

MINUTES

Executive Committee Retreat Chicago, IL November 3, 2012

These minutes were approved by email vote of attending EC members on December 5, 2012

Minutes prepared by Helenrose Fives, Secretary

Members Present: Judith Meece (President), Marty Carr (Past President), Terri Thorklidsen (President Elect), Sharon Nichols (Treasurer), Helenrose Fives (Secretary), Anastasia Kitsantas (Member-at-large), Dionne Cross (Member-at-large), Tim Urdan (Representative to APA Council).

Also Present: Wade George, Director of Communications

Meeting called to order at 8:07 am. Welcome and organization of the meeting.

POLICY AND PROCEDURES (P & P, 8:07-9:00)

The Executive Committee (EC) had a working breakfast during which we reviewed the Policy and Procedures Manual to address inconsistencies between the Bylaws and Policy and Procedures manual. Marty Carr, Past President, facilitated the discussion. Key changes were to (1) revise terms to expand LISTSERV to “social media outlets”; (2) delete language explaining rationales for changes in previous policies and procedures, as this information can be found in previous minutes; (3) chronology of dates and deadlines were adjusted to reflect our current procedures and remove years as needed; (4) details for the grant awardee reports were added to the document; (5) the Early Career Research Grant Committee was renamed for greater clarity (the word “grant” replaced the word “award” because these funds are offered to early career faculty to engage in research and receipt of this grant requires the submission of a final report); (6) stipulations for the Early Career Research Grant Committee were detailed in the Policy and Procedures manual, as this is a new standing committee. All the minor and substantive changes were approved by the Executive Committee (EC) members present unanimously.

We discussed briefly the processes for online voting by EC members on issues that arise during the year. We determined that we would follow the policy listed in the Policy and Procedures manual, whereby the secretary will send out a call for a vote online following an email discussion period.

One issue of concern is the facilitation of the Fellows committee and the reporting of the committee nominations to the EC. Specifically, clarification regarding the role of the EC in the process of recommending or approving the Fellows Committee’s recommendations needs to be clarified-- particularly the role of non-fellow EC members. This discussion was tabled for the April meeting of the EC.

ACTION ITEMS (9:00 – 11:30)

Action Item 1: Working Budget for Wade George

Wade George, Communications Director, has requested a small budget (\$1,000 per year starting in January 2013) to pay fees associated with website hosting, domain registration, Survey Monkey, analytics tools, etc. This would allow Wade the flexibility of purchasing necessary tools as needed throughout the year without requiring a vote of the EC to approve each expense. He would still follow the current pay/reimburse process for submitting receipts, etc.

Motion: by Meece to approve the \$1,000 budget.

Vote: All in favor.

Action Item 2: Program Chairs Request for Funding.

Beyond the resources required to update the system, additional resources will be needed to manage communications between the Co-Chairs and reviewers, to aggregate and report reviewers' decisions, and to communicate decisions to proposal authors. Arrangements with APA and AERA, for meetings and catering, need to be made as well. Therefore, as previous Co-Chairs have done, we request the funds to hire one graduate student to work on these tasks. We estimate the tasks will require 60 hours of work for a total of \$1,200. Any unused funds will be returned to the Division after APA 2013.

Motion/Discussion: The EC briefly discussed that, in the past, this money was distributed from the President's budget. Members agreed that this is a Division expense. We also discussed whether a standing budget should be established for this, but decided that the current practice of requesting the funds seems to be working. President Meece also shared that the new (earlier) deadline for proposals to the 2013 convention (Nov. 16) shifts the workload time for program chairs to fall during the Thanksgiving holiday. President Meece moved to approve the program chairs' request for \$1,200 to hire a graduate student to facilitate clerical work associated with the program.

Vote: All in favor.

Action Item 3: Ad Hoc Committee for Social Media Support

Wade George, Director of Communications, has indicated that the Division is at the point where we should consider adding a committee (ad hoc) to assist with developing and recruiting reviews of blogs submitted to *Psychology Today* and items for *The Division 15 Weekly Newsletter*. Since August, Stephen Tonks has assisted Wade in this regard and is very responsive to Wade's requests, but it may be time to set up a three-member committee to assist with the social media resources. This request is to reduce the time burden for one member and increase support for Wade George and the current Division President.

Discussion: The committee would consist of 4 Division 15 members (including Tonks), and each member would be expected to review one *Psychology Today* blog post per month.

Motion: Meece moved to establish a four person Ad Hoc Social Media Committee that would include Stephen Tonks.

Vote: All in favor.

Action Item 4 – Bylaw Language Change for Graduate Student Affairs Committee

At the last EC meeting in August, the Graduate Student Affairs committee requested a change in the configuration of their committee to include graduate student representatives. The bylaws need to be changed as follows:

Current Bylaws State:

Section 9: The Graduate Student Affairs Committee shall consist of a Chair or two Co-Chairs and two members of the Division. The Chairs or Co-Chairs and each member shall serve a three-year term. It shall be the duty of this committee to conduct a graduate student seminar each year to run in conjunction with the APA meeting.

Suggested New Language to be Sent to Membership for Vote in Aug. 2013

Section 9: The Graduate Student Affairs Committee shall consist of a Chair or two Co-Chairs, two members of the Division, and **2 graduate student members of the Division**. The Chairs or Co-Chairs and each member shall serve a three-year term. It shall be the duty of this committee to conduct a graduate student seminar each year to run in conjunction with the APA meeting.

Motion: Fives moved that we send out the new language for the proposed bylaw change to the membership for vote at the August 2013 meeting.

Vote: All in favor

Action Item 5 – Early Career Educational Psychologist Committee Request for Luncheon Budget

The ECEP committee is requesting a budget of \$3,100 to host a buffet luncheon and information session on external funding during the APA meeting.

Discussion: It was unclear if this proposal was in lieu of or in addition to the current mentoring lunch offered by the Early Career Educational Psychologist Committee. The EC discussed a general approval for the continuation of the mentoring lunch activity. Furthermore, we would support a grant writing workshop held “off-site” from APA so as to decrease costs. There was some discussion that this may need to be pilot tested for interest and feasibility, and that Hawai’i may not be the best year to plan this type of event due to an anticipated low number of participants.

Decision: Meece will go back to the Committee Chair to try to find ways to merge the existing lunch with this idea about grant funding.

Action Item 6 – Early Career Educational Psychologist Grant Recipient Round Tables

Sharon Tetta (Chair of Early EP Committee) and Meece have been in discussion about the possibility of a breakfast roundtable session for early career members who received one of the Division's Early Career Research Grants. Meece and a student assistant contacted the recent recipients to see who will be attending APA 2013 and whether they would be willing to do a roundtable on their research. Seven award recipients affirmed their interest in participating. Meece proposed adding a breakfast roundtable (non-substantive hour) for APA 2013. Attendance would be open to all members to learn about the research of the early career awardees. It would be a great mentoring opportunity for all. Costs will be a meeting room and continental breakfast for 30 people (rough estimate). At Chicago standards, continental breakfast is ~\$30 per person for a cost of \$900, plus the fees for hotel meeting space (if non-substantive hours incur a cost for hotel space).

Motion/Discussion: Roundtable session of past awardees to be held as a non-substantive breakfast session to replace the Breakfast with Past Presidents. APA is redistributing programming hours in a new way for the 2013 convention and has greatly reduced the number of hours allocated to each Division. Traditionally, Division 15 has hosted two “open” breakfasts for graduate students (one with the Thorndike recipient and one with Division 15 Past Presidents). The EC discussed the pros/cons of the proposed roundtable session as an opportunity to invite early career psychologist participation and as a session that the graduate students could still attend. Furthermore, this session will be open to all and therefore may increase overall participation in the Division’s activities.

Vote: All in favor

Action Item 7 – Educational Psychology Program Directory Development

Wade George has proposed that we purchase the domain name “EdPsychPrograms.com” and develop a listing of Educational Psychology Programs offered across the U. S. He would develop a page with essential information, links to the university sites, etc. He suggests offering universities the first year for free, and then in future years a fee of approximately \$200. All income made from this site would be used only for graduate student grants and funding.

Motion/Discussion: Discussed whether or not the Division wants to generate funds through this type of offering. Collectively, the group decided that this should not be a fund generator. Instead, participation in this list will be considered a privilege of membership. Thus, programs/departments may participate if they have a member of the Division as member of the full-time faculty. Wade George will develop a more formal program, some sample screen shots, and seek out interest in other programs.

Decision: We will review this again at the April meeting.

Action Item 8 – Treasurer’s Discussion and Action Items

Sharon Nichols (Treasurer) raised the concern that, at some point, we need to discuss the transition to a new treasurer. When Nichols transitioned in, the EC approved support for her to travel to Houston

to visit with the outgoing treasurer (Chris Wolters) to get trained. She recommended following this model again.

Motion/Discussion: The EC discussed that this may need to be included in the Policy and Procedures manual at some point.

Decision: Table this and vote on it at AERA so that the logistics can be determined.

Nichols also raised concerns she has about protecting the data she has on individuals who have received monies from the Division (e.g., award recipients, graduate student seminar participants, committee chairs, EC members, etc.).

Motion/Discussion: EC recommend that the Treasurer consult with the APA Accountants regarding the need to save files and for how long. Treasurer currently has an external hard drive in a secure location; the EC discussed that she should perhaps purchase a hard drive for Division records to further back up these data.

Action Item 9: Recommendation from Small Conference Committee

Helenrose Fives recused herself from this discussion and vote because she was a listed participant in one of the proposed small conferences. Minutes were taken by Wade George.

The Small Conference committee received three applications this year. The committee recommended full funding (\$6,962) for a virtual conference entitled "Applying Educational Psychology Principles," submitted by Eric M. Anderman, The Ohio State University and Ron Marx, The University of Arizona. The committee also recommended partial funding (\$5,000) of a proposal titled "Provocation On Teacher Beliefs About Educational Activities," submitted by Gavin T L Brown, The University of Auckland.

Motion/Discussion: The EC discussed the nature of the small conference grant initiative in light of future expectations, namely the Division 15 Conference. The EC discussed the potential for virtual conferences as a means of continued outreach to members unable to travel. The EC discussed the need to include early career members in planning and delivery of both small conferences. Meece will discuss with awardees. There was discussion as to the viability of these small conferences in the future and the EC will review the feedback from the initial conferences to determine whether or not to continue with this initiative.

Vote: The EC members present decided to approve both of the committee's recommendations for this initial year of funding.

Action Item 10 - Educational Psychologist

Clark Chinn (Editor of *Educational Psychologist*) requested funds from Division 15 to disseminate special issues of the journal to members of other professional organizations who should be aware of this work.

Discussion: EC members were interested in more information, specifically the cost of sending these journals out and how many would be sent. Further, the EC was interested in the rationale for and conditions under which these journals will be sent and whether or not a personalized email with an electronic version of the journal could not fulfill the same goal.

Decision: This issue was tabled until more information could be gathered.

Clark and Meece discussed the possibility of publishing to tributes members (e.g., Robert Glasser) who receive the memorial award. Clark is open to this idea and has space in the journal, if EC approves.

Motion/Discussion: Division 15 Memorial Award recipients, tributes will be forwarded to the editor of *EP* to consider for publication.

Vote: All in favor.

Action Item 11 - A Proposal to APA Division 15: Providing Educational Opportunities for Children in Haiti

A proposal was received from a Division 15 member (Andrew Elliot) for Division 15 to: “adopt a specific community in Haiti with the aim of partnering together with members of that community to provide a high quality educational opportunity for each and every child therein.” Under the umbrella of this proposal, he requested \$855 for startup funds (This includes a portion of his travel to Haiti during which he will make initial contact with a potential organization and offer \$500 in seed money as an initial donation). He also suggested that, in the future, the Division—depending on interest—may also agree to support a team of Division members to travel to Haiti to engage in this work, with Division funding at a rate of \$70 per person per day (7 days for a team of 10 = \$4,900). He also suggested that a potential school renovation project might cost an additional \$4,000 for materials and labor; a small school building project might cost \$12,000.

Discussion: This was a member-initiated proposal. The EC was enthusiastic about this type of outreach. The EC discussed to whether or not we (Division 15) wants to accept this type of initiative or do we as a Division want to establish an “outreach” initiative to sponsor this kind of work? The concern was raised about supporting one person’s initiative for this kind of outreach without holding an open call for others to also submit this kind of initiative. The EC is interested in the idea of developing these kinds of initiatives and using this as an initial pilot. Terri Thorkildsen, President-Elect, is interested in developing this into a competitive award process pending the development of a long-term fiscal plan for the Division.

Motion: Meece moved to provide the seed money of \$900 with the qualification that the Division is not in the position of promising funds to follow.

Vote: All in favor.

Action Item 12 – Executive Committee Meetings

President Meece requested that the EC agree to meet via Google Hangout for a conference call again in January when more issues are anticipated to arise. The EC discussed several different methods for this communication and agreed to another meeting, most likely a conference call. Fives, Secretary, will send out a Doodle meeting scheduler in early January to identify a two-hour time slot for this call.

Action Item 13 – Travel Stipends For Committee Chairs

Currently, EC members receive a \$1,000 stipend to attend APA or AERA. During the September Google Hangout, we voted to add an additional \$1,000 stipend for the Secretary and Treasurer because their presence is needed at both AERA and APA. Also, we voted to increase stipends for EC members for travel to APA 2013 to \$1,200 due to the expense of the conference in Hawai'i. Below, I indicate the Committee Members who need to be present at APA to assist with conference activities. I did not include the ad hoc committees (Small Conference Committee, Division 15 Conference Committee, etc.). As you will see, there are inconsistencies in who is receiving travel funds. I believe that assisting chairs with travel is a way of acknowledging their service to the Division and will increase attendance at APA.

The following committee chairs currently do not receive funding, and yet have duties that require them to attend APA: Publications Committee, Thorndike Committee, Richard Snow Award for Early Career Contribution, Dissertation Awards Committee, Committee for Early Career EP, Early Career Awards Committee, Membership Committee, and Fellows Committee.

Motion/Discussion: To fund the Chairs who are not currently funded for \$1,000 for Hawai'i with the understanding that the amount of this stipend will be reviewed in future years depending on our financial status.

Vote: All in favor.

Action Item 14--Contract Renewal for Wade George

Wade George, the Division 15 Communications Director, will complete his one-year contract with the Division in January. He has requested a three-year contract going forward. The EC discussed three issues related to this – the length of the contract, the salary amount going forward, and the possibility of providing a bonus for his first year of work.

Motion/Discussion: Contract. Meece moved that we agree to the requested three-year contract.

Vote: All in favor

Motion/Discussion: Salary. The EC discussed the value that George has offered to the Division and the quality of work and initiative he has demonstrated in the past year. The EC agreed that a salary increase and bonus were in order. For the contract, the EC negotiated the following changes to offer George in his new contract: Salary increase to his base salary from \$30,000 to \$35,000, and to contractually increase his salary with a guaranteed 3% yearly raise for the length of the contract;

additionally, Division 15 may elect to offer a discretionary bonus based on his yearly performance and our financial position.

Vote: All in favor

Motion/Discussion: Bonus. The EC discussed the appropriateness of awarding a bonus to Wade George for his work with Division 15 during the 2011-2012 year. During that time, Wade George created several websites for the Division, engaged in outreach, started blog spaces, and completely revitalized our social media initiatives. The EC determined that a bonus was warranted in the amount of \$3,000.

Vote: All in favor.

Respectfully submitted,

Helenrose Fives, Montclair State University