey. The TYC community has been interested in sponsoring a second survey for many years.

Hehn responded that there is a schedule for surveys; anything else needs to be paid for by outside funds (need a minimum of \$15k). He remarked that this is an excellent topic to raise with the SRC Advisory Committee.

Hein pointed out that approximately \$1 from our dues goes to the AIP-SRC.

SUNDAY, October 17, 2010

Guests: John Layman, AAPT Archivist; Shirley Hyde, AAPT Executive Assistant; and Jack Hehn, AIP Education Officer

25. Executive Officer-Elect's Report/ Cunningham

Cunningham indicated that in preparation for joining the Executive Office on October 1, she met with prominent AAPT members in Illinois including Carl Wenning (ISU) and Gabe Spalding (IWU). She also attended the Ohio Section Meeting.

Since joining the staff at College Park, she has met with officers and leaders in APS and CUR.

She reported that she will continue her role as a PKAL dean for one week in the summer 2011. Based on many of her interactions, she is seeing a need to help physics departments with implementation strategies concerning the AAPT statement on undergraduate research.

She commented that during her two-week transition, she has come to recognize the dedication of the AAPT staff and has felt welcome in the office.

Bolotin asked if she might be available for Skype presentations or greetings to Section meetings. Cunningham thought this would be a wonderful idea and Hein referred to a brief PowerPoint presentation on AAPT that could be helpful.

26. Past President's Report/Cook Awards Committee: Wiley Endowment

Reporting for Dickison, Cook reminded the Board of an offer from Wiley Publishing to provide \$50k to honor David Halladay and Robert Resnick. Negotiations are to rename the Undergraduate Teaching Award as part of this arrangement. (To fully endow the award requires approximately \$80k)

Shropshire moved and Marshall seconded the following motion:

The AAPT Executive Board approves the following description and renaming of the Undergraduate Teaching award.

The motion passed unanimously.

David Halliday and Robert Resnick Award for Excellence in Undergraduate Physics Teaching

Established as the Excellence in Undergraduate Teaching Award in 1993; renamed and substantially endowed in 2010 by John Wiley and Sons

Named for David Halliday and Robert Resnick, authors of a very successful college-level textbook in introductory physics, and funded since 2010 primarily by a generous endowment from John Wiley and Sons, the publisher of that textbook, the *David Halliday and Robert Resnick Award for Excellence in Undergraduate Physics Teaching* recognizes outstanding achievement in teaching undergraduate physics, which may include the use of innovative teaching methods. The recipient, an AAPT member for whom undergraduate teaching is a primary responsibility, delivers an address at an AAPT Summer Meeting and receives a monetary award, an Award Certificate, a copy of the citation, and travel expenses to the meeting. Previous winners of the Oersted Medal or the Robert A. Millikan Medal are not eligible for this award. Self-nomination is not appropriate for this award.

Hein has initiated discussion with Pearson Publishers regarding the naming and contribution to the Pre-College Teaching Award.

Review Board

The Review Board recommended that the Executive Board approve the following grants for submission to the NSF.

- Engineering-Design as a Pedagogical Tool in Physics Education
\$450k PI = Douglas Oliver, University of Toledo
AAPT's role is to provide training for PTRAs and help with regional teacher training centers. We are also the fiduciary agent for the grant.
- Beyond the First Year Laboratory Instruction and ALPhA Immersions Program
\$440k PI = Lowell McCann, UW-River Falls
This grant would produce a second advanced lab conference and additional immersion training events. AAPT would serve as the fiduciary agent for the grant.
- The Fourth International Conference on Women in Physics in South Africa
\$150k, PI = Beverly Hartline, UDC
AAPT would serve as the fiduciary agent for the grant.
- Large Scale Evaluation of Modeling Workshop Impacts
\$1.5 mill, PI = Eric Brewster, Florida International University
One criticism of the recent AAPT I3 submitted proposal was that modeling instruction

was not shown to be widely used and that it was effective. This proposal will be to study modeling instruction implementation and its effectiveness in producing student learning and meeting outcomes.

All of these were later phrased as motions that passed unanimously, Marshall abstained from the Modeling vote.

Because two other grant requests were for less than \$100k, the Executive Officer including can approve them:

- 2011 ALPhA Immersions Program
\$50k, PI = Lowell McCann, UW-River Falls
- Planning Meeting on behalf of National Institutes for Physics Teacher Educators
\$50k PI = Carl Wenning, Illinois State University

Sokoloff asked about why some of these grants were not being funded by home institutions. Hein indicated that they have national impact, so AAPT is a good choice to be the home for these grants. Tobochnik encouraged soliciting additional grants like these.

The Executive Officer is a PI on each grant.

27. President Report Continued/Cook

Cook pointed out that AAPT selects personnel that serve on committees for other organizations. For example, we appoint representatives to AIP Governing Board (usually the Past President, President Elect, and Executive Officer represent AAPT; however, it is not clear who or when appointments are made

Mogge moved and Chesick seconded the following motion:

The AAPT Executive Board appoint Jill Marshall, David Sokoloff, David Cook, and Beth Cunningham as its representatives to the AIP Governing Board to take office after the January 2011 AAPT Meeting, with each continuing as an AAPT representative to AIP until his or her term as a member of the AAPT Board or as Executive Officer comes to its end.

The motion passed unanimously.

There was some discussion of suggesting candidates for nomination to AIP Advisory and Liaison Committees.

Cook described his work on the following:

- Preamble for Strategic Plan
- Visit of the EO Review Committee to NSF. The Board can expect a written report soon.
- Plumb commented that there is still a need help NSF understand the role, purpose, and population served by the TYC.
- Marshall indicated that AAPT might play a larger role with grant submitters to help with their Criterion 2 requirements.
- Hehn pointed out that it is increasingly difficult to discuss education initiatives at NSF since more budget money has been allocated to the Department of Education for such initiatives.

28. High School Representative's Report/ Chesick

- Chesick reminded the Board of a prior grant to provide a PTRAs-like program for the elementary school and middle school. She suggested that this grant be reconsidered for submission.
- She pointed out the importance of physics in the 9th grade, and wondered how we can we offer workshops to support these teachers.
- She also commented that she finds the level of physics' content offered at the national meetings to be very important.

29. Two-Year College Representative's Report/ Plumb

Plumb commented on how the TYC Tandem Meeting in Portland has helped to reinvigorate the TYC community. The level of contribution on the list-serve has expanded and shows genuine interest by the teachers.

One item of particular interest has been a discussion of whether TYC students are different from the corresponding students at 4YC/U.

Hein asked that the Board be provided a summary of that discussion.

30. Four-Year College/University Representative's Report/ Shropshire

- Shropshire indicated that the Undergraduate Education Committee is working on a workshop regarding REU experiences and a session to encourage student involvement in REU experiences.
- Shropshire will follow the policy on Designated Sessions to honor Ed Taylor with a session.
- The Graduate Education Committee is working on assessment issues. They will be conducting a survey regarding interest in a New Faculty Workshop for graduate faculty.
- Personally, Shropshire was interested in encouraging the use of ComPADRE by teachers
- Hein pointed out that grant proposals dealing with TA Preparation and Physics for Life Science Students seems to have stalled, and that he would like to see that work reinvigorated. Plumb added that those efforts should include the TYC community.
- Hehn added that AIP will be sending an issue of TPT to all SPS advisors to encourage involvement in AAPT.

31. Editor Reports/ Mamola, Tobochnik

- Tobochnik, Mamola, Gardner, and Mason met to discuss "next generation" articles. The plan is to see if AIP can implement one or two items (*e.g.* click on a link to show video and click on a simulation)
- Recently, AJP and TPT are using Wolfgang Christianson to develop supplemental applets/physlets for every issue. Mamola added that he has received very positive response from TPT readers.
- Mamola added that due to a redesign of the TPT layout, he has significantly reduced the backlog of papers since he can include additional articles in every issue. He is expecting the report of the TPT 5-year Review very soon.