

AAPT Executive Board Minutes
Oct13: WebEx Teleconference
Approved 3 January 2014

Executive Board Meeting I:
Thursday, 17 October 2013
7 – 10:00 pm EDT

Members Present: Gay Stewart, President; Mary Mogge, Vice-President/Acting President Elect; Jill Marshall, Past President; Wolfgang Christian, Secretary; Steve Iona, Treasurer; David Jackson, Editor, *American Journal of Physics* (AJP); Gary White, Editor, *The Physics Teacher* (TPT); Greg Puskar, Chair Section Representatives; Elaine Gwinn, Vice Chair Section Representatives; Diane Riendeau, At-Large Member (High School); Aaron Titus, Member At Large (4-Year College); Paul Williams, Member At Large (2-Year College); Beth Cunningham, Executive Officer;

Guests: Marilyn Gardner, Director of Communications and Membership; Michael Brosnan, Director of Finance; Tiffany Hayes, Director of Programs & Conferences; Erwin Campbell, Director of Information Technology; RaShonda Rosier, Marketing Manager; Robert Hilborn, Associate Executive Officer; Rogers Fuller, Associate Director of Membership

Call to order (Stewart)

The meeting was called to order at 7:00 pm.

1. Approval of Agenda (Stewart)

The motion to rename the Paul W. Zitzewitz Award was removed from the consent agenda. The amended agenda was approved unanimously.

2. Approval of SM13 Minutes (Christian)

The SM13 minutes were approved unanimously.

3. Preparation of the Agenda for Executive Board Meetings (Christian)

Christian reported that the Executive Board Handbook (EBH) stipulates that “The agenda for the meeting needs to be finalized for the Board members at least three weeks in advance of the meeting.” He pointed out that this early deadline is unrealistic and has not been met because reports for the Board iBook are due less than three weeks before the meeting and these reports are needed to create the agenda. Christian moved and Stewart seconded a motion to amend the EBH to conform to current practice.

Mogge asked when the agenda would be available and Christian responded that a draft agenda will be included in the iBook which is distributed to the Board approximately one week prior to the meeting.

Motion to amend the EBH: The President shall request agenda items for Executive Board meetings at least three weeks in advance of that meeting. In consultation with the Secretary and the Executive Officer, the President shall submit a draft agenda to the Executive Board before the meeting with the final agenda being approved by the Board at the beginning of the meeting.

Motion passed with eight votes in favor and none against.

4. Vital elements for "meeting's success." (Stewart)

Stewart reminded the Board that the format of Board meetings was changed at SM13 so that the Board could focus on strategic issues at its meetings. She recommended that we follow Michael Daigneault's suggestions for meeting success that Cunningham sent on June 4.

5. Consent Agenda (Stewart)

Marshall moved and Christian seconded:

Motion to approve the consent agenda in the iBook. This motion passed unanimously.

The consent agenda:

- Appoint AAPT representative to IACPE - Perry Tompkins (from Mogge)
- Approve two one-day TYC meetings associated with SM15 – TYC Leadership Institute and TYC Tandem Meeting (from Williams)
- Request to hold special session at the 2014 AAPT Summer Meeting in memory of Mary Beth Monroe (from Williams)
- Approve Larry Cook as a PTRA Oversight Committee member (from Stewart)
- Approve request to change name of Committee on Minorities to Committee on Diversity (from Stewart)

6. Renaming of the Paul W. Zitzewitz Award (Christian)

Christian reported that Paul Zitzewitz used Precollege in the name of the Zitzewitz Award because he was teaching a course in Physics for Elementary School Teachers at Dearborn and he wanted them to be included. Numerous Board members voiced support for honoring Paul Zitzewitz's intentions.

Riendeau commented that the term "precollege" does not reflect favorably on their work. Christian reminded the Board that the award would remain the Paul W. Zitzewitz Award for Excellence in Pre-College Physics Teaching unless there was a vote to change its name. Hilborn suggested that K-12 was a widely recognized term and the motion in the iBook was amended without dissent.

Christian moved and Stewart seconded a motion to rename the "Paul W. Zitzewitz Award for Excellence in Pre-College Physics Teaching" as the "Paul W. Zitzewitz Award for Excellence in K-12 Physics Teaching."

Motion passed with eight votes in favor and none against.

Note: Barbara Zitzewitz expressed her thanks to the Board for honoring Paul's request.

7. Review of Dashboard Items (Stewart)

- Mike Brosnan presented an eight month synopsis of the Association's finances. He reported that for the eight months ending August 31, 2013, AAPT reported operating revenues of \$3,989,412 and operating expenses of \$ 3,395,458 resulting in a profit from operations of \$593,954 before investment-related activity. See iBook for additional details.

Iona commented that it was nice to see that the cash balance was high and outstanding bills were low.

- Cunningham presented a report on active and pending grants. Iona asked about the large balances in grants that are about to end. Cunningham responded that most grants have asked for and received one-year no-cost extensions. Stewart asked about grants that are pending. Hilborn responded that it has been difficult to find an appropriate program for the envisioned Next Generation PTRAs grant. AAPT is throwing lots of darts at the funding board. Hilborn also reported that the QuarkNet grant has been delayed.
- Cunningham reviewed the various AAPT constituencies.
- Gardner presented a membership review. Stewart commented that we didn't get our summer meeting bump and Gardner responded that we had fewer nonmembers attending this summer. Gardner added that we may not be reaching the nonmember audience. Mogge commented that returning to a previous meeting location may have caused this decline. Riendeau asked how many current members return to the Winter Meeting every year. Gardner responded that she did not recall that number.

Puskar asked how our membership trends compare to other associations and about a grace renewal period for lapsed members. Fuller responded that there is a 30 day grace period. Christian commented that AIP data show that most AIP societies have been growing and Cunningham added that some of this growth is attributable to free student membership, especially for APS.

- Gardner reviewed the Communications Department Dashboard. Williams asked if the graphic designer will be replaced. Gardner responded that it is less expensive to hire a freelance designer as needed. She will review the effectiveness of a freelance designer after a few months.
- Cunningham reviewed year to date donations: She thanked Marshall for a job well done raising money for the Phillips award. Christian asked if we could place a plaque in the

ACP for donations above a certain level.

- Hayes presented a weeks out WM14 report. Hayes is hoping that attendance at WM14 will be the same as in New Orleans.

8. **2014 Budget & Finance Committee Report (Iona)**

Iona presented an overview of the 2014 budget recommended by the Finance Committee and commented that the proposed *The Physics Teacher* manuscript-submission software was expensive. The proposed budget adds an April face to face Board meeting but travel money saved during this year's EO review will partially offset the added cost of a face to face meeting. The Finance Committee also recommends a four-night reimbursement for Board members attending the Association's annual meetings. The proposed budget assumes an average staff salary increase of 3%.

Iona commented that AAPT needs to be prepared to support ComPADRE in future years but that this support was not included in the 2014 budget. The ComPADRE Continuation Fund as well as current grant support will cover expenses for ComPADRE during 2014.

Williams asked how the 2014 budget increases provides additional value for the membership. Cunningham responded that the 2014 budget does not include any additional projects and that the increase is due to delayed needs that are now being met and to inflation.

Christian asked if the budget included a part-time Next Generation PTRA coordinator. Cunningham responded that this position is not in proposed budget

The Board agreed to vote on the budget in Board II.

Titus asked if salary increases are tied to benchmarks such as increasing membership or performance. Cunningham responded that raises have been small and that AAPT has traditionally not given incentive pay. Most AAPT salaries are below the 25th percentile compared to other CESSE organizations and we are trying to catch up. Staff morale could suffer if raises were unequal.

Stewart commented that the Association should have a policy to limit what can be taken from long term reserves. She commented that we haven't been drawing income from our long term reserves because our reserves are catching up to losses during the economic decline. This is changing now that the market is growing and the AAPT budget is healthier. We may be able to consider using surplus in operations to support new programs or updating existing programs rather than placing all of the surplus into the LTR.

9. **Vice-President Report (Mogge)**

Mogge reported that she will be sending a draft Orlando meeting schedule in a few days.

She reported that we will have two SPS sessions and she thanked the paper sorters: Daryl McPadden, Sytil Murphy, Toni Sauncy, Adrienne Traxler, and Connie Wells.

Mogge reported that area committee members have been vetted but that some additional appointments need to wait until after Orlando meeting plan is done. Stewart thanked Mogge for her hard work.

10. High School Representative Report (Riendeau)

Topic I: Needs of HS Teachers. Riendeau expressed her continued concern about the low representation of HS members on the Board. She commented that HS teachers are the largest group within AAPT but that this group has the least representation in leadership positions. This lack of representation may be due, in part, to the lack of travel support for HS teachers but it may also be due to not having enough sessions of interest to HS teachers at the national meetings. Furthermore, the lack of travel support or funding for substitute teachers may affect membership of the Area Committees and Board by HS teachers. Riendeau asked the Board to develop ways to attract HS teachers.

Stewart commented that we have discussed initiatives, such as distributed meetings, to lower the cost of participation. Puskar commented that teachers used to bring home stuff from AAPT meetings but that this no longer happens. He asked about the feasibility of multi-Section regional meetings and about external sponsorship for these meetings.

Puskar asked if there are any HS PIs on grants. Cunningham responded that ComPADRE was the last grant with a HS PI. Hilborn commented that many of our new grants have HS teachers on the leadership team.

Mogge stated that area committees are not proposing sessions appropriate for HS teachers and that we are not getting papers for sessions that are proposed. Stewart responded that we should have committees invite “nugget” sessions appropriate for HS teachers.

Riendeau asked who are we designing our meeting for and observed that we have the same presenters again and again who come and present because they need to do that to get travel support and justify their attendance.

Iona asked if a topical conference could be successful and Riendeau responded that we have a lot of history to overcome in the HS community.

Puskar commented that we are stuck in a rut and that we should require that presenters provide lesson plans, etc. for papers presented in a HS track. Stewart added that we don't get this complaint just from HS teachers. She observed that we have 10 parallel sessions and we can certainly have tracks for almost every community.

Riendeau commented we are doing a lot of PER at national meetings but that we need to think about the needs of a new teacher.

Titus observed that there are other groups, such as advanced lab, that were not getting what they needed so they formed their own group, e.g., ALPhA, PERTG. There is now a physics teachers camp for teachers who use social media. Titus asked why do teachers need to start these new groups independent of AAPT.

Riendeau asked about the need for national meetings when the Section meetings are so much cheaper and give teachers what they need.

Topic II: Presidential Chain

Riendeau stated that having to change jobs every year in the presidential chain encourages inertia because leaders will almost always do what was done the year before when they are learning a new job.

Iona commented that the Finance Committee has discussed hiring a part-time program chair to provide meeting support. Cunningham asked if we can investigate what other organizations do and Stewart responded that paid staff does more of the work to construct the schedule for national meetings at many other organizations.

Jackson asked if part of the problem is that we have two meetings a year. Stewart commented that one meeting a year reduces travel costs.

Cunningham stated that area committees can be asked to do more beyond planning for the next few national meetings.

Topic III: Role of Sections

Riendeau asked how Sections benefit the national AAPT. The only thing that a HS teacher does not get from a Section is TPT. Sections provide everything else and meetings are far less expensive. AAPT gives Section representatives money and power but Sections may not represent the national AAPT membership. Puskar agreed that Sections need to contribute something to AAPT National.

Jackson asked what benefit can we add to draw HS teachers from Sections to National Meetings. Riendeau responded national meetings need to provide an immersive experience.

Mogge observed that Sections are great place to start for early career teachers and that they are a training ground for AAPT leadership.

Marshall commented that if we drop the Section Rep subsidy to attend national meetings we might lose money because they pay registration and we would have fewer people in our room block.

Cunningham observed that we reimburse Section Reps for two nights lodging and travel and

that about 35 Sections Reps request this reimbursement for a total of about \$25,000.

Iona responded that the number of Section Reps is larger than 35. More importantly, Sections guarantee that there is something happening in each state. Iona stated that we don't demand very much from Section Reps and that we can put more strings on our expectations such as sharing membership records.

Riendeau asked why we make money when paying Section Reps. Marshall responded that we need to make our room blocks. Marshall noted that we would have missed in in DC if we had not been credited for APS overflow and that we almost missed our block in Jacksonville.

Puskar stated that we should look at Sections as laying the groundwork for national membership.

Fullers commented that at one time we had an agreement with APS that APS members would receive 50% off AAPT national membership for one year if they joined AAPT. Few joined and the paperwork was difficult to administer. We also offered free one-year membership to HS teachers but few renewed after the free year. The Association concluded that free membership does not work to increase paying members. A sizable majority of people who opt out from our emails are former free members.

Titus commented that North Carolina section meetings are great and that he sees the benefit of national meetings being immersion for more days. Titus commented that a single longer national meeting might be better than our current two meetings a year schedule. Other disciplines have small focused meetings to supplement one large national meeting. Stewart stated that attendees at the smaller meetings are members of the national organization. APS divisions are an example.

11. Past President Report (Marshall)

Marshall asked the Board for ideas for an appropriate memorial for Mary Beth Monroe. Mary Beth said that she was most proud of being a Phillips Medal awardee and Marshall asked if we have the Phillips medal endowed in honor of Mary Beth Monroe. Marshall added that the Texas Section is thinking of having an award in recognition of Mary Beth's work with students.

Stewart asked if the Monroe family has given us any feedback about an appropriate memorial.

Christian recommended that the Board review the policy for memorial funds in Section 9.14 in the 2013 EBH. He noted the high financial threshold for designated funds. The EBH states: "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."

Riendeau commented that AAPT has many small funds and that we need to be careful about establishing new funds. We need to guard against emotional involvement.

Board I was adjourned at 21:59.

**Executive Board Meeting II:
Wednesday, 23 October 2013
6 – 9:00 pm EDT**

Members Present: Gay Stewart, President; Mary Mogge, Vice-President/Acting President Elect; Jill Marshall, Past President; Wolfgang Christian, Secretary; Steve Iona, Treasurer; David Jackson, Editor, *American Journal of Physics* (AJP); Gary White, Editor, *The Physics Teacher* (TPT); Greg Puskar, Chair Section Representatives; Elaine Gwinn, Vice Chair Section Representatives; Diane Riendeau, At-Large Member (High School); Aaron Titus, Member At Large (4-Year College); Paul Williams, Member At Large (2-Year College); Beth Cunningham, Executive Officer;

Guests: Marilyn Gardner, Director of Communications and Membership; Michael Brosnan, Director of Finance; Rogers Fuller, Associate Director of Membership; Erwin Campbell, Director of Finance; Ted Hodapp, APS Education and Diversity; Ernie Behringer, UCTF chair; Robert Hilborn, Associate Executive Officer

Call to order (Stewart)

The meeting was called to order at 6:00 pm.

12. Approval of the 2014 Budget (Stewart)

**Motion on behalf of the Finance Committee to approve the recommended 2014 budget.
Motion passed with nine votes to approve and none opposed.**

13. APS Report (Hodapp)

Hodapp reviewed the charge to JTUPP. He reminded the Board that JTUPP members have not yet been asked to serve and that the suggested member list in the iBook was confidential. Hodapp commented that that it is important to have industrial physicists, such as Duncan Moore or Larry Woolf, on the task force. APS and AAPT will look for funding after the committee is formed.

Iona asked if the “heavy hitters” proposed for the JTUPP will do the work or will they farm it out. Cunningham and Hodapp responded that she expects everyone to do some writing but that a small number will do the majority of the writing.

Behringer commented that at the end of SM13 various UCTF members were asked to

produce short two-page papers on various topics, such as laboratory or computational physics. Cunningham added that UTCF will be asked to provide information to JTUPPP and that various area committees, such as the Committee on Laboratories, will be asked to contribute a report. Hilborn commented that SPIN-UP will also provide material to JTUPPP.

The Board thanked Hodapp for his work and indicated that it would vote on the motion to endorse JTUPP later during Board meeting. Hodapp thanked the Board and left the meeting.

14. Past President Report

Marshall suggested that the Board start with a discussion of the Strategic Plan and then consider the various motions in her report.

Iona asked if we could add a one-sentence definition of diversity to the SP. He noted that such a definition was not in the SP bullets. Riendeau commented that we shouldn't repeat language in bullets and Iona added that the language on various groups of diverse backgrounds (such as LGBT, ethnic and racial diversity, etc) in the SP can be compressed.

Iona asked where the Photo Contest and the Physics Olympiad were alluded to in the SP. Williams responded that the phrase "Engage students with special offerings" covered these programs.

Marshall reported that area chairs have been asked to organize their annual reports around the SP goals but that only two annual reports have been received. Stewart added that it would be nice if the SMT would identify how what they are doing is supporting the SP.

Williams asked what type of education was referred to in bullets two and three. Marshall responded that education refers to pre-service and in-service teacher education. She recommended we insert "teacher education" to make the meaning clear.

Riendeau questioned if increasing teacher diversity should be one of our four most important goals. Stewart commented that some States are approaching minority/majority and that diversity could be part of recruiting AAPT membership.

Riendeau continued that giving one area committee this much importance was problematic. She asked: What about the HS committee? Riendeau commented that we should not let a single group unduly influence our SP. Marshall responded that the diversity goal was arrived at after much discussion and that this goal was not the province of a single committee. Hilborn and Cunningham added that item four supports all the other goals and is a very important effort. We need diversity for the other parts of the SP to succeed.

Marshall moved and Stewart seconded a motion to approve the Strategic Plan. Motion passed with 9 votes in favor and none opposed.

Marshall presented a Phillips endowment report. She stated that the Association has raised \$4,000 and an additional \$5,000 donation that offsets the recent \$5,000 prize. Cunningham added that we have received additional donations and that the net gain in the endowment is closer to \$15,000.

Marshall reported that we have received preliminary cost estimate for a Women in Physics article pack.

Discussion of COGS motion to create an Executive Programs Committee

Iona asked if there was a reason that some members are selected by the chair and some are selected by other groups. Marshall responded that we need to have area committee input. Marshall continued that we should include the Society of Physics Students Director on the committee. Marshall noted that RIPE has always sent a representative to the sort.

Iona commented that the motion should include time frames.

Mary Mogge commented that the COGS motion was poorly conceived. She stated that we already have program sorters from various constituencies and asked what the new committee was supposed to do. Stewart responded that the Executive Program Committee would replace the sorters and would always give HS teachers a voice. Marshall added that the new committee would do special events and assisting in various ways.

Riendeau stated that the Program Chair is overwhelmed and that a committee like this allows the Program Chair to share responsibilities.

Mogge asked how a new Executive Program Committee would bring continuity.

Riendeau moved and Mogge seconded a motion to table the Executive Programs Committee proposal until WM14. Further details should be worked out by COGS to present at WM14. The motion to table passed with 9 votes in favor and none opposed.

15. JTUPP Discussion (Stewart)

The Board continued the JTUPP discussion without Hodapp. Stewart restated the motion and the necessary resources.

MOTION: That the APS and AAPT jointly create the: AAPT/APS Joint Task Force on Undergraduate Physics Programs (J-TUPP).

TIMEFRAME: The task force will provide periodic reports to the APS and AAPT Executive Boards, and a final report by May 2015.

DIRECT COSTS: AAPT/APS anticipate 2-3 face-to-face meetings of the task force, plus publishing and dissemination costs. Rough estimate it a total of \$35,000. We will seek external grant support for this process from either the NSF or the Sloan Foundation.

STAFF RESOURCES: APS and AAPT will each contribute approximately one person-month of staff time to the project. Staff resources will be committed to ex officio membership on the task force.

Cunningham commented that the earlier question about who is going to do the work was a good question and that we need to make sure that AAPT has a strong voice and is heard. Hilborn commented that it might be better to select committee members who are well grounded in physics education rather than specifying industrial physicists.

Riendeau asked how many of the proposed JTUPP members are AAPT members. She asked if AAPT should request a percent representation on the task force. Cunningham responded that she would get membership info. (Note: this information was distributed to the Board on October 24th.)

Riendeau asked what would happen if we didn't get grants to support JTUPP, Cunningham responded that we would provide staff time but that there is little direct cost except maybe to cover travel expenses for a JTUPP meeting (which can be scheduled to coincide with an APS or AAPT meeting to minimize these costs).

Mogge commented that she is disappointed that the JTUPP proposal does not include members from Hispanic institutions. Cunningham commented that it was hard to get a broad and diverse group with only eight representatives.

Titus commented that JTUPP is a good idea and that it will represent AAPT because we get to appoint four members. Hilborn added that all task force members should be acceptable to both AAPT and APS and Stewart added that the proposed chair is a strong AAPT member.

Puskar noted that the task force is mostly academic although the proposal says: "Prepare students for diverse careers." Cunningham responded that we are trying to keep committee a reasonable size and that diverse experts will be brought in. The task force can, for example, bring in people from the AIP Pathways program.

White commented that the task force does not represent what 80% of physics students do and that not a single student or student organization representative was proposed for JTUPP.

Iona noted that the charge to the JTUPP was much different than the charge for the UCTF and that the task force charge did not have much specificity. Hilborn responded that the vision is that that JTUPP will operate in terms of competencies that will prepare student for a wide range of careers. He added that it is impractical to have students on a multi-year

project but that the task force will talk to students. He added that it is impractical to get representations from all groups. Cunningham stated that the creation of JTUPP was motivated by the Biology *Vision and Change* document.

White asked that JTUPP consider physicists from non-academic career paths. Titus asked White for task force member recommendation and White suggested Roman Czujko, Kendra Redmond and Toni Sauncy.

Stewart asked if Duncan Moore qualifies as a non-academic physicist. Hilborn stated that he is sympathetic to White but would prefer that the Career Pathways group be brought in as consultants.

Stewart moved and Mogge second a motion that we approve the creation of JTUPP as outlined in the charge. Motion passed with eight votes in favor, none against and one abstention.

Iona recommended that the AAPT send a letter to the APS expressing the Board's concerns. Cunningham responded that she will draft the letter and that it will be signed by herself, Stewart, and Christian. Stewart added that she would like SPS and Sigma Pi Sigma to be mentioned in letter.

16. Oersted and Millikan Awards (Marshall)

Marshall presented a motion to present the Oersted and Millikan award in alternate years. Mogge asked for the reason for this recommendation. Marshall responded that alternating years would reduce the financial burden on the endowment and that we have had too few nominations. Marshall noted that we may be stressing the meetings, particularly the shorter Winter Meeting, with too many awards and that these two awards are not significantly different.

Williams noted that we are running a surplus in operations and that we don't have to give the award if we don't have good candidates. He pointed out that awards help the Association attract top speakers. Stewart noted HS teachers often tell her that award talks are the least interesting.

Marshall noted that the Program Chair loses flexibility if an award is required and that some awardees are not good speakers.

Iona stated that he hasn't seen any overlap in award nominations and that the Association is not required to make an award so that there is no need to institutionalize an every other year schedule. Iona also stated that it might be better to alternate Richtmyer and Klopsteg.

Mogge asked if the alternating award would be in the Winter or Summer Meeting. Marshall

responded that the alternating award would be during the Summer Meeting because that meeting is longer.

The motion to present the Oersted and Millikan award in alternate years failed to achieve the required supermajority with six votes in favor and three opposed. Marshall was asked to bring back a motion regarding alternating the Klopsteg and Richtmyer awards at the next meeting.

Mogge suggested that we need to explicitly state that it is OK to not give every award every year.

8:00 The Board began an executive session with the Executive Officer

8:30 Board reconvened in open session.

17. AAPT Membership Requirement for Award Nominations (Marshall)

The Awards Committee moves that either the award nomination or at least one letter of support be from an AAPT member if the person being nominated is not an AAPT member. Motion passed with eight votes in favor and one opposed.

18. AAPT Fellowship (Marshall)

Marshall reported that the Awards Committee recommends the establishment of AAPT Fellowships. (See Award Committee report in iBook.)

Mogge noted that past awardees would automatically become Fellows and asked if this provision included DSC. Marshall responded that all current 175 awardees would be grandfathered and that this tally included DSC.

Iona commented that the 3% of membership limitation may make it impossible to have Area Committees nominate Fellows because we will get too many nominations. He also asked if it is practical for the Board to approve the Fellowship nominations. Christian responded that the job of reviewing Fellowship nominations would be delegated probably to the Awards Committee. The Awards Committee would review the recommendations and provide a list for approval to the Board.

Mogge asked if future awardees will receive Fellowship. Christian responded that they would not and that the proposal to grant Fellowship to current awardees was merely an expedience to avoid a backlog of nominations.

The motion to approve the establishment of AAPT Fellowship passed with nine votes in favor and none against. Marshall was asked to continue to work on details in order to implement the Fellowship program.

Board II was adjourned at 8:41PM EDT.

Executive Board Meeting III:

Thursday, 24 October 2013

7:30 – 9:00 pm EDT

Members Present: Gay Stewart, President; Mary Mogge, Vice-President/Acting President Elect; Jill Marshall, Past President; Wolfgang Christian, Secretary; Steve Iona, Treasurer; David Jackson, Editor, *American Journal of Physics* (AJP); Gary White, Editor, *The Physics Teacher* (TPT); Greg Puskar, Chair Section Representatives; Elaine Gwinn, Vice Chair Section Representatives; Diane Riendeau, At-Large Member (High School); Aaron Titus, Member At Large (4-Year College); Paul Williams, Member At Large (2-Year College); Beth Cunningham, Executive Officer;

Guests: Marilyn Gardner, Director of Communications and Membership; Robert Hilborn, Associate Executive Officer

19. Departmental Affiliation (Cunningham)

Cunningham began the discussion of creating a departmental membership program based in the 2007 proposal. She reported that the Association presents approximately 20 Outstanding Student Teaching awards and conducts a dozen departmental reviews a year. Iona noted that the Association may not be able to offer the benefits that were in the 2007 proposal and Hilborn commented that the pricing in this proposal may have been too high.

Titus stated that departmental affiliation and recognition was a great idea because it provided a mechanism for the Association to recognize active departments. He add that receiving recognition based on a checklist of positive indicators would be very valuable for his recruiting.

Iona stated that he likes the idea of departmental affiliation (rather than departmental membership) because we already have affiliates and wouldn't need a need new category. Jackson added that he also likes the concept and that it could be beneficial to his department but that we need to be careful that the recognition not be seen as a department buying an award. He added that an affiliate program might help an institution become more aware of AAPT.

Online chat comments included a suggestion from Gardner that departmental affiliation include institutional subscriptions to AAPT journals. Jackson liked the suggestion that faculty AAPT memberships count towards points for outstanding affiliate recognition. Titus suggested that hosting Section meetings count toward earning outstanding affiliate recognition.

Cunningham proposed that a temporary committee be formed to study departmental affiliation and report to the Board. Cunningham, Puskar, Titus, Jackson and Christian

agreed to serve on this committee.

Stewart recommended that AAPT recognition of outstanding departmental affiliates be for their support of undergraduate education and that AAPT not go down ACS the approval route because it is expensive. She also urged caution that a recognition program not overlap too much with the APS award for exemplary physics departments.

20. Next Generation PTRA (Hilborn)

Hilborn began the discussion of next generation of professional development activities by stating that the effort to run an operation at the national scale needs substantial staff support. He stated that PTRA has benefited by having a very small group of highly motivated volunteers but it is time to consider a staff person (0.5 FTE) to run these programs. It would be advantageous if AAPT made a statement to grant funders that the Association would continue support for a staff position after the initial grant ends.

Riendeau asked if the new position would be HS based. Hilborn responded that it would be good if the staff person had extensive HS experience and Cunningham added that we are looking for sustainability.

White commented that having a HS physics teacher at AAPT is an idea that is long overdue, soft money or not. Puskar added that he likes the idea of a part time staff position but it already sounds like more than a half-time position.

Gwinn asked if the position could be a fellowship for a fixed time period so that the position would rotate.

Riendeau asked if we have evidence that the current PTRA has had a positive effect on membership. She asked how many participants at PTRA workshops become AAPT members.

Riendeau recommended that a staff position should be filled by a teacher with current teaching experience because teaching has changed much in the last few years.

Hilborn again reminded the Board that it would be helpful to have Board statement that could be attached to proposals that would commit the AAPT to continue the position.

Stewart stated that she likes the idea of a new staff position to support HS teachers. Riendeau stated that she would also like to support teachers but that PTRA is an outreach activity that may not have much benefit to current AAPT members. Jackson agreed with Riendeau and pointed out that we need to be cautious about taking on future financial commitments.

Gwinn commented that many HS teachers like her are in AAPT because of PTRA training and from having attended a PTRA workshop

Hilborn reported that a 0.5 FTE costs \$60K per year but that this position could part of a split position. For example, the new position might be a 0.5 FTE PTRS director and 0.5 HS program development director.

Stewart recommended that Cunningham and Hilborn draft a letter stating that AAPT will continue the new position at the end of the grant funding. Iona added that the Board should review the letter and then have a motion to approve that letter.

Stewart proposed and Marshall seconded a motion for the Executive Office to draft a statement that could be attached to proposals that would commit the AAPT to continue a staff position after the conclusion of a grant.

Christian will conduct an electronic vote to approve the statement two weeks after the statement is distributed.

[Note from Secretary: The statement was distributed on 22 November 2013 and the motion to approve the statement passed with nine votes in favor on 12 December 2013.]

21. Dashboard Items in light of Strategic Plan (Cunningham)

Cunningham began the discussion by asking if having a graphic that matched Dashboard items with SP goal would be useful.

Iona asked how often Dashboard items would be updated and Cunningham responded that it depends on the item.

Iona asked if some dashboard items should be regularly visible. Stewart responded that we don't want to update dashboard items too often and that some of the Dashboard items will be public. Public items should be interesting and uplifting for our members.

Iona commented that some discussions didn't work well in a WebEx meeting.

Riendeau commented that the membership graph in the Dashboard caught her attention and that this is the type of item that should be on the Board Dashboard.

8:30 PM EDT The Board began an executive session without the Executive Officer

A motion to adjourn passed unanimously at 21:02 EDT.

Wolfgang Christian
AAPT Secretary