

**AAPT Meeting
January 8-12, 2011
Jacksonville, Florida**

Saturday, 8 January

Members Present: David Cook, President; David Sokoloff, President-Elect; Jill Marshall, Vice-President; Alex Dickison, Past-President; Steve Iona, Secretary; Paul Zitzewitz, Treasurer; Mary Mogge, Chair of Section Representatives; Marina Milner-Bolotin, Vice Chair of Section Representatives; Marie Plumb, At-Large Member; Elizabeth Chesick, At-Large Member; Steven Shropshire, At-Large Member; Karl Mamola, Editor, *The Physics Teacher* (TPT); Jan Tobochnik, Editor, *American Journal of Physics* (AJP); Beth Cunningham, Executive Officer

Guests: Shirley Hyde, Executive Assistant; Jack Hehn, AIP Education Officer; John Layman, AAPT Archivist; Diane Riendeau, High School At-Large Member elect; Gay Stewart, Vice President elect; Tom O’Kuma, Meetings Committee, Chair; Mary Beth Monroe, Chair of Governance Review Committee

1. Welcome and Call to Order /Cook

Cook welcomed the Board for the evening session.

A special welcome was extended to Diane Riendeau and Gay Stewart as incoming Board members.

2. Approval of Agenda/ Cook

The motion was made by Zitzewitz and seconded by Plumb. The motion was approved.

3. Approval of Minutes of October Board Meeting/ Iona,

The motion to approve the corrected minutes was made by Mogge, seconded by Shropshire and passed unanimously.

4. President's Report/ Cook

AAPT-APS/Fed Statement

While APS/Fed has not yet approved the statement, the Board has made no other comments or suggestions.

Marshall moved and Zitzewitz seconded the motion to adopt the AAPT-APS/Fed Statement.

The motion passed unanimously.

Charge to AAPT Past President and Some Members of APS/Fed Executive Committee

The three members of the APS/Fed Executive Committee who are mandated to be members of AAPT and in particular, the senior member of that group (*i.e.*, the one in his or her third year on the APS/Fed Committee), and the AAPT Past-President, who is both a member of the AAPT Executive Board and a non-voting member of the APS/Fed Executive Committee, are charged to provide liaison between the AAPT Executive Board and the APS/Fed Executive Committee and

to provide a channel of communication between the two groups, so that each group can

- Avoid embarking independently on similar, competing, or conflicting activities,
- Remain fully informed of relevant plans of the other,
- Contribute when appropriate to the development and articulation of the plans of the other,
- Collaborate with the other when appropriate in the implementation of those plans.
- To that end and to assure that each individual is able adequately, accurately, and regularly to represent the perspective and plans of the other group to his or her own group,
- The AAPT Past President and the senior member of the three on the APS/FEd Executive Committee will communicate regularly via written reports, emails, and/or telephone chats.
- Any members of the APS/FEd Executive Committee in attendance will meet annually with the AAPT Executive Board at the summer AAPT meeting to discuss common interests, plans, and concerns. The attendance of the three APS/AAPT Members-At-Large of the APS/FEd Executive Committee is particularly important and desired, as they provide the official liaison between the FEd and the AAPT.
- The AAPT Past President will participate in teleconferences and email exchanges with the APS/FEd Executive Committee and, whenever possible, will attend the annual meeting of the APS/FEd Executive Committee, which normally occurs at the April APS meeting but occasionally occurs at the March APS meeting.
- Each of the AAPT Past President and the senior member of the three on the APS/FEd Executive Committee will include relevant information about the other organization's plans and concerns in his or her regular reports to his or her parent group.

Costs/Number of National Meetings

Cook indicated that the Meetings Committee, via Tom O'Kuma, agreed to consider the following additional issues:

- To examine all aspects of the finances of AAPT national meetings and make recommendations regarding ways to bring revenue into closer alignment with expenses or, alternatively, to construct a convincing argument that regularly underwriting deficits for the national meetings is sufficiently valuable to AAPT in other ways that we should accept those deficits.
- Identify satisfactions and dissatisfactions with the current patterns for scheduling various types of events at AAPT national meetings, and
- Craft recommendations that would address the dissatisfactions without adversely affecting the satisfactions.
- Discuss and offer recommendations about the number and format of future national meetings.

Board Housing at National Meetings

Following the discussion of this topic at the October Board Meeting, a clarifying question has been raised: Were the changes in Executive Board housing requiring the stay be entirely in the conference hotel for 2011 only or for the future?

Mogge indicated that she would not like to see the policy become permanent. Sokoloff pointed out that the policy came about during a discussion of the 2011 budget and "that was my understanding; therefore, I assumed it was only for one year and would need to be revisited in

the future.” Others pointed out the conflagration of the discussion with sharing rooms, saving AAPT money, and the potential of AAPT not meeting its room block. Mogge also pointed out the importance of showing that the Executive Board was also cutting its expenses to the membership during this time of budget tightening. Dickison recalled that the Board had paid for substitute teacher expenses for some high school Board members in the past to assure that they could fully participate on the Board. He therefore, cautioned about adding too many additional costs to Board members for their volunteer/elected service. “We do not want to limit the involvement of the membership in service on the Board.”

Sokoloff moved and Marshall seconded the following motion:

That the October motion to “reduce Executive Board lodging reimbursement to three nights at the Winter and Summer meetings in the conference hotel” be considered only for 2011 and that the policy be interpreted as meaning that the reimbursement would only be if the Board member stayed at the conference hotel for the entire stay.

The motion passed unanimously.

Presidential Appointments:

In an effort to bring the Board up to date on several appointments, Cook announced:

- One member of the Finance Committee for a three-year renewable term: Charles Holbrow to a term that expires in January of 2013.
- By definition, the Investment Advisory Committee (IAC) normally consists of three members. The President makes the appointments after consultation with the Treasurer and the Executive Officer and appointees serve for terms deemed appropriate by the President. In 2010, the IAC consisted of Chuck Robertson (class of 2011), Mary Mogge (class of 2012), and Al Gibson (class of 2013). He is working with Paul Zitzewitz, Warren Hein, and Beth Cunningham to identify someone to appoint to a three-year term.
- Gordon Aubrecht has agreed to serve as chair for yet another year on the Metric and SI Committee; Bartley Cardon also agreed to serve for another year. Gordon will continue to try to identify additional individuals with interests in this area.
- The (Special Project and) Philanthropy Committee is composed of five members, one from each of the following Area Committees: Undergraduate Education (currently Dwain Desbien, class of 2012, chair of Committee), Physics in High Schools (currently Jan Mader, class of 2012), Two-Year Colleges (currently Larry Ward, class of 2011), International Education (currently Bob Poel, class of 2011), and Graduate Education (currently Sytil Murphy, class of 2013). He is working with the current chair and the chairs of the Two-Year College and International Education Committees to identify successors for Larry Ward and Bob Poel and to identify a new chair.
- He has appointed Dwain Desbien and David Weaver to serve as co-chairs of the Alternative Access Committee and Steve Shropshire, Cathy Ezrailson, Don Franklin, and Bruce Mason, all of whom have agreed to serve, as members. In addition, he has asked Tiffany Hayes, Marilyn Gardner, Terrence Hunt, and Erwin Campbell to serve as consultants to this Committee, and all four have agreed to do so.
- Last spring, Warren Hein responded to an invitation from AAAS and identified Art Hobson as the AAPT representative to Section B (Physics) and Bo Hammer as the AAPT representative to Section Q (Education). These appointments extend to 19 February 2013 (end of the AAAS winter meeting in 2013).

- At the March 2010 meeting of the AIP Governing Board, new members were elected for two-year terms on the AIP Executive Committee. Cook was one of five candidates for three positions, but was not elected. Even so, AIP policies allow one non-voting representative from each member society not represented by a voting member. Cook will serve in that role for the January and March 2011 meetings of the AIP Executive Committee; thereafter Beth Cunningham will serve in that role.

5. Secretary's Report /Iona

Iona collected signed Conflict of Interest statements from the Board members.

He indicated that all suggested and nominated people for AIP committees were transmitted to AIP for their consideration.

He reported on the results of the 2010 elections:

Diane Riendieu, High School Member at Large

Gay Stewart, Vice President

Steve Iona, Secretary

He also presented some patterns that he noted in meeting attendance.

6. Executive Officer's Report /Cunningham

Endowment of Teaching Awards

AAPT received an offer from Pearson Publishing to help support the Pre-College Teaching Award with \$3500/year for five years. We also received a generous endowment offer from Paul and Barbara Zitzewitz to fully endow the Pre-College Teaching Award.

We have received a \$50k endowment of the Undergraduate Teaching Award from John Wiley Publishers. The Board has already approved the new award description.

Dickison moved and Mogge seconded the motion that

AAPT gratefully accept the endowment for the Undergraduate Teaching Award from John Wiley Publishers.

The motion passed unanimously.

Iona moved and Plumb seconded the motion that

AAPT gratefully accept the endowment for the Pre-College Teaching Award from Paul and Barbara Zitzewitz.

The motion passed with Zitzewitz abstaining.

The Board encouraged Cunningham to approach Pearson Publishers with other opportunities funding opportunities at AAPT (*e.g.* e-mentoring, Physics Olympiad).

Tobochnik moved and Sokoloff seconded the motion that

The AAPT Board thanks Pearson Publishing for their offer to help support the Pre-College Teaching Award and suggest alternative financial support venues.

The motion passed unanimously.

Cunningham indicated that an approximate \$10k gift from the Cliff Swartz estate is expected to AAPT. She encouraged the Board to consider how to best use the funds. Mamola pointed out that there may be AAPT members who would like to honor Cliff with a donation to build upon his initial gift. “It would be a missed opportunity not to honor him in this way.” Therefore, Tobochnik encouraged the Executive Office to begin a plan to advertise the donating opportunity.

Cunningham indicated that funds from the Dodge Fund were transferred to the Designated Funds to help endow the awards program. There is still a need for approximately \$20k to fully endow the program based on a 4% return/year. Mogge emphasized that the intent was to always keep the principal in the account.

7. Awards Committee Report/Dickison

Dickison reported that the Awards Committee met and the Summer Awardees have been selected. Cook will be contacting them.

As a result of the Awards Task Force, the Executive Office agreed to collect nominee information and to warehouse the nominations for the Committee. The Awards Committee encourages Cook and Cunningham to establish formal procedures to have this happen. It is critical that the nominations remain secure and confidential, but yet be accessible to the Committee.

Descriptions of Awards

The Awards committee moved that the Executive Board approve the wording of the Zitzewitz award

Description of Zitzewitz Award:

The Paul W. Zitzewitz Award for Excellence In Pre-College Physics Teaching

Established as the Excellence in Pre-College Teaching Award in 1993; renamed and endowed in 2010 by Paul W. and Barbara S. Zitzewitz.

Funded since 2010 by a generous gift to AAPT from Paul W. and Barbara S. Zitzewitz and named for Paul W. Zitzewitz, the principal author of the highly acclaimed and widely adopted high school physics text *Physics: Principles and Problems* and a long-time member and supporter of AAPT, the *Paul W. Zitzewitz Award for Excellence in Pre-College Physics Teaching* recognizes outstanding achievement in teaching pre-college physics. The recipient, an AAPT member for whom pre-college teaching is a primary responsibility, delivers an address at an AAPT Summer Meeting and receives a monetary award, an Award Certificate, a copy of the citation, and travel expenses to the meeting. Previous winners of the Oersted Medal or the Robert A. Millikan Medal are not eligible for this award. Self-nomination is not appropriate for this award.”

The motion passed unanimously.

8. President-Elect's Report/Sokoloff

Sokoloff reported that he had finished his appointments of members to the Area Committees including Vice-Chairs and Chairs for all committees. He also pointed out how important it was to have the Nominating Committee finish their work by early September in order for him to complete his appointment tasks.

There have been some questions regarding why people suggested by a committee were not selected for the committee. Iona pointed out that the Nominating Committee might have many different reasons for not honoring a committee's recommendation list. Reasons might include wanting to balance committees based on gender, academic representation, and/or geographic distribution. Likewise, they may just feel that a different person would be a better choice for the Committee. The Nominating Committee operates independently from the Area Committees and the Board.

Sokoloff pointed out that whenever the Nominating Committee is finished with their nominations to a particular committee, they could notify the President-Elect so that he/she could begin the other appointments.

Marshall pointed out the importance of letting the Chairs and Vice-Chairs know of their appointments to attend the Area Chair Orientation session.

9. Report from AIP/Hehn

Hein again thanked the Board for the opportunity sit at the Board table.

He reported on their work with a company who has been able to make SPS posters into an online session with emailed questions as part of a poster presentation. This approach will make posters archival and published.

AIP has had several personnel changes in the last few months:

- They are seeking a News and Media Services Director and Associate Director.
- They are seeking a Policy Analyst to take the place of Rob Brosseau.
- They have added Richey Lee Smith as a Development Officer.

He commented on the increasing number of students who are becoming active within the Member Societies. For example, at the AAS meeting in Seattle this week, about half of the 2000 attendees would be students.

Referring to work at the NAS/BOSE/NRC and other governmental organizations, he pointed out that:

- The Science Frameworks are expected to be released soon.
- The Discipline Based Educational Research group (DBER) includes Ken Heller, Tim Slater, and Bob Beichner.
- The President's Council on Science and Technology (PCAST) recently released a report.
- A major statement is expected on undergraduate accomplishment in STEM
- There is a new director at NSF.
- NSF is advertising Assistant Director in EHR

10. Governance Review Committee Report/Monroe

Monroe reported that the Governance Review Committee (GRC), with the help of Iona, incorporated the comments from the October Board meeting. While there are still some unresolved issues (*e.g.*, the use of a proxy vote, the Executive Officer approval to purchase insurance for non-AAPT members), the Handbook has been reorganized and is up to date regarding motions and policies.

The additional recommendations from the committee include to:

Maintain the updates, provide both a print and an electronic version of the Handbook, archive a print copy in the Executive Office, work with Dwain Desbien and Ernie Behringer to produce an electronic version, include other historical documents such as the Articles of Incorporation.

Discussion of Board Handbook

A collection of specific changes was approved in the wording in the document.

Shropshire moved and Marshall seconded the motion:

That the AAPT Executive Board adopts the Executive Board Handbook as submitted (allowing for minor editorial changes).

The motion passed unanimously.

Moreover, the Board affirms the need to annually update the Executive Board Handbook and affirms that this as a task of the AAPT Secretary. [Details to be determined]

The Board also affirmed that both print copies and electronic copies of the Executive Board Handbook be accessible to all members of the Executive Board and Executive Office Staff. One electronic copy of the submitted revision should be in pdf format.

Shropshire moved and Marshall seconded the following motion:

That the Executive Board authorize Dwain Desbien and Ernie Behringer, with the assistance of Shirley Hyde, to prepare a special electronic version of the Executive Officer Handbook 2010 upon its adoption by the Board

The motion passed unanimously.

Dickson moved and Shropshire seconded the following:

That in five years (2016) that the entire Executive Board Handbook be reviewed.

The motion passed unanimously.

Among the items that need attention are the following:

- All terms of the Philanthropy Committee end concurrently. (Part 1 page 31)
- Proxy voting issues. (Part 2 page 26)
- The differences between the information posted on the AAPT website and the Executive Board Handbook (*e.g.* Bauder Funds, publications policies regarding advertising, actions regarding memberships in arrears). In addition all information in other AAPT handbooks/manuals should be consistent with the report of organizational structure and

policies in the Executive Board Handbook.

- All documents and manuals referenced in the Executive Board Handbook should be readily accessible to the members of the Executive Board (*e.g.* Articles of Incorporation, Area Committee Chairs' Handbook, Section Representatives' Handbook, Financial Manual).
- Since the Minutes of the Meetings of the Executive Board are governance documents, statements appearing in the Board books and referenced in motions adopted by the Board should be reported in the Minutes of the Board. Although Board books are also archived by the AAPT, they are not readily accessible. Therefore, the minutes need to reflect any policy changes.
- The Executive Board needs to consult with lawyers (if it has not already done so) to determine if the AAPT's Articles of Incorporation require that the AAPT have a policy addressing proxy voting.
- The Executive Board issued a directive regarding the Rossing Fund. The action should be completed.
- The Executive Board created the Dodge Fund and monetary awards have been made from this fund. However, no criteria for this fund exist. The Committee recommends that some guidelines be established outlining how these monies should be used.
- There does not appear to be a well-defined policy on creating/sun setting funds such as the Preece, Iona, and other miscellaneous memorial funds. The Executive Board should give some thought to whether such a policy is warranted and, if so, who should be directed to prepare a policy statement for the Board's consideration.
- Since the Board meeting in October 2010, there has been some question regarding if the authority to borrow on behalf of the AAPT is in fact vested solely in the Treasurer. The Executive Board should affirm if this is policy. (This will likely involve a detailed research of the Minutes of the Executive Board back to the 1970's. The help of the Historian and Archivist should be enlisted in this effort.)

Iona moved and Plumb seconded the following motion:

The Executive Board must approve all changes to the Executive Board Handbook.

The motion passed unanimously.

Chesick moved and Mamola seconded a the following:

The Executive Board sincerely thanks Mary Beth Monroe and the Governance Review Committee for their multi-year effort to document the work of the Executive board and update the association handbook. We honor their service to the organization and allow them to disband with the recognition of job well done.

The motion passed unanimously.

11. Other Items

Sokoloff pointed out that since the Board will not be meeting face-to-face in April/May, it will be important to determine what items can be handled online and which offline.

The discussions will also need to be better targeted and the interactions controlled during the conference call.

He has set as a personal goal to target the discussion to reduce length of meeting. Tobochnik suggested a Board area with documents and discussion possibilities; Milner-Bolotin suggested color-coding items based on relative importance.

Hehn indicated that other AIP societies are wrestling with this issue. He pointed out the importance of establishing subcommittees and trusting them. Moreover, he warned that there may be more split votes rather than the consensus that we have been use to having.

Sunday, 9 January 2011

Guests: Shirley Hyde, Executive Assistant; Jack Hehn, AIP Education Officer; Ted Hodapp, APS Education; Marilyn Gardner, Director of Membership and Communication; John Layman, AAPT Archivist; Cerena Cantrell, Associate Director of Meetings and Programs; Diane Riendeau, High School At-Large Member elect; Gay Stewart, Vice President elect; Brian Chisholm, Hospitality Consultant; Michael Brosnan, CFO (via telephone)

12. Programs and Conferences Report /Hayes, Cantrell

Hayes reported that to date, the meeting has 726 total registrations (638 paid) and that AAPT met its room block.

Cook asked if there were any trends noted in the large number of workshops that needed to be cancelled? Stewart requested a list of the workshops cancelled. Cantrell pointed out that we are canceling workshops about four week out, so that it may appear that more workshops are being cancelled than in the past when the deadlines are closer to the meeting.

[To do need refer info to meetings comm., regarding attendance]

The Meetings Committee will be recommending New Orleans as the meeting site for Winter 2013 and Portland for Summer 2013.

13. Communications Report/Gardner

AAPT has been contacted by Warner Brothers for permission to use our physics cards, Roles and Guidelines, and a calendar on the set of the TV show, *Big Bang Theory*. Permission was granted.

The print journals have been used to convey a number of extras to member subscribers this year.

- Gravitational Waves Poster (November TPT)
- WM11 promotional bands (December AJP and TPT)
- 2010 High School Physics Contest Poster (December TPT)
- 2011 AAPT Calendar (January 2011 AJP and TPT)
- Why Take Physics Poster (January 2010 TPT)
- 2009 Nobel Prize Poster (September TPT)
- Coming soon, the 7 Myths About High School Physics Brochure (February TPT)

She also reported that:

- The AAPT staff is undergoing some training to make changes to the TPT and AJP web

pages in-house.

- The overall finances regarding non-member subscriptions, consortia, and access fees combined are about \$30k below 2010 budgeted amounts.
- A survey indicated that low usage is a major reason reported for subscription non-renewal. Therefore, it is worthwhile to create assignments from TPT and AJP for students to increase usage statistics.
- The eMentor Program has 60 Mentors and 28 Mentees registered. Fourteen Mentees have been paired with Mentors. Most mentors are PTRAs.
- There is now a single database for meetings and registration. This comes as a result of the Forms Workgroup.
- AAPT has set up a website for the Women in Physics International Conference
- AAPT has set up a mechanism to allow for electronic meeting site selection voting.
- Advertising revenue during 2010 brought in \$100k more than expected.

14. Publications Committee Report/Iona

The AJP Editor Search Committee has been formed and has begun its work. The editor role has been discussed and several different models have been presented, so that the committee is open to many different visions of how the journal could be edited. The Board members were encouraged to recommend candidates.

The Publications Committee offers the following changes in the Editorial Boards:

The Physics Teacher

Since Mary Beth Monroe, David Kagen are ending their terms. The committee recommends the addition of:

Dedra Dmaree, Oregon State University
Ken Ford, retired New Mexico Tech, AIP (additional term)
Elisha Huggins, Dartmouth emeritus (additional term)
Shannon Mandel, Barrington High School, IL

Book Editor

The committee recommends the addition of:

John Hubisz, North Carolina State University
Pat Viele, Cornell University
Stomatis Vokos, Seattle Pacific University

The Board approved the changes unanimously.

Iona commented on the discussion during Pubs with Robert Harington, AIP Publisher. The recommendations included scheduling a “Strategy Day” to help AIP better understand the services and products that AAPT has to offer. AIP may want to use these as they work with international contacts. Likewise, AAPT might benefit from a different perspective on the use of marginal manuscript submissions. How could they be used to increase circulation or revenue? AIP’s perspective is that every submission is a source of revenue. How can the Association make use of that resource?

Dickison wondered if AAPT should go to China to work with authors there. He encouraged

AAPT to better define what relationship we want with our foreign members.

15. Treasurer's Report/Zitzewitz

Zitzewitz reported that the Finance Committee has been meeting regularly with the Executive Officer and the CFO. They have been discussing the month-to-month status of the finances. Their intent is to look at income versus expenses, so some of the fluctuations regarding variances are of less importance.

The LTR balance has improved due to market conditions. Currently, the balance is \$1.4 million in undesignated funds. He again cautioned that that amount would last approximately three years at present "burn rate."

He also reported that the Designated Funds balances will be adjusted to meet actual expenses that may have been taken from the Operating Budget.

The Bauder Fund received two applications. Again, the advertizing for this fund to the membership should be a higher priority. The Lotze Scholarship Fund had a large number of applications (~30) – two awards will be offered.

16. Report from APS/Hodapp

Hodapp reported on several items of potential interest to AAPT:

- The PhysTEC program received 70 submissions for new sites; they will fund six.
- Several institutions are adding dedicated faculty to their department to teach pre-service teachers (Cal State Long Beach, Middle Tennessee, Towson).
- PhysTEC is considering addressing alternative certification routes and how to integrate pre-service education into in-service education.
- The PhysTEC book on teacher preparation is to be published soon.
- The National Taskforce on Teacher Preparation report is expected by April.
- The Why Physics? Workgroup continues to work and plan together.
- Minority Bridge Program - Continuing site visits. This will be mechanism to reach minority students and minority student instructors
- APS has started a strategic planning process that is separate from publishing in an effort to help define priorities for new projects.
- The APS Education Department is the biggest in APS (10 staff).
- APS is expanding its international emphasis with four new international Councilors – they want to do more for international members.
- APS offered a Webinar for students regarding REU selection.
- APS has established a Website for departmental reviews.
- APS has added a PER speakers list.

17. Executive Officer's Report (continued)/Cunningham Grants

Cunningham announced that once AAPT receives a final release from NSF audit department, we want to negotiate a new indirect cost rate of 41% instead of 37%.

Cunningham presented an update on the funded, pending, and submitted AAPT grants.

Appendix 2: Summary of Pending Proposals – AAPT Budgets and Indirect Costs

Title	Funding Agency	Dates of Project	Total Budget	AAPT Budget	AAPT Indirects¹
Enhancing STEM Student Learning Through Faculty Development Workshops for Two-Year College Physics Faculty	NSF	11/01/2009 – 10/31/2011	\$199,987	\$199,987	\$44,425
2011 ALPhA Immersions Program	NSF	5/01/11 - 4/30/12	\$49,687	\$49,687	\$10,543
4 th International Conference on Women in Physics	NSF	1/1/11 – 12/31/12	\$153,017	\$153,017	\$24,307 ²
Large Scale Evaluation of Modeling Workshop Impacts	NSF	1/01/12 – 12/31/15	\$1,498,431	\$409,993	\$119,218
National Institutes for Physics Educators Topical Conference	NSF	3/31/11 – 2/28/12	\$49,648	\$49,648	\$3,978
Alliance for Physics EXcelance (APEX)	NSF	4/01/11- 3/31/16	\$9,998,994	\$726,935	\$198,255
Professional Development for Teachers of Physics and Physical Science (PD ToPPS)	State of MN	2/11 – 6/12	\$59,998	\$29,784	\$2,383
Professional Development for Teachers of Physics and Physical Science (PD ToPPS)	State of OK	2/11 – 6/12	\$84,877	\$42,433	\$3,395
Beyond the First Year Laboratory Instruction and ALPhA Immersions Program	NSF		\$440,458 (estimate)	\$440,458 (estimate)	\$104,108 (estimate)
The Standards-based Physics Simulations Project	NSF			\$238,425 (estimate)	\$67,185 (estimate)
A National Modeling Instruction Coalition for STEM Education	NSF		\$4,995,985 (estimate)	\$4,995,985 (estimate)	\$1,043,384 (estimate)
TOTAL			\$17,531,082	\$7,293,919	\$1,621,181

¹ Indirects are approx. equally distributed across years of the grant except where noted

² Most of indirects will be received during the first year of the grant

- Dickison commented that he did not feel that the Review Board has had sufficient time to review proposals. The Executive Board relies on their work, and when the timelines are very tight, the Review Board cannot be as thorough as would be desirable.
- Sokoloff remarked that a very different level of review is necessary if AAPT is just a fiscal agent than if we are a major player. He though did ask if AAPT really wants to have just the role of a fiscal manager.

- Hehn reminded the Board that being a fiscal agent has risks when we have limited control over the grant activities or other PIs.
- Tobochnik and Dickison both remarked on the value of getting AAPT's name out for recognition, but they also want us to only be part of high quality endeavors.

Cook encouraged the Review Board to think about its role and report back to the Executive Board.

Information Technology

Cunningham reminded the Board that the iMIS – association management system license will be up for renewal by March 2012. There is also an interface piece of software ISG-Web. If we upgrade by March 2011, there are some savings. The costs will be \$40-50k. There will also be staff development time and training

Objectives and Strategies

Cunningham generally described her objectives and strategies for January-June 2011:

- Working on the association financials
- Interaction with different members and constituencies
- Encouraging work on projects – and to target appropriate donors
- [Need sales brochure regarding AAPT]
- Reach out to sections and members – Skype
- Working with other societies NSTA, CU, PKAL, ACS
- Attend national conferences
- Build relationships with APS, AIP, and ACP-Board
- Member projects – SPIN-UP, member needs, Einstein Fellows, PTRS Advisory Board, Introductory Physics for the Life Science
- Hire an AEO

Tobochnik wondered if we might consider different models for the AEO position such as hiring several Visiting Scientists.

Cunningham warned that increasing funds development will take a long time. Cook suggested this for a discussion/conference call.

Iona suggested that the Board consider aspects of the Strategic Plan when reviewing Cunningham's list of goals. These will need to be approved by the Board since they serve as an important component of the EO Review.

18. Budget and Financial Issues/Zitzewitz and Cunningham

Michael Brosnan joined the discussion via telephone/WebEx:

- He reported that through November, YTD we have a \$535k variance (expenses are greater than income)
- He is predicting that the Association will have \$400-500k more expenses than receipts for 2010. He reminded the Board that we carried over \$200k in bills from 2009. This helped contribute to the deficit in 2010.

Brosnan also commented that until we become profitable in operations, there will always be cash flow problems. For example, when we need to use Winter Meeting revenue to pay Summer Meeting bills, there will always be a problem. He warned that in 2011, the cash flow problem maybe even sooner in the year.

Currently, the cash balance is +\$143k positive

Wednesday 12 January 2011

Guests: Shirley Hyde, Executive Assistant; Jack Hehn, AIP Education Officer; Marilyn Gardner, Director of Membership and Communication; Cerena Cantrell, Associate Director of Meetings and Programs; Diane Riendeau, High School At-Large Member elect; Gay Stewart, Vice President elect; Michael Brosnan, CFO via telephone; Greg Puskar, Vice-Chair of Section Representatives, elect.

19. Call to Order/Cook

Cook announced that:

- Greg Puskar was elected as Vice-Chair of the Section Representatives
- Council approved New Orleans, LA as the site of the Winter Meeting 2013
- Council approved Portland, OR as the site of the Summer Meeting 2013

20. Membership Report/Gardner

Gardner reported that as of December 27, 2010, AAPT had 9436 members. The number of complimentary memberships in 2007 was 12%; in 2010 it dropped to 2%. AAPT's international memberships have been rather constant at 14% for the last two years. The largest group is in Europe

The Department has increased their emphasis on renewing lapsed members. As a result, dues income is approaching 2008 levels. This means that during 2011, we will be moving from an income recovery mode to an expansion mode. The Membership Department's goal is to increase "bottom line membership" by 2%

The Department is planning several surveys: non-member needs assessment and a new member survey. These will be done in consultation with AIP-SRC, the Membership and Benefits Committee and the Board.

Plumb wondered if members who attend a meeting, tend to renew their membership. Gardner seemed to think that it depended on the level of involvement by the member.

Sokoloff commented about the large drop in memberships in North America. Gardner thought that the number of non-renewed complimentary memberships in Quebec may be the cause of that value.

The Physics Store has been revamped, and so sales are up \$5k from the previous year.

21. Membership and Benefits Report/Mogge

The Committee offered the following motions:

Life memberships should be at a rate of 15 times the online-only rate. Life members could receive paper versions for an additional rate.

The motion passed unanimously.

Associate membership will receive TPT online instead of article packs.

The motion passed unanimously.

22. Section Chair's Report/Mogge

Mogge reiterated the following election results:

- John Zwart (Iowa) was elected Secretary of the Section Representative.
- Terry Singleton (Alberta) and Joe Spaccavento (New Jersey) are recommended to the Council for membership on the Membership and Benefits Committee.
- Dyan McBride (Western Pennsylvania) and Lynn Aldrich (Central Pennsylvania) were elected to the National Nominating Committee.
- Mario Belloni (North Carolina), Stan Jones (Alabama), and James Mallmann (Wisconsin) were elected to the Section Representatives Nominating committee

23. Further Budget Discussion/Cunningham (Brosnan joined the discussion via telephone)

The conversation dealt with the following:

- Zitzewitz commented that due to improving market conditions, the LTR account is up \$200k since November 30.
- Plumb reminded the Board that we had already transferred \$350k to the Operating Budget. She wondered how much larger is the deficit? Zitzewitz pointed out that the \$350k was to cover cash flow problems, when the bills payable are larger than receipts. The deficit is the difference between income and expenses.
- Dickison added that having a cash flow problem is worse than a deficit; we have been using cash at the beginning of the year to cover bills from the previous year. Dickison thinks that the deficit will be worse than \$400k since we have been using revenue intended for 2011 to pay 2010 bills.
- Zitzewitz pointed out that one difficulty is that our income is “lumpy” from meetings, non-member subscription income, and from NSF. Adding to this is the difficulty that our expenses are often delayed for meetings and AIP; therefore, they seem to be a surprise when they arrive. He pointed out that we need a clear understanding of the expenses for different projects up front.
- Tobochnik remarked that we cannot discuss the budget in the short term because the income is so lumpy. We need to look at how much we are taking from the LTR annually. The unrestricted LTR should be growing.
- Zitzewitz commented that we have been working to bring the 2011 operating deficit as low as possible. Cuts have been made.

Brosnan added the following:

- We are currently projecting a \$25k deficit for 2011
- AIP has reduced per page cost, so there is savings of \$26k
- We have transfer \$60k for the awards endowment. Though this will not cover all the Indirect Costs. We want to preserve \$60k in the endowment for the awards
- The Excellence in Teaching Awards are now endowed.
- We are in negotiations with the ACP Board regarding shared services. Some costs may be reduced for these services (*e.g.*, lunchroom, IT, child care). We are negotiating with some groups in ACP regarding renting space in the AAPT Dodge Suite (*e.g.*, APS educational group may need additional space; other some ACP technology employees)

Iona asked, “How will we know that we are doing better financially?” Brosnan indicated that we want to have the anticipated expenses and the revenue balance each other.

Sokoloff indicted that he would like to have a current version of the budget front page showing the 2011 deficit since he was seeing different values that are being discussed (*i.e.*, \$125k vs. \$180k vs. \$64k)

Zitzewitz projected the 2010 deficit to be \$400k. In fact, he pointed out, we have been running an operating deficit for about 10 years.

Marshall wondered if we made money from the Summer Meeting 2010. Answer: it appears that we “broke even” prior to indirect costs. The Board was reminded that indirect costs are costs for rent, copiers, and salaries for non-revenue cost centers: the Executive Board, the Finance Department etc and are spread across the other centers based on expenses for the centers

Marshall challenged the Board to continue to trim the budget including looking that the AEO position. Pointing out how interrelated budgetary aspects are, Cunningham commented that cutting the AEO will effect fundraising.

Zitzewitz commented that the Finance Committee believes that that budget projections are much more realistic than we have had for a while.

Plumb commented, “ A \$460k deficit is frightening. There always seems to be this problem. How do we keep doing this?” Zitzewitz stated that much of it comes from overestimated income from membership and that some meeting expenses are surprises. The meetings staff has been tighter regarding contracts and continues to help the Finance Department know the details. Also, he is seeing structural changes in the non-member subscriptions.

Marshall moved and Shropshire seconded a motion:

The Executive Board directs the Meetings and Programs Department not to extend rebates to those members who needed to cancel their registration for the Winter Meeting at the last minute.

After some discussion of the public relations aspects of the idea, the motion was withdrawn.

There was a sense that Cunningham should be charged to look at what the policy is and see if there is a need for a change.

Cook concluded that the sense of the discussion was that we will follow whatever policy we used in Washington last year.

24. Vice-President's Report/Marshall

Attendance at the meeting was 750 total attendees, 651 paid. AAPT will not incur a room penalty.

Marshall thought that for this meeting the highlights included the Manya play, the SEES session, the Run/Walk (18 participants). Zitzewitz added that he thought these were among the best plenaries we have had for a long time. Tobochnik enjoyed the city tour and thought that in the future it should be scheduled earlier in the meeting.

She reported that the Omaha skeleton schedule is complete. Riendeau expressed some concern about releasing the schedule so early. "It probably should not be released until after the paper sort. Releasing the schedule now might influence paper submissions or travel and participation arrangements."

Other comments included:

- The Review Board needs only one slot
- COGS needs more time
- The Section Officers/Section Representatives needs to be scheduled later so that workshop presenters and participants can return for the meetings.
- The test run of the submissions system was successful, and it appears ready for a roll out for the Ontario meeting. Marshall wanted to express her thanks to the AAPT staff for their efforts to bring this to fruition.

25. High School Member-At-Large/Chesick

Chesick commented on some of the chatter on the high school list serve regarding the naming of a physics first class for the 9th grade. There was also some discussion of appropriate texts for that grade level. She bemoaned the lack of hard data regarding these questions. Perhaps this would be something the High School Committee would like to address.

There was a suggestion for the Omaha Meeting that a high school teacher attending for the first time receive a free one-day registration. Follow up discussion addressed the potential benefits of involving new members and the certain economic losses.

26. 4YC/U Member-At-Large/Shropshire

Shropshire reported on topics under discussion by the Undergraduate and Graduate Committees:

- Seeking how to redesign the undergraduate introductory physics course
- Seeking how to assess graduate programs
- Exploring the efficacy of a department chair survey regarding a grant to NSF to begin a NFW program for graduate faculty
- Developing an annual newsletter to Department Chairs and SPS Advisors drafted by the Undergraduate and Graduate Education Committees to tell them "what the AAPT has done for them lately."

Alternative Access Committee

There are several companies and groups that are in the business of providing alternative access to audiences not in attendance at a meeting. The committee will investigate these as well as different web services. The plan is to offer two sessions delivered to remote locations as part of the Omaha Meeting. Payment would be required for registration and workshop fees.

Shropshire moved and Chesick seconded the following motion:

The Executive Board approves that two sessions during the Omaha meeting be allowed to be presented with remote interaction (and archived) to a limited number of AAPT members participating offsite. Further, the Board approves that their registration/participation fee be waived because they will provide an evaluation to the Alternative Access Committee of their experience.

The motion passed unanimously.

Depending on the level of success, this might serve as a method to offer remote viewing of the meetings, remote presentations at the meetings, remotely presented posters, and be available for those who have session conflicts. It also might have possibilities of remote vendor exhibits.

27. Two-year College Member-At-Large/Plumb

Plumb remarked that the tandem meeting in Portland provided a boost to the enthusiasm level and level of involvement by the TYC community. They are currently working on:

- Revising the Guidelines for TYC Teachers. The intent is present this to the Publications Committee by Summer 2012.
- Discussion of online courses and labs
- An AIP survey with Susan White, AIP

28. Past President's Report/Dickison COGS Committee

Dickison reminded the Board that Area Chairs and Section Representatives held a retreat in 2006, but the resulting documents did not have a strong consensus. COGS was charged to help produce documents and practices utilizing the information from the retreat. COGS helped produce the Strategic Plan and develop the Associate Membership category. The President has been reappointing COGS for the last three years. Cook has distributed a plan to make COGS a permanent committee.

COGS brings a formal motion to show the membership and charge for this Committee.

The motion passed, Marshall voted no.

The name of this permanent advisory committee is *The Committee on Governance Structure* (COGS). The members of COGS are

- **The Past President (chair), with the understanding that, to avoid overload, the chair**

will delegate responsibilities when necessary or appropriate.

- **The President**
- **The Secretary**
- **The Chair of the Section Representatives**
- **The Vice-Chair of the Section Representatives**
- **One Member-At-Large of the Board in the cycle 4YU in 2011{12; TYC in 2013{14; HS in 2015-16**
- **The Executive Officer or designate *ex officio* without vote**
- **The AAPT Historian will serve as a consultant when called upon.**

The Committee on Governance Structure is charged to:

- 1. Monitor activities pointed to by the strategic plan and assure regular review and updating of that plan, which assures periodic reflection on the structure and activities of AAPT.**
- 2. Examine Board-approved areas of AAPT governance judged to be in need of revision, improvement, or redefinition. Suggestions for areas to be considered might come from COGS, from the Board, or from other AAPT constituencies. Some possibilities are enumerated in below, but these specific possibilities are not part of the explicit charge.**
- 3. Serve as an AAPT Committee on Committees, with responsibilities to:**
 - **Review periodically the permanent AAPT Advisory and Area Committee structure, recommending changes to the Board when the existing spectrum collectively either no longer serves the organization well or has grown to place unreasonable burdens on its members.**
 - **Evaluate proposals for the creation of new permanent Advisory and Area Committees and make appropriate recommendations to the Board. A proposal for a new Committee should include the name of the Committee, the charge to the Committee, a description of the membership of the Committee, and a stipulation of who or what body identifies the individuals to serve on the Committee.**
- 4. Advise the AAPT Executive Board on actions that should be taken to improve AAPT governance.**
- 5. Involve others (individuals with special expertise on the topic at hand, Area Chairs, Section Representatives, : : :) beyond the stipulated members when input from such individuals could be helpful.**

Dickison suggests that COGS next look at the compositions and distribution of Area Committees

Review Board

Dickison reminded the Board that the Review Board has the responsibility to review Area Committee reports. Area Committee reports are now submitted electronically via the website and the responses are placed there also.

The Review Board also reviews grant applications for the Board and make recommendations for submission. “In theory it should work, but the due dates are very close to the submissions dates to the Review Board; and then there is a need for immediate email approval.” Sokoloff agreed to work with Cunningham to establish better timelines for the Review Board’s work.

29. Closing

Plumb offered her thanks and the thanks from the Board for the outstanding job that David Cook did as President during 2010.

Cook offered his thanks and the thanks of the Board for the loyal service of Mary Mogge and Elizabeth Chesick who had ended their time on the Board. He also welcomed Steve Iona back for another term and welcomed Diane Riendeau, Gay Stewart, and Greg Puskar to the Board.

AAPT Executive Board WebEx Meeting, May 6, 2011

Members on online at some time during the meeting:

Steve Iona, Beth Cunningham, Gay Stewart, Marina Milner Bolotin, Greg Puskar, Steve Shropshire, David Cook, Jill Marshall, David Sokoloff, Karl Mamola, Marie Plumb, and Jan Tobochnik

Highlights from the Conference Call:

Quotas for Workshops

- The number of participants per workshop seems to be decreasing. The number of workshops cancelled at the meetings seems to be increasing.
- There was some uncertainty whether the minimum number of participants/workshop was 5 or 12.
- There does not seem to be any consistency in the cost to AAPT for workshops. It depends on the venue.
- It was unknown if the workshop cancellations were for often held workshops or new ones.
- Between 200-300 people are involved in workshops
- Sokoloff will appoint a committee to bring a recommendation. (Committee = Sokoloff, Marshall, Stewart + staff from Executive Office)

Associate Membership

- The two points of view seem to be: AAPT has spent money to establish the Associate Membership; therefore, we should see it through the 3-year trial period. vs. AAPT is losing money with each Associate Membership, and so the model is not sustainable.
- It was unclear if the AM is losing money since indirect costs are confusing. Perhaps a more fair rate is \$69/year.
- There were some questions whether the AM should have a time limit and be used as a membership incentive/trial.
- AAPT has a very poor history of converting trial memberships to regular memberships.
- Some thought that there was a lack of publicity for the membership
- The membership offer will be emphasized through the Section Reps.

Strategy Day with AIP

- Iona will send out a summary of the AIP presentation to the Publications Committee
- AIP could benefit from a better understanding of AAPT's work/products.

2011 Budget

- It appears that AAPT has \$577k in "debt" (\$438k in bills and \$140k in projected loss for 2011). There was an accounting error when we were developing the 2011 Budget and a \$10k entry was made rather than a \$100k entry. Therefore, we are expecting \$90k less membership revenue.

Physics Store

- There appears to be a loss of \$50-100k/year for the store
- Sokoloff encouraged Cunningham to look at ways to decrease the loss in the Store.

AAPT Executive Board WebEx Meeting, May 11, 2011

Members on online at some time during the meeting:

Steve Iona, Beth Cunningham, Gay Stewart, Diane Riendeau, Paul Zitzewitz, Greg Puskar, Steve Shropshire, David Cook, Jill Marshall, David Sokoloff, Karl Mamola, Marie Plumb, Jan Tobochnik, Michael Brosnan, Shirley Hyde, Marilyn Gardner, and Tiffany Hayes

Highlights from the Conference Call:

AEO Search

The procedures were reviewed.

- Sokoloff indicated that he would be comfortable if it was understood that the Executive Officer pre-screened the applications and offered suggestions to the Search Committee, and that the Committee not need to travel for interviews.
- There was some discussion regarding the Board interviewing the candidates
- There were questions about the length of the initial contract: 18 month, 12 month
- There were comments about making PER “desirable” versus including stronger wording.
- There were questions about the need for a PhD versus PhD “preferred”
- The Board will vote electronically on the posting and it will be sent out ASAP

Fundraising

- It was pointed out that the Executive Board, and especially the Finance Committee, may not have the expertise to do fundraising.
- There were questions about assistance from AIP.
- The Board should be polled to identify interest in participating on a subcommittee.

Ad Hoc Committee on Alternative Access

- Marilyn Gardner reported on a meeting she attended hosted by the American Society of Association Executives. At that meeting, registrants pay for the entire meeting, but only attend some sessions. The entire meeting is available electronically. She wondered if this might be a way to better involve AAPT’s international members.
- There will be two sessions available electronically in Omaha.
- Cook encouraged the group to contact Amy Flatten, APS international Affairs Department for additional information about an APS alternative access initiative.
- Questions were raised about registration fees for remote presenters, fees to access the presentations in real time versus after the meeting. These questions will require a Board policy.
- It will be important the Area Committees understand that this endeavor needs to be revenue neutral.
- For the Omaha experiment using a WebEx presentation of two sessions, the remote audience will be volunteers; they will submit an evaluation. There will be no registration fee required for this experiment. Future work will require cost-estimates

APS/AAPT Initiatives

- Cunningham met with Kate Kirby, APS Executive Officer.
- Kirby indicated that there is strong APS “member support” for their education initiatives. Cunningham will try to strengthen communication with APS with regular meetings involving Hodapp, Kirby, and Plisch.
- In the past, the APS-Committee on Education had AAPT and AIP liaisons. Cunningham will follow-up on the changes.
- Cook pointed out the value he saw in attending APS meetings (Executive Committee and FED) and being able to talk about AAPT programs. He was troubled that in many APS reports AAPT attributions were omitted.
- Cunningham noted that the APS committees seem more active than our Area Committees.

Awards Committee Items

- Cook wondered about offering Awards only when they were fully endowed. The consensus of the Board was not to offer the Phillips at this time and that the Awards Committee could consider offering the Jackson Award in Ontario.
- The re-naming of the Jackson Award will be voted on electronically.

AJP Search Update

- The Board will receive an electronic motion approving the appointment of David Jackson, Dickinson College as the next AJP Editor.
- Some preliminary information was presented about the transition costs and costs associated with the new office.

Computational Physics Statement

The Board will receive an electronic ballot to vote on the Computational Physics Statement

Board Orientation

- Questions were raised about the need and especially the timing of the Board Orientation for new members.
- Historical information about the Primers was mentioned.
- The importance of having an updated Executive Board Handbook was mentioned.
- April is too late for an orientation since the Vice-President is immediately involved in the work of meeting planning.
- It is important that at least some of the new members know about the workings and the staff contacts at the Executive Office.
- Nominees for the Board need additional information about the time commitments and other obligations.
- There seems to be some mismatch between the timing of the meeting planning and the timing of the meetings that involve planning.
- Sokoloff mentioned the difference between a computer programming manual and a user’s guide. He prefers a user’s guide type document to help with the planning work that he has done.
- There is some mentoring through the Presidential Chain

- Perhaps there is a need for a WebEx conference involving the EO, the President, and the new members of the Board.
- It is awkward that the Vice-Chair of the Section Reps is elected at a meeting and immediately begins service.
- Perhaps an orientation could be scheduled between time of the election and the Winter Meeting.
- Cook volunteered to write information for potential candidates to consider before accepting a nomination. Sokoloff will look at the Handbook for additional clarification

Area Chair Recognition at a Ceremonial Session

- Comments included whether everything needs to take place at a meeting. Could recognition be in the e-NNOUNCER?
- COGS should consider the role of the Area Chairs. COGS should consider extending the term of the Chairs to be 2-years.
- Could a WebEx meeting among the Chairs help them better focus their work?
- Could Section Representatives and Section Officers also be recognized?
- Could a certificate of thanks be sent from the Executive Office?

There seemed to be a strong feeling to increase the recognition of the Area Chairs, but not at a national meeting.

Non-Member Invited Speakers

This item was addressed in October 2010 when the Board voted to offer full meeting registration to non-member invited speakers.

The continuing comments included:

- A desire to have Area Committees use members as resources.
- That it is rare to have the same person give several talks over several years.
- That there is a financial impact with free registrations.
- APS does not charge a registration fee for invited speakers
- International meetings often waive non-member invited speaker registration fees.
- Many invited speakers will never become AAPT members
- We do not want members to drop their membership and then seek to be invited speakers.

Electronic Motions January-June 2011

The following motions were voted on by the Executive Board during January – June 2011:

- AAPT Electronic Motion regarding Associate Executive Officer
- AAPT Executive Board Motion to submit NSF TUES grant for
- Physics Education Research Users Guide
- Approval of Executive Officer's Objectives and Strategies January – June 2011
- Non-Member Subscription Pricing for 2012
- Recognition Of Warren Hein As Executive Officer Emeritus
- Change The Name of the Jackson Award.
- Adopt A Statement On Computational Physics In The Undergraduate Program
- AJP Editor – David Jackson
- AAPT Electronic Motion regarding Associate Executive Officer
- Guidelines for AAPT Executive Board Meetings Held Electronically
- First-Time Attendee High School Teacher Day
- AAPT-IUPAP Appointments
- AIP Governing Board Appointments

AAPT Electronic Motion regarding Associate Executive Officer

Following the WebEx conference call on May 11, 2011, the Board is asked to approve the AAPT Associate Executive Officer description and job posting.

Several changes were made in the documents as a result of suggestions from the Board:

AIP Job Ad:

- Under "Qualifications," changed (Ph.D.) to (Ph.D. preferred).
- Under "Qualifications," changed "A demonstrated interest in physics education and physics education issues is desirable." to "Must have a demonstrated interest in physics education and physics education issues."

Job Description:

- Under "Qualifications & Experience," beginning of first sentence changed to "Must be an experienced, successful educator with a strong background in physics or a related discipline (Ph.D. preferred)..."
- Under "Specific Responsibilities Include," added the following phrase to the fourth bullet item "and interface with the AAPT committees and AAPT's state and regional sections." (This reflects the duties listed in the AIP job ad.)

Motion:

The AAPT Executive Board approves the revised versions of the AAPT Associate Executive Officer Job Description and AIP Job Advertisement, and the Board further directs Beth Cunningham to initiate the search process.

Vote: 8-Yes, 1-Abstain, 2- no vote

**AAPT Executive Board Motion to submit NSF TUES grant for
Physics Education Research Users Guide**

The grant to the NSF-TUES is to continue work on a Physics Education Research Users Guide. This work would supplement some funding for ComPADRE.

Beth Cunningham would serve as a Co-PI (to review budget on a quarterly basis, assist in conducting conference calls/WebEx meetings between co-PI's, assist in writing annual and final reports, and along with Bruce Mason provide coordination between this work and other ComPADRE work) and AAPT would receive approximately \$50k to cover Cunningham's salary and costs associated with handling the financial details for the grant (*e.g.*, process payments to individuals or for supplies, draw down funds from NSF, provide quarterly financial reports). AAPT will also receive recognition on any resources that result from this work.

The motion made by the Review Board is:

AAPT Executive Board approves the submission of the PERUG grant to the NSF where Dr. Beth Cunningham will act as a co-PI and AAPT will receive funds to act as the fiscal agent.

Vote: 11-Yes, 0-No

Recognition of Warren Hein as Executive Officer Emeritus

As a result of the electronic meeting on Friday, February 25, 2011, David Sokoloff offers the following motion:

The AAPT Board recognizes the contributions of Warren Hein who served as Associate Executive Office and then as Executive Officer of the American Association of Physics Teachers providing leadership to advance the organization's mission and facilitate the contributions of its members. Moreover, we look forward to his continued service to the Association as Executive Officer Emeritus

Vote: 11-Yes

**Approval of Executive Officer's Objectives and Strategies
January – June 2011**

Following the conference call on Thursday, April 21, 2011, President Sokoloff has offered the following motion to be voted on electronically:

Motion: The AAPT Executive Board thanks Beth Cunningham for preparing the document “Executive Officer’s Objectives and Strategies January – June, 2011 as revised April 18, 2011” and approves it with the following changes and additions:

1. Change the inclusive dates to January – July 2011 since most items entail reports to the Board in July.
2. Add statements on strategies to improve cost-control accounting.
3. Add a statement regarding the completion of the AAPT annual audit.
4. Add a statement emphasizing the role of the EO in the establishment of new indirect cost rates with the NSF.
5. Add strategies that work to address the decrease in non-member and consortia journal subscriptions, and to track whether the 2010 decrease is indicative of a continuing problem.
6. Add statements that indicate that the report to the Board in July will include objectives and strategies for at least the remainder of 2011, i.e., July – December 2011 and that more of these will inform the Board of what the goals will be rather than emphasizing what is currently happening.

Vote: Vote: 10-Yes, 1-Abstain

Non-Member Subscription Pricing for 2012

Information was presented by Beth Cunningham and Marilyn Gardner regarding subscription price increases for institutional subscribers (usually libraries). The income from these subscriptions currently makes up approximately \$1.5 million. By increasing the subscription fees, this would increase the AAPT income up to about \$2.1 million.

There are two options presented. Since there is a deadline of June 27 for an AIP informational mailing, you are asked to vote yes or no on each option. (This will increase the odds of having at least one of the proposals pass). The minimum number of affirmative votes to pass is eight. If both motions pass, it is understood that the motion with the highest percent increase will take precedence.

Please vote on each of these motions:

Motion 1: I approve an 18% increase for Print and Online Subscriptions and 9% increase for Online Only for non-member subscriptions for AJP and TPT (see chart below).

Motion 2: I approve a 25% increase for Print and Online Subscriptions and 10% for Online Only Subscriptions for non-member subscriptions for AJP and TPT (see chart

below).

Membership Dues & Subscription rates 9 % Online & 18% Print & Online increase and 2012 Postage

Journal	Type	Domestic	Foreign	Airfreight
AJP	Print and Online	840	925	945
	Online only	699	N/A	N/A
	TYC Print and Online	672	757	777
	Online only	657	N/A	N/A
	Single copy	70	88	88
TPT	Print and Online	539	599	604
	Online only	448	N/A	N/A
	TYC Print and Online	431	491	526
	Online only	421	N/A	N/A
	Single copy	62	80	80

Membership Dues & Subscription rates 10 % Online & 25% Print & Online increase and 2012 Postage

Journal	Type	Domestic	Foreign	Airfreight
AJP	Print and Online	890	975	995
	Online only	705	N/A	N/A
	TYC Print and Online	712	797	817
	Online only	663	N/A	N/A
	Single copy	70	88	88
TPT	Print and Online	571	631	638
	Online only	452	N/A	N/A
	TYC Print and Online	457	517	522
	Online only	425	N/A	N/A
	Single copy	62	80	80

Vote: 9%/18% 9-Yes, 0-No, 2 no vote

10%25% 8-Yes, 0-No, 2 no vote

The larger percentage will be the one posted.

Change in the Name of the Jackson Award

That the official name of the “Jackson Award” be The John David Jackson Award for Excellence in Graduate Physics Education.

The discussion within the Awards Committee focused on inserting the word “Graduate” and using the term “Education.” The word “Graduate” more clearly identifies the target audience for the award. The term “Education” is intended to be broader than “Teaching.” Family representatives suggested the use of Jackson’s full name to the Committee.

Vote: 9-Yes, 2-no vote

Adopt A Statement On Computational Physics In The Undergraduate Program

That the AAPT Executive Board endorses the statement

“The American Association of Physics Teachers urges that every physics and astronomy department provide its majors and potential majors with appropriate instruction in computational physics”

and that the statement be publicized in the same way that similar AAPT statements on other issues have been publicized.

This statement has been reviewed by several Area Committees and has undergone small revisions since the Board first saw the draft.

Vote: 8-Yes, 1-Abstain, 1-no vote

AJP Editor – David Jackson

The AJP Editor Search Committee recommends that David Jackson, Dickison College, be appointed AJP Editor.

Motion:

The Executive Board approves the appointment of David Jackson, Dickinson College, as AJP Editor for a three-year term. The Board further accepts the estimated compensation package and transition costs as presented ($\pm 5\%$).

Note: There are still uncertain costs for Associate Editor. These costs are not part of the compensation package or the transition costs. Also, all Editor appointments are for renewable three-year terms.

Vote: 10-Yes, 1-no vote

GUIDELINES FOR AAPT EXECUTIVE BOARD MEETINGS HELD ELECTRONICALLY

See guidelines included in the Appendix.
The motion was to approve the Guidelines.

Vote: 9-Yes, 1-Abstain, 1-no vote

First-Time Attendee High School Teacher Day

David Sokoloff has asked the Board to vote on the following motion:

Motion: The AAPT Executive Board designates that Tuesday; August 2, 2011 will be First-Time Attendee High School Teacher Day at the WM2011 in Omaha, NE. High school teachers attending this day--who have not previously attended a National AAPT Meeting--will have a special one-day registration fee of \$75 for this meeting only.

David indicated that both Tiffany and Beth support this proposal. "We have already talked about the details in our Board meeting, and, if approved, I will work with Jill to arrange the schedule."

If approved, David will work with Dan Crowe regarding publicity and selection.

Vote: 9-Yes, 2-No

AJP Editor Adjustments

As we continued negotiations with David Jackson regarding the AJP editor position, the costs have exceeded the +/- 5% in the original motion.

Beth Cunningham has been taking the lead on these negotiations. Her summary is as follows:

Transition Costs (summer and fall 2011):
\$243,292 (original estimate was \$237,414)

Additions to the original estimate now include accurate salaries for both David Jackson for the

summer and fall and for Jan Tobochnik for the fall.

Annual Editor Salary Costs (for 2012):
\$88,764 (original estimate was \$73,778)

Additions to the original estimate now include an accurate 2011-12 academic year salary for David (plus an estimated 4% increase in salary for fall 2012) plus three rather than two months of salary during the summer.

Please note that Dickinson will be covering David's benefits, which translates to a savings to AAPT of at least 20%. I doubt that any other institution would give us such a great deal. In addition, Dickinson is providing an office and computer to support David's work as AJP editor. David is aware of AAPT's financial constraints and is working to contain the cost of an associate editor. Even with the additional month of salary during the summer for David, the total cost of the new editorial office (editor salary, associate editor salary, and other editorial office costs) is estimated to be less than the current annual costs of the editorial office (\$179,600 versus \$219,000).

Based on this, the Board should be asked to approve the additional costs.

Motion:

The AAPT Executive Board approves the new costs for the transition of the AJP Editorial Offices (\$243k vs. \$237k) and the compensation arrangements (\$89k vs. \$74k) for David Jackson as new AJP Editor.

Vote: 10-Yes, 1 no vote

AAPT-IUPAP Appointments

In the past week or so, with help particularly from Mary Beth Monroe, Bernie Khoury, Gordon Ramsey, and Dean Zollman, David Cook has come to understand AAPT's relationship with the International Union of Pure and Applied Physics (IUPAP) and its subgroups the U.S. Liaison Committee (USLC) and the International Commission on Physics Education (ICPE). In brief, AAPT has two representatives on the USLC, one of which is ex officio, the AAPT Executive Officer, and the other of which AAPT has full authority to identify. AAPT can also nominate one individual for consideration first by the USLC and then ultimately by the IUPAP General Assembly for membership on ICPE. (Note: The USLC and the IUPAP General Assembly have essentially always accepted the AAPT-identified nominee for ICPE.)

Gordon Ramsey's first three-year term on the USLC comes to an end sometime in the next few months, but he is eligible for reappointment. Dean Zollman's current three-year term on ICPE ends at the close of the IUPAP General Assembly on 31 October 2011 in London, and he is NOT eligible for reappointment. Thus, AAPT is in the position of needing to appoint (or re-appoint) a member to the USLC, and to appoint a candidate for consideration to the ICPE to replace Dean Zollman. These are for three-year terms that will end in 2014.

Gordon Ramsey is willing to be reappointed to the USLC for a second three-year term. David Sokoloff has expressed interest in representing AAPT for a three-year term on ICPE. That term, if he is selected by the IUPAP General Assembly, will begin this fall after their meeting. Technically, according to AAPT policies (see Part II, Section IV.S.1 of the AAPT Executive Board Handbook), appointments of this sort are to be made by action of the AAPT Executive Board on the recommendation of the President-Elect. Therefore, we have the following motions from the Presidential Chain:

Motion 1. The AAPT Executive Board appoint Gordon Ramsey to serve a second three-year term as AAPT's representative to the US Liaison Committee of the International Union of Pure and Applied Physics.

Motion 2. The AAPT Executive Board send the name David Sokoloff to the US Liaison Committee as AAPT's candidate for a three-year term as a US representative to the International Commission on Physics Education of the International Union of Pure and Applied Physics with the request that this name be passed on for consideration at the General Assembly in the fall of 2011 for appointment to the International Commission on Physics Education.

Vote:: 11-Yes on both motions

AIP Governing Board Appointments

Traditionally, we have the senior three members of the Presidential Chain as appointed representatives. This means that as Alex Dickison cycled off, Jill Marshall should cycle on.

Likewise, we traditionally appoint the Executive Officer to be on the Governing Board.

Motion:
The AAPT Executive Board appoints Jill Marshall (term to end 2014) and Beth Cunningham to the AIP Governing Board.

Vote: 8-Yes, 3-no vote

APPENDIX to ELECTRONIC MOTIONS SECTION

AMERICAN ASSOCIATION OF PHYSICS TEACHERS POSITION AVAILABLE

POSITION: Associate Executive Officer

LOCATION: College Park, MD

REPORTS TO: Executive Officer

Essential Functions:

The American Association of Physics Teachers (AAPT) is seeking a highly motivated, energetic individual with excellent interpersonal skills to serve as Associate Executive Officer (AEO). A good knowledge of physics and physics education is essential; experience with management, budgeting, and funding issues is also important. The AEO will work with Association members, officers, and staff, as well as with leaders of other physics and science societies, to foster the dissemination of physics knowledge, particularly by teaching and improved physics education. The AEO will oversee academic grants, interface with the AAPT committees and AAPT's state and regional sections, and advise the Executive Officer on academic issues. The AEO is appointed by the Executive Board and reports to the Executive Officer.

The AEO will be in residence at the AAPT National Office in College Park, MD. This is a permanent position and the terms of the appointment, including starting date and salary, are negotiable. Nominations are encouraged.

Qualifications:

Must be an experienced, successful physics educator with a strong background in physics or a related discipline (Ph.D. preferred) plus a combination of management and budgeting experience and experience in writing proposals and managing grants/contracts is required. Must have a demonstrated interest in physics education and physics education issues. The successful candidate must be willing to travel.

If you feel you have the qualifications and would like to apply for this position, please forward the following: (1) your curriculum vitae; (2) a statement on interests and accomplishments in physics and physics education, (3) an account of management and budgeting experience, as well as of proposal writing and grant management; and (4) the names of and contact information for 3-5 references.

Applications and nominations should be submitted to: American Association of Physics Teachers, AEO Search, c/o AIP, Human Resources, One Physics Ellipse, College Park, MD 20740-3845 or email to: aiphr@aip.org.

All applications and nominations will be handled in strict confidence

AMERICAN ASSOCIATION OF PHYSICS TEACHERS

JOB DESCRIPTION

Position Title: Associate Executive Officer

Reports To: Executive Officer

Position Classification: Exempt, Regular Full-Time

Qualifications & Experience:

Must be an experienced, successful physics educator with a strong background in physics or a related discipline (Ph.D. preferred) and management experience such as at the department chair level or above at an academic institution; excellent communication skills, both oral and written; experience in writing and managing grants and/or contracts; a demonstrated interest and active involvement in physics education and physics education issues. Some travel is required throughout the year to attend AAPT National Meetings and other conferences and seminars.

Position Summary:

The Associate Executive Officer will work with staff, officers of the association, members of the association and leaders of other physics and science education societies to promote the goals of the association and enhance the understanding and appreciation of physics through teaching.

Specific Responsibilities Include:

- Take an active role in fund raising including writing grant proposals to private and federal funding agencies, serve as co-principal investigator on grants as designated by the Executive Officer and Executive Board, serve as project director for some grant funded projects, and authorize payments of all grant-related expenditures. (45%)
- Serve as Authorized Organization Representative via the FastLane system for submission of all proposals approved by the Executive Board to NSF. Track all grants submitted by the association and monitor performance and compliance with all NSF reporting deadlines and guidelines. (5%)
- Serve as member of the management team and assist in all staff-related functions and services such as performance evaluation, the association's technology infrastructure, payroll and salary adjustments, hiring, etc. (10%)
- Serve as AAPT's representative to other science and education associations as assigned by the Executive Officer (e.g. the Coalition for National Science Funding, Project Kaleidoscope, AIP Advisory Committee on Physics Education, etc) and interface with the AAPT committees and AAPT's state and regional sections. (10%)
- Work with the Executive Officer, Chief Financial Officer, and the rest of the management team to help develop the annual budget and then assist in

providing budget oversight on a monthly basis to monitor actual income and expenses as compared to the budgeted income and expenses. (10%)

- Serve as liaison to AIP's Public Policy Center staff and other associations with public policy staff, monitor state and federal policies that affect STEM education to alert membership about important legislation, and communicate with appropriate bodies about AAPT's priorities on education issues. (10%)
- Attend Executive Board meetings and prepare materials for the Executive Board such as budget updates, reports on grants, and other reports as directed by the Executive Officer. (5%)
- Work on other projects as assigned by the Executive Officer. (5%)

5/11/2011

GUIDELINES FOR AAPT EXECUTIVE BOARD MEETINGS HELD ELECTRONICALLY

The AAPT Executive Board sets the times for its meetings and sets its agenda. Prior to 2011, the Board met face-to-face at the national meetings and at ACP in the fall and spring. If the Board is to meet electronically, then certain precautions should be observed to assure that there is appropriate involvement by all members of the Board during the meeting and in any decisions that are made.

If the Board chooses to call a Regular Meeting with electronic participation,

- The meeting date and time needs to be set at least eight-weeks in advance.
- The agenda for the meeting needs to be finalized for the Board members at least three weeks in advance of the meeting.
- The relevant documents for the discussions, needs to be available at least one week in advance of the meeting. These documents should include any motions that would be voted on to allow for the possibility of preliminary discussion. (These documents have sometimes been called Board Packet or ibook).
- At least eight voting members of the Board must be participating in the meeting.
- If the Board votes on motions presented in the Board documents, they must pass with at least eight affirmative votes. A roll-call voting process should be used. Amended motions or motions suggested during the meeting, must be voted on electronically outside of the meeting.
- As with all Board Meetings, a record (*e.g.*, minutes) must be kept of the proceedings.

Several of these guidelines are based on the procedures used for electronic voting on motions.

These guidelines are designed to guarantee that Regular meetings held electronically meet or exceed the provisions mentioned in the AAPT Constitution:

- A quorum of the Executive Board shall be one-half of the voting membership of the Board.
- Special meetings of the Executive Board shall be announced in writing to its members with at least four weeks advance notice. The reason for the meeting must be set forth in the announcement. Such special meetings may be called by the President or by a majority of members of the Executive Board eligible to vote.

There are no limitations set for Board Conference Calls. However, no votes can be taken during a conference call. Any follow-up voting must be done at a Regular Meeting or using the electronic voting procedures.