

**APA Division 15: Educational Psychology
Executive Committee Fall Retreat Minutes
November 13th & 14th, 2015
APA Central Office, Washington DC**

Submitted by: Ji Hong (Secretary)

Board Members Present: Nancy Perry (President), Bonnie Meyer (President-elect), Karen Harris (Past-President), Michele Gill (Treasurer), Carol Connor (Treasurer-elect), Tim Curby (Representative to APA Council), Robert Klassen (Member-at-Large), Cynthia Hudley (Member-at-Large), DeLeon Gray (Member-at-Large), Ji Hong (Secretary)

1. Information Items

- a. Hoffman Report update: Perry reported there is a process in place to install a new CEO for APA. Also APA has created a Commission on Ethics Processes that will adjudicate and recommend changes to APA's ethics processes (report due May 31, 2016).
- b. Perry asked Paul Schutz to represent the Division at the Psychology in the Public Interest Leadership Conference, held at the APA Headquarters in Washington, DC, on November 15-17, 2015. He agreed.
- c. George is working with the Membership Committee to implement some recruitment strategies. This lightens his load and, since this Committee doesn't have an overly burdensome load, this doesn't tax them too much. Harris reminded the EC that two graduate students are appointed by the president on this task. Curby raised the need to check graduate student membership fee both on Div. 15 webpage and APA registration page. **Action step:** Perry will communicate with George to clarify this.
- d. CODAPAR grant update: See Mary Ann McCabe's report in Appendix A for more detailed information (submitted by Harris).
- e. Committee roster update: Perry is in the process of completing updates to the committee roster.
- f. From Publications: They are set to implement the Best Article Award procedure this year. The partnership with T&F is moving slowly. Perry also mentioned that T&F is interested in publishing practitioner-oriented books. Perry commented that AEPC strand leaders might be interested in participating. EC discussed two major points related to this: i) we need to identify key authors who can write practitioner-oriented books; and ii) it is important to develop an innovative packaging (e.g., edited series, modules, on-line materials) that will appeal to a practitioner audience. **Action step:** Perry will communicate with the Publications Committee Chair, Graham, to continue the conversation on this.

2. APA 2016 Program

- a. APA 2016 Program Updates: Perry reported that the Division has been allotted 20 program hours for APA 2016. Michelle Buehl and Helenrose Fives, Program Co-Chairs, are looking for ways to maximize substantive sessions. Div. 15 is a co-sponsor on 8 Collaborative Programming Submissions. The call for regular submissions to APA 2016 is posted on our web site (<http://apadiv15.org/apa-2016/>) and has been promoted through our social media. Harris commented about the possibility of using a Presidential Suite to host various off-site events. It was not cost effective last year. **Action step:** Perry will communicate with the Program Co-chairs about this.
- b. Perry suggested giving awards at the awards sessions at the 2016 APA meeting (e.g., Snow Award is presented to the recipient at their address). Rationale = the recipient is sure to be there, they have an audience of their peers and followers, and it saves time at the business meeting. EC agreed and also commented that the Program Chairs are ultimately responsible to select individual(s) who will introduce the speaker and present the plaque. Gill added that the awards committee chairs should inform the treasurer about each year's award winners (contact information so s/he can issue a cheque). **Action step:** Harris will clarify the wording in P&P regarding the Program Chairs' responsibility to select individual(s) who will introduce the award winner and present the plaque at the presentation. Perry will remind award committee chairs of their responsibilities to inform the treasurer about award winners.
- c. Perry introduced the idea of reducing the number of hours for awards talks from 3 hours to 2. Perry has discussed two options with the Co-Chairs. As was the case this year, the talks would be scheduled one after another, ideally in the same room so that members can come and stay for all the talks. i) 1 1-hour session for both the Dissertation and Snow Award recipients followed by 1 1-hour session for the Thorndike Award recipient, or ii) 1 2-hour session with the Awards talks distributed across. EC suggested not reducing Thorndike and Snow award sessions, however the Dissertation award session might be reduced or combined with other GSA-related events. **Action step:** Perry will discuss this further with the Program Co-Chairs.
- d. Graduate Student Poster Awards. The Program Co-Chairs have some suggestions for updating the process for 2016 (see Appendix B). Specifically, they would like to offer lunch to the Evaluation Committee, so they can have their deliberations over lunch. They estimate \$210. The EC was not in favor of this, given cut backs they have made to other committees for similar expenses. **Action step:** Perry will report to the Program Co-Chairs that the Division would not fund this expense out of the Division's general operating budget. Perry will discuss options with the Program Co-Chairs.
- e. The Program Co-Chairs recommend moving Graduate Student Breakfasts off site and moving the organization and budget for these breakfasts to Graduate Student Affairs. They would continue to make these available to all students

attending the conference and advertise through our social media. Perry has explained that EC is considering the distribution of resources across graduate student and early career initiatives at the conference and these discussions may have implications for the breakfasts, etc. EC further discussed the need to clarify the purpose for these events and the pros and cons of moving to an off site location (e.g., disconnecting from the conference may compromise attendance at these events or conference sessions; it could be difficult to get speakers/presenters to come to an off site location). **Action step:** Perry will discuss this further with the Program Co-Chairs.

- f. The EC discussed the pros and cons of having George attend the APA conference in Denver as our videographer. Rationale = some of the recordings this year didn't turn out very well. George is willing to do this for the cost of travel. Comments from George: "While I can't yet commit until my 2016 calendar materializes in full, the Presidents and I have discussed the potential for me to attend the 2016 APA Convention in Denver. In doing so, I'd provide photography services, live-tweeting, and filming of all featured sessions. The value, here, lies in my ability to use my professional-grade equipment for stronger results than our volunteers have been able to generate in the past. Additionally, with no other obligations as a presenter, I'd be able to substantially increase our volume on these items over what's been done in the past. In order to make this trip a reality, I'd simply need a convention ticket and travel expenses (likely gas money, hotels, and a small food budget) provided by Division 15. Because I do a small amount of work for APA Division 16 (School Psychology) as well, I think there may be an option to share expenses between the two organizations, if Division 15 is willing to concede a portion of my time at the event." Although EC recognized the benefits of having George attend the APA convention, EC agreed not to pursue this option at this time due to budget restrictions. **Action step:** Perry will communicate with George on this decision.

3. Budget Discussion

- a. Website hosting (code 563): Currently \$200 is allocated for this budget; however, Gill wondered whether this amount needs to be increased. George clarified that although the main division website does not cost anything, hosting sub-sites costs about \$200 per year. Connor suggested increasing it to \$250 considering the possible price increase. EC agreed to increase website hosting fee to \$250. **Action step:** Perry will check with George about i) how archiving occurs currently, ii) whether there is a better process to follow (e.g., working with the new Historian), and iii) future plan to save and transfer current website contents to another site.
- b. APA Social hour (code 601): The 2015 budget allocation for the APA Social Hour was \$2,000; however, we spent \$3,400. As we will have one larger "opening reception" structure, instead of separate receptions for different

- groups, Gill suggested increasing the amount to \$6,000 to cover both the Opening and Business Social Hours. EC agreed.
- c. APA EC meeting (code 604): As EC does not have dinner any more, Gill proposed removing “dinner” on the budget description. At the 2015 convention held in Toronto, we spent approximately \$2300 on the EC meeting. Considering lower cost of living in Denver where 2016 convention will be held, the EC agreed to reduce this line item to \$1,000.
 - d. APA Early career activities (code 702): Harris commented on the need to have stronger leadership on this committee and wondered about the possibility of combining some GSA and Early Career activities (e.g., discussion with editors, webinar). Gill suggested lowering the budget to \$2,000 and EC agreed. **Action plan:** Perry will discuss possibilities for more active future programming with the Early Career Committee.
 - e. AERA EC meeting (code 804): Given the short meeting time allocated for AERA EC meeting, extending it to include lunch might be helpful. Hong suggested not having a social hour at AERA or do it later hours so that it does not overlap with other AERA functions. EC agreed not to have a social hour at 2016 AERA. Gill proposed \$3,200 for 2016 AERA EC meeting and EC agreed.
 - f. APA GSA (code 805): Harris reminded the EC of GSA’s request to increase funds to support graduate students. Gill suggested increasing it to \$14,000 and the EC agreed. Harris emphasized that the increased funds should be used to support more graduate students, instead of spending for more expensive meals (e.g., the boxed lunch at 2015 convention went over well). **Action step:** Perry will communicate this with the GSA.
 - g. Early Career Grants (code 613): Gill suggested maintaining the same amount in the budget for Early Career Grants (it was \$ 12,000 in 2015). EC agreed.
 - h. Taylor & Francis Awards: Gill suggested adding a line for Taylor & Francis awards which includes: i) one Best Article Award from Educational Psychologist (\$1,000); ii) two Student Poster Awards (\$500 each); and iii) one International Student Award (\$1,000). Total = \$3,000.
 - i. Educational Psychologist (code 845): \$50,000 is allocated for 2016 (\$15,000 for honorarium + \$35,000 for operating the journal). Given the current transition system, the current editor, Wentzel, will not have extra funds in her 5th year to transition the journal responsibilities to a new editor. Thus Harris suggested re-negotiating the way we spend \$35,000 (e.g., Saving the funds through the first four years to have money for the transition in the fifth year). Harris also noted that there will be a 3% increase to the \$50,000 until 2020. This increase should be subsumed by the EC budget. Klassen suggested discussing the EP budget spending annually, so that both EP editors and EC have clear understanding about the budget standing. **Action step:** Perry will communicate with Wentzel regarding the transition system and related budget implications.

- j. Presidential Discretionary Fund: Harris suggested considering a budget line for a small discretionary fund for president, so that minor expenses that benefit the membership (e.g., purchasing a video recorder) can be made readily. Gill proposed adding \$1,000 for this line. EC agreed. **Action step:** Harris will add this budget clarification in the P&P, so that the \$15,000 Presidential Fund and Presidential Discretionary Fund can be distinguished properly. For the Presidential Discretionary Fund, the President can spend it for the membership benefit without getting a formal vote from EC.
- k. Treasurer Operating Fund (code 103): Out of \$2,000 allocated for this, \$1,000 will be spent for treasurer-elect to meet with the current treasurer at the APA convention.
- l. Secretary Operating Fund (code 104): Secretary operating fund will remain the same in 2016 (\$1,034).
- m. Historian (code 619): EC agreed not to add funds to the Historian budget line. **Action step:** Perry will communicate with both George and the Historian to clarify roles and responsibilities and to understand how they will synchronize or transfer APA archives with/to our own google drive.
- n. Program Chairs (code 568): Program Chair operating expenses will remain the same in 2016 (\$1,200).
- o. Communications Operating Budget (code 814): Communications operating budget will remain the same in 2016 (\$1,000).
- p. Fall Retreat (code 570): Gill proposed increasing the fall retreat budget to \$6,000, as we now support the Treasurer-Elect's travel for the fall retreat.
- q. Travel Other Liaison (code 578): Gill suggested \$1,000 for any necessary support in future.
- r. Curby moved to accept all the proposed changes from (a) through (q). Hudley seconded. The motion passed unanimously.

4. Communication Director, George's Annual Bonus

- a. At the APA EC meeting, EC voted to offer Communication Director Wade George a five-year extension of his contract. This is George's fourth year with Division 15, and so far we have awarded three bonuses. EC agreed on George's outstanding work performance. Gill proposed to award bonus this year, Hudley seconded. The motion passed unanimously. **Action step:** Perry will communicate this outcome with George.

5. Managing Presidential Fund

- a. Gill and Harris learned from APA that the Division 15 Presidential funds can be managed by the Division, rather than by the institution the President is at. Given numerous complications of managing the presidential funds through the institution, Harris suggested the division manages presidential fund, if the president chooses to do so. Perry moved, and Hong seconded. The motion passed unanimously.

6. P&P and By-law Change

- a. P&P change: **Action step:** Harris will propose suggested changes using a track-change function and will communicate with EC early next year.
- b. By-law change: There are six potential by-law change items.
 - i. The EC is recommending a change in the Snow Awards Committee composition from a Chair and six members (including at least three Fellows) to a Chair and four members (including at least one Fellow). This change needs approval from the membership.
 - ii. Changing the status of International Committee from an ad-hoc committee to a standing committee was agreed upon by the EC, and needs to be voted on by membership.
 - iii. Addition of Finance Committee: EC agreed to add a Finance Committee as a standing committee. This change needs to be voted on by the membership.
 - iv. EC agreed to change the wording concerning all committee appointments to: “The President will appoint members to each committee, as needed, to ensure its size and composition reflects the committee description in the Bylaws and P&P Manual.”
 - v. Presidential line change: EC agreed to pursue 4-year solution (Vice President, President-Elect, President, and Past President) to distribute President’s workload. The Division membership needs to vote on this change.
 - vi. Membership wording change: Article II Membership, Section 1 says, “Student Affiliate membership is limited to a maximum of five years.” EC agreed not to limit the length of time for student affiliate membership. This change will be voted on by membership.
 - vii. EC agreed to send out the compiled by-law changes for membership vote in early February 2016. **Action step:** Perry and Hong will draft the by-law ballot and circulate to EC members for approval before sending it out to the membership for a vote in February 2016.

7. Continued Discussion of Issues and Load Related to the Presidential Year

- a. At the AERA EC meeting, the EC began discussing the workload during presidential year and the difficulty for the President to undertake initiatives and follow through on them given the brevity of the term. Given this, EC discussed the possibility of: i) creating a 4-year line that includes redistribution of some presidential duties to the Vice-President and President-Elect, which also allows individuals in these roles to gain more knowledge of Division P&Ps before becoming President; or (ii) distributing duties to the President-elect and Past-President. Harris presented a set of documents that outlined duties for the President, President-elect, and Past President. EC discussed benefits and limitations for each option.

- b. Discussion: Harris commented that given the longer-term commitment, the 4-year solution might make it challenging to recruit potential president candidates, while it may help to filter committed candidates. Klassen added that 4-year solution might give the candidates more time and perspectives, so it may actually help to recruit them. Curby questioned about budget implication for having 4-year solution and the difficulty of coordinating various tasks across 4 people. Harris commented that under the current 3-year solution, the leadership revolves too fast, and thus a 4-year solution will provide more continuity. Curby suggested the possibility that Vice-President serves as a Member-at-Large and this solves the budget problem. Harris went over the presidential duties based on 3-year solution. If we keep the 3-year solution, the committee appointment can start in March by President-Elect, and complete the appointment by APA convention. By involving the President-Elect more in committee appointments and working with some committees before taking office as a President in August, this would improve the functioning of committees. Curby added that it would allow us to announce the new committee roster at the APA business meeting. In terms of committee work under 3-year solution, president-elect will handle Membership Committee, GSA Committee, Early Career Committee, and Liaisons to APA Standing Committees and Boards. President will handle Dissertation Award and Grant Committee, Thorndike Committee, Snow Committee, Division Editors, Fellows Committee, Pub Committee, Nomination Committee, and Program Committee. The Division Historian's work (archiving necessary documents on the google drive and interviewing past presidents) will be under Secretary's management.
- c. After much discussion on pros and cons for each option, EC agreed to pursue 4-year solution: Vice President, President-elect, President, and Past President. The distribution of committee oversight will be applied as described in 7-b. The VP will replace one of the MALs on the EC and take a liaison role for two committees: GSA and Early career. Harris moved, and Curby seconded. The motion passed unanimously. **Action step:** Perry and Hong will add this item in the by-law change that will be sent out to the membership vote in early next year.

8. Requesting report on annual spending from EP editors

- a. Wentzel had requested to use journal funds for a course buyout this year. EC voted unanimously to approve the following proposal: "Editor Wentzel's request to use journal funds to cover the cost of a course buyout is approved for this year. If this request is to be made annually, it needs to be justified on an annual basis. The request in future needs to address whether or not the costs of a buyout can in any way compromise journal operating expenses." Harris reported that Wentzel expects this to be for this one year only.
- b. In the past, Editors have not been required to report on annual spending to the

EC. The Publications Committee has suggested that this should be required. EC agreed to request an annual budget from EP editors. Perry moved, Hong seconded, and the motion passed unanimously. **Action step:** Perry will communicate this change to the EP editor and the Publications Committee.

9. International Student Travel Award

- a. Based on the Google Docs EC discussed previously, further changes were made. The updated changes are marked in yellow in Appendix E. Gill moved to approve these changes, Klassen seconded, and the motion passed unanimously. **Action step:** Harris will finalize the document and Perry will communicate with the International Committee regarding this change and the timeline for implementation.
- b. Gill suggested advertising the International Student Travel Award and the Student Poster Awards in the EP advertising space. **Action step:** Perry will communicate with George about this idea.
- c. The EC suggest the International Committee consider naming this award after an international scholar. **Action step:** Harris or Perry will ask the International Committee to discuss this possibility and submit a name by Feb. 1st.
- d. Can we include some consolation awards such as lunch/dinner with renowned APA Division Scholars (as per Motivation SIG in AERA)? **Action step:** Harris or Perry will communicate with the committee regarding this idea.

10. Financial Committee's Investment Discussion

- a. Chair of Finance Committee, Thorkildsen, provided two options for investment. Option 1: Invest money with TIAA/CREF in the manner included in the investment profile document. There is a management fee of .85%, which is tied to the type of growth we would like to see. If we ask for less active involvement on the investment front, that cost may go down. This decision is tied to the level of risk we are willing to accept. Option 2: Ask TIAA/CREF to offer a portfolio that includes a different risk assessment, which would also have a smaller management fee, presumably.
- b. Harris noted that option 1 has 22% chance of losing money; however, even if the market goes down, we can still use 2 year's worth of fund. Harris added that TIAA-CREF is the most conservative investment outlet. Meyer asked how much we are currently paying for the Vanguard account. **Action step:** Gill will find out this information. Harris moved to accept option 1. Hudley seconded. Six EC members voted favorably and three members abstained. The motion passed. Perry will notify the Finance Committee about this decision.
- c. Financial Committee Guidelines: EC members reviewed a draft electronically. EC further discussed several issues and recommended changes, which are reflected in yellow highlights in Appendix F. In particular, the committee membership was further discussed to include 4 persons: the current past-treasurer (1 year), a former president (3 years), and two additional members

appointed by the president with stagger term (up to 3 years). Persons currently serving will remain involved with the committee while their titles change, and the President will identify the chair. Gill moved to approve this change, Hong seconded, and the motion passed unanimously. **Action step:** Harris will change P&P accordingly. Perry will communicate these changes to the Finance Committee.

11. The following two items were not discussed at the fall retreat. **Action step:** Hong will add these to the next EC meeting agenda.

- a. Memorial Award Discussion: The EC decided to present a memorial award plaque to Bob Calfee's family at APA 2015. However, other possibilities and ideas for recognizing memorial award recipients were proposed, and thus further discussion is necessary. EC members reviewed the memorial award guidelines electronically (See comments in Appendix C: "Memorial Award"). Additional questions and issues arose (e.g., Who should present the award and when; when should the memorial announcement and text be posted on our website; what other media should we post the award and text on; who is the family contact; are their funds to support family travel to the conference to receive the award). The EC needs to discuss these issues further. Results will be made to these guidelines as necessary.
- b. Fund in the honor of Bob Calfee/ Exploring Donation Options for D15: David Berliner, who nominated Bob Calfee for the memorial award, noted there might be individuals willing to donate to support graduate student travel fund or something similar to that in his honor. Berliner asked if we have a graduate student fund that already exists; then donations can be added to that fund. Gill suggested the possibility of setting up a separate scholarship account, so that we accumulate funds to the account and award the scholarship in the years when we have sufficient funds (including service fees, etc.) to do so. Thorkildsen agreed that given the fluctuation of potential donors, Gill's idea would enable us not to make it as an "annual" event or a requirement, but an option as funds allow. Thorkildsen also suggested further discussing who will take charge of this. Discussion of the Memorial Award reopened discussion on the potential of opening up donations to D15. Harris solicited feedback from other division leaders (see Appendix D). Harris recommends consideration of an ad-hoc committee to be appointed in the Fall to explore this idea further.
 - i. Discussion – Two options consider: (1) forming an ad-hoc committee for this task. If so, who do you recommend be on this committee? Or (2) moving this task under the finance committee's scope. Finance committee will invest donor's gifts, so the committee can keep all our investments tied together.

Meeting adjourned at 2:30pm.

Appendix A. CODAPAR update

Leaders from child- and family-dedicated divisions of APA (7, 15, 16, 37, 43, 53, 54) are collaborating on a CODAPAR funded project to create a new, centralized web resource center for science-based information about promoting healthy development, parenting, prevention, and evidence-based practice with the target audiences of both parents and professionals by linking to other well-established, reliable and valid, scientifically-based websites.

We were notified of funding approval by the BOD on 1/23/15 (rather than December). We have formed the *Consortium for Science-Based Information on Children, Youth and Families*. We are on track to launch the site at the end of September, 2015.

I. Since commencement of our project, we have completed the following tasks:

- A sub-committee of 3 reviewed 5 web professionals and selected Ninth Floor Advertising to collaborate on our site.

<http://ninthfloorllc.com/>

- The full committee of 9 reviewed approximately 20 sites to reach consensus on design features.
- The full range of behavioral science information was conceptualized as falling into four over-lapping areas: Body/Mind/Emotions/Relationships.
- The web audience for this information was conceptualized as falling into three general groups: Parents/Caregivers/Educators/Health Professionals.
- A subcommittee collaborated with the Ninth Floor team to create our “wireframe.” A screen shot of the fourth draft can be found attached. It is awaiting our final text.
- A subcommittee developed our criteria for science-based information, illustrative definitions in the literature, and a vetting process for sites that will merit inclusion on the site. (This information will be included in the *About Us* page on the site.)
- The committee worked in pairs to create sub-menu items for Body/Mind/Emotions/Relationships.
- The committee solicited science-based sites for review from their divisions (Additional sites will be sought after launch and the site will be updated monthly).
- The committee worked in pairs to review approximately 150 sites, with a third reviewer for any that received a tie vote.
- Student volunteers were sought from our divisions to assist with categorizing information on the site.
- A sub-committee of students were mentored to assign approved sites to our sub-menu items.

- A subcommittee developed a feedback mechanism, questions for visitors, and a drop-down menu for identifying basic demographic information.
- A subcommittee developed an introductory blog to welcome visitors to the site, as well as a first blog post. (Blogs will be posted monthly; topics will be sought from visitors to the site.)

II. The following activities are anticipated during the remainder of our grant period:

- We anticipate launch of the site by the end of September, 2015.
- We will implement our dissemination plan, including draft list of over 500 contacts, in addition to APA divisions. We will send separate notes to the contacts for each of the sites to which we link, to child/family journalists, and to parent/family bloggers.
- We will gather feedback on site
- We will seek “partner” organizations that are willing to have their logo on our home page (The CYF office at APA is our first partner.) For example, SRCD, SRA, AERA, Ortho, etc.
- We will seek certification by Health on the Net

<http://www.hon.ch/HONcode/Webmasters/StepByStep/StepByStep.html>

Respectfully submitted on behalf of the committee,
Mary Ann McCabe, Ph.D., ABPP

Appendix B:

Outstanding Student Poster Award Nov. 2015

Division 15 offers two Outstanding Student Poster Awards. These awards recognize outstanding research presented by Division 15 Students at the Annual Meeting of the American Psychological Association. Each awardee receives \$500.

Eligibility. To be considered for the award individuals must:

1. attend the 2016 meeting and present as first-author on a poster at the 2016 meeting in a Division 15 Session
2. be a student at the time of the poster submission
3. be a member of Division 15

Evaluation Criteria. Nominated posters will be evaluated by the Student Poster Award Evaluation Committee on the following criteria:

1. conceptual/theoretical grounding of the research
2. quality of methods and analysis
3. alignment of research findings with conclusions and implications
4. contribution to the field of educational psychology

5. poster aesthetics
6. verbal presentation/discussion at poster session

Procedures

General Nomination Procedures. Students who have submitted a poster for presentation in the Division 15 program at the annual meeting and would like to be considered for this award are invited to submit their name and the title of their proposal to the program co-chairs using this [link](#) by December 15 of the submission year.

Identification of Top 8-10 Nominees Procedures. The Program (co)Chair(s) will compare nominated posters to all accepted posters. They will then ensure that the eligibility criteria are met. The blind review scores and feedback generated during the proposal review process will then be used by the Program (co)Chair(s) to identify the top 8-10 posters for review by the evaluation committee. The top 8-10 student poster award nominees will be asked to send an updated proposal (maximum 500 words) and pdf of the poster one month in advance of the Annual Meeting. The Program (co)Chair(s) will forward these materials to members of the Evaluation Committee in advance of the conference. These nominated posters will be highlighted on the Division 15 Website in advance of the conference.

Scheduling the Student Poster Award Nominee Posters

The program (co)Chair(s) will schedule all nominated posters to be presented in the same poster session, early in the conference schedule. If the Division chooses to host an early conference social then the poster presenters will be invited to share their posters at the social. This would allow for the evaluators to visit more posters. Alternatively, the poster nominees can be invited to share their posters at the business meeting and social, should an early social not occur.

Student Poster Award Evaluation Committee. The Student Poster Award Evaluation Committee will be comprised of 5 Division 15 Members who will be in attendance at the Annual Meeting. Committee members will be appointed by the Division 15 President. To serve on the committee individuals must be members of Division 15 and have no conflict of interest with any of the nominated posters. The Program (co)Chair(s) will serve as ex-officio (i.e., non-voting) members of this committee to facilitate the evaluation activities of the committee and to ensure that administrative tasks are completed. Members of this committee are to remain secret, with the exception of ex-officio members, until after the evaluation of the poster presentations.

Evaluation Procedures. The evaluation committee will receive copies of the updated proposal submissions (500 word maximum) and the posters, 2 weeks before APA. Evaluation Committee members will attend the poster presentations of the poster nominees to perform their individual evaluations using the rubric below. During the poster presentation each reviewer will be assigned 4 poster presentations to visit in

person, ensuring that each nominee is visited by at least 2 evaluators. Following the individual review of the nominated poster presentations the Evaluation Committee will meet in person for approximately 2 hours to review their evaluations and identify the 2 award recipients.

Division 15 Student Poster Award Evaluation Rubric

Directions. Consider how well the poster presenter attended to the following criteria in his/her presentation.

1. Conceptual/theoretical grounding of the research.

1 Limited grounding in the extant research	2	3	4 Extensive grounded in the extant research.
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2. Quality of methods and analysis

1 Poor methodological/analytical choices for the project or weak implementation of same.	2	3	4 Methodological/analytical choices are well suited to the project and are implemented with rigor
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3. Alignment of research findings with conclusions and implications

1 Little or weak alignment between the project findings and the conclusions and implications offered.	2	3	4 Conclusions and implications offered are well supported by the findings of the project.
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4. Contribution to the field of educational psychology

1 Project offers little to inform the field of educational psychology.	2	3	4 Contribution to the field of educational psychology is evident and meaningful.
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5. Poster aesthetics

1 Poster is difficult to read, disorganized, and confusing to the reader.	2	3	4 Poster is well organized, professional, and helps the reader to understand the work presented.
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6. Verbal presentation/discussion at poster session

1 Presenter is unclear or vague in his/her responses to attendees. He/she offers insufficient accurate elaboration of the poster content.	2	3	4 Presenter is clear and responsive to questions asked. He/she offers sufficient accurate elaboration and helps attendees to understand the work.
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Appendix C:

Memorial Award

The Division 15 Memorial Award will be awarded periodically at the discretion of the Executive Committee following the death of a prominent leader and key contributor. The Award recognizes individuals who were influential during their lifetimes to both the field of educational psychology and to Division 15 in particular. The Award also recognizes and expresses gratitude to the family of the deceased for the individual's leadership and inspiration to the Division as well as the field.

The Memorial Award consists of an engraved plaque presented to the family of the awardee at the annual business meeting of the Division at the APA convention in the year of receipt. In addition, a former student or colleague of each awardee will be invited to write a brief memorial tribute for publication in the Division Newsletter, which will appear in the Fall issue following presentation of the Award.

The Memorial Award Committee will be chaired by a designated past-president of Division 15, who will serve a three-year term and will work with the two members-at-large. Annually in the Fall of the year, the committee will consider recently deceased luminaries according to the following criteria:

The deceased is a prominent, widely-published scholar in the field of educational psychology, who:

- Has made significant contributions to Division 15 during his or her career, or
- Was the recipient of a Division 15 award or another award highlighting significant contributions to educational psychology.

This Committee will make recommendations to the full Executive Committee for a two-thirds vote approval at the AERA meeting preceding the August convention. In years when no applications are forwarded to the Committee or the Committee makes no recommendations, no award will be made.

The Memorial Awards Committee will ask the Division Secretary to prepare the plaque(s) for presentation to the family at the Business Meeting in August. The current President will notify the family of the awardee sufficiently prior to the convention to allow them to attend and receive the award if they so choose, and to request an address where the award may be sent if they are unable to attend.

The Committee will also solicit written statements from former students/colleagues of each awardee to be placed in the Newsletter, on the listserv, and Division website. The Committee Chair will see that these tasks are completed following the presentation of the Award.

Appendix D:

“Donations to Divisions” Initiative - Divisional Feedback

Division 49:

“We also created an APF fund in Div. 49. It reached \$100,000 last month. The division committed journal revenues over five years for funding. Individual members also donated. Typically, individuals donated \$1,000 over five years (about \$16.70 a month). We also have one or two estate gifts.

For our small division, this was an excellent method of developing a method to fund research, early career psychologists, scholarships, etc for generations to come.”

Division 42:

“Division 42 started "The Next Generation Fund" through the American Psychological Foundation. It is my understanding that it becomes fully funded once it reaches \$100,000 in cash on hand.

We started this about 4 years ago and we are only a few thousand dollars short of it being fully funded. Many people made pledges that would be paid out over 5 years, though there were a few one-time (hefty) donations.”

Division 9:

“Be careful about state registration requirements before you make any kind of solicitation – written or word-of-mouth or friend-to-friend – as getting crossways with these rules (which vary from state-to-state and are in place in, I believe 38 states and DC) can be very costly.”

Division 35:

“Div. 35 holds a fundraising dance every APA—most recently in conjunction with Div. 45. As former President of 45, Jean Lau Chin could be helpful in how it had been arranged.

Div 35 also has several designated annual scholarships ranging from \$500 to \$20000 from funds donated by members.”

Appendix E:

Recommended International Student Travel Award Stipend Guidelines

New Title: Taylor & Francis International Student Research Award

An intro paragraph will be added to clarify that the funds (\$1000) are intended to defray the travel cost.

Criteria:

1. (Student) Member of Division 15 (or an enrolling member).

2. Have an accepted, first-authored presentation in Division 15 at the APA conference; the student must be present at the APA conference to receive the travel funds. In order to receive monetary awards, the awardee should present at the APA convention.
3. Be a student studying at an overseas university (non-North American) and non-North American citizen
4. Award decided by a judging panel convened by EC Division 15
5. The 2000-words proposal should be presented for review by the judging panel
6. The 2000-words proposal should be considered by the judging panel to be potentially publishable in a top tier educational psychology (or related) journal
7. International committee will judge the proposals.

Below is a recounting of Karen's earlier communication with the International Committee, for context:

I need an update on your committee's progress or plans for developing the guidelines, procedures, and criteria for the International Student Travel Award, above and beyond the three criteria the EC shared in the first paragraph below. Other comments below are for your consideration. As noted below, you might find it useful to search for calls and criteria for other student travel awards online to help you with your determinations. As noted, the EC is asking for a call and procedures from your committee before the APA meeting, so that we can discuss it there.

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); 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 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.

Appendix F:

Policy & Procedures Finance Committee Guidelines DRAFT

The Finance Committee is responsible for monitoring the long-term investments of Division 15 and advising the Executive Committee on matters related to the fiscal sustainability and advancement of the division. Given that Division 15 works as a 501(c)3 organization responsible for its own sustainability, the Finance Committee ~~will not address issues with the annual operating budget. Rather this committee~~ will monitor and advise the Executive Committee on those tasks needed to ensure the financial health and longevity of Division 15. Considering the inevitable tensions between the immediate needs of members and changes that emerge as income inevitably waxes and wanes, the Finance Committee will advise the Executive Committee on the fiscal development of Division 15's assets. Responsibilities include: (a) collaborating with a formal investment advisor to ensure that the long-term financial accounts are growing in a manner that is consistent with the market; (b) surveying the membership on opportunities for securing revenue and generating plans for fiscal growth; (c) maintaining the Division 15 Spending Policy; (d) maintaining the Division 15 Investment Policy; (e) maintaining the Conflict of Interest guidelines; and (f) remaining educated about the full scope of Division 15's financial situation; ~~Regular reports to the Executive Committee will offer timely advice as each designs an annual operating budget and completes the necessary tax and balancing tasks that coincide with day to day functioning. And (g) providing regular reports to the EC.~~

Ad-hoc Membership: As we move toward improving the articulation of the Treasurer's role, we are recommending that the Finance Committee include 4 persons: ~~the current~~ Past-Treasurer (1 year), a former President (3 years), and two additional members appointed by the President with staggered terms (up to 3 years). Persons currently serving will remain involved with the committee while their titles change. ~~The President will~~ appoint a Chair from the members, and the Chair will serve for 3 years.

~~The current Treasurer will serve through two election cycles (2015 and 2016) and serve as Past-Treasurer in the final year (2017) of what will be a 4-year term; the current Past-President will remain involved for a period of 5 years; the distant Past-President will remain involved for a period of 3 years. The newest member of the committee will serve for a period of 3 years, beginning at the APA 2015 conference.~~ This committee is recommending that the President appoint a Chair and that no restrictions be placed on this decision regarding roles.

Standing Committee Membership: Moving toward becoming a standing committee, two individuals will serve 1-year terms on the Finance Committee: the Past-Treasurer and the Past-President will serve in their final year. Two additional members, one a distant Past-President and one appointed by the Division President will serve 3-year terms, staggered so that they do not rotate off at the same time. If necessary, we would like to see terms extended to ensure that at least one committee member will have a history of service on this committee at all times. No limits on the number of terms that may be served in sequence are being recommended to ensure the likelihood of achieving this goal.

Planned next steps before APA:

1. After tax season and AERA, we will more aggressively persist in our work with TIAA-CREF to obtain a recommended investment strategy as we endeavor to move money from the Vanguard account into an account that is likely to show growth.
2. Committee members will begin discussions on how to solicit revenue that might be donated to work toward an endowment. (Reminder, to earn \$150K per year, we were told that Division 15 should have at least \$3M in an endowment.)
3. Find a way to share the advice received with the Executive Committee.