

**AAPT Executive Board Minutes**  
**Ontario, CA**  
**February 2012**

**Saturday, February 4, 2012, 7:30-10:00 PM**

**Members Present:** Marina Milner Bolotin, Chair of Section Representatives; David Cook, Past President; Beth Cunningham, Executive Officer; Robert Hilborn, Associate Executive Office Steve Iona, Secretary; David Jackson, Editor, *American Journal of Physics* (AJP); Karl Mamola, Editor, *The Physics Teacher* (TPT); Jill Marshall, President Elect; Marie Plumb, At-Large Member; Diane Riendeau, At-Large Member; Steven Shropshire, At-Large Member; David Sokoloff, President; Gay Stewart, Vice President; Paul Zitzewitz, Treasurer

**Members Present on line:** Greg Puskar, Vice-Chair Section Representatives;

**Guests:** John Layman, AAPT Archivist; Gary White, SPS Director; Mike Kagen; Zoltan Berkley; Jack Hehn; Mary Beth Monroe, Vice-President Elect; Paul Williams, Member at Large Elect; Shirley Hyde, Executive Assistant; David Sturm, Apparatus Area Committee Chair (on-line)

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

**2. Approval of Minutes of October Board Meeting (Iona, Sokoloff)**

Sokoloff moved and Cook seconded:

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

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

Sokoloff raised three issues:

**Registration fee waivers for foreign invited speakers**

He did not think that there was a need for a policy. Instead, the Program Chair could use the available Discretionary Fund. He wanted to have the Fund included as a line item in each meeting budget, and that charges against it be made internally. Information about the fund needs to be included in the Area Chairs' Handbook and Executive Board Handbook so that Program Chairs are aware of its possible use. The intent is that the fund would be used only for foreign invited speakers who need assistance. The use of this \$1500 fund would begin in 2013.

**Registration deadline for international invited speakers**

There is a conflict in that invited speakers must register quite early, often prior to being sure that they can attend. The policy is that invited speakers who do not register, have their talk cancelled because there is a danger of having a "hole" in the program.

The suggestion is that the Area Committees be prepared to substitute another

presenter for a foreign invited speaker who has difficulty assuring attendance.

**Directions for COGS regarding the relationship between National AAPT and Sections.**

Sokoloff believes “that of all the issues that face AAPT, better defining and standardizing the relationship between Sections and the national association is the most critical.” He wishes COGS and the Board to address the issue before outside input is requested.

**Changing the Winter Meeting to a Four-Day Plan.**

This topic was discussed during the October Board meeting. Cook added that because we schedule meetings so far in advance, we cannot run this as a trial for a year. We must continue the practice for several years. As part of the discussion, the Board was reminded about potential joint meetings with APS beginning in Washington DC in 2016. Board comments included questions about how we will negotiate a site and meeting timing. This change is one of many that have been considered in the past including moving to one meeting and changing the format of the Winter Meeting to focus on specific topics.

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

**Motion: Beginning with WM2014, the Winter Meetings will be held over four days, Saturday- Tuesday, with workshops held on Saturday and sessions being held Sunday- Tuesday.**

**The motion passed, Iona voted no.**

An additional comment was made to invite foreign members to participate in Alternative Access trials. For example, they could Skype into the session.

Finally, Sokoloff, as he ends his Presidency, highlighted several items:

- He thanked the Board, Executive Officer, Associate Executive Officer, Senior Management Team and Staff of AAPT for their hard work and creativity in attacking the issues that have challenged AAPT in 2011.
- Successfully implementing Warren Hein’s proposal for online Fall and Spring meetings in an effective and efficient manner, accomplishing substantial savings from the Board meetings’ budget.
- Establishing mechanisms to enable the Board to use its time at National AAPT meetings more efficiently, also bringing about savings for the organization.
- Putting in place mechanisms to make the budgeting process for AAPT more transparent and understandable for the Board.
- Beginning the development and implementation of an expanded fundraising component for AAPT, advised by a Fundraising Advisory Committee of the Board.
- Establishing better budgetary checks and balances within the AAPT office to help in having a better handle on the Association’s finances. He remarked that he believed that these initiatives have made AAPT’s finances considerably more solid, and have helped to assure that the Association will weather the current financial crisis in the U.S.

#### **4. Discussion of Secretary's Report (Iona)**

Iona reported:

- That three members were nominated for AIP Committees: Rene Diehl, Pennsylvania State University, for the Statistical Research Center; John Roeder, for the Journalism Award; and Steve Iona, for the Committee on Publishing Practice.
- The summary letter from the Board regarding the Executive Officer Review Committee report was sent and the follow-up conversation with the Executive Officer was held electronically.

The Board was asked to complete a Conflict of Interest Form.

Iona also raised the question of the need for AAPT to have a safety compliance agreement for presenters. Puskar indicated that at least one Area Committee has already initiated such a document. Discussion indicated that PIRA started a similar document last fall and would like to have an official document approved by the AAPT Board. Cunningham indicated that she knows about this document and that it also includes some language regarding conduct as well.

#### **5. Executive Officer's Report (Cunningham)**

Cunningham thanked the Board for their volunteer service to the organization. She welcomed Mary Beth Monroe and Paul Williams to the Board. Finally, she indicated that she has had a “wonderful first year.”

She reported on the following items:

- iMIS 15 training is ongoing and the program should be ready for launch in April.
- A Strategy Day is planned with AIP to discuss publications and international connections.
- The Physics Educator is an online magazine that will launch soon offering a short article and then opportunities for discussion. This will be a member-only benefit.
- The Office is continuing to work on the Matrix Map to identify value and costs for AAPT programs.
- There is a continuing discussion about the ACP IT costs. AAPT included \$50k in cost savings as part of the 2012 balanced budget. Other ACP residents are also showing concern about the IT costs as well.
- The Next Generation Science Standards (NGSS) will be released in the next few months from Achieve, Inc. Gay Stewart is an early reviewer. AAPT needs to be prepared to work with members at the state level as they adopt and implement the standards.
- Cunningham asked for feedback on the AAPT/PTRA Continuation Fund Oversight Committee document. Now that the NSF no longer funds PTRA, it operates from the PTRA Continuation Fund. There is a need to assure that the funds are well managed to support the program into the future. The current PTRA Advisory Committee has not had much turn over. So the total management approach needs to be reconsidered. Initial comments included strengthening the role of the Board in replacing vacancies and that the format needs to specify if it is to direct the program as an Advisory Committee or to monitor the Fund. The Board should expect an electronic vote on

the document soon.

- Cunningham has begun discussions with the University of Maryland to provide additional support for the IPhO team. They seemed very receptive to the opportunity.
- Cunningham wondered if AAPT should investigate offering Topical Group status to other groups. Comments to the question included: Iona-AAPT needs to better define what a Topical Group is, what are the criteria and obligations; Cook-AAPT needs to guard against fragmentation; Jackson—we want to welcome different groups and have them be active within the Association.
- The PhysTEC Advisory Committee would like AAPT to consider which parts of the project that AAPT can take the lead on. That is, how can AAPT use the PhysTEC brand, body of knowledge, and pool of experts to offer professional development to inservice teachers? How can we tap into PHYSTEC network to do for AAPT? Stewart noted that there are 200+ PhysTEC sites. Marshall commented that the annual PhysTEC meeting could become a joint meeting with AAPT through the Teacher Preparation Committee.

Regarding fundraising, Shropshire encouraged additional events like the Jossem Dinner. Mamola suggested that Cliff Swartz would be a good candidate for the next honoree. Others pointed out that asking for smaller donations is good too.

The Board has an obligation to approve the AEO priorities.

**Shropshire moved and Stewart seconded the motion:**

**The AAPT Executive Board approves the Associate Executive Officer Priorities outlined in Appendix 5 of the February Board Book.**

**The motion was approved unanimously.**

#### **6. Associate Executive Officer's Report (Hilborn)**

Hilborn presented areas in which AAPT could expand its work:

- There is interest from NSF regarding Physics First – professional development and assessment
- Assessment and goals in undergraduate classes is of interest to deans and provosts.

Jackson added the strong interest in curriculum work on Introductory Physics for the Life Science.

Iona commented that some of these projects should involve the Area Committees. He also wondered how good ideas get on the list.

The Marketing position is still vacant. The offering received 50+ applications.

#### **7. Discussion of Vice President's Report (Stewart)**

Stewart reported that she will be working with Achieve in reviewing the NGSS as they are released.

The Board was invited to react to the proposed schedule for SM2012. Some wondered if the name “Cracker-barrel” should be reconsidered. Iona requested additional consideration for scheduling the Wednesday Executive Board III Session.

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

There was no consensus on dates for the Spring or Fall Board meetings, so a Doodle Poll will need to be run.

### **Appointments to Advisory Committees**

- Dan Crowe has been appointed to replace Lila Adair as an at-large representative on the Meetings Committee.
- Duane Merrell has agreed to serve as Chair of the Lotze Committee.
- Beth Cunningham has agreed to replace Warren Hein in the Lotze Committee as 'someone to complement the other members.'
- Andrew Gavrin (replacing Dwain Desbien representing Undergraduate Education) and Brian Pyper (replacing Jan Mader representing High School) have agreed to serve on the Philanthropy Committee.
- There is still an opening on the Professional Concerns Committee

## **9. Discussion of The Chair/Vice Chair of Section Representatives Report (Bolotin, Puskar)**

There is still discussion regarding interactions between Sections and the National Office. Recently, the questions have included: What are the responsibilities of a Section? Should Section Representatives rotate out of the position?

The exchange has highlighted successful features of Sections. The Board was reminded that there are specific obligations of Section Representatives in order to be reimbursed for attending the Winter Meeting.

## **10. Discussion of Audit Committee Report (Bolotin, Cunningham)**

An RFP was sent to identify an auditor. The current auditor, McGladrey, responded with a bid lower than their current costs. The other competitors responded with a bid higher than in the past.

The Board will receive an electronic motion to approve McGladrey as the auditing firm for one-year. Specific completion dates will be specified in the agreement.

## **Sunday, February 5, 10:00 AM – 5:00 PM**

**Members Present on line:** Greg Puskar, Vice-Chair Section Representatives;

**Guests:** John Layman, AAPT Archivist; Gary White, SPS Director; Jack Hein; Mary Beth Monroe, Vice-President Elect; Paul Williams, Member at Large Elect; Shirley Hyde, Executive Assistant; David Sturm, Apparatus Area Committee Chair on-line; Tom O'Kuma, Meetings Committee Chair; Marilyn Gardner, Director Membership and Communications; Tiffany Hayes, Director of Meetings and Programs; Erwin Campbell, Director of Information Technology (online); Michael Brosnan, Director of Finances; Fred Dylla, AIP CEO; Ted Hodapp, AIP Diversity and Education; Chris Chiaverina, Chair Nominating Committee

John Layman reported that Bob Fuller, a former AAPT President suffered a brain

aneurism at Thanksgiving. His recovery is slow.

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

Regarding the update of the Executive Board Handbook:

- The January 2011 version will be archived.
- The version used for the Board Orientation will be double checked for completeness and then transferred to the web. Iona will work with Shirley Hyde on this process.
- The plan is to colorize information added to the document each year. This will allow for easy scanning to identify changes.
- The charge to the Fuller Fund needs to be revised. A draft will go the Membership and Benefits Committee for work.

The Board discussed a draft of the charge to establish a permanent Jossem Fund Selection Committee. This would become a Committee to Supervise a Designated Fund. No awards would be made until the fund reaches \$100k. It is still in the fundraising phase. Iona asked about the need for a sunset clause.

Cook moved and Plumb seconded the following motion:

**It is moved that the AAPT Executive Board create a permanent Advisory Committee to be called the Jossem Fund Selection Committee, established the membership, and approved its Charge.**

The vote: Yes = 7, Abstain = 4

The information follows:

### **Committee to Supervise a Designated Fund Jossem Fund Selection Committee**

#### **Membership**

Four AAPT Members to serve four-year staggered terms, the current chair of the Area Committee on International Physics Education *ex officio* with vote, and the AAPT Executive Officer (or designate) *ex officio* without vote. Each year, the President-Elect will appoint one member to a four-year term to replace the person who is retiring from the Committee. The appointed member in his or her fourth year on the Committee will serve as chair of the Committee. The *ex officio* members will not serve as chair. Terms will start at the end of the Winter Meeting each year.

To initiate the Jossem Fund Selection Committee, its membership in the first year will be

- Lila Adair for a one year term, to serve as chair in the first year
- John Layman for a two-year term, to serve as chair in his second year
- Jim Stith for a three-year term, to serve as chair in his third year
- Gordon Ramsey for a four-year term, to serve as chair in his fourth year

- The 2012 chair of the Area Committee on International Physics Education, *ex officio* with vote
- Beth Cunningham or designate, *ex officio* without vote

Note: Lila, John, Jim, and Gordon have all been members of the *ad hoc* Jossem Committee and all have agreed to serve in the way described above.

## Charge

The Jossem Fund Selection Committee is charged with

- Designing and overseeing publicity (flyers, announcements, news flashes, web pages, . . .to inform potential candidates of the opportunities and attract applicants.
- Reviewing applicants and selecting recipients of support of activities involving a US-International collaborative that is engaged in the teaching and learning of physics, preferably including a networking component. Support will be awarded in the several categories,
  - Collaboration between the US and developing countries,
  - Graduate education for those engaged in teaching and learning,
  - Early-career faculty (high school and college) engaged in teaching and learning, and
  - General faculty (high school and college) engaged in teaching and learning.

These categories were more fully defined in the February 2012 report from the Jossem Committee to the AAPT Executive Board. Funding permitting, the first recipients would be selected in January 2013, but no awards will be made until the fund reaches \$100,000 and then only the earnings on the fund will be available for disbursement.

- Monitoring the program and, when prudent, recommending necessary adjustments to the AAPT Executive Board for discussion and action.
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It is further moved that the AAPT Executive Board extend to the E. Leonard Jossem Memorial Fund Committee appointed in April 2010 sincere thanks for their service in guiding the creation of the E. Leonard Jossem International Education Fund and establishing the guidelines by which recipients of support will be selected, and that the E. Leonard Jossem Memorial Fund Committee be officially disbanded.

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guiding the creation of the E. Leonard Jossem International Education Fund and establishing the guidelines by which recipients of support will be selected, and t????

Cook reported on his involvement with the AIP governance assessment. He was pleased with the process (*i.e.*, asking is structure appropriate?, is it functioning best?, are members the right collection?, how are experts used?) He commented that AAPT might use the experiences from AIP to help AAPT if desired. Puskar wondered about the metrics used, Plumb cautioned that “just because someone has gone through some thing does not mean expertise.”

## **12. Discussion of Awards Committee Report (Cook)**

Cook reported that the Executive Office continues to make progress on implementing web-based procedures for receiving and processing nominations for AAPT awards.

Similar progress is being made in developing a web presence for the Yamani Fund to provide information, solicit applications, and offer an opportunity to make additional contributions. Cunningham indicated that the website was live.

Cook sought ideas for soliciting more nominations for awards:

- Marshall encouraged the Committee to offer some awards every other year. This approach would add to the award’s importance. This is prompted by the fact that offering five awards during the Summer Meeting makes scheduling very difficult.
- Stewart added that fewer awards of higher profile makes the meeting better.
- Cunningham suggested using the PhysTEC Coalition as a mechanism for soliciting nominations.

Zitzewitz pointed out the other funds such as the Bauder Fund have few applications as well.

## **13. Discussion of Committee on Governance Structure Report (Cook)**

Cook updated the Board that the revised section in the Strategic Plan on Area Committees is being reviewed by the Area Committees now.

Sections will be the next topic for discussion. Sokoloff encouraged the Board and COGS to discuss the issue before seeking outside input.

## **14. Discussion of Review Board Report (Cook)**

Cook thanked the Review Board for their work between November 2011 and February 2012. He extracted recommendations from the Area Committee annual reports. All Committees submitted reports.

“There was a fair discussion about the recent increase in workshop base fee. . .The Committee and friends were concerned that the base fee increase might have been too much, too fast, and would ask that it be reconsidered or a rationale provided. In other words, is the increased cost worth the lowered attendance?” (Remand to Director of Programs and Conferences, Program Chair, and Executive Board.)

“We are concerned with the cost of the meetings stopping a middle school or elementary



education teacher from coming, even those 'local', for whom travel and hotel might not be an issue.” (Remand to Executive Board.)

“Can we possibly waive one-day registration to get local middle-school teachers to a national meeting?” (Remand to Executive Board.)

“Is there a way to facilitate working with NSTA, particularly at their regional meetings?” (Remand to Executive Officer, Director of Programs and Conferences, and Executive Board.)

“Do we actively promote the AAPT/ComPADRE digital library of resources for lab instructors and the AAPT advanced laboratory listserv? These deserve support!!” (Remand to Executive Board and Executive Officer.)

Stewart encouraged the Board to respond to these. Plumb added that this is a communications mechanism for the Board to interact with the Area Committees. Iona added that the communication could include tasks for the Area Committees to work on. (*e.g.*, Safety Forms)

Cook indicated that there are grey areas in the charge to the Review Committee regarding reviewing proposals. For example, if AAPT has a \$550k portion of a \$5 mil grant, does the review cover the \$500k or the \$5 mil? There are different procedures for each amount.

### **15. Meetings Committee Report (Tom O’Kuma)**

O’Kuma reported that the Committee considered Charleston, SC and Orlando, FL for WM2014. The Committee will recommend Orlando. They wanted to remain flexible on the dates at this time. Iona reminded the Board that Council needs to approve the dates and locations of the meetings. So an electronic vote would be needed later to establish the dates.

O’Kuma reminded the Board that there is no preferred dates for a meeting, and that the Committee continues to send out a Post Meeting survey.

Regarding finances, O’Kuma pointed out that the average workshop size is 10 and that the workshops provide \$15-20k of income per meeting. The Board asked about potential extra hotel/convention center costs for workers during the MLK holiday.

### **16. Report about AIP Education Programs (Gary White)**

White highlighted several AIP Education programs scheduled for 2012:

- Students sessions – posters, awards session, SEES
- Joint SPS-AAPT membership
- Support for ComPADRE
- Sigma Pi Sigma Congress – November 8-10 on science and society to be held in Florida. The expected attendance is 800+ students.

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

Hayes complimented the Cal Poly Physics Department and Mary Mogge. AAPT has enjoyed an excellent working relationship regarding workshops and logistics for this

meeting. She also indicated that surprisingly, the convention center is charging for many unexpected items such as EMT presence and ushers. She promised that future negotiations will include asking about the charges for these services. AAPT should meet its hotel room block.

Looking ahead, we will not know the exact meeting spaces until six weeks prior to the Philadelphia meeting. This was known when we signed the contract, but it does present a tight turn around for the program booklet.

### **18. Discussion of Membership Report (Marilyn Gardner)**

Gardner shared a chart showing the AAPT membership drop from 2008 to 2011 (10,300 to 8,800) the chart also showed a drop in complementary memberships (800 to 100). The Association added 900+ members during 2010, but the Association also lost more than that number of members. Our membership retention rate is about 85%, which is “average for associations our size.” “We have always had a large drop in student renewals.” Gardner will include a report showing information about numbers of undergraduate and graduate member non-renewals. The membership continues to have about 14% international members.

AAPT no longer displays at the NSTA Regional meetings. We only display at the NSTA National meeting.

The Membership and Benefits Committee will be conducting a “gap analysis” to determine other places to seek members.

Mamola asked, with 14% of the membership being international, how are we addressing their needs?

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

Gardner reported that there will be two sessions at the Ontario meeting that will be accessed on line. There were questions from the Board about when a report would be ready and how long the trial period will last.

Regarding journals:

- *The Physics Teacher* begins volume 50, *AJP* begins volume 80.
- Because we have had so many claims for missing mailed print journals to foreign countries, AAPT has begun sending the journals in opaque packaging.
- Non-member subscriptions are holding constant, access fees (per article charges) are increasing, consortia revenue is increasing.

Fred Dylla indicated that AIP will be offering some added features during a change in Scitation. April 12 will be the Member Society Publishing Strategy Day.

Regarding electronic items:

- The e-mentoring program has 60+ mentees and 30 mentors.
- The Office will soon be rolling out *The Physics Educator*, a members-only benefit.

- The PER User Guide will soon be available through ComPADRE.
- The IT Forms Team is continuing to refine the forms database.

## **20. Discussion of Treasurer's Report (Zitzewitz)**

Zitzewitz reported an anticipated excess of income over receipts for 2011 of \$170k+. In the undesignated Long Term Reserve the balance is \$1.28 mil before the return of the \$300k transferred to cover cash flow problems in fall 2011. He anticipates a cash flow problem again in fall/winter 2012.

Following some discussion, Zitzewitz indicated that he will provide a comprehensive report for the Board meetings whether or not the timing matches the quarterly reports he receives.

## **21. Chief Financial Officer's Report (Michael Brosnan)**

Brosnan is still closing the 2011 budget year, but he expects a profit of \$150-175k. Sokoloff reminded the Board that in October, we anticipated a deficit. He wondered what changed? Brosnan responded that historically in the last few months of the year, the Association loses \$130k/month. In 2011, revenue was higher than expected primarily due to non-member subscriptions. Expenses were also smaller than projected. (For example, the Summer Meeting posted \$50k fewer expenses.) Both meetings showed a profit before indirect expenses. Brosnan added that the cash flow problems are getting smaller year-to-year, and that the \$300k transferred in the fall would be returned soon.

Looking at 2012, he reminded the Board that we will be charging a 20% administrative fee for handling PER and PTFA funds. Zitzewitz added that ALPHA's single photon detector project financed by the Venture Fund was repaid and a profit was earned.

## **22. Discussion of Technology Report (Erwin Campbell)**

Campbell reported that the iMIS and ISG upgrade with changes in the servers has been initiated. Staff testing of the upgrade will take place soon.

AAPT is working with a local company to determine IT needs if AAPT were to separate from ACP IT. He is finding it difficult to get accurate cost information for different services from ACP IT. Likewise, it is difficult to compare vendor bids because of the way products are bundled. He will be developing a needs assessment. Cunningham added that the IT Task Force will look to identify long-term needs and a replacement cycle.

The accounting software system also will be upgraded soon.

## **23. Board Discussion.**

The Board informally discussed the role and interaction with the Sections.

## **24. Housekeeping items**

As a housekeeping issue, Iona reported that the hotel indicated that AAPT was paying for two nights. The motion when the Board decided to reduce the reimbursement for Board members at the national meetings was for three nights. To bring these into alignment, **Cook moved and Iona seconded the following.**

**For the Ontario meeting, the AAPT reimbursement for Board members would be for two nights lodging in the conference hotel.**

**The motion passed unanimously.**

The motion became unnecessary when it was found that the 2012 budget planning included support for three nights.

## **25. Discussion of Publications Committee Report (Iona)**

Iona reported on the Publications Committee meeting where Fred Dylla presented information regarding important opportunities for increased cooperation involving publishers and government agencies. In particular the groups are developing a mechanism to tag articles in order to more easily link them to NSF and DOE grants. The intent is to reduce the need for the agencies to post journal articles.

**The Board unanimously approved the following appointments for *The Physics Teacher* Editorial Advisory Board:**

**Ending three-year term: Jim Hicks, John Mallinckrodt, Stefano Oss, and Greg Puskar**

**New appointees beginning a three-year term: John Mallinckrodt (California Poly-Pomona), Lila Adair, (Piedmont College), Gordon Ramsey (Loyola-Chicago), Mario Belloni (Davidson College)**

The Book and AJP/RL are due for a regularly scheduled Five-Year Review. The Review Committees are to review the publications, not the editors. The Board will be asked to approve these Review Committees and their charge soon. In the past, the Review committees focused on past directions by surveying authors and users. The intent will be to charge the Review Committees to look forward.

Karl Mamola indicated that he will be completing his fourth three-year term as editor and he is planning to retire after January 2013.

Iona thanked Mamola for his service and indicated the Board would need to approve a job posting and a search committee.

## **26. Report from APS Director of Education and Minorities (Ted Hodapp)**

Hodapp commented on many aspects of the efforts at APS including the following:

- There will be increasing expectations for participating in the PhysTEC coalition
- At the recent 8<sup>th</sup> Annual PhysTEC Coalition meeting, there were some sessions on TYC efforts
- The ChemTEC (C-TEC) efforts with the ACS are continuing
- PhysTEC will add six new funded sites.
- There is an effort to develop a statement regarding the importance of Discipline-Based Educational Research (DBER). Etkina, Meltzer, Vokos, and Finkelstein are working on this.
- The first PhysTEC book on teacher preparation has been published (and sent to Board members)
- A second book is planned to address strategies to create involvement of physics departments in teacher preparation.
- The NRC Committee on Undergraduate Physics Education is working on a report.

It should be advocating for PER as a mechanism for improvement of physics learning.

- The Minority Bridge Program has as a goal to increase the fraction of minorities receiving PhD in physics. As part of that effort, they are working to improve mentoring and advising at the graduate level.
- As a response to the closure of physics programs in some colleges in Texas, AAPT and APS are sponsoring SPIN-UP workshops in Texas this spring.
- The APS-Strategic Plan will be ending in the next few months. The EO, Kate Kirby, sees education as an important aspect of the Society, and it should hold more importance in the Strategic Plan. Other aspects include: changes in meetings, improved communication with members, fundraising, and more attention to the international aspects of physics

Cunningham asked, what can AAPT do in the next 5-7 years to help continue the PhysTEC ideas? Hodapp replied that the new PhysTEC site teacher candidates will receive an AAPT membership.

### **27. Discussion of Nominating Committee Report (Chris Chiaverina)**

Chiaverina, past Nominating Committee Chair, wanted to acknowledge the contributions of Scott Shultz, Vince Kuo, Eugenia Etkina, and Myra West as part of the Nominating Committee. He also wanted to thank the candidates and appointees. He indicated that he had an excellent working relationship with Jill Marshall as they coordinated committee appointments.

### **28. Discussion of High School Member-At-Large Report (Riendeau)**

Riendeau pointed out that it is difficult to have a report prior to the committee meetings. She did report that there is strong interest in institutionalizing the High School Teacher Day prior to the national meetings. A sponsor is needed or the charge to the attendees will need to rise.

### **29. Discussion of Four Year Member-At-Large Report (Shropshire)**

**Shropshire moved and Iona seconded the following motion:**

**The AAPT Executive Board approves the formation of a planning committee for an Upper-Level Undergraduate Curriculum Task Force. The Task Force should address the revitalizing the upper-level physics curriculum by developing specific recommendations for what courses should be required for upper-level undergraduate physics.**

**The motion passed unanimously.**

Hilborn encouraged the group to consider a broader perspective of the undergraduate curriculum. He suggested that the group look at the vision and changes suggested to the undergraduate biology curriculum.

### **30. Discussion of TYC Member-At-Large Report (Plumb)**

Plumb reported that the tandem meeting prior to the Winter Meeting was a great success. 30 attendees also attended the national meeting. The sessions from the tandem meeting will be archived. Future tandem meetings might be affected by the four-day meeting

plan; therefore, Plumb asked who determines changes in structure as we go to four-day meeting? Sokoloff wondered if a committee should look at the changes and impact. He considered the previous Presidential chain people plus a staff member.

The TYC was encouraged to let the Board and Executive Office know as soon as possible of plans for future tandem meetings.

### **31. Discussion of Report from PERLOC (John Thompson)**

Thompson reminded the Board of PERLOC's duties

PERLOC oversees the Program administration of the:

- PER Conference (PERC) - Select organizers and theme from applications
- PERC Proceedings editor selection, in consultation with current editors
- Select one member of PERLOC as a member of APS Fed Programs Committee (Eugenia Etkina currently; John Thompson previous two years)

Programs supported under PERTG and coordinated by PERLOC:

Regular annual/semi-annual programs:

- Conference Scholarships (\$500) Based on need and merit (Spring 2011 6 applicants, 6 awarded; Fall 2011 4 applicants, 4 awarded)
- Mini-grants (\$2500) 6 proposals; 3 awarded
- Scholar-in-Residence grants (\$2500) 2010: 15 proposals; 6 selected Spring 2011: 1 application, 1 award Fall 2011: 5 applications, 3 awards
- PERC Paper award (\$200) 2010: 6 finalists 2011: 7 finalists

“External session” sponsorship

- PERLOC has agreed to support one session comprised of speakers external to PER and/or AAPT at each AAPT national conference (not PERC)

Ongoing support:

- Page charge subsidy to PRST-PER
- Advisory Board for PER User's Guide

One-time events:

- Advised on nominees for Editor for PRST-PER
- Advised PER Speaker's List for APS
- Commissioned PER Funding Census (\$2000) - C. Henderson, N. Finkelstein, J. Mestre

Related to the National Academies Committee on Undergraduate Physics Education:

- Consulted for National Academies Committee on Undergraduate Physics Education (which includes Physics Education Research)  
<http://www8.nationalacademies.org/cp/projectview.aspx?key=49318>
- Reviewed and provided input for document describing current and future directions in PER based on white paper by J. Docktor and J. Mestre  
([http://www7.nationalacademies.org/bose/dber\\_homepage.html](http://www7.nationalacademies.org/bose/dber_homepage.html))

Other issues addressed this year:

- In what directions should PERLOC put effort / support? (e.g., Policy, Archival/Documentary, Awareness-raising)

- More communication between PERLOC Treasurer and AAPT account manager(s) will exist
- Negotiated with Bruce Mason about PERTG support for ComPADRE/PER-Central site
- All-electronic submission of session/poster abstracts, proceedings manuscripts; mailings of proceedings out to reviewers, etc.
- Exploring formation of APS PER Topical Group

Item for discussion with Executive Board

- PERLOC at level of Area Committee in AAPT governance structure  
Is this a reasonable request?  
What would this entail to establish?  
Not just reporting to EB, but a seat at table for AAPT-wide concerns
- Chair of RiPE Committee is *ex officio* on PERLOC; not same as representative of PERLOC to AAPT
- In what directions should PERLOC put effort / support? (e.g., Policy, Archival/Documentary, Awareness-raising)

Cunningham reminded Thompson that visitors are always welcome at Executive Board meetings and that the PER Community can always nominate people for AAPT Awards and for service on the AAPT Executive Board.

**Executive Session with EO**

**Executive Session without EO**

## **ELECTRONIC MOTIONS**

### **Motion:**

**The AAPT Executive Board approves the formation of the AAPT/PTRA Oversight Committee and procedures for identifying a Program Director. The charge, membership, and operations are described in the supporting document.**

The passed (9 affirmative), two members did not vote.

### **AAPT/PTRA Oversight Committee**

#### **Charge**

The AAPT/PTRA Oversight Committee provides advice and guidance to the Executive Board in the planning and use of the AAPT/PTRA Continuation Fund. The AAPT/PTRA Oversight Committee will work with the AAPT/PTRA Program Director and Executive Officer to develop plans for the use of the AAPT/PTRA Continuation

Fund, annual budget recommendations for the AAPT/PTRA Continuation Fund income and expenses, and recommendations for the long-term governance and plans for the AAPT/PTRA program. The Executive Board shall assign the Executive Officer and/or other staff to provide support for the functioning of the Committee.

1. The primary purpose of the AAPT/PTRA Continuation Fund is to support the professional development of K-12 physical science and physics teachers; the budget should be constructed to support that purpose. This professional development includes the training for AAPT/PTRA Professional Development providers (named “Physics Teaching Resource Agents” (PTRAs)) and for participants in AAPT/PTRA workshops led by PTRAs.
2. The plans should outline both the long-term programmatic and fiscal plans for the AAPT/PTRA Continuation Fund as well as the plans and budget for the upcoming fiscal year, which starts on January 1.
3. The plans and budget should be submitted by the Project Director (PD), after consultation with the Oversight Committee, to the AAPT Executive Officer (EO) no later than September 15 each year.
4. The budget should include a detailed explanation of all income and expenses.
5. The AAPT EO may suggest adjustments to the plans and budget in consultation with the Oversight Committee and Program Director. Once the PD and EO are satisfied with the budget, the new version will be sent to the Oversight Committee for review and possible modification. The final version of the plans and budget should be completed no later than October 15. The AAPT/PTRA budget will be incorporated into the overall AAPT budget, which is normally approved by the Executive Board during the Fall Board meeting.
6. The Oversight Committee in collaboration with the Program Director should make recommendations to the AAPT EO for the long-term governance of and plans for AAPT/PTRA programs and associated fund-raising.

### **PTRA Program Director**

1. The PTRA Program Director shall be appointed by the AAPT Executive Board for a three-year term to begin on January 1. The Program Director may serve more than one term.
2. The PTRA Program Director will collaborate with the AAPT/PTRA Oversight Committee as described above. In collaboration with the EO, the Program Director will develop a list of responsibilities for the Program Director. The PD will then work collaboratively with the Oversight Committee to refine the responsibilities. Once developed, the PD responsibilities will receive final approval by the Oversight Committee.



## **The Oversight Committee**

1. The Oversight Committee will replace the current PTRAs Advisory Committee.
2. The Oversight Committee will consist of seven members to be appointed by the AAPT Executive Board with service to begin on January 1. The PTRAs Program Director and the AAPT EO will serve ex officio, without vote.
3. Issues brought to the Oversight Committee for a vote shall be decided by a simple majority of the Committee. Votes may be submitted in person, via email, telephone, or other means agreed upon in advance of the vote by the Committee and the Program Director.
4. The Chair of the Oversight Committee will be designated by the AAPT Executive Board.
5. Nominations for Oversight Committee membership will be solicited from the AAPT EO and the PTRAs Program Director.
6. At least two Oversight Committee members should not be PTRAs.
7. In the long-term, the members will serve three-year terms with reappointments staggered to give overlapping membership from year to year. Initial appointments will vary in length to set the staggered reappointment process in motion.
8. Oversight Committee members may serve no more than two successive terms.
9. If a vacancy occurs on the Oversight Committee, the AAPT Executive Board may appoint a member to fill out the remainder of the vacant position's term.

### **Motion:**

**The AAPT Executive Board approves the AAPT's involvement as outlined in the APEX-Alabama A&M Proposal to the National Science Foundation. The program would involve the AAPT executive Office and the AAPT/PTRAs with a budget income of \$594,000.**

The motion passed unanimously.