

**APA Division 15: Educational Psychology  
Executive Committee Meeting Minutes  
April, 16, 2015 1:00 - 4:50  
Swissotel, Lucerne Level, Alpine II  
Chicago, IL**

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 Francis (Member-at-large), Heather Davis (Member-at-large), Robert Klassen (Member-at-large)

**1. Treasurer's Report and Discussion** (Refer to Committee Report Compilation)

- a. Gill reviewed treasurer's report and highlighted that Division 15 remains in good financial health. As of January 1, 2015, we had \$202,167.66 in our checking account, \$250,066.14 in a money market account, and \$458,314 in our Vanguard investment account. Gill clarified that the reason "consultant fee" takes up the largest portion in the graph (Table 2) is because it includes fees associated with human resources such as hiring a communications director and educational psychologist journal/handbook editors' assistants. This "consulting fee" category is based on the APA central guideline. In order to see more detailed breakdown of the budget, Gill suggested paying attention to Table 3. Klassen asked if Div. 15 members will have access to the chart, and how we can communicate this with Div. 15 members. Gill answered that she will present the budget summary at APA business meeting and plans to explain details then. Gill also commented that AEPC did not result in too much financial loss due to a combination of various factors and it helped our current budget standing.
- b. **Discussion:** Gill commented that currently our financial status is sound, mostly due to the contract with Taylor and Francis. However, once this contract ends, we will be vulnerable, especially given the increasing trend of open-access journals. Klassen asked if the royalty from T&F has been decreased, and Thorkildsen clarified that the fluctuating numbers of royalties over the years is because of the way the budget is negotiated and operated with Taylor and Francis, not because of the decrease of royalty. Thorkildsen raised a question that currently we do not know how much budget will be coming from the Ed. Psych. Handbook. We need to know, as it will impact our budget this year. Harris commented the need to check Handbook contract and contact the Handbook editors. **Thorkildsen will send the Handbook contract to Harris, and Harris will follow up with the Handbook editors.**
- c. **Discussion:** Gill commented that EC might need to reconsider how to allocate budget for next year, especially in relation to graduate student committee's budget cut this year. Harris suggested further discussion of

proposed changes to the budget at the APA EC meeting. **Hong will add this item in the APA EC meeting agenda.**

**2. Communication Director's Report and Discussion** (Refer to Committee Report Compilation)

- a. Harris summarized communication director's report and mentioned the need to discuss whether Div. 15 will continue to hire the communicator director, Wade George. EC agreed on George's outstanding performance and benefits of continuing his contract. Thorkildsen proposed to extend the contract to 5 years. Perry questioned if our budget is stable enough to project 5 years of hiring expenses, and Harris responded that our income will be solid for the next 5 years, given the Handbook contract with Taylor and Francis. The EC unanimously agreed to pursue renewal of the contract for a period of 5 years when the contract due to be renewed. **Harris will contact George to inform EC's agreement to continue to hire him and to extend the contract to 5 years.**

**3. Financial Committee Update and Discussion** (Refer to Committee Report Compilation)

- a. Thorkildsen raised a series of questions in relation to the establishment of financial committee: What will be the financial committee's membership structure? Who do we want to be on the financial committee? Do we want to include current treasurer, one distant past president, and the current president? How long will Thorkildsen's term as Chair last? Thorkildsen also commented that financial committee needs to watch long-term investment and financial welfare of the division. Harris commented the importance of having a staggering term for continuity and stability, and also the need to have the mixture of senior and junior members. Perry added the need to consider both past and future of the division, and that we may want to have young voices and intergenerational composition in the financial committee. Perry also noted that financial committee members do not necessarily need to be current or former EC members. Thorkildsen asked if including a junior faculty member as a part of financial committee would increase too much workload for them. In response to this question, Harris commented the need to clarify roles and responsibilities of the financial committee members. Gill commented the possibility of adding past treasurer as a financial committee member. Klassen commented the need to have a member who has financial expertise, and Harris agreed. Thorkildsen added that the current financial committee is planning to consult with TIAA-CREF. **Harris will send EC members a draft of financial committee guidelines developed by the financial committee, and EC members will provide feedback on the document. The finalized version of this document will be included in the P&P.**

**4. Graduate Student Affairs Committee Report and Discussion** (Refer to Committee Report Compilation)

- a. **Webinar:** Harris summarized GSA committee's report and highlighted that the first webinar led by GSA was very successful. Davis asked if we could utilize webinar as a way to reach out international members. Klassen agreed that webinar might be a good venue to provide opportunities to interact US and non-US, especially European, members. Harris also added that we might be able to set up webinars based on Europe or Australia time zone in order to accommodate international members. Davis noted the possibility of utilizing webinars for early career members, and a potential topic would be, "how to pursue a small grant, how to operate small grant budget, and how to pair up a small grant with a bigger grant." Curby commented that should continue to provide free webinars for Div. 15 members, and possibly charge small fees for non-Div. 15 members. **Harris will communicate with early career committee and the international committee about the possibility of having webinars in future.** Harris also noted the possibility of making an ad-hoc webinar committee that includes George. Klassen addressed the possibility of various webinars for different groups in future such as early career members, international members, associate professors, and graduate students. Klassen asked if we need to invest to purchase Adobe Connect. Gill clarified that for this time, they initially investigated other software but they did not work well. With the support of Univ. of Kentucky, they could use the Adobe Connect for free this time. For the future, it may be worth the investment to purchase Adobe Connect. Harris emphasized that given the decrease in budget and APA conference attendees, webinars might contribute to increasing Div. 15 members' participation. Perry asked if it is feasible to pursue next webinar before APA, and Harris commented that the time frame might be too short for that.

## 5. Snow Award Committee Report and Discussion (Refer to Committee Report Compilation)

- a. **Discussion on change of size and composition of the committee:** Elliot, Chair of the Snow Award Committee, and Perry shared a request from this committee to change the size and composition of the committee. According to the current by-laws, six members, including at least three Fellows, are required. Perry added that typically the committee receives only one to three nominees each year, so having six members is excessive. Perry proposed having a Chair plus four members that include two Fellows. Thorkildsen commented that the reason to have included three Fellows was to ensure continued involvement of the Fellows in the Division, so decreasing the number of Fellows in the committee will not necessarily have a negative impact. Gill noted the possibility of including previous winners of the award as committee members, as Pintrich award does. Harris proposed having five members including a Chair, and at least one Fellow member. EC members voted unanimously to make this change. Harris also noted that this committee and some others are increasing in size annually, because each new president adds new members but two members do not always go off. Harris suggested revising by-laws, so that the requirement to add two

members each year is removed (Article VII. Committees, Section 6: “two members will be appointed each year by the president”), and to add staggering terms for the committee members. Harris suggested compiling all the changes in by-laws (e.g., snow award committee, financial committee, and international committee) and asking membership to vote on all of the compiled changes at once. Thus, by-laws changes will be voted on after the APA convention. Thorkildsen suggested announcing the proposed changes at the APA business meeting, and then proceeding to formal vote to change by-laws after that. **Harris will announce proposed changes at the APA D15 business meeting.**

b. **Discussion on how to increase nominations:** Harris suggested that all award committees submit written plans about how to increase nominations, how they plan to solicit and operate nominations, and detailed timelines for each planned action. Harris also suggested using listserv and weekly digest continuously as a venue to solicit nominations. In addition, we can use the free ad space in *Educational Psychologist* to promote nominations. **Harris will communicate with the award committees and request their plans before APA.**

## 6. **International Relations Committee Report and Discussions** (Refer to Committee Report Compilation)

a. **Discussion on Taylor & Francis \$1000 student award being targeted for international students:** At the February online EC meeting, Hong had suggested using the T&F \$1000 award for international students. Considerable discussion was held; some key ideas are noted here. Klassen asked how we define “international” students. Gill commented the need to distinguish “overseas” (students who live outside of the US) vs. “international” students (students whose nationalities are other than American regardless of their locations of residence). Thus, “international students” may or may not live in the US, and suggested supporting “overseas students”. The EC agreed unanimously that the award should be given to a student who travels from overseas to present at APA.

Davis questioned if international committee and graduate student affairs committee can work together on this matter. As students submit informative materials for the graduate student seminar applications (e.g., CV, cover letter, dissertation abstract...etc.), Davis noted this information could be used to determine award recipient. Davis raised an issue about timeline, if international committee and graduate student affairs committee are to work together to select international student recipient. The graduate student seminar participant selection tends to be made at late May, so this late timeline hinders from international committee participating in the selection of the recipient. Perry asked if graduate student seminar could change the timeline. Davis commented that if they can change the timeline, then it will resolve the current issue about timeline. The graduate student seminar participant selection used to be made in Jan. through Feb, but recently it is delayed to May. Davis noted that it is worth asking if the graduate student

committee can change the recipient selection timeline to January/February. Thorkildsen suggested international committee to further discuss based on EC discussions and decide the process of selecting the T&F student award recipient. Harris agreed and suggested having an EC member as a liaison, and mentioned the possibility of Klassen being a liaison.

The EC agreed on the following aspects of the international student award to be funded using the T&F \$1,000 student award monies: 1) the award could go either to a student who travels overseas to present for Division 15 (not another Division) at the APA conference, and/or a student accepted for the Division 15 graduate student seminar; 2) in either case, the student must be present at APA to receive the award (i.e., if a student recipient is unable to travel to APA, the financial award is not given, as the point of this award is to support travel to APA); and 3) the student must be a Division 15 member.

Harris commented that we need to announce and advertise this new student award through Ed. Psychologist journal advertisement space. The EC noted that award procedures and criteria need to be considered and developed beyond the 3 required aspects above. For example, Thorkildsen added that we need to clarify whether the student needed to be first author. The EC agreed that the international committee will be charged to further discuss recipient selection criteria and award procedures and to come up with an award proposal to be discussed at the APA EC meeting (the three aspects noted above must be included). The goal is to begin this award for APA 2016. Klassen will be asked to serve as EC liaison in this process. The international committee may find it useful to look at other student awards in various organizations as it develops this plan, and to consult with the graduate student committee.

**Vote – T&F \$1000 student award:** Harris summarized that EC approves development of a T&F \$1000 student award for an overseas student (international student who travels overseas). In terms of detailed selection procedure and criteria of the recipient, the international committee will further discuss and bring an award proposal to EC, so that EC can further discuss and vote at APA EC meeting. Curby moved. Perry seconded. The motion passed unanimously. **Harris will communicate the voting outcome with the international committee chair.**

- b. **Vote – changing international committee to a standing committee:** Harris suggested changing the international committee's status from an ad-hoc committee to a standing committee. Thorkildsen moved. Perry seconded. The motion passed unanimously. **Harris will communicate with international committee regarding this change.**

## 7. Taylor & Francis: Two, \$500.00 Student Travel Awards

- a. **Discussion:** Harris summarized the Feb. online EC meeting discussions about how to handle this award. Thorkildsen commented that an outstanding poster award is a possible option, as it will increase poster session attendees. Perry commented that if we do the outstanding poster award, evaluations could be made by both Div. 15 members and selected juries. Thorkildsen asked if we could use a tech device to collect the evaluation feedback and determine recipients. Curby commented that this might be creating too much workload, and Hong agreed. Concerns were also raised regarding this resulting in campaigns for voting electronically for specific students. Davis suggested the possibility of splitting the fund between graduate student affairs committee and program chairs. Harris commented that it would be too complicated for the graduate student committee to follow up the next year. Perry commented that the program chairs, president, or secretary can operate this award evaluation processes. Harris added that since program chairs are already invested in the proposal evaluation processes, they might be the most suitable to operate this, and two poster awards could be given. Awards could be determined by the Program Chairs during the poster session, and presented at the end of the session. This has worked well for other groups. Harris suggested asking program chairs' input on this issue. Perry asked when this award will be given. Harris responded that she will communicate with the program chairs and see if it is feasible to implement it this year, or if we'd better wait until next year. **Harris will communicate with program chairs regarding their input for the T&F Student Travel Award evaluation process and timeline.**

#### 8. **Early Career Research Grant Final Report Guideline**

**Discussion:** Harris opened up discussions about Early Career Grant Final Report Guideline document submitted by Early Career Grant Committee. Curby commented that using "final report" and "annual report" interchangeably might create confusions, as some projects may last more than one year. Davis suggested changing the "final report" to "annual and final report". Perry suggested adding a line under "final report requirement" section that "At the final year, recipients should submit the final report". Curby suggested merging "accomplishments" and "outcome" sections, as they often overlap. Curby also suggested that the chair of the early career grant committee decides whether they will give extension to complete the study or not, and report back to EC. Curby also suggested adding a line that "excerpts from the report will be used in advertising early career grant and promoting Div. 15's contribution to early career scholars' achievement". Harris added that any publications or presentations came out of the early career grant should acknowledge this grant. Gill suggested putting this document in the google drive for further edits. Thorkildsen commented that once the document is finalized, George will be able to add this info on the Div. 15 webpage. **Harris will share all suggested edits with the early career grant committee (see Appendix) and ask the committee to address the following as well: 1) include a due date for annual reports,**

**and 2) determine if annual reports should be required for a period of time (1-2 years) after the funding period in order to gather information on outcomes of the funding which can be used in assessing impact of this funding. The early career grant committee will submit a revised document to the EC for approval. Harris will ask George to create a file on our google docs for grant reports. Further, Harris will ask the early career grant committee to report on the amount of funds that have been returned to D15 without being spent in the past 3 years or so; this information can be used to foster discussion on where best to place dollars (i.e., should more dollars go into dissertation awards rather than early career awards?).**

#### **9. Continued Discussion of Issues and Load Related to the Presidential Year**

- a. Harris opened up further discussions following up the Feb. online EC meeting regarding workload during presidential year. Workload has become an average of 15-20 hours a week, given the large number of committees D15 operates, APA demands on the President, and communications with other Divisions or external groups. Further, the current three year line does not provide the President-Elect sufficient time and opportunities to become prepared for all of the demands for being President. Further, it is difficult under the present structure for the President-Elect to determine initiatives and follow them through to conclusion, and the 3 year line results in less stability in leadership than desirable. Two means of addressing these issues have been noted: (1) create a 4-year line that includes redistribution of some duties to Vice-President and President-Elect, which also allows both to gain more knowledge of D15 policies and procedures before becoming President, or (2) move some duties to the President-Elect's load. Harris noted that these changes require by-law changes. Curby asked what kinds of duties of the president are off-loadable to president-elect. Harris answered that substantial amount of time is allotted for communicating and managing committees, so dividing committee work can be an option. Thorkildsen asked if it would create confusion for committee chairs as they might be unclear whom to talk to. Cross Francis commented that MALs were under utilized, as committees directly communicate with president. This seems to contribute in creating more workload for the president. Harris commented that MALs' involvement is helpful to some extent, yet still majority portions of the work are associated with president's duty. Perry asked number of times that each committee submits reports back to EC, and questioned if it is too frequent. Harris answered that formal reports for APA and AERA EC meetings are required; an additional report can be requested depending on need, and that these reports are useful in creating agendas for each EC meeting. Committees with no further updates can just say "nothing further to report." Curby questioned if it is a 4-year commitment, then the position may be less attractive for future candidates. Thorkildsen also asked if a 4-year line would create communication confusion or barriers. Harris responded that it does not necessarily create communication barriers. Davis

commented that being a president requires strong commitment and organization skills, so the 4-year line can function to identify candidates who have strong commitment. Davis recommended discussing among past, current, and future presidents, as presidents themselves have the best information and knowledge to make this decision. Harris offered to contact Past-Presidents for their input and suggested discussing this further at the next EC meeting. **Hong will add this item in the APA EC meeting agenda.**

## 9. Miscellaneous Discussions and Reports

- a. Div. 15 was invited to send a representative to the *Psychology in the Public Interest Leadership Conference*, to be held at the APA Headquarters in Washington, DC, on November 15-17, 2015: Eric Anderman has offered to attend and sees this as important. Financial considerations need to be addressed. Perry asked if APA could provide travel support and is currently waiting their responses. **Harris and Perry will further explore what APA provides for this travel, and then EC will continue to discuss this later or at the next EC meeting (Hong will add to the agenda if appropriate)**
- b. Review of the Report of the Program Committee Co-Chairs: EC appreciate program co-chairs hard work, and **Harris will share EC's appreciation to program chairs.**
- c. Review of the Report on the APA Council of Representatives: Curby commented that APA Council is going through major changes and will focus on bigger issues in psychology. EC thanked Curby for attending Council meetings.
- d. Report on the Board of Scientific Affairs: Harris commented that the major issue for the Board of Scientific Affairs is about requirements for reporting and sharing data. Harris encouraged Steve Thoma to continue engagement and update the EC as needed with the Board of Scientific Affairs. Harris added that this could be an ad-hoc committee in future under Perry's term. Thorkildsen asked if we need to fund Thoma for his travel to attend meeting. Harris responded that EC needs to consider this option for future.
- e. Taylor & Francis free advertising space: Harris updated further communication with T&F regarding this issue, and highlighted that the upcoming publication committee chair, Wentzel, needs to approve proposals to use the advertising space. While the free space cannot be sold to others, it can be used in ways discussed before, including calls for awards and announcements. **Harris and George will further communicate with T&F and pursue utilizing the advertising spaces.**
- f. The CODAPAR grant: Harris reported that the CODAPAR grant group, that consists of seven divisions including Div. 15, has selected a web designer and are beginning work on content. The CODAPAR website is dedicated to sharing websites that offer information on evidence-based practices for children and families (See President's report). Perry asked where the maintenance fund comes from once grant funding ends. Harris responded that by the time that the funding is running out, Mary Ann McCabe will set up a system to minimize further maintenance.



- g. Membership dues: At the Fall retreat in October, 2014, Div. 15 voted to increase our membership dues, to \$35 for APA non-members, \$25 for APA members, and \$15 for student members. While we intended for this change to take place in 2015, we were not aware of the lead time APA needs to make this happen. Dues increases for 2015 were due by June 1, 2014, and of course we voted on this much later. Therefore, our dues increase will not take place until 2016. Thorkildsen commented that we need to inform the members in advance so that the fees do not increase automatically without the members' awareness. Harris suggested that Nancy Perry, once she is President, work with Wade to send an announcement to our members, emphasizing that we spend more than we take in from due as well as the services and support D15 offers members and the relatively small increase in dues. This increase is needed to continue to offer the awards and support we offer now. This can be shared with the EC for feedback.
- h. Presidential fund operation: Harris asked if it is possible to handle presidential fund through Div. 15 treasurer, not through the university where the president belongs. Handling presidential fund through the university system creates numerous issues and other division presidents are experiencing similar difficulties. **Harris and Gill will start communicating with APA about this possibility.**
- i. Future AEPC conference: George had asked if there will be another AEPC conference in future. Davis commented that it would be better to partnering with APA or AERA as a pre-conference, instead of making it as a separate conference, if we decide to do this again. Due to lack of funds, the EC agreed to discuss this again next year; it would be nice to have this conference every 2-3 years if possible.
- j. P&P changes: Given the on-going discussions and changes being made, P&P changes will be reviewed and voted at the APA EC meeting. Thorkildsen asked if it is better to circulate proposed P&P changes via google doc prior to APA EC meeting. EC favored Thorkildsen's suggestion. **Thorkildsen will post the proposed P&P in google doc in June, and EC will provide feedback.**
- k. "Statement on the one-year anniversary of the abduction of the Nigerian schoolgirls": This document did not include Div. 15's endorsement for the petition, as Div. 15 was not asked to review or endorse this petition. Harris will inquire about why the Division was not contacted. **George will add the document in the weekly digest and acknowledge Div. 15's support of this petition.**

Meeting adjourned at 4:50 pm

## Appendix

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### Early Career Grant Committee Reporting and Extensions Procedures

#### **Reporting Requirements**

APA Division 15 Early Career Grant awardees are required to complete an annual report listing the major accomplishments achieved (key findings, publications, awards, etc.) as a result of the grant. The report should be submitted to the Early Career Grant Chair (ayadav@msu.edu), along with a copy to the Division 15 executive committee (div15executive@googlegroups.com).

Specifically, the report should include the following sections:

1. Objectives of the project: List the major objectives of the funded project that the PI undertook
2. Activities: List the activities that were undertaken by the PI to accomplish the stated objectives and goals
3. Accomplishments and Outcomes: List any significant accomplishments, including findings, publications, academic or public presentations, and awards attributable to the funding of your Div 15 Early Career grant (funding from D15 should be noted as per APA style requirements on any publications as well as in presentations and other accomplishments as appropriate). List any significant outcomes (instruments, learning materials, professional development resources, etc) attributable to the funding of your Div 15 Early Career grant. Excerpts from these reports will be used in reporting to the membership.
5. Budget: List the final expenditures from the budget and how the funds were utilized to meet the stated objectives.
6. Future Plans: List how you plan to build on the current project and any plans for future research/grants that could be attributed to the funding of your Div 15 Early Career grant.

#### **Procedure for Requesting an Extension of Time to use Funds**

The original awardee can request a 1 year extension for use of grant funds, including transfer of funds to a different institution (if the awardee were to change institutions). The awardee requests the extension with a letter via email to the Chair of the Early Career Grants Committee. The letter should include the following sections:

1. Original objectives of the project
2. Work completed to date
3. Reason for requesting the extension of funds.

The decision to extend the funds will be based on the merit of the request and will be decided by the APA Division 15 Early Career Grant Committee. The Committee will notify the EC of their decision.