

Division 15 Executive Committee Retreat²

Minutes APA Division 15 Executive Committee Fall Retreat

November 4th and 5th 2011

Building/Room: Hyatt Grand Regency – Tampa Bay Florida

The Executive Committee met November 4-5, 2011 to address a number of Division 15 issues and concerns. Here, we have included some highlights from the two-day retreat. The full minutes are available on the Division 15 website.

Nature of Committee Structure

There has been some confusion as to the nature of the “Dissertation Awards Committee” due to minor typos across documents (e.g., Policy & Procedures Manual, Committee Lists). As currently constituted, the Dissertation Awards Committee is responsible for administering both the Paul Pintrich Outstanding Dissertation Award (in recognition of outstanding achievement) and the Dissertation Research Award (monies used to support doctoral students with their dissertation research).

The Dissertation Awards committee is the only committee of its type that administers both an award to support research and a recognition award. Other recognition awards (i.e., Thorndike and Snow) each have their own committees. Similarly other awards/grants to support research (e.g., Ad Hoc Committee for Div. 15 for Early Career Research Awards, Ad Hoc Committee for Small Conference Grants). The committee discussed the need for an overall organizational framework for the committees. President Carr commented that there seems to be too many committees. Eccles suggested an organization of committees based on function - Achievement Awards, Research Support etc. Treasurer Nichols suggested that the current organization suggests a

developmental organization; all dissertation-related awards under one committee, so that members interested in dissertation related things can look in one place. Secretary Fives commented that while members of the executive board may be confused by the committee structure, in particular the Dissertation Awards Committee, the committee seems to be functioning quite well. She asked if any complaints had been offered by the Chair of the committee, to the knowledge of those present no complaints have been offered. However, it was suggested that we ask the current Dissertation Awards Committee Chair his perspective on this concern.

Past President Bergin & President Carr will reflect on these issues, seek input from committee chairs and members, check to see if these are bylaw changes, and , and generate a document on the potential restructuring of committees for the AERA meeting.

Guidelines for the change in editors of *Educational Psychologist*

There are currently no policies in place for how the transitions in *Educational Psychologist* editors should take place with regard to supporting funds for the outgoing and incoming editors.

Past President Bergin provided a document with information from previous *EP* editors on the nature of the transition and the need for support of both editors for the transition year. Currently, the editor receives a budget of \$40,000 per year, but it is unclear how and if this should be divided during the transition.

Eccles offered that it seemed that both editors should be paid while one office is closing and finishing up manuscripts and the other is getting set up. In looking at the budgets for *EP* there was some concern regarding the fringe costs charged by editors' universities. Eccles shared that in her experience as editor of an APA journal, that there are policies from which the Division could borrow. Bergin will look into how APA handles these transitions with APA journals and will report back to EC at AERA meeting. President Carr will Request that the current Editor of *EP* send quarterly reports on the budget to the Treasurer.

Procedures for Online Voting of the Executive Committee. Throughout the year pressing matters emerge that require immediate action of the Executive Committee, and these are voted on via email. However, no set procedures are explicated for how this will unfold.

Fives shared with the executive committee that although votes were held online since August she could not account for each member's vote because they replied only to the Division President who called the vote. The Executive Committee discussed the pragmatics of "reply all."

When votes are needed, the President will generate a call for votes and send it to the Secretary to send out to the Executive Committee. The Secretary will tally the votes and record the decision. All members were in favor of these procedures and the required updates to the Policy and Procedures Manual.

Division 15 Co-Sponsoring of Socials at AERA with SIGs. In the past, Division 15 Co-sponsored a social with the Teaching of Educational Psychology SIG at AERA. This cost the Division \$500 and provided an opportunity for increasing our membership. Under discussion was the possibility to co-

sponsor with other SIGs for the 2012 Annual Meeting.

Past President Bergin described his experience attending the Teaching of Educational Psychology SIG. He indicated that while the event was very nice, the size of the group present was quite small and he questioned the usefulness of this strategy. Secretary Fives suggested that Division 15 host our own social at AERA. Eccles suggested we wait for the small conference that we've been discussing. President Carr and Kitsantas – suggested a focus on email blasts to increase membership. Bergin and Nichols suggested that generating strategies to increase membership be assigned to the membership committee and media person.

The Executive Committee decided not to pursue any funding of these SIG events for the 2012 meeting.



Compensation for editor of the Corwin Insights Series. A Division Member who is author of a text for the Corwin Insights Series recommended to President Carr that the current editor of the Corwin Insights Series receive some form of compensation from the division. The member described the high level of support received from the editor and the amount of work generated

by this task as reasons for this compensation.

Members of the Executive Committee inquired as to the nature of contract with Corwin regarding the compensation of the editor. President Elect Meece asked if the editor presents to the Executive Committee the nature of her work, decision making, etc. Meece also shared that when she was a co-editor of a series she often traveled to work with the co-editor and that this might be a reason for the need to compensate the editor. Eccles suggested that President Carr ask the editor to put a budget together that the Executive Committee can consider.

President Carr will ask the editor to provide the Executive Committee with a budget request for funding that could include travel.

Ad Hoc Committee on Early Career Research Awards. In light of the prior discussion on the nature of the overall committee structure within the Division, the Executive Committee questioned the usefulness of making substantive changes at this time.

This topic was tabled pending President Carr and Past President Bergin's plans to review the overall committee structures and offer a possible restructuring to these. Treasurer Nichols raised the issue as to the monitoring of these Awards after the distribution of funds. She noted that she sometimes receives updates to their budgets, but is unclear as to who is responsible for reviewing the final reports of these grants.

The committee discussed the need for some method to record the follow-up of these grants, such as whether the research was completed and the findings. Nichols raised the issue that the recipients who communicate with her regarding their funding often do not know what the

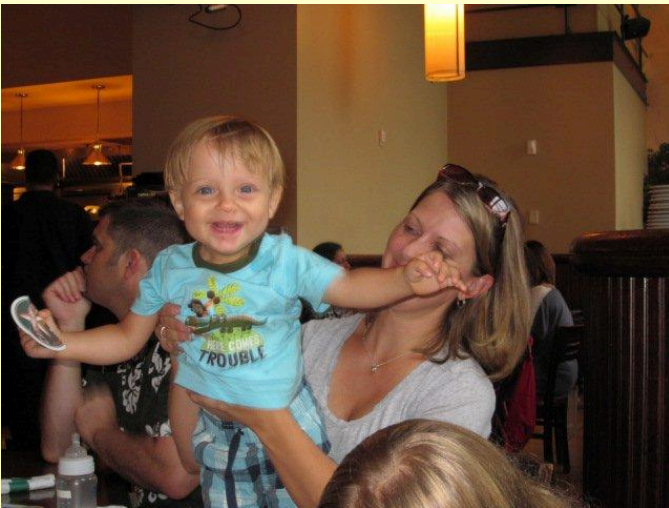
expectations are for the follow up report. Eccles shared that AERA has a grant program and there is a form used to report the status of the funded project completed by the award recipient's mentor. The Award committee follows upon the report. Past President Bergin suggested that the Executive Committee assign the Ad Hoc Committee on Early Career Research Awards the task of developing a procedure for tracking the awards given and the status of the research and expenditures.

Eccles will send copy of the AERA form she described to Nichols and Fives. Fives will communicate with the current Chair of the Ad Hoc Committee on Early Career Research Awards on the need to develop a procedure for this.

Membership

There was discussion of the Division offering a one year free membership in the Division. According to the Membership chair this tactic has been used by other divisions. It has also been used by APS.

Eccles inquired as to how much this will cost the Division. President Carr indicated that it will not cost the Division anything to provide free access online to *Educational Psychologist*. Fives inquired into the practicality of making this happen via the website and APA. President Carr replied that if they join via our (Division 15) website that this will not be a problem to track. However, if they join via APA this could be a problem. It was decided that the webmaster and membership chair will address this challenge. The Executive Committee also discussed the cost of membership \$25 to non-APA members and \$11 to APA members.



Eccles moved that we give new members 1 year of free membership as incentive to join and that they receive free online access to *Educational Psychologist*. Bergin seconded the motion and all were in favor.

Online Voting

In an effort to streamline the Division voting process, a full vote was needed to allow for online voting to be conducted for elections and changes to the bylaws. It was unanimously decided to amend the Bylaws such that section 3 now reads: "Division 15 may offer online voting."

Additionally, a process for Executive Committee voting via email was determined. The following procedure will be enacted to facilitate this process. The President will generate a call for votes and send it to the Secretary. The Secretary will send the call for votes out to the committee. Committee members will send their votes back to the Secretary for accurate recording of these decisions.

Division 15 Conference Committee

The Executive Committee is considering sponsoring a conference for Division 15 that would be independent of the APA annual meeting.

The conference ad hoc committee, chaired by Andrew Butler, plans to survey the membership regarding holding a small conference for our membership. Questions will focus on the preference for location, size, purpose, and connection to other meetings. Carr shared that Urdan, via email, reported that other Divisions in APA also have small conferences. Carr suggested that if there is interest among the membership we should get moving on this project.

Eccles shared that the Sociology of Education conference is held in the same location each year. Bergin commented that the 1st teaching of Ed psych conference was held in Phoenix in the off season – very hot weather but very good facilities. The committee discussed the idea of using a resort in the "off season" as the location. Eccles encouraged the committee to watch for the survey on the Division listserv. President Carr commented that the chair, Andrew Butler, of this committee has "done a terrific job."

Social Networking & Division 15

What type of presence would the Division prefer to have on Facebook? A "Page" (formerly a fan page) or a "Group" (open or closed)?

The committee reviewed the differences between each of these presences, and determined that a Facebook "Page" would best fit the needs of the Division. President Carr will charge the Facebook and Twitter Committee to Create Facebook "Page" (previously called fan page).

Division 15 Website

The Executive Committee discussed the possibility of including "Teacher Ready" content on the Division website to promote the use of educational psychology

research in the classroom. Our current Website Liaison S. Tonks asked via email with Secretary Fives the extent of his purview in this role. Tonks identified two general concerns: the slowness of site, and ways to make finding information more intuitive. Also the ability to archive materials on the site needs to be followed up on by Fives.

Fives will ask Tonks to share recommended changes to the site with Carr, Meece, & Fives. Fives will check up on website archiving for password protection of information.

Academic Dishonesty in Program Proposal Submission.

The Executive Committee reviewed an ongoing academic dishonesty case and our procedures for academic dishonesty regarding conference submissions and application. We will continue to do our best to follow APA guidelines on these matters and will follow up to be sure relevant language is added to the program chair manual.

Treasurer's Report

Financial Status. \$383,272.62 in our checking account and \$443,249.26 in our investment/savings account. Currently, our total assets are: \$877,363.77.

Division Income

- The majority of our funds continue to come from the royalties received for *Educational Psychologist*. We have already received our \$130,000 advance for 2011, and last year our royalties netted us an additional \$23,069.30 (i.e., EP earned us \$153,069.30 in 2010).
- We receive approximately \$10,600 from royalties from other publications.

- We receive \$11,000+ in dues for the year. (Importantly, this under estimates what we receive because it is based only on an 8-month period.)

Expenses

- APA Convention: \$83,010
- Fall Executive Committee Retreat (2010): \$6,500
- **Taylor and Francis Student Award.** As per our contract with T & F we are now receiving the \$1,000 student award. We use this to include in our Graduate Student Award activities.

Treasurer Support

The Executive Committee has allocated \$200 for supplies and \$1,500 for a student assistant.

Nichols reported that the student assistant was not helpful in her situation, and that supply costs were running higher and that much of her work was moving to online administration. She also posited that each Treasurer will need to make his/her own decision on need for funding.

The Executive Committee asked for more information about the tasks required of the Treasurer and any needed assistance. Nichols expressed the desire for some assistance in organizing the account categories. Fives suggested that she consult with a Certified Public Accountant or with the Accountants at APA (perhaps visit them) to facilitate this work. In hearing about the tasks, Nichols shared that she scans many of the receipts through her department scanner. Fives suggested that the Division provide funds for her to purchase her own scanner. Bergin agreed, concerned with confidential information being shared on a server.

Bergin moved to allocate up to \$2000 per year for the treasurer's budget to be spent as needed by the Treasurer in

completing his/her duties to the division and all were in favor.

Financial support for Division Secretary

President Carr proposed that some support should be offered to the Division Secretary given the amount of responsibility involved in this job. She suggested providing summer salary (.11) or some other financial support for the secretary.

The need for extra support was questioned by Fives as this is a service position. It was suggested that the Secretary generate a budget for any expenses incurred in completing the duties associated with this role. Eccles suggested calling this a stipend. Meece suggested paying for the travel of the Secretary and Treasurer to APA/AERA meetings that they are required to attend. This would be beyond the \$1,000 offered to help support Executive Committee Members.

Fives will develop budgets/request for monies to the EC.

Standing budget for the webmaster

President Carr proposed that we establish a standing budget for the webmaster so that the Executive Committee does not need to conduct an online vote for the payment of each invoice. The current webmaster was asked to provide a budget for the committee to review.

Budget provided indicated approximately \$1,000/year in updating costs for the website. Bergin offered a friendly suggestion to increase the amount to \$1,500 in order to assure that the costs will be covered.

Eccles: Revised Motion to establish a standing budget for web site in the amount of 1,500 per year. All were in favor.

Clarification of Travel Funding for Executive Committee Members.

In November 2010, the Executive Committee voted to provide members of the Executive Committee (not including the President, President Elect, or Past Present) up to \$1,000 per year to travel to Division meetings at AERA and APA. However, no policies for the disbursement of these funds were made to the Policy and Procedures Manual. Also in question

was when this funding should start and whether newly elected members should receive funding for the summer APA meeting before their terms officially starts (at the end of that meeting).

Suggested changes were reviewed and deemed acceptable. In addition the committee discussed the importance for the newly elected Secretary and Treasurer to attend this transitional meeting to meet the outgoing officer and be briefed on the duties of their role. Language for the P & P manual was suggested.

The board unanimously supported the suggested changes. See section below on the P & P manual for specific wording.

Raising amount of Small Conference Grants.

At the executive committee meeting in August, S. Graham (member at large) suggested that the small conference grant amount, currently at \$5,000, be raised.

J. Eccles (member at large) inquired as to the nature and purpose of the grants. President Carr described the grants as seed money to facilitate small groups of researchers gathering to share ideas and generate a product of some kind. Eccles shared that she has received a similar grant from SRCDD (Society for Research in Child Development) in the amount of \$40,000. Secretary Fives raised the concern that none of the Division 15 grants have

been awarded yet and a major change at this time might be premature. Eccles suggested that we offer a range in the amount for these grants. Amounts were discussed by the board and it was decided to change the Small Conference Grant amount to a range of \$5,000 – 10,000.

Paul Pintrich Outstanding Dissertation Award. Through the discussion of the committee structure it came to the attention of the committee that the Pintrich Award recipient received \$1,500 while the other Achievement Awards (Snow, Thorndike) receive \$2,000.

The committee discussed this difference in amounts. It was argued that individuals who are receiving the Dissertation Award (recent graduates) were in most need of the monies to travel to APA to present their work. There was general agreement of this among committee members present.

Eccles moved to increase the Paul Pintrich Outstanding Dissertation Award to \$2,000. All were in favor.

Online Votes Recorded From August 28, 2011-November 4, 2011

- Executive Committee Unanimously voted to replace Cecil Reynolds's Snow Award Plaque that was destroyed in a house fire.
- Executive Committee Unanimously voted to provide the SCIPIE conference with \$500 to supply snacks in exchange for advertising for Division 15.
- Executive Committee Unanimously voted to provide the incoming Secretary and Treasurer with \$1,000 travel reimbursement to attend APA the year that he/she is elected.

Respectfully submitted,

Helenrose Fives, Montclair State University



A Note from the Editors...

We would love to show more Division 15 members in action in the newsletter so we need your photos! If you have photos from Division 15 events, please send them to Kelly Rodgers, Editor of NEP/ 15, at krodgers@bmcc.cuny.edu