

**APA Division 15: Educational Psychology  
Executive Committee Meeting Agenda  
August 7 (Fri), 2015 4:10 – 6:15  
Intercontinental Toronto Centre Hotel  
Haliburton Room Lobby Level  
Toronto, Canada**

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)

**Absent:** Robert Klassen (Member-at-large)

1. Harris briefly shared the following information items.
  - a. Two, \$500, student poster awards funded by Taylor and Francis: Scott and Martin developed procedures and criteria for the two, \$500, student poster awards, which were shared with and approved by the EC. This year, the judges will be the current program chairs (Scott & Martin), and the incoming program chairs (Helenrose Fives & Michelle Buehl). Winners will be announced at the division 15 social hour on Sat 08/08 from 6:00PM - 6:50PM at the Fairmont Royal York Hotel/Tudor Room 8 Main Mezzanine. Revisions for procedures and criteria will be made for next year as needed.
  - b. Hoffman Report: President Harris and President-Elect Perry have closely followed the large volume of emails in the APA officer listserv regarding this report, and Harris has sent selected emails as representative to the EC as updates. As of 7/20/15, the EC decided against a public statement from D15 about the report and the situation. To do a statement worth making, we would need to create a committee to carefully review the document (over 6 binders) and all of the counter-claims being made. We have neither the expertise nor the time to do this efficiently and quickly. The President and Incoming President after APA will continue to monitor this situation and report to the EC.
  - c. The APA Board of Scientific Affairs (BSA) and Science Directorate are planning a breakfast meeting to take place at this year's Convention in Toronto, Canada. The meeting is scheduled for Saturday, August 8, 7:00 am - 9:00 am at the Fairmont Royal York Hotel. Russell Warne is attending for D15. The topic of discussion will be how APA can best serve the needs of early career scientists. The meeting will provide an opportunity to talk about the current and future needs of early career scientists and what programs and products APA could develop to meet those needs.

- d. CODAPAR grant update: Work on the 2015 Interdivisional Grant entitled “Enhanced Web Presence for Scientifically-based Information on Children and Families” is going well. A long list of possible sites to direct people to is being vetted by the group now, and the website (cosponsored by Divisions 7, 15, 16, 37, 43, 53, and 54) will launch soon.
- e. Craig D. Fisher, Psy.D., Senior Legislative and Federal Affairs Officer, Science Directorate, wrote the following to President Harris (there was not time to invite him to this meeting) and has also contacted President-Elect Perry: *Just to keep you and your colleagues informed, as part of my portfolio in the Science Government Relations Office I cover IES and NICHD. So in my role, I cover both of their 3x/year advisory board meetings, and also recently chatted with program officers Liz Albro and Brett Miller about their respective portfolios. And in the past I have connected with your past president Terri Thorkildsen when APA was seeking comments on relevant NIH/IES RFI’s or FOA’s. Furthermore, I am active with our year-old Friends of IES coalition group, where we are quite engaged with legislation affecting various issues related to educational psychology (e.g., appropriation and authorization bills as well as issues related to student privacy) as well as conducting Hill meetings to discuss our priorities.*
- f. D15 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 had offered to attend and sees this as important. APA has confirmed that they will reimburse airfare as possible (at this point they approved 350.00, this could change due to location of new representative), local transportation, meals, and incidentals while traveling. D15 or the President (from Presidential funds) would need to cover lodging. As Anderman is now unable to attend, Perry will provide an update.
- g. As approved by the EC at our meeting at AERA, Harris has convened an ad-hoc committee on webinars. Members include: Wade George, Aman Yadav, Serena Shim, Maria DiBenedetto, Anastasia Kitsantas, Avi Kaplan, Kelly Allen, and Karen Harris. Harris will initiate committee planning, selection of a Chair(s) and development of procedures in the Fall.

2. New Updates from Liaisons and Representatives

- a. In relation to the Hoffman report, Curby, Representative to the APA Council, updated APA Council’s activities (e.g., discussing international issues, forming a new committee to look into what the ethics office needs to be doing, and working on a conflicts of interest statement). Curby also added that Division 16 (school psychology) has made concerted effort to have their members elected in the APA governance positions, and we might need to consider being more active in that regard. Curby continued

that we might consider strategically recruiting future APA council representative nominees, so that the elected member can pursue the governance position more actively. Thorkildsen commented that our division is well-represented through CODAPAR and board of affairs committee, and she also pointed out that the number of seats in APA governance position is tied to membership numbers of each division. Harris added that our division has been actively communicating these issues through weekly digest and committee listserv. Harris also noted the need to check Division 16 membership numbers, so that we have accurate information about our representation in relation to the division membership size. Perry will follow up at the fall retreat.

- b. Cross Francis, member-at-large, commented that due to the exchange rate, GSA could do more for graduate students than they had planned.

## 2. Treasurer's Report and Budget Discussion

- a. Budget report (see Appendix A for detailed breakdown report): Gill reviewed a pie chart (attached in Appendix A), which shows allocated funding for each category. Gill suggested planning future budget in relation to our mission and vision. Gill summarized that our budget is in good standing, and announced that our new treasurer-elect, Carol Conner, starts her term on Monday (10<sup>th</sup>).
- b. 2016 budget review: Gill commented that the income is approximately the same as the previous year. Gill highlighted the following budget lines:
  - i. Treasurer operating fund (code 103): New treasurer-elect will need a start-up fund for scanner, stamps, and envelopes.
  - ii. Website hosting (code 563): Gill questioned if we are paying fees to host Div. 15 website. Thorkildsen mentioned that it was one-time fee when we first launched the website. Gill will follow up with George to check the annual expenses to host Div. 15 website
  - iii. Treasurer assistant (code 564): Gill noted that this budget item will not be continued, and Cross Francis asked a question if we need to reconsider it, if a treasurer assistant was helpful for the treasurer to complete various tasks. Gill responded that it was helpful before we had the 3-treasurer system. Now the treasurer's responsibilities are shared between treasurer-elect and treasurer, and thus the workload is lower than before. EC agreed to remove this code. Harris also suggested continuously monitoring how the new 3-treasurer system works, and revisit this budget, if necessary.
  - iv. Small conference (code 503): We were getting inquiries about second AEPC. Harris commented that if we are to hold the second AEPC, then we should consider hosting it at a university in order to lower the cost. EC will keep monitoring the responses and inquiries from Div. 15 members.
  - v. APA Social hour (code 601) & APA EC meeting (code 604): Gill

questioned if we need to create another budget line, as we had one opening reception this year instead of separate receptions for different groups. Harris responded that this year's opening reception budget came from the existing budget for social hour and EC meeting. GSA also contributed \$500. Harris commented that if we continue the opening reception next year, then we will need to create a budget line for the opening reception. Perry will lead how to organize APA conference next year and how to allocate budget for various events. Hong will add this in the fall retreat agenda, so that EC can review and vote any necessary budget changes.

- vi. Fall retreat (code 570): Gill proposed increasing the fall retreat budget from \$4,500 to \$5,000, as it tends to be more than \$4,500.
- vii. EC- AERA (code 571): Gill suggested removing this line, as EC members' AERA and APA travel funds are combined now. EC agreed to remove this code.
- viii. Travel other liaison (code 578): Gill suggested \$1,000 for any necessary support in future.
- ix. Early career grants (code 613): Harris suggested further discussing overlapping/shared events between early career committee and GSA, which will influence budget configuration for both committees. Harris also mentioned the need to continue to monitor the tension between accepting the strongest applicants and considering that some applicants may have less access to strong research advisement. Cross Francis added that GSA needs to consider ways to include other members (e.g., early career members) and expand opportunities for all graduate students of our division. Harris commented that the webinar was very cost-effective (less than \$700) while benefitting wide range of Div. 15 members, including international members and students. A webinar ad-hoc committee was formed, and under Perry's leadership the EC will decide if it will continue as an ad-hoc committee or will become a standing committee. Hong will add this to the fall retreat agenda.
- x. Handbook (code 309): Harris communicated with Graham regarding choosing editors much earlier for next edition. No budget is necessary for this year.
- xi. Lines to be removed: Newsletter (code 855) & Classroom insight series (code 857). EC agreed to remove these codes.
- xii. Lines to be added: Thorkildsen commented on the need to add the Taylor & Francis awards funds (Best article award from Educational Psychologist, two student poster awards (\$500 each), and international student award (\$1,000)). Gill also commented on the need to add a budget line for the outgoing EP editor. Harris suggested considering adding a budget line for a small

discretionary fund for president so that minor investment for membership (e.g., purchasing a video recorder) can be made readily. These items will be discussed further at the Fall retreat.

- xiii. Historian: Thorkildsen commented on the need to figure out how we synchronize APA archives with our own Google archive, and possible budget allocation for the historian. Harris suggested continuing this conversation at the fall retreat. Hong will add this in the fall retreat agenda.
  - c. Discussion 1: Gill and Harris learned from APA that the Presidential funds can be sent to and managed by D15, rather than the institution the President is at. This was done for President Perry's funds. This is the first time the division will directly handle presidential funds, so we will need to decide i) if we want to make this our regular procedure or give incoming President's a choice, and ii) how to operate the funds, so that it does not complicate other budget items and total budget. Harris suggested monitoring how it goes this year, and then revisiting this next year as well. Hong will add this in the 2016 AERA EC meeting agenda.
  - d. Discussion 2: GSA co-chairs requested unlimited travel expenses support, however, given our limited budget, Gill suggested that they submit request for any exceeding amount on yearly basis, and then EC votes to approve it. Harris commented on the need to change P&P wording to reflect this flexibility (e.g., "The GSA co-chairs' travel budget is set for \$2000, however if there is any legitimate reason that travel costs go over the limit, then they should contact the president, then EC will vote on that"). The exact wording will be discussed further at the fall retreat. This requires P&P change, and Harris will take charge of the ongoing changes of P&P this year.
  - e. Discussion 3: EC voted to offer Communication Director Wade George a five-year extension of his contract at AERA. George proposed two hiring options for next cycle of his contract: i) communication direction option, or ii) executive director option. EC reviewed both contract options and decided to stay with the Communications Director option that includes salary increase beginning in 2016.
3. Best Article Award Discussion
- a. Harris opened discussion of the publications committee proposed 2-steps for the best article award selection procedure, attached in Appendix B. Harris suggested approving this 2 step-proposal and timeline for this year, and asking them to monitor how it goes and let the EC know if there are any changes the committee would propose for the following year. Perry questioned why two EC members are needed. After further discussion, the EC decided that no member of the EC should serve on this award committee due to load and other issues. Harris will communicate with Graham regarding the following issues: i) do not include someone from

the Presidential line, ii) do not include two members from EC, iii) selecting additional members by considering Thorndike award winners, Fellows, and/or former EP editors, and iv) consider whether the committee should be an even number vs. odd number of members. Harris and Perry will follow up the conversation with the pub committee chair and Harris will update any upcoming changes in the P&P.

- b. The EC will continue to discuss other issues proposed by the pub committee (travel budget for the recipient, the desk rejections and non-Board member reviewers, the new book on applications of ed psych, and early start-up for the next Handbook) in the fall retreat or earlier by email if Graham prefers. Hong will add this to the fall retreat agenda or Perry can hold an online discussion sooner.

#### 4. Financial Committee's Investment Discussion

- a. Thorkildsen will propose options in relation to the risk-tolerance and investment plan, and Perry will call for an online vote before the fall retreat.

#### 5. Early Career Grant Vote

- a. At the AERA EC meeting, the EC suggested minor changes in the "Early Career Grant Committee Reporting and Extensions Procedures", and asked the committee to address the following two issues: i) decide a due date for annual reports, and ii) 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. The committee decided: i) September 1st as the deadline for annual report, and ii) there is no need to submit a report after the grant period ends, which is typically 1 year. In case there is an extension of the funds for another year, then the awardee will have to submit a report as long as the grant is active. In summary, there is no requirement to have annual reports beyond the funding period instead the committee requests that awardees acknowledge the early career grant as a source of funding in any presentations and manuscripts. The finalized "Early Career Grant Committee Reporting and Extensions Procedures" is attached in Appendix C (Early grant committee's addition is highlighted in red). Thorkildsen moved to approve this final document. Curby seconded, and the motion passed unanimously.

Meeting adjourned at 6:15pm

## **Appendix A: Treasurer's report (Respectfully submitted by Michele Gregoire Gill)**

Summary: Division 15 continues to be in excellent financial standing. Per our most recent financial statement (reflecting our balances as of end of June, 2015), we have substantial funds in both our checking and savings accounts. We had approximately \$307,833 in our checking account, \$250,221 in our money market account with Merrill Lynch, and approximately \$459,102 in our investment account. That means our net assets and total liabilities amount to approximately 1.1 million as of May 2015. Our net income last year was \$29,780, which is excellent given the \$14,000+ loss on the Advances in Educational Psychology conference. We continue to have a consistent and high level of income that is produced by division-sponsored publications, primarily *Educational Psychologist*.

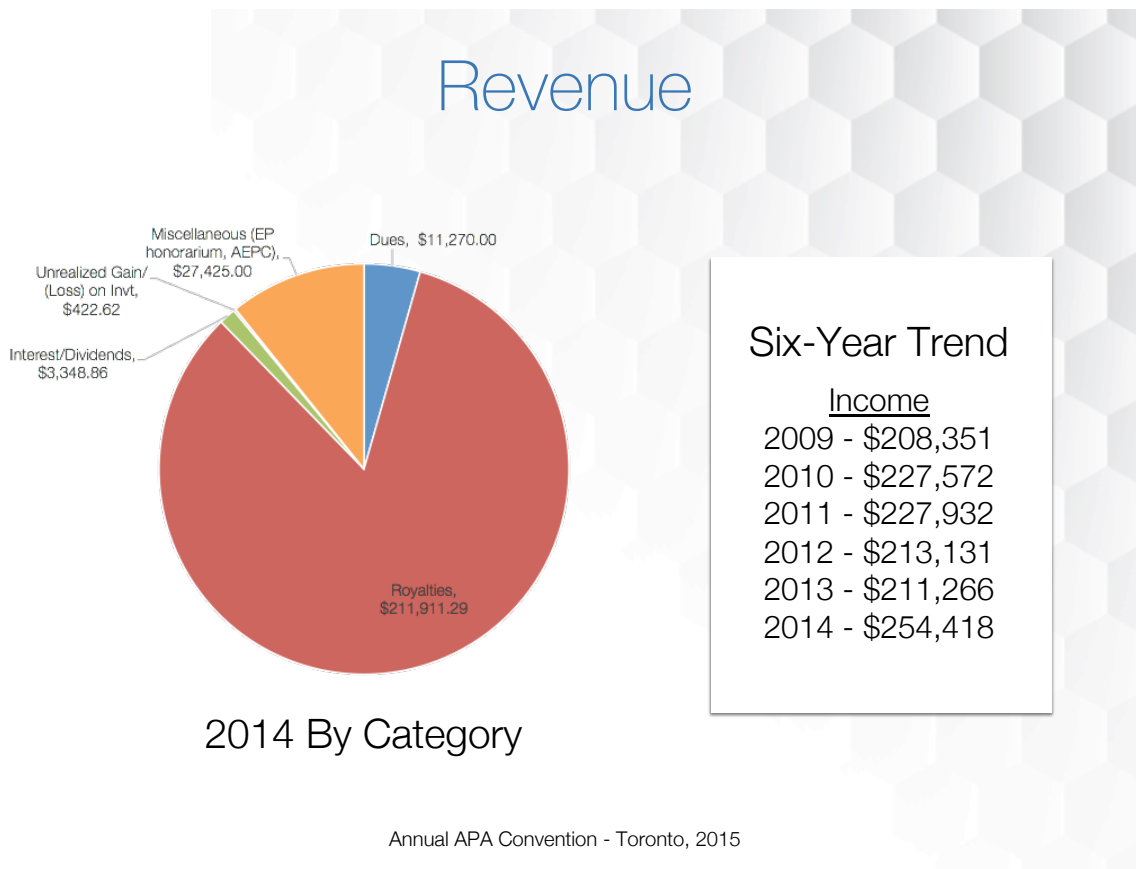
Updates:

- 1) New Treasurer Roles: The membership of Division 15 has approved a three-tier structure for the role of Treasurer, with a new Treasurer-Elect having been elected, Dr. Carol Connor, who will take office at the conclusion of the APA 2015 convention. I will remain in my role as Treasurer throughout this final year of my third year term, transitioning into the role of Past Treasurer the year after that. I will be training Dr. Connor in the duties and responsibilities of this new position on August 10 and 11. Also, to prepare for this transition, I have created, with the help of the part-time graduate assistant provided for by the Division, a manual outlining the various duties of each Treasurer position (see attached document).
- 2) Accountants: The transition to the APA accountants has greatly improved. They have been wonderful in expediting payments when necessary, facilitating wire transfers for this conference, and in sending monthly (as opposed to quarterly in the past) financial reports to the Division. Holly asked for positive feedback, which I gave in writing, to share with her team to encourage them as the transition was difficult on their end as well. All seems to be going very well in this department.
- 3) Supplies: The President-Elect, Treasurer, and Secretary have not spent any operating funds this year to date. Make sure to get any needed purchases in before the end of 2015.
- 4) Budget for 2016: Considerations for 2016 budget: Some things we discussed in the past include (a) adding a line for the outgoing EP editor to have funds every 5 years; and (b) budgeting to save a portion of our income each year. See attached proposed budget for your review. Note: An updated copy of the running budget, voting record, and other financial documents can be found in our Division 15 Google Drive folder under "Financial Documents."
- 5) Financial Committee Update: We are researching various investment options at this

time with Tiaa-Cref.

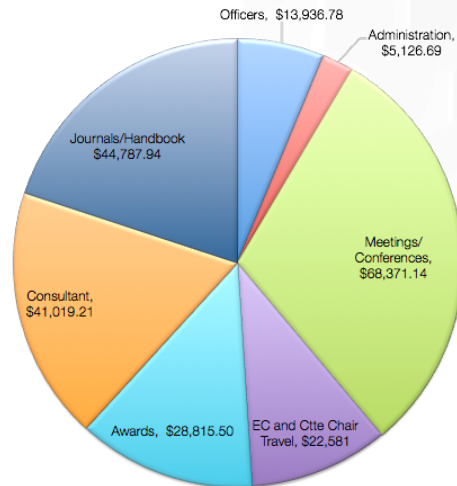
Recommendations:

- 1) I recommend that all EC members review our 2015 budget allocations in detail, including the comments “hidden” in the corners of certain cells (noticeable by a colored, shaded triangle) in advance of the fall EC meeting. Make note of items you want to change, keeping our spending priorities document in mind as you go through the budget. That way, we can expedite the budget portion of our fall EC meeting.
- 2) We will need to inform our committee chairs and other members to seek reimbursement through the Treasurer-Elect position going forward.





# Expenses



## Six Year Trend Expenses

2009	- \$115,506
2010	- \$148,915
2011	- \$181,084
2012	- \$201,031
2013	- \$198,011
2014	- \$224,638

2014 By Category

Annual APA Convention - Toronto, 2015

## Appendix B: Best Article Award

In the latest contract with Taylor & Francis, the publisher allotted \$1000/year for a Best Article Award from Educational Psychologist. Because this will be a new award, we need to establish a process for allocating it. Nancy Perry and I had conversations about process. The issue was also discussed at EC and Nancy sent the notes from that discussion to me, which I then shared with the Publication Committee in our discussion about process. We recommend a 2--step process as follows:

Step I. At the end of each calendar year, once all four issues of an EP volume have been published, the Editor and his or her editorial board read all the articles of that volume and together come up with a slate of not more than 5 articles that should be considered for the award. The criteria for consideration should be: originality, broad appeal to the EP readership, a substantive theoretical or methodological contribution to the discipline of educational psychology, and quality and clarity writing. Selecting 5 articles for consideration should not be an onerous task: during the past two years (2013 and 2014) there were 14 and 15 articles per year respectively, so this is not a large number of articles to choose from.

Step 2: A selection committee from Division 15 will read the slate of nominated

articles and select the winner. The selection committee should consist of the Chair of the Publications Committee, an ex-officio member of the Publications Committee (e.g., president or president elect of Division 15), and two members of the Executive Committee.

Timeline:

Editor and editorial board select the slate of 5 articles from the previous year's volume in January.

Between February-March, the Selection Committee reads and discusses the articles and selects the winner. If all attend AERA, this could be an opportunity to have an in-person meeting. The goal would be to select the winner at about the time of AERA so that he or she could be notified well enough in advance to be invited to attend the Division 15 Business meeting in August to receive the award.

Winner attends APA meeting in August and receives award (a plaque and the \$1000 check). If the winner does not typically attend APA, the Division may want to consider covering their travel expenses so that they can be present to receive the award in person.

## **Appendix C: Early Career Grant Committee Reporting and Extensions Procedures**

### **Annual and Final Report 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 by September 1st of the year after the grant is awarded. The Division 15 Early Career Grant support is to be noted in any publications, presentations, or other relevant accomplishments.** The report should be submitted to the Early Career Grant Chair ([ayadav@msu.edu](mailto:ayadav@msu.edu)), along with a copy to the Division 15 executive committee ([div15executive@googlegroups.com](mailto: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 or supported in part by the funding of your Div 15 Early Career Grant. Excerpts from these reports will be used in reporting to the

- membership, advertising Early Career Grant, and promoting Div. 15's contribution to early career scholars' achievement.
4. **Budget:** List the final expenditures from the budget and how the funds were utilized to meet the stated objectives.
  5. **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 and the awardee of their decision. Additionally, **an annual report will be required covering the period of the extension (following all reporting procedures above).**