

AAPT Executive Board Minutes

WebEx Meeting

Saturday, April 21, 2012

Members Present Electronically: Marina Milner Bolotin, Chair of Section Representatives; Beth Cunningham, Executive Officer; Robert Hilborn, Associate Executive Officer; Steve Iona, Secretary; David Jackson, Editor, *American Journal of Physics* (AJP) (available only during first hour); Karl Mamola, Editor, *The Physics Teacher* (TPT); Jill Marshall, President; Mary Beth Monroe, Vice-President; Greg Puskar, Vice-Chair Section Representatives; Steven Shropshire, At-Large Member; David Sokoloff, Past President; Paul Williams, Member at Large; Paul Zitzewitz, Treasurer

Guests Present on line: John Layman, AAPT Archivist; Shirley Hyde, Executive Assistant; Marilyn Gardner, Director of Communications and Membership

Absent: Diane Riendeau, At-Large Member; Gay Stewart, President Elect

1. Call to order (Marshall)

2. Approval of Agenda (Marshall)

The agenda was approved.

3. Approval of Minutes of February Board Meeting (Iona)

Marshall moved and Williams seconded:

The Minutes from the February Executive Board Meeting are approved with minor changes.

4. Secretary Report/Publications Committee Report (Iona)

The TPT Search Committee and Posting were approved (see appendix for wording.

The TPT Search Committee includes:

Search Committee Members

Dwain Desbien, Estrella Mountain Community College, Chair
Steve Iona, AAPT Secretary, Chair of AAPT Publications Committee
Karl Mamola, TPT Editor, ex officio, non-voting
Beth Cunningham, AAPT Executive Officer, ex officio, non-voting
Diane Riendeau, Deerfield High School

Iona made the motion and Marshall seconded it.

The motion passed unanimously.

- Williams asked about the mention of January 2013 as a time determined for a new editor. Mamola indicated that his appointment as editor ends in January 2013, but that he is willing to stay on as editor until summer 2013 if that will facilitate a transition.
- Hilborn pointed out that there may need to be an inclusion of line items to cover the search and transition in the 2013 budget.

The Board reviewed the charge for the Five Year Reviews for the AJP/Resource Letter and Books. See appendix.

5. Report from and Questions of AJP Editor (Jackson)

Jackson reported that he is looking a new PER Section Editor since Charles Henderson, previous editor, has become Special Topics-Physics Education Research editor.

6. TYC Representative's Report (Williams)

Williams reported that the AIP TYC Survey is underway.

He offered a motion regarding the Summer 2012 Tandem Meeting. The motion was seconded by Shropshire and passed unanimously.

Motion:

The AAPT Executive board approves the offering of a meeting for the Two-Year College New Faculty Experience to run Friday, Saturday and Sunday in tandem with the AAPT Summer, 2012 meeting in Philadelphia. The Board directs the AAPT staff to support the meeting including providing assistance in scheduling of rooms, and assisting in arrangements for catering, and procurement of workshop materials, and other tasks as approved by the AAPT Executive Officer. All expenses incurred by AAPT for assisting with the TYC New Faculty Experience including staff salaries and benefits will be charged to the NSF grant.

As a result of Cracker Barrel discussions, there was a sense from the TYC community that they are interested in having tandem meetings about every 18 months (so as to alternate Summer and Winter Meetings). Monroe added that there was discussion about how the special meetings would have different goals than the regular AAPT meetings.

Williams moved and Mamola seconded the following motion that passed unanimously.

The AAPT Executive Board approves the offering of a Two-Year College Physics meeting to run on Saturday in tandem with the AAPT Summer 2013 Meeting in Portland. The Board directs the AAPT staff to support the meeting including providing for registration for the meeting as an option and if necessary providing assistance in scheduling of rooms, and assisting in arrangements for catering, and other tasks as approved by the AAPT Executive Officer. The fee for the meeting should be set to recover all costs, but should not be excessive to discourage attendance. A suggested fee is \$25.

Williams reported that the TYC Guidelines should be available to the Board soon.

7. 4YC/U Representative's Report (Shropshire)

Shropshire reported on several items including the following:

- Upper Level Undergraduate Curriculum Task Force
There are 30+ people interested. There will be an informal meeting planned in Philadelphia to determine membership and leadership. He expected the group to appoint its own leadership team. Cunningham encouraged them to have the Board approve the leadership group to add legitimacy within the Association. Shropshire reminded the Board

that this will be joint group working with the APS-FEd. Hilborn wondered if there would be budget considerations to consider if the group would be producing a report or require travel.

- The Graduate Education Committee is considering asking AAPT's help in hosting online TA training resources. These would be resources developed externally. Hilborn wondered about budget implications. Shropshire thought that beyond staff time to post and assure compliance, that there would be little other budget requirements.
- The Graduate Education Committee was also looking into more events for graduate students at the national meetings. Is it possible for a local institution to support such events or sponsor registration or workshop participation for some graduate students? Marshall pointed out that the AAPT website provides mechanisms for designating gifts to specific projects. Monroe, being mindful of her role as Program Chair in New Orleans, clarified that none of this was planned for that meeting.
- There is an interest in developing a Speaker's List targeted at physics education. PER has a PER speakers list sponsored by APS. This list would have a broader emphasis than physics education research. The Section Reps are interested in developing a broader speakers list searchable by region. Marshall pointed out the need for speakers to offer talks and/or workshops targeting faculty at different places in their careers regarding job searching, setting up a laboratory, dealing with post-docs, etc.
- Shropshire indicated that there are several versions of draft Safety and Ethics Policy. He hopes to have a final version available after PIRA meeting in Philadelphia. Likewise there should be draft Alternative Access guidelines for review after Philadelphia meeting.

8. Communications and Membership Report (Gardner)

Marilyn Gardner reported on two changes at AIP that will influence AAPT:

- AIP subscriber database. We will see changes in the information we are able to receive in reports regarding our subscribers and consortia agreements.
- AIP is outsourcing the hosting for journals, transitioning from Scitation to Pub2Web. The URLs for our journal websites will change; AIP will be putting redirects in place so that members and subscribers who use the current URLs will go directly to the new journal pages.

Gardner reported that it appears that more libraries are finding that pay per view access fees are more economical and they are moving toward that model.

9. Proposed Subscription Rates for 2013

Last year AAPT approved a 25% increase for print and online subscriptions and a 10% increase for online only subscriptions. AIP has advised us that there will be no changes in our publishing fees for 2013. Our contract with Allen Press ends on 12/31/12 and Gardner expects they will be passing on some increases that will affect the print publication costs.

The 2013 Postal Service Proposed Budget includes a provision allowing the USPS to increase postage rates by 1.8% to reach the 5.6% increase it requested in 2010. It is difficult to forecast actual changes in postage rates in 2013.

The proposed Subscription increases are significantly less than those we put in place last year

and are intended to hedge against increases caused by fuel, paper, and postage increases as well as the uncertainty about how the changes in our new Allen Press contract will ultimately impact us.

The proposed Nonmember Subscription Rates proposal for 2013 include a 6% increase for Online Only Subscriptions and a 10% increase for Print + Online including projected increases for 2013 Postage.

Marshall asked if we should expect 10% rate increases each year, and if so, when will it work against us. Gardner indicated that fewer publishers are offering print version. The approach AAPT is using is that if a group wants a print copy, then they should expect to pay extra for the print copy. She thought that in 10 years, there will not be print copies.

The motion to accept the new non-member subscription rates was made by Marshall and seconded by Williams.

The motion passed unanimously.

10. Membership Report (Gardner)

Looking at the current Membership Report, Marilyn Gardner pointed out that the pre-college group renewal is lowest (previously it was the college group). The Membership Department is planning a document describing rate changes for this group as the rate becomes more unified with other groups in the Association. We should anticipate lower renewal rates as the membership costs increase

Gardner also pointed out that even though the total membership is declining the paid membership is greater than 98%.

11. Past President's Report (Sokoloff)

Report from Awards Committee

Awardees for the Summer Meeting include:

- Millikan Award: Philip Sadler
- Halliday and Resnick Award for Excellence in Undergraduate Teaching: Kevin Lee
- Paul W. Zitzewitz Award for Excellence in Pre-College Physics Teaching: Mark Greenman
- Distinguished Service Citations: JD Garcia, Chandralekha Singh, Eugenia Etkina

He encouraged additional nominations for the Winter Meeting awards.

Report from Review Board

Sokoloff pointed out some ambiguity regarding who may approve AAPT's participation in a grant when the AAPT portion is small though the grant itself is large since approval is controlled by the amount. In other words, is the controlling amount the total grant or just the AAPT portion? From a fiscal point of view, the AAPT portion would be the most important. From a governance point of view, AAPT's involvement in a collaboration would be most important. Sokoloff agreed to draft language to clarify the position.

Monroe asked whether the Board is required to approve grants that involve collaborations? As it is now written, if AAPT's financial involvement is small, then it is possible for the Board not to be required to approve participation. Sokoloff pointed out that currently the Review Board considers both the merit of the grant and AAPT's involvement in offering its recommendations. Puskar added that we should trust the Executive Officer and the Review Board to forward grant requests to the Board regardless of the financial obligations when they believe that the Board should be involved.

12. President's Report

Marshall moved and Williams seconded a motion to identify members of the 2014 Nominating Committee. Dyan McBride-Jones, Karen Jo Matsler, John Griffith. The Section Representatives also selected Mario Belloini and Richard Gellerman. The motion passed unanimously.

Based on the approval of the Jossem Fund Policy, a guidance committee was to be established:

- **One person to serve one year as chair and rotate off - Lila Adair**
- **One to serve two years, with the second year as chair and rotate off - John Layman**
- **One to serve three years, with the third year as chair and rotate off - Jim Stitch**
- **One to serve four years, with the fourth year as chair and rotate off - Gordon Ramsey**
- **A member to serve a four-year term - Gordon Albrecht**

The Committee will also include: The current year area chair of the AAPT Committee on International Education (who would never serve as chair), ex officio with vote, and The AAPT Executive Officer (or designate), ex officio without vote
The motion passed unanimously.

Marshall also reported that:

- The Board affirmed its support for hotel expenses at the National Meetings to be for two nights (at the conference hotel). This will result in an unspent budgetary allocation since the budget was planned for three nights.
- There is a need for a Sunset Provision for Area Committees. Professional Concerns and the Interests of Senior Physicists seem less active and prove challenging to get members to participate in the work of the committees.
Iona will work with Marshall to draft a policy.
- The Assembly of Society Officers held a meeting on March 22, 2012. AAPT attendees included Mary Beth Monroe, Gay Stewart, Beth Cunningham and Jill Marshall.
Discussion topics included
 - Emerging trend of closing physics departments will low graduation rates.
 - Strategic planning
 - Publication and data policyMarshall will work with Cunningham to develop an editorial regarding the meeting.
- AIP membership dues to Member Societies will be suspended beginning in April. Future membership dues will not increase next year.

- AIP will stop collecting dues from the Member Societies beginning in April. This will result in a savings to AAPT of approximately \$18k/month; we have been promised that the rate will not increase above the current rate when/if it is reinstated.
- There will not be a Wednesday Executive Board Meeting at the Philadelphia meeting.
- The fall online Executive Board meeting will be on October 20-21 (Saturday and Sunday)

Marshall indicated that there is a lingering question about registration support for awardees and plenary speakers.

She moved and Sokoloff seconded a motion stating that:

For awardees (Philips, Oersted, Klopsteg, Richtmyer, Millikan, Zitzewitz, Halliday/Resnick, and Jackson), the awardee receives travel expenses and a full meeting registration.

The motion passed unanimously.

Further more, the Board affirmed that the New High School Teacher Day at national meetings should be interpreted to include attendance by any pre-college teachers. This was expressed as a motion by Marshall and seconded by Puskar. It passed unanimously.

Sokoloff pointed out that perhaps the name would be changed to include the phrase “Pre-college”

Marshall raised some broader questions:

- AAPT should take an active role in providing feedback to ACHIEVE regarding the NGSS. Cunningham is working to get group at ACP to provide feedback. She is also seeking cooperation with biology and chemistry to provide a unified response. She encourages individuals to make comments as well.
- How can we promote ComPADRE at meetings? Is this a task for the Educational Technology Committee? Hilborn added that many members and non-members do not know about the many high quality resources that are available. Perhaps we should consider workshop sessions. Bolotin said that she has emailed Section Reps to help share information about ComPADRE
- Cunningham indicated that she is planning a WebEx meeting with Area Chairs approximately a month prior to national meetings with AC chairs, asking “What is on your minds, what else could AAPT do?”
- Iona reiterated his interest in better engaging the Area Committees in actions. Marshall pointed out that the committees could decline the offer. Williams pointed out that if we limit their meeting times to just the national meetings, then they can only plan the national meetings. He would suggest meeting planning electronically and strategic planning at the meetings. Marshall asked, “How can we highlight strategic planning work by committees?”
- Should AAPT be more actively involved in developing model learning objectives and model assessment tools for undergraduate physics and graduate physics education? Shropshire pointed out that he is suggesting such things as in his report.

Adjourned until Thursday
Thursday April 26, 2012

Members Present Electronically: Marina Milner Bolotin, Chair of Section Representatives;

Beth Cunningham, Executive Officer; Robert Hilborn, Associate Executive Office Steve Iona, Secretary; David Jackson, Editor, *American Journal of Physics* (AJP) (available only during first hour); Karl Mamola, Editor, *The Physics Teacher* (TPT); Jill Marshall, President; Mary Beth Monroe, Vice-President; Greg Puskar, Vice-Chair Section Representatives; Diane Riendeau, At-Large Member ; Steven Shropshire, At-Large Member; David Sokoloff, Past President; Gay Stewart, Vice President; Paul Williams, Member at Large; Paul Zitzewitz, Treasurer

Guests Present on line: John Layman, AAPT Archivist; Shirley Hyde, Executive Assistant; Erwin Campbell, Director of Technology; RoShonda Rosier, Director of Marketing; Tiffany Hayes, Director of Meetings and Conferences

13. Report on AAPT IT (Campbell)

Erwin Campbell indicated that the iMIS and ISGWeb transitions are working well. The staff has participated in several hours of training. The new features for registration will be implemented within the next few months. The e-commerce transaction hiatus has ended.

The ACP-IT group will be looking at ACP services and evaluate whether each building occupant society wants to establish offering them in-house. Cunningham added that the ACP Board will meet in mid-May and that many occupants are also concerned about costs and services.

14. Programs and Conferences Report (Hayes)

The office is busy working on the planning of the Philadelphia meeting, PERC, Olympiad, Department Chair meeting, ALPhA meeting, the TYC Tandem meeting, and the New Faculty Workshop.

Note: For Philadelphia, the Board will be staying in the Inn at Penn. The lodging hotel for the meeting will be the Crown Plaza downtown. Registrants will receive transit token to get to the University.

Iona and Riendeau asked if the workshops for the last meeting made money? Hayes will provide an expense-revenue report for the Board.

Iona reminded the Office that the dates for the Orlando meeting have not been set and will require a vote of Council.

15. Section Chair's Report (Milner)

Milner-Bolotin commented that the recent sessions on website development have been productive. Many sections have new websites and Lee Trampleasure (North California) has helped with development and hosting sites.

The Section Representatives are also working to prepare a Speakers List that could be used by Sections as they plan their meetings.

16. President-Elect's Report (Stewart)

- Stewart reported that the timeline for the summer paper sort has been delayed somewhat. She also complimented the web form developers in the office especially as they are helping

implement the new version of iMIS. She also commented that there was a PER representative helping with the paper sort for SM2012.

- She reminded the Board that the Early bird registration deadline is June 1.
- Stewart indicated that she is planning to move more committee meetings closer to meal times to allow participants to eat and meet. She is also planning to make Cracker barrels into brown bag events. Riendeau was concerned that these changes may reduce attendance due to conflicts. Shropshire added that he did not want to see meetings during dinner, since he believes committee meetings are opportunities to establish connections among attendees. Jackson echoed the comment. Stewart indicated that in the past schedules, there really have not been dinner breaks. Likewise, she is getting push back regarding early morning times. Monroe commented that in the distant past, committee meetings were held opposite sessions. She wondered by that practice changed? Stewart indicated that most committees have sessions during each available slot.

Reporting on the APS Council:

- APS is preparing to roll out their Strategic Plan. They list partnering with sister organizations as an important component.
- Jonathan Reichert, of Teach Spin, wants to endow an APS award for excellence in advanced undergraduate laboratory instruction, and is very clear about wanting it to be an APS award (and not a joint award with AAPT, as I suggested). FEd does not want to do anything to infringe upon current or planned AAPT awards. Reichert's perspective is that most of his revenue lately has been generated through contacts at APS, not AAPT, and that the focus of the award would be that the upper division stage is where we induct students fully into the community of physicists. The FEd leadership directly tried to encourage the proposal be changed to one for an AAPT award or at least a joint award, but when he made it clear he wanted it to be an APS award, they felt they had to consider it. Discussions are still ongoing.
- There is a plan to offer a pilot joint high school-college professional development program. If it is successful, they could seek a larger program with AAPT. A private donor sponsors it. The program would include 20 physicists and high school teachers to develop lessons for use in classes. Iona asked about selecting high school teachers with a weak content background to develop content lessons. Cook was surprised that APS did not discuss the program with AAPT before it was announced. He felt that AAPT could have helped with the partnership and use of resources (e.g., e-mentoring, PTRAs manuals). Stewart indicated that Ted Hodapp claimed that he did share the proposal with Cunningham and that he did not intend to snub AAPT involvement.
- APS has established a new Forum on Outreach and Engaging the Public. Williams expressed some concern that APS seems to be developing forums that match AAPT's program. Stewart pointed out the APS has 40,000+ members so there is bound to be overlap. Puskar added that we need to take advantage of APS interests in education and view it as an opportunity.
- Noah Finkelstein made a strong call for a new Division in APS for Physics Education Research, making many of the same points he made to the Board last August.

17. Vice-President's Report (Monroe)

Looking at the New Orleans Meeting

- The Minorities Committee has submitted several sessions and other events addressing the

contributions by African Americans to physics and physics education. Gregory Good from AIP is preparing an exhibit for the committee, which will be on display throughout the meeting - "Exhibition on Historically Black Colleges and Universities".

- Bob Hilborn is developing a special fundraiser to be held in the Preservation Hall
- The National Research Council is expected to publish its report on Undergraduate Physics Education in time for a special report of its findings and recommendations to the AAPT audience.
- We do not have strong local support within New Orleans. Iona wondered why not – establishing this support should be part of the site selection and the reason for local Section Representatives serving on the Meetings Committee. Hayes indicated that there is not zero support and that there is support for the workshops. Monroe offered to meet with physics faculty in the area to increase support and awareness.

Looking at the Summer Meeting in Portland

- There is consideration for a memorial session or some other tribute for Bob Fuller since he has family in Portland. Cunningham reminded her that this may require Board action.
- Mamola pointed out that it would be the 50th anniversary of TPT and wonder how we can celebrate this event.

Looking at the Meeting Program:

- Monroe feels that it is important to find a way to schedule the meetings of the Publications Committee and the Meetings Committee at different times.
- Currently they both meet on Sunday morning of the national meetings. Both committees deal with important aspects AAPT – its meetings and its publications.
- Monroe would like to revive the practice of asking Section Representatives to volunteer to serve as presiders of sessions during AAPT meetings. Some organizers have experienced difficulty in identifying presiders for their sessions. In addition presiders are needed for sessions not organized by Area Committees. She will discuss that with the Chair and Vice Chair of Section Representatives.

Other meetings:

- AIP Assembly of Society Officers Meeting as the AAPT guest representative in March 22. The topics examined during the daylong meeting included (1) the closure and/or proposed closure of degree granting college departments in some US states (e.g. Texas and Louisiana) and (2) publication and data policy.
- 2012 Gordon Conference: Physics Research and Education: “Astronomy’s Discoveries and Physics Education”, June 17-22 at Colby College in Waterville, Maine. Jackson indicated that he will also be attending the meeting.

18. High School Representative’s Report (Riendeau)

Riendeau is excited to see the level of involvement and the expanding program for Teacher Day during the national meetings. She pointed out that the program is still in need of a sponsor. She wondered how successful it has been in membership recruitment?

Other high school items included:

- Opportunities to comment on the Next Generation of Science Standards (NGSS).

Cunningham will be bringing some local teachers to ACP for a review.

- Issues related to physics instruction for home school students and Physics First.

19. AIP Representative's Report (O'Riordan)

Cathy O'Riordan reported on:

- SPS-Sigma Quadrennial Congress Orlando Florida November 2012 including VIP tour of Kennedy Space Center, workshops on careers, physics and policy
- Ongoing project with career pathways linking students to careers and graduate schools. Six site visits have been done, three to do session at Congress
- Participation in the US Science and Engineering Festival – OSA, AAPT, APS, ASA. The theme is Big Top Physics (RaShonda Rosier, Matt Payne, David Wolfe, Shirley Hyde are attending from AAPT)
- The Statistical Research Center has completed surveys regarding physics teacher preparation, teacher turnover, and global physicists
- The Industrial Physics Forum was held in Italy.
- There will be a collection of summer interns including Mather interns

Iona asked about progress in identifying a new AIP Education Director. O'Riordan indicated that they are looking at specific needs and are planning a search in 2013.

20. Executive Officer's Report (Cunningham)

- AIP hired government relations Aileen McNault
- Cunningham commented on the "Advisory Consultancy on Public Policy." Members of that consultancy include Ruth Howes, Curt Heiggelke, Scott Franklin, Laird Kramer, and Noah Finkelstein. Noah has served as "chair" of the consultancy. She contacts the consultancy whenever AAPT receives a request to endorse or support a letter regarding a science education or physics related issue. The group is small making it easy to receive quick feedback on time sensitive requests. The group has not met face-to-face since Cunningham arrived at AAPT. There is not a charge for neither this group nor a description of the membership. She would like to have a more defined role and membership for the group. Cunningham wondered about including Aileen McNault. Marshall encouraged that inclusion.

Iona commented that it would be good in the charge to include a report to the board about letters that had been signed onto.

Cunningham indicated that she would bring this to the Board at the Summer meeting.

- Kent State University will help support at summer intern at AAPT. Marshall added that she sees great value in having students and faculty at AAPT. Monroe asked if the intern would have a role similar to the SPS interns. Cunningham was planning so.
- Cunningham has received communication from Albert Bartlett regarding the role of regarding Paul Klopsteg and Homer Dodge in the founding of AAPT. She has asked John Layman and Dick Peterson to investigate the archives. Bartlett has been in contact with Alice Dodge Wallace, daughter of Dodge, and she is concerned that Homer may not have gotten enough credit for his role in founding AAPT. Currently, we offer a Klopsteg Award. Dodge is currently only associated with the naming of the AAPT Suite and a plaque in the

entryway. The question has been raised if we wish to change the name of the Distinguished Service Citations to include Homer Dodge in the name? Questions included whether the name for the citations should be changed for service to “physics education” or remain “for AAPT.” There is a Dodge Fund. Money exists in this account based on the sale of the Dodge Building; however, there are no criteria for disbursements. Shropshire and Williams thought that renaming the citation to include Homer Dodge in the name would be a fitting honor. The question was referred to the Awards Committee.

- NSF has approved the grant for the Topical Conference in tandem with the Summer Meeting Beyond the First Year Labs.
- In the course of your service on the AAPT Executive Board, it's possible that you'll be contacted by an author who is unhappy about having a paper rejected from or published in AJP or TPT. A “boilerplate” letter of response is included in the Appendix.

Marshall moved and Williams seconded a motion to establish a Fundraising Advisory Committee.

The motion passed with 10 yes votes, one member did not vote.

See Appendix for Policy

Iona moved and Marshall seconded the Policy Regarding The Collection And Disbursement Of Memorial Funds. The motion passed with 9 yes votes, 2 members did not vote.

See Appendix for Policy

Iona made a motion regarding some specific Memorial Funds. Marshall seconded the motion and it passed with 9 yes votes and 2 members not voting.

The Mario Iona Fund

The Mario Iona Memorial Fund should be directed by:

- Steve Iona, son of Mario Iona
- John Hubisz, major donor to the fund
- Beth Cunningham, AAPT Executive Officer

This group should determine a growth or expenditure plan for the funds by the Summer Meeting 2013.

The Cliff Swartz Memorial Fund

The Cliff Swartz Memorial Fund began with a gift of \$10,000 from the Swartz family. The bequest indicated, that \$10,000 be given to AAPT, "the proceeds of which shall be used annually for the benefit of The Physics Teacher magazine at the discretion of the Publications Committee [of AAPT]."

As a guide to the Executive Board the following Temporary Committee should make recommendations for growing the Fund and identify potential uses for the proceeds of the fund consistent with the bequest:

- Karl Mamola, Editor of The Physics Teacher Magazine
- Beth Cunningham, AAPT Executive Officer
- The TPT Editorial Advisory Board

This group should make their recommendations to the Executive Board for growth and expenditures by the Summer Meeting 2013.

Cunningham shared a draft of a statement supporting sustainability education. The Board was in general agreement to approve the policy. This is part of a collaborative effort within STEM disciplinary societies (as part of an initiative funded by the U.S. Department of Education to address the “Big Questions” relating to societal issues such as ecosystem health and access to safe food, water and energy supplies in STEM undergraduate courses). One key component of this initiative was to compose a statement that would serve to provide common language that societies could use in the development of their policies, programs, and strategic plans. The final version will be sent to the Board for approval.

Beyond the First Year Tandem Meeting

Cunningham requested that the Executive Board approve the following motion: The AAPT Board approves the “Laboratory Instruction Beyond the First Year of College” tandem meeting to be held July 25-27, 2012 and co-sponsored by ALPhA (Advanced Laboratory Physics Association) – see <http://www.compadre.org/advlabs/conferences/2012/> for a description of the meeting. The AAPT staff will provide support for this meeting to make on-site arrangements as well as prepare registration via the AAPT Summer Meeting web page. Funding to cover staff salary and benefits as well as costs incurred by AAPT for this tandem meeting will be provided by an NSF grant.

Stewart made the motion, Marshall seconded the motion. The motion passed with 9 yes votes. 2 Board members did not vote.

APPENDIX

Electronic Motions:

- Statement on Education for a Sustainable Future
- Motion #1 – Book Editor Reappointment
- Motion #2 – Resource Letter Editor Reappointment
- Motion #3 – AJP/RL Five-Year Review
- Motion #4 - TPT Editor Search Committee
- Motion #5 – Affirming Auditor Vote
- Motion #6 – Affirming Venture Fund Disbursement
- Executive Officer Priorities and Strategies

Other items:

- *The Physics Teacher* Editor Posting
- Five-Year Review of AJP/Resource Letters
- Five-Year Review of Books
- Policy Regarding The Collection And Disbursement Of Memorial Funds
- Fundraising Advisory Committee
- Boilerplate Letter in Response to Editorial/Publications Questions
- Long-term items for Discussion

Electronic Motions

Statement on Education for a Sustainable Future

April 2, 2012

Sustainability has been defined variously as the perpetual maintenance of diverse and productive environments upon which all life depends; the responsible use of resources over an indefinite period of time; or “meet[ing] the needs of the present without compromising the ability of future generations to meet their own needs.” A sustainable future depends on a workforce of professionals knowledgeable about creating practices, processes, and infrastructure to optimize resource management, and on a community informed about the ethics and influence of human activity on the integrated environmental, economic and social aspects of sustainability. For these reasons our disciplinary societies believe that STEM education, both formal and informal, is key to developing the knowledge, the technology, the skills, the motivation, and the policies needed for a sustainable future. STEM educators have a unique responsibility to contribute to a more sustainable future by including information about our shared sustainability challenges and how STEM-knowledgeable people can contribute to solutions.

The American Association of Physics Teachers (AAPT) together with 10 other disciplinary societies in science, technology, engineering, and mathematics (STEM), recognizes that human activities and use of natural, human and economic resources are adversely affecting individuals and societies and will continue to have an effect in the future. Both professionals and members of the general public have the ability and ethical obligation to develop and implement innovative strategies and technologies that will mitigate our negative impact. Recognizing the quintessential importance of education, AAPT supports the inclusion of educational themes in our STEM classrooms that will lead to a greater understanding of natural systems, sustainable resource utilization and development, and improved human health and well-being.

The motion passed with 9-yes votes, 2-non-voting members.

The following are a series of electronic motions.

- The first two are re-appointing current editors to another three year term. I had not noticed that their terms had expired.
- The next two are appointments completing the review and search committees.
- The last two deal with affirming votes taken during the April WebEx meeting. We cannot make motions during an electronic meeting that had not been part of the Board Book. The

rationale for this is to prevent motions from passing that the Board had not considered since not everyone needs to be present for an electronic meeting.

Motion #1 – Book Editor Reappointment

The AAPT Executive Board appoints Juan Burciaga as Book Editor for another three-year term. This term will end following the Winter Meeting 2015.

Motion #2 – Resource Letter Editor Reappointment

The AAPT Executive Board appoints Roger Stuewer as Resource Letter Editor for another three-year term. This term will end following the Winter Meeting 2015.

Motion #3 – AJP/RL Five-Year Review

The AAPT Executive Board approves the appointment of Danny Caballero (post doc at University of Colorado-Boulder) to the AJP/RL Five-year Review Committee. He is joining Carl Mungan (US Naval Academy), Francois Van Hule (Brigham Young University), and Harvey Leff (ret-Pomona) who have already been appointed.

Motion #4 - TPT Editor Search Committee

The AAPT Executive Board approves the appointment of Dwight Neuenschwander (Southern Nazarene University) to the TPT Editor Search Committee. He is joining Dwain Desbien (Estrella Mountain Community College), Diane Riendeau (Deerfield High School), Steve Iona (University of Colorado-Boulder), and ex officio: Karl Mamola and Beth Cunningham) who all have already been appointed.

Motion #5 – Affirming Auditor Vote

The AAPT Executive Board affirms its approval of the McGladrey firm as auditors for the 2011 audit. (FYI-The vote was 9-yes, 0-no, 2-not voting.)

Motion #6 – Affirming Venture Fund Disbursement

The AAPT Executive Board affirms its approval of the Venture Fund recommendation to spend \$78k for single photon detectors to support a program sponsored by ALPhA. (FYI-The vote during the meeting was 10-yes, 0-no, 1- not voting.)

All of these motions passed unanimously.

Executive Officer Priorities and Strategies

The Board has been reviewed the Executive Officer Priorities and Strategies. The EO has made some revisions. It is time for the Board to vote on their approval. These documents are used as part of the Executive Officer Review in November/December.

The motion passed with 10-yes votes and 1-non-voting member

PTRA Oversight Committee

The Board has approved the charge for the PTRAs Oversight Committee. We are now asked to identify members of the Committee and the Director. The Committee identifies PTRA programs and uses for the PTRA Continuation Fund. Once the committee is functioning, all terms will be three years. The start date is listed as January 1, 2012 to set the committee on a regular, long-term schedule.

MOTION:

The Executive Board approves the following appointments to the PTRAs Oversight Committee. All terms begin January 1, 2012.

Director: Karen Jo Matsler, University of Texas, Arlington (PTRAs) – 3-year term

Committee:

Pat Callahan, Delaware Valley Regional High School (PTRAs) - 2-year term CHAIR

Steve Shropshire, Idaho State University (former Advisory Committee Member) - 3-year term

John Roeder, Calhoun School (PTRAs) - 1-year term

Deborah Roudebush, Oakton HS, (PTRAs) - 1-year term

Elaine Gwinn, Shenandoah High School (PTRAs) - 3-year term

Lillian McDermott, University of Washington - 3-year term

Keith Clay, Green River Community College - 2-year term

The motion passed.

TPT Editor Posting 2012

The American Association of Physics Teachers is seeking a new Editor for *The Physics Teacher* to transition into the post by July 2013.

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 papers and letters for publication from those submitted. The Editor also coordinates the work of the various column editors. Most of the routine tasks are presently carried out by a managing editor, who logs in new and revised submissions, sends reminders to reviewers, logs in reviews, maintains a database of correspondence with the editorial office, and communicates with the production office. Regular activities of the editor include submission to the AAPT for approval an annual budget for the editorial work; monitoring expenditures under the budget; selecting appropriate reviewers for manuscript submissions; 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; and monitoring the publication process, and supervising the on-site editorial support staff. Copyediting is currently done by the managing editor, who submits manuscripts to the senior publications editor in College Park for layout and transmission to the printer.

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 Board, writes editorials, reports twice a year to the AAPT Publications Committee, nominates members of the Editorial 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 September 2012 issue of *The Physics Teacher*.

Arrangements

The Editor's responsibilities constitute professional activities requiring approximately 3/4 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, 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, and billing of AAPT periodically for these expenses, without overhead.

The arrangements for the initial appointment are flexible. Editorial appointments are normally for three 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 Physics Teacher*, and administrative ability. The Search Committee will review all applications and submit a recommendation to the AAPT Executive Board for approval.

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 Physics Teacher* and how it might best serve the physics teaching community; (2) a curriculum vita; (3) a letter of support 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 *TPT* editorial office (some comment from the senior administration regarding institutional support is important); and (4) two additional letters of recommendation. Applications should be complete by January 2013 but will be accepted until the position is filled. Address correspondence to...

THE AMERICAN JOURNAL OF PHYSICS AND RESOURCE LETTERS FIVE-YEAR REVIEW - 2012

Proposed Timeline:

The AJP-RL Five Year Review Committee will prepare a confidential written report to the AAPT Executive Board to be submitted to the AAPT Secretary by January 1, 2013. The Secretary will then distribute the report to the Board members for their review prior to the Board's January 2013 meeting. The Board may want to consider a preliminary report to be presented during its October 2012 meeting.

The Charge to the Review Committee:

The AAPT Executive Board is interested in an evaluative perspective on the publications over the last five years; but more importantly, it seeks recommendations for expanding success in the next five years. These recommendations might include attention to technological, political, scientific, and educational trends that could influence the publications. The Board is interested in as specific a set of recommendations as is possible.

- The Review Committee should articulate the primary goals of *The American Journal of Physics* (AJP) and Resource Letters.
- The Review Committee should judge the effectiveness of AJP and the Resource Letters in meeting their primary goals and report these conclusions to the Executive Board.
- The review should also serve to advise the Editors and the Executive Board regarding specific ways that AJP and the Resource Letters might improve in the future.
- The Committee is asked to seek information from the Editors regarding the publication procedure, the function and use of the Editorial Boards, interactions with the AAPT and AIP Offices, and to identify information that the editors might find helpful for their work.
- The Committee will evaluate present status and might serve as a creative source to suggest new directions and priorities in the future.
- Beyond an initial meeting with the editors, the Committee is free to proceed in the manner it deems most effective.
- The AAPT Secretary will help in any way possible, but will give no unsolicited advice or direction beyond the initial charge.
- The Editors, David Jackson and Roger Stuewer, may suggest specific issues or questions to be addressed in the review, will meet with the Review Committee if requested to do so, but otherwise will not participate in the review process.
- The Committee is encouraged to gather information from the AJP's and Resource Letter's Editorial Boards (past and present) as well as current and past members of the Executive Board and the Publications Committee. The Review Committee is also encouraged to seek representative input from the broad readership.
- The AAPT staff, while providing some assistance in routine tasks associated with the review, should not be engaged in collecting or organizing the results of the review.
- Data given in the report should be in summary form only to maintain anonymity.

Budget:

The expectations are that the majority of the Committee work can and should be done electronically via telephone, email, web, and conference calls. The Board has authorized \$100 for Committee expenses including technology expenses, duplication costs, telephone conference calls and postage needs. Should the Committee feel it necessary, the Board will consider requests for additional funding.

Review Committee:

- Carl Mungan, US Naval Academy, mungan@usna.edu
- Harvey Leff, Pomona (retired), hsleff@csupomona.edu
- Danny Caballero, University of Colorado, marcos.caballero@colorado.edu
- Jean-Francois Van Huele, Brigham Young University, vanhuele@physics.byu.edu

THE AAPT BOOK PUBLICATIONS FIVE-YEAR REVIEW - 2012

Proposed Timeline:

The AAPT Book Publications Five Year Review Committee will prepare a confidential written report to the AAPT Executive Board to be submitted to the AAPT Secretary by January 1, 2013. The Secretary will then distribute the report to the Board members for their review prior to the Board's January 2013 meeting. The Board may want to consider a preliminary report to be presented during its October 2012 meeting.

The Charge to the Review Committee:

The AAPT Executive Board is interested in an evaluative perspective on the publications over the last five years; but more importantly, it seeks recommendations for expanding success in the next five years. These recommendations might include attention to technological, political, scientific, and educational trends that could influence the publications. The Board is interested in as specific a set of recommendations as is possible.

- The Review Committee should articulate the primary goals of AAPT Book Publications.
- The Review Committee should judge the effectiveness of AAPT Book Publications in meeting their primary goals and report these conclusions to the Executive Board.
- The review should also serve to advise the Editor and the Executive Board regarding specific ways that AAPT Book Publications might improve in the future.
- The Committee is asked to seek information from the Editor regarding the publication procedure, the function and use of the Editorial Board, interactions with the AAPT Office, and to identify information that the editor might find helpful for his work.
- The Committee will evaluate present status and might serve as a creative source to suggest new directions and priorities in the future.
- Beyond an initial meeting with the editor, the Committee is free to proceed in the manner it deems most effective.
- The AAPT Secretary will help in any way possible, but will give no unsolicited advice or direction beyond the initial charge.
- The Editor, Juan Burciaga, may suggest specific issues or questions to be addressed in the review, will meet with the Review Committee if requested to do so, but otherwise will not participate in the review process.
- The Committee is encouraged to gather information from the AAPT Book Publications Editorial Boards (past and present) as well as current and past members of the Executive Board and the Publications Committee. The Review Committee is also encouraged to seek representative input from the broad readership.

- The AAPT staff, while providing some assistance in routine tasks associated with the review, should not be engaged in collecting or organizing the results of the review.
- Data given in the report should be in summary form only to maintain anonymity.

Budget:

The expectations are that the majority of the Committee work can and should be done electronically via telephone, email, web, and conference calls. The Board has authorized \$100 for Committee expenses including technology expenses, duplication costs, telephone conference calls and postage needs. Should the Committee feel it necessary, the Board will consider requests for additional funding.

Review Committee Members:

- Laura McCullough, mcculloughl@uwstout.edu
- John Roeder, jlroeder@aol.com
- David Haase, david_haase@ncsu.edu

POLICY REGARDING THE COLLECTION AND DISBURSEMENT OF MEMORIAL FUNDS

Memorial Funds are contributed and collected to honor an individual, group, or program. They are usually given by individual donors in small amounts. Larger donations usually become Long-term Designated Memorial Funds. The contributions are usually unsolicited, and are usually given over a short duration of time.

The Association is willing to receive any gifts if they can be used to further the mission of AAPT. Donations are expected to be willingly given with the intent of honoring an individual, group, or program. However, the Executive Officer and/or Executive Board reserves the right to decline certain gifts. Only cash and publicly-traded stocks or bonds, but not property will be accepted.

Three types of Memorial Funds are available:

General Memorial Gifts

Short-term Designated Memorial Funds

Long-term Designated Memorial Funds

The differences are based on the gifts provided.

Intentions of this Policy

- To allow donations to work to further the mission of AAPT.
- To allow donations to honor an individual, group, or program.
- To limit the number of approvals, forms, and time so that the donations can be quickly used programmatically.
- To provide opportunities for AAPT members to take advantage of the available funds.
- To assure that members at all levels (*i.e.*, high school, college, and two-year college) have opportunities for the use of the funds.

- To direct that most memorial funds be allocated for current activity rather than banked for future activity.

General Memorial Funds

If, during a 1-year period, less than \$2000 is received in memory of an individual, group, or program, then the gifts will be placed in a General Memorial Fund.

- The Executive Office will acknowledge each donation with a mail or email response.
- Each donation will also be acknowledged in a public way (*e.g.*, Annual Report, poster, etc.) indicating the donor and the individual, group, or program honored.
- The funds may be spent at the discretion of the Executive Officer with preference given to projects that would receive visibility associated with national meetings, publications, or conferences.
- The Executive Officer must annually report to the Executive Board the amounts received and the approved uses of the donations.

Short-term Designated Memorial Funds

If during a 1-year period, more than \$2000 is received in memory of an individual, group or program, then a Short-term Designated Memorial Fund will be established.

The fund should be supervised by at least three of the following (decision to be made by the Executive Officer):

- A representative of the individual, group, or program memorialized
- The major donor
- A representative of the AAPT Executive Office
- A member of the AAPT Finance Committee

Within a year after forming this supervising group, they should determine an expenditure plan for the funds so that they are disbursed over not more than a two-year period. The AAPT Executive Officer would be authorized to spend the funds in accordance with the expenditure plan. Any funds remaining after three years following the formation of the supervising group would become General Memorial Fund unless the Executive Board approves a fundraising plan (see section below dealing with fundraising to create a Long-term Designated Memorial Fund).

Furthermore,

- The Executive Office will acknowledge each donation with a mail or email response.
- Each donation will also be acknowledged in a public way (*e.g.*, Annual Report, poster, etc.) indicating the donor and the individual, group, or program honored.

Long-term Designated Memorial Funds

The Association is pleased to honor individuals and groups by establishing designated memorial fund accounts. There is a fund minimum of \$40,000 before an account can be established.

Usually, there are conversations involving the donor(s) and representatives from the Executive Office before the gift is received.

Long-term Designated Memorial Funds must have a plan that establishes a use for the funds and a designed group allowed to approve expenditures. The Executive Board must approve this plan.

If any Long-term Designed Fund does not maintain a 3-year average balance of at least \$30,000, the funds will come under the control of the Executive Board and may be used for purposes and timelines that they establish.

Fundraising to meet the Long-term Designated Memorial Fund Minimum

Occasionally, a fundraising plan would need to be developed to reach the minimum of \$40,000 to establish a Long-term Designated Memorial Fund. In consultation with the Executive Board, a committee may be established to raise funds or work may be done through the Executive Office if approved by the Board. A maximum of 5-years may be used to fund raise for a Short-term Memorial Fund to become a Long-term Memorial Fund. If after 5-years the fund did not grow to at least \$40,000 Then the fund will be considered a Short-term Designated Memorial Fund.

Policy Regarding Current Designated Memorial Funds

Current memorial funds will be covered under this policy beginning in January 2014. This will give the Executive Office and Executive Board time to plan for the transition and to establish other policies to address special needs.

Fundraising Advisory Committee

The AAPT Executive Board shall establish a Fundraising Advisory Committee consisting of five members of the Executive Board. The Treasurer shall serve on the Committee. The other four members will be appointed by the President- Elect. Each will serve a one-year term. Members may be reappointed for additional years if they remain on the Board. The Executive Officer and Associate Executive Officer serve *ex officio*. The Executive Officer is the convener of the Committee. The intent is to identify Committee members who have an interest and/or expertise in fundraising. The Committee can call upon the advice of others outside the Board for additional input.

The Charge for the Committee:

The charge of the Fundraising Advisory Committee includes the following:

- (i) Advising the Executive Officer in formulating a list of programs, projects, events, and activities (both current and planned) for which sponsors are needed,
- (ii) Advising the Executive Officer on policies, plans, and activities related to fundraising,
- (iii) Suggesting a list of potential sponsors for fundraising activities, and
- (iv) Assisting as needed in the actual fundraising efforts.

Boilerplate Letter in Response to Editorial/Publications Questions

Dear Sir:

Our appeals process has several levels and is taken very seriously, compared to many journals that offer no appeals option or process at all following the rejection of a paper. AAPT and the journals have a review process and an appeals process. The editor is the first review. The Publication Committee hears any appeals. The Committee and the Board have faith in the editors that the editorial process (e.g., consideration for appropriateness for the publication, peer review, editing, etc.) is handled appropriately. If there is an appeal after a review by the editor, then the Publications Committee can review the documents to determine if there were aspects of the process that were not handled appropriately. The Committee does not judge whether the submission should be published; that is the role of the reviewers and ultimately the responsibility of the editor (that is part of our faith in the expertise and judgment of the editor). Feel free to consult me, or ask me to draft a response letter, if an author should contact you.

Thank you for your service to AAPT.
Best regards,
Steve Iona, AAPT Secretary and Chair, Publications Committee

This can be customized based on what information you have on the status of the particular paper, or just ask me to draft a response for your approval.

Dear Dr. *****:

Thank you for your letter concerning your paper "TITLE" (is there a code that identifies the paper that should be included here?) which was submitted to JOURNAL NAME [*American Journal of Physics* or *The Physics Teacher*].

The American Association of Physics Teachers has established procedures for appealing the rejection of papers by the editors of the JOURNAL NAME [*American Journal of Physics* or *The Physics Teacher*]. There is, in these procedures, no role for the President of the Association or any other member of the AAPT Presidential line. The responsibility for scientific review rests with the editors of the individual journals, and appeals beyond their final decisions are possible only on procedural grounds. The AAPT Publications Committee is the ultimate adjudicator of such appeals, but only on the basis of the fairness of the procedures followed.

(Since the AAPT Publications Committee has already ruled on these matters there is no further recourse, and) I regret that I am not in a position to give further consideration to your appeal.

Sincerely,
[YOUR NAME]

Long-term items for Discussion

- Does AAPT want to officially comment on appropriate physics experiences for home-schooled students? (Professional Concerns?)
- What can AAPT do regarding connections with Biology and Chemistry in relation to the “cross-cutting” themes in the Frameworks (Project Kaleidoscope?)?

- Does AAPT want to comment on the increasing use of online courses for introductory physics sequences? (Educational Technology)
- How can AAPT take the lead on Introductory Physics for the Life Science Students (Undergraduate Education)?
- What progress are we making towards achieving the goals set in the Strategic Plan?
- What characteristics make for a strong and effective Board?
- In what ways does the AAPT Board succeed?
- Are there areas in which we fall short as a Board? If so, what can we do to improve in these areas?
- Is the AAPT Executive Board structured in the best way for AAPT?
- How can we make and assess progress on these issues?
- Since 14% of the AAPT membership is international, what are we doing especially for them?
- Is there a bigger issue regarding limited applications for awards and funds (e.g., Bauder Fund?)
- What can AAPT do to strengthen its relationships with APS through the Fed and PhysTEC?