

**APA Division 15: Educational Psychology  
Executive Committee Fall 2018 Retreat Minutes  
Riverside, CA.**

**Friday October 19 and Saturday 20, 2018**

**Dignitaries Conference Room, Mission Inn Hotel**

**Meeting Minutes**

**Friday 7:30 pm to 9:00 pm**

Present: Gale M. Sinatra, Michael Nussbaum, Helenrose Fives, Michelle Buehl, Revathy Kumar, Beverly S. Faircloth, Gwen Marchand, Avi Kaplan, Sharon Nichols, Tim Urdan, Meghan Ecker-Lyster, Stephen Aguilar

**Welcome (Gale Sinatra)**

**Informational Items**

**1. Suggestions to soften use of Robert's rules of order for the meeting this year.**

There was general agreement to soften Robert's rules of order. The vote on a more casual implementation of Roberts rules was proposed. There was one opposition (Dr.Nussbaum). The concern was that decisions may be swayed because some people may not have the power to express their opinion. The decision was made by Dr. Sinatra to pass the vote on adopting a softer version of the rules and revisiting the issue if discussions become disorderly or if people feel disenfranchised.

*<Approved 10-1>*

**2. Approval of the Agenda**

*<Approved 11-0>*

**3. EC Representative Assignments**

Committee assignments, as listed on the Division website were reviewed. Committee members discussed the voting-non-voting status of ex-officio At Large Members including the role of the EC ex-officio members' participation in various committees and to function as a liaison between EC and the various standing committees.

Dr. Kaplan made the motion "reaffirming that the EC members' functioning as ex-officio members on committees do not vote." It was seconded by Dr. Tim Urdan. Motion was approved in principle with the caveat that the language used in the Division Policies and Procedures be revisited.

*<Approved 11-0>*

**4. 2019 APA Program Update**

a. Presidential Theme: Educational Psychology for a Promising and Sustainable Future.

Focused on two issues :

i. Active stewardship of the discipline by broadening and diversifying members and support learning in all contexts.

- Promoting research in cognition, motivation, and critical thinking to increase our impact on social and ecological environments by actively connecting Educational Psychology research and meaningful policy initiatives.

- There has been no change in the number of sessions awarded to Division 15. Our standing within APA is satisfactory.

ii. Invited Sessions:

- Early career session focused on diversity issues and presentation by early career scholars. The sessions will be a mix of presentation and workshop.
- Policy session

(Proposals due Dec 3, 2018)

**5. Poster Award**

EC discussed the Division poster award (\$500) funded by Taylor and Francis (T&F) in conjunction with APA poster Award (\$1000 for graduate student; \$2000 for faculty). The committee had an extended discussion on the process for recommending posters—student and faculty—by the Division to APA and for funding the recommended student’s membership to APA. No final decision was made on either issue.

Note: (The submission for the APA award based on recommendation from the Division must be made by July 15<sup>th</sup>.)

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**Dignitaries Conference Room, Mission Inn Hotel**

**Meeting Minutes**

**Saturday 8:30 am to noon**

Present: Gale M. Sinatra, Michael Nussbaum, Helenrose Fives, Michelle Buehl, Revathy Kumar, Beverly S. Faircloth, Gwen Marchand, Avi Kaplan, Sharon Nichols, Tim Urdan, Meghan Ecker-Lyster.

**Introduction:**

Dr. Gale Sinatra provided an overview of the agenda for the meeting.

**Publications**

1. **New EDP Contract** (Renewing contract for *Educational Psychologist*)  
(17 minutes)

Anthony Dimitry from T&F met Dr. Gale Sinatra to renew the contract. T&F committed to support the Division 15 reception at the annual meeting to the tune of \$1000/-. They have also committed to providing a one-time support for the transition team. The Publications Committee, headed by Dr. Eric Anderman, and the APA legal team have approved the contract.

Dr. Sinatra raised the issue of requesting additional resources and renegotiating the contract with T&F. This was discussed at length, and then Dr. Nussbaum suggested requesting 47% instead of the current 45% (guaranteed \$135,000/ year with additional income based on total revenue) from the sale of *Educational Psychologist*. Ultimately, the decision was made to request either an additional 2% from the sales of Educational Psychologist or a new award to the tune of \$7000. Drs. Sinatra and Faircloth observed that the contract can also be negotiated at the time of its next renewal at the end of 5 years.

Dr. Nussbaum made the motion to approve the contract as is unless a better deal is struck with T&F.

*<Approved 11>0*

2. **New Book Series**  
(34 minutes)

Dr. Sinatra was approached by Dan Schwartz of T&F with a proposal for a new book series that returns money to the Division. The proposed book series is intended to specifically target teachers. EC members discussed the viability and need for such a book series. Dr. Nussbaum was concerned that this series might detract our attention from

other Division initiatives. He also suggested partnering with other teacher oriented professional organizations and journals.

The key points made in the discussion that followed were:

- The book series would be a “How to” series that focuses on the translation of Educational Psychology research and theory into practical classroom implication for teachers.
- To recruit an editor who will work with the Division President to develop a prospectus for the book series.
- To recruit people who work extensively with teachers to develop clearly articulated guidelines for writing a book for this series.
- To nominate an editor or co-editors.
- To send out an open-call for editor of the book series.
- To maintain a companion webpage for the book on the Division website.
- To determine venues in collaboration with Tony for marketing the book.

Finally, the decision was made to have a small working group for this project.

The working group will include Tim Urdan, Beverly Faircloth, Helenrose Fives, Gale Sinatra, and Eric Anderman.

Dr. Sinatra will communicate with Dan Schwartz of T&F to inform him that the preliminary organizing work for the new book series is being initiated.

### 3. **New Journal**

(1-hour 5 min)

The idea of the journal came partially out of Dr. Michael Nussbaum’s policy initiative and partly out of Dr. Sinatra’s realization that other APA divisions have more than one flagship journal.

Dr. Sinatra suggested launching a journal focused on Policies and Practices. The journal would publish articles focused on educational policy and practice informed by theory (e.g., Reading teacher model). The journal would be directed to all levels of education, including Higher Education. There was a brief discussion regarding making the journal open access. This was followed by a discussion regarding the structure of the articles for the new journal wherein every article would include a policy or practice brief (2 pages) placed on the T&F website that would be open access. This policy piece would be linked to the article that would be behind a firewall (not open access). Discussions revolved around expenses associated with open access (average \$1000/ article for open access). There were suggestions for publicizing the article and the associated policy piece through Twitter and teacher organizations. Dr Sharon Nichols reiterated the importance of this initiative given the lack of policy journals in educational psychology. As getting the journal off the ground would take a year or two, Dr. Sinatra suggested initiating a policy webpage on the Division website in the interim.

In response to Dr. Urdan's question regarding the structure of the journal, Sinatra stated that the problematic issue to be addressed is the blending of practice and policy within the same journal. Dr. Urdan also emphasized the importance of making sure that the journal filled a missing niche in the field of education. Many of the EC members including Drs. Faircloth and Sinatra emphasized that there is a pressing need for educational psychologists to contribute more to the education policy discussion.

Regarding the logistics, Dr. Sinatra stated that the prospectus would have to be written and then approved by the EC and the Publications Committee.

The ad hoc working group for the new journal will include Drs. Beverly Faircloth, Michael Nussbaum, Helenrose Fives, Gale Sinatra, Sharon Nichols, and Eric Anderman (or someone from the Publications Committee). This group will initiate work during Dr. Sinatra's presidency and will continue into the next presidency.

## **Budget**

(1 hour 10 minutes)

Dr. Beverly Faircloth discussed the budget.

### **4. Revenue Projections:**

a). Discussion of projected membership dues in the budget.

Dr. Faircloth suggested accounting for the additional revenue that the Division has received in the past couple of years from membership dues (the budget reflects \$15,000 revenue from membership dues, however the total revenue is \$17,000 for the past couple of years) in the proposed budget. She suggested that the advantage of accounting for this additional revenue in the budget is that there would be more funds for expenses (e.g., another award).

b). The increase in royalties in 2018 was because of the extra \$3000 promised by T&F and the \$12,500 for Transition funds.

c). Readjusting funds between Fall retreat meeting expenses and travel expenses.

- Estimated cost for the meeting was \$4,500. The actual cost was \$7583.
- Estimated cost for travel for EC members was \$10,000.

EC members were in agreement regarding moving funds from Travel to the Meeting.

### **5. Early Research Grants Award**

- a. Dr. Faircloth suggested the number of awards should be increased to 3 (Only two awards were granted in the previous years) and the value of the award should be increased from \$5,000/ per award to \$6000/ per award. It was acknowledged that the value of the award is likely to change depending on fluctuations in the Divisions financial situation.

Motion to provide 3 awards at 6000/award for 2019 was made by Dr. Helenrose Fives. The Motion was seconded by Dr. Tim Urdan.

Dr. Sinatra opened the floor for discussion and Dr. Nussbaum raised the need for careful considerations before increasing spending and falling into deficit, given the Division's previously adopted deficit spending policy. Dr. Faircloth stated that this was unlikely to happen from this specific proposal. Dr. Avi Kaplan suggested that the three awards be based on the available additional funds this year (\$4,800) to ensure that the Division funds do not run into a deficit. Dr. Sinatra made a friendly amendment to adjust current available fund with an additional \$1,200 from the president's discretionary fund to make up the deficit and ensure that the award values remains at \$6000.

*<Approved 11-0>*

#### **6. Communications Director**

The EC engaged in discussions regarding giving the Communications Director additional bonus for 2018. Several EC members commended the current communications director, Wade George, for his excellent work on the Division website. This included recognizing several of his new initiatives to make the Division website attractive, accessible, and informative. As Dr. Sinatra noted, these initiatives have increased the traffic on the division's website and the utilization of the website. This was followed by a brief discussion on the metrics to be used for deciding on the bonus.

Motion made by Dr. Sinatra to move \$500/- from the operating expenses for Communications and include it in the Communication Director's bonus thus increasing the bonus from \$3,500 to \$4,000, for the year 2018.

Motion seconded by Dr. Kaplan.

*<Approved 11-0>*

Motion made by Dr. Sinatra to develop bonus criteria for communications Director.

Seconded by Dr. Urdan

(was not voted)

Drs. Urdan, Faircloth, and Marchand were assigned to work with Wade George to develop the rubric and criteria (that includes web traffic and division membership) for deciding on potential bonus for the communications director, should the fiscal situation allow for such a bonus.

#### **7. Budget for Handbook and Journal**

**The budget for Educational Psychologist Journal includes:**

- a. Stipend for Editor that is to be contracted with Tony at T&F.
- b. Transition funds (\$12,500, one-time expense) – reflected in T&F royalties.

**The budget for handbook includes:**

- c. Honorarium (this may not hit the budget next year as it is a time-consuming process)
- d. \$500 in operational costs for Handbook

**8. Items on the budget that were not used in the current budget year.**

- a. Board of Education Affairs
- b. Board of Scientific Affairs
- c. Consolidated Meeting Liaison
- d. Education Leadership Conference for Women

The decision was made to leave these items in the budget.

Motion to approve budget made by Dr. Helenrose Fives and seconded by Dr. Avi Kaplan.

*<Approved 11-0>*

**Saturday 1:00 am to 4:00pm**

Present: Gale M. Sinatra, Michael Nussbaum, Helenrose Fives, Michelle Buehl, Revathy Kumar, Beverly S. Faircloth, Gwen Marchand, Avi Kaplan, Sharon Nichols, Tim Urdan, Meghan Ecker-Lyster, and Carol Connor.

**Fiscal Policy:**

**9. Finance Committee Membership (9 minutes)**

Dr. Nussbaum proposed that a Past President should be appointed on the finance Committee for a three-year term, per the bylaws

The final wording for the P&P manual for the proposed inclusion of a prior president to the Finance Committee agreed upon by the committee is:

“Membership of the Finance Committee shall include 4-5 persons; the current Past-Treasurer (1 year) as chair, the current Treasurer, the current Past President, and a prior President appointed for a three-year term. The President will make appointments per the bylaws and these guidelines.”

Dr. Sinatra invited Dr. Michael Nussbaum to serve for three years on the Finance committee and Dr. Nussbaum accepted the invitation.

Dr. Sinatra made the motion to approve the wording proposed by Dr. Nussbaum for Finance Committee membership with the friendly amendments. The motion was seconded by Dr. Urdan.

*<Approved 11-0>*

**10. Proposal for Change in Investment Portfolio (Drs. Nussbaum and Dr. Connor)**

(1 hour 5 minutes)

Dr. Carol presented the Committee Report along with recommendations of the Finance Committee regarding investments. The discussions included:

- Dr. Nussbaum's meeting with Michael Pashak (Private investment manager located in Las Vegas) regarding profitable investment of Division Funds.
- Moving investment from Merrill Lynch.
- Moving investment to private investment manager Michael Pashak if the fees are reasonable. This, Dr. Sinatra said, would provide the division more control on the division's finances.
- The need for maintaining sufficient liquidity. Discussions included conducting a risk-benefit analysis associated with lucrative returns for investments that do not incur high fees associated with withdrawing funds.
- Dr. Connor reported satisfaction with the performance of funds invested in TIAA
- Divisions Investment Goals (already voted on by EC)
  - Maintaining a reserve for three years and then investing the extra funds.  
Dr. Connor responded that the Division needs to make money on the reserve by investing wisely. The reserve funds can be invested more aggressively. She also stated that it is required that a checking account be maintained.
- There were discussions regarding the lack of a consistent philosophy with regard to investments. Points emerging from this discussion were:
  - Doing a better job on the investment side.
  - Spending little more on our members – better job of spending the liquid part of the assets.
  - Moving the Merrill Lynch account to a different account to get better returns.
  - Maintaining a one-year CD that is now at 3% and managing it ourselves and then reinvesting it if we do not need it.
  - Noting that TIAA funds are liquid assets.
  - Examining the report submitted by Michael Pashak. The report included two scenarios for TIAA investments
    - Risk level 3 with a better return for investments than TIAA and less volatility.
    - Risk level 2 with greater protection from the volatility in the market and a long-term bear market in the stock market.

Questions: Should we go from a level-three to a level-two risk with TIAA? Should we move to a more conservative stance? Or leave it at a risk level of 3 and then revisit it in 6 months.

Based on a straw poll the EC favored risk level 3 over risk level 2.

Vote:

All in favor of staying at 3? (9 in Favor)

All in favor of moving to 2? (2 in Favor),

## **11. Spending Money on Division Members (54 minutes)**



Division 15 maintains funding reserve for 3 years. As per APA rules, the Division must maintain a two-year reserve. The third-year reserve is at the discretion of the president and EC committee members. Currently, the Division has a 5-year reserve.

Dr. Sinatra raised the question of drawing \$20,000 from the reserve for operating expenses. In terms of budgeting, Dr. Faircloth stated that we give ourselves permission to write in an additional \$20,000 in the budget. Dr. Nussbaum stated that this may impact how funds are invested for the long term.

Several initiatives for the professional growth and support of Division members were proposed (14 in all). At the end of the discussion, straw votes on the 14 suggested initiatives resulted in the selection of the following initiatives:

- Make EC travel equitable for members at large at \$2,000/ person.  
(\$2000 additional expenditure)  
<Approved 11-0>
- Tentative Pre-conference for Policy Training and for Communicating Education Psychology research to public for policy development. (\$ 6,000)  
<Approved 11-0>
- Presidential Theme related Grant (\$5,000). The president will work with the Program Committee for giving out the grants.  
<Approved 11-0>
- Equity and Inclusion Huddle (\$2,000)  
<Approved 11-0>
- Travel Grant: Dr. Michelle Buehl in charge of (\$5,000 – 5 \$1,000 grants)  
<Approved 11-0>

Dr. Faircloth Dr. made the motion to approve \$20,000 for programs that were deemed important by the EC committee. The motion was seconded by Dr. Kaplan.

<Approved 11-0>

### **Committee Report Updates:**

12. The Committee chairs submitted the reports in advance of the Fall retreat and these were shared with all the committee members. The committee chairs for Nominations committee, membership committee and the council representative committee did not report any new information.

- **Report from the Communications Director**

Update: all the work done is included in the report. Wade reported that the Pod casts have been a real success. He proposed to include a stronger software with more flexibility for listeners. He requested the EC committee to consider reserving a minute or so for advertisements exclusive to Division 15 during podcasts. He stated that Dr. Jeff Greene would continue hosting the podcasts for the next year. Wade also indicated that it is necessary to update the server platform for the website and that this would incur an

expense of \$200/year. This expense, he said, could easily be accommodated within the current operations budget.

13. **Logo:** Wade suggested that we use a graphic designer for updating the logo. Dr. Sinatra suggested a designer who had worked for her previously. It was decided that \$1,000 would be committed for developing and designing the Division logo.

The logo working Group will include Drs. Avi Kaplan, Revathy Kumar, Gale Sinatra, and Wade George. The group was charged with selecting a couple of sample logos that the group likes and a couple that the group does not like to submit to the designer.

14. **New Mission Statement:**

The new statement is designed to reflect the centrality of educational policy and practice to the Division's mission. Dr. Kaplan presented the draft of the mission statement that included feedback from Dr. DeLeon Gray. The mission statement draft presented by Dr. Kaplan included the actions to be taken to accomplish the Division's mission. Dr. Sinatra suggested that the mission statement should be brief and pithy. She suggested that how the mission is accomplished ought to be the supporting document. Dr. Kaplan was requested to rework the mission statement with the feedback provided by the EC. The suggestion was that the EC should work on the mission statement as a group over email and then send it out to the other committee members for suggestions and feedback. The final couple of drafts of the mission statement would then be sent out to the Division members for a vote.

15. **Changes to the By-laws** (10 minutes)

Changes to the Policies and Procedures manual (P. 46)

Dr. Nussbaum made the motion to approve the changes on p. 46 to the Policies and Procedures manual. The motion was seconded by Dr. Kaplan.

*<Approved 11-0>*

16. **AERA EC:** Dr. Sinatra stated that the committee should expect information regarding the AERA EC via email.

**Closing** (10 minutes)

17. Dr. Beverly Faircloth described what the committee members need to do to complete the travel reimbursement form, including information on travel, ground transportation, and meals/ diem for meals not covered during the meeting.