

Division 15 Executive Committee

Meeting Notes April 30, 2010

Open Session (7-8pm):

In Attendance: Paul Schutz, Ellen Mandinach, David Bergin, Chris Wolters, Heather Davis, Nancy Perry, Helen Patrick, Pat Kyllonen, Clark Chinn, Lynley Anderman, Debra Meyer, Ji Hong, Dionne Cross, Ellen Usber, Stephen Tonks, Mei-Lin Chong, Bob Hoffman, Barbara McCombs, Gloria Miller, Revathy Kumar

President Paul Schutz opened the meeting by providing his report. President Schutz noted the Executive Committee has been involved in two primary areas of focus:

1. Examining issues faced by Early Career Educational Psychologists (years 1-7, promotion to associate). These issues include reaching out to build membership and retaining participation throughout the early career period. The Executive Committee began attempting to address the needs of early career psychologists by implementing the Early Career Research Awards. We are now in our third year of running that awards program, using an ad hoc committee to handle the awards. As President, Paul also created an ad hoc committee for Early Career Educational Psychologists, chaired by Dr. Jessica Summers, based on a report generated at a focus-group lunch held in August 2009. The committee was charged to deal with the issues generated by that discussion and documented in the report. In response, they created a session at upcoming APA 2010 Conference titled: "*If only I knew then what I know now...*"
2. The Executive Committee has been examining issues of diversity in the membership. President Schutz noted that reports compiled by the membership committee under the direction of Karen Murphy noted the Division currently has an aging white male population. The Executive Committee set a goal of diversifying the division by involving more members of the Division from underrepresented groups to serve on and lead committees. President Schutz was able to appoint 14 committee members from scholars of color into the Snow and Early Career committees and the Program Co-Chair positions. Moreover the program committee developed a session for the upcoming APA 2010 conference on diversity issues.

President Schutz noted this has been a busy year for the Executive Committee. He highlighted the tremendous amount of time and work on the Memorial Award that Past Presidents Ellen Mandinach and Lyn Corno completed. This is a new award that will be conferred in honor of a recently deceased luminary. He noted that it was a challenging and contentious process to get the Memorial Award to the point that it made sense in terms of how to appropriately select and recognize luminaries. He also noted that the upcoming challenge is to appropriately communicate to the families the nature of the award, provide recognition, and present a plaque.

President Schutz noted new publication opportunities including the approval to move forward with a new journal, tentatively titled *Journal of Educational Psychology Policy and Practice*. He also noted that work towards identifying editors for the third edition of the *Handbook of Educational Psychology* is under way. President Schutz noted that the Executive Committee has extended its outreach by co-sponsoring social hours with other divisions (2009 at AERA) and a social hour at the 2009 SCPIE conference. An upcoming initiative of the Executive Committee is to work on developing a small conference grant program.

Next, Treasurer Chris Wolters gave his report on the status of the Division. Treasurer Wolters noted the Division in good financial shape, with a very steady and large income based on *Educational Psychologist*. Additionally there is a smaller but consistent income from dues and other publications. Treasurer Wolters presented three tables for review: the first table uses the categories that APA accountants use to balance costs in the division (assets, income, and expenses). The second table provides a historical look for income and expenditures over the last few years; and the third table is one that the Executive Committee uses to evaluate expenditures based on how we actually spend money (e.g. conferences, Division Meetings, travel, awards). Treasurer Wolters anticipated similar expenses for the upcoming year compared to the previous year.

At this point, President Schutz opened the floor for questions regarding the budget. He noted that the areas where we are spending money include increased funding of awards (honorary awards as well as Dissertation Research and Early Career). Moreover, as these awards are coming on-line it has affected the scope of the Treasurer position. For example, over the last couple of years honorary awards (i.e. Thorndike, Snow, and Pintrich) not only come with a financial award but also reimbursement for travel to the conference when winners present.

This involves not only requesting the monetary award but also, after honorees have submitted receipts, requesting reimbursement from APA. President Schutz noted that the Executive Committee would be considering the equity and manageability of the position in the upcoming months.

Program Co-Chairs Ji Hong and Dionne Cross reviewed highlights from the upcoming 2010 program. They noted that it was an interesting year because although the Division had fewer submissions, the Division was awarded more slots. For the 2009 program there were 180 paper and poster and 6 symposia submissions. For the 2010 program, there were 128 paper and poster and 2 symposia submissions. With that said, they believe 2010 has a really strong program, in part, because of opportunity to create more invited sessions.

Secretary Heather Davis provided a report on the electronic voting of the Executive Committee December 2009 through April 2010. At the autumn meeting of the Executive Committee, it was noted that an increasing amount of business was occurring electronically and that the Division needs a mechanism to report important votes to the membership. It was agreed that the Secretary would compile electronic voting information and report these votes to the membership. Over the past five months, the Division 15 Executive Council voted to:

- ☉ unanimously approve the creation of a new sponsored journal tentatively titled *Journal of Educational Psychology Policy and Practices*.
- ☉ unanimously approve the Graduate Student Affairs Budget.
- ☉ approve to set aside funds for Treasurer Elect training. (The vote was 8 in favor, one abstain)
- ☉ unanimously approve the Memorial Award Honorees.
- ☉ unanimously confirm the selection of award winners.

Finally, Secretary Davis made the following announcements:

1) that Jacque Eccles has agreed to represent Division 15 at the 2010 Science Leadership Conference.

2) Over the last six months, we have made significant updates to Division 15 Website (<http://webbingexpress.net/apa/index.php>). We are actively posting announcements to the "Latest News" column on the homepages along with 'Spotlight on Achievement / Spotlight Article' and we are archiving the Newsletter. An upcoming goal will be to move the website to a new host. The new link will be announced on the list-serve.

3) All members should have been contacted by Taylor and Frances about creating an account for online access to *Educational Psychologist*. This is a benefit of Division 15 membership. Please contact Taylor and Frances if you have not been able to set up an account.

During the open discussion of reports, Ellen Usher, Chair of the Pintrich Dissertation Awards Committee, brought to the Executive Committee's attention problems with the deadline for the Dissertation Research Awards. She noted submissions were down from last year and the previous year. Ellen observed that we might be putting applicants in a squeeze with the criteria for eligibility. As currently stated, the criteria call for applicants to have proposed their dissertation project but not yet collected data. She recommended that we consider broadening the criteria for eligibility to include having passed the proposal stage. Several members noted data collection can be time consuming, as can analysis and writing. A motion was made to change the criteria so that eligible applicants will have successfully defended their dissertation proposal. (Note: no requirement to have not yet collected data). This motion was unanimously approved. Finally, Ellen also noted her committee is working to come up with better criteria for selecting winners for both the Pintrich and Dissertation Research Awards.

President Schutz closed the meeting with a motion to approve the committee chair reports. Reports were unanimously approved.

Closed Session: 8-9pm



Closed Session (8-9 pm):

In Attendance: Paul Schutz, Ellen Mandinach, David Bergin, Chris Wolters, Heather Davis, Nancy Perry, Helen Patrick

The Executive Committee began by addressing old business with regard to changes made to the Policies and Procedures Manual. Over the last five months, the Executive Committee has been working to document accurately the procedures associated with the Treasurer, Secretary, and Historian responsibilities. As noted in the President's report, the Treasurer's position has been gradually expanding in scope over the last five years. Prior to considering changes to this position, the Executive Committee felt it was important to document the multitude of responsibilities the Treasurer faces accurately. Additionally, as the Division moves towards electronically archiving information on its website, the responsibilities and procedures for the Secretary and Historian positions have been affected.

Treasurer Wolters noted the proposed revisions to the Policies and Procedures (P&P) manual represent the scope of the Treasurer's position. He noted it was good to have captured the multitude of tasks, but as he ends his term, he encouraged the Executive Committee to quickly move into how to reduce the job responsibilities.

Council Representative, Michael Martinez clarified that even if the Executive Committee voted to approve changes to the P&P manual (to reflect accuracy) the ultimate goal of the Executive Committee is to modify the position in the next 3-6 months. President Schutz confirmed this goal. Representative Martinez requested that Treasurer Wolters come with specific suggestions for how to modify the Treasurer Position and, in turn, the P&P manual for the incoming Treasurer. He noted this would be a tremendous contribution to the Division.

Lastly, in addition to changes to the procedures for the Treasurer, Secretary and Historian, it was noted that the Historian position currently does not have a term-limit. A motion was made and unanimously approved to limit the term of the historian position to 3 years.

A motion was made, and unanimously approved to accept the changes to the P&P Manual to reflect the current scope of responsibilities of the Treasurer, Secretary, and Historian positions.



The Executive Committee then moved to a more in-depth discussion of the Treasurer position. Treasurer responsibilities have blossomed to include the following:

- 1) clerical work such as acquiring receipts, reviewing for errors, sending to APA etc. Wolters noted that a good staff person at the Treasurer's institution or the APA office would be able to handle these tasks. This would cut down on the scope/ magnitude of the responsibilities.
- 2) The Early Career Research Awards and the letters of understanding with the presidents/editors are examples of situations in which the Division provides money and the Treasurer is supposed to monitor the use of the funds. Treasurer Wolters noted that the ECR Awards have become a chore in terms of monitoring whether the awardees to do what they said they would do, on the timeline they proposed. Just like the Dissertation Research Award, plans change as the awardees attempt to enact the project; awardees experience challenges with start-end date etc. The current wording of the Letter of Understanding is:

- I. Funds must be used for expenses clearly related and necessary to conducting the project as described in the original proposal. Any changes in the project design must be approved in advance by the APA Division 15 (Educational Psychology).

- II. The APA Division 15 (Educational Psychology) will disburse the funds in a single payment to either the *Recipient*, who accepts responsibility for reporting implications to the IRS or the *Recipient's* institution, which accepts responsibility for accounting for all funds to the IRS. It is the *Recipient's* responsibility to negotiate administration of the funds with her or his institution.
- III. The entire grant or award must be provided to the individual for the stated purpose. The grant may not be used to pay institutional indirect costs or overhead. If funds will be administered by the *Recipient's* institution, the institution must affirm in writing that it will waive all administrative fees and charges for indirect costs. This assurance may be provided through the signature of a responsible official on this agreement. This assurance must be received before the funds can be released.
- IV. Within 30 days of the end of the period of support, the *Recipient* must submit a final report to the APA Division 15 (Educational Psychology). This report must include information in the following areas:
- V. The Recipient must report any change in institutional affiliation or student status that might affect the administration of the grant or award.
- VI. Failure to adhere to these conditions will result in the Recipient or the Recipient's institution being required to return all granted funds to the APA Division 15 (Educational Psychology).

A question was raised as to whether these tasks should go to the ad hoc ECR Award Committee? Would it help if we clarified what it means for awardees to make 'substantial changes' in their projects? And what changes to the Letter of Understanding would provide more freedom to the awardees? Treasurer Wolters noted that APA will do administrative services for us (e.g., process new member applications) and other small issues and that they can send

a report of these services to the treasurer. They are, however, currently working on their processes and costs and said that the Division would have to wait until they have solidified their services/ expenses.

Treasurer Wolters also noted that we could look at the model for Division 9 (which has a financial officer who oversees office staff at APA) for our growth model. Can we find another Division(s) to share staff? Wolters noted this becomes more complicated, but the increased responsibilities may be a way to provide a rationale for hiring a financial officer.

President Schutz inquired as to whether off-loading the receipt for travel and the receipt monitoring roles would be enough? Treasurer Wolters said that he thought that would be a healthy start and would significantly reduce the roles. He sees the Treasurer as a member of the Division who monitors and works with committee chairs to create budgets etc, advocating for new ways to spend money etc. But dealing with hands on processing of paperwork and monitoring spending does not seem reasonable.

Treasurer Wolters agreed to put together list of short-term modifications for the August meeting. Long-term issues would be tabled for the autumn meeting.

Prior to adjourning the meeting the Executive committee unanimously voted for a new line-item expense related to the Division Website. The motion was to approve spending up to \$250 a year to host the Divisions website and domain name. Secretary Davis agreed to work with WebbingExpress to identify a host (with the first priority to be that the website be hosted by APA and, if not possible, that the host site not have any advertising).

The Executive Committee also affirmed that that title of the Newsletter needs to have the accurate name, volume number, and issue number listed.

The meeting was adjourned.

