

**AAPT Executive Board
Minutes
October 30 - November 1, 2009**

Friday, October 30

American Center for Physics AAPM Conference Room

Members Present: Lila Adair, Past President; David Cook, President-Elect; Alex Dickison, President; Paul Zitzewitz, Treasurer; Mary Mogge, Chair of Section Representatives; Marina Milner-Bolotin, Vice Chair of Section Representatives; Elizabeth Chesick, At-Large Member; Marie Plumb, At-Large Member; Gordon Ramsey-arrived late, At-Large Member; Jan Tobochnik- arrived late, Editor, *American Journal of Physics* (AJP); Karl Mamola, Editor, *The Physics Teacher* (TPT); Warren Hein, Executive Officer; Philip Hammer, Associate Executive Officer; Steve Iona, Secretary.

Guests:

Michael Brosnan, Chief Financial Officer; Erwin Campbell, Director of Information Technology; Cerena Cantrell, Associate Director of Programs & Conferences; Rogers Fuller, Associate Director of Membership; Marilyn Gardner, Director of Communications & Membership; Tiffany Hayes, Director of Programs & Conferences; Shirley Hyde, Executive Assistant; Chad Phillips, IT; Terrance Hunt, IT; Matt Payne, Editor *e-NNOUNCER*; Gary White, SPS Director; Jack Hehn, AIP Education Officer; Gary White, SPS Director; Richard Peterson, Visiting Physicist

1. Welcome and Call to Order

Dickison encouraged the Board to focus on action and discussion items and only refer to the reports in the iBook. He generally wished to leave the agenda fluid.

2. Communication and Membership / Gardner, Phillips, Fuller

Marilyn Gardner referred to the rollout his past week of the website redesign. Chad Phillips showed many new and improved aspects of website. The development took place over the last year and was done in house through an office-wide effort at a cost of less than \$200k. The site is now more standards compliant. Terrance Hunt described his work on methods to streamline report generation and interfacing with web reports. Overall, the IT group has been working to update and create documentation to assist future redesign work.

Gardner reported that a 2010 AAPT Calendar will be mailed out. The production and mailing costs will be shared by Vernier. The mailing will include a form to offer someone a gift membership.

The Membership Department is working hard to convert free memberships into paid memberships, and lapsed memberships into active memberships. Rogers Fuller reported on a "Fall Roundup" of 4200 lapsed members from 2004-08 that yielded approximately 100 renewals. It was pointed out that the TYC recruitment program has been much more successful than anticipated. This may be because the group was not a target area in prior recruitments by AIP.

Fuller pointed out that membership recruitment is most effective at a grass-roots level where a member approaches one's colleagues.

The Associate Membership program has approximately 20 members. Instituting the program has been costly (web redesign, staff time), so it needs 250+ members to cover the costs (\$7500 up front and the \$5000/year maintenance).

3. Technology Report / Campbell

Erwin Campbell reported on important changes that were necessary due to delayed and postponed upkeep: ComPADRE (32 to 64 bit), new servers, and the development and implementation of a disaster recovery plan.

Challenges ahead for the IT Department include:

- Limited financial resources and the same limited staff – juggling priorities
- Need to integrate new things without breaking things
- Desire to increase documentation
- Desire to be self-efficient and self-sufficient
- Need for a plan for replacement, upgrade, and PCI compliance for ecommerce

In response to a comment from Dickison encouraging the group not to be too quick to respond to membership comments about not being “cutting edge,” Campbell referred to their Change Control Group that examines cost/benefit ratios and the return on investments in considering changes.

4. Programs and Conferences / Hayes, Cantrell

Tiffany Hayes pointed out that a major challenge for the Washington DC meeting will be the room rate of \$215/night. There is a penalty for unfilled rooms. We need to have 1280 room nights to meet our obligations. We are working with APS to identify AAPT versus APS room nights and AAPT versus APS registrations. We are seeking insurance to cover our liability. Hammer pointed out that his dealings with the APS meetings staff have been positive and that they appear to have a genuine commitment that this meeting is considered a JOINT meeting.

Other aspects of the Winter Meeting include:

- Targeting local teachers to encourage attendance.
- Sending template emails to Section Reps and Department Chairs to encourage attendance
- SPS will be offering four rather than their typical two sessions.
- APS will be offering a teacher day on Friday. AAPT will be offering financial help and offering PTRAs workshops.
- Due to reduction in force issues, it has been difficult to identify a school/schools to participate in the SEES program.
- The time frame for speakers (12 minutes contributed, 36 minutes for invited).
- There will be a strategic planning mini-retreat for Section Representatives and Area Chairs on Sunday.
- There will be a Bridging Session on Saturday for APS, AAPT, NSBP, and NSHP.
- The Symposium will feature the National Taskforce on Teacher Preparation.

Dickison commented on the value of the Meetings Committee in working with the local universities and with meeting evolution. He commented that he has seen “more dynamics” with the meetings. Apparently the Meetings Committee has worked well with the Meetings Department. He commented that perhaps the planning should be three years out rather than two.

5. SPS /Gary White

White has been involved in the paper sort for both APS and AAPT. The increase in paper submissions for the Washington meeting may be due to its being a joint meeting. He also pointed out that location can effect the meeting attendance and participation.

6. 2009 Operating Budget / Brosnan

Through September 2009, AAPT has had \$3724k in revenue, \$4076k in expenses resulting in a net loss of \$351k. The loss was \$618K in 2008. He indicated that the investment income is positive for the year.

There is a continued cash flow problem. The Board has transferred \$350k from LTR to help cover accounts payable. (\$500k total has been withdrawn from the LTR this year).

On September 30, AAPT had \$521k in accounts payable, \$60k in accounts receivable.

On October 30, AAPT had \$394k in accounts payable, \$88k in accounts receivable. To add to the problem, September had three pay periods.

Bronson pointed out that the Board may need to anticipate another request for a transfer from LTR before the end of the year.

During the questions and answer period:

- Dickison wondered why the financial statements seem to close so late each month.
 - Bronson indicated that we are still getting bills by the 15th of each month.
- Dickison pointed out that we show a \$350k loss to date; but the goal was approximately \$200k for the year.
 - Bronson anticipates a deficit of \$280k for the year. He commented that we hit a deficit of \$180k in July.
- Why do we continue to have cash flow problems?
 - Bronson pointed out that we have had a \$280k cash flow problem carried over from 2008. (\$690k cash + receivables 2008, but \$969k accrued expenses and accounts payable)

Dickison wondered if we should just transfer \$500k to STR and pay the past bills and therefore resolve the cash flow problem. He pointed out that the Board seems to continue to worry about the cash flow problem rather than focus on the deficit and meeting the budget. Dickison believed that the STR was established to handle cash flow problems. He emphasized “the cash flow problems are problems for the Executive Office, not the Executive Board. The EB should not be looking at paying the bills.”

Dickison stated that the Finance Committee needs to develop a strategy for populating the STR to handle cash flow problems.

7. Associate Executive Officer's Report /Hammer Development

The group is working to improve their ability to make the case for giving. They are expanding the planned giving website and will be targeting the non-dues paying emeritus members, the IPhO families, and they are considering participating in a donor prospecting service.

Marketing

He has seen definite advantages to the Marketing and Membership reorganization. They are working with the APS on a "Why Physics?" program that will encourage people to visit the career site and ComPADRE. They are also jointly working on the US Science Festival on the National Mall in October 2010.

PhysTEC

The new program sites to be selected are a result of the \$5.5 mil NSF grant that will target both TYC and 4YC. AAPT has agreed to help encourage TYC to participate.

AAPT will be responsible for managing the Teacher in Residence (TiR) component and the PhysTEC teacher component of the program by examining retention, sense of community, mentoring, and professional development. John Anderson, MN, has been hired to help with this portion.

There were questions about the opportunities and obligations for TYC involvement in the grant given that few TYCs have school field placement offices. It was also pointed out that one intent of the grant is to effect the quality of student interaction in the TYC, many TYCs have not transformed their courses.

Teach for America

There is discussion with Teach for America to develop/offer professional development activities for their summer programs.

Government Relations

The Board established two priorities for AAPT government relations activities:

- Establishing an office of STEM Education at the Department of Education, and
- Having science included in assessment of Adequate Yearly Progress, as part of the reauthorization of No Child Left Behind.

8. Executive Officer's Report / Hein

Listing many of the AAPT programs, Hein indicated that

- The New Faculty Workshop (NFW) will involve 150 participants in 2009.
- The PER User Guide will be developed and funded in NSDL.
- ComPADRE II received \$450k (\$770k requested) NSF had a concern about its sustainability,

New Initiatives

- AAPT has received a grant request from Douglas Oliver to add an engineering component to the physics curriculum with capstone design projects. He has submitted a pre-proposal to NSF. The Review Board will report on their recommendation.
- NIPTE, Carl Wenning has developed a program to train physics department people to train physics teachers. Currently, only 20 departments produce more than two physics teacher graduates per year.
- Introductory Physics Course for Life Science Students. This is an opportunity for Topical Conference. Dickison encouraged that the TYC community be included in the planning of such a program.
- The 2010 budget included \$25k from LTR to the Philanthropy Committee.

AIP has some publications changes including reducing their staff in New York. There are discussions of increasing the charge for Physics Today to Member Societies from \$3 to \$6. (AAPT currently also pays \$1 for the Statistical Resource Center, \$1 for MGR and \$1 for the Career Center)

Hein and Hammer (and Hehn) attended a meeting at the National Academy of Science regarding developing new science standards. They will continue to monitor this activity.

9. Treasurer's Report / Zitzewitz

Zitzewitz indicated that due to the improvement in the stock market, the long-term reserve (LTR) has recovered its unrealized losses during the year. He also indicated his pleasure with our TIAA-CREF representative. He will attend the Investment Advisory Committee in Washington DC.

There was some discussion of the need to periodically rebalance the undesignated funds because expenses are usually handled in the operating budget. This is particularly true for the Awards. The overall impact on the endowed accounts (*e.g.*, Lotze) is still unclear. Of the current \$2.4 mil in the LTR, \$600k are designated and therefore restricted.

The Board was reminded that the 2009 budget did not include a 4% transfer from the LTR. However, the budget was approved with a \$200k deficit and that \$550k has been transferred from the LTR during 2009.

10. Section Officers' Report / Mogge, Milner-Bolotin

There is consensus to not implement the Communities Module.

11. Four-Year College/University Report/Ramsey

International initiatives

AAPT is the largest and one of few organizations that is dedicated exclusively to physics teaching; therefore, we should be more involved in international activities. Currently, 14% of the AAPT membership is international.

He suggested the following:

- Publications - dissemination of journals in underdeveloped countries, journal translation, publishing proceedings from international conferences, abstracts from conferences, journal exchanges, and to post meeting announcements for international physics education meetings. The cost to implement these would be mostly staff time.
- Meeting- videoconference sessions of plenaries, meeting exchanges (complimentary registrations), more joint meetings (Inter-America, US-Japan), coordinate receptions for international guests, identify designated representatives to international conferences
- Options available in Peace Corps – for new and retired faculty.
- With US Liaison Committee (20 working groups in physics research and PER) coordinate international meetings, post proceedings, post their newsletter and share databases.
- Share left over meeting program books.
- Cooperation in teacher training.

Hammer wondered how to include more international initiatives in strategic planning.

Peterson asked about the use of Fuller Fund. Do international members know about Fuller Fund? Hein indicated that AAPT may need to review the list of approved countries; perhaps this is something to have the International Committee review.

12. Two-Year College Report/Plumb

Plumb commented on the success of the NFW-TYC. She also commented on the amount of chatter on the TYC list-serve about online lab courses. She wondered what AAPT could do regarding this need. Dickison encouraged the TYC Committee to use the Special Projects money if they wish to do something. Hammer reminded the group that the Obama administration has an initiative to encourage online courses. Zitzewitz referred the group to the website for the Teaching Learning with Technology Roundtable (TLTR) for ways to include technology in teaching.

13. Pre-College Report/Chesick

Chesick raised the possibility of commemorating PTRA on their 25th Anniversary in Portland with a plenary session. She reminded the Board that PTRA was an important professional development event for teachers via inservice and summer workshops. What can AAPT do to continue this approach and address new information (*e.g.*, online, modeling)? What can AAPT do for the Physics First non-physics teachers? What can AAPT do for middle school teachers/students?

Hein pointed out that for our professional development activities to be competitive, AAPT must offer stipends. This tends to drive up the cost of the program and the funds do not assist with indirect costs.

14. 2010 Budget Discussion

Aspects of the presentation included:

- The estimated income for 2010 is about \$5.2 mil, approximately \$600k less than in 2009.
- The staff will receive a 1.5% raise.

- The staff will receive a reduction in health care payment from 80% to 75%. (Note: the health care costs showed a 15% increase for 2010.) Including the raise and reduction in health care payment, no one will have a net loss in salary. (Every 1% salary increase results in a \$15k expense for non-grant funded staff.)
- The physics store will move back to an in-house operation. We were not competitive with Amazon for book sales, so the store will only deal with AAPT materials.
- The membership plan is to address the 10% attrition rate and increase the membership by 6%.
- Most ACP units are giving 2-6% raise and will cover more health care costs.

Dickison complemented Hein and Hammer on their efforts to streamline the work in the office and to increase its efficiency. However, given the amount of money transferred from the LTR and that the 2010 budget is not balanced, he challenged the Board and the Office with the following:

- Do our programs serve and attract members?
- Are we involved in programs that do not bring in members?
- The EB needs to look at what we are doing and identify what we should be doing.
- The EB needs to ask if this is the best expenditure for our members.
- It will not be as easy as cutting a program to solve the budget problems, things are intertwined. We need to take a fresh look. Will it be possible?

Hein pointed out that for the meetings to break even, the registration fee would need to be \$450 (based on 800 paid attendees). (Note: the registration for Washington is approximately \$350.)

Peterson offered a different perspective by pointing out that, in the face of the worse recession in history, should we not be taking money from the reserve? Sokoloff added, "If the reserve was \$5 mil, would we be having this discussion?"

Dickison indicated that the reserves were built over time due to a good economy and due to surplus income. We have withdrawn \$1.5 mil in the last two years.

Dickison reminded the Board that they are responsible for speaking for the association. He challenged the Board to creatively suggest projects that serve and attract members. It appeared to him that the Board wants the status quo and to serve the members better. Cook pointed out that the association has chosen to offer diverse programs in an effort to retain/attract members. Dickison added that we have no programs for the TYC community and we have just closed a major grant targeting the HS community.

Hein indicated that AAPT should accept some credit for grant efforts by AAPT members (*e.g.*, NFW-TYC)

Zitzewitz moved that the Executive Board approve the adoption of the 2010 budget, Mogge offered a seconded. The motion passed unanimously.

Saturday, October 31
American Center for Physics – Conference Room C

Guests: Richard Peterson

15. Approval of July 2009 Minutes

Several small corrections were offered and the motion to approve the minutes was seconded by Ramsey. The motion passed unanimously.

16. President's Report / Dickison

Dickison reminded the Board that they need to offer comments to the EORC in preparation for their visit to the Executive Office in early December. The comments should be based on the goals and strategies Hein and Hammer have presented.

17. President-Elect's Report / Cook

Cook presented the AAPT-FEd Joint Session policy. Adair offered a second and it was approved unanimously.

Cook announced that he will stand for election to the AIP Executive Committee.

There was a significant discussion about events that take place during our national meetings that are unaffiliated with the business of AAPT. As examples Cook commented on the PIRA Room and the PIRA business meeting. Should AAPT support other ancillary meetings such as Alpha or the Detroit Physics Teachers? Hein pointed out that AAPT clearly gains from our linkage with these groups and in many cases, it is important that these groups believe that they have a home in AAPT. There was no resolution, but the discussion did emphasize the important linkage that is necessary between these groups and the Area Committees. Iona cautioned against offering a seat on Area Committees for these groups. Likewise, it was clear that scheduling these ancillary events within the national meeting adds to the congestion.

Hein thought that we need to help these organizations understand Affiliate status and that AAPT needs to clarify what we can offer them as Affiliates.

Sokoloff pointed out that as a Program Chair, it appears that many of these groups expect things to be done as they have in the past without participation in Programs Committee and the existing scheduling and submission process. It is very confusing for the Program Chair to identify what aspects of the meeting need to be done by Programs and what are “grandfathered” in based on history.

Review of Public Policy Committee

The Public Policy Committee is due to sunset in October 2009. Hein thought that the tasks charged to that committee could be handled within the Professional Concerns Committee, but this approach did not seem to work as well since many public policy items happen very quickly and the Area Committee approach is not quick. Hammer, with Government Relations responsibilities, would like to see an advisory committee that could provide a membership-point-

of-view with quick response ability. The committee would need a clear charge, need members with policy experience, and Board representation. Hein will bring a recommendation in February for this advisory committee.

Cook moved that the Public Policy Committee be disbanded. Ramsey offered a second and the motion passed unanimously.

FEd Executive Committee

Cook pointed out that three of the members on the FEd Executive Committee must be AAPT members. He wondered how we could use this as an opportunity to enhance the interaction of AAPT and the FEd. Hein commended the Board for revisiting this issue and encouraged the discussion to clarify how do these people represent AAPT? Do they come to the FEd as representatives of AAPT or just with AAPT in mind. Hein also reminded the Board that the FEd is a committee within APS so that AAPT's counter part is APS not the FEd.

Inactive Committee Members

Cook pointed out that more than a few Area Committee members are not faithful in meeting their committee responsibilities (*i.e.*, attendance, participation, AAPT membership). He wondered what role he had, and what role the Area Committee Chair had in addressing these activation problems.

Ramsey commented that when he was a Chair, he sent a welcoming email, previous Committee minutes, and a list of expectations. He always made sure that the Nominating Committee and President-Elect knew of the "friends" of the Committee to help assure high quality appointments. Cook wondered whether Chairs should review appointments before they are made and if Chairs should communicate with inactive and not participative members?

Sokoloff suggested that the invitation letter clearly list the responsibilities including AAPT membership, attendance, participation in Committee activities, and participating in outside of meeting activities. Dickison added that since committees have more responsibilities than planning meetings, participation could take on many forms.

18. Vice President's Report / Sokoloff

Sokoloff continued his comments about "grandfathered" events that are part of meetings but that do not go through the Programs Committee: Lecture Demonstration Workshops, Apparatus Committee Workshops, business meetings, PIRA Resource Room, Apparatus Contest, Photo Contest, SPS, APS Plenaries. Many of these do not seem to count against Committee quotas, and without request forms, it is difficult to remember to include them.

Hein added that the issues could be even more complicated because while SPS does not go through the Undergraduate Education Committee, Gary White (SPS Director) is part of the Programs Committee and therefore appears to have authority to submit sessions outside of any quota. He also commented that SPS solicits papers and supports the attendance of the students.

Iona indicated that there is a need to clarify what aspects of the meeting are part of Programs and which are not.

Linked with this, is the need to clarify when an individual is limited to one invited talk per year (e.g., is this the calendar year?) Sokoloff indicated that the meeting planning process is so complex that it would take schedule-checking software to verify compliance.

Sokoloff moved that AAPT establish a policy that

Any presenter may give a maximum of one invited talk (including panel participation) and one oral contributed talk each meeting. All other papers need to be presented in poster format for which there is no limit.

Chesick offered a second, and the motion passed unanimously.

This will remove the restriction of one invited talk per year.

Sokoloff continued with a discussion of the length of contributed papers. Adair reminded the Board that as the meetings got shorter, we made restrictions on the length of talks to encourage more posters and to increase speaker interaction. Ramsey thought, that depending on the amount of background information necessary for the audience, a 15-minute papers might be necessary. Sokoloff pointed out that due to the APS schedule, most papers will be 12 minutes long. Since the meeting has fewer than 480 abstracts including posters, the meeting will end at noon on Wednesday. Peterson pointed out that this meeting has no Oersted and no Richtmyer talk, so there are fewer plenaries. The APS meeting goes from Saturday to Tuesday with talks. Sokoloff encouraged the Board to revisit the discussion after the Washington meeting to see what changes might be appropriate.

19. Secretary's Report / Iona

Iona commented on some guidelines for holding executive sessions by committees. In general, "the meeting belongs to the voting members." If the members wish to be in executive session, they may. The assumption is that there is a need to do so. AAPT has a policy that meetings are open, so members can be expected to attend.

Designated Session

Iona presented the Designated Session Policy developed by Iona, Cook, and Sokoloff, and he then moved the adoption of this policy. Cook offered a second and it passed unanimously.

Adair moved that the Physics Education Symposium at the Washington DC meeting be a named session to honor Len Jossem. Cook offered the second, the motion passed with Dickison abstaining.

Chesick moved that Board approve a named plenary session honoring the PTRC Program be offered as part of the Portland Meeting. Adair offered a second and the motion passed unanimously.

The Physics Teacher Five-Year Review Charge.

Iona presented the draft charge to the TPT Review Committee. The Board suggested that up to \$5000 be available to the committee to be taken from the LTR. Hammer commented

that the review is timely since there is new discussion with AIP regarding the expanded use of technology in publishing and in published works. Iona offered the charge, Cook seconded the motion, and it passed unanimously.

The Board will be asked to approve the members soon.

20. Past President's Report /Adair Committee on Governance Structure (CoGS)

Adair described the planned Mini-Retreat for Section Representatives and Area Chairs as part of the Washington meeting. It will be a follow-up to the 2007 retreat with a focus on expanding the goals and strategies of the Strategic Plan. This will result in changes in the traditional Board schedule on Saturday and Sunday.

Review Committee

There was continued discussion of the Review Committee description. It was revised, presented, and approved later in the meeting.

The Review Committee reviewed the NSF proposal on an engineering project developed by Douglas Oliver that would include Hein as a co-PI. This would become a PTRa-type workshop.

Adair, for the Review Committee, recommended that AAPT support a NSF proposal for Engineering Modules designed by Douglas Oliver for integration into the high school physics course. These would become PTRa-type modules. AAPT would provide professional development and serve as the fiduciary agent. Hein would be a co-PI. The motion passed unanimously.

Dickison commented that he thinks these ideas are worthy, and that they could use input from the physics community. He encouraged Hein to involve more physics people in the grant.

21. AIP Education Officer Report/Hehn

Hehn described two new developments at AIP:

- UNiPHY – where researchers can be linked with others with similar interests
- A budget reduction – with a reduction in staff and programs.

He described the work of the National Taskforce on Teacher Preparation, an APS/AAPT/AIP joint project. To him, taskforces are set up with an expectation for quality work, but not an expectation for the production of a report for endorsement. The preliminary report will be released as part of the Symposium at the Washington meeting. The Taskforce followed the model of the SPIN-UP group with site visits, a survey of institutions, and interviews.

Hehn reminded the Board about the PTEC meeting immediately before the Washington meeting on Thursday and Friday.

Hehn reported that there is a new president of SPS, Tony Sanchi from San Angelo University.

AIP is engaged in work on career trajectories, but faculty may not know about the options. Faculty could strengthen the curriculum with more information on career opportunities. This is related to the work described in the SPIN-UP report

22. EO/AEO Goals and Strategies

Cook moved the approval of the Goals and Strategies documents presented by the Executive Officer and the Associate Executive Officer. Mamola offer a second and the motion passed unanimously.

23. Strategic Planning/Dickison

Dickison thanked Karen Johnston for her work in synthesizing the input from the Board into a high quality document. The Board worked to revise the Values, Goals, and Strategies. The document will go back to Johnston for additional revision and will be used by the Section Representatives and Area Chairs during their mini retreat in Washington.

Sunday, November 1, 2009

American Center for Physics – Conference Room C

Guests: John Layman, Fred Dylla, Kay Kirby, and Richard Peterson
Paul Zitzewitz did not attend.

24. Winter Meeting Schedule

The Executive Board will meet on:

- Saturday 10:30 - 4:00 PM with the Bridging Session scheduled from 4-6 PM.
- Sunday participation in AC/SR Mini-Retreat (10:30 - 4 PM), attending the Council meeting (5 - 6:30 PM)
- Wednesday 1:30 - 7:00 PM.

25. 2010 Appointments to AIP & Other External Committees / Dickison

Two additional nominations were offered for the AIP Committees: Career Network - Dickison
Education – Peterson.

26. Undergraduate Research / Gordon Ramsey

Ramsey offered the following motion:

The American Association of Physics Teachers urges that every physics and astronomy department provide its majors and potential physics majors with the opportunity and encouragement to engage in a meaningful and appropriate undergraduate research experience.

Plumb seconded the motion and it passed unanimously.

Ramsey encouraged AAPT to post this statement on the website and offer links to similar statements made by APS, SPS, and CUR. Perhaps a press release could be issued and it ought to be announced as part of the e-NNOUNCER.

Reporting for the Committee on Undergraduate Physics Education, Ramsey indicated that they are continuing to work on resources appropriate to students' career interests and to responses and resources related to the statements on undergraduate research.

Hehn encouraged the Board to consider sponsoring a national meeting of advisors and students who are involved in undergraduate research. There are journals and publication venues for undergraduate research that should also be included in activities. Perhaps this could be explored as part of the EORC visit to NSF in December.

27. Review Board / Adair

Adair moved a new policy statement regarding the Review Committee. This would supersede any previous policy statements. Dickison seconded the motion and it passed unanimously.

The discussion seemed to focus on connections between AAPT and members who are considering grant development. The points made included not wanting to discourage good ideas with a cumbersome procedure. The intent was to describe how AAPT could encourage collaboration with AAPT and home institutions. Ideas included: establishing a post-funding endorsement policy to support funded proposals and developing a document outlining the advantages of collaborating with AAPT in grant writing (*e.g.*, proposing national impact, help with writing).

28. 2010 Executive Meetings Date/Cook

The EB Spring meeting will be: April 23-25, 2010

The EB Fall meeting will be: October 15-17, 2010

29. Appointments to Area Committees / Cook

Cook sought endorsement by the Board in providing flexibility for the President-Elect to appoint Vice-Chairs for the committees. The Board expressed their general agreement. So that Cook could appoint Vice Chairs from existing committee members or other sources. The statement from Cook included the following:

In the fall of year N, the President-Elect appoints a member, generally the current vice-chair if a vice-chair exists, of each Area Committee to be the chair of that Committee. The new chair takes office at the end of the winter meeting in year N+1 and serves a one-year term. In unusual circumstances, the current chair may be appointed to serve one additional one-year term as chair, even if that would mean serving for a fourth year on the Committee. In addition, as soon as a suitable candidate can be identified, the President-Elect in the fall of year N or the President or President-Elect sometime in year N+1 may appoint a vice-chair of each Area Committee from among the members of the Committee. The vice-chair takes office at the end of the winter meeting in year N+1 or when appointed, whichever is later, and then becomes chair at the end of the winter meeting in year N+2, serving in that capacity through the end of the winter meeting in year N+3.

Preferably, in year N+1, the chair would be in his or her third year on the Committee and the vice-chair would be in his or her second year on the Committee, but it may not always

be possible to respect that guideline.

Cook reported that the workshop experiment by the Technology Committee with multiple offerings in a concurrent fashion did not yield much benefit and was very difficult to arrange. It was recommended not to continue that options.

Cook commented that the Nominating Committee have been very slow in making committee appointments.

The discussion turned to *ex officio* members of the committees, specifically those from the Executive Board. Since there is too much flexibility in when committees meet, it may be too difficult to assign Board members to committees. Instead the Board should select committees to attend at the meeting. Hein encouraged the Board to become active on Committee list serves. This would help keep Board members informed about the issues and topics considered by the committees.

Cook moved and Dickison seconded the following motion:

Barring unusual circumstances, workshops drawing fewer than five registrants by the deadline for pre-meeting registration for a national meeting be cancelled and that the disposition of workshops drawing five or more registrants, but fewer registrants than the organizer-declared minimum, be decided only after seeking input from the organizer of the workshop. The motion passed.

Plumb and Chesick encouraged that this information be announced on the website and with the registration information.

Regarding Board members being stationed at the AAPT booth: The reaction was mixed – it provided good public relations and allowed accessibility, it also reduced circulation throughout the meeting.

30. Report from TPT Editor/ Mamola

Mamola reported that TPT has a backlog of manuscripts. This has come about from the page redesign approximately 10 years ago, which resulted in a change from 1000 word/page in the 1990's to approximately 700 word/page. This resulted in a change from about 16 papers/issue to about 12 papers/issue. While the reader reaction was good to the new "airy look" to the pages, since the article length was about the same and the acceptance rate was about the same, it has resulted in a backlog of papers. Three years ago, Mamola asked for an additional signature (16 pages) in September, October, and November for three years. Currently we have a backlog of 98 papers (approximately 0.9 years).

Mamola made the following motion that Adair seconded.

AAPT Executive Board authorizes TPT to publish six additional signatures during 2010.

The additional cost to the budget will be approximately \$6,000.

The motion passed unanimously.

These additional pages could provide additional advertising space. Likewise, Hein indicated that AAPT could reduce their “house ads” to provide more space. Mamola indicated that he was not planning to publish an annual index.

Iona wondered what the cost would be if some articles were only published electronically.

31. APS Report / Kay Kirby, APS Executive Officer

Kirby expressed her enthusiasm in partnering with AAPT, particularly with the upcoming Washington meeting. AAPT and APS share a core value of improving physics education. AAPT and APS work collaboratively on PhysTEC, and that the recent NSF grant is recognition of the perceived value of the program.

32. Report from AIP/Dylla

Fred Dylla, AIP CEO, expressed his appreciation in being invited to speak to the Board. AIP’s major activity is publishing. The profit from publishing is used to support activities such as the Physics Education Resource Center, Kathy O’Riordan - VP. AIP is required to balance its budget (\$70-80 mil budget, balanced budget +/- 1 mil over 5 years). Its external journal publishing efforts yield a profit, its publishing services for member societies does not yield a profit.

Dylla remarked that during an economic recession, it is a time to invest in products and new ideas that capitalize on strengths. AIP is investigating an e-book platform as a way to distribute a book or monograph, an I-research platform for the iphone, and marketing other services such as development, marketing, and technical advice.

33. Meetings Committee/Peterson

Cook made the following motion based on recommendations from Peterson regarding the Meetings Committee: Ramsey seconded the motion:

Charge to the Meetings Committee

Strongly impacted by experienced members of the AAPT Council (Board members and Section Representatives), the Meetings Committee facilitates a much more careful consideration of meeting sites and priorities within a smaller group than the full Council. They shall:

- (1) Search out possible future national AAPT meeting locations, work with AAPT staff in carefully evaluating these meeting site options (typically 3 years in the future), and make formal recommendations to the AAPT Council regarding sites and dates of future meetings.**
- (2) Work to establish close AAPT working relationships with physics departments and local AAPT sections at the institutions and regions of selected future meetings.**
- (3) Gather and evaluate data regarding national meetings – including attendee evaluations of meetings, backgrounds of meeting participations, along with AAPT income and expense factors from these meetings.**

The motion passed unanimously.

Following this, Adair made the following motion with Cook offering the second. The motion passed unanimously.

Meeting Committee Membership:

- 1. Chair – 3-year appointment by Executive Board**
- 2. Executive Officer (or designate); ex-officio (non-voting)**
- 3. AAPT Director of Programs and Conferences; ex-officio (non-voting)**
- 4. AAPT VP; ex-officio (voting)**
- 5. AAPT President-Elect; ex-officio (voting)**
- 6 & 7. Two rotating members at large; 2-year staggered terms; appointed by President-Elect**
- 8. Section Representative of next year's (20xx+1) summer meeting; 2-year term**
- 9. Section Representative of next year's (20xx) summer meeting; 2-year term**
- 10. Section Representative; 2-year term; appointed by President-Elect in alternate years.**
- 10. An Area Committee Chair; 2-year term; appointed by President-Elect in alternate years.**

Comments were made that the Area Chair should be someone well familiar with AAPT and its meetings. Mogge questioned whether there should be involvement by the Section Representative from the Winter Meeting sites.

Adair made the following motion and Cook offered the second. It passed unanimously. Only the Chair of the Meetings Committee can request travel assistance to national meetings.

34. ACP Board of Director Appointments

Sokoloff moved and Chesick seconded the following motion that passed unanimously.

The AAPT Executive Board appoints Warren Hein and Philip Hammer to the ACP Board of Directors.

This will apply to new members of the Committee beginning after the Washington Meeting.

Tobochnik moved and Ramsey seconded the following motion that was passed:

As an honor to Dr. Bernard Khoury for his long service as President of the ACP Board, the AAPT Executive Board encourages the ACP Board to provide ex officio status to Dr. Khoury.