

Minutes APA Division 15 Executive Committee Fall Retreat

Oct. 22nd & 23rd, 2014

Fairfax Marriott at Fair Oaks, Fairfax, VA

Submitted by: Ji Hong (Secretary)

Board Members Present: Karen Harris (President), Nancy Perry (President-elect), Terri Thorkildsen (Past-President), Michele Gill (Treasurer), Ji Hong (Secretary), Tim Curby (Representative to APA Council), Dionne Cross (Member-at-large), Heather Davis (Member-at-large)

Absent: Robert Klassen (Member-at-large)

1. AEPC review of schedule and update/questions

- a. **Topic:** Davis updated the EC on the status of AEPC preparation stating that all the major and minor logistics were taken care of, and acknowledged Wade George's (communication director) immense contribution during the AEPC preparation.
- b. **Discussion:** Davis suggested communicating with the incoming editor of Educational Psychologist, Kathryn Wentzel, regarding the possibility of having a special issue related to the core content of each strand at the AEPC (e.g., each strand leader would take charge of organizing the group to prepare a manuscript for the special issue for EP). Thorkildsen commented she already began communicating with the current editor, Clark Chinn, and incoming editor Kathryn Wentzel about this possibility. Thorkildsen clarified that it is not current editor's responsibility to oversee a special issue in relation to AEPC outcome, but it is incoming editor's role. Even if the current editor's term has not ended yet, the incoming editor needs to be involved and start working on upcoming issues for the journal. Davis reiterated that we should pursue the possibility and encourage strand leaders and members to pursue the publication effort after AEPC. Davis suggested that Perry address the possibility of publication in the closing remarks of the AEPC.
- c. **Action step:** Perry will address possible publication outlet (Educational Psychologist) at the closing speech.

2. Treasurer line change

- a. **Topic:** Given the increasing amount of work the treasurer has, a proposal was submitted by Harris and Gill to change the treasurer line to have past-treasurer, treasurer, and treasurer-elect. (See Appendix A for detailed proposal.) An email vote was called before the fall retreat, but the proposal was not approved with 5 Abstain and 4 approval votes. Thus, further discussion was necessary.
- b. **Discussion 1:** Gill proposed having an interim solution to hire a graduate student to help her. The cost to hire a graduate student (approximately \$4,500) will be drawn from the treasurer's operation budget (\$25,000). Harris suggested trying this interim solution for 2 years until Gill finishes her term. Curby clarified that this interim solution should be valid as far as the current treasurer stays as an active treasurer.
- c. **Vote for discussion 1:** Davis moved that the current treasurer (Gill) will hire a graduate student for the cost of approximately \$4,500 per year from spring 2015 until the end of her term, as long as Gill stays as an active treasurer. Harris seconded. The motion passed unanimously.

- d. **Discussion 2:** As a long-term solution, Harris suggested revisiting the 3-treasurer-structure (See Appendix A). Thorkildsen asked if separation of work among 3 people will create more complexity and communication/training burden for the current treasurer. Cross also questioned if this solution is enough or if it still leaves heavy workload for the current treasurer. Gill responded that this solution will reduce her workload to a reasonable amount, and communication/training process will not be burdensome. Perry questioned whether issues would arise if a treasurer-elect and a treasurer were from different institutions. Gill responded that as the treasurer's budget is not tied to the institution, it would not be a problem.
- e. **Vote 2:** Curby moved that EC will adopt 3-treasurer structure as proposed in Appendix A, and the current treasurer will be the only member of the 3-treasurer structure to have voting rights and travel support. Also, only the current treasurer will have the financial decision making authority in relation to APA central. Davis seconded. The motion passed unanimously.
- f. **Action step for discussion 2:** Gill will revise and update the current 3-treasurer-structure proposal (Appendix A). Harris will check if APA central will have any issues having a past-treasurer and a treasurer-elect.
- g. **Discussion 3:** Curby asked about the timeline for voting in order to implement the 3-treasurer-solution. Timeline was clarified as follows:
 - i. 2014 – 2015 (Gill's 2nd year as a treasurer): Nomination for treasurer-elect will begin during Fall 2014, and election will be held during Spring 2015.
 - ii. 2015 – 2016 (Gill's 3rd year as a treasurer): Treasurer-elect will work with Gill.
 - iii. 2016 – 2017 (Gill's 4th year as a past-treasurer): Treasurer-elect will work as a treasurer.
- h. **Vote 3:** Curby moved that an electronic ballot for the treasurer-elect be sent out in time for our next election. Davis seconded. The motion passed unanimously.
- i. **Discussion 4:** Davis opened up a discussion about how to best inform the Division 15 members about this idea. Davis suggested getting support from former treasurers, as it strengthens our position on why we need this solution. Davis also suggested getting division members' attention and interest to work as a treasurer.
- j. **Action step for discussion 4:** Harris and Gill will be in touch with former treasurers (Sharon Nichols and Christopher Wolters). Gill will draft a blurb to introduce the importance and contribution of the treasurer's position (e.g., "why should I be treasurer?"), and the communication director will post it in the weekly digest and through other media.

3. Clarification of voting rules

- a. **Topic:** There is inconsistency between P&P and By-Laws documents regarding the voting rules.
- b. **Discussion 1:** Harris asked if we should have a majority vote or 2/3-majority vote. Cross clarified that there are two aspects of the vote; (1) 2/3 of the members should vote; and (2) 2/3 or majority of the members should be in favor to pass the motion. Davis suggested having 2/3-majority vote over a majority vote, as most of the EC decisions are significant enough to get stronger support from the EC

members. Thorkildsen suggested clarifying the phrase as “2/3 of the quorum”. Cross noted that this can create mathematical confusion, and suggested “2/3 of the committee”. Given the terminology confusion, Thorkildsen suggested adding bullet point definitions in the beginning of the document. EC agreed.

- c. **Vote 1:** Cross moved that 2/3 of the committee should vote to pass a motion in the executive committee. Davis seconded. The motion passed unanimously.
- d. **Action step for discussion 1:** Thorkildsen will revise P&P accordingly. In the long run, EC agreed to change by-laws to reflect this voting rule.
- e. **Discussion 2:** There are several phrases that we need to clarify for both P&P and By-Laws in relation to the voting rules. Harris suggested changing the following underlined sections to the italicized phrase(s). EC agreed to those changes.
 - i. Under Amendments, page 9: (CURRENT BY-LAWS)
Amendments to these By-Laws may be adopted at any annual business meeting of the Division by not less than two-thirds vote of the eligible members present and voting or by a similar vote by mail ballot of members, provided the proposed amendments have been presented and read at the preceding annual business meeting, or provided that they have been mailed by electronic means to each member of the Division or of the Association not less than two months (→ *one month with a reminder at two weeks*) prior to the final vote on the proposed amendment.
 - ii. Under Committees, page 6: (CURRENT BY-LAWS)
Section 1: The committees of the Division shall consist of the standing committees provided in these By-Laws and special committees such as may established by a vote of the Members or by the Executive Committee, or as appointed by the President. Committees shall serve for the term of the President unless otherwise specified. The President shall appoint the Chair of each committee unless otherwise specified in these By-Laws. Each appointment of a Chair shall require approval by a two-thirds majority of the Executive Committee. (→ *This is inconsistent with P&P, as P&P allows a number of chairs to be appointed by the president without a vote of the EC. EC agreed to follow by-laws, and change P&P to be consistent with by-laws.*)
- f. **Action step for discussion 2:** Thorkildsen will revise P&P and post it to google doc a month prior to AERA 2015, so that EC members can comment/edit. EC will vote on P&P change at AERA 2015 EC meeting.

4. Graduate Student Affairs (GSA)-related issues

- a. **Topic 1:** There is a need to have a written description of the role of liaisons for GSA, and for all other committees with liaisons.
- b. **Discussion 1:** Cross raised an issue that although she is a liaison for the GSA, she was left out during communication processes. The liaison needs to be informed about when and where the meetings will be held, and what kind of changes and/or updates were made. Also, if any issues or questions come up from GSA, they need to contact the liaison. Harris suggested that members of the GSA, and of any committee, also should feel free to contact the President or other members of the

- EC, and this was agreed on by the group. Davis suggested adding one paragraph explanation about the member-at-large's role as a GSA liaison in P&P.
- c. **Action step for discussion 1:** Harris will ask the current liaisons to draft a statement regarding the role of liaisons to share with the EC. Once approved, Thorkildsen will revise P&P accordingly and Harris will share this with appropriate committees. Harris will send an email to all committee chairs to remind them to include ex-officio members in their major discussions and communications and will share the statement on the role of liaisons.
 - d. **Topic 2:** We need to clarify the incoming co-chair's election process, roles, and service periods in P&P.
 - e. **Discussion 2:** Harris clarified that this is not a new position, rather this is something GSA has been doing already. What we need is to make it formal and include it in the P&P as a written description. Harris suggested that the president appoints an in-coming co-chair.
 - f. **Action step for discussion 2:** Thorkildsen will revise P&P to include the following paragraph: "An Incoming Co-Chair will be appointed by the President, in consultation with the Co-Chairs of the GSA, the year before the first year to be served as Co-Chair. The Incoming Co-Chair will shadow the current Co-Chairs; this involves learning and assisting as appropriate, but not acting as a Co-Chair. The Incoming Co-Chair will: a) be involved in routine communication with Co-Chairs about graduate student needs and activities; b) consult with the Co-Chairs on major decisions affecting the committee, and c) be invited to participate in the doctoral seminar at APA. Note, travel funds are not available for the Incoming Co-Chair.
 - g. **Topic 3:** We need to clarify the budget concerns in relation to the incoming Co-Chair position.
 - h. **Discussion 3:** Harris suggested separating the incoming chair's role from budget issue. Harris also suggested not providing travel funding for the incoming chair.
 - i. **Vote for discussion 3:** Curby moved to affirm the paragraph above regarding the Incoming Co-Chair. Davis seconded. The motion passed unanimously.
 - j. **Action step for discussion 3:** Thorkildsen will revise P&P accordingly.
 - k. **Information item:** Harris shared discussions between the President and GSA.
 - i. We agreed to go to a cash bar for the Networking reception; we will go with providing water and sodas for this year and see what cost looks like for future planning.
 - ii. The Co-Chairs and Incoming Co-Chair will look into the cost of a suite at the conference, as use of the suite for events could reduce overall costs.
 - iii. Wade will support the GSA in looking for ways to create broader advertising of the activities of the GSA. We agreed to continue to keep designated functions (such as writing for publication) open to all students interested and not just those in the cohort.
 - iv. The GSA would like to find ways to reach out to more students, including those who cannot come to AERA or APA (often students in their first year or two where funding is less likely, but not limited to those years). This coming Spring, Karen is designating 750.00 of her Presidential funds to support an online seminar on a topic determined by the GSA (potential

topics discussed were managing and writing the dissertation, getting a research career started after graduation, publishing). The GSA will work with Wade on setting up a platform, registration (so that we can stay in touch with attendees), and other details. Wade will work to advertise this broadly.

5. Funding request for a book publication from Sigmund Tobias

- a. **Topic:** Sigmund Tobias and others requested that division 15 provide \$10,000 in support of the project, “Acquired Wisdom: Lessons Learned by Distinguished Researchers.”
- b. **Discussion:** Gill asked if we will receive financial benefit in turn from the book sale. Harris responded that it might not be the case, no mention of this is made in the proposal. Gill suggested an alternative option for them to do skype interviews with potential authors, as it does not cost travel funding. EC generally agreed on the value of this project, but did not support funding this project given the tight budget situation and the anticipated loss on the AEPC.
- c. **Action step:** Harris will send a memo to inform the authors that the EC will not support this request.

6. Communication director’s compensation

- a. **Topic:** Given our communication director, Wade George’s, significant contribution for the preparation of AEPC and his outstanding job performance, the need to compensate him was raised.
- b. **Discussion:** EC agreed and acknowledged his outstanding job performance. Davis added details regarding his tremendous contribution to the organization of AEPC. Davis suggested that we acknowledge his work and compensate him in a way distinguish his contribution to AEPC from those to the Division; (1) AEPC preparation, and (2) outstanding performance this year as a communication director. EC agreed on this.
- c. **Vote:** Harris moved to compensate the communication director \$5000 for AEPC preparation and \$3500 for bonus. Perry seconded. The motion passed unanimously.
- d. **Action step:** Harris will write two memos to the communication director. Gill will process two separate checks.

7. Budget review and discussion & Treasurer’s report (Appendix B-a: proposed budget & B-b: approved budget)

- a. **Financial Status:** We have a total cash amount of \$496,134.14 (\$493,243.27 in checking account + \$2,890.87 in business investment account); a total prepaid and advances of \$36,451.76; and, a total long-term investment of \$456,004.66. Currently, our total assets are: \$988,590.56.
- b. **GSA budget proposal:** GSA requested \$15,000 for doctoral student seminar for APA 2015 (\$7,500 for student travel stipends for 15 students + \$7,500 for seminar cost).
 - i. **Discussion:** Davis questioned whether we have the capacity to mentor 15 students. Historically it has been 9 – 12 students. Harris suggested

discussing with the GSA having 12 students as a maximum. Davis suggested that if GSA can handle 15 students given the limited budget and mentorship, then let them go for it. Curby and Cross suggested giving GSA a pre-determined budget and let them work out the number of students they could support and maintain a high quality seminar. Davis suggested that division 15 student members should be given priority over non-division 15 members, or we should require that only division 15 student members can apply the seminar. Cross questioned whether or not students who already have good mentors tend to be selected. Cross raised the need to focus on students who do not have good mentoring support in their institution. Harris commented that having diversity is necessary, so we should not exclude top-notch students or those who already have good mentors. She noted this would exclude students of all EC members and many others in the field. Harris reported that her discussion with the GSA Co-Chairs indicated that they are sensitive to this and work hard to create a balanced group. Davis suggested that student selection criteria should emphasize applicants need to be in the post-proposal/prospectus stage, and it needs to be announced explicitly in the call and website.

- ii. **Action step:** Harris will draft a memo to GSA regarding student selection criteria: (1) students must be a Division 15 member, (2) please continue to think broadly about diversity when selecting members, (3) no more than 2 students from the same institution can be selected, and (4) applicants for the Seminar must have completed all required coursework for the doctorate and have begun working on their dissertation.
- c. **Division 15 Budget Overview for 2015 (Appendix B-a: proposed budget & B-b: Approved budget)** – Note: In these minutes, only those items where allocated amounts were changed during the EC meeting, or items that require action steps are listed here.
- i. Code 563: Website & Advertising – Gill will follow up with the communication director to see if we are still paying \$1000 for website advertising (**Action step**)
 - ii. Code 601: APA social hour – Harris suggested lowering it from \$3,000 to \$2,000 by doing a cash bar. EC agreed.
 - iii. Code 604: APA EC meeting – Gill suggested lowering it from \$4,500 to \$3,500 by holding the EC meeting at off-site location or in a hospitality suite, and doing a cash bar. EC agreed, pending that such a site could be arranged nearby and not make attendance difficult. Looking into a Presidential Suite that could be used for these meetings was also recommended. Program co-chairs, Hong, and Harris will navigate the alternative off-site options such as local library or quiet space in a restaurant. Note that this meeting includes 3 events; Publications meeting, EC meeting, and Cross-committee collaboration meeting. (**Action step**)
 - iv. Code 805: APA Grad student seminar – In relation to the previous discussion, GSA budget for 2015 will be \$12,500. Instead of determining exact number of students from EC, GSA will work on the number of

students given the budget. Also, given the limited conference hours, Harris will ask GSA to have off-site lunch. (**Action step**)

- v. Code 574: Committee on international affairs/Code 576: Board of scientific affairs/Code 577: Consolidated meeting – As the rep. has not requested funding or the position does not function actively, Harris suggested removing \$1,000 allocated for each position to \$0.
- vi. Code 613: Early career grant – Given our limited budget, Harris suggested lowering it from \$22,500 to \$12,000, with the possibility that it can provide funding to 3 applicants for \$4,000 per person. However, the committee will decide number of awardees and amounts of each award based on the budget and their review of applications.
- vii. Code 815: Optional bonus for communication director. EC agreed to \$3,500.
- viii. Code 815-b: Compensation for AEPC preparation for communication director. EC agree to compensate \$5,000.
- ix. Code 845: Educational Psychologist – Taylor and Francis will give \$1000 for student travel and \$1000 for outstanding journal article award. Gill will follow up regarding the transfer of funds. Travel and award budget will be further discussed at the next EC meeting. (**Action step**)
- x. Total: Balanced budget of \$4,830.
- xi. **Vote:** Davis moved to approve the revised budget (Appendix B-b). Thorkildsen seconded. The motion passed unanimously.

8. Investment and long-term budget discussion

- a. **Discussion 1:** Harris suggested having a long-term plan beyond the publication of handbook and journal. Harris also commented that given the open-access journals, we might not be able to rely on the same level of handbook and EP royalties income for the long-term. Gill reminded us that interest from Vanguard long-term investment was \$2,400 per year, which is less than 1%. EC agreed to navigate better investment options. Harris asked if we might want to form a financial planning committee. Gill and Thorkildsen volunteered to be on the financial committee. Harris asked that they also identify 1-2 additional members, perhaps including past Presidents of D15. Thorkildsen also suggested meeting with TIAA-CREF during AERA 2015.
- b. **Action step 1:** Gill and Thorkildsen will search and approach division members who have a long-term vision such as past treasurer, past president, and fellow members. Harris will create a financial planning committee as a standing committee. Gill and Thorkildsen will develop a draft/proposal prior to meeting with TIAA-CREF at AERA.
- c. **Discussion 2:** As a long-term budget solution, Curby suggested raising dues for membership. Gill reported that current division membership fee is \$15, and we currently have approximately 620 members with free membership. EC agreed to increase the membership fee, and discussed the amount. Curby suggested that the division membership fee be slightly less for APA members than non-APA members in order to increase APA membership.

- d. **Vote for discussion 2:** Hong moved to increase the division membership to \$35 for APA non-members, \$25 for APA members, and \$15 for student members for 2015 membership dues. Harris seconded. The motion passed unanimously.
- e. **Action step 2:** Harris will bring up this topic at the APA business meeting, and the communication director will put this info in the division newsletter.

9. APA program hour

- a. **Topic:** APA decided to reduce division 15 program hours from 23 in 2014 to 19 for the 2015 convention. We may lose more hours for 2016. The EC reviewed the memo from APA detailing the new formula for determining hours for each division.
- b. **Discussion:** Harris commented that the conference hours are based on Div15 membership size, so we need to increase membership. Curby added the need to convert division-only members to APA members as well. Davis suggested asking Eccles and other well-known to write about the benefits of being an APA member. Harris added that the IES feedback that Thorkildsen and Thoma wrote can be disseminated in a concise format to advertise APA membership. Davis suggested combining Pintrich and Snow award sessions together to save conference hours. Thorkildsen commented that the award committee chairs need to remind the selection committee that they are responsible to follow through from selection to the next year of introducing the speaker at the conference session.
- c. **Action step:** Thorkildsen will contact fellow members and other long-term members to write blurbs about the benefit of being an APA member and a Division 15 member. Thorkildsen will write a bulleted summary of “why should I be an APA member and Division 15 member?”, “What do senior members/mid-career members/junior members/student members get from the APA and division membership?” The communication director will disseminate this through listserv, weekly digest, Facebook, twitter, newsletter, and other media. In the advertisement, we also need to emphasize the fact in order to be nominated for early career or dissertation awards, individuals need to be division 15 members.

10. Miscellaneous items

- a. **Discussion 1:** Harris suggested reviewing conflict of interest document that was intended to be attached to the Spending Policy previously approved, but was not. EC reviewed and corrected a few typos.
- b. **Vote 1:** Davis moved to approve the conflict of interest document with revisions for grammar. Perry seconded. The motion passed unanimously. This will now be appended to the Spending Policy.
- c. **Action step for Discussion 1:** Thorkildsen will include these documents in the P&P.
- d. **Discussion 2:** Gill commented that the general culture/norm of Division 15 is that funding requests tend not to be mindful of limited budget we have. Thorkildsen noted that many do not understand the financial situation of Division15. Harris

commented on the need to clarify our limited budget situation to committee chairs, and not to support open bars for Division 15 activities.

- e. **Action step for discussion 2:** Harris will send a memo to committee chairs to remind them about the limited budget situation so there will be no support for an open bar for any Division 15 events.
- f. **Discussion 3:** In order to make effective transitions between old and new office positions and committee chairs, Harris suggested creating a manual (e.g., the current secretary manual created by Helenrose Fives) for each position to support the transition. Thorkildsen commented that given the google doc space we have, each committee/office can maintain their own manual online.
- g. **Action step for discussion 3:** Harris will contact each committee chair regarding the need to develop more systematic transitions and to ask them to develop their own manual. Once the manuals are created, both the Secretary and the President will save them in their own google space, respectively.
- h. **Discussion 4:** Given the fast turnover of the president position, Harris suggested the possibility of having 4-year president position with president-elect, vice president, president, and past president. EC agreed to discuss this more at AERA EC meeting.
- i. **Action step for discussion 4:** Hong will add this item for AERA EC meeting agenda.
- j. **Discussion 5:** The Early Career Award Committee is working to establish written procedures for the following: (1) establishing a procedure for awardees to submit a final report to the committee and requiring acknowledgment of funding on all relevant presentations and reports/papers; and (2) establishing a procedure for awardees to request an extension of the project. The Committee suggested limiting the extension to 1 year; the EC agreed but noted we should allow for unusual circumstances and allow final decisions to be made by the Committee if an extension is requested beyond one year.
- k. **Action step for discussion 5:** Harris will communicate with the Early Career Award Committee to clarify the extension period and will ask them to submit written procedures for selecting recipients and managing the awards (a manual).

Meeting adjourned at 4:00pm on 10/23/14