

AAPT Executive Board Meeting
July 17-23, 2010
Portland, OR

Saturday, July 17, 2010

Members Present: David Cook, President; Alex Dickison, Past President; Jill Marshall, Vice-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); Warren Hein, Executive Officer

Guests: Shirley Hyde, Executive Assistant; Jack Hehn, AIP Education Officer; Ted Hodapp, APS Education

David Sokoloff, President-Elect absent

1. Welcome and Call to Order /Cook

Cook welcomed the Board for the afternoon/evening session.

2. Approval of Agenda/ Cook

The agenda was approved unanimously.

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

The motion to approve the corrected minutes was made by Chesick with a second from Mogge. The motion passed unanimously.

4. President's Report/ Cook

Update on Presidential Appointments

- The members of the Nominating Committee that will identify candidates for the national election to occur in the fall of 2011 are Chris Chiaverina (chair), Eugenia Etkina, Scott Schultz, Myra West, and Vincent Kuo. Cook appointed the first three after input from the Board at our April meeting; the Section Representatives, at their meeting in Washington in February, appointed the remaining two. In the future, it would be best if, in addition to suggesting members for the Nominating Committee, that the Board approve the finalize list. This time, the Board suggested names to be contacted by the President for selection, and the President appointed the committee.
- Charles Holbrow has accepted an appointment to a term to start immediately and run through the Winter Meeting in 2013 on the Finance Committee. Charlie replaces Gerry Wheeler, who resigned to accept an appointment on the Advisory Consultancy on Public Policy.
- David Sokoloff has accepted an appointment to represent AAPT on the 2010 Nominating Committee of the APS Forum on Education. This task will be discharged in the late summer and early fall. Typically, the AAPT President-Elect has filled this position.
- Four Area Committees (History and Philosophy of Physics, Interests of Senior Physicists, Minorities, Physics in High Schools) lack vice-chairs.
- Each of two Area Committees (History and Philosophy of Physics, Minorities) is short one

member in the class of 2012. At this point, Cook will leave them one person short. Cook invited President-Elect Sokoloff to fill them this fall by inviting one of the current members in the class of 2011 to remain on the Committee for an extra year.

Status of Election Teller

Shropshire moved, Marshall seconded the following motion:

The Executive Board approves the formal elimination of the positions of Election Teller and Assistant Election Teller. These positions are no longer necessary due to the use of an electronic balloting system. The motion passed unanimously.

Status of Historian and Archivist

Richard Peterson has agreed to serve as the AAPT Historian. John Layman has agreed to serve as the AAPT Archivist. The AAPT Board agreed that Cook should develop these charges.

Charge to AAPT Members of APS/FEd Executive Committee

These charges were discussed with the APS/FEd Executive Committee members over the last several months. The charges will be expanded to specify who will be responsible for different communications.

****[Insert policy, or wait for changes]****

AAPT Representative to the APS/FEd

Zitzewitz moved, Mogge seconded the following motion:

The Executive Board agreed that serving as the AAPT representative on the APS/FEd Nominating Committee should normally be done by the AAPT President-Elect and therefore should be added to that list of responsibilities.

The motion passed, Dickison abstained.

Plumb pointed out that this policy will require that the President-Elect be a member of APS and of the Forum on Education.

5. Secretary's Report Iona

Updates:

- 2012 National Nominating Committee – Iona reported that he will meet with the 2012 Nominating Committee during the Portland Meeting to help them understand their role in the Association and the positions they are seeking nominations for. At least the chair will meet with the current Nominating Committee to discuss overlap and common interests.
- TPT 5-Year Review – The Committee will be sending out an electronic survey soon. Financial arrangements for upgraded access to SurveyMonkey were arranged.
- 2011 National Nominating Committee - Their work for the national offices is complete. The Nominees are:

Vice President: Gay Stewart and Michael Thoennessen

High School At-Large Member: Tommi Holsenbeck and Diana Riendieu

Secretary: Steve Iona

Electronic Motions passed since last Board meeting:

The AAPT Executive Board appoints Michael Brosnan, AAPT Chief Financial Officer, to serve as a representative on the ACP Board of Directors. The motion passed.

The AAPT Executive Board approves modifying the 2010 AAPT budget to include expenses of

Base Salary: \$43,750.00

Contribution to Retirement Plan at 5% of base salary

Benefits as per standard policies for AAPT employees

Moving Expenses (including packing): Up to \$12,000

Expenses for provision of cell phone and computer

For Beth Cunningham during her transition to Executive Officer in the period 1 October - 31 December 2010.

The motion passed.

The Executive Board approved the financial package for Beth Cunningham as part of her continuing contract as Executive Officer beginning January 1, 2011:

Initial contract extends through 31 December 2013

The motion passed.

The AAPT Council approves Philadelphia as the site for the 2012 Summer Meeting.

The motion passed.

6. Past President's Report Dickison

Awards Committee

Descriptions, Monetary Value of Awards

The Awards Task Force recommended some changes to the wording of the AAPT Awards; as a result, the Awards Committee reviewed the descriptions and offered the following:

AAPT Awards (Edited on 7/18/2010)

The American Association of Physics Teachers (AAPT) recognizes several types of accomplishment with awards, medals or citations, some of which are presented every year and a few of which are presented only occasionally. Nominations for any of these awards can be submitted to the AAPT Awards Committee by printing and submitting a form that is available from a link at the URL <http://www.aapt.org/Programs/awards/>. Nominations remain active for a period of five years from the date of submission. Self-nomination is not appropriate for any award.

Melba Newell Phillips Medal

Established in 1981

The Melba Newell Phillips Medal is presented to AAPT leaders who, like Melba Newell Phillips after whom the medal is named, have provided creative leadership and dedicated service that resulted in exceptional contributions to AAPT. The recipient, who must be an AAPT member, delivers an address at the AAPT Meeting at which the award is presented and receives a monetary award, the Melba Newell Phillips Medal, an Award Certificate, and travel expenses to

the meeting. The award is presented only occasionally. Self-nomination is not appropriate for this award.

Oersted Medal

Established in 1936

The Oersted Medal recognizes those who have had an outstanding, widespread, and lasting impact on the teaching of physics. The recipient delivers an address at an AAPT Winter Meeting and receives a monetary award, the Oersted Medal, an Award Certificate, and travel expenses to the meeting. Self-nomination is not appropriate for this award. Preference in the selection of the recipient will be given to members of AAPT.

Robert A. Millikan Medal

Established in 1962

The Robert A Millikan Medal recognizes those who have made notable and intellectually creative contributions to the teaching of physics. The recipient delivers an address at an AAPT Summer Meeting and receives a monetary award, the Millikan Medal, an Award Certificate, and travel expenses to the meeting. Self-nomination is not appropriate for this award. Preference in the selection of the recipient will be given to members of AAPT.

Richtmyer Memorial Lecture Award

Established in 1941

Named for Floyd K. Richtmyer, distinguished physicist, teacher, and administrator and one of the founders of AAPT, *the Richtmyer Memorial Lecture Award recognizes those who have made outstanding contributions to physics and their communication to physics educators.* The recipient delivers the Richtmyer Lecture at an AAPT Winter Meeting on a topic of current significance and at a level suitable for a non-specialist audience and receives a monetary award, an Award Certificate, and travel expenses to the meeting. Self-nomination is not appropriate for this award. Preference in the selection of the recipient will be given to members of AAPT.

Klopsteg Memorial Lecture Award

Established in 1990

Named for Paul E. Klopsteg, a principal founder, a former AAPT President, and a long-time member of AAPT, *the Klopsteg Memorial Lecture Award recognizes outstanding communication of the excitement of contemporary physics to the general public.* The recipient delivers the Klopsteg Lecture at an AAPT Summer Meeting on a topic of current significance and at a level suitable for a non-specialist audience and receives a monetary award, an Award Certificate, and travel expenses to the meeting. Self-nomination is not appropriate for this award. Preference in the selection of the recipient will be given to members of AAPT.

J. D. Jackson Excellence in Graduate Physics Teaching Award

Established in 2009

The J. D. Jackson Excellence in Graduate Physics Teaching Award is presented to physicists and physics educators who, like John David Jackson after whom the award is named, have made outstanding contributions to curriculum development, mentorship, or classroom teaching in graduate physics education. The recipient delivers an address at the AAPT Meeting at which the award is presented 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. The award is presented only occasionally. Self-nomination is not appropriate for this award. Preference in the selection of the recipient will be given to members of AAPT.

Excellence in Undergraduate Physics Teaching Award

Established in 1993

The Excellence in Undergraduate Physics Teaching Award recognizes outstanding achievement in teaching undergraduate physics. The recipient, an AAPT member for whom undergraduate 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.

Excellence in Pre-College Physics Teaching Award

Established in 1993

The Excellence in Pre-College Physics Teaching Award 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.

Distinguished Service Citations

Established in 1953

Distinguished Service Citations are presented to AAPT members in recognition of their exceptional contributions to AAPT at the national, sectional or local level. A few individuals may be recognized at each Summer and each Winter Meeting with an Award Certificate and a copy of the citation. Self-nomination is not appropriate for this award.

The Awards Committee moves that the Executive Board approve the revised award descriptions. Unanimous

The Executive Board unanimously affirmed these rewording.

Regarding other procedures,

- The Committee recommended that as the Award descriptions are revised, the Executive Office plan a campaign to publicize the awards nomination process and develop a mechanism for collecting and warehousing award nomination files.
 - David Cook will look into standardizing the existent award files and recommend appropriate changes in the nomination process. For example, perhaps a full nomination packet (CV, letters of recommendation, nomination form) should be necessary for some awards (DSC, Millikan, Teaching Awards, Oersted, Phillips) but not for others (Klopsteg, Richtmyer).
 - As part of the changes in the publicity regarding Awards, it will be important to consider encouraging/charging some groups with nominating worthy individuals. For example, Section Representatives, Area Committees, and/or At-large Members might have roles to play in nominating individuals.

- The Committee recommended the approval of the revised wording from June 20, 2010 with changes in plaque, certificate, and citation wording. (Certificate instead of plaque for DSC. So, certificate for all. Citation for DSC and teaching awards only.)
- The Committee recommends that meeting registration be considered as an expense for those receiving expenses.
- The Committee recommends that David Cook appoint an *ad hoc* committee made up representatives from the Meetings Committee and the Presidential Chain (*ex officio* members from the Executive Office may be included) to:
 - Recommend a number and distribution of plenary slots for each national meeting
 - Analyze the role and importance of the Symposium plenary slot, and make a recommendation concerning its continuance.
 - Analyze the timing and allocation of plenary times for awards, and make a recommendation concerning the number, timing, and nature of the slots.

- The Committee recommended the following Award amounts:
 - Phillips: \$5000
 - Teaching Awards: \$3000
 - Lecture Awards: \$3000
 - Millikan: \$3000
 - Oersted: \$3000
 - DSC: \$0

The Executive Board unanimously agreed upon these award amounts.

Committee on Governance Structure - COGS

Dickison reminded the Board about the Mini-retreat that sought input from the Area Chairs and Section Representatives regarding the Strategic Plan. COGS has worked to incorporate their input. The plan has been posted on web and they have invited further review by many groups. Any additional comments have been addressed.

Dickison encouraged the Board to review the document(s) and express any additional concerns prior to Wednesday approval.

7. Report from the US Liaison Committee/ Ramsey International Union on Pure and Applied Physics (IUPAP)

Ramsey reported that the International Commission on Physics Education (ICPE) coordinates conferences, publications, and communications for the International Union on Pure and Applied Physics (IUPAP), and that the U.S. Liaison Committee provides coordination of U.S. initiatives. Hein and Ramsey are the AAPT representatives for IUPAP.

Ramsey reminded the Board of ways that AAPT could support international efforts:

- Increase the visibility of AAPT and international physics education activities on the web by posting related conference and publications information.
- Expand the membership and visibility of AAPT internationally by being represented at international physics education conferences.
- Enhance the communication of AAPT members with the international physics teaching community. This can be accomplished by greater involvement in joint conferences with other physics teaching organizations and a establishing a world conference series in physics education.

He then made the following immediate action requests:

Publications

Create an international section on the AAPT website to include the following:

- ICPE Education working group – biannual newsletter is presently being sent to the AAPT e-eNNOUNCER. Continue to receive and publish this.
- Post international physics education conference announcements on the AAPT Website. (ICPE, GIREP, IACPE)
 - ICPE: <http://web.phys.ksu.edu/icpe/> Conference listings and newsletters are here
 - GIREP: <http://www.girep.org> Conference listings and proceedings are on this site (International Research Group on Physics Teaching)
 - IACPE: <http://www.physics.ohio-state.edu/~aubrecht/IACPE.html> (Inter-American Council on Physics Education) Includes conference listings and past proceedings
- Post proceedings of international conferences and/or links to them on the web.
- Post abstracts (electronic) of conferences with authors' e-mail addresses online – this would give journal editors a source for potential articles
- Published books on teacher training funded by USLC and distributed by ICPE these could be publicized by AAPT [an example is T. French – Einstein and Bohr].
- Others appear on the ICPE website – create a link on the AAPT web page.

Meetings

- Advertise the Fuller Fund at international conferences. This and the next item can be related to the “designated representative” idea below. Check the list of Fuller countries (that has been updated with UN GDP figures).
- Coordinate with AAPT International Committee for input on Fuller Fund designated countries.
- Coordinate membership advertisement at international conferences. Send AAPT membership information and applications, preferably with a representative.
- Send an AAPT designated representative, (funded or not – e.g., a Board member or

“official representative”) to international conferences.

Long-term considerations:

The following long-term initiatives could be either externally funded through grants or internally funded by the Philanthropy funds or the proposed Len Jossem Fund:

- Support meeting exchanges – funding for a member from each organization for a meeting in the other country (no real cost, since this is complementary registration, similar to invited non-member speakers)
- Co-sponsor joint international meetings, similar to US-China-Japan, Inter-American conferences and GIREP meetings
- Offer ICPE workshops at AAPT meetings.
- Offer workshops for faculty in developing countries.
- Send an AAPT-funded designated representative to international conferences. The representative can distribute AAPT information and membership materials at the conference.
- Determine U.S. representatives for ICPE memberships – APS and AAPT have representatives, but we will need a replacement for Dean Zollman in the next cycle.
- Foster international collaboration in teacher training – particularly by cosponsoring conferences that involve developing and industrialized countries.
- Support journal (AJP and TPT) translations to other languages (particularly Spanish).
- Support journal dissemination to Fuller Fund countries. APS does this on a limited basis.

Hein encouraged Ramsey to work through the International Committee to seek a recommendation to the Board regarding a statement such as the following:

AAPT supports the establishment of a quadrennial world conference on physics education which includes workshops, working sessions, paper and poster sessions and plenary speakers related to topics relevant to the meeting themes, as proposed by ICPE and GIREP.

Shropshire asked if the AAPT staff could keep up with website links like those that Ramsey proposed. Hein thought that a static page linking to international sites could be set up.

Plumb wondered how reciprocal these relationships might be. Ramsey thought that some reciprocal arrangements could be worked out so that AAPT would be linked from these other organizations.

Ramsey reminded the Board that this is an opportunity for AAPT to be on the ground floor of the planning for these exciting international conferences.

Sunday, July 18, 2010

David Sokoloff, President-Elect was in attendance.

Guests: Shirley Hyde, Executive Assistant; Jack Hehn, AIP Education; Marilyn Gardner, Director Membership and Communication; Ted Hodapp, APS Education.

8. AIP Representative's Report/ Hehn

Hehn reminded the Board of the joint AAPT, APS, AIP program dealing with SPIN-UP. There have been several dissemination workshops held throughout the country.

He also reported on the formation of the NRC Discipline-Based Education Research group that have involved R. Beichner, T. Slater, and K. Heller. AIP will be making some changes in publication philosophy to consider partnerships with Member Societies. This is part of a cost cutting move so that they will be moving some composition work offshore. Finally, he encouraged the Board to read the intern journals on the SPS webpage.

9. Report from APS on PhysTEC and Diversity/ Hodapp

Hodapp reported on a variety of programs and developments that APS has been involved in including the following:

- The PhysTEC program has selected 5 new funded sites from among 52 applications.
- The finalization of the National Taskforce on Teacher Preparation report.
- The monograph on teacher preparation that will include peer-reviewed articles (some new, some from ST-PER) should be available by January.
- There will be a blending of PhysTEC and PTEC programs and advisory committees.
- APS is initiating a Minority Bridge Program to increase the number of minorities in graduate programs (10% of BA's are minorities, but only 5% of PhD's are minorities). APS will be working with the 10 institutions that graduate 25% of PhD in physics to begin a Bridge program by beginning a post-bachelors' year or a separate Masters-Bridge program with the goal to increase the number of minority PhD's by 30. As an aside, Hodapp pointed out that only 30% of PhD's get jobs in academia.)
- AAPT and APS have been working on a series of posters that have been included with TPT. The topics deal with contemporary physics topics.
- There are plans to offer another conference on graduate education in Fall 2011.
- There are plans to implement a collaboration/mentoring/meeting videoconference server at ACP. This might have uses by the Executive Board and Area Committees.

10. Publications Committee Report/ Iona

The Board approved the following Editorial Board appointments:

- Resource Letters: Rexford E. Adelberger (Guilford College), Amy S. Mullin (University of Maryland) three-year appointments beginning January 2011. These two will replace Kimball A. Milton and Rosemary Wyse.
- Book Editor: Chris Chiaverina was inadvertently left off the request at the Winter Meeting to be included for a 3-year term.
- American Journal of Physics: Mark Peterson (Mount Holyoke College), Mark Semon (Bates College), and Linda Winkler (University of Minnesota at Moorhead). These are for three-year appointments beginning January 2011. They will replace Christian Brosseau, Gerardo Munoz, and Beate Schmittmann.

The Board approved these appointments. Shropshire abstained.

The Publications Committee recommends that the Executive Board initiate the search for an Associate Editor of AJP who will become Editor around January 2013.

Plumb moved and Chesick seconded the following motion:

Executive Board approves the initiation of an AJP Editor Search. The committee members will need to be approved before the committee meets.

The motion passed unanimously.

Iona reported that the Publications Committee discussed the option of requiring membership or page charges for publications in AJP/TPT. After discussing publication as a member benefit and the economic advantages/disadvantages, the Publications Committee did not recommend either option. Continuing this discussion within the Board:

- Sokoloff wondered about having membership/page charge payment as a “faster track” for publication. Tobochnik pointed out that depending on the quality and nature of the article, the review time can be quite variable.
- Hein wondered if a membership requirement might reduce the backlog of papers awaiting publication.
- Tobochnik worried that some authors might construe membership as a right to be published, not just as a benefit.
- Sokoloff pointed out that publishing an article is a service to the author and to the reader.
- Tobochnik pointed out that most readers are non-members.
- Sokoloff indicated his strong support for publication as a member benefit.
- Tobochnik indicated that based on his workload, membership verification would need to be done by the National Office.
- Plumb indicated that there is a great effort in writing an article, and would support a two-queue approach.
- Marshall pointed out that it would probably be an honor system regarding “check this box if you are a member.”
- Mamola encouraged the use of a link for membership information on the author’s page. For TPT, roughly 50 authors/year are non-members, so there would be approximately \$5000 income per year if we required membership of authors.

Cook closed the discussion.

Chesick moved and Mogge seconded the following motion:

The Executive Office should emphasize the AAPT membership links on the journal-landing page and as part of the Information to Authors sections.

The motion passed with one abstention.

11. Communications Report/ Gardner

Gardner mentioned the following:

- AJP, and TPT will have new home pages soon.
- The inventory of old TPT and AJP print copies has been reduced.
- There will be the need for professional development for potential authors to utilize the new features of Scitation during the Omaha Summer Meeting.
- The 2009 Annual Report was distributed.
- The monograph Preconceptions in Mechanics is ready for sale.

- The e-mentoring program is expanding.
- The use of the new web forms is scheduled for use for the Ontario meeting.

12. Governance Review Committee 2 Update/ Monroe

Monroe reminded the Board that the GRC is working to revise the 1994 version of the Officer's Handbook. The group is building on the work of the 2007-09 GRC and will incorporate new policies and organizational charts. As an aside, she reminded the Board that the Primers and Policies Manual are based on the Handbook. Further, she encouraged the Board to look at the governance review documents available on the AAPT website.

The goal of the GRC2 is to produce a revised handbook that is accurate and complete. Other groups will work on making the document searchable and to produce Primers or other specialized documents. Finally, she reminded the Board that the Officer Handbook for the entire Board, not just the AAPT officers. To her, the Handbook is too small a name. The Handbook is the document that lists policies and governance structures.

13. Executive Officer's Report/ Hein

Focus Groups

- NSTA asked for input to the NCATE Teacher Preparation Standards. AAPT developed a response based on input from E. Etkina, and representatives from the Teacher Prep and HS Committees. Their comments referenced the National Taskforce Report and other teacher prep documents.
- A response to the NRC Frameworks produced by the Board on Science Education is being formulated by an invited focus group of Summer Meeting attendees. AAPT has contracted with David Heil and Associates to develop a report in two weeks. (Total Cost = \$4500. Contribution of \$1000 from APS and \$1000 from AIP). Hehn encouraged the Board to read and respond the report. One comment he offered was that the Frameworks have a large section on engineering which is a new addition.

Jossem Memorial Fund

Hein reminded the Board that they had established a Jossem Memorial Fund planning committee. The goal for the Fund is to help support international education. The goal is to raise \$100,000 to yield \$5000/year for operations. One thought is to seek contributions from past participants to international conferences.

14. Treasurer's and Finance Committee's Report/ Zitzewitz, Hein

Status of 2010 budget

The net income balance ending June 30, 2010 = +\$105k, compared with 6/30/09 = -\$152k and 6/30/08 = -\$407k. The current cash balance is near zero.

Income variance

The Summer Meeting registration income is larger than expected +\$42K (WM 2010 showed a loss of \$25k). The non-member subscription balance is below expectations by \$40k. We are continuing to work with AIP to better understand this.

The Board should look for variance reports with each month reports on the Board secure site.

Both Dickison and Tobochnik encouraged the Office to affirm that consortia income is accounted for.

Long-term and Short-term Reserve Report

The change in the Long-term Reserve for June was a loss of \$180k. Currently, our investments in the LTR are 66% stock and 33% bond. For the STR we have 30% in stock and 70% bonds. The total undesignated funds (STR+LTR) are about \$3.2 mill.

The Board encouraged the Treasurer to provide monthly LTR/STR information to the Finance Committee and quarterly or at EB meetings for the entire Board.

Note: Charlie Holbrow was added to the Finance Committee when Gerry Wheeler moved to the Public Policy Committee.

Looking at Operating income/expenses versus Investment income/expenses over the last 10 years, it is clear that since 2004, the Operations net has been negative. This is partially due to the sale of the Dodge Building that resulted in less depreciation and less rental income. Hein also mentioned that the ACP mortgage will be paid by 2016 that will result in a potential savings to AAPT of \$250k.

Overall, \$900k in expenses have been reduced in 2009. This is approximately a 20% reduction from 2008.

Parameters for 2011 budget

Hein has not determined these at these at this time. He will be working toward standardizing the reimbursement of travel costs.

Setting registration fee for national meetings

Cook wondered if there is a sentiment to raise registration fees for national meetings to cover expenses.

Sokoloff requested that a committee be formed to make recommendations for meeting registration fees particularly for non-US attendees. Dickison encouraged the committee to examine historical data from Tom O’Kuma regarding meeting fees and attendance.

Assessment of virtual meetings of Board

Zitzewitz agreed to identify costs for Board members to attend meetings.

Wednesday, 21 July

Guests: Tiffany Hayes, Director of Conferences and Meetings; Marilyn Gardner, Director Membership and Communications; Shirley Hyde, Executive Assistant; Tom O’Kuma, Chair of Meetings Committee; Brian Chisholm, Consultant

15. Meetings Committee Report/ O’Kuma

O’Kuma reminded the Board that Council approved the Philadelphia site for SM 2012. The Committee is working two years ahead; he had hoped to be working three years ahead

Winter Meetings:

Looking at the past 13 Winter Meetings: 6 have been in the east, 3 mid-continent, and 4 in the west. So, he is recommending a west and/or mid-continent site for SM2013. The Committee is considering: New Orleans (last there in 1998) hotel costs ~\$160/night, San Antonio (last there 1996) – no bids available, Austin (last there in 2003) hotel costs ~\$130/night.

During the site visit to Jacksonville in September, the AAPT Staff will visit Austin and New Orleans. He forecast an electronic vote of Council in October.

Summer Meetings:

Looking at the past 13 Summer Meetings: 5 have been in the east, 3 mid-continent, and 5 in the west. So, he is recommending a west and/or mid-continent site. Possible sites include the Colorado School of Mines and Madison, WI. The committee would like to make bring a recommendation by January 2011.

16. Membership Report/ Gardner

The overall membership is up by about 50 members from 2009. The Department has been expanding its recruitment at PTEC sites both for new and lapsed members. Overall, from October - December 2009 the renewal rate was 92% primarily due to an increased level of contact for renewal (industry wide the contact rate is 6-7 notices necessary/ renewal) Gardner also commented on the efforts to reduce the number of duplicate records in the AAPT database.

Since the Physics Store has moved in-house, there has been a reduction in storage fees. Also, AAPT has begun doing its own shipping for greater efficiency and economy. Due to an inventory reduction plan, book sales for 2010 saw a 43% increase in sales and a 23% increase in revenue. The Department will be taking advantage of more print-on-demand technology for its books. Finally, Gardner mentioned that the membership video contest is beginning.

17. Programs and Conferences Report/ Hayes

Hayes commented that the success of the Summer Meeting 2010 in Portland had been due to the tremendous support from PSU, the hotel, and the city. She would recommend that AAPT return to Portland.

Registration included about 900 fully paid, 1000 total. We met our Hilton room block and met the 70-room dorm block. While AAPT handled the dorm check-in, it turned out to be very difficult and resulted in the need to hire a dorm check-in person.

Members of several Area Committees as well as some Board members commented on their dissatisfaction with the poster session venue and spacing.

18. Membership and Benefits Report/ Mogge

Departmental Membership

The Committee discussed Departmental Membership options, but they not yet ready to make any

recommendations for approval.

Membership dues for 2011

To determine costs for journals, the Office considers the cost to produce the “first issue” based on fixed staff and editorial costs. From an accounting standpoint, this amount would be paid by non-member subscriptions.

MOTION: The Committee on Membership and Benefits recommends the AAPT Executive Board adopt the following dues and subscription rates for 2011. Rates would be effective January 1, 2011.

The motion passed unanimously.

As is current practice, members applying or renewing online will receive a \$5 discount. All members receive unlimited online access to TPT, AJP, Physics Today, and AAPT eNNOUNCER

2011 Dues Recommendation from Member and Benefits Committee

This proposal includes an update of the dues allocation that will standardize the amount paid in each category and for each product. It includes a small increase in the College/University member dues while diminishing the gap between College and Pre-College dues. The exception to this is for High School Students and for Associate Members.

To calculate the journal allocation for 2011 AAPT staff went to the 2010 Budget and the existing contracts for 2011. Using those figures they calculated the cost to produce the “first issue” of the *American Journal of Physics* and *The Physics Teacher*. This cost was subtracted from the total expenses to print the journals and the remainder was divided by the number of member plus non-member subscribers (number of mailed subscriptions). This gave them the cost per copy for the print copies of the journals.

They followed a similar process for calculation of the online access to the journals. Additionally, the cost for *Physics Today* is going up to over \$9 for 2011. This Recommendation includes Member dues allocated to products as follows:

Everyone pays \$30 for

<i>American Journal of Physics</i> Online	\$10
<i>The Physics Teacher</i> Online	\$10
AIP Dues (<i>Physics Today</i> , SRC, MGR)	\$10

Print journal options:

<i>American Journal of Physics</i>	\$39
<i>The Physics Teacher</i>	\$23

The Dues allocation for members in each category will be the same regardless of their publication selection:

College, University, Lab, or Industrial Setting	
Regular.....	\$107
Retired	\$75 (30% discount)

Emeritus\$54 (50% discount)

Pre-College (Primary & Secondary Schools)

Regular\$62

Retired\$43 (30% discount)

Emeritus\$31 (50% discount)

Using the information above, the fee for membership is the total of the dues plus the publications selections. The proposed 2011 dues as compared with the 2010 dues are:

College, University, Lab, or Industrial Setting		2010	2011
Regular	AJP	\$172	\$176
	TPT	\$131	\$160
	Both	\$199	\$199
	Online Only	N/A	\$137
Retired	AJP	\$120	\$144
	TPT	\$92	\$128
	Both	\$139	\$167
	Online Only	N/A	\$105
Emeritus	AJP	\$86	\$123
	TPT	\$66	\$107
	Both	\$99	\$146
	Online Only	N/A	\$84

Pre-College (Primary & Secondary Schools)		2010	2011
Regular	AJP	\$95	\$131
	TPT	\$85	\$115
	Both	\$115	\$154
	Online only	N/A	\$92
Retired	AJP	\$67	\$112
	TPT	\$60	\$96
	Both	\$81	\$135
	Online only	N/A	\$73
Emeritus	AJP	\$48	\$100
	TPT	\$43	\$84
	Both	\$58	\$123
	Online only	N/A	\$61

	2010	2011
College Students	\$35	\$40
Associate	\$36	\$36

International

Since Members in countries other than the United States, Canada, and Mexico already receive their publications “Online Only” the tiered International rate structure does not apply. Members in developing countries who need support for the cost of “Online Only” membership can apply for funding through the Fuller Fund in order to cover the cost of their membership.

Life Membership

This proposal includes standardization of the Dues for Life Membership at 15 times the existing rate for the level of employment at the time of conversion to Life Membership with the rates for both journals, print and online as the only option.

Note: both retired and emeritus rates have increased dramatically, but the dues have been kept artificially low for the past 10-15 years.

19. President's Report (continued)/ Cook

Non-member invited speaker issues

Cook received very few comments from Area Chairs regarding allowing waivers or scholarships for non-member invited speakers. He did though notice a consensus toward offering a one-day versus full meeting registration benefit. Sokoloff wondered about what would be the financial advantage to not offering a full meeting registration. Dickison commented that if speakers wanted to stay for the whole meeting, then they ought to be a member.

Cook believed that it would make no difference, and so made the following motion that was seconded by Sokoloff:

The Executive Board approved offering Full meeting complimentary registration for non-member invited speakers.

The motion passed, Dickison voted no.

Plumb encouraged Area Committees to look to members as invited speakers. Shropshire offered the following consideration:

Limit the number of non-member invited speakers per committee for each national meeting based on the quota assignments (Number of sessions/4 rounded upward).

Sokoloff again wondered about the benefit of this accounting. Since these speakers will not register for the meeting without invitation, there is no financial impact.

Mogge encouraged the office to continue to monitor this. Cook also encouraged further monitoring and closed the discussion.

Following a discussion by the International Committee, the Committee encouraged endorsing the Quadrennial Conference.

Shropshire moved, and Marshall seconded the following motion:

The Board task the International Committee to provide a written proposal to the Executive Board by September 1, 2010 with recommendations on how AAPT should participate in quadrennial world conference on physics education.

The motion passed unanimously.

Marshall moved and Mamola seconded the following motion:

AAPT supports the establishment of a quadrennial world conference on physics education which includes workshops, working sessions, paper and poster sessions and plenary speakers related to topics relevant to the meeting themes, as proposed by ICPE and GIREP.

The motion passed unanimously.

Sullivan offered to maintain contact with Ramsey and the international committee to monitor progress.

20. Past President's Report: COGS/ Dickison Strategic Plan

The Committee suggested adding the years 2010 - 2013 to the title to indicate that the document should be continuously reviewed. Dickison also reported that following acceptance, an introduction written by the President and Executive Officer will provide background and context for the plan including mentioning the extensive review process by the Executive Board, Section Representatives, and Area Chairs.

Dickison moved for COGS, that

The Executive Board approves the Strategic Plan 2010 - 2013.

The motion passed unanimously.

During the discussion, Marshall encouraged adoption and especially commented on the listing at the end that emphasized that the plan is a work in progress.

Dickison pointed out that COGS would be a likely group to continue to monitor the plan, but COGS is not a permanent committee.

Tobochnik wondered whether “accepts” would be a better verb in the motion.

Dickison pointed out that the Plan is a document for the Board. Changes in the plan from the Executive Officer; therefore, would need to come to the Board.

The Review Board did not meet because there were no proposals.

Dickison wondered if anyone should just be able to come to the Review Board to ask for a letter of support especially when the proposal might have little to do with AAPT? Dickison thinks not, but the Review Board charge makes this option ambiguous. It should be addressed. He also commented on a concern that since the Review Board is to look at proposals and make a recommendation to the Board; he does not want the Board to be viewed as an obstacle particularly regarding deadlines.

Cook suggested that the Review Board bring a proposal with suggested revisions to its procedures.

Marshall moved and Plumb seconded the following motion:

The Executive Board resolves to formally thank Karen Johnston for her efforts in initiating

our work on the Strategic Plan and establishing a plan to help us bring a document to a conclusion.

The motion passed unanimously.

21. Executive Officer Report (continued)/ Hein Focus Group on NAS Frameworks

Hein commented that the general consensus from the Focus Group was that the Frameworks were very poor. Their criticisms included that the Frameworks: combined core ideas for Chemistry and Physics and that engineering concepts were overly emphasized. Marshall commented that the facilitator did an excellent job.

Hein appreciated that AAPT is leading the effort in responding to the document. He felt that the member expertise on the focus group was excellent, and he commented that the references that the group made to the research literature and other documents were very good. He reminded the Board that in the 1990's, the standards went through 3+ public drafts before they were finalized. For this iteration, the timeline established by the NAS for producing a final version may be too quick.

Hein indicated that Heil will produce a report within a week to be circulated among the Focus Group members. Comments are due to the NRC by August 2.

Iona encouraged that AAPT consider a public statement after reviewing the report from the Focus Group.

Marshall moved and Shropshire seconded the following motion:

The AAPT Executive Board approved the AAPT Accounting and Procedures Manual and the AAPT Federal Grant and Procedures Manual as presented to the Executive Board at the July 2010 AAPT Executive Board meeting.

The Board further charged the Executive Officer to assure their compliance with other approved AAPT financial policies.

The motions passed unanimously.

The AAPT Executive Board approves the AAPT Accounting and Procedures Manual and the AAPT Federal Grant and Procedures Manual as presented to the Executive Board at the July 2010 Executive Board meeting.

22. President-Elect's Report/ Sokoloff

One major responsibility of President-Elect is to populate all the Area Committees. Sokoloff has been working with Steve Turley, Nominating Committee Chair, to help assure this.

Sokoloff reiterated his interest in seeing a review of the meeting registration fees. He wondered if the goals of wanting to grow membership and wanting to balance the budget might be at odds.

Cook will consider referring this question to an *ad hoc* committee

23. Vice-President's Report/ Marshall

Marshall described plans regarding Jacksonville WM2011 meeting and the Omaha SM2011 meeting.

24. Section Chair's Report/ Mogge

Mogge mentioned that during the Section Officers Exchange/Section Representatives Meeting, there was some interest in having AAPT host Section websites.

25. Report from Audit Committee/ Mogge

The Audit Committee has two major responsibilities: to review the audit and to recommend the auditor.

At this time, the audit has not been finalized. Katrina Banks, the lead auditor met with the Audit Committee in April. Unfortunately, she left firm in May without finishing the audit. Her assistant was then put in charge of finishing audit. The firm has requested additional items to complete the paperwork. Apparently, the document is still in the audit firm's review process. Hein expressed his concern with their process and he will express our concern to the auditors. He still believes that the result should be a clean audit, and that the Board may need to vote electronically to accept the document.

Mogge will also continue to monitor the progress of the audit and the committee will suggest an auditor selection later in the year. Tobochnik suggested that we should consider a penalty clause in the next agreement.

26. High School Representative's Report/ Chesick

Chesick pointed out that this meeting hosted the PTRA 25th Anniversary Plenary Session. Reporting for the High School Committee, she asked if it would be possible for the Omaha meeting to offer a one-day free registration for high school teachers. Cook mentioned that we could have the *ad hoc* committee consider these requests. Sokoloff encouraged the Nebraska Section to seek funds themselves. The Oregon Section was successful acquiring state professional development funds.

27. TYC Representative's Report/ Plumb

Plumb reported that the tandem meeting was an overwhelming success with 37 attendees. She also commented that 31 of them chose to also attend the Summer Meeting. She suggested holding a tandem meeting approximately every three years as a way to reduce isolation within the TYC community.

There is a TYC-NFW scheduled for March 2011.

She mentioned that there is continued discussion and work dealing with offering online physics courses with labs. Also, a committee has been established to rewrite the Guidelines for TYC departments.

The question regarding how to encourage AIP-SRC to provide another TYC survey was also raised. Iona commented that when he has raised this during AIP meetings, the response was that financially this is not a high priority for them. The cost would be about \$30k, so that if it could be added to some other grant, it could be completed by AIP-SRC.

Plumb moved and Marshall seconded the following motion:

The AAPT Executive Board encourages the Executive Officer to write to the Statistical Resource Center Advisory Committee emphasizing the need for the SRC to conduct a survey of TYC teachers and that this survey be added to the existing rotation of general

surveys that the SRC conducts.

The motion passed unanimously.

28. 4YC/U Representative's Report/ Shropshire

Shropshire pointed out that the Graduate Committee continues to offer sessions and workshops dealing with topics such as assessment and recruitment/retention of women in graduate education. The Committee is considering a NFW for graduate education.

He raised the discussion initiated by PIRA about ways to expand the impact of events at national meetings. They wondered about a videoconference by streaming video during an existent workshop to expand audience.

This topic stimulated several comments from within the Board, including the following:

- Perhaps there could be a trial of this at a regional workshop.
- It could be a good way to expand our exposure at minimal cost to AAPT and the virtual attendees.
- It would require a great deal of advanced planning, so the soonest it implemented would be SM 2011.
- The Bauder Fund typically gets requests for 10-20% of available money, so this request might be appropriate.
- AAPT should be supportive of different modes of teaching physics.

