

Minutes
AAPT Executive Board Meeting
October 19 – 21, 2007
American Center for Physics
College Park, MD

Day I
Friday, October 19, 2007

Members Present: Harvey Leff, President; Ken Heller, Past President; Lila Adair, President Elect; Alex Dickison, Vice President; Steve Iona, Secretary; Chuck Robertson, Treasurer; Al Gibson, Chair of Section Representatives; Mary Mogge, Vice Chair of Section Representatives; John Roeder, At-Large Member; Dwain Desbien, At-Large Member; Gordon Ramsey, At-Large Member; John Mallinckrodt, Acting Editor, *American Journal of Physics* (AJP); Karl Mamola, Editor, *The Physics Teacher* (TPT); Toufic Hakim, Executive Officer

Guests: Guests: Valerie Evans, Jack Hehn, Warren Hein, Bernie Khoury, Rob Headrick, Carroll Martin, Tiffany Hayes, Daryl Malloy

1. Welcome and Call to Order. **Leff called the meeting to order and welcomed all members and guests.**
2. **Changes to the Agenda. Dickison added a short report on AAPT Workshop Policy. Gibson moved the approval of the Agenda. Mogge seconded the motion. The motion passed unanimously.**
3. **Approval of the Minutes. Minor changes to the Minutes were suggested and noted. Adair moved that the July 2007 Minutes be approved, allowing for minor editorial changes. Robertson seconded the motion. The motion passed unanimously.**

An electronic motion was approved during the month of August:

The Executive Board authorizes the Executive Officer (or his designate) permission to move \$350,000 from the long-term fund to the short-term fund. Passed with 11 yes votes.

4. President's Remarks. **Leff highlighted the following from his report:**
 - The search for the Online Publications Editor is underway. The posting will appear in November Physics Today..
 - Leff appointed a taskforce regarding developing a policy to address financial requests to the Board. Dwain Desbien will chair this Task Force for AAPT Philanthropy (TFAP). The other members are Al Gibson and Gordon Ramsey.
 - Preliminary questions posed to TFAP are:
 - Should AAPT put some amount of money (say, \$25 K) in its annual budget for requests for financial support?
 - Should AAPT have explicit support criteria, such as providing professional development opportunities for physics teachers, enhancing

- the education of physics students, and the like?
 - Should AAPT specify separate budgeted amounts for pre-college, community colleges, and 4YC/universities?
 - Should AAPT decide to NOT fund such requests at all?
 - TFAP has begun its work and shall deliver its recommendations at the January 2008 meeting in Baltimore.
- Joe Meyer and Debbie Rice will act as tellers for the November 2008 election confirming the work of the electronic balloting company.
- Leff, after discussing the AAPT Fellows idea with former officers and AAPT notables has generally cooled to the plan.

During a recent visit to the Ohio Section, he heard frequent mention of dissatisfaction with removing the Announcer. Specific features such as being able to browse the Section News and identify local features of the host city were missed. Gibson referenced similar communication from other sections. Ramsey commented that perhaps some of these Announcer sections could be put into a PDF format for downloading.

5. Follow-up on Previous Board Actions or Requests and EO Update. Hakim highlighted the following:

- A great deal of staff time has gone into planning the 2008 budget.
- The Barbara Lotze Scholarship has been renamed. The purpose of the scholarship remains the same. As additional funds are added to the account, perhaps more scholarship awardees will be added. The TIAA-CREF advisor encourage the group to draw down at no more than 4%/year (about \$12,000/year).
- Interactions and the Annual Review are at press. The Annual Review (cost = \$35-40k, not including staff time) will be available to members, legislators, foundations, and friends of AAPT. 15,000 copies are being printed.
- The Membership and Stewardship Department is busy processing membership renewals.
- AAPT has a January deadline for implementing web integration of ecommerce, renews, and other web-based integration.
- . The bundling of TPT and Physics Today has yielded 75 new subscriptions. The offer will be repeated.
- The theme issue of Interactions on Careers may become an annual issue to connect with industry.
- South Korea and China are working with AIP to add AJP and TPT to their consortium purchases.
- AAPT warned regarding the use of Facebook with students and security concerns and that the site is often blocked in school system. While Rob Headrick did not feel that AAPT was pushing the Association on the site, Electronic community formation is inevitable.
- New modules to aid interconnection within the computer system are pushed.
- The new dues structure will reduce dues income by 18%, about \$20k.

6. Membership Update & Outlook. Valerie Evans indicated that currently the Association is at a 90% retention rate. The 2008 goal is 95%. There has been an 8.6% increase in membership through the current efforts.

Also, she mentioned the following:

- An increased marketing effort toward new members
- Offering more Topical Conferences of particular interest to high education.
- Additional effort will be made to target junior faculty, and attendees of the NFW, and past Topical Conferences.
- In order to break even with international members, we will need two times as. The estimate is that this will take 3 years.
- The complimentary memberships are capped at 2000
- The Departmental Associates goal is 35.
- In response to the many comments about the dues levels, the Dues levels have been reduced.

7. Interactions Update and Outlook.

D. Malloy indicated that 2007 was a developmental year for Interactions. The purpose for the magazine is to address an unmet need to provide a non-technical magazine dedicated to providing news and information about people, places, programs, and policies shaping physics teaching and learning around the world.

The net loss for the publication has been 150% higher than the net loss for the Announcer. This was based on a 120% increase in direct expenses for production costs (above the budgeted figure) and a decrease in ad sales due to refunds and discounts.

The plan is to produce 5 issues in 2008, and to create a viable and sustainable new revenue source through increased ad sales, corporate donations, and institutional subscriptions. The intention is to have the publication break even by the end of year 3.

Dickison asked for some production comparisons with the Announcer. Malloy indicated that the announcer and Interactions each had a budget of \$230k/year. He expects additional expenses of \$10k/month for support staff from September to December. With a total of \$95k new loss for 2007 including support staff.

Hakim was asked why he was listed as the publisher for the magazine rather than AAPT. His response indicated that most magazines indicate a person, and not an organization as the publisher. Leff encouraged Hakim to research the legal and customary procedures for listing publishers.

8. EXECUTIVE SESSION EI / 3:15 – 4:30 pm

9. EXECUTIVE SESSION EII / 4:45–6:00 pm

10. EXECUTIVE SESSION EIII

DAY II

Saturday October 20, 2007

Guests: Guests: Valerie Evans, Jack Hehn, Warren Hein, Bernie Khoury, Rob Headrick, Carroll Martin, Tiffany Hayes, Daryl Malloy, Roxanne Mueller

11. EXECUTIVE SESSION EIV / 9:00 – 9:30 am

12. **Greetings by Fred Dylla, AIP CEO.** Dr. Dylla is a former Director of Jefferson Lab and newly hired by AIP. He commented that AAPT plays an important role in physics education. He pledged to do all he can to keep AAPT healthy. He commented that he was instrumental in starting science education outreach at Princeton Plasma Lab and at Jefferson Lab.

He specifically commented on the extraordinary job AAPYT played in the success of the recent International Physics Olympiad. (AIP is the chief fundraiser for the IPO). He also commented on AIP's efforts to limit the Open Access movement to journal access. The OA movement seems to ignore the costs of peer review, cross referencing, and archiving.

13. Motions regarding Bernard Khoury.

Hakim offered the following two motions:

The AAPT Executive Board authorizes the launch of the *Bernard Khoury Physics for All Award*. The Awards Committee is asked to develop an explicit set of criteria for this award, and the Executive Officer is charged to start a fundraising campaign to support the award. Roeder offered a second, the motion passed unanimously.

The AAPT Executive Board authorizes Bernard Khoury to continue to use the title of AAPT Executive Officer Emeritus. Roeder offered a second, the motion passed unanimously.

14. **Plans and Budget for 2008.** Hakim commented that AAPT had been in a rather steady state budgeting form for several years. As a result he and the staff found it difficult to institute new projects without disrupting the current workflow and/or the current budget.

For 2008, the following goals were included in preparing the budget:

- Developing an effective and dynamic web presence.
- Creating an accounting system to enhance planning and management functions
- Improving communications with members, sections, and the community.
- Launching an annual giving fundraising efforts
- Investing in high-quality professionals and their professional development
- Becoming proactive in recruiting and retaining members
- Launching Interactions
- Improving the financial models for the meetings
- Starting new programs and proceedings under the leadership of the Senior Fellows

The intention was to produce a multi-year plan, and so a vision of AAPT in 2010 was presented.

Specifically, the proposed budget included provisions for 4+ FTE new staff positions, salary increases, one time expenses for redesigning the web, support for Interactions, consulting expenses for a needs assessment data mining, and planned giving. The revenue projections are based on increasing retention from 90-95%, an additional 8.6% membership increase, meeting registration increases of 7%, and a 3% increase in institutional subscriptions for AJP and TPT.

The accounting system will be configured to support the budgeting model that is created so that money will be encumbered as it is spent and the revenue and expense pages will be continuously updated so that the financial status of the organization will be transparent.

Hakim found that using a ZBB approach, the desirable budget for the association is approximately \$8 million. He proposed a budget of \$6.7 million to maintain growth spurt for the next three years. He projected the revenue to be approximately \$5.9 million.

His proposal was to take \$700k from LTR in 2008 (this would be beyond 3% already approved), and \$644k in 2009 (this would be beyond 3% already approved).

Hakim acknowledged that any programs or staffing positions not earning us money at the end of 3-years would be terminated, but to enhance the launch of Interactions, topical conferences, meetings, publications, and to meet fundraising needs 4+FTE would be necessary now but perhaps not in the future.

Desbien indicated that if the budget were \$7.7 million in 2010, then the LTR would only cover 6 months. He wondered if an assumption of 10% increase in past revenues was realistic particularly since we were 10% below projections for 2007.

Budget development is challenging because the association has so many fixed costs, so that it is very difficult to make adjustments when revenue is decreased or costs increase.

15. **Awards Committee Report.** Heller offered the following motions on behalf of the Awards Committee:

The Awards Committee recommends to the Executive Board that Distinguished Service Citations be awarded at both the Summer and Winter Meetings. This will allow 8-12 deserving AAPT members to be recognized each year.

There were comments made that increasing the number of awards might dilute their importance and that the number of nominations for some of the awards is not very great, so that there may not be nominations to support the increase. The rebuttal comments included that the association has 10,000+ members and we are increasing the number by 4-6, and that my offering nominations online, the committee might receive more nominations. **The**

motion passed with Dickison and Robertson opposed.

The Awards Committee recommends to the Executive Board that fundraising efforts begin to support the J.D. Jackson Award for Excellence in Graduate Education. This award would be similar to the awards for Excellence in College and Pre-College Teaching. When adequate funds are received, the Executive Board will establish criteria for selection and charge the Awards Committee to select from nominees. The motion passed unanimously.

16. **Discussion about the Strategic Framework and Next Steps.** Neal Abraham, former President of the Council for Undergraduate Research, participant with Project Kaleidoscope and current dean DePauw University was joined by Don Langenberg – former President at the University of Maryland and former President of APS, to comment on the Strategic Framework.

They commented “As external reviewers, we find AAPT 2020 to be imaginative, thoughtful and a quite promising foundation for the future of AAPT.”

They mentioned the following:

That the rise in popularity of the Professional Masters Degree in Science might serve as an opportunity for AAPT to further its desire to impact physics education.

Because there are many groups working to improve science education, there are many opportunities for alliances and partnerships where AAPT may the lead. AAPT is uniquely situated as having infrastructure across all levels of education.

That one must earn a leadership designation. So that AAPT needs to stay ahead as a model organization for other societies by taking on tasks that others may not take.

That the document needs a timetable that emphasizes its long-range nature (25+ years). In the shorter term, task completion requires key individuals and staff support to establish an outline of work and a sequencing of initiatives.

That joint memberships should be instituted to emphasize the partnership nature of the endeavor. AAPT should reach out to other societies and groups specifically, APS and FED.

That AAPT should expect teachers in higher education to need resources to teach a wider variety of courses particularly interdisciplinary courses.

Gulfs:

They cautioned the Board:

Those international endeavors must address cultural differences, such as strong central ministries of education and earlier specialization of discipline by students.

That teacher preparation is probably over regulated by accrediting organizations. The key ingredients of content knowledge and pedagogical content knowledge are important, the Association should be prepared for battles among Arts and Science Departments and Departments/Schools of Education for places to be most successful in preparing students.

That graduate students are generally unimpacted by education efforts.

That AAPT needs to be proactive in preparing and offering resources of current interest. For example, offering resources on climate change and global warming. Where will AAPT be in providing resources and critical analysis when the political environment is undecided?

17. Update on Audit Firm Selection. Gibson, speaking for the Audit Committee recommended that AAPT keep the same audit firm they have used for past few years given the significant changes to the budgeting format and cash flow issues this year.

He moved that **Rubino McGeehin Auditors continue to audit AAPT finances for 2007. The motion passed unanimously.**

In April, the Audit Committee should reevaluate the decision to change auditors since McGeehin has served as auditors for over 5 years. If they recommend a change, the RFP should be sent as early as possible to allow the Audit Committee to review the proposals.

18. Update on the Governance Review Committee. Iona indicated that the GRC has broken into two groups. One is reviewing the governance documents and one is developing the governance chart. Their goal is to be finished with their work in November and be prepared for presentation to the Board at the January meeting.

19. Senior Fellow for College & University Programming. Hakim reported that the SPIN-UP Regional grant is at NSF for review. SPIN-UP HBCU and the Topical Conference on Biophysics are still uncompleted. Rachel Scherer has agreed to host a Regional TA Forum.

Heller asked several questions about the TA Forums inquiring about their goals, structure and viability. Hakim noted that the Forum approach requires a local champion to coordinate the meeting. Many Board members seem to converge on the idea that AAPT should develop a structure for the TA Forums and offer training, but that it should not try to coordinate or sponsor regional forums across the US. Holbrow established a model; AAPT should try to sponsor a training/information session similar to the NFW approach to disseminate the idea.

Hein reminded the Board that a Program Officer without external review could approve any NSF request up to \$100k. He also indicated that other funders might be interested in this idea.

While the Board did not address the Senior Fellow issue of initiating vs. sustaining programs and ideas directly Hakim asked, "Who owns the Senior Fellow? Where does the Senior Fellow sit on the Chart," they did converge on a funding request for the TA Forum.

Leff moved that, **The Executive Officer should prepare a 1-2 page prospectus to circulate to the EB regarding the TA Forum. The prospectus should then be sent to Duncan McBride, a NSF Program Officer, for review and possible funding.**

Robertson expressed a concern that the project may cost more than \$100k.

20. Publications-related Issues. Iona offered the following motions from the Publications Committee:

The Publications Committee recommends the following cycle for the review of AAPT Publications:

- **2008 - Develop a method for an on-going review of electronic materials**
- **Including content review and format review**
- **2009 – Review of *Interactions***
- **2010 – Review of *The Physics Teacher***
- **2011 – Review of Books**
- **2012 – Review of *American Journal of Physics* and the *Resource Letters***

AAPT will attempt to be included in the APS review of ST-PER.

The motion passed unanimously.

The Publications Committee recommends that Roger Steuwer (University of Minnesota) be re-appointed as Editor of the *Resource Letters*. His term would end 2011.

The motion passed unanimously.

There is a current search for the Editor of On-line Publications. Bruce Mason has been serving as Interim Editor. He has agreed to continue to serve as interim until the Search Committee and Executive Board select an Editor.

The Executive Board appreciates the contributions of Bruce Mason (University of Oklahoma) as Interim Editor of Online Publications and welcomes his continued service as Interim Editor until an Editor is selected and approved by the Executive Board.

The motion passed unanimously.

Hakim will investigate with APS a process that could involve AAPT in the review of ST-PER.

21. **Update on the Efforts of the AC/SR Planning Group.** Iona reviewed the process that lead to the Area Chair-Section Rep Synthesis document and model production. The intent was not to review the model presented, but to assess the Board's intentions and desires for continued work by the Planning Group.

The specific requests were:

- The Planning Group needs assurance from the Board that this approach is acceptable and that the development of further models is encouraged.
- That the Board encourages the group to engage the entire group of Area Chairs and Section Representatives in a discussion and examination of these models.
- That the Board will understandingly receive and work to act on the responses to the models.

While there were some comments about the model ranging from feelings that it did not adhere to the Synthesis Document, that it did not provide a pathway from the current situation to the proposed situation, and that it did not link with work from the Section Reps,

the Board did address the change process.

Khoury observed that the Board keeps asking the membership what it wants, and the membership keeps looking to the Board to lead.

Hakim indicated that some people are nervous about change and the Board seems to be overly worried about their concerns.

Heller reframed the discussion as a communication issue. He pointed out that the Board cannot criticize the work of a synthesizing group because it did not include every idea generated. Likewise, to create a plan from differing perspectives requires compromise. The Board cannot complain about the compromises.

Some Board members again returned to the modeling process indicating that the assumptions at the Retreat included unlimited budget possibilities. Others wanted to see timelines and budgets for the models. While some Board members commented that they were not energized by the ideas presented from the Retreat, Mogge stated that the Retreat did increase communication and understanding among the Area Chairs and Section Representatives.

Heller sensed that the Board might not trust the Planning Group to produce a product satisfactory to the Board. He moved that, **The Executive Board thank the Planning Group for their efforts, but ask them not to continue their work. Roeder second the motion. It failed to pass, 4-5.**

Leff moved to limit the work of the group, **That the Planning Group continue their work and as quickly as possible, produce a structural plan for Area Committees that includes a descriptive pathway rationale from the current state to the proposed state. The plan should be representative of the wishes of the 18 Area chairs. Roeder seconded the motion. The motion passed, 7-yes, Iona voted no, and three abstained.**

22. EXECUTIVE SESSION EV

23. AJP Review.

Mamola moved, The Executive Board thanks the AJP Review Committee and accepts their Report. The report will be shared with editors. The editors are asked for a response. Dickison offered a second, the motion passed unanimously.

24. Overview of the Doubling Initiative. Hakim reminded the Board of the efforts with APS and AIP regarding an effort to double the number of physics majors. The efforts have included a career emphasis with a portal on ComPADRE and a career themed issue of Interactions.

The ibook contained information about an NSF proposal under the title PhysTEC2. One portion of the proposal would be to ask AAPT to coordinate partnerships between TYC and 4YC/U.

Dickison indicated that he did not think the funding available (\$25k) for the TYC effort was

sufficient to meet the goals. Desbien added that he did not see a true integration of TYC in this next phase of PhysTEC. Hakim mentioned that the information in the ibook is older, and that the grant is intended to seek partnerships among institutions more like a feeder system rather than a single TYC to develop articulation agreements and further the preparation of K-8 teachers. He agreed that there was a lack of information about recruiting students.

Dickson and Desbien added that APS does not seem to have a grasp of the TYC impact on teacher preparation and the teaching of the calculus based physics.

As with all NSF proposals, the Board will have the opportunity to approve the budget and proposal before it is submitted.

25. **Updates on Board Elections and Name Perception Survey.** V. Evans provided the Board with preliminary number of ballots received and surveys administered. Final data will be available later.
26. **Update on Task Force on the Professional Preparation of Teachers of Physics.** Hakim updated the Board that Stomatis Vokos is the chair of this taskforce that will make recommendations about the preparation and curriculum for the preparation of physics teachers. AAPT/APS/AIP jointly are selecting members for the taskforce. The Board was reminded about the importance of including TYC representation on the Taskforce.
27. **Grants and Financial Update.** Hakim indicated that the Board would receive portions of the PhysTEC2 grant for review prior to submission. To encourage the continued work on the grant development, he offered the following motion:

To support AAPT's partnership efforts in PhysTECII and endorse submitting the PhysTECII proposal to NSF to renew funding for over the next five years contingent on approving the project summary and budget justification. Roeder seconded the motion. The motion passed 7 voted yes, Desbien and Gibson voted no, Iona and Dickson abstained.

Hakim added that the NFW proposal is close to being ready for submission.

Investment Advisory Report. Robertson indicated the LTR contains approximately \$6.6 million. The goal is to assure a one-year reserve – excluding designated funds. The IAC thought that it was inappropriate for AAPT to assume ownership of the interest on the designated funds. While the portfolio seems to be well balanced and the world economic outlook is good, a continued drawdown of the reserve would require a rebalancing of the portfolio. The committee also offered the following motion:

To establish two designed sub-accounts in the LTR: one for future health benefits for retirees and one for lifetime memberships. The funds to populate these accounts will be transferred from non-designated funds determined actuarially. The motion passed unanimously.

28. **Discussion about International Sections.** Gibson indicated that St, Louis, Las Vegas, Peru, and India are interested in forming Sections. Since AAPT has Canadian Sections, there is precedent for the inclusion of international Sections. Iona added that he has received the necessary information from St. Louis, and it will be on the Council agenda in January. (Council approves the formation of a Section.) Hakim wondered how to engage the Council as early as possible in the process since they meet only once each year.

29. **Preparations for the Baltimore Meetings.** Tiffany Hayes and Dickison highlighted the medical/health physics nature of the meeting including the wonderful cooperation from The Johns Hopkins University. The meeting will also feature Baltimore teachers as honorees.

Dickison offered a Policy on AAPT Workshops. [include] The motion passed unanimously

Dickison was reminded to include the policy in the Area Chairs Handbook and on the web.

30. **Concerns about Poster Sessions (RiPE).** Heller referred to a collection of suggestions from Charles Henderson of the RIPE Committee that would better emphasize the poster sessions during the AAPT meeting. Dickson found them very helpful and indicated that many will be incorporated into the Baltimore meeting.

31. **AIP Committee Nominations.** Iona reminded the Board that AIP depends heavily on their advisory committees and takes their advice very seriously. The Board received nominating information for many AIP committees, and they were encouraged to make nominations.

Motion- Designate Alex Dickison as AAPT appointment to AIP Governing Board. The motion passed unanimously.

Day III

Sunday, October 21, 2007

Open Session:

32. **Budget Information.** Hakim indicated that there is a cash flow problem and a problem in balancing the budget. He is expecting reimbursement funds from NSF (\$150-200k), and he has not accessed the approved 3% 2007 drawdown from the LTR. He is also expecting cash input from membership renewals.

Gibson moved that The Board approve a **transfer up to \$700k from the LTR to STR.** Mamola seconded the motion. **The motion passed unanimously.**

33. **Governance Structure.** Adair after reconsidering the previous work of the AC-SR Planning group and the documents from their retreat combined with the direction and motions offered by the Board wondered if a different approach was necessary rather than continuing to ask the Planning Group to continue to work.

Leff moved that the Board ask the President to appoint a Board committee to take the GRC chart showing the current structure of AAPT, the models from the AC-SR Planning Group, the documents and reports from the AC_SR and Board Retreats, and other documents to present to the Board a synthesis showing a suggest AAPT governance structure including a timeline for transition from the current to the proposed structure. Roeder seconded the motion and it passed unanimously.

As a follow up, Adair moved that the Executive Board **sincerely thank the Area Chairs-Section Rep Planning Group for their continued work in designing models for restructuring the Area Committees and Section Representatives group. The Board is considering several governance documents including reports from the GRC, a Strategic Plan, as well as the AC-SR models. The Board has formed a committee to consider these documents to create a framework for larger governance structural changes. Roeder seconded the motion. It passed unanimously.**

34. Executive Board meetings are scheduled for:

April 25-27, 2008

Oct 10-12, 2008

35. Electronic Motions

New Faculty Workshop to NSF

9 Yes

Motion Passes.

PhysTECII Grant to NSF

8 Yes, 2 No, 1 Abstain

Motion Passes

Budget Motion December 11,2007

4 Yes, 5 No, 1 Abstain

Motion Fails

Budget Motion December 22, 2007

8 Yes, 3 No

Motion Passes

Steve Iona, AAPT Secretary