

**AAPT Minutes**  
**October 2011**

**Friday, October 28, 2:30-6:00 PM**

**Members Present in College Park:** Beth Cunningham, Executive Officer; Robert Hilborn, Associate Executive Office Steve Iona, Secretary; Jill Marshall, President Elect; David Sokoloff, President; Gay Stewart, Vice President

**Members Present on line:** Marina Milner Bolotin, Chair of Section Representatives; David Cook, Past President; David Jackson, Editor, *American Journal of Physics* (AJP); Karl Mamola, Editor, *The Physics Teacher* (TPT); Marie Plumb, At-Large Member; Greg Puskar, Vice-Chair Section Representatives; Diane Riendeau, At-Large Member; Steven Shropshire, At-Large Member; Paul Zitzewitz, Treasurer

**Guests:** Shirley Hyde, Executive Assistant; John Layman, AAPT Archivist; Tom O’Kuma, Meetings Committee Chair; Marilyn Gardner, Director Membership and Communications; Michael Brosnan, CFO; Tiffany Hayes, Director of Meetings and Programs; Cathy O’Riordan, Vice-President Physics Resources-AIP; Erwin Campbell, Director of Information Technology; Rogers Fuller, Manager of Membership

**1. Call to order (Sokoloff)**

**Approval of minutes of Omaha Board Meetings (Iona, Sokoloff)**

Marshall moved and Puskar seconded:

**The Minutes from the July-August Executive Board Meeting are approved with minor corrections. The motion was approved unanimously.**

**2. Secretary’s Report (Iona)**

Iona reminded the Board that AAPT can suggest people for selection on AIP committees.

The EORC visited NSF Division on Undergraduate Education (DUE) on Friday morning. Topics of discussion included:

- What does it take to prepare a teacher from different starting points (e.g., crossover teacher, military entrance)?
- Given an increased emphasis on standards, is there a greater focus on outcomes and outputs?
- What is the state of Physics First?
- What involvement has AAPT had with Race to the Top?
- What have been some of the impacts of the increase in engineering standards?
- What has been AAPT’s role in the development and response to standards?

These gave us an opportunity to talk about AAPT and its activities and connections in the larger community.

### **3. Discussion of President's Report (Sokoloff)**

Sokoloff commented that there were excellent budget discussions with Brosnan, Hilborn, Cunningham, and the Board. We seem to have a better understanding than we have had in the past.

Two ideas are being discussed:

- Shorten the Winter Meeting by a day, beginning with WM2013. Eliminating one of the workshop days, and beginning the sessions on Sunday.
  - Have a regular joint Winter Meetings with APS. This could begin with WM16.
- Both ideas will need additional discussion by the Meetings Committee, the Board, and Council.

Stewart will replace Cook on the AIP Governing Board.

### **4. Discussion of Technology Report (Campbell)**

Campbell commented that his Department is currently juggling several major projects including a transition to iMIS-15, server outages, and dealing with generally older desktop computers.

Cunningham added that AAPT contributes \$130k to ACP-IT for shared services including telephones, network infrastructure, service and support. We have not had a service agreement. The Office is investigating the costs to contract with other companies or bring the work in-house. Campbell noted that since we have fewer staff, there are fewer computers, we have moved our email from ACP to Google, but we have not seen a significant decrease in costs. Regardless, dealing with IT entirely within AAPT is a non-trivial issue for the staff regarding training and oversight. There is money planned in the budget for training.

### **5. Discussion of Report from Meetings Committee (O'Kuma, Hayes, Cunningham)**

O'Kuma indicated that the Committee is considering a four-day meeting (Saturday-Tuesday) with only one-day for workshops. Hayes thought that this change would be detrimental financially for New Orleans because it would require re-negotiation the meeting room and sleeping room blocks. Cook personally indicated that he supported the idea and encouraged the group to pursue it as soon as it would be economically feasible. Riendeau reminded the Board that meetings are very complicated with many variables so that changes could have unintended consequences.

Shropshire and Marshall suggested a motion that could change the meeting time schedule for workshops to be held on Saturday and sessions Sunday-Tuesday for the Winter Meeting 2014.

Winter Meeting 2014 sites include: Charleston, SC, Orlando, FL.

- The Charleston site has affordable airline service, the hotel is adjacent to the convention center, the site is not near the downtown area but there is a shuttle available for \$10. The Citadel and the University of Charleston Physics Departments are interested in supporting the meeting.
- The team still needs to visit the Orlando site.

Summer Meeting 2014 sites include: University of Minnesota and Northern Kentucky/Cincinnati.

- There are still further negotiations to be considered to compare the sites.
- Cook indicated that he found the information about the number of AAPT members within 300 miles of the sites to be compelling.
- Sokoloff indicated that we have always tried to meet on university campuses for Summer Meetings. O’Kuma pointed out that one of the best-attended meetings was at the University of Maine which is not located near very many AAPT members.

Regarding the meeting finances, the Department has done an excellent job in keeping expenses down. However, the meetings could easily accommodate more attendees without much additional costs.

Cunningham pointed that the soonest time for a joint meeting with APS would be WM16.

#### **6. Discussion of AIP Education Director’s Report (Cathy O’Riordan)**

O’Riordan commented on personnel changes in the Physics Resources Center including a new Director of News and Media Services and Development. She described some changes in Discoveries and Breakthroughs in Science TV series, additional interest and support for the IPhO. She also complemented Tom O’Kuma for his work with the Statistical Research Center (SRC) regarding the TYC Survey.

One can find on the SRC a series of publications entitled Focus On including: Who teaches high school physics?, Turnover among HS physics teachers, Female students in HS Physics, Underrepresented students in HS physics

She also commented on:

- *Physics Today* has an improved website offering more discussion of articles and more resources available electronically.
- John Layman’s work in helping with past AJP referee files
- A new series of oral histories including one on the founding of AAPT
- An upcoming workshop at AAPT on how to do oral histories
- The Quadrennial Congress (SPS/••) in November 2012 in Florida.

#### **7. Discussion of Marketing Report (Lapps)**

Lapps commented on the following:

Science Festival is scheduled for late April 2012. AAPT is cooperating with APS, OSA, ASA, and the University of Maryland.

- AAPT is not exhibiting at NSTA conferences, they did not yield very many members, but the local sections will share AAPT information and resources as part of the Physics Days
- AAPT continues to work with APS on the “Why Physics?” project.
- AAPT’s social media presence is growing: 1000 and on Twitter 2200 on Facebook
- AAPT is continuing to establish connections with the Triangle Coalition
- Sections can now order Section Boxes through the Physics Store (shipping fees will now need to be covered by the Sections). There were some comments about being able to customize the boxes.

- We continue our connection with Team Rocketry as a way to connect with teachers and students. Iona asked about the monetary benefit from this connection. There was none, but there were very little costs either.

## **8. Discussion of Communications Report (Gardner)**

Gardner reported that:

- The 2010 Annual Report is available on line
- AAPT was selected for recognition by Guidestar (This directory can be helpful with fundraising)
- The AAPT National Election ends November 4 (typically about 1500 vote)
- The office is creating a system to archive legacy content from the eNNOUNCER
- [www.aapt.org](http://www.aapt.org) receives about 285k visits and 1.2mill page views. Many of these are through links associated with the Photo contest and the IPhO
- The AJP editorial change from Kalamazoo to Dickison is complete.
- Google Analytics shows the international nature of “hits” for our journals.
- Participation in academic consortia is up about 12%
- Journal subscriptions are down, but revenue is up.
- Journal articles are including more enhanced features. Even more may be available with the next release of Scitation
- We are considering advertisements on aapt.org.
- The collection of Story Files began during the SM11
- We are receiving requests for the use of our photos
- Vernier has agreed to continue support for the Photo Contest calendar and poster.

## **9. Discussion of Membership Report (Gardner)**

AAPT has approximately 8880 members (14% are international including 240 in Canada and 50 in Mexico). We added approximately 730 new members this year, but the total membership declined. The Membership Department continues to mine lists from the NFW and PTRAs workshops.

The office has been getting a number of complains about the dues increase for Retired and Emeritus members. While the dues are less for on-line only access, they typically prefer paper copies.

The Office has produced an online membership recruitment kit including a video.

## **10. Discussion of Programs and Conferences Report (Hayes)**

Hayes pointed out that the Omaha meeting:

- Has about \$20k in outstanding bills
- Showed 934 total registrations with 708 paid registrants
- Showed a Total revenue of \$322k; Showed Total expenses of \$187k; Showed a Net Income after indirect costs of approximately \$35k.

Marshall wondered if we had a sponsor for the HS Teacher Day. Answer: not yet. The day has been scheduled for Monday of the meeting with appropriate sessions being scheduled.

Also from that office,

- F=ma Contest registration goes live November 1
- Physics Bowl registration goes live December 1
- The NFW is scheduled for November 17-20
- There will be Department Chairs conference in June 2012
- The IPhO Physics Team Camp will be in June 2012
- The NFW will be June 2012

#### **11. Discussion of Audit Committee's Report. (Milner-Bolotin)**

Milner-Bolotin suggested that AAPT begin an RFP for an auditing firm. Brosnan suggested four suitable companies.

The consensus from the Board was to talk with the Audit Committee and seek a formal recommendation.

#### **12. Discussion of the Finance Committee Report (Zitzewitz, Cook)**

Zitzewitz reported that the October market balances in the LTR improved. LTR loss in September was \$200k

In the Operating Funds, while the net profit at the end of September was \$185k, there are still anticipate additional expenses.

Account Balances:

Undesignated Funds \$1.3 mill

Designated Funds \$1.9 Mill

Marshall wondered if we should move reserves into less volatile investments. Zitzewitz reminded the Board that we have a policy regarding allocating of funds and that there are always risks.

#### **13. Discussion of CFO's Report (Brosnan, Cunningham)**

Looking at the revenue and expenses through the end of September, the Association shows a \$279k profit. Based on budget projections we expected a profit of \$36k. For the first time in three years, our revenue exceeded our expenses for the year in September. However, we traditionally show a \$120k loss for each month October-December. Brosnan anticipates a loss from Operations by the end of December of \$200k.

Regarding Cash Flow, we have \$71k available, but \$296k in Accounts Payable. Therefore, there is a cash flow problem. We will need to draw on the LTR. Some of this issue is timing of income versus expenses for some projects (e.g., income was in 2010, but expenses are in 2011); some is because some expenses are from Designated Funds (e.g., PERTG and PTRR) that are located in the LTR.

The Office is working to make these inconsistencies less noticeable to the Board because they cloud the actual financial picture. Cunningham shared a "one-pager" that excluded some of these income/expense information so that it appears that AAPT has a deficit of approximately \$46k rather than \$279k.

If we transfer \$300k from the LTR, then we can cover insurance payments, pay bills (60-90

days), and help cover an upcoming payroll. The hope is that money could be returned to the LTR by early next year.

#### **14. Report from APS Director of Education and Diversity**

Sokoloff reported that the Texas Higher Education Board had eliminating the majors at least five small enrollment physics departments. These institutions will no longer award Bachelor's degrees in Physics. This impacts the quality of the programs at those schools. It also impacts the students at those schools. Typically these schools enroll a large percentage of minority students.

As part of a response, AAPT has offered to conduct SPIN-UP workshops in Texas and to help distribute resources from the PhysTEC program dealing with roles of physics departments.

#### **15. Presentation and discussion of 2012 Budget**

##### **Long-term reserve:**

Zitzewitz reported that investment loss for the nine months ending September 30, 2011, is \$206k. Compared to same period in 2010, AAPT had an investment gain of \$272k, and a gain of \$563k for 2009. The September 30, 2011 total reserve balance is \$3.1 mil compared to \$3.1 mil in 2010 and \$ 3.5 mil for the same period in 2009. The undesignated portion is approximately \$1.3 mil.

##### **Cash Flow:**

The cash balance in the operating account as of September 30, 2011 is \$ 149k. Accounts payable at September 30, 2011 is \$ 325k.

To date, there have not been any transfers to or from the operating account and the reserve accounts. This year we have additional cash needs due to the contract for the previous Associate Editor of AJP. (Previous year's contracts required payment in January, this year it is due immediately because his contract is ending.)

This motion was changed when sent electronically:

##### **Zitzewitz motion**

**We authorize the CFO to transfer \$300,000 from the TIAA-CREF reserves to**

**The operating budget to meet cash flow needs.**

**The amount of this transfer that exceeds the 2011 budget deficit will be**

**Transferred back to reserves by the end of January 2012.**

**Friday, October 28, 7:00-9:00 PM**

#### **Discussion of the 2012 Budget (Cunningham, Brosnan)**

Cunningham presented the following summary information regarding the 2012 Budget:

**AMERICAN ASSOCIATION OF PHYSICS  
TEACHERS  
FUNCTIONAL  
UNITS**

	<b>2009</b>	<b>2010</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>INCOME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
DESIGNATED FUNDS	229,853	343,799	310,294	291,779	68,000
GRANTS	987,287	677,228	985,673	898,771	916,633
GOVERNANCE	2,070	615	-	2,000	3,000
FINANCE & ADMINISTRATION	51,968	9,653	-	200	200
MEMBERSHIP	628,215	761,865	821,384	877,212	799,627
COMMUNICATIONS	2,337,618	2,348,362	2,388,118	2,359,640	2,532,390
PROGRAMS & CONFERENCES	623,006	734,836	683,745	659,490	705,100
<b>TOTAL INCOME</b>	<b>4,860,017</b>	<b>4,876,358</b>	<b>5,189,214</b>	<b>5,089,092</b>	<b>5,024,950</b>

	<b>2009</b>	<b>2010</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>EXPENSES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
DESIGNATED FUNDS	227,233	321,181	281,906	252,163	194,364
GRANTS	887,908	524,296	778,372	684,511	730,032
GOVERNANCE	112,612	122,973	110,990	81,486	120,880
FINANCE & ADMINISTRATION	1,784,767	1,867,832	1,806,923	1,672,100	1,714,202
MEMBERSHIP	573,514	581,049	557,695	611,743	549,926
COMMUNICATIONS	1,224,382	1,144,853	1,060,785	1,115,322	1,111,254
PROGRAMS & CONFERENCES	822,711	689,425	782,810	718,139	784,157
<b>TOTAL EXPENSES</b>	<b>5,633,127</b>	<b>5,251,608</b>	<b>5,379,481</b>	<b>5,135,464</b>	<b>5,204,815</b>

<b>NET INCOME BEFORE INVESTMENT ACTIVITY</b>	<b>(773,110)</b>	<b>(375,250)</b>	<b>(190,267)</b>	<b>(46,372)</b>	<b>(179,865)</b>
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**PROPOSED ADDITIONS TO BUDGET**

APPROXIMATE 2.0% RAISE FOR AAPT STAFF	40,000
TOTAL EXPENSES	40,000

<b>NET INCOME</b>	<b>(219,865)</b>
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**STR + LTR PROPOSED DRAWS FROM DESIGNATED FUNDS**

PTRA	107,581
PER	11,595
J.D. JACKSON AWARD	4,200
SEES + Student Fund + New Teacher Fund	5,300

ALL OTHER AWARDS (USING 2% EARNINGS)	21,659
TOTAL DRAW	150,335

<b>NET INCOME</b>	<b>(69,530)</b>
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**PROPOSED BUDGET CHANGES NET INCOME**

ELIMINATE ACP CHILD CARE CENTER	18,822
ELIMINATE FACE-TO-FACE SP-F BOARD MTGS	40,000
BRING IT SERVICES IN-HOUSE	50,000
<b>TOTAL SAVINGS</b>	<b>108,822</b>

CHARGE ENTRY FEE FOR PHOTO CONTEST (\$10 X 500 entries)	5,000
<b>NET INCOME</b>	<b>44,292</b>

Note:

Designated Funds include PTR A Continuation Fund, PER-TG, Award Accounts, Lotze Scholarship, and Bauder Fund

Grants – all AAPT Grants are from NSF

Governance includes the Board, Area Chairs

Finance and Administration include Finance staff, the Executive Officer and AEO expenses, PERTG expenses Membership includes dues based on 2011 rates, PER-TG dues. Income was based on no change in current membership numbers

Communications includes member and non-member journal subscriptions, editor expenses, and staff expenses

Programs and Conferences includes national meetings, NFW

Department allocates salary Expenses. Indirect costs spread Finance, Governance, and Administration expenses across all other areas. Salary expenses include increased health care costs.

Other topics examined included:

- A suggestion to eliminate hotel costs for Area Chairs as part of Orientation (possible savings \$10k)
- A suggestion to eliminate reimbursement to Section Representative for travel and hotel for the Winter Meeting (possible savings \$30k)
- A suggestion to eliminate travel reimbursement to the Investment Advisory Committee, Meetings Committee Chair, Resource Letter Editor, Book Editor (possible savings \$8k)
- A suggestion to eliminate travel and hotel reimbursement for Summer and Winter Meeting (possible savings \$21k)



Zitzewitz, speaking for the Finance Committee indicated that they supported the cuts included in the table, but did not support the additional suggested cuts. The committee also preferred a yearly reconsideration of Board Meetings being held face-to-face.

Cook and Iona concurred stating that the importance of offering the staff a raise supersedes the importance of the Board meeting face-to-face. Other members commented about the lack of travel funds for TYC and HS. Iona also added that eliminating travel funds would be a dramatic change in the AAPT policy of at least partially supporting those who provide service to the Association. (Service on an Area Committee is a noticeable exception.) Marshall pointed out that having electronic meetings may actually encourage some potential candidates to serve the Association because of difficulty in leaving classes.

The Board will vote on the proposed budget electronically.

Zitzewitz offered sincere congratulation to the staff for presenting a credible balanced budget.

## **16. Discussion of Executive Officer Report (Cunningham)**

### **IPhO**

Cunningham indicated that the Chemistry and Biology Olympiad Team training is supported by the host institution. She will begin investigating university help to sponsor housing for team.

### **Fundraising**

- The funds from Dr. Aziz Alhaidari have been transferred to establish the Yamani Fund. The next step is to prepare publicity for this new fund (website, etc).
- Richee Smith, Chief Development Officer at AIP, has begun raising funds from AIP member societies to support the 2012 US Physics Team. We also discussed contacting past members who might now be in positions to donate.
- Lila Adair is setting up a dinner to honor Len Jossem during the Winter Meeting. Net proceeds from the dinner will go toward the Len Jossem Fund.
- The “Outlaws of Physics” have offered to play at a fundraising event during the Winter Meeting. The net proceeds will go to AAPT’s operating budget.
- The Fall appeal is beginning soon. We have gathered data on past donors in order to craft appropriate letters.
- Hilborn and Cunningham have started to prepare a list of potential donors and sponsors to support various AAPT programs. Some of our current sponsors (*e.g.*, Vernier) will be asked to provide additional support for targeted programs. We will also be assessing the mission of various foundations to determine whether AAPT can seek support from them.

Suggestions included approaching Vernier for support of a larger share of the Photo Contest or support for other projects.

PASCO is concerned that the Apparatus Competition may not be as worthwhile as it once was. Discussions continue regarding the Competition and other projects such as the High School Teacher Day as other projects that need support. Sokoloff commented that he would prefer to

support items like a classroom substitute, registration, food, and a membership for selected teachers.

Cunningham affirmed the charge to the Fundraising Advisory Committee:

This committee will advise the Executive Officer on fundraising (*e.g.*, formulating the list of items for which to find sponsors, and the list of potential sponsors) and assist as needed in the actual fundraising efforts.

### **Grant and Proposal Update**

No grants have awarded since we the last Board meeting.

Both AAPT's and PhysTEC's proposals to become partners in 100Kin10.org were accepted.

AAPT has two commitments. We are awaiting the first RFP and opportunity to compete.

Our proposals offer to:

- Increase the current 50-60% five-year retention rate of new physics teachers to 80% by providing professional development and online eMentoring to 2,000 additional teachers over 10 years, enhanced by the online resources of AAPT's digital library
- Improve retention of experienced in-service physics teachers by providing comprehensive professional development to 5,000 additional teachers in need of content, pedagogical, and leadership training over 10 years

A proposal was submitted in early August to the Department of Education's Investment in Innovation program titled "PhysTEC: Boosting STEM Success Through Improved Physics Education." The fiduciary agent for this proposal is APS. If funded, AAPT would receive \$230,779 in funding to support eight weeks of the AEO's salary and benefits as well as AAPT members of the administrative team. Furthermore, funding to support some PTRAs activities can be provided by APS to support activities associate with the project.

We now have a provisional indirect cost rate for NSF grants of 30%. Duncan McBride was able to assist us with getting this rate. This is certainly a much better rate than the 10% rate that we had for the first half of 2011. We have provided all the paperwork that NSF needs and we are waiting for the review of our proposals for indirect cost rates for the past few years to be completed. This change has taken a long time, but less time than for other groups.

### **Project Kaleidoscope FIPSE Project**

The project "Mobilizing Disciplinary Societies on Behalf of Our Students... and Our Planet" is now in "full swing." Twelve different societies engaged in undergraduate STEM education are involved in this project. Six different sub-projects have been developed:

1. Developing a common language for use in society position papers and/or journal articles
2. Gathering and disseminating resources on teaching sustainability
3. Implementing interdisciplinary, problem-based professional development workshops
4. Developing public policy recommendations
5. Conducting audience research
6. Developing textbook content and improving publisher/author engagement

AAPT indicated that it would be one of the lead societies in developing sub-project 3 (professional development), but we also will participate in several of the other sub-projects.

AAPT volunteers have agreed to serve on all of the sub-project groups except for sub-project 5.

Each sub-project group has had a conference call to outline the tasks for each project. This grant has the potential to engage many of our two-year as well as college/university faculty. Several events based on this project (plenary by Richard Muller, sessions, etc) have been planned for the Winter Meeting

### **AIP Governance**

AIP is undergoing a governance review. The first phase of this project has been completed. The AIP Executive Committee met in September as a result, each Member Society has been asked to respond to four questions and provide feedback to the AIP Governance Task Force.

1. What are the shared interests of the Member Societies that AIP should serve?
2. Is the governance project on the right track to foster Board involvement in the development of corporate strategy?
3. What do the Member Societies expect from their relationship with AIP?
4. To what extent are these expectations being met or not being met?

She will seek Board member input in responding to these questions.

Cunningham asked two questions regarding the development of national science standards:

- Does AAPT want to endorse the College Ready Physics Standards (CRPS)?
- How can AAPT influence state adoptions of Achieve documents?

These questions were not answered.

### **AIP Publishing Strategy Day**

A Strategy Day involving AIP Publishing and some members of the Publications Committee is being planned for early 2012. This day would be spent developing a strategy for AAPT's journals (AJP and TPT) and ComPADRE to plan for changing conditions in scientific publications, to consider ways to expand into emerging markets in India and China, and determine if additional opportunities exist for expansion of AAPT's suite of publications. Since AJP has a new editor and assistant editor and funding for ComPADRE through the NSF's National Science Digital Library will end in a few years, the next few months are a good time to consider opportunities for these sources in supporting physics and physics education.

### **17. Discussion of Section Chair Representative's Report (Milner-Bolotin)**

It was suggested that Milner-Bolotin, Puskar work with Lapps and Gardner to design a way to customize the contents of the Section Box.

### **18. Discussion of High School Representative's Report (Riendeau)**

The high school teachers who planned the day considered the High School Teacher Day in Omaha a success. As a result, there is another similar day being planned for the Ontario meeting. The day is planned for February 6th at a registration cost of \$75. This includes a luncheon for the attendees, as well. Dan Crowe is leader.

Riendeau would like to see a careful monitoring of the finances of this program to determine its effectiveness.

### **19. Discussion of Section TYC Representative's Report (Plumb)**

The Two Year College community is planning another Tandem Meeting for Ontario. The

schedule has been set and guest speakers have been set up. Martin Mason from Mt. San Antonio College has agreed to provide a place for them to meet. The Tandem Meeting is scheduled for Saturday, February 4 from 9 AM - 5 PM. A dinner gathering is also being considered.

Comments were made that it is unclear how to establish a formal tandem meeting since some seem to be automatic (e.g., PERC). The Board needs to more clearly establish procedures for these.

## **20. Discussion of Section 4YC/U Representative's Report (Shropshire)**

Shropshire offered a proposal for an upper level undergraduate curriculum task force:

It is proposed that an Upper-Level Undergraduate Curriculum Task Force (ULUCTF) be formed, consisting of AAPT members, APS members, and AIP members, including, but not limited to, representatives from the AAPT Committees on Laboratories, Educational Technologies, Physics in Undergraduate Education, Physics in Two-Year Colleges, Graduate Education in Physics, Women In Physics, Minorities in Physics, and Research in Physics Education; representatives from the APS Committee on Education; representatives from the APS Forums on Education, and Industrial and Applied Physics; and representatives from the AIP Advisory Committee on Physics Education and Statistical Research Center.

Since a Task Force usually implies budget considerations, and that this proposal involve other groups that have not yet been approached, Stewart suggested the group form a planning committee first.

The groups shared a draft of a document:

### ***What the American Association of Physics Teachers (AAPT) Can Do For You***

Their plan is to send it to Department Chairs and SPS Advisors in November. He would also like some help in "dressing it up" for a web document. Shropshire was encouraged to work with Gardner and Wolfe

## **21. Discussion of Vice President Report (Stewart)**

Stewart expressed her thanks to Terrance Hunt for his continuing efforts to improve the online forms that have been developed. She would also encourage the development of forms that might automate the session trading and co-sponsoring that takes place during Programs II.

She is also working to streamline the paper sort to flow into meeting's planning.

She indicated that she is still collecting and analyzing data regarding the Workshop Quotas.

Initially, it appears that AAPT is not losing money even if the workshops have few registrants.

## **Saturday, October 29, 8:15 AM - 12:15 PM**

**Members Present in College Park:** Beth Cunningham, Executive Officer; Robert Hilborn, Associate Executive Office Steve Iona, Secretary; Jill Marshall, President Elect; David Sokoloff, President; Gay Stewart, Vice President

**Members Present on line:** Marina Milner Bolotin, Chair of Section Representatives; David Cook, Past President; David Jackson, Editor, *American Journal of Physics* (AJP); Karl Mamola, Editor, *The Physics Teacher* (TPT); Marie Plumb, At-Large Member; Greg Puskar, Vice-Chair

Section Representatives; Diane Riendeau, At-Large Member; Steven Shropshire, At-Large Member; Paul Zitzewitz, Treasurer

**Guests:** Shirley Hyde, Executive Assistant

## **22. Discussion of President-Elect's Report (Marshall)**

Marshall reported that she has almost completed all committee appointments. She extended her thanks to the Nominating Committee and Shirley Hyde for their help in identifying and notifying the selectees in a very quick manner.

She did mention that it is difficult to find nominees for the Committee on the Interests of Senior Physicists. She wondered if their interests overlap Professional Concerns particularly when a common excuse for not serving is that "my interests are really with another committee."

She offered two recommendations:

- Recommendation 1: I recommend that a process for regular sunset review of committees be identified (if there is not already such a process in the constitution.)  
The discussion lead to this being addressed by COGS that is currently looking at Area Committees. Cook reminded the Board that Area Committees can be disbanded if they fail to submit an Annual Report for two years. The Review Committee is charged with reviewing the work of the Committees.
- Recommendation 2: I recommend that the Committee on the Interests of Senior Physicists be reviewed for termination.

Plumb suggested that we ask the Committee if they wish to sunset themselves.

## **23. Discussion of Past President's Report (Cook)**

Cook reported that the Executive Board Handbook is being prepared for publication and posting on the AAPT website.

Cook moved and Marshall seconded the following:

**Motion: The AAPT Executive Board adopt the policy of placing the *Executive Board Handbook* on the AAPT web site in a position that will allow access to any AAPT member who is logged in to his or her AAPT account.**

The motion passed unanimously.

## **Philanthropy Committee**

The policy creating the Philanthropy Committee stipulated that its membership consist of one representative from each of five Area Committees (High School, Two-Year College, Undergraduate Education, Graduate Education, and International Education), each of whom would serve a two-year term. The creating legislation; however, did not stipulate staggering of terms, so every two years the entire population of the Philanthropy Committee would change. In practice, a staggering of terms has been implemented. Further, the members are to be members of the stipulated Area Committees, which effectively limits the selection in a given year to those three individuals who will in that year be in their second year on the Area Committee.

To clarify these two issues, Cook moved and Marshall seconded the following rewording:

**Members of the Philanthropy Committee include one current or recent member**

**from each of the High School, Two-Year College, Undergraduate Education, Graduate Education, and International Education Area Committees. Each member will serve a two-year term, and the terms will be staggered so that no more than three new members are appointed each year. The President-Elect will appoint new members. The Chair will be appointed by the President from among the members of the Committee, will serve a one-year term, and will rotate among the represented Area Committees."**

(The paragraph under Membership in the description in Part I, Section B.9.d (page 31) of the 23 December 2010 *Executive Board Handbook*)

**The motion passed unanimously.**

### **Membership on Area Committees**

Currently, members of Area Committees may not serve consecutive terms on the same committee (except that the President Elect may ask a member to remain on member may not serve on more than one Area Committee concurrently. Occasionally, it is helpful to have appoint someone for a fourth year on an Area Committee, not to be chair but simply to fill a one-year vacancy,

**Cook moved and Marshall seconded the following motion:**

**Change the Handbook to read: Members of Area Committees may not serve consecutive terms on the same committee (except that the President Elect may ask a member to remain on a committee for one additional year to serve as Chair or to fill a one-year vacancy). Normally an AAPT member may not serve on more than one Area Committee concurrently." the second paragraph in Part I, Section V.E (page 38), of the 23 December 2010 *Executive Board Handbook***

**The motion passed unanimously.**

### **Meetings Committee**

For the Meetings Committee there are some irregularities in its Membership:

- One Area Committee Chair will serve a two-year term and will be appointed by the President-Elect in alternate years.
- One Section Representative, appointed by the President-Elect in alternate years, will serve a two-year term.

Since Section Representatives may change from year to year and Area Chairs normally serve one-year terms, the stipulation that these two members of the Meetings Committee be an Area Chair and a Section Representative, respectively, is problematic.

**Cook moved and Plumb seconded the following rewording:**

- **One current or recent Area Committee Chair, who will be appointed by the President-Elect in alternate years and will serve a two-year term.**
- **One current or recent Section Representative, who will be appointed by the President-Elect in alternate years and will serve a two-year term.**

In Part I, Section IV.B.7 (page 28) of the 23 December 2010 *Executive Board Handbook*, the fourth and seventh bullets under Membership read:

**The motion passed unanimously.**

### **AAPT Representatives to APS**

As a result of recent communications with APS and APS/FEd, it appears that both the (non-voting) AAPT representative on the APS/FEd Executive Committee *and* the AAPT representative on the APS/FEd Nominating Committee must be members not only of AAPT but also of the FEd (which requires membership in APS). Also, the (non-voting) AAPT advisor on the APS Council need not be a member of APS.

The AAPT Handbook currently reads:

- The Executive Board authorized the President-Elect to serve as the AAPT Representative to the APS/Forum on Education Nominating Committee".
- The President represents AAPT on the APS Council,
- The Past President serves as the AAPT representative on the APS Forum on Education.
- The President-Elect serves on the APS/FEd Nominating Committee.

To bring these descriptions into line with APS expectations, Cook moved and Marshall seconded the following rewordings:

- **Part I, Section I.C.1.b, first bullet under Item (8) under \Duties and Responsibilities" (page 12) be replaced with: \In July 2010, the Executive Board authorized the President-Elect to serve as the AAPT Representative on the Nominating Committee of the APS Forum on Education (FEd), but see Part II, Section IV.S.3."**
- **Part I, Section I.C.1.c, Item (11) under \Duties and Responsibilities" be replaced with: \The President, who need not be a member of APS, serves without vote as AAPT advisor to the APS Council, which meets in March or April and in November. See also Part II, Section IV.S.?."**
- **Part I, Section I.C.1.d, Item (5) under \Duties and Responsibilities" (page14) be replaced with: \The Past President serves as the non-voting AAPT representative on the Executive Committee of the APS Forum on Education, but see Part II, Section IV.S.3. The duties associated with this position are laid out in detail in Appendix H.1.2"**
- **Part II, Section IV.S.3 (page 27) be replaced with:**  
**Representative to APS/FEd**  
**The Past President serves as the non-voting AAPT representative on the Executive Committee of the American Physical Society Forum on Education (APS/FEd), but only if he or she is/or will become a member of APS and APS/FEd. The APS/FEd Executive Committee meets once each year for several hours, normally in conjunction with the APS April or March meeting.**
- **In July 2010, the Executive Board authorized the President-Elect to serve as the AAPT representative on the Nominating Committee of the APS/FEd (Part I, Section I.C.1b (8)), but only if he or she is/or will become a member of APS and APS/FEd. The APS/FEd Nominating Committee typically does its work in the late summer and early fall and accomplishes that work through electronic communications and telephone conferences.**
- **If, in either case, the individual is a member of APS but not of the FEd, he or she must join the FEd, which involves no cost. If either individual is not a member of APS, either**

he or she must join APS, which does involve cost, or the AAPT President must appoint some other qualifying member of the AAPT Executive Board to serve on the APS/FEd Executive Committee and/or the AAPT Executive Board must appoint some other qualified individual (not necessarily a member of the AAPT Executive Board) to serve on the APS/FEd Nominating Committee.

- **Part II, Section IV.S. be added with the text  
Representative to APS Council**

The AAPT President, who need not be a member of APS, will serve as the AAPT advisor to the APS Council, which meets twice each year, typically in March or April and in November and typically just before a national APS meeting of one or more divisions. If the President is not able to attend the APS Council meeting, only other members of the AAPT presidential chain are eligible to substitute for him or her.

**The motion passed unanimously.**

#### **Other items**

Cook raised several other questions. The Board was not willing to make any other changes at this time. Some were referred to February including:

- Whether the timing of the Finance Committee meeting should be specified
- Specific language such as: “divided evenly” vs. “divided equally”

Also, Cook was seeking any final input and revisions to the Area Committee portion of the Strategic Plan.

This lead to a series of questions and comments including the following:

- The Vice-Chairs should be encouraged to attend the Chair Orientation
- Area Chairs should be encouraged to use WebEx
- The Area Chair Handbook is an excellent resource
- The proposed Vice Chair appointment schedule seems to work best only if a current member of the committee is appointed as Vice Chair given that the number of committee members is specified and the term of office for Chair and Vice Chair is specified. Therefore a Vice Chair is really only selected after attending one meeting of the Committee

#### **24. Discussion of Associate Executive Officer’s Report (Hilborn)**

Hilborn emphasized his good working relationship with Cunningham and the AAPT staff.

#### **25. Presentation and final discussion of 2012 Budget (Cunningham)**

Sokoloff moved and Stewart seconded the following motion:

**The Spring and Fall 2012 meetings of the Executive Board will be held online, rather than in person at ACP.**

The motion passed unanimously.

Cunningham remarked that negotiating with ACP IT and extricating AAPT from ACP IT will be challenging. The first step will be to acquire a bid for moving our IT services off site. She also commented that several other organizations are looking at similar options: AIP is looking to move its servers, APS has its own co-locating site, ACP has changed email,



Marshall moved and Cook seconded the following motion:

**The 2012 budget plans exclude contributions for ACP-AAPT childcare, that it include in-house IT costs, and that an entry fee be applied for the high school photo contest.**

The motion passed.

The final version of the budget will be approved once the numbers have been checked.

## **26. Discussion of Member Rotator Staff Positions at AAPT (Marshall)**

Marshall brought up the possibility of establishing a rotator position within AAPT. This might increase morale, enhance activities within AAPT, and provide an opportunity for the membership to contribute more broadly to the association.

She encouraged the Executive Office to consider what tasks might be appropriate for this/these people including tracking down past IPhO members, tracking down perspective member candidates, identifying physicists at the top 50 Liberal Arts Colleges who are not AAPT members.

This idea has been implemented in the past as a Visiting Scientist, so perhaps a “rotator” is not a good title, but the intent is that the person may not need to be located at ACP to service in this role.

Cunningham indicated that she would take it to the SMT.

## **27. Discussion of Report on the World Conference on Physics Education, Istanbul Turkey, July 1-6, 2012 (Sokoloff)**

It was again emphasized that AAPT was not planning to contribute financially to this event.

## **28. Other**

Charlie Holbrow requested \$6000 to support Physics Research and Education Gordon Conference "Astronomy's Discoveries and Physics Education."

The Philanthropy Committee was designed to address requests such as these. Cunningham identified how past conference requests were handled and what stipulations they had (e.g., for the last conference AAPT provided funds for up to 4 graduate students and 2 international participants to attend).

It was pointed out that AJP has developed a strong relationship with the Gordon Conferences often developing themed issues on the Conference topics. Jackson commented on the high quality of the Conferences and the value they hold for the attendees. He also added that AAPT having a balanced budget is more important.

Conversation continued wondering if we could supply a small contribution or if specific constituencies such as PER-TG might be approached. It was pointed out that this issue is more complicated than just financial and that that was one reason for establishing a Philanthropy Committee. The Board encouraged Cunningham to decline the request.

## **Electronic Motions:**

LTR-Transfer – Passed  
AJP Associate Editor – Passed  
2012 Budget – Passed  
TYC-NFW – Passed  
AMTA Motion – Passed  
EORC Report - Passed  
Dues Change due to Postage Increase – Passed

### **LTR Transfer**

**Motion (made by Zitzewitz and seconded by Marshall)**

**The AAPT Executive Board authorizes the Treasurer to approve a transfer of \$300,000 from the Long-term Reserve into the AAPT Operating accounts.**

This transfer is associated with some expenses from Designated Funds and to help cover a cash flow problem.

The motion passed.

### **AJP-Associate Editor**

**Motion:**

**The AAPT Executive Board approves the appointment of Dr. Daniel Schroeder of Weber State University as Associate Editor of the American Journal of Physics.**

The motion passed

### **2012 Budget**

**MOTION:**

**The AAPT Executive Board approves the 2012 Budget as presented.**

**The motion passed**

### **TYC-NFW**

The attached file named “AAPT Review Board Documents for TYC NFE 12-14-11.docx” provides information about a proposal to be submitted to the NSF TUES program by the deadline 13 January 2012. Basically, the proposal seeks support for continuation of the TYC New Faculty Workshop on a grander scale than the previous grant and for a longer time period. Bob Hilborn will be the AAPT co-PI (and has been and will continue to be deeply involved in the drafting of the proposal). Scott Schultz is the PI and Todd Leif is a co-PI.

Scott and Todd describe the AAPT involvement as follows:

“AAPT will serve as the fiduciary agent for the grant and will handle all stipends for the PI, co-PI Leif and the workshop participants. Co-PI Hilborn (Associate Executive Officer) will oversee

the financial operation and will advise the other PIs in the planning for the workshops and follow-on activities in light of his experience as Chair of the Physics and Astronomy New Faculty Workshops (2% of Hilborn's salary and benefits will be covered by the grant). Direct cost funds are requested for AAPT web design staff and secretarial support. About \$119,539 will come to AAPT as indirect costs."

This proposal is for continuation of an activity that AAPT has contributed to in the past and that has proven to be very successful. The AAPT involvement is well described and reasonable. The Review Board has examined this proposal and feels AAPT involvement should be authorized. Since the budget is slightly above the \$500,000 threshold, the current guidelines require a vote by the full Executive Board to authorize AAPT involvement in the way described. The Review Board recommends that the full Board vote to authorize that involvement.

**The motion is:**

**The AAPT Executive Board approves the submission of a NSF-TUES grant dealing with TYC New Faculty Workshop.**

The motion Passed

**AMTA Motion:**

Beth Cunningham and the AAPT Review Board are seeking a vote of the AAPT Executive Board on the following grant submission to the NSF.

This is a modified version of a submission from last January. The proposal has been modified based on NSF reviewer feedback.

**AAPT involvement:**

"We are requesting that Beth Cunningham, PhD - Co-principal investigator, Executive Officer of AAPT, work with an AAPT account manager to maintain fiscal oversight, provide support and assistance with advertising and sponsoring AMTA workshops and programs, assist with dissemination of results, advise on policy matters and serve as liaison with professional associations to broker relationships with these organizations. As fiscal agent for this project, AAPT is budgeted to receive overhead at a rate of 37.5%. As co-investigator, Dr. Cunningham's effort is budgeted at 6%."

**AAPT Review Board Comments:**

The Review Board sought assurance that the 6% of Cunningham's time would really be available and that the contribution made towards her salary would relieve AAPT's budget of that portion. Beth's response follows: "I [Beth] agree that I will probably not devote 6% of my time to the project because of my time constraints. My guess is that I will devote some time as will Bob [Hilborn]. A year ago we didn't have an AEO so Colleen [M. Colleen Megowan-Romanowicz, the PI from Arizona] didn't change the proposal budget to reflect the addition of Bob to the staff.

We probably won't change the budget to NSF but we do recognize that someone in the Executive Office will have any time spent on this project covered by salary (up to \$10K) from the grant, if funded."

Basing its recommendation on the information submitted by Dr. Megowan-Romanowicz, on the fact that AAPT agreed last year to support the original proposal, and on the confidence that the

rewriting in response to the reviewers' comments can only improve the proposal, **the Review Board unanimously recommends that the AAPT Executive Board vote to authorize AAPT involvement in the way described above.**

**Project Title:**

A National Teacher Network to support rapid, sustained STEM education reform

**Summary:**

The proposal is to create the American Modeling Teachers Association (AMTA). This four-year project will help the modeling teacher community implement, disseminate and sustain teacher-led reforms in STEM education by establishing a robust system for continuous professional development, mentoring and support for highly effective STEM teachers (at any point in their teaching career) who can strengthen STEM education in American schools.

In existence for over 20 years, and assisted by 15 years of NSF funding, the *Modeling Instruction Program* has established a nationwide network of 3,000 STEM teachers with a shared vision of what high-quality STEM education entails and can achieve. In an effort to make Modeling instruction sustainable for the long term, a group of teachers has emerged from this cohort to create the *American Modeling Teachers Association* (AMTA)—an independent organization of, by and for STEM teachers who are committed to continuing, improving and extending Modeling Instruction as a professional service for STEM education. AMTA is building capacity to deliver the following professional services to the nation's STEM educators:

- (1) Discipline-specific summer modeling workshops to upgrade teaching competence.
- (2) Access to online peer discussions of STEM teaching to support teachers in honing their skills.
- (3) An online curriculum repository of thoroughly vetted instructional materials coupled to a moderated development forum for expanding and enhancing existing curriculum resources.
- (4) Free access to online assessment tools and subscription access to a secure online assessment repository for monitoring and evaluating students' conceptual gains.
- (5) Membership in a community of STEM teachers with a shared vision of teaching practice.
- (6) Collaboration and support from university STEM and education departments, schools, and professional science societies such as the American Association of Physics Teachers (AAPT), the American Chemical Society (ACS) and the National Association of Biology Teachers (NABT).

**MOTION**

**The AAPT Executive Board approves the submission of the NSF proposal “A National Teacher Network to support rapid, sustained STEM education reform” that provides release time for a co-investigator from the AAPT Executive Office and obligates AAPT to maintain fiscal oversight, provide support and assistance with advertising and sponsoring AMTA workshops and programs, assist with dissemination of results, advise on policy matters and serve as liaison with professional associations to broker relationships with these organizations. As fiscal agent for this project, AAPT is budgeted to receive overhead at a rate of 37.5%. As co-investigator, the effort is budgeted at 6%.**

**The motion passed.**

## **EORC Report**

### **Motion:**

**The AAPT Executive Board approves the Executive Officer Review Report/Letter and extends the three-year rolling contract for Dr. Beth Cunningham for an additional year, and they affirm the salary increase for the Executive Officer approved in the 2012 budget.**  
The motion passed.

### **Dues Change due to Postage Increase**

Beth Cunningham, Executive Officer, with the recommendation from the Membership and Benefits Committee, offers the following motion necessitated by a dramatic increase in overseas US postage rates.

In response to the recently announced US Postal Service increase of 13.7% on International Surface Air Lift rates, effective January 22, 2012, the Membership and Benefits Committee moves **that AAPT make the following additions to the 2012 Membership Dues Rates approved by the Executive Board during the Summer Meeting 2011:**

**\$10 increase for international members who subscribe to the print version of The Physics Teacher**

**\$15 increase for international members who subscribe to the print version of the American Journal of Physics**

**\$25 increase for international members who subscribe to the print version of both journals**  
(Note: “international members” are those living outside of North America)

This increase will not be retroactive for members who have renewed their memberships before January 2012 since they will have renewed at 2011 rates.