

FALL BOARD MEETING MINUTES

[October 20, 2022 Minutes](#)

[Fall Board Meeting, 2022 Minutes](#)



AMATYC 2022 Monthly Executive Board Meeting
Thursday, October 20, 2022
Virtual (via Zoom)

Thursday, October 20, 2022

Note: All times are EST

The meeting was called to order at 4:02 pm by President Laura Watkins. The following members of the Executive Board were present:

Laura Watkins	President	Brandon Bartley	Midwest Vice President
George Hurlburt	President-Elect	Dale Johanson	Central Vice President
Kathryn Kozak	Past President	Eddie Tchertchian	West Vice President
Nancy Rivers	Secretary		
Barbra Steinhurst	Treasurer		
AJ Stachelek	Northeast Vice President		
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director and Turi Suski, Conference Coordinator

President Watkins reviewed the Order of Business – Meeting Agenda. (Attachment A)

Motion: Approve the Agenda provided on the previous pages. (Attachment A)

Made by Steinhurst and seconded by Hurlburt.

Motion Approved

Motion: That the Board approve the minutes from the 2022 Summer Conference Call (May, June, July, August, and September Monthly Meetings) as presented. (The 2022 SCC Minutes are posted online)

Made by Rivers and seconded by Bartley.

Motion Approved

Parking Lot

Discussion: Conference in Atlanta

Executive Session

The Board went into Executive Session at 4:15 pm. Anne Dudley and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 5:10 pm. At that time, Secretary Rivers reported that the 2024 AMATYC Annual Conference was discussed.

Discussion: Supporting ANet leaders

An ad-hoc committee will be formed to create support documents for ANet leaders and possibly other leaders. AJ Stachelek will chair and Anne Dudley will serve. We will return to this during the Fall Board Meeting.

Discussion: Conference in Toronto

The Board packet for the Fall Board Meeting was discussed. A few very important pages were highlighted, including the Foundation Table staffing sign-up.

Discussion: Location of the 2026 AMATYC Annual Conference

Executive Session

The Board went into Executive Session at 6:00 pm. Anne Dudley and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 6:04 pm. At that time, Secretary Rivers reported that locations under consideration for the 2026 AMATYC Annual Conference were ranked.

Motion: To adjourn the October 2022 AMATYC Executive Board Meeting and suspend the 2022 Fall Board Meeting.

Made by Kozak and seconded by Bartley.

Motion Approved

The October 20, 2022 Monthly Executive Board Meeting was adjourned at 6:07 pm.

Nancy Rivers, Secretary 2022 – 2023
October 20, 2022

Laura Watkins, President 2022 – 2023
October 20, 2022

ATTACHMENTS

	Title	Page
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**Order of Business – Meeting Agenda
AMATYC Executive Board
October 2022 Meeting**

Page	Agenda Item	Who?
	Call to Order	Watkins
Section A: Meeting Agenda		
A1	Order of Business	Watkins
A2	(M) Adopt Order of Business	Watkins
Section M: New Business		
M1 – M52	(M) Motion to Adopt Minutes of SCC Call	Rivers
Section O: Parking Lot / Motion to Adjourn		
O1	Parking Lot Discussion Items	All
O2	(M) Motion to Adjourn	Watkins

*D = Discussion

AMATYC 2022 Fall Executive Board Meeting
Sheraton Centre Toronto, ON, Canada

Sunday, November 13, 2021

The meeting was called to order at 9:10 am by President Laura Watkins. The following members of the Executive Board were present:

Laura Watkins	President	Alvina Atkinson	Southeast Vice President
Kate Kozak	Past President	Brandon Bartley	Midwest Vice President
George Hurlburt	President-Elect	Dale Johanson	Central Vice President
Nancy Rivers	Secretary	Shannon Ruth (*)	Southwest Vice President
Barbra Steinhurst	Treasurer	Sarah Pauley	Northwest Vice President
AJ Stachelek	Northeast Vice President	Eddie Tchertchian	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

(*) Via Zoom

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator

President Watkins reviewed the reference material. (Attachment A)

President Watkins reviewed the Rules of Conduct.

Motion: Approve the meeting's Rules of Conduct. (Attachment B)

Made by Tchertchian and seconded by Bartley.

Motion approved

Motion: Approve the Agenda provided on the previous pages. (Attachment C)

Made by and Tchertchian seconded by Stachelek.

Motion approved

Consent Calendar

Officer reports were received and reviewed.

Expenditure Approval Committee and Tax and Audit reports were received and reviewed. (Attachment D)

Motion: That the reports and motions of the Consent Calendar of the 2022 Fall Business Meeting be approved as written.

Made by Tchertchian and seconded by Rivers.

Motion approved

Academic Committees

Several Academic committee chair reports were received and reviewed.

Motion: That the AMATYC Board endorse the spirit of the position statement entitled, *Initial Placements of Students into the Mathematics Curriculum*. (Attachment E)

Moved by Ebersole and seconded by Johanson.

Motion approved

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

Director and Coordinator reports were received and reviewed.

Meeting suspended at 12:00 pm.

Meeting resumed at 1:19 pm.

Academic Committees

Additional Academic committee chair reports were received and reviewed.

Motion: That the attached PPM 10.9 (Two-Year College DataFest) be approved, effective immediately.

Moved by Kozak and seconded by Hurlburt.

Motion was withdrawn

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

The remaining Director and Coordinator reports were received and reviewed.

CONFERENCE

Turi Suski addressed questions on the conference report and gave the reports of Conference Committee members and LECs (Local Event Coordinators).

Motion: That the Omaha LEC, Amanda Olson, the Omaha local committee, and the Conference Coordinator work together on a service project for Boys town in Omaha.

Made by Kozak and seconded by Rivers.

Motion approved

Meeting suspended at 4:34 pm.

FBM 2022 Minutes – Monday, November 14

The Board meeting resumed at 8:36 am.

OTHER CONFERENCE

Board duties and tasks during the 2022 AMATYC Annual Conference were discussed.

Motion: That the Board approve Themed Sessions at the 2023 AMATYC Annual Conference hosted by the Statistics, Developmental Math, Placement and Assessment, Innovative Teaching and Learning, Mathematics Intensive, and Equity ANets.

Made by Tchertchian and seconded by Bartley.

Motion approved

ADMINISTRATIVE COMMITTEES

Administrative Committee reports, including that of the Membership Committee, were received and reviewed.

New Business

Motion: That the Board approves the attached changes to PPM Section 8.2 Conference Timetable, 8.9.2 Call for Proposals and Presiders, and 8.10.1 Conference Program Definitions, effective immediately. (Attachment H)

Made by Tchertchian and seconded by Bartley.

Motion approved

Meeting suspended at 11:23 pm.

Meeting resumed at 1:07 pm.

AD HOC COMMITTEES/PROJECTS

Ad hoc and other committee (Task Forces and Search Committees) reports were received and reviewed.

Motion: That the Board retire the *Guidelines for Mathematics Departments at Two-Year Colleges*.

Made by Kozak and seconded by Tchertchian.

Motion approved

EXECUTIVE SESSION

The Board went into Executive Session at 2:05 pm. Anne Dudley and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 3:03 pm. At that time, Secretary Rivers reported out the following:

- The Personnel Committee Report was received.
- The Board made the following appointments, pending membership verification:
 - Victor Piercey, (Ferris State University, VictorPiercey@ferris.edu), Legal Advisor. Effective 1/1/2023 through 12/31/2024.
 - Evan Evans, (Frederick Community College, EEvans@frederick.edu), Standards Digital Coordinator, Standards Committee. Effective 1/1/2023 through 12/31/2023.
 - Fred Peskoff, (Borough of Manhattan CC, fpeskoff@aol.com), member, Foundation. Effective 1/1/2023 through 12/31/2026.
 - Elizabeth Weaver, (Roane State CC, weaverea@roanestate.edu), Regional Representative, Program Proposal Review Committee. Effective 11/21/2022 through 11/16/25.
 - Matthew Watts (Red Rocks CC, matthew.watts@rrcc.edu), At-Large Representative, Program Proposal Review Committee Effective 11/21/2022 through 11/16/25.
 - Julie Hanson, (Clinton Community College, Julie.Hanson@clinton.edu), member, Statistics: AMATYC/ASA Joint Committee. Effective 1/1/2023 through 12/31/25.
 - Judy Ackerman, (Montgomery College, judy.ackerman@montgomerycollege.edu), member, Foundation: Investments Board. Effective 1/1/2023 through 12/31/26.
 - Jonathan Weisbrod, (Rowan College at Burlington County, jweisbrod@rcbc.edu), Editorial Panel - MA Region 2, MathAMATYC Educator. Effective 1/1/2023 through 12/31/26.
 - Ed Nichols, (Chattanooga State CC, edward.nichols@chattanoogaastate.edu), Editorial Panel - SE Region 3, MathAMATYC Educator. Effective 1/1/2023 through 12/31/26.

Regional Reps

- Chris Ward, (Southern West Virginia Community and Technical College, chris.ward@southernwv.edu), Mid-Atlantic, Mathematics Pathways. Effective 01/01/22 through 12/31/23.
- Dan Fahringer, (Harrisburg Area Community College, dpfahrin@hacc.edu), At large, Mathematics Pathways. Effective 01/01/22 through 12/31/23.
- Debra Rimkus, (Quinebaug Valley Community College, drimkus@qvcc.edu), Northeast, Mathematics Pathways. Effective 01/01/22 through 12/31/23.
- Greg Foley, (Ohio University, foleyg@ohio.edu), Central, Mathematics Pathways. Effective 01/01/22 through 12/31/23.

Strategic Planning

George Hurlburt, President-Elect, led the Board in a Strategic Planning Session (2018-2023/2024 – 2029) from 3:06 pm – 4:35 pm.

Meeting suspended at 4:35 pm.

The Finance Committee met from 4:30 – 6:00.

FBM 2022 Minutes – Tuesday, November 15

The Board meeting resumed at 8:34 am.

Academic Committees

The remaining Academic committee chair reports were received and reviewed.

New Business

Motion: That the Board approve the changes to the attached position statement, *Time Limits for Course Prerequisites*. (Attachment G)

Made by Kozak and seconded by Bartley.

Motion approved

Motion: That the Board authorize support of up to \$750 (upon submission of receipts) for the new legal advisor, Victor Piercey, to attend the FBM and AMATYC Annual Conference in Toronto.

Made by Tchertchian and seconded by Stachelek.

Motion approved

Motion: That the *CURM* grant Leadership Team host a Symposium at the 2023 and 2024 AMATYC Annual Conferences, provided the grant is funded.

Made by Kozak and seconded by Hurlburt.

Motion approved

Motion: That the Two-Year College Data Science Initiative (TYCDSI) grant be approved for Level II support.

Made by Kozak and seconded by Pauley.

Motion approved

Motion: That an IGNITE! Event be held on the Friday evening of the 48th, 49th, and the 50th AMATYC Annual Conferences. This IGNITE! session will be open to all as possible presenters, spearheaded and planned by the ITL ANet.

Made by Tchertchian and seconded by Stachelek.

Motion approved

Motion: That the name of the Statistics ANet be changed to the Statistics and Data Science ANet, with the ANet's name updated in all AMATYC documents and websites.

Made by Kozak and seconded by Pauley.

Motion: That this motion be postponed until after the Delegate Assembly.

Made by Kozak and seconded by Atkinson.

Motion to postpone approved

EXECUTIVE SESSION

The Board reentered Executive Session at 11:08 am. Anne Dudley and Turi Suski were asked to stay for the continuation of Executive Session.

The Board exited Executive Session at 11:37 am. At that time, Secretary Rivers reported out the following:

- The 2024 AMATYC Annual Conference was discussed.

Meeting suspended at 12:00 pm.

Meeting resumed at 1:06 pm.

OFFICE/STAFF REPORT (1:06 – 1:50 pm)

Beverly Vance, Office Director; Christine Shott, Publications Director; and Christy Hunsucker, Accounting Director, joined the meeting for the Office Report.

The Executive Director and Office Reports were received and reviewed.

TREASURER'S REPORT (2:00 – 3:00)

Christy Hunsucker, Accounting Director joined the board meeting for the Treasurer's Report and budget discussions.

Barbra Steinhurst gave the Treasurer's Report.

The Investments Board Report was reviewed.

Motion: That the expenditures from the cash account register from February 15, 2022 through August 31, 2022 be approved.

Made by Steinhurst and seconded by Atkinson.

Motion approved

The draft 2023 AMATYC Budget was reviewed.

Treasurer Steinhurst reviewed the changes made by the Finance Committee to the 2023 Draft Budget during its meeting.

Turi Suski gave the Executive Board a tour of the conference facilities, identifying the areas of interest to our programming and the planned use of each area.

AD HOC COMMITTEES/PROJECTS

The remaining committee report was received.

The board meeting was suspended at 3:57 pm.

The Membership Committee met 3:57 – 4:30 pm.

The Finance Committee met 4:30 – 6:00 pm.

Wednesday, November 16, 2021

Meeting resumed at 1:00 pm.

Parking Lot

Discussion: Timing of site selection

The Board discussed if we are making site selections too early or too late. With the volatility in the hospitality industry, we are seeing currently, the Board determined not to start the site selection for 2029 until next year at the earliest.

Discussion: Will we limit our site options based on California's no-travel list

An analysis of conference attendance by region history should be conducted.

Discussion: The timing of the Board's Monthly Meetings

President Watkins shared a poll to determine a better time for our monthly meetings, if possible.

The Board met our legal advisors (current and in-coming).

Board members met with AMATYC leadership including the Leaders of the Standards Committee, Student Math League Leadership, Publications Committee, Website Coordinator, other services leaders, the Grants Coordinator, Webinar Coordinator, ACCESS Coordinator, ANet leaders, and Subcommittee Chairs. Leaders of other services and some leaders from these listed were unable to attend.

Strategic Planning

George Hurlburt, President-Elect, led the Board and AMATYC leaders in a Strategic Planning Session (2018-2023/2024 – 2029) from 3:00 pm – 4:30 pm.

Meeting suspended at 4:30 pm.

Saturday, December 3, 2022

Meeting resumed at 3:33 pm (Eastern).

Motion: That the name of the Statistics ANet be changed to the Statistics and Data Science ANet, with the ANet's name updated in all AMATYC documents and websites.

Made by Kozak and seconded by Pauley.

Motion approved

Parking Lot

Discussion: SBM virtual or face-to-face

It was determined that SBM 2023 would be held virtually.

Motion: That the 2023 Budget be approved.

Made by Steinhurst and seconded by Pauley.

Motion approved

The creation of new task forces was discussed and preferences were shared. President Watkins will be sending out a charge to each task force and additional members will be appointed.

Task Forces:

- ANet Chair Onboarding and Liaising Ad Hoc Committee
AJ Stachelek (Chair), Brandon Bartley, Alvina Atkinson, Jennifer Ackerman, Kate Kozak (ex officio), and other non-board members
- Student Mathematics League Update Task Force
Eddie Tchertchian (Chair), Anne Dudley, Matthew Prigel, Dale Johanson, Shannon Ruth
- Redesign of Advertising Chair Position Task Force
Turi Suski (Chair), Eddie Tchertchian, Sarah Pauley, Nathalie Vega-Rhodes, Michael Pemberton, Julie Gunkelman
- Advocacy Task Force
Dennis Ebersole (Chair), Nancy Rivers, George Hurlburt, Kate Kozak, AJ Stachelek, Laura Watkins, Turi Suski (ex officio – conference related matters)
- Revising PPM Section 13: Affiliates Task Force
George Hurlburt (Chair), Anne Dudley, Nancy Rivers, and a few affiliate presidents

Discussion: Timing of Executive Board Monthly Meetings

After comparing calendars, it was determined that monthly meetings would occur at 6:30 (Eastern) January 26, 4:00 (Eastern) February 23 and May 25.

Discussion: Length of our Conference

Contracts are in place through 2028. Meeting with AMATYC Leadership such as ANet chairs was discussed.

Motion: To adjourn the Fall 2022 FBM.

Made by Stachelek and seconded by Bartley.

Motion approved

The 2022 Fall Board Meeting was adjourned at 4:48 pm.

Nancy Rivers, Secretary 2022 – 2023

December 3, 2022

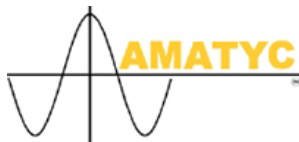
Laura Watkins, President 2022 – 2023

December 3, 2022

ATTACHMENTS

	Title	Page
A	Reference Material A. Meeting Plans B. AMATYC Mission, Vision, Tagline and Value Statements C. AMATYC Strategic Plan (2018-2023) D. Acronyms E. Parliamentary Motions Guide F. Policies on Welcoming Environment and Harassment G. 2020-2021 Affiliate Visits H. Board Liaison Assignments I. Board Committee Assignments J. AMATYC Conflict of Interest Agreement K. Email motions report since Jan. 1, 2020 with Sunshine Fund Report	11
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ATTACHMENT A: Resources



Arrive: Saturday, November 12th, anytime

Dinner on your own (meet in the lobby at 6:00 pm if want to join a group)

Lodging:

Sheraton Centre Toronto
123 Queen Street West
Toronto, ON, Canada M5H 2M9
1 416-361-1000

Depart: Sunday, November 20th any time after closing session (if flight permits)

Logistics

- Breakfast is on your own. The Club lounge is available for breakfast.
- For lunch and dinner, we will probably go as a group (spouses, partners, or others are welcome to join us), but making your own arrangements is an option.
- Coffee, drinks, and snacks will NOT be provided in business meetings – bring your own. There cannot be any communal food shared amongst all participants.
- Dress is business casual for the board meeting. AMATYC attire is acceptable.
- Wear your nametag for the board meeting.
- Put any last-minute submissions in the Google drive in the folder called *After October 18th, 2022*.

Board Meeting Room: Sunday, Monday: University Room (20th floor),
Tuesday, Wednesday: Churchill Room

Call to Order: Sunday, November 13, 2021, 9:00 am EDT

Sunday: Business Session: 9:00 am – 4:30 pm (Lunch: Noon – 1 pm)

Monday: Business Session: 8:30 am – 4:30 pm (Lunch: Noon – 1 pm)

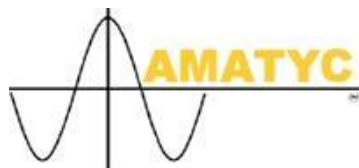
- Conference report: 11 am – 12 pm
- Finance Committee Meeting: 4:30 – 6:00 pm

Tuesday: Business Session: 8:30 am – 4:30 pm (Lunch: Noon – 1 pm)

- Office report: 1 pm – 2 pm
- Treasurer's Report: 2 pm – 3 pm
- Membership Committee Meeting, 3:30 – 4:30 pm
- Finance Committee Meeting: 4:30 – 6:00 pm (if needed)

Wednesday: Business Session: 8:00 am – 5:00 pm (Lunch: 12:00 pm – 1:00 pm)

- 1:30 – 2:50 pm Meet with legal advisors and 17iaises
- 3:00 – 4:30 pm Strategic planning, Simcoe/Dufferin
- Leadership Reception: 6:00 – 7:30 pm, City Hall



AMATYC Mission, Vision, Values

AMATYC Mission Statement: The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to provide high quality professional development, to advocate and collaborate at all levels, and to build communities of learners for all involved in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

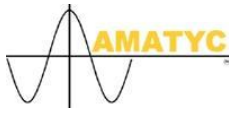
AMATYC's Vision: To be the leading voice and resource for excellence in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

AMATYC's Tagline: *Opening Doors Through Mathematics* (Adopted by the Board on June, 2016)

AMATYC's Core Values

Core Values represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging. (Alphabetical Order, Approved May 2006)

Core Value:	Operational Definition:
Academic Excellence	Presenting a quality educational experience in mathematics that is responsive to the needs of all students while recognizing student achievement in mathematics as an essential life goal.
Access	Acknowledging the right of all students to experience learning mathematics in ways that maximize their individual potential.
Collegiality	Providing opportunities for networking and encouraging mutual respect for other mathematics professionals for the betterment of the mathematics teaching profession.
Innovation	Creating, developing, implementing, and redefining successful instructional strategies, curricula in mathematics, and classroom practices based on the research of how students best learn mathematics and how faculty best teach mathematics.
Integrity	Safeguarding the qualities of honesty, sincerity, trustworthiness, global consciousness, and a code of sound moral professional principles.
Professional Development	Building expertise and exhibiting leadership in the teaching and learning of mathematics, enhancing personal growth, and improving teaching methods and effectiveness as a personally initiated life-long responsibility.
Teaching Excellence	Designing and implementing a dynamic mathematics curriculum, promoting the use of innovative and effective teaching strategies, assessing student learning outcomes in mathematics with appropriate methods, and creating a successful learning environment for all students.



2018-2023 AMATYC Strategic Plan

Approved April 21, 2017

AMATYC will be guided during the years 2018-2023 by this strategic plan consisting of the five priorities below and accompanying initiatives.

Priority I: Advocate for mathematics educators and mathematics students.

- A. Expand the visibility of AMATYC.
- B. Further a common vision by strengthening collaborations with other organizations.
- C. Recruit and retain individuals from under-represented groups into AMATYC membership and leadership.
- D. Attract and retain students into mathematics intensive fields, particularly students from under-represented groups.
- E. Advance seamless course and program articulation.
- F. Develop and maintain standards for mathematics education in the first two years of college.
- G. Educate the public on the AMATYC IMPACT standards and other AMATYC or national initiatives.

Priority II: Provide and promote professional development opportunities to faculty whose primary focus is mathematics in the first two years of college.

- A. Create year-round AMATYC opportunities for professional development utilizing various modalities.
- B. Offer professional development focused on mentoring new faculty teaching mathematics in the first two years of college.
- C. Enhance access to high quality professional development for all mathematics faculty.
- D. Collaborate with other organizations to provide professional development opportunities.

Priority III: Promote research on the teaching and learning of mathematics and statistics in the first two years of college.

- A. Encourage qualitative and quantitative research focused on student learning for a diverse range of learners.
- B. Train and support faculty who are interested in conducting research and classroom research.
- C. Pursue grants and other means of financial support for classroom research on teaching and learning.
- D. Continue to improve instructional resources based on classroom research.
- E. Advocate for the continued improvement of placement processes based on program assessment.
- F. Assist faculty, departments, and colleges to institute innovative practices informed by research.
- G. Disseminate resources and model practices for research-based teaching and learning.

Priority IV: Improve mathematics and statistics curricula in the first two years of college.

- A. Seek to provide a strong and relevant mathematics curricular experience for all students.
- B. Design and refine pathways for both STEM (Science, Technology, Engineering, and Mathematics) and non-STEM students.
- C. Promote the appropriate instruction and assessment of curricula.
- D. Encourage the appropriate use of technologies to enhance student learning.
- E. Facilitate the communication of successful curricular innovations that improve student learning.

Priority V: Build connections within communities of educators across regions, departments, and institutions.

- A. Enrich relationships with and provide support for AMATYC affiliate organizations.
- B. Support and increase participation in AMATYC's academic committees and AMATYC networks (Anets).
- C. Extend opportunities for local, national, and international networking to those interested in mathematics in the first two years of college.
- D. Promote a diverse community of mathematics educators which recognizes and welcomes the unique contributions of all participants.

ACRONYMS

AACC	American Association of Community Colleges
ACCESS	Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC and MAA for beginning two-year college mathematics faculty, funded for 2003-2006 by the ExxonMobil Foundation (Cohorts 1, 2, 3)
APA	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMC	AMATYC Membership Committee
AMPSS	Advancing Mathematics Pathways for Student Success
AMS	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
AMTE	Association of Mathematics Teacher Educators
ARA	AMATYC Research Associate
ARG	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
ASA	American Statistical Association
ASL	Association for Symbolic Logic
ASSM	Association of State Supervisors of Mathematics
AWM	Association for Women in Mathematics
BBA	Benjamin Banneker Association. “Dedicated to mathematics education advocacy, establishing a presence for leadership, and professional development to support teachers in leveling the playing field for mathematics learning of the highest quality for African-American students.”
BMS	Board of the Mathematical Sciences, a Board of the National Research Council.
CAMC	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
CAP	MAA Committee on Articulation and Placement
CBMS	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents and executive directors) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. David Bressoud is the Executive Director. CBMS meets twice a year, in early May and early December.
CCSSM	Common Core State Standards for Mathematics
CIRTL	<i>Center for the Integration of Research, Teaching and Learning</i>
CoWIM	Committee on Women in Mathematics, an AMS Committee
CRAFTY	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
CSSP	Council of Scientific Society Presidents
CTYC	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
CUPM	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
DCMP	Dana Center Mathematics Pathways
FBM	AMATYC’s Fall Board Meeting
GAIMME	Guidelines for Assessment and Instruction in Mathematical Modeling Education
GAINS	Graduate student And Instructor Networking System
GAISE	Guidelines for Assessment and Instruction in Statistics Education
GDPR	General Data Production Regulation

HL	Higher Logic, the platform that hosts my.AMATYC.org
ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012, Hamburg, Germany 2016 Shanghai, China 2020)
ICW	In conjunction with the annual conference
IMS	Institute of Mathematical Statistics
IMPACT	Improving Mathematical Prowess and College Teaching
INFORMS	Institute for Operations Research and the Management Sciences
IP Guide	MAA's Instructional Practices Guide
IUSE	Improving Undergraduate STEM Education (NSF grant program)
JCW	Joint Committee on Women in Mathematical Sciences
JMM	Joint Mathematics Meeting. Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.
JSM	Joint Statistical Meeting
MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC^3	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education, renamed NOSS
NAS	National Academy of Sciences
NASSMC	National Alliance of State Science and Mathematics Coalitions
NCTM	National Council of Teachers of Mathematics. Bob Doucette is the Executive Director.
NCSM	National Council of Supervisors of Mathematics.
NFR	Not for review session
NICRA	Indirect costs
NRC	National Research Council, organized by the NAS in 1916. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
NSF	National Science Foundation. Provides government funding for scientific endeavors.
NSF-IUSE	National Science Foundation – Improving Undergraduate STEM Education
NOSS	National Organization for Student Success
PAEMT	Presidential Award for Excellence in Mathematics Teaching
OCC	Online Community Coordinator
PPM	AMATYC's Policy and Procedures Manual
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SBM	AMATYC's Spring Board Meeting
SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SLOPE	Scholarly Leaders Originating as Practicing Educators in Two-Year College Mathematics
SOA	Society of Actuaries
SPO	AMATYC's Strategic Planning and Orientation meeting

Summit-P	Collaborative Research: Researching institutional transformation in the context of interdisciplinary STEM partnerships to support student transfer of mathematical knowledge
SUMMA	Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MAA was established in 1990 to increase the representation of minorities in the fields of mathematics, science and engineering and improve the education of minorities.
TfP	Teaching for Prowess grant
TLC3	Transitioning Learners to Calculus in Community Colleges
TODOS	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
TPSE Math	Transforming Post-Secondary Education in Mathematics
Triangle Coalition	A Washington DC-based nonprofit organization comprised of more than 100 member organizations with representation from business, education, and scientific and engineering societies. The coalition's mission is to bring together the voices of business, government, and education to improve the quality and outcome of STEM education.
USAMO	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the IMO. The team is honored at a special event in Washington each June.
USNCMI	United States National Committee on Mathematics Instruction
UTMOST	Undergraduate Teaching of Mathematics with Open Software and Textbooks (NSF grant)
YM	YourMembership.com. AMATYC association management (online database) and web hosting service

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

Jim Slaughter, Certified Professional Parliamentarian-Teacher & Professional Registered Parliamentarian

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Policy on a Welcoming and Inclusive Environment

The American Mathematical Association of Two-Year Colleges (AMATYC) is committed to providing an atmosphere that encourages the free expression and exchange of ideas. AMATYC values diversity in its membership and leadership and believes that a welcoming and inclusive environment encourages input from individuals with a variety of backgrounds and results in a stronger, more relevant organization. It is the policy of the organization that all participants in AMATYC activities will enjoy an environment where their presence and contributions are met with unbiased and equitable consideration.

AMATYC is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, nationality, ethnicity, religion or religious belief, age, marital status, sexual orientation or identification, disabilities, veteran status, or any other reason not related to scientific merit. The professional behavior and communication of AMATYC members should reflect an environment that is safe, respectful, and supportive of others.

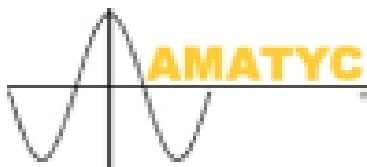
The legal definition of harassment is “unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons”. (Source: <https://definitions.uslegal.com/h/harassment/>, retrieved 8/20/2021) Harassment is a form of misconduct that undermines the integrity of our organization.

This policy applies to all attendees including members, students, guests, staff, contractors and exhibitors, participants in professional sessions, tours, and social events of any AMATYC meeting or other activity. Participation in AMATYC activities indicates an agreement to behave in a manner consistent with these standards.

In the unfortunate event that an individual(s) experiences a possible violation of this policy, the incident should be reported to: amatyccares@amatyc.org, or the AMATYC leader of the individual’s choice.

2022-2023 Affiliate Visits

Affiliate Name	2022 Meeting Start Date	Who Plans to Visit in 2022	2023 Meeting Start Date	Who Plans to Visit in 2023
KYMATYC				
IMACC				
MichMATYC				
OhioMATYC				
INMATYC				
WisMATYC				
MichMATYC				
DelMATYC				
MMATYC				
PSMATYC				
WYMATYC	4/29/2022	Sarah Pauley		
ORMATYC	4/21/2022	Bsteinhurst		
WAMATYC				
NMMATYC	5/20/2022	Shannon Ruth		
ArizMATYC	4/1-2/2022 10/7/2022	Shannon Ruth		
ArkMATYC	3/9/2022	Shannon Ruth		
TexMATYC	3/4/2022	Shannon Ruth		
ColoMATYC				
MOMATYC				
NebMATYC				
MinnMATYC				
NEMATYC				
NYSMATYC				
MATYConn				
OCMA				
IMATYC				
NDMATYC				
AlaMATYC	4/8/2022	Alvina Atkinson		
GMATYC		Alvina Atkinson		
FTYCMA		Alvina Atkinson		
LaMsMATYC		N/A		
NCMATYC		Alvina Atkinson		
SOCAMATYC		N/A		
TMATYC		N/A		
CMC3				
CMC3-S				
UMATYC	10/8/2022	Laura Watkins		
MATYCNJ				
VMATYC				
WVMATYC				

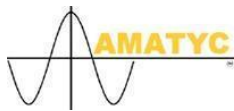


Board Liaison Assignments 2022-2023

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents	44 affiliate presidents	George Hurlburt
AMATYC Legal Advisor	Peter Georgakis	Laura Watkins
AMATYC Office (office@amatyc.org)	Beverly Vance, Christy Hunsucker, Christine Shott, Angela Poulin	Anne Dudley
AMATYC News	Jennifer Travis	Sarah Pauley
AMATYC Project ACCESS	Lisa Feinman	Barbra Steinhurst
Editing Director	Vicky Mayfield	Nancy Rivers
Grants Coordinator	Megan Breit-Goodwin	Dennis Ebersole
Historian		Nancy Rivers
<i>IMPACT</i> – Mathematics Standards in the FTYC	Julie Phelps – Chair Evan Evans – Standards Digital Coordinator	George Hurlburt
MathAMATYC Educator	Johanna Debrecht – Editor George Alexander – Assistant Editor Keith Nabb – Production Manager	Kate Kozak
Mu Alpha Theta	Jonathan Weisbrod	Nancy Rivers
Online Community Coordinator (myAMATYC)	Karen Gaines	George Hurlburt
Professional Development	Behnaz Rouhani – Coordinator Mari Menard – Webinar Coordinator – Traveling Workshop Coord.	Dennis Ebersole

Student Mathematics League	Matthew Prangel – Coordinator T.J. Duda – Test Developer	Eddie Tchertchian
Student Research League	Vinodh Chellamuthu – Coordinator	AJ Stachelek
Vice-Presidents (Senior VP)	8 VPs	Sarah Pauley
Website Coordinator		Shannon Ruth
Academic Networks (Anets)	Chair	Board Member
Adjunct Faculty Issues	Pat Barrientos	Alvina Atkinson
Developmental Mathematics	Kim Granger	Alvina Atkinson
Division/Department Leadership	Chris Ward	Brandon Bartley
Equity	Benjamin Aschenbrenner	Nancy Rivers
Innovative Teaching and Learning (ITLC)	Jennifer Ackerman	Eddie Tchertchian
International Mathematics	Barbara Leitherer	Laura Watkins
Mathematics and Its Applications for Careers	Natalia Postrigan	Dale Johanson
Mathematics for Liberal Arts	Kathy Kazemi	Dale Johanson
Mathematics Intensive (MIC)	Robert Cappetta	Dennis Ebersole
Pathways	Helen Burn	Alvina Atkinson
Placement & Assessment (PAC)	Christine Mirbaha	Shannon Ruth
Research in Mathematics Education for TYC (RMETYC)	Frank Marfai	AJ Stachelek
Statistics	Rebecca Wong (TBA – SPO 2022)	Kate Kozak
Teacher Preparation	Mark Kuhlman	Sarah Pauley

Other AMATYC Activities	Leader	Board Member
Investments Board	Bill Steenken	Barbra Steinhurst
Nursing Math; Dana Center; MAA Collab.	Beth Kelch	Laura Watkins
Mars Project	Karen Gaines, Janet Tarjan	Laura Watkins
JCW (Joint Committee for Women in Mathematics)	Nan Sattler	Laura Watkins
National Math Summit	Nancy Sattler	Laura Watkins



Board Committee Assignments

2022 – 2023

Board Standing Committees: Required in By-Laws

Finance Committee

PPM 5.8 The Finance Committee shall be responsible for coordinating and presenting a budget to the Executive Board.

Members: Barbra Steinhurst (Chair), Laura Watkins, George Hurlburt, Brandon Bartley, Alvina Atkinson, Turi Suski, Anne Dudley

Foundation Board

PPM 14.3.1 Manage the affairs of the AMATYC Foundation.

Members: Kate Kozak (Chair), Barbra Steinhurst, Cheryl Cleaves, Laura Watkins, Sarah Pauley, Anne Dudley, Ernie Danforth, Bill Steenken, Fred Peskoff

Membership Committee

PPM 5.8.3 The membership committee shall be responsible for marketing and promoting the organization.

The membership committee shall assist the office in maintaining accurate membership lists.

Members: Eddie Tchertchian (Chair), Dennis Ebersole, AJ Stachelek, Alvina Atkinson, Dale Johanson, Shannon Ruth, Sarah Pauley, Brandon Bartley, Barbra Steinhurst, Anne Dudley*, Beverly Vance*

*ex officio

Nominating Committee

PPM 4.3.3 The Nominating Committee recommends a slate of candidates to the Executive Board for consideration at the Spring Board Meeting of an election year. The report on the nominating process will include the names of all persons considered for each position. In recommending the slate, the Nominating Committee must follow the term limits for each office as defined in the Bylaws.

Members: Kate Kozak (Past President, chair, non-voting except for tie) (kathryn.kozak@amatyc.org); Alexander Atwood (delegate not Affiliate President – Northeast) (atwooda@sunysuffolk.edu); Barbara Leitherer (at large – Mid-Atlantic) (bleitherer@ccbcmd.edu); Ellen Matheny (Affiliate President – Southeast) (ebmatheny@pstcc.edu); Tiani Ellis (delegate not Affiliate President – Midwest) (tiane.ellis@kctcs.edu); Chamila Ranaweera (delegate not Affiliate President – Central) (Chamila.Ranaweera@southeasttech.edu); Sonia Petch (Affiliate President – Southwest) (sjpetch@collin.edu); Sandra Wildfeuer (Affiliate President – Northwest) (sjwildfeuer@alaska.edu); Ben Moulton (at large- West) (Ben.Moulton@uvu.edu); Pete Wildman (at large – former board) (Peter.Wildman@sfcc.spokane.edu); Christine Mirbaha (at large – AMATYC leader) (Cmirbaha@ccbcmd.edu); Pat Riley (at large – AMATYC leader) (patrick.riley@kctcs.edu)

Organizational Assessment Committee

- PPM 5.8.5 Coordinates the planning and implementation of assessment of AMATYC programs and activities. The Committee reports to the AMATYC Board on its findings and the implications for maintaining and improving the quality of AMATYC programs and activities.
- Members: George Hurlburt (Chair), AJ Stachelek, Nancy Rivers, Barbara Leitherer, David Tannor

Professional Development Committee

- PPM 5.8.4 Monitors, coordinates, and evaluates AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities.
- Members: Nancy Rivers (chair), Dennis Ebersole, Sarah Pauley, Brandon Bartley, Laura Watkins*, Turi Suski*, Behnaz Rouhani*, Mari Menard*
- *ex officio

Strategic Planning Committee

- PPM 15.6 Assists with scheduled strategic planning sessions at Board meetings. Submits a report for Board consideration at each Board meeting, and submits a report for Delegate Assembly member consideration during the fall conference. Every six years, creates a new strategic plan.
- Members: George Hurlburt (Chair), Laura Watkins, Kate Kozak, Sarah Pauley, Shannon Ruth, Alvina Atkinson

Delegate Assembly Committees

Mathematics Excellence Award Committee

- PPM 4.3.2 Recommend a recipient of the AMATYC ME Award to the Executive Board.
- Members: Dr. Aradhana Kumari (Northeast), Wes Crumpler (Mid-Atlantic), John Bennett (Southeast), Michael Mclure (Midwest), Fenecia Foster (Central), Lorinda Fattic (Northwest), Kari Arnoldsen (West), Shannon Ruth (Southwest), Kate Kozak (Chair)

Teaching Excellence Award Committee

- PPM 4.3.1 Select the recipients of the AMATYC TE Award in odd-numbered years.
- Members: George Hurlburt (PE, Chair), Bridget Dart (Northeast), Carol Howald (Mid-Atlantic), Vicki Todd (Southeast), Ben Aschenbrenner (Midwest), Sarah Davenport (Central), Seth Daugherty (Southwest), Celeste Peterson (Northwest), Kari Arnoldsen (West), Rachel DeAlejandro (Adjunct)

Delegate Assembly Minutes Approval Committee

- PPM 4.2.3 Approve the minutes of the Delegate Assembly.
- Members: Chair: **TBD**

Other Board Administrative Committees in Policy

Investments Board

- PPM 6.12 Provides continuity of oversight of the financial assets of the AMATYC reserve funds and assures that "prudent investor" precepts are developed and followed in managing the financial assets of the AMATYC reserve funds. It is the duty of this board to implement and assure that all

aspects of the AMATYC investment policy of the organization are followed with respect to the reserve funds.

Members: Bill Steenken (Chair), Phil Mahler, Judy Ackerman, Jim Ham, Anne Dudley*, Barbra Steinhurst*

*ex officio

Expenditure Approval Committee (EAC)

PPM 5.8.2 Approves over-budget line item expenses between Board Meetings.

Members: Barbra Steinhurst (Chair), George Hurlburt, Kate Kozak, Laura Watkins

Institutional Review Board (IRB)

PPM ch.16 Approve, monitors, and reviews biomedical and behavioral research involving humans. The AMATYC IRB is responsible for critical oversight functions for research conducted on human subjects that are *scientific*, *ethical*, and *regulatory*.

Members: Anne Dudley (Chair), Laura Watkins, George Hurlburt, Frank Marfai, April Ström

Personnel Committee

PPM 5.8.1 Reviews job performance evaluations of AMATYC office staff performed by the Executive Director. Creates and reviews job descriptions for appointed positions. Assists the President as needed in candidate selection. Provides the President with a list of positions that will soon be up for appointment / reappointment.

Members: Sarah Pauley (Chair), George Hurlburt, Laura Watkins, Kate Kozak, Barbra Steinhurst, Anne Dudley

Social Networking Committee

PPM 11.10 The Professional Networking Committee shall provide assistance and input into AMATYC's presence on social media.

Members: Eddie Tchertchian (chair), Dale Johanson, AJ Stachelek, Julie Gunkelman

Tax Review and Audit Committee

PPM 5.8 Review AMATYC's year-end financials; Review IRS form 990 prior to its filing on May 15th; Review the Conflict of Interest Policy/completed forms; review the results of the annual audit, answer questions, and consider recommendations from the auditor.

Members: Barbra Steinhurst (Chair), Anne Dudley, George Hurlburt, Kate Kozak, Laura Watkins, Christy Hunsucker

Conference Committee

PPM 8.3 Manage all aspects of the annual conference.

Members: Turi Suski (Chair), Todd Stine, Michael Pemberton, Julie Gunkelman, Nathalie Vega-Rhodes, Crystal Wiggins, Sean Saunders, Amanda Olson

Other Committees (Ad hoc Committees, Task Forces, Search Committees, Other)

Committee
PPM Revision Committee – George Hurlburt (chair), Nancy Rivers, AJ Stachelek, Brandon Bartley, Shannon Ruth, Anne Dudley, Barbra Steinhurst
Task Force on TE PPM language – Laura Watkins (chair), Sarah Pauley, Anne Dudley

Task Force on 50th Anniversary Celebration – Nancy Rivers (chair), Alvina Atkinson, Turi Suski, Chris Ward, Jane Tanner, Nancy Sattler, Cheryl Cleaves
Task force to review of PPM 6.4 Members: Anne Dudley (chair), Barbra Steinhurst, Christy Hunsucker, Peter Georgaki
Task force to update the Dual Enrollment Position Statement Members: Dennis Ebersole (board contact); Robert Cappetta (Robert.Cappetta@fsw.edu) Math Intensive Committee; Nancy Sattler(Nsattler@terra.edu), Developmental Mathematics Committee; and Alvina Atkinson, the Division/Department Anet
Campus Representative Review Ad Hoc Committee Members: Anne Dudley (chair), Dennis Ebersole, Dale Johanson
Welcoming Environment Statement Review Task Force Members: Laura Watkins (chair), Nancy Rivers, Alvina Atkinson, Marilyn Mays
AMATYC Guidelines For Internships For Two-year College Mathematics Faculty Task Force - Members: Dennis Ebersole (chair), Laura Watkins, Eddie Tchertchian, Dana Clahane
Task force to revise the Guidelines for Mathematics Departments at Two-Year Colleges Members: Dennis C. Ebersole , Christine Mirbaha (Placement and Assessment), Alison Thimblin, Rob Farinelli, Reem Jaafar, Crystal Wiggins, Barbara Leitherer, Guillermo Alvarez Pardo
Task force to revise the Position Paper on Time Limits for Course Prerequisites Members: Helen Burn (Pathways), Leah beck ltbeck@collin.edu (Statistics), Christine Mirbaha (Placement and Assessment), Sam Pinkava (International Mathematics), Kathryn Kozak
Task force on Historian Members: Nancy Rivers (chair), Dale Johanson , Anne Dudley , Kate Kozak
Task force on Public Relations/Marketing Members:Eddie Tchertchian (chair) , Sarah Pauley , Barbra Steinhurst , Turi Suski
Standards Ad hoc Committee Members: George Hurlburt (chair), Dennis Ebersole, Kate Kozak, Nancy Rivers, AJ Stachelek
Advisory Committee to the Executive Board Task Force Members: Bill Steenken (Chair), Alvina Atkinson, Cheryl Cleaves, Anne Dudley, Jim Ham, Kate Kozak, Barbra Steinhurst, Turi Suski, Eddie Tchertchian

AMATYC CONFLICT OF INTEREST AGREEMENT

AMATYC has adopted its conflict of interest policy to assist the Executive Board in carrying out its duties and responsibilities in an ethical manner while also protecting the integrity of the organization as a whole.

The Conflict of Interest Policy and Agreement covers interests of a monetary or economic nature and religious, political, corporate or institutional interests which may influence an elected or appointed person's duties and responsibilities in an AMATYC position. The Policy covers instances where there may be a personal benefit or the avoidance of loss or any instances in which there is a personal benefit resulting from information obtained.

As an elected or appointed leader or staff member of AMATYC, I understand that a conflict of interest is any situation in which a personal interest of mine may be incompatible or in conflict with my responsibility in my AMATYC position or my membership in another organization may, or may be perceived, to influence me carrying out my duties and responsibilities.

I accept that conflicts of interest may be real – that is, an interest that may influence my AMATYC duties and responsibilities; or potential, in that it could influence; or apparent, where there are reasonable grounds to believe there may be a conflict even if, in fact, there is none.

To avoid real, potential or apparent conflict of interest situations, I agree that I will:

- declare a conflict of interest and the nature of the conflict, at the earliest opportunity to the AMATYC Executive Board or President
- ensure the conflict is recorded
- if unsure whether there is a conflict, raise the potential or apparent conflict with the President and Executive Board for its decision and refrain from voting

Where a conflict does exist, I agree to:

- withdraw from the discussion while the matter is being discussed and/or voted upon
- not attempt in any way before, during or after the meeting to influence the voting
- not discuss anything in relation to any decision taken on the matter outside of the meeting

As an AMATYC leader or staff member, I understand and accept that if I violate the above Policy in any way that the Executive Board may exercise one of the following options:

- issue me a verbal or written reprimand
- request that I resign
- recommend to the President that my appointment be rescinded

I D _____ hereby agree to abide by the AMATYC Conflict of Interest Policy
(AMATYC Leader/Staff Printed Name)
at all times in exercising my responsibilities as an AMATYC leader or staff member.

Signature of AMATYC Leader or Staff Member _____

Date _____

Disclosure of Current activities

AMATYC Conflict of Interest

Please provide the information requested below regarding **relevant** organizational/business affiliations, grant involvement, publications, and additional information (if any). Information is “relevant” if it is related to – and might reasonably be of interest to others concerning – your knowledge, experience, and personal perspectives regarding the AMATYC position and any potential source of bias or conflict..

M. ORGANIZATIONAL AFFILIATIONS. Report your relevant business relationships (as an employee, owner, officer, director, consultant, author etc.) and your relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest or civic groups, etc.).

III. GRANT SUPPORT. Report relevant information regarding both public and private sources of grant support (other than your present employer), including sources of funding, equipment, facilities, etc.

IV. PUBLICATIONS. List any professional publications or other publications related to the teaching mathematics.

V. ADDITIONAL INFORMATION. If there are relevant aspects of your background or present circumstances not addressed above that might reasonably be construed by others as affecting your judgment in matters related to your AMATYC position for which you have been invited to serve, and therefore might constitute an actual or potential source of bias, please describe them briefly.

Signature of AMATYC Leader or Staff Member _____

Date _____

Email Motions and Other Board Actions since January 1, 2022

Submitted by Nancy Rivers, AMATYC Board Secretary 2020- 2023

Email Motion #1: That the 2022 SPO minutes be approved as submitted. (Approved January 24, 2022)

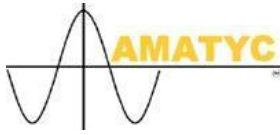
Email Motion #2: That AMATYC host the Sixth National Mathematics Summit (NMS) to be held on November 12 and 13, 2024 in Atlanta, Georgia prior to the 2024 AMATYC annual conference. (Approved February 28, 2022)

Email Motion # 3: That the 2022 SBM minutes, including the Feb. 17, 2022 minutes, be approved as submitted. (Approved April 29, 2022)

Sunshine Fund

Balance as of Jan. 27, 2022		411.41
7/3/2022	Stamp – Sympathy card to Jeff Herrin and family – daughter	\$0.60
9/6/2022	Card and Stamp – Sympathy David and Anne Dudley – David’s Mother	\$2.85
10/11/2022	Donation in Memory of Eddie Tchertchian’s Mother (Arbor Day F)	\$100.00
Current Balance		\$307.96

ATTACHMENT B: Rules of Conduct



RULES OF CONDUCT **AMATYC Fall Board Meeting (FBM)** **November 13 – November 20, 2022**

- A. Robert's Rules of Order are used. The parliamentarian is **Eddie Tchertchian**.
- B. Additions or deviations to Robert's Rules:
- Motions submitted after the deadline (September 15, 2022) must have at least one co-sponsor.
 - Motions related to extended time will not be recorded in the minutes.
 - Motions that do not make it to the floor will not be noted in the minutes.
 - Motions that were discussed but withdrawn will be noted in the minutes.
 - Instances when gavel is passed back and forth are not mentioned in the minutes.
 - Attachments to the motions that are approved by the Board, but require slight modifications, will be edited by the person who wrote the motion and he/she will send the clean copy as well as one with track changes to the secretary after the board meeting.
 - Attachments of withdrawn motions will not be included in the minutes.
- C. The following time limits will be applied unless otherwise noted:
- | | |
|---|--|
| Reports ® – 5 minutes | Times on individual items may be extended by a |
| Discussion items (D) – 10 minutes | majority vote of the Board. Some items in the agenda |
| Motions involving discussion (M) – 15 minutes | may have different values assigned than listed here. |
| | The timekeeper is Dennis Ebersole |
- D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display the "thumbs up" or "thumbs down" signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order, if appropriate. **Please silence all cell phones.** Refrain from computer use other than board business.
- F. The following individuals are asked to track items throughout the meeting.
1. Items relating to Conference: **AJ Stachelek** and **Dale Johanson** (Report to Turi at the end of FBM.)
 2. Items relating to Budget: **Brandon Bartley** and **Alvina Atkinson**. (Report to Barbra Steinhurst prior to the end of FBM so the information can be incorporated into the budget).
 3. Items relating to the Office: **Shannon Ruth** and **Eddie Tchertchian**. (Report to Anne Dudley at end of FBM).
 4. Items relating to VPs: **Sarah Pauley** and all VPs.
 5. Items to address at a future board meeting: **Kate Kozak** and **Barbra Steinhurst**. (Report to the President at the end of FBM.)
 6. Items related to the PPM: **George Hurlburt**.
1. Draft minutes will be available electronically each evening beginning Friday evening, unless otherwise specified by Nancy Rivers. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day(s) for completeness and accuracy of motions and return comments electronically to Nancy by the following morning.
- November 13 Minutes: **Kozak, Johanson, & Ruth**
- November 14 Minutes: **Steinhurst, Ebersole, & Atkinson**

November 15 Minutes: **Bartley, Pauley, & Tchertchian**

November 16 Minutes: **Stachelek, Ebersole, & Hurlburt**

ATTACHMENT C: Order of Business



**Order of Business – Meeting Agenda
AMATYC Executive Board
FALL Board Meeting (FBM) 2021**

The board meeting will proceed in a linear fashion with the exceptions listed below.

Parking Lot: during FBM there may be time to discuss items raised in board reports or by AMATYC members. Discussion items may be added to the Parking Lot during the meeting. Items in the Parking Lot can be discussed in any order. An initial list is included in Section O in this order of business. If appropriate, some Parking Lot items will be discussed in Executive Session.

Reports ® – 5 minutes Discussion (D) – 10 minutes Motions (M) – 15 minutes

Page	Agenda Item	Who?
	Call to Order	Watkins
Section A: Meeting Plan, Rules and Conduct, Agenda, Reference Materials		
A1	Meeting Plans	Watkins
A2	AMATYC Mission, Vision, Core Values	Watkins
A3	AMATYC Strategic Plan (2018-2023)	Watkins
A4-A6	Acronyms	Watkins
A7	Brief Robert's Rules of Order (Parliamentary Motions Guide)	Watkins
A8	Policy on a Welcoming Environment	Watkins
A9-A10	Affiliate Visits (2020-21)	Watkins
A11-A13	Board Liaison Assignments	Watkins
A14-A17	Administrative/Ad Hoc/Other Committees	Watkins
A18-A19	Conflict of Interest	Watkins
A20	Email Motions since SBM 2021	Watkins
A21	Rules of Conduct	Watkins
A22	(M) Adopt Rules of Conduct	Watkins

A23-A30	Order of Business	Watkins
A 31	(M) Adopt Order of Business	Watkins
Section B: Consent Calendar Reports, Board Member Reports		
B1-B2	President	Watkins
B3-B4	President-Elect	Hurlburt
B5-B6	Past President	Kozak
B7-B8	Secretary	Rivers
B9	Treasurer	Steinhurst
B10-B12	Northeast VP	Stachelek
B13-B14	Mid-Atlantic VP	Ebersole
B15	Southeast VP**	Atkinson
B16-B17	Midwest VP	Bartley
B18-B19	Central VP	Johanson
B20-B21	Southwest VP	Ruth
B22-B23	Northwest VP	Pauley
B24-B25	West VP	Tchertchian
Section C: Consent Calendar- Motions/Reports		
C1	EAC and Audit report	Steinhurst
C2	(M) Consent Reports and Motions	Watkins
Section D: Anet Chair Reports		
D1-D3	® Adjunct Faculty Issues	Barrientos/Bartley
D4-D6	® Developmental Math	Granger/Atkinson
D7	® Division and Department Leadership*	Ward/Bartley
D8-D11	® Equity	Aschenbrenner/Rivers

D12-D15	® Innovative Teaching and Learning (ITLC)	Ackerman/ Tchertchian
D16-D21	® International Mathematics	Leitherer/Watkins
D22-D24	® Math and Its Application to Careers (MAC)	Postrigan/Johanson
D25-D27	® Mathematics for Liberal Arts	Foley/Johanson
D28-D31	® Math Intensive (MIC)	Capetta/Ebersole
D32-D35	® Pathways	Burn/Atkinson
D36-D40	® Placement and Assessment	Mirbaha/Ruth
D41-D51	(M) Position Statement: Initial Placement of Students into the Mathematics Curriculum	Mirbaha/Ruth
D52	®Research in Mathematics Education for Two Year Colleges (RMETYC)*	Marfai/Stachelek
D53-D57	® Statistics	Wong/Kozak
D58-D61	® Data Science	Saidi/Kozak
D62-D66	(M) Creation of PPM 10.9 (Two-Year College DataFest)	Wong/Saidi/Kozak
D67-D71	® Teacher Preparation	Kuhlman/ Pauley
Section E: Services / Coordinators/ Directors / Publications / Grants		
E1-E6	® Editing Director	Mayfield/ Rivers
E7-E11	® <i>AMATYC News</i> Editor	Travis / Pauley
E12-E14	® <i>MathAMATYC Educator</i> Editor	Debrecht/Kozak
E15-E17	® <i>MathAMATYC Educator</i> Assistant Editor	Alexander/Kozak
E18-E19	® <i>MathAMATYC Educator</i> Production Editor	Nabb/Kozak
E20-E22	® Website Coordinator	Pescosolido/Ruth

E23-E24	® Historian	---/Rivers
E25-E26	® SML Coordinator	Pragel/Tchertchian
E27-E28	® SML Test Developer	Duda/ Tchertchian
E29A-E29B	® SRL Coordinator **	Chellamuthu/Stachelek
E30-E31	® Professional Development Coordinator	Rouhani/Ebersole
E32-E34	® Webinar Coordinator	Menard/Ebersole
	® Traveling Workshop Coordinator	Not currently filled
E35-E36	® Mu Alpha Theta	Weisbrod/ Rivers
E37-E38	® Project ACCESS Coordinator	Feinman/ Steinhurst
E39-E40	® Online Community Coordinator	Gaines/Hurlburt
E41-E43	® Mathematics Standards Chair (IMPACT)	Phelps/Hurlburt
E44-E47	® Digital Coordinator	Evans/Hurlburt
E48-E51	® Grants Coordinator	Breit-Goodwin/ Ebersole
E52	® StatPREP Grant	Kozak
E53	® Accessibility Grant	Watkins

Section F: Staff November 15, 1:00 – 2:00 PM

F1-F2	® Executive Director	Dudley
F3-F7	® Office Report	Dudley/ Vance/ Shott/ Hunsucker/ Poulin

Section G: Conference November 14, 11 AM -12 PM

G1-G8	® Conference Coordinator	Suski
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G9-G15	® Program Coordinator	Pemberton/Suski
G16-G17	® Assistant Program Coordinator Report	Gunkelman/ Suski
G18-G19	® Assistant Conference Coordinator	Vega-Rhodes/ Suski
G20-G25	® Exhibitor Chair	Stine/ Suski
G26	® Advertising Coordinator	Wiggins/ Suski
G27	® 2022 LEC – Toronto	Saunders/ Suski
G28	® 2023 LEC – Omaha	Olson/Suski
G29-G32	(M) Omaha Conference Service Project	Olson/Suski
G33	® 2024 LEC – Atlanta	Patterson/Suski
Section GG: Toronto Conference		
GG1-GG4	Board Duties in Toronto	Watkins
GG5-GG6	Foundation Table Signup	Kozak
GG7-GG8	Mathematics Excellence Committee Info Sheet and Nomination Form	Kozak
GG9-GG9B	Delegate Minutes Committee Nomination	Watkins
GG10	Small Conference Meetings	Watkins
GG11	Toronto Exhibit Hall Board Visits	Watkins
GG12	(M) Statistics Committee Themed Session	Wong/Kozak
GG13-GG14	Request for Themed Session: Developmental Math	Granger/Atkinson
GG15-GG16	Request for Themed Session: International Math	Leitherer/Watkins
GG17-GG20	(M) Placement and Assessment Committee Themed Session	Mirbaha/Ruth
GG21-GG22	Request for Themed Session: Innovative Teaching & Learning	Ackerman/Tchertchian
GG23-GG24	Request for Themed Session: Math Intensive	Capetta/Ebersole
GG26-GG27	Request for Themed Session: Equity **	Aschenbrenner/Rivers

GG25	History of Themed Sessions	Suski
Section H: Administrative Committees		
H1-H3	® Nominating Committee	Kozak
H4-H5	® ME Award Committee	Kozak
H6	® TE Award Committee	Hurlburt
H7-H8	® Professional Development Committee	Rivers
H9	® Foundation	Kozak
H10	® Organizational Assessment Committee	Hurlburt
H11	® Past Presidents Advisory Board	Kozak
H12	® Membership Committee/Membership Report**	Tchertchian/Dudley/ Vance
H13	® Social Networking Committee	Tchertchian
Section I: Treasurer/Budget: 11/15 2:00 -3:00 p.m.		
I1-I2	® Investment Board Report	Ham/Steinhurst
I2	(M) Approval of the Check Register	Steinhurst
I4-I97	® Place holder for remainder of Treasurer's Report**	Steinhurst
Section J: Ad hoc Committees		
J1	® PPM Revision Committee Report	Hurlburt
J2	® Task force to Update Dual Enrollment Position Statement**	Ebersole
J3-J4	® 50 th Anniversary Celebration Task Force	Rivers
J5	® Book Discussion Group	Rivers
J6	® Time limits on Course Prerequisites	Kozak
J7-J8	® Historian/History Task Force	Rivers
J9	® Public Relations and Marketing Task Force	Tchertchian
J10	® Standards Ad-hoc Committee	Hurlburt
J11-J12	® Guidelines for Mathematics Departments Task Force	Ebersole
J13	(M) Retirement of Guidelines for Mathematics Departments at Two-Year Colleges	Ebersole
J14A-J14C	® Delegate Survey Regarding Delegate Assembly**	Atkinson

J15	® Anet forms Task Force	Kozak
J16	® Study Trends in Adjunct and Retiree Conference Rates	Steinhurst
J17-J18	® Future of Higher Logic Task Force	Johanson
J19	® Adjunct Conference Scholarship	Bartley
J20	® Task Tracking and Follow Through Task Force	Dudley
J21	® Ad hoc Strategic Planning Cycle Committee **	Stachelek
J22	® Guidelines for Internships for Two-Year College Faculty Task Force **	Ebersole
Section K: Strategic Planning		
K1 – K19	Strategic Planning	Hurlburt/All
Section L: Executive Session		
L1	® Personnel Committee	Pauley
L2	(M) Appointment of Legal Advisor	Watkins
L3	(M) Consent Appointments	Watkins
L4	(M) Atlanta Conference **	Watkins/Hurlburt/Kozak
	(D) Executive Session Parking Lot	All
Section M: New Business		
M5-M10	(M) Changes to Conference Program Proposal Deadlines	Suski
M11-M14	(M) Task Force on position statement on Time Limits for Course Prerequisites **	Kozak
M15	(M) Support for Legal Advisor pro temp **	Watkins/Kozak/Hurlburt
M16-M18	(M) 2024 2025 Conference CURM Symposium **	Kozak
M19-M25	(M) Two Year College Data Science Initiative (TYCDSI) be approved for level II support **	Kozak
M26	(M) IGNITE! Event at 48th AMATYC Annual Conference **	Ackerman/Tchertchian
M27	(M) IGNITE! Event at 49th AMATYC Annual Conference **	Ackerman/Tchertchian
M28	(M) IGNITE! Event at 50th AMATYC Annual Conference **	Ackerman/Tchertchian
M32	(M) Guidelines on Canceling Conference **	Watkins/Hurlburt/Kozak
M33	(M) Renaming the Statistics ANet	Kozak/Wong

Section N: Partnerships/ Miscellaneous Reports		
N1-N4	(R) Carnegie Math Pathways	Watkins/Sattler
N5-N11	(R) Joint Committee on Women in Mathematical Sciences (JCW)	Watkins/Sattler
N12	(R) National Mathematics Summit	Watkins/Sattler
N13	(R) TPSE-Math	Watkins/Sattler
Section O: Parking Lot / Motion to Adjourn		
O1	(D) Parking Lot Discussion Items	All
O2	(M) Motion to Adjourn	Watkins

* Report yet to be received

** Additional documents are available in a Google folder

Updated October 19, 2022

ATTACHMENT D: EAC and Audit Report

**Expenditure Approval Committee (EAC) and Tax and Audit Reports
Barbra Steinhurst, Treasurer
FBM 2022**

Members of the 2022-2023 EAC Committee: Barbra Steinhurst, Laura Watkins, Kate Kozak, and George Hurlburt

EAC Approvals from February 15, 2022 to September 15, 2022

- Up to \$200 above budget for contracted audit on 2021 finances, for a total of up to \$8,200 depending on actual time spent performing audit
- \$1,076.96 above and beyond the budgeted amount for 2022 in account 3365 for use to subscribe to the new REST API bridge for communication between YM and HL
- Up to \$1200 above budget for a 1-year trial of adding Thrive to the Higher Logic package.

**Federal IRS Documents Review and Audit Review Committee Report
Barbra Steinhurst, Treasurer**

Members of the 2022-2023 Tax and Audit Committee: Barbra Steinhurst, Laura Watkins, Kate Kozak, Christy Hunsucker, and Anne Dudley

The audit has been completed. We had a clean audit..

ATTACHMENT E: Position Statement: Initial Placement of Students into the Mathematics Curriculum

Position Statement for the American Mathematical Association of Two-Year Colleges (AMATYC)

Initial Placement of Students into the Mathematics Curriculum

Rationale

Appropriate placement into entry-level mathematics courses is a concern for many in higher education. Placement policies must be used to encourage access to a college education, and ensure that all students who enroll in a mathematics course have the opportunity to achieve success.

Definitions

Multiple measures: could be the use of multiple criteria to determine placement or it could include a al carte placement criteria.

Social and emotional attributes: growth mindset, motivation, family and work obligations, special needs, educational, career, personal goals, etc.

Institutional Responsibilities

AMATYC recommends that all colleges develop policies for the initial placement of students into the mathematics curriculum. Placement policies should ensure students are placed in the most appropriate math pathway aligned to their program of study. The placement policy should include multiple measures of college readiness, align to multiple mathematics pathways, and ensure that the vast majority of students are successful in their first mathematics courses as early as possible in their academic plan.

Policies for the placement of all college students entering the mathematics curriculum must include recommendations from the mathematics department. These policies must be applied equitably to all students and should incorporate the use of multiple measures.

Multiple measures could include the following:

- High school GPA
- Math specific high school GPA
- GED scores or equivalence
- Scores on college entrance examinations
- Scores on placement tests and related assessments
- Guided self-placement
- Social and emotional assets.

Faculty Responsibilities

Review of the placement process should be ongoing. Colleges should continually evaluate placement procedures as content, pedagogy, and technology evolve. Mathematics faculty must be involved in the evaluation process of the institution's placement practices and processes used for initial placement into the mathematics curriculum.

Placement processes are paramount for student success. As such, institutions must design structures to support students in pursuit of their academic path.

Approved at the Delegate Assembly, November 6, 2021

Placement and Assessment Committee. Adopted by Delegate Assembly Fall 2002

Reaffirmed by the Placement and Assessment Committee, Spring 2013

ATTACHMENT F: Motion was Withdrawn – NO Attachment (PPM 10.9, Two-Year College DataFest)

ATTACHMENT G: Time Limits for Course Prerequisites Position Statement

American Mathematical Association of Two-Year Colleges Position Paper on Time Limits for Course Prerequisites

Mathematics knowledge can decline when not used. Therefore, continuing students should be encouraged to take a mathematics course each term until their math requirements are complete. Furthermore, institutions should establish policies and procedures that enable incoming students to make informed choices concerning initial mathematics course enrollment and a plan for completing their mathematics requirements. Among these policies and procedures are those dealing with time limits for a variety of course prerequisites, which should apply to both mathematics and statistics courses. The primary goal of these policies and procedures is students' successful and prompt completion of their mathematics and statistics requirements.

AMATYC recommends that each institution determine time limits for placement measures and prerequisite courses based upon their own mission and goals, unless otherwise mandated through a governing state or accrediting agency. After establishing a process for initial placement into a mathematics course, the institution should develop systems to determine reasonable time limits for acceptance of a variety of course prerequisites.

Policies and procedures established by institutions should be systematic and all-inclusive by specifying a time limit for all means of satisfying a course prerequisite, including (if necessary) time limits on how long each prerequisite is valid. Time limits should be established for placement measures, which might include one or more of the following:

- a math placement level determined by placement testing;
- the successful completion of awarded credit (e.g., through CLEP, AP, IB test score);
- the successful completion of a prerequisite course;
- college entrance test (e.g. ACT or SAT score);
- high school GPA;
- GED score(s);
- previous coursework.

In establishing a prerequisite time limit policy, consideration should be given to the following:

- the historical data of performance in the relevant courses;
- the appropriateness of a specific time limit, especially for courses in a mathematics sequence;
- the challenges and implications for the college and students of implementing a specific time limit;
- the possibility of an appropriate appeal process or waiver for students with special circumstances;
- a plan to communicate and prepare for the effective implementation of the time limit policy.

Colleges should recognize that it will take a significant amount of time to develop meaningful and valid recommendations concerning time limits. The group making these recommendations should include faculty, academic advisors or counselors, and administrators. Colleges might also seek input from other colleges that have implemented time limits. Once a recommendation is made and implemented, the data should be revisited periodically to assess its effectiveness.

Approved at the Delegate Assembly

November 21, 2015

Reaffirmed

November 15, 2022

ATTACHMENT H: PPM 8.2 Conference Timetable, 8.9.2 Call for Proposals and Presiders, 8.10.1 Conference Program Definitions

8.2 Conference Timetable

43. Deadline for submission of Not for Review proposals to Program Coordinator Deadline for submission of proposals to AMATYC Office		February 1, C Feb 15, C	AMATYC Office
44. Send website link to all speaker proposals to Program Coordinator and Program Review Committee.		Soon after Feb 15, C	AMATYC Office
45. Begin review process for program proposals.		February 25, C	*Program Coordinator, Program Committee, ANet Chairs
46. Order registration packet materials.		February 1, C	AMATYC Office
47. Send email with an assigned receipt number to acknowledge delivery of proposal to each prospective speaker when the proposal is received electronically.		Proposal Window (November 1 - February 15, C	AMATYC Office
48. Build database of speaker and proposal information.		February 15, C	AMATYC Office
49. Prepare report on breakdown of type and number of proposals received to Conference Coordinator.		February 22, C	*Program Coordinator, Conference Coordinator
50. Send proposal evaluations to Program Coordinator.		March 25, C	Program Review Committee, Program Coordinator, ANet Chairs (for pertinent sessions only)

51. Prepare article for Spring issue of <i>AMATYC News</i> , submit to Conference Coordinator.		March 1, C	Local Events Coordinator with Conference Coordinator.
52. Request picture of keynote and breakfast speakers, President and Local Events Coordinator		March 1, C	Conference Coordinator
53. Send draft of speaker and time assignments to Conference Coordinator, and Program Committee.		April 8, C	*Program Coordinator Conference Coordinator, Local Events Coordinator, Program Committee
54. Follow-up ads and exhibits solicitation.		March, C	Exhibits Chair and Advertising Chair
55. Compile contents for miniprogram (except for grids) and enter into a word processing text file. Submit disc or email attachment to AMATYC Office with a copy to the Conference Coordinator.		April 1, C	*Local Events Coordinator
56. Begin layout and design of miniprogram. Have general information and forms typeset. Send draft of miniprogram (with program schedule and format, but no specific speaker information) to the Local Events Coordinator, Program Coordinator, President, President-Elect, and Treasurer.		April 1, C*	AMATYC Office and Conference Coordinator
57. Review miniprogram draft.		April 15, C	*Conference Coordinator, Program Coordinator, Local Events Coordinator, President, President Elect, Treasurer
58. Send comments of first draft of miniprogram to AMATYC Office.		May 1, C	*Conference Coordinator, Program Coordinator, Local Events Coordinator, President, President Elect, Treasurer
59. Select first round of proposals to accept. Send letters of invitation with time assignments.		April 15, C May 1, C	Program Coordinator, AMATYC Office

8.9.2 Call for Proposals and Presiders

1. The Call for Proposals and Presiders is done exclusively online through the AMATYC website and electronic submission of forms.
2. The electronic submission forms shall be made active November 1 of the year prior to the conference year, and be deactivated on February 15 of the conference year.

8.10.1 Conference Program Definitions

Other events not for review

Events such as the closing session, leadership session, first timers' session, or affiliate sharing session. These sessions are generally submitted by Board members to be published in the conference program, and do not go through the proposal review process. Event descriptions are to be submitted electronically through the appropriate URL by February 1. Exceptions to this are events, (for example, forums) that depend on the outcome of the Spring Board meeting, and the deadline for submitting the descriptions of these events is May 31.