

**American Association of Physics Teachers  
Executive Board Meeting  
April 25-27, 2008  
College Park, MD**

**Saturday, 26 April**

Guests: Jack Hehn, Mary Holbrow, John Layman

**1. Welcome and Call to Order**

President Adair called the meeting to order at 8:30 AM.

**2. Approval of Agenda**

Gibson moved and Leff seconded approval of modified agenda. The motion passed unanimously.

**3. Approval of Minutes**

The minutes from the Winter Meeting in Baltimore, January 19, 20, 23, 2008 were approved with slight modifications. Ramsey made the motion; Mamola seconded the motion. The motion passed unanimously.

**4. President's Report**

Adair reported on her participation in the National Society of Black Physicists/National Society of Hispanic Physicists meeting and the meeting of the APS Diversity Roundtable. Her purpose in attending was to see what AAPT could do collaboratively with these groups.

Some possible suggestions for the future included:

- Investigating ways to increase student attendance at national AAPT meetings.
- Paying member rates for registration to each other's meetings. (Their rate was over \$400. I paid \$200 for one day only.)
- Holding joint meetings. (There is a large Hispanic community in Chicago, so NSHP agreed to push for their attendance at our meeting.)
- NSBP and NSHP providing speakers for our meeting. (We are planning an invited Session for Chicago already.)
- AAPT providing speakers for NSBP and NSHP meetings.
- AAPT to issue invitations to minorities at our Department Chair Conference and New Faculty Workshop.

**5. President Elect Report**

Dickison deferred his comments until the discussion of the Edmonton Meeting.

**6. Vice President's Report**

Cook reported on his progress in planning the joint meeting with AAAS in Chicago. Specifically, he mentioned the following broader issues:

- Area Committees seem unclear regarding different titles for same workshops, which offerings are sessions and which are workshops, some Chairs do not finalize requests, co-

sponsorship of many sessions/workshops fail to materialize. The result is that many deadlines need to change. Cook wondered if it would help to adjust the form on the web regarding submissions.

Ramsey wondered how these delays and modified deadlines effect coordination with AAAS. Cook commented that AAAS is not yet ready to deal with program considerations; they are working on other aspects of the meeting at this time.

Hein wondered if the format for Programs II is conducive to a working session.

## 7. Secretary Report

Publications Committee met via conference call to consider two recommendations to the Board:

**The Executive Board approves discontinuing the publication of *Interactions* in its present form.**

**The Executive Board charges the Executive Officer to expand AAPT's presence on the web with regular news and announcements of interest to teachers of physics using current budgeted resources.**

These two motions have budget and potential staffing implications. There will be some resource flexibility if *Interactions* is discontinued. Additional resources may be available from delaying some phases of the website redesign.

The expanded web presence will provide at least weekly news items regarding people, events, and policy issues. This will become an important mechanism for sharing many aspects of the Association and its members. For example, National Teacher Day could feature an article about Mark David as an AAPT Pre-College Teaching Award winner. John Wheeler's obituary is an opportunity to feature Wheeler as an Oersted winner and mentor of Feynman and Thorne (other Oersted winners). It could also provide an opportunity for Sections and Area Committees to feature their activities.

While many members looked to the *Announcer* for information about the meetings, there is a need to have a meeting program, not just a searchable list of papers/posters, available as early as possible available in PDF or similar format. Additional discussion addressed the possibility of having some of these electronic documents available in print format to the membership for a fee.

Several Board members commented that *Interactions* has not been on time or on budget since its inception. Likewise there were questions about the impact of *Interactions* on AAPT or on its intended audience.

There were also comments about the use that older AAPT members make of the web. So that print versions of the Meeting Program are important.

Hehn encouraged AAPT to maintain the ISSN for the publications.

**The motions passed unanimously.**

**8. Treasurer's Report**

Zitzewitz indicated that the Long Term Reserve has suffered a loss of about \$339,000 due to market conditions. There have also been \$280k transfers to the bank account and Holbrow indicated that he would make an additional \$300k drawdown to maintain an adequate Short-Term Reserve.

**9. Section Officers' Report**

Gibson and Mogge reminded the Board that a group in St. Louis is interested in forming a Section and that Las Vegas/Southern Nevada is also interested in forming a Section. They indicated the strong need to better define Section and Affiliate status: regarding criteria, but also to identify what obligations/opportunities they have to the national AAPT and what obligations/opportunities the national has to them.

Holbrow suggested that this might be an opportunity to specify a rotating presidency in a model Constitution that new Sections would need to meet.

Hehn encouraged the Board to better specify what the value of a Section is, what they should be doing, what they are doing, and what is their role.

**10. Executive Officer Report**

Holbrow reminded the Board that Carroll Martin resigned from AAPT as CFO. Due to the inadequate preparation for the audit, Holbrow opted to have our current auditors close the books for 2007. This will require selecting a new audit firm to complete the 2007 audit. Holbrow specifically mentioned that while these circumstances have resulted in a breakdown of office organization, it does not represent a threat to the financial health of the Association.

After working with the Robert Half Agency Juan Gonzalez has been selected as the new CFO.

Holbrow indicated that AAPT might need to file amendments with NSF regarding some of the grants and contracts.

Holbrow commented on the strong support and assistance that AIP has provided to AAPT with personnel issues. He also thanked the Board's willingness to expand AAPT's web presence; he indicated that he has long been concerned that AAPT did not sell itself well enough.

Holbrow presented a current version of the organizational chart that included an Executive Steering Panel (ESP) that is a subset of the Board that can provide immediate feedback to the Executive Officer regarding directions decision-making. He also commented on the expanding need to have personnel dealing with publications and publicity. This implies a stronger web presence, yet the IT department is very small. As a result, some additional modules for the computer system has been purchased, tested, and will come online soon.

Holbrow believes that most complaints regarding the web are due to AAPT's small IT staff. With these limitations, it is difficult to create and post lively web articles in a News Announcer section. Also additional training is needed for the staff to make better use of the financial software packages and database packages.

Holbrow mentioned that only 30% of members register for meetings and renew membership online. This again emphasizes that many AAPT members are not web comfortable. Hehn reminded the Board that we need to know who are members are, and not how you want your members to be.

## **11. Current/New Grants and Initiatives**

Holbrow noted that if NSF funds our grant request to form a Math Science Partnership (MSP) around the PTRA program extending their influence into elementary and middle school areas, this will significantly change the tasks and use of several Area Committees. Adair mentioned that this grant helps forward one of her presidential goals regarding diversity. Holbrow also indicated that seven current MSPs reference the work PTRA does and use them as part of their grants.

Hein indicated that an extension for the New Faculty Workshop (NFW) is pending. This grant would allow AAPT to offer two NFW each year. Currently, the Spring 2008 offering is over-subscribed. Advertising for the Fall 2008 offering will be done soon.

Hein indicated that a proposal initiated by Hilborn to expand SPIN-UP programs is still pending at NSF. He also mentioned that through the PhysTEC program, there are two proposals pending dealing with PhysTEC II and Noyce Scholarships.

Desbien commented that the work that he and Tom O'Kuma are doing for the TYC community through a NSF-ATE grants also helps physics teachers. The grant supported a recent TYC-NFW in Michigan that will have a follow-up meeting in Ann Arbor-Summer 2009. They also host workshops across the nation for TYC teachers.

Hehn reported that the National Taskforce on Teacher Preparation would hold a planning meeting in Chicago to review/renew /modify its charge. Dickison inquired if there was a TYC member of the Taskforce. Hehn was unsure. –

Zitzewitz commented that there is continued work on an Advanced Lab Topical Workshop as a part of the Michigan meeting. They will be submitting a NSF grant request to use AAPT as fiscal agency regarding the workshop.

Ramsey mentioned that the Illinois Section has written a support letter for a NSF-CCLI grant about a National Institute for Physics Teacher Preparation. He wondered how he could get AAPT to support the grant. Holbrow reminded the Board that prior to a letter of intent, the Board needs to be informed and the request needs to be approved by Board.

Leff mentioned that the Review Board has as part of its charge to review annual reports from the Area Committees and to review proposals to other agencies (*e.g.* NSF grants). This

responsibility has not been exercised recently. Therefore, the suggested approach for support for NSF grants would be through the AAPT President, to the Review Committee, and then to the Board.

## **Session II**

Guests: Daryl Malloy, Tiffany Hayes, Erwin Campbell, Valerie Evans, Roxanne Mueller

### **12. Membership and Stewardship Report**

Valerie Evans reminded the Board of the new dues structure that provides different rates for different groups (*e.g.*, high school vs. college/university, domestic vs. international)

She shared graphs that indicated a decreasing non-member subscription rate for journals, but she was unclear what was the cause.

Iona wondered if the name for departmental memberships was Departmental Affiliates or Departmental Associates since both were part of the description.

There was a question whether the slowness of posting the new dues structure on the web had influenced renewal rates. She felt that the impact was minimal. Valerie reminded the Board that it is very difficult to get Section membership lists so that interactions between the national and Sections suffer.

#### **Contributions:**

Donations to AAPT are the highest ever. While the Tom Rossing gift, to be administered by AAPT for the Illinois Section, is a significant part, there are over 50 individual donors providing money through April 2008.

### **13. Technology Report**

Irwin Campbell reported that beginning in March 2007 AAPT had contracted with ISG to establish a more effective ecommerce program. Basically, the web could not talk to the AAPT database. Since then, AAPT has purchased nine modules to streamline registration, credit card interactions, and ecommerce.

Leff wondered about ways to make or create more interactive forms on line (*e.g.*, nominations). Campbell indicated that the IT staff, using some of the new modules, would more easily do these, but they still require individual programming.

Last year, there were concerns regarding answering emails. Senior Manager Group completed a review and are developing procedures including assuring that general AAPT mailboxes generate an auto reply regarding an acknowledge receipt immediately, and that a personal answer is provided within 48 hours.

There were specific questions about the web design task force report regarding specific audiences: HS teachers, Physics Chairs, International members. Campbell indicated that this was a very preliminary report. Holbrow concurred and thought that there would be changes.

#### 14. Publications Report

Daryl Malloy commented that he was “presenting new directions again.” He indicated that he has been working with Holbrow to define a communications policy and to maintain, enhance, and incrementally improve what has been done well in the past. He wants to better understand the capabilities of the staff to create a self-managed team to add value to AAPT. He wants to develop a staff that knows what is going on so that anyone could provide all the data and information to anyone who has need. This is his view of staff development.

Malloy is working on a proposal to leverage technology to build a communications platform to accomplish those things that the Executive Board and the membership feel are important. Malloy believes that in a membership-based organization; we need to work with remote audiences to enhance communications. Therefore, he believes that the use of web-based forms is critical. This could include having the membership input information, have it edited, and then package it for publishing (web/print).

The support of the publications area for TPT and AJP will again be the department’s core business rather than to reach out for new business. Malloy saw several threats including the decline in non-member subscriptions.

Malloy mentioned that there is a question about how to market books (e.g., Teaching Physics for the First Time and other PTRAs manuals). Does one go through wholesale distribution and therefore revenue generation or plan on a small-scale niche audience. There is a need to test the commercial viability of books.

Iona sought a recommendation from the Executive Officer to the Publications Committee on how to determine market viability of publications.

#### 15. Review Board

Leff reported that the Review Board historically dealt with annual reports from Area Committees. In 2007, Heller received only six reports. Leff will follow-up with the Committees for reports for 2007 and 2008.

Gibson noted that the Review Committee writes reviews of the reports and Ramsey noted that it would be important to know what committees are doing in light of the COGS work.

Leff commented that Primer 2 indicates that the Review Board is to review requests from the Projects Fund (Venture Fund) and proposals to and from outside agencies. COGS will need to recommend how to address these responsibilities now that we have the Venture Fund and its committee, the Special Projects Fund that is separate from the Klopsteg Fund, and the Philanthropy group receiving requests from outside groups.

#### 16. October 2008 National Elections

**Motion: Utilize an electronic ballot for 2008 where all members will vote electronically unless AAPT does not have a valid email address for the member or the member requests a paper ballot. Survey Ballot Systems will tabulate all paper ballots. Ramsey made the motion; Mamola seconded the motion. It passed unanimously.**

In 2007, we received approximately 600 paper ballots and 1400 electronic ballots.

## 17. Meetings and Programs

Dickison expressed his sincere appreciation for the work of Tiffany Hayes and the Meetings Department.

Tiffany Hayes indicated that she and her staff have been working on the Physics Bowl (3000+ exams), New Faculty Workshop (spring and fall), PTRA Workshop (65+ people), coordinating the Lotze Scholarship, and the high school grant program. So work on future national meetings is balanced with many other efforts.

### Edmonton

- 10 exhibitors registered (40-50 normally), the rooms in the Westin are filling well.
- Good turn out of sessions and abstracts
- **David Cook moved that AAPT prepare plaques that recognize Steve Wonnell for his work on the Baltimore meeting and Terry Singleton and the University of Alberta for their work on the Edmonton meeting. Mogge seconded the motion. It passed unanimously.**
- Some members seem to have unrealistic expectations about the timeline regarding when meeting information is available. We will be setting a new record with the Edmonton meeting regarding information availability.
- Cook commented that more members may be coming for only a portion of the meeting, so timely information is necessary
- Malloy reminded the Board that to adequately recognize award winners and other dignitaries requires that copy be written and photos be prepared well in advance of the meeting.

### Chicago:

- Hayes has been meeting with AAAS to clearly identify which organization will be responsible for the different costs.
- The spaces at hotels will be more than adequate
- Ramsey has been seeking places for workshops. The most likely location is the University of Illinois – Chicago. Other possibilities include, Harold Washington College and Walter Creighton Prep
- Vera Rubin will present the Richtmyer Session
- The Oersted Award will be presented posthumously to Enrico Fermi.
- Joint plenary with AAAS – Joseph Lichen - Fermi Lab (dark matter)
- Theme – Our planet its origins and its future
- Seeking joint symposia:
- Other symposia include:
  - Fermi lab symposia –
  - Physics First – Hickman
  - Education Research – Meltzer

There will not be a single program book for the two associations.

There was some discussion about offering field trips to Fermi Lab and holding an opening reception at the Museum of Science and Industry or the Adler Planetarium. There was also mention of holding a poster session for students in Chicago Public Schools similar to our photo contest. Since the meeting will be held over President's Day weekend, there is interest in holding a high school recognition day. There are plans for a very large demonstration show with multiple presentations to serve an audience of over 6000 people.

Ann Arbor –

- Hakim and Hayes have done a site visit.
- Meeting and lab spaces will be very nice.
- The sessions will likely be quite close together geographically.
- There is sufficient hotel accommodation with a hotel is on campus. Transportation to the site may be a problem.
- PTRA will meet in Michigan.
- Advanced Lab Conference is planned as part of the meeting. Randy Peterson and Dick Peterson with Torres-Isea and Alpha have written a preliminary draft for \$50k support from NSF. The grant would help cover costs for a Thursday - Saturday morning meeting for 50-100 people including workshops done by participants, companies, invited talks, posters, and contributed papers.

Dick Peterson, as Chair of the meetings Committee, has asked the office to investigate future sites including University of Colorado-Boulder, University South Florida - Jacksonville (WM-2011), Creighton - Omaha and Portland State University (SM-2010), Glendale AZ, Ontario, CA future (2011,2012).

**Sunday, April 27, 2008**

Guests: Mary Holbrow, Roxanne Muller, Jack Hehn

### **18. Philanthropy Committee**

Desbien reported, based on Winter Meeting discussion:

**The Board moves that the Executive Officer attempt to build \$25,000 into the 2009 (and future budgets) to support the requests the Board receives for AAPT based support for workshops/conferences and travel. Additionally the criteria from TFAP are adopted and the forms for application be edited and prepared for future applications. Lastly that a committee be created, after the funds for 2009 have been approved. to evaluate requests and make recommendations to the Board . Leff seconded the motion, following discussion, the motion passed unanimously.**

Discussion included: asking that the President appoint a committee with a rotating chair. That the deadline for applications be a month before the national meetings. That there be term limits for the members, but that they come from the Area Committees. The funds might come from the Dodge Fund or the Special Projects fund.. It will be important to publicize opportunities and limitations.

Holbrow and Hein reminded the Board that they agreed to use 4% of the Dodge Fund for new teacher workshops for Sections. The Board needs to be mindful of how to preserve the memory of the Dodge family.

**19. J.D. Jackson Award**

Holbrow will contact Chris Quigg regarding additional thank you's for contributions to the J.D. Jackson Award and to supply names for additional solicitation for funds.

**20. Atomville Request by Cindy Schwartz**

Following a variety of comments concerning Schwartz's request for funds, the request was denied. Adair will notify her. Holbrow will write Schwartz a letter of encouragement.

**21. Committee on Governance Structure (COGS), Governance Review Committee (GRC), Handbook & Primers**

Leff reminded the Board that COGS was formed when it became unclear what to do with output from the Section Rep/Area Chair retreat. COGS will examine several retreat documents and the organizational governance chart, and GRC Handbook revisions.

The group recently received a copy of the organizational chart. The committee is considering identifying problems to investigate.

There were comments encouraging the Board to have one document that includes the Primers with hyperlinks so that any Board member could easily identify policies and rationale for procedures.

Hehn commented that archiving policies is very difficult. However, there is a need for one archival printed copy that is unaltered.

Gibson cautioned that COGS is talking about things related to Sections, and that Sections are talking about things related to Sections. It will be important to avoid conflict. Leff responded by stating that he wants to have very clear rationale for any changes suggested and implemented. He did acknowledge that change is difficult and may not be without conflict as recommendations are discussed and implemented. Specifically, Mogge reminded the Board that the Section Reps began discussion at the Baltimore meeting regarding criteria for Affiliates and Sections. Gibson again mentioned that sensitivities of the Area Chairs and Section Reps is very high estimating that one-third of the group did not accept the report from the Retreat.

Ramsey commented that periodically it is important for the organization to engage in self-reflection and consider how it can better serve its membership.

**22. Committee Nominations**

Adair reminded the Board that they are responsible for selecting additional members for the National Nominating Committee. The Section Representatives have selected Joe Spaccavento and Ntungwa Mausha. The Board discussed additional nominees. Gordon Ramsey was selected for a 3-year term on the IUPAP – International Union of Pure and Applied Physics.

**Holbrow moved that the Board designate the President and Secretary to appoint proxy votes for ACP on behalf of the Executive Board. Mogge offered a second. The vote was unanimous.**

### **23. Section/Affiliates Proposals**

There has been a great deal of informal discussion about Sections and Affiliates including a proposal from Iona that would offer dues rebates to Sections, and from Hein that we establish a regional representative Council. Mogge reminded the Board that there was a great deal of interest from Section Reps that there be only one membership for Section and National. This could be linked to a tiered membership with different levels of member benefits.

Hehn reminded the Board that while AAPT pays AIP \$5/member to support *Physics Today*, the cost to AIP is approximately \$25.

### **24. APS Council Report**

Adair reported that Judy Franz is retiring at end of this 5-year term. She added that APS is anticipating major changes in their international memberships and the number of student members. Finally, APS offers an Outstanding Reviewers Award with a thank you pin.

### **25. APS Diversity Roundtable**

Hein described a publication called *PhysTEC News*, a twice a year newsletter that is available for Sections.

It was mentioned that there is a need for more physics presence on MentorNET. Apparently, many African-American students are changing their interests from physics to engineering due to the types of mentors available on MentorNET.

Adair commented that the National Society of Black Physicists has approximately 400 dues paying members and the National Society of Hispanic Physicists has approximately 350 members.

Adair mentioned several ways that AAPT can collaborate with NSBP and NSHP:

- They expressed interest in being represented on NSF grants for example as a Senior Advisor.
- Considering issuing a joint statement on Diversity (Pete Markovitch Minorities Chair) that may influence lobbying efforts (there is a need for a position statement to establish priorities for lobbying efforts).
- Leff asked if we have shared membership information?

### **26. Hein as Executive Officer**

**The Executive Board appoints Dr. Warren Hein to be Executive Officer of the American Association of Physics Teachers beginning September 1, 2008. The motion passed unanimously.**

27. Miscellaneous Announcements

- Executive Board Meeting scheduled for October 10-12, 2008
- The Board should expect a joint statement with NSBP dealing with No Child Left Behind.
- Holbrow mentioned that while there is a Public Policy Committee, he prefers to use the Executive Steering Committee to help respond to public policy issues.
- National Teacher Day May 6 will feature a variety of activities honoring physics teachers.
- Dickison mentioned that he is unclear about AAPT's involvement, financial arrangements, and benefits with the Compadre Grant. We will ask Bruce Mason to talk with the Board in Edmonton. Hehn commented that Compadre is a stellar site for NSDL.
- Holbrow mentioned that we now have Document Procurement Procedures that state in a written policy who can sign to what level EO, AEO, and Manager.
- In an effort to support the IUPAP Decadal Study on Physics Education:
- **The AAPT Executive Board encourages the National Academy of Science to endorse a decadal study of physics education. The Executive Officer is charged to write a letter of support regarding this study.**
- **Dickison made the motion, Chesick offered a second. The vote was unanimous.**
- Hehn commented that we might be asked to raise money for the study, the Academy does not fund anything, but it supports organizations doing something.
- Holbrow mentioned that Jim Stith at AIP used reserves to cover the \$50 k increase in costs (from \$80 to \$130k) of the Physics Olympiad in 2007. The IPhO is not an AAPT program; it is the program of the AIP member societies; however, not all the societies recognize their obligation to the Olympiad.