

**AMATYC Executive Board Meeting
FBM 2016
Denver, CO**

Sunday, November 13, 2016

The meeting was called to order at 9:00 AM by President Jane Tanner. The following members of the Executive Board were present:

| | | | |
|----------------|-----------------------------|-----------------|--------------------------|
| Jane Tanner | President | Nancy J. Rivers | Southeast Vice President |
| Nancy Sattler | Past-President | Jon Oaks | Midwest Vice President |
| Jim Ham | President-Elect | Nicole Lang | Central Vice President |
| Michelle Duda | Secretary | Kathryn Kozak | Southwest Vice President |
| David Tannor | Treasurer | Liz Hylton | Northwest Vice President |
| Ernie Danforth | Northeast Vice President | Mark Harbison | West Vice President |
| Dan Fahringer | Mid-Atlantic Vice President | | |

Also present were: Wanda Garner, Executive Director and Keven Dockter, Conference Coordinator

AGENDA

President Tanner reviewed the following materials:

Reference materials. (Attachment A)
Email ballots since March 1, 2016. (Attachment B)
2016-2017 Affiliate Visits. (Attachment C)

MOTION: To approve the previously listed Rules of Conduct. (Attachment D)
Made by Lang and seconded by Kozak.

Motion approved

MOTION: Approve the Order of Business provided. (Attachment E)
Made by Rivers and seconded by Danforth.

Motion approved

CONSENT CALENDAR

Officer reports were received and reviewed.

Expenditure Approval Committee report was received and reviewed. (Attachment F)

The Board received and reviewed the AMATYC financial statements as required by external auditors.

MOTION: To receive the reports in sections B and C of the consent calendar.
Made by Lang and seconded by Danforth.

Motion approved

The Board discussed the officer report reflections.

ACADEMIC COMMITTEES

Academic committee chair reports were received and reviewed.

MOTION: That \$1000 be allocated from the 2018 budget to support the third Developmental Mathematics Summit to be held in Orlando prior to the 2018 AMATYC Annual Conference.
Made by Sattler and seconded by Tannor.

Motion postponed

MOTION: That an Ignite Event be held on the Friday evening of the 2017 AMATYC Annual Conference in San Diego, CA. This Ignite Session will be open to all as possible presenters, but spearheaded and planned by Fred Feldon, Dan Petrak and the ITLC Committee.
Made by Rivers and seconded by Fahringer.

Motion approved

MOTION: That the discussion period on the Research in Mathematics for Two-Year Colleges (RMETYC) report last 15 minutes.
Made by Lang and seconded by Hylton.

Motion approved

MOTION: That the discussion period on the Research in Mathematics for Two-Year Colleges (RMETYC) report be extended by 5 minutes.
Made by Lang and seconded by Kozak.

Motion approved

MOTION: That the discussion period on the Research in Mathematics for Two-Year Colleges (RMETYC) report be extended by 5 minutes.
Made by Lang and seconded by Sattler.

Motion approved

MOTION: That the AMATYC Research in Mathematics for Two-Year Colleges Committee host a Symposium on the Scholarship of Teaching and Learning at the 2017 AMATYC Annual Conference in San Diego.
Made by Ham and seconded by Lang.

Motion approved

MOTION: That AMATYC provide Level Two Support for the AMATYC Research Associate Program Grant Proposal.
Made by Fahringer and seconded by Lang.

Motion postponed

The motion has been postponed until no later than Saturday. The Board has the following questions/comments to be addressed by John Smith and the ARA grant representatives before the Board revisits the motion.

1. There was no explicit mention of funding for the AMATYC office staff for the extensive work they will do in managing the grant. Is it possible to alter the budget so that the compensation to the office staff is made explicit?
2. Usually grants include a budget section for indirect expenses. Are those expenses not required in this grant?
3. The proposed budget for various AMATYC positions such as the Professional Development Coordinator, Conference Coordinator, etc. are either not listed or may be too low. How did you arrive on these budget estimates, and would you be willing to change them? Would listing all AMATYC positions and their budgeted amounts reduce the likelihood that the grant would be funded?
4. The Board is seeking clarification on the statement “in partnership with the AMATYC Board” in section 4.4. Can you describe further what would be involved in this partnership?
5. Level 2 grant support requires an AMATYC Board member to serve on the advisory board. Is it possible to make this requirement explicit in the grant?
6. Since positions in AMATYC are frequently changing, would you be willing to list positions that would be funded, rather than specific names of individuals currently holding the positions?
7. Can you give us more details about how the survey to the AMATYC membership would be conducted and who would be involved in administering the survey?

PARKING LOT

Discussion: Affiliate Presidents Luncheon Agenda

After eating, there will be small group discussions about what has changed in each state or affiliate in the last 3-5 years and what will change in the next 3-5 years. Two board members will be at each table, one to record highlights of the conversation and one to facilitate the discussion.

Discussion: Affiliate Presidents Function, PPM language on who to invite

Jim will write a motion to amend the PPM language on President-Elect duties to clarify who to invite to the affiliate presidents function. The President-Elect will invite the affiliate presidents, the AMATYC Secretary, the regional vice presidents, and others who will contribute at the meeting. The Board also agreed that the luncheon is valuable to the mission of AMATYC.

Discussion: Committee/task force membership – must be AMATYC members?

When a task force is formed, the Board will decide given the nature of the task force if members must be AMATYC members.

Meeting suspended at 11:45 AM.

Meeting resumed at 1:00 PM.

Continued to receive and review academic committee chair reports.

MOTION: That the Board approves the scheduling of a six-speaker Themed Session for the Statistics Committee for the 2017 AMATYC Annual Conference. Title: Data Science and the Introductory Statistics Course.

Made by Kozak and seconded by Danforth.

Motion approved

MOTION: The Teacher Preparation Committee requests a themed session for the 2017 AMATYC Annual Conference program. This themed session will consist of 6 mini-presentations on a general topic in teacher preparation (to be decided during the 2016 Teacher Preparation Committee meeting in Denver.)

Made by Duda and seconded by Kozak.

Motion approved

ANets

ANet leader reports were received and reviewed.

MOTION: That the Website Coordinator (George Hurlburt) add functionality to the ANets resources on the AMATYC website so that 1) individuals can sign up for the ANet on the AMATYC website, 2) emails and messages can be sent to those who have signed up for the ANet on the AMATYC website.

Motion withdrawn

Jim Ham will contact George Hurlburt to add functionality to the AMATYC website so that members can join ANets, and the ANet leader can communicate with members of their respective ANet.

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

Services/Coordinators/Directors/Publications reports were received and reviewed.

The Board commended George Hurlburt's work on the AMATYC website.

MOTION: That the discussion on the Assistant Professional Development Coordinator report and traveling workshops be extended by 5 minutes.

Made by Kozak and seconded by Lang.

Motion approved

CONFERENCE

Keven Dockter gave the Conference Coordinator Report.

Meeting suspended for the day at 4:30 PM.

The Professional Development Committee met from 4:30 – 6:00 PM.

Meeting resumed at 8:30 AM.

CONFERENCE

Jane Tanner reviewed the AMATYC Board duties during the Denver conference.

Keven Dockter gave the Board a tour of the conference meeting facilities.

ADMINISTRATIVE COMMITTEES

Administrative committee reports were received and reviewed.

MOTION: That the discussion on the Margie Hobbs Award be extended by 5 minutes.
Made by Ham and seconded by Lang.

Motion approved

MOTION: That the Margie Hobbs Award be established and be given by the AMATYC Foundation for the first time in 2017 and the PPM be created as attached. (ATTACHMENT G)
Made by Sattler and seconded by Lang.

Motion approved

AD HOC COMMITTEES/PROJECTS

The Board received and reviewed the ad hoc committee and project reports.

MOTION: That the changes to PPM 11.5.2 be accepted. (ATTACHMENT H)
Made by Fahringer and seconded by Kozak.

Motion approved

MOTION: That a Thursday evening forum be held at the 2017 AMATYC Annual Conference in San Diego to present the new standards document to the general membership.
Made by Sattler and seconded by Kozak.

Motion approved

PARKING LOT

Discussion: Regional Breakfast Meetings

The Board discussed ideas on how to accommodate visits by the President/President-Elect and San Diego conference representatives during the regional breakfast meetings since the visits often interrupt the flow of the meeting. Several ideas were discussed including a pre-recorded video or use of Facebook Live to simultaneously broadcast a message to all eight regional meetings. The Board decided to have the President/President-Elect visit at the same time as the San Diego conference representatives and revisit these other options for next year's conference.

Meeting suspended at 11:30 AM.

Meeting resumed at 1:00 PM.

Jim Ham, President-Elect, led the Board in a Strategic Planning Session.

TREASURER/BUDGET

David Tannor gave the Treasurer's Report.

MOTION: That the expenditures from the cash account register from Feb 15, 2016 through Aug 31, 2016 be approved.

Made by Lang and seconded by Ham.

Motion approved

AD HOC COMMITTEES/PROJECTS

The Board continued to receive and review the ad hoc committee and project reports.

MOTION: That a new academic committee be formed titled "Mathematics Standards in the First Two Years of College" with a supported chair and supported standards digital products coordinator to begin January 1, 2018 and the attached PPM changes will be made. (ATTACHMENT I)

Motion withdrawn

PARKING LOT

Discussion: Feedback on the Mathematics Standards in the First Two Years of College motion

The Board supported an administrative committee rather than an academic committee structure. The Board also asked that Nancy Sattler clarify the duties of the positions and outcomes of the committee for the next time this issue is brought before the Board.

Jon Oaks and Nicole Lang will put together more information to supplement the Committee for Awarding AMATYC Sponsored Traveling Workshops Final Report. The purpose is to share information with the Board regarding the application process and method that was used to determine which applications got funded for the traveling workshop scholarships.

Meeting suspended for the day at 4:30 PM.

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

Meeting resumed at 8:30 AM.

Keven Dockter was performing conference coordinator duties and not present during the meeting today.

STAFF

The Board introduced themselves and welcomed Linda Ragland as the new AMATYC technical clerk. Linda gave the Board a brief summary of her educational background and experience prior to this position.

Wanda Garner and Beverly Vance gave the Office Staff Report. Christy Hunsucker, Christine Schott, and Linda Ragland were also in attendance for the Office Staff Report.

AD HOC COMMITTEE AND PROJECTS

The Board continued to receive and review the ad hoc committee and project reports.

MOTION: That \$1000 be allocated from the 2018 budget to support the third Developmental Mathematics Summit to be held in Orlando prior to the 2018 AMATYC Annual Conference. The money will be used for summit expenses including stipends for speakers, stipend for conference coordinator, food and beverage, printed materials, and or Audio-Visual Equipment.

Made by Sattler and seconded by Danforth.

Motion approved

MOTION: That policy 5.3, President-Elect, be revised as indicated on the attachment effective immediately. (ATTACHMENT J)

Made by Ham and seconded by Lang.

Motion approved

MOTION: That the attached revision on PPM 8.12.3 (pages 2-4) be adopted effective at the time of approval. (ATTACHMENT K)

Made by Ham and seconded by Danforth.

Motion approved

MOTION: That the AMATYC board approve the attached changes to policy 11.3. (ATTACHMENT L)

Made by Kozak and seconded by Lang.

Motion approved

MOTION: That the discussion on the Going Green Ad Hoc Committee be extended by 5 minutes.

Made by Kozak and seconded by Lang.

Motion approved

MOTION: That the AMATYC board approve the attached changes to policy 9.4. (ATTACHMENT M)

Motion withdrawn

MOTION: That AMATYC write an updated letter of support for the Carnegie Foundation for the Advancement of Teaching and their efforts with Statway and Quantway.

Motion withdrawn

EXECUTIVE SESSION

The Board went into Executive Session at 10:50 AM. Wanda Garner was asked to stay for Executive Session.

The Board returned from Executive Session at 11:20 AM. At that time Secretary Duda reported out the following committee appointments pending membership verification:

- Dennis Ebersole (DEbersole@northampton.edu) as AMATYC Grants Coordinator effective immediately through end of conference 2018
- Julie Hanson (julie.hanson@clinton.edu) as an AMATYC representative to the AMATYC/ASA Joint Statistics Committee, effective January 1, 2017, through December 31, 2019
- Turi Suski (suski@fvtc.edu) as the Local Events Coordinator for the 2019 AMATYC Annual Conference in Milwaukee, WI
- Marilyn Mays (memays@dccc.edu) to the Joint Committee on Women in Mathematical Sciences (JCW) effective January 1, 2017, through December 31, 2019

Two personnel issues were discussed.

NEW BUSINESS

MOTION: That section 4.1.1 of the PPM be changed from:

10. Delegate ribbons will be coded to the delegate's ticket form by the office from the list provided by the Secretary. For the 2015-2016 (New Orleans and Denver conferences) each state and province will have two delegates to the AMATYC Delegate Assembly with the following exceptions:

California (over 101 colleges), three (3) additional state delegates for a total of five (5); Illinois, New York, North Carolina, and Texas (each over 51 colleges), each receives one (1) additional state delegate, for a total of three (3) for each state.

11. For the 2015-2016 cycle (New Orleans and Denver conferences) each affiliate will have one delegate to the AMATYC Delegate Assembly (in addition to the affiliate president) with the following exceptions:

NYSMATYC two additional delegates (116 members of AMATYC and NYSMATYC); IMACC one additional delegate (71 members of AMATYC and IMACC); MICHMATYC one additional delegate (53 members of AMATYC and MICHMATYC); OHIOMATYC one additional delegate (52 members of AMATYC and IMACC); and CMC³ South one additional delegate (65 members of AMATYC and CMC³ South).

To:

10. Delegate ribbons will be coded to the delegate's ticket form by the office from the list provided by the Secretary. For the 2017-2018 (San Diego and Orlando conferences) each state and province will have two delegates to the AMATYC Delegate Assembly with the following exceptions:

California (over 101 colleges), three (3) additional state delegates for a total of five (5); Illinois, New York, North Carolina, and Texas (each over 51 colleges), each receives one (1) additional state delegate, for a total of three (3) for each state.

11. For the 2017-2018 cycle (San Diego and Orlando conferences) each affiliate will have one delegate to the AMATYC Delegate Assembly (in addition to the affiliate president) with the following exceptions:

NYSMATYC one additional delegate (60 members of AMATYC and NYSMATYC); IMACC one additional delegate (59 members of AMATYC and IMACC); MICHMATYC one additional delegate (55 members of AMATYC and MICHMATYC); OHIOMATYC one additional delegate (51 members of AMATYC and OHIOMATYC); CMC³ one additional delegate (52 members of AMATYC and CMC³); CMC³ South one additional delegate (64 members of AMATYC and CMC³ South); MMATYC one additional delegate (57 members of AMATYC and MMATYC); and NCMATYC one additional delegate (88 members of AMATYC and NCMATYC).

Made by Duda and seconded by Kozak.

Motion approved

Jane Tanner will reply to Dave Kung that AMATYC is interested in a partnership between MAA's Project NExT and AMATYC's Project ACCESS. Jane will tell Dave to contact Dan Fahringer, Christy Hediger, and Laura Watkins. This group will also investigate the grant proposal with Sandra Laursen at the University of Colorado at Boulder.

MOTION: That the office removes all references to the "FutureGrant" program from the PPM

10.2.3 duty #5 Coordinate the FutureGrant Leadership Program.

10.2.4 (entire section).

(ATTACHMENT N)

Made by Harbison and seconded by Hylton.

Motion approved

MOTION: That policy 6.1, General Financial Policies, be revised as indicated on the attachment effective immediately. (ATTACHMENT O)

Motion withdrawn

MOTION: That policy 11.12, Webinars, be revised as indicated on the attachment effective immediately. (ATTACHMENT P)

Motion withdrawn

MOTION: That policy 11.9.2, Traveling Workshop Procedures, be revised as indicated on the attachment effective immediately. (ATTACHMENT Q)

Motion withdrawn

Meeting suspended at 11:45 AM.

Meeting resumed at 1:00 PM.

MOTION: That budget line 5920 used for affiliate travel funds be increased from \$11,050 to \$14,300.
Made by Oaks and seconded by Kozak.

Motion defeated

MOTION: That an AMATYC member testimonial be featured on the AMATYC website each month following the guidelines set forth in the attached proposal. (ATTACHMENT R)

Motion withdrawn

MOTION: That a virtual AMATYC experience (i.e., AMATYCx) be created following the guidelines set forth in the attached proposal. (ATTACHMENT S)

Motion withdrawn

MOTION: That the attached changes to PPM Section 12.6.1, Historian, be adopted effective immediately. (ATTACHMENT T)
Made by Ham and seconded by Sattler.

Motion approved

MOTION: That AMATYC's name be approved for use in the creation of a regional Facebook Group for each of AMATYC's 8 regions (e.g., 'AMATYC Midwest Region Facebook Group,' 'AMATYC Southeast Region Facebook Group,' etc.). Each AMATYC Vice President will be responsible for monitoring the Facebook Group of their region.
Made by Rivers and seconded by Kozak.

Motion approved

MOTION: Beginning January 1, 2017, the lifetime membership will include a multiple payment option of either 12 or 24 monthly installments along with the single-payment option. Lifetime membership status would be granted following the last payment.
Made by Sattler and seconded by Rivers.

Motion approved

Meeting suspended at 2:00 PM.

Jane Tanner, Keven Dockter, Jim Ham, Wanda Garner, and David Tannor had a Pre-Conference Meeting with hotel personnel from 2:00 – 3:00 PM.

The Membership Committee met from 2:00 – 3:00 PM.

Meeting resumed at 3:00 PM.

MOTION: Create an AMATYC Student Research League as described in the attachment.
(ATTACHMENT U)

Motion postponed

Meeting suspended at 3:45 PM.

The Finance Committee met from 3:45 – 4:30 PM.

Meeting resumed at 9:00 AM.

The Board met with the Conference Committee.

The Board met with Ken Sien and Gary Schirmacher from Experient.

The Board met with Sally Yagan and Ryan Blankenship from McGraw-Hill.

The Board met with Megan Breit-Goodwin, Ann Sitomer, and John Smith, the ARA grant representatives.

MOTION: That AMATYC provide Level Two Support for the AMATYC Research Associate Program Grant Proposal.

Made by Lang and seconded by Kozak.

Motion approved

Meeting suspended at 12:00 PM.

Meeting resumed at 1:00 PM.

The Board met with the leadership including the AMATYC Project ACCESS coordinator, Student Math League Coordinator and Test Developer, Legal Counsel, Grants Coordinator, Historian, Professional Development Coordinator and Assistant Coordinator, Mu Alpha Theta Liaison, Publications leadership, the eight Academic Committee Chairs, and four ANet leaders.

A new ad hoc committee was established.

Ad Hoc Committee: Publications indexing

Charge: Explore the cost, benefit, and process to get articles from AMATYC publications on indexing services such as EBSCO.

Chair: Liz Hylton

Members: Kate Kozak, Johanna Debrecht, George Alexander, Peter Georgakis

The Board decided that the work of the SPO site selection task force should continue.

MOTION: Create an AMATYC Student Research League.

Made by Ham and seconded by Kozak.

Motion defeated

The Board supported the idea of the Student Research League, but needed more information on a few items. Mark Harbison will work with John Pazdar to get these additional details and encourage resubmission during the Spring Board Meeting.

EXECUTIVE SESSION

The Board went into Executive Session at 4:55 PM.

The Board returned from Executive Session at 5:00 PM. At that time Secretary Duda reported out the following appointment pending membership verification:

- Diane Koenig (D.Koenig@RockValleyCollege.edu) as the AMATYC News Editor effective end of conference 2016 to end of conference 2019

MOTION: That the AMATYC Board agrees to suspend 6.6.4.4 of the PPM for the 2017 budget year. This item requires that the AMATYC Board pass a balanced budget.
Made by Tannor and seconded by Kozak.

Motion approved

MOTION: That the 2017 Budget be approved.
Made by Ham and seconded by Danforth.

Motion approved

Meeting suspended at 5:00 PM.

Meeting resumed briefly on Saturday, November 19, 2016, after the Delegate Assembly. The Board reconvened to discuss the following motions.

MOTION: That the Board approves the scheduling of a six-speaker themed session for the Mathematics Intensive/College Mathematics Committee for the 2017 AMATYC Annual Conference.
Made by Ham and seconded by Fahringer.

Motion defeated

MOTION: That AMATYC conduct an online survey of AMATYC membership to measure interest and support of the AMATYC Research Associate (ARA) Program as soon as possible.
Made by Lang and seconded by Ham.

Motion approved

Meeting adjourned at 4:50 PM.

Michelle L. Duda, Secretary 2016-2017
Date: 12/13/2016

Jane D. Tanner, President 2016-2017
Date: 12/13/2016

ATTACHMENTS

| | TITLE | PAGE |
|---|---|-------------|
| A | Reference Material | |
| | AMATYC Mission Statement | 14 |
| | AMATYC Vision and Tagline | 14 |
| | AMATYC Core Values | 14 |
| | AMATYC Strategic Plan | 16 |
| | Acronyms | 18 |
| | Board Liaison Assignments and Standing Committees | 20 |
| | Conflict of Interest Agreement | 25 |
| | Policy on a Welcoming Environment | 27 |
| | AMATYC Executive Board Sunshine Fund | 29 |
| B | Email Motions passed since SBM 2016 | 30 |
| C | Affiliate visits 2016-2017 | 31 |
| D | Parliamentary Motions Guide | 32 |
| | Rules of Conduct | 35 |
| E | Order of Business | 36 |
| F | EAC Report | 44 |
| G | Margie Hobbs Award | 45 |
| H | PPM 11.5.2 Project ACCCESS Team | 47 |
| I | Standards Academic Committee | 51 |
| J | PPM 5.3 President-Elect Duties | 52 |
| K | PPM 8.12.3 Registration Fee Formulas | 53 |
| L | PPM 11.3 Regional Conferences | 56 |
| M | PPM 9.4 Regional Representatives | 59 |
| N | PPM 10.2.3 and 10.2.4 Grants | 60 |
| O | PPM 6.1 General Financial Policies | 62 |
| P | PPM 11.12 Webinars | 63 |
| Q | PPM 11.9.2 Traveling Workshop Procedures | 64 |
| R | Member Testimonials – AMATYC website | 65 |
| S | Virtual AMATYC experience (AMATYCx) | 66 |
| T | PPM 12.6.1 Historian | 67 |
| U | AMATYC Student Research League | 68 |

ATTACHMENT A**REFERENCE MATERIALS****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 16, 2016

AMATYC's Core Values

(Alphabetical Order)

Approved May 2006

Core Values represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging.

| 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. |
|---------------------|---|



2012-2017 AMATYC Strategic Plan (Adopted SBM 2011)

Opening Doors Through Mathematics

Priority I – Provide professional development opportunities to all two-year college faculty.

- A. Enhance the traditional opportunities for professional development.
- B. Develop opportunities for professional development that utilize emerging technologies.
- C. Provide professional development focused on mentoring of faculty especially faculty new to teaching in two-year colleges.
- D. Advocate for the importance of and provide opportunities for professional development for adjunct faculty.

Priority II – Promote research on student learning in two-year colleges.

- A. Promote research focused on student learning, acknowledging the impact that technology and data driven decisions have on education.
- B. Provide training to faculty interested in conducting classroom research.
- C. Pursue grants and other means of financial support for classroom research in teaching and student learning.
- D. Advocate for the continued improvement of textbooks and other instructional resources based on the lessons learned from classroom research.
- E. Advocate for faculty, departments, and colleges to institute innovative practices informed by research.
- F. Disseminate resources and best practices on teaching and learning to facilitate faculty development.

Priority III – Promote the review and improvement of two-year college mathematics curricula.

- A. Support and promote the development and assessment of high quality mathematics education for all students.
- B. Maintain a leading role in structuring a strong developmental mathematics experience for all students.
- C. Promote the consensus on the essential mathematics that students need in order to succeed in their chosen academic or career fields.
- D. Increase participation in Science, Technology, Engineering, and Mathematics (STEM) courses and programs through contacts with industry.
- E. Support the appropriate use of emerging technologies to promote an understanding of mathematics and its applications.
- F. Support continuous improvement of online/distance learning and continuous improvement of online delivered courses.

Priority IV – Build and promote communities of educators in lower division collegiate mathematics across departments and institutions.

- A. Strengthen and expand the relationship between AMATYC and its affiliate organizations.
- B. Encourage membership among individuals interested or involved in mathematics instruction in the first two years of college.
- C. Expand opportunities for networking (locally, nationally, and internationally) of those interested in the first two years of collegiate mathematics to share ideas and provide support.
- D. Expand the relationship among instructors at two-year colleges and other faculty Pre-K–20.

Priority V – Communicate the vision, core values, mission, and goals of AMATYC and promote awareness of the organization.

- A. Maintain and promote the visibility of AMATYC at the national level as the primary voice for mathematics education during the first two years of college.
- B. Promote an understanding of the mission of two-year colleges and their mathematics programs.
- C. Be a strong voice for two-year college mathematics education.
- D. Develop and maintain relevant standards for two-year college mathematics education.
- E. Expand relationships with other organizations interested in the goals and objectives of AMATYC and interested in promoting quality mathematics education.
- F. Encourage the involvement of two-year college educators in state and national, Pre-K–20 initiatives.
- G. Work to increase state and national funding for two-year college mathematics education.

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. |
| AMS | American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January |
| AMTE | Association of Mathematics Teacher Educators |
| 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) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. Ron Rosier is the Executive Director. CBMS meets twice a year, in early May and early December. |
| CCSSM | Common Core State Standards for Mathematics |
| 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. |
| FBM | AMATYC's Fall Board Meeting |
| GAISE | Guidelines for Assessment and Instruction in Statistics Education |
| ICME | International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012) |
| IMS | Institute of Mathematical Statistics |
| INFORMS | Institute for Operations Research and the Management Sciences |
| JCW | Joint Committee on Women in Mathematical Sciences |
| JMM | Meetings hosted each January by AMS, MAA, and SIAM. |
| JPBM | Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM. |
| 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 |
| 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. |
| 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. |
| PAEMT | Presidential Award for Excellence in Mathematics Teaching |
| 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. |
| SOA | Society of Actuaries |
| SPO | AMATYC's Strategic Planning and Orientation meeting |
| 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. |
| 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 |

Board Liaison Assignments 2016-2017 (J Tanner)

| Assignment | Chair/Coordinator | Board Member |
|---|---|-------------------------|
| Affiliate Presidents | | Jim Ham |
| AMATYC Executive Director | Wanda Garner | Jane Tanner |
| AMATYC Legal Advisor | Peter Georgakis | Jane Tanner |
| AMATYC News | Diane Koenig | Kate Kozak |
| AMATYC Project ACCESS | Laura Watkins | Dan Fahringer |
| Editing Director | Wendi Morrison | Ernie Danforth |
| Grants Director | John Pazdar | Mark Harbison |
| Historian | Russell Simmons | Mark Harbison |
| MathAMATYC Educator | George Alexander – Editor Johanna Debrecht – Production Mgr. | Liz Hylton/David Tannor |
| Website Coordinator | George Hurlburt | Jim Ham |
| Mu Alpha Theta | Paige Feibelman Perry | Liz Hylton |
| Professional Development Coordinator/ Asst. Professional Development Coordinator | Julie Gunkelman Lisa Feinman | Jon Oaks |
| Student Mathematics League | Steve Hundert TJ (Thomas) Duda | Dan Fahringer |
| Vice-Presidents (Senior VP) | | Nicole Lang |
| Academic Committees | | |
| Developmental Mathematics | Paula Wilhite | Nancy Sattler |
| Innovative Teaching and Learning | Dan Petrak | Nancy Rivers |
| Mathematics Intensive/College Mathematics | Scott Peterson | Jim Ham |
| Placement & Assessment | Behnaz Rouhani | Liz Hylton |
| Research in Mathematics Education in TYC | John Smith | Nicole Lang |
| Statistics | Julie Hanson | Kate Kozak |
| Teacher Prep | Andy Jones | Michelle Duda |
| Mathematics and its Applications for Careers | Stefan Baratto | Ernie Danforth |
| ANets | | |
| Division/Department Leadership | Christine Mirbaha | Nancy Rivers |
| Adjunct Faculty Issues | Judy King | Michelle Duda |
| International Mathematics | Steve Krevisky | Nancy Sattler |
| Mathematics for Liberal Arts | Fary Sami | Liz Hylton |

Administrative Committees -- FBM 2016**Expenditure Approval Committee (EAC)**

Charge: Approve over-budget line item expenses between board meetings; PPM, Section 5.9.2
Chair: Tannor
Members: Ham, Sattler, Tanner, Tannor

Finance Committee

Charge: Oversee the budget development and serve in an advisory capacity to the Treasurer and Executive Board; PPM, Section 5.9.2
Chair: Tannor
Members: Danforth, Dockter, Garner, Ham, Kozak, Tanner

Foundation Board

Charge: Raise and disperse funds to support the mission of AMATYC; PPM, Section 14.1
Chair: Sattler
Members: Black, Garner, Harbison, McKeague, Peskoff, Steenken, Tanner, Tannor

Investments Board

Charge: Provide continuity of oversight of the financial assets of the AMATYC reserve funds and to assure that "prudent investor" precepts are developed and followed in managing the financial assets of the AMATYC reserve funds; PPM, Section 6.12
Chair: Steenken
Members: Gräb, Mahler, Ham, Tannor

Institutional Research Board (IRB)

Charge: Review to assure appropriate steps are taken to protect the rights and welfare of humans participating as subjects in research studies associated with grants received by AMATYC; PPM, Section 16.3
Chair: Tannor
Members: Garner, Ham, Smith, Tanner

Mathematics Excellence Committee

Charge: Determine the recipients of the ME award; PPM, Section 4.3.2
Chair: Sattler
Members: Atkinson, Brannan, Calandrino, Chidambaram, Harris, Hohensee, Petitfils, Yakutova-Lorentz

Membership Committee

Charge: Develop and implement strategies to solicit new members and retain existing members; PPM, Section 5.9.3
Chair: Rivers and Oaks (co-chairs)
Members: Danforth, Fahringer, Garner, Harbison, Hylton, Kozak, Lang, Tannor, Vance

Nominating Committee

Charge: Establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval; PPM, 4.3.3
Chair: Sattler
Members: LaBounty, Evans, Morris, Geary, Suess, Slayton, Wildman, Sanford, Bates, Gorman, Orange

Organizational Assessment Committee

Charge: Coordinate the planning and implementation of assessment of AMATYC programs and activities; PPM, Section 5.9.5
Chair: Ham
Members: Kozak, Leitherer, Tannor, Yuen

Personnel Committee

Charge: PPM, Section 5.9.1
Chair: Danforth
Members: Garner (nv), Ham, Sattler, Tanner, Tannor

Professional Development Committee

Charge: PPM, Section 5.9.4
Chair: Oaks
Members: Dockter, Fahringer, Feinmen, Gunkleman, Harbison, Rivers, Sattler, Tanner

Strategic Planning Committee

Charge: Develop and publish the AMATYC Strategic Plan; PPM, Section 15.6
Chair: Ham
Members: Hylton, Lang, Sattler, Tanner

Teaching Excellence Committee

Charge: Determine the recipients of the TE award; PPM, Section 4.3.1
Chair: Ham
Members: Atkinson, Beard, Benner, K. Danforth, Fleming, Johanson, McCombs, Monterisi, Williams

Ad Hoc Committees**AMATYC Sponsored Workshops**

Charge: Review the PPM to consider the appropriateness of workshops and curriculum not sponsored by a particular committee being sponsored by AMATYC.
Chair: Sattler
Members: Danforth, Harbison

Awarding AMATYC Sponsored Traveling Workshops

Charge: Determine the application process and method for choosing which applications will get funding for the traveling workshop "scholarships" to be awarded to affiliates or institutional members, one in each region, as budgeted during FBM 2015.
Chair: Lang
Members: Hylton, Oaks

Board Meeting Forms

Charge: Review and revise all forms (both motion and report) related to the Board packet for consistency and assessment clarity
Chair: Duda
Members: Rivers, Oaks, Fahringer

Going Green

Charge: To determine the feasibility of replacing some of the AMATYC printed mailings and materials with electronic versions for members who prefer the electronic version. If feasible, to identify the printed mailings and materials that members may elect to receive electronically. And also if feasible, to determine a process that will enable members to choose how they prefer to receive AMATYC mailings

Chair: Ham

Members: Hurlburt, Schott, Tannor, Alexander, Debrecht, Dockter, Garner, Lang

Hybrid Conference

Charge: Determine the possibility of providing live and/or delayed access to a portion of annual AMATYC conference on-line to non-attendees throughout the nation and the world.

Chair: Danforth

Members: Dockter, Garner, Tanner

PPM 8.12.3 Registration Fee

Charge: Review and revise 8.12.3 Registration Fee

Chair: Tannor

Members: Danforth, Dockter, Garner, Ham

Regional Conference Committee

Charge: Review and revise policy language in the PPM for regional meetings (sponsored by an affiliate)

Chair: Kozak

Members: Danforth, Lang

Social Networking Committee

Charge: Provide management on recommendations related to AMATYC's presence on social media.

Chair: Lang

Members: Ham, Hurlburt, Oaks, Kozak, Sattler, Tanner

Speaker Selection

Charge: To create an improved process for identifying and selecting the keynote speakers for the annual conference

Chair: Ham

Members: Tanner, Sattler, Garner, Dockter

SPO Site Selection

Charge: Investigate alternative locations outside of Memphis for the SPO site.

Chair: Fahringer

Members: Hylton, Kozak

Term Limits for Regional Reps on Academic Committees

Charge: Review PPM language on the appointment of regional reps on academic committees

Chair: Kozak

Members: Lang, Danforth

Other Committees**Tax Review and Audit Committee**

Charge: 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; answer questions and consider recommendations from the

Chair: Tannor

Members: Garner (nv), Ham, Hunsucker (nv), Sattler, Tanner

Steering Committee for the Beyond Crossroads Revision Project

Project Co-Chairs: Mary Beth Orrange and Nancy Sattler
 Preface: Chapter Co-Leaders - Rikki Blair and Susan Woods
 Chapter 1: Chapter Co-Leaders - Rob Farinelli and Kate Kozak
 Chapter 2: Chapter Co-Leaders - Vilma Mesa and Linda Zientek
 Chapter 3: Chapter Co-Leaders - Karen Gaines and Michelle Younker
 Chapter 4: Chapter Co-Leaders - Rob Kimball and Julie Phelps
 Chapter 5: Chapter Co-Leaders - Judy Ackerman and Ted Coe
 Research Team: Co-Leaders - April Strom and John Smith
 Technology Team: Co-Leaders - Evan Evans and Dave Graser

Eligibility to Participate in SML

Charge: Review the eligibility of a number of 2-year colleges participating in the SML and now changing to 4-year colleges and determine whether these colleges can continue to participate.

Chair: Hundert

Members: Fahringer, Sattler, Tanner

Task Forces**Awards and Recognition Task Force**

Charge: Review current awards and make recommendations for future AMATYC awards and recognitions.

Chair: Rivers

Members: Cleaves, Hobbs, and other members TBA

Delegate Assembly

Charge: Review current makeup of the AMATYC Delegate Assembly and make recommendations for possible changes to this makeup. Expansion of the previous work by the Ad Hoc Committee on Makeup of Delegate Assembly.

Chair: Rivers

Members: Fahringer, Lang

Guidelines for Project ACCCESS

Charge: Create guidelines and determine policy for an advisory board. Write policy as needed.

Chair: Fahringer

Members: Agocs, Eby, Gaines, Hylton, Kozak, Roznowski

Pre-conference Workshops

Charge: Review the policy language on pre-conference institutes in the PPM (8.13.8) and make recommendations for possible changes to this policy language.

Chair: Danforth

Members: Lang, Dockter, Garner

Review Position Statement on Equal Opportunity in Mathematics

Charge: Review the current position statement and make recommendations for potential changes to this position statement.

Chair: Oaks

Members: Gant, Hylton, Mays, Pemberton, Tannor, Yoshiwara

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 _____ 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..

I. 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.

Name of AMATYC Leader or Staff Member (please print)

Signature of AMATYC Leader or Staff
Member _____

Date _____

Please complete and submit to AMATYC's Executive Director.

Policy on a Welcoming Environment

It is the policy of the American Mathematical Association of Two Year Colleges (AMATYC) that all participants in AMATYC activities will enjoy a welcoming environment free from all forms of discrimination, harassment, and retaliation. As a professional society, AMATYC is committed to providing an atmosphere that encourages the free expression and exchange of ideas. In pursuit of that ideal, AMATYC is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of AMATYC meetings.

This policy applies to all attendees at AMATYC activities, including mathematicians, students, guests, staff, contractors and exhibitors, participants in scientific sessions, tours, and social events of any AMATYC meeting or other activity. All individuals participating in AMATYC activities are asked to agree to behavior consistent with these standards. Violations of this policy should be reported to the President of AMATYC. Individuals violating these standards may be asked to leave the activity without refund of registration fees and may have their behavior reported to their employer. Repeat offenders may be banned from future AMATYC activities. Retaliation against individuals who file a complaint will not be tolerated and will be treated in a manner similar to harassment.

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination. The legal definition of sexual harassment is “unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment.” Behavior and language that are welcome/ acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.

Definition of Other Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

[Proposed policy and definitions of harassment adapted from those given in the anti-harassment policy of the American Astronomical Society, aas.org.]

Adopted April, 2013

AMATYC Executive Board Sunshine Fund

At the Spring 2005 board meeting, the following guidelines were developed for the Sunshine Fund.

1. The Sunshine Fund will be maintained by the Secretary.
2. Money will be collected from Board members, the Conference Coordinator, and Executive Director of Office Operations. Whenever contributions are solicited, a copy of these guidelines will be made available.
3. The money shall be used in the event of the hospitalization of an Executive Board member or AMATYC staff member, or of the death of an immediate family member of an Executive Board member or AMATYC staff member. Immediate family is defined to be spouse, children, and parents.
4. In the cases specified in item 3, the President shall determine whether to send a plant, flowers, or a donation.
5. For other sympathy situations, the Secretary will send a card from the AMATYC board.
6. The Secretary will send an email to all fund contributors whenever a disbursement has been made from the Sunshine Fund.
7. The Secretary will maintain a ledger of the Sunshine Fund, along with all applicable receipts.

Original paragraph (for comparison):

Maintain a Sunshine Fund with money collected from Board members. The money shall be used in the event of the hospitalization of an Executive Board member or AMATYC staff member, or of the death of an immediate family member of an Executive Board member or AMATYC staff. Immediate family is defined to be spouse, children, and parents. In these cases, the President shall determine whether to send a plant, flowers, or a donation. For other sympathy situations, the Secretary will send a card from the AMATYC board.

Sunshine Fund Report

Submitted by Michelle Duda, Secretary

Balance at the start of SBM 2016: \$102.13

Collected at SBM 2016: \$360.00

Activities since SBM 2016:

- Flowers (Cheryl Cleaves – Mother)
- Flowers (Wanda Garner – Surgery)
- Donation (Corning Community Food Pantry – Kate Danforth)
- Cards for Danforth family, Darlene Winnington (Father), Jane Tanner (Father-in-law)

Balance as of 9/24/2016: \$181.34

ATTACHMENT B

Email motion report for FBM 2016. Motions 5, 6, 7, 8, 9, 10, 11, and 13 passed; 12 was defeated.

Submitted by Michelle Duda, AMATYC Board Secretary 2016-17

| | | |
|---------|---|--|
| 3/11/16 | AMATYC investments | Email Motion #5: That PPM sections 14.5, 14.6, and 6.2 be changed to reflect new language suggested and that all AMATYC investments residing with Morgan Stanley be moved to Merrill Lynch effective as soon as feasible. |
| 5/5/16 | Minutes | Email Motion #6: That the 2016 SBM minutes be approved as submitted. |
| 5/19/16 | Beyond Crossroads National Advisory Council | Email Motion #7: That the following name be added and placed on record as a member of the National Advisory Council for the Beyond Crossroads Revision Project: Hunter Boylan, National Center for Developmental Education. |
| 6/16/16 | Beyond Crossroads Steering Committee | Email Motion #8: Replacement of Leadership on Steering Committee for Beyond Crossroads Revision Project (Chapter 2) |
| 6/16/16 | Publications/ website tagline | Email Motion #9: That the AMATYC board approve the use of “Opening Doors Through Mathematics” as a tag line in publications and on the website. |
| 6/24/16 | CITRL Grant | Email Motion #10: That AMATYC provide the following for Collaborative Research: CIRTLL INCLUDES - Toward an Alliance to Prepare a National Faculty for Broadening Success of Underrepresented Two-Year and Four-Year STEM Students Letter of Support Participation of an AMATYC Representative during a few of their workshops. See attached email and attachment from Craig Ogilvie |
| 7/1/16 | Minutes | Email Motion #11: That the June 21, 2016 conference call minutes be approved as submitted. |
| 7/14/16 | Social Media Course | Email Motion #12: That AMATYC funds a representative to attend Impart Social’s Social Media Marketing Immersive 2-Day Course in Detroit July 26-27, 2016. DEFEATED |
| 7/22/16 | Minutes | Email Motion #13: That the June 28, 2016 conference call minutes be approved as submitted. |

ATTACHMENT C

Affiliate Visits 2016-2017 (J Tanner)



| Affiliate | 2016 Meeting Dates | Who Visited or Plans to Visit | 2017 Meeting Dates | Who Plans to Visit |
|------------------------|-----------------------|---|--------------------|----------------------|
| MATYCONN | Oct 21 | Ernie Danforth | TBA | Ernie Danforth |
| NEMATYC | April 29-30 | Ernie Danforth | April 27-28 | Ernie Danforth |
| NYSMATYC | April 8-10 | Ernie Danforth | April 7-9 | Ernie Danforth |
| OCMA | May 25-27 | David Tannor | May 24-26 | Dave Tannor, maybe |
| DEMATYC | May 11 | Dan Fahringer | | Dan Fahringer |
| MMATYC | May 24 | Dan Fahringer | | Dan Fahringer |
| MATYCNJ | Oct 1 | Dan Fahringer | | Dan Fahringer |
| PSMATYC | April 9 | Cancelled due to weather | | Dan Fahringer |
| VMATYC | Feb 19 & 20 | Dan Fahringer | | Dan Fahringer |
| WVMATYC | April 9 | Cancelled due to weather | April 22 | Dan Fahringer |
| AlaMATYC | March 4 | Conflicts with Nancy's work schedule | ?March 4? | Nancy Rivers |
| FTYCMA | February 26-27 | Nancy Rivers | February 17-18 | |
| GMATYC | February 19 | Nancy Rivers | | |
| La-MsMATYC | September 24 | Changed their date - Nancy could not attend | | Nancy Rivers |
| NCMATYC | March 10-11 | Nancy Rivers | March 9-10 | Nancy Rivers |
| SOCAMATYC | March 11 | Conflicts with NCMATYC | February 24-25 | Nancy Rivers |
| TMATYC | April 1-2 | Too close to SBM | March 24-25 | Nancy Rivers |
| IMACC | March 31-April 2 | Conflict with SBM | April 6-8 | Jon Oaks |
| INMATYC | April 1-2 | Conflict with SBM | April 7 | Conflicts with IMACC |
| INMATYC | October 7 | Jon Oaks in October | | |
| KYMATYC | February 26-27 | Jon Oaks | | |
| MichMATYC | October 14-15 | Jon Oaks | | |
| OhioMATYC | April 1-2 | Conflict with SBM | | |
| WisMATYC | September 24 | Jon Oaks | October 7 | Jon Oaks |
| ColoMATYC | March 11 | Nicole Lang | March | |
| IMATYC | October | - | October | Nicole? |
| KAMATYC | March 5 | Jim Ham | March | |
| MinnMATYC | April 29-30 | Nicole Lang | April 28-29 | |
| MOMATYC | April 7-9 | - | April | Nicole? |
| NEBMATYC | April 8 | Nicole Lang | April | |
| NDMATYC | October | Nicole?? | October | |
| ArizMATYC | April 8-9, October 14 | Kate Kozak | | |
| ARKMATYC | | | | |
| NMMATYC | May 20-21 | Kate Kozak | | |
| OKMATYC | | | | |
| TexMATYC | February 25-27 | Kate Kozak | | |
| AKMATYC | -- | -- | | |
| ORMATYC | April 21 - 23 | Liz Hylton | April | Liz Hylton |
| WAMATYC | April 21 - 23 | Liz Hylton | April/May | Liz Hylton |
| WYMATYC | April 15 - 16 | -- | | |
| CMC ³ | April 22-23 | Mark H. | Apr. 21-22 | Mark H. |
| CMC ³ | December 9-10 | Mark H. | December 8-9 | Mark H. |
| CMC ³ South | March 4-5 | none | Apr. or Oct. | Mark H. |
| piMATYC | n/a | | n/a | |
| NEVMATYC | n/a | | n/a | |
| UMATYC | Sept. 17 | none | Sept. | Mark H. |

ATTACHMENT D
PARLIAMENTARY
MOTIONS GUIDE
AND RULES OF
CONDUCT

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 |

Reference: Jim Slaughter, Certified Professional Parliamentarian-Teacher & Professional Registered Parliamentarian
336-378-1899(W) 336-378-1850(F) P.O. Box 41027, Greensboro 27404
 web site: **www.jimslaughter.com**

RULES OF CONDUCT

- A. Robert’s Rules of Order are used. The parliamentarian is **Dan Fahringer**.
- B. The following time limits will be applied unless otherwise noted:
 - Reports (R) - 5 minutes
 - Discussion items (D) – 10 minutes
 - Motions involving discussion (M) – 15 minutes
 Times on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is **Liz Hylton**.
- C. Motions submitted after the deadline (February 15) must have at least one co-sponsor.
- C. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display their “ditto” 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.
- D. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order. **Please silence all cell phones.** Refrain from computer use other than board business.
- E. The following individuals are asked to track items throughout the meeting. Although Keven and Wanda will be present for most of the SBM; it is important that the individuals indicated monitor their designated topic to make sure nothing is overlooked.
 - 1. Items relating to Conference: **Nicole Lang** and **Jim Ham** (Report to the Conference Coordinator at the end of SBM 2016.)
 - 2. Items relating to Budget: **Ernie Danforth** and **Kate Kozak**. (Report to the treasurer at the end of SBM 2016).
 - 3. Items relating to the Office: **Jon Oaks** and **Nancy Sattler**. (Report to Wanda at the end of SBM 2016).
 - 4. Items relating to VPs: **Nicole Lang** and all VPs.
 - 5. Items to return to at the Spring Board Meeting: **David Tannor** and **Dan Fahringer**. (Report to the President at the end of SBM 2016.)
- F. **Draft minutes will be available electronically each morning beginning on Saturday morning, unless otherwise requested by Michelle. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day for completeness and accuracy of motions and return comments to Michelle by the following morning, either handwritten or electronically.**
 - 1. **Friday’s Minutes: Ham, Oaks, Rivers**
 - 2. **Saturday’s Minutes: Lang, Sattler, Fahringer**
 - 3. **Sunday’s Minutes: Danforth, Kozak, Harbison**
 - 4. **Monday’s Minutes: Hylton, Tannor, Lang**

ATTACHMENT E

**Order of Business
AMATYC Executive Board
FALL 2016**

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

| | | |
|-------------------|--------------------------------|---|
| Sunday: | 4:30 p.m. - 6:00 p.m. | Professional Development Committee |
| Monday: | 1:00 p.m. - 2:00 p.m. | Strategic Planning |
| | 3:00 p.m. - 4:30 p.m. | Treasurer's Report |
| | 4:30 p.m. - 6:00 p.m. | Finance Committee Meeting |
| Tuesday: | 8:30 a.m. - 9:30 a.m. | Office Staff Report |
| | 2:00 p.m. - 3:00 p.m. | Pre-Con Meeting, Director's Row E (VPs, Secretary, and PP do not attend) |
| | 2:00 p.m. - 3:30 p.m. | Membership Committee Meeting |
| | 3:30 p.m. - 4:30 p.m. | Business Session (if needed) |
| Wednesday: | 9:00 a.m. - 10:00 a.m. | Meet with Conference Committee |
| | 10:00 a.m. - 11:00 a.m. | Meet with Ken Sien, Experient |
| | 11:00 a.m. - 11:30 a.m. | Meet with Ryan Blankenship, McGraw-Hill |
| | 11:30 a.m. - noon | Meet with ARA grant people |
| | Noon - 1 p.m. | Lunch |
| | 1:00 p.m. - 5:00 p.m. | Meet with Leadership (See Section GG 10) |

Parking Lot - every day during FBM there will be time to discuss some items in the Parking Lot. Things can 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 this order of business.

Reports (R): 5 minutes Discussion (D): 10 minutes Motions (M): 15 minutes

| A. Agenda | | | Notes |
|----------------------------|--|--------|--------------|
| Reference Materials | | | |
| | Call to Order | Tanner | |
| A1 | Meeting Plans | Tanner | |
| A2 | AMATYC Mission Statement, Vision, Tagline, Core Values | | |
| A3 | AMATYC Strategic Priorities | | |
| A5 | Email Ballots since SBM 2016 | Duda | |
| A6 | Affiliate Visits | | |
| A7 | Acronyms | | |
| A9 | Board Liaison Assignments | | |
| A10 | Administrative/Ad Hoc/Other Committees | | |
| A14 | Brief Robert's Rules of Order | | |
| A16 | Conflict of Interest | | |
| A18 | Welcoming Environment Statement | | |
| A20 | Sunshine Fund Guidelines | Duda | |
| A21 | Rules of Conduct | Tanner | |

| | | | |
|-----|-----------------------------------|--------|--|
| A22 | M: Adopt Rules of Conduct | Tanner | |
| A23 | Order of Business | Tanner | |
| Axx | M: Adopt Order of Business | Tanner | |

| B. Consent Calendar – Reports (items removed from this section will be discussed before Section D) | | | |
|---|-----------------|-----------|--|
| National Officers | | | |
| B1 | President | Tanner | |
| B3 | President-Elect | Ham | |
| B4 | Past President | Sattler | |
| B6 | Secretary | Duda | |
| B8 | Treasurer | Tannor | |
| Regional Vice Presidents | | | |
| B9 | Northeast | Danforth | |
| B11 | Mid-Atlantic | Fahringer | |
| B12 | Southeast | Rivers | |
| B14 | Midwest | Oaks | |
| B16 | Central | Lang | |
| B17 | Southwest | Kozak | |
| B19 | Northwest | Hylton | |
| B20 | West | Harbison | |

| C. Consent Calendar- Motions/Reports (items removed from this section will be moved to sections indicated) | | | |
|---|---|--------|--|
| C1 | EAC Report | Tannor | |
| C2 | Audit Review Committee Report | Tannor | |
| C43 | M: Accept Consent Calendar Reports | Tanner | |
| | D: Discussion on Officer Report reflections | | |

| D. Academic Committees | | | |
|-------------------------------|--|---------------------|--|
| D1 | Developmental Mathematics Report (DMC) | Wilhite Sattler | |
| D9 | M: Developmental Mathematics Summit | Sattler | |
| D11 | Innovative Teaching and Learning Report (ITLC) | Petrak Rivers | |
| D14 | M: Ignite Event at San Diego Conference | Rivers | |
| D15 | Mathematics and its Applications for Careers | Baratto Danforth | |
| D18 | Mathematics Intensive/College Mathematics Report | Peterson Ham | |
| D20 | Placement and Assessment Report (PAC) | Rouhani Hylton | |
| D22 | Research in Mathematics for Two-Year Colleges (RMETYC) | Smith Lang | |
| D26 | M: 2017 Conference Symposium on SoTL | Lang | |
| D30 | M: Level Two Support for the AMATYC Research Associate Program Grant Proposal | Lang | |

| | | | |
|-----|---|-----------------|--|
| D44 | Statistics | Hanson Kozak | |
| D50 | M: Themed Session for Fall 2017 Conference | Kozak | |
| D52 | Teacher Preparation | Jones Duda | |
| D56 | M: Themed Session for Fall 2017 Conference | Duda | |

| DD. ANets | | | |
|------------------|---|---------------------|--|
| DD1 | Division/Department Leadership | Mirbaha Rivers | |
| DD5 | Adjunct Faculty Issues | King Duda | |
| DD11 | International Mathematics | Krevisky Sattler | |
| DD12 | Mathematics for Liberal Arts | Sami Hylton | |
| DD15 | M: Expansion of Website Functionality for ANet's | Rivers | |

| E. Services / Coordinators/ Directors / Publications | | | |
|---|---|--------------------------------|--|
| E1 | Editing Director Report | Morrison Danforth | |
| E3 | <i>AMATYC News</i> Editor Report | Koenig Kozak | |
| E4 | <i>MathAMATYC Educator</i> Editor Report | Alexander Tannor/ Hylton | |
| E8 | <i>MathAMATYC Educator</i> Production Manager Report | Debrecht Tannor/ Hylton | |
| E10 | Webmaster Report | Hurlburt Ham | |
| E13 | Grants Coordinator Report | Pazdar Harbison | |
| E14 | Historian Report | Simmons Harbison | |
| E15 | SML Report | Hundert Fahringer | |
| E17 | SML Test Developer Report | TJ Duda Fahringer | |
| E18 | Professional Development Coordinator Report | Gunkelman Oaks | |
| E20 | Assistant Professional Development Coordinator Report | Feinman Oaks | |
| E21 | Mu Alpha Theta Report | Perry Hylton | |

| F. Staff | | | |
|-----------------|---------------------------|-----------------|--|
| F1 | Executive Director Report | Garner | |
| F3 | Office Report | Garner Vance | |

| G. Conference | | | |
|----------------------|---|----------------------------|--|
| G1 | Conference Coordinator Report | Dockter | |
| G13 | Assistant Conference Coordinator Report | Kirk Dockter | |
| G14 | Presider Chair Report | Winnington Dockter | |
| G15 | Exhibits Chair Report | Goulard Dockter | |
| G16 | Program Coordinator Report | Williams Dockter | |
| G19 | Advertising Coordinator Report | Vega- Rhodes Dockter | |
| G21 | 2016 LEC Report | Hastert Dockter | |
| G23 | 2017 LEC Report | Marshall Dockter | |
| G24 | 2018 LEC Report | Morris Dockter | |

| GG. Conference - Experient | | | |
|-----------------------------------|--|--|--|
| GG1 | AMATYC Board Duties During the Denver Conference | | |
| GG4 | Denver Exhibit Hall Board Visits | | |
| GG5 | Small Meetings | | |
| GG7 | 2016 Delegate Assembly Minutes Committee | | |
| GG8 | ME Award Announcement/Form | | |
| GG10 | Wednesday Afternoon Leadership Meetings Schedule | | |

| H. Administrative Committees | | | |
|-------------------------------------|---------------------------------------|----------------|--|
| H1 | Nominating Committee Report | Sattler | |
| H2 | ME Award Report | Sattler | |
| H7 | TE Award Report | Ham | |
| H8 | Professional Development Committee | Oaks | |
| H10 | Foundation Report | Sattler | |
| H12 | Personnel Committee | Danforth | |
| H13 | Organizational Assessment Committee | Ham | |
| H16 | Past Presidents Advisory Board Report | Sattler | |
| H21 | Membership/Marketing Committee | Rivers Oaks | |
| H22 | Membership Report | Vance | |

| I. Treasurer/Budget | | | |
|----------------------------|---|--------|--|
| I1 | M: Approval of Expenditures | Tannor | |
| I3 | AMATYC 2017 Draft Budget | Tannor | |
| I10 | 2017 AMATYC Foundation Draft Budget | Tannor | |
| I11 | AMATYC Chart of Accounts | Tannor | |
| I15 | AMATYC Balance Sheet | Tannor | |
| I16 | AMATYC Income Statement | Tannor | |
| I23 | Contracts/Agreements | Tannor | |
| I24 | Annual Conference Meeting Facilities Contracts Cancellation Fees | Tannor | |
| I25 | AMATYC Operating Reserves | Tannor | |
| I26 | AMATYC Foundation Investment | Tannor | |
| I27 | AMATYC History of Income and Expenses | Tannor | |
| I35 | AMATYC Total Income and Expense Chart | Tannor | |
| I36 | AMATYC General Operating Income and Expense Chart | Tannor | |
| I37 | AMATYC Conference Income and Expense Chart | Tannor | |
| I38 | AMATYC Foundation Income and Expense Chart | Tannor | |
| I39 | AMATYC History of Net Worth | Tannor | |
| I40 | AMATYC Foundation | Tannor | |
| I41 | AMATYC Foundation – Project ACCCESS | Tannor | |
| I42 | AMATYC Foundation – Developmental Math | Tannor | |
| I43 | AMATYC Insurance Policies | Tannor | |
| I44 | Insurance Premiums for 2016 | Tannor | |
| I45 | AMATYC Approved Budget for the year of 2016 | Tannor | |
| I51 | AMATYC Executive Board and National Office Approved Budget for the year of 2016 | Tannor | |

| J. Ad hoc Committees / Projects | | | |
|--|--|----------------------|--|
| J1 | AMATYC Project ACCCESS (APA) Board Report | Watkins Fahringer | |
| J3 | Guidelines for Project ACCCESS Task Force Report | Fahringer | |
| J4 | M: Project ACCCESS Team Members | Fahringer | |
| J7 | Joint Committee on Women in the Mathematical Sciences Report | Sattler | |
| J10 | Beyond Crossroads Steering Committee Report | Sattler | |
| J15 | M: BCR Forum for 2017 Conference in San Diego | Sattler | |
| J16 | M: Creation of New Committee on the Standards | Sattler | |
| J19 | Social Networking Ad Hoc Committee Report | Lang | |
| J20 | AMATYC Sponsored Workshops Ad Hoc Committee Report | Sattler | |

| | | | |
|-----|---|-----------|--|
| J25 | AMATYC Sponsored Traveling Workshops Ad Hoc Committee Report | Lang | |
| J26 | SPO Site Selection Ad Hoc Committee Report | Fahringer | |
| J28 | Hybrid Conference Ad Hoc Committee Report | Danforth | |
| J31 | Awards and Recognition Task Force Report | Rivers | |
| J32 | Delegate Assembly Task Force Report | Rivers | |
| J33 | Review of Equal Opportunity Position Statement Task Force Report | Oaks | |
| J34 | Speaker Selection Ad Hoc Committee Report M: Conference Keynote Speaker Selection | Ham | |
| J36 | PPM 8.12.3 Registration Ad Hoc Committee Report | Tannor | |
| J37 | M: Conference Registration | Tannor | |
| J45 | Regional Conference Ad Hoc Committee | Kozak | |
| J46 | M: PPM 11.3 | Kozak | |
| J50 | Going Green Ad Hoc Committee Report | Ham | |
| J51 | Term Limits for Regional Reps Ad Hoc Committee Report | Kozak | |
| J53 | M: PPM 9.4 | Kozak | |
| J54 | Updating Motion Forms Ad Hoc Committee Report | Duda | |
| J55 | Grants Coordinator Search Committee Report | Harbison | |
| J56 | Minutes Review Committee for the 2015 DA | Lang | |
| J33 | Common Vision Report | Tanner | |
| J61 | TPSE Math Report | Sattler | |
| J66 | Carnegie Foundation Report | Sattler | |
| J78 | M: Carnegie Foundation for the Advancement of Teaching | Sattler | |
| J79 | The Charles A. Dana Center Report | Sattler | |
| J81 | Advancing Mathematics Pathways for Student Success | Tanner | |

| K. Strategic Planning | | | |
|------------------------------|--|-----|--|
| K1 | Strategic Planning Report | Ham | |
| K2 | Draft 2018-2023 Strategic Plan | Ham | |
| K3 | AMATYC Core Values | Ham | |
| K5 | 2012-2017 Strategic Plan: Proposed, Ongoing, and Completed Actions (2015-2016) | Ham | |

| L. Executive Session | | | |
|--|--|----------|--|
| Consent Calendar Motions | | | |
| L1 | M: Grants Coordinator Position | Harbison | |
| L2 | M: AMATYC/ASA Joint Committee Appointment | Kozak | |
| L3 | M: Milwaukee 2019 Conference Local Events Coordinator | Dockter | |
| L4 | M: JCW Appointment | Sattler | |
| L5 | M: Approve Executive Session Consent Agenda | Tanner | |
| Items Removed from Consent Agenda | | | |
| | | | |

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|--------------------------|--|--|--|
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| Executive Session | | | |
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|------------------------|---|--------------------|--|
| M. New Business | | | |
| M1 | M: State and Affiliate Delegates | Duda | |
| M2 | OCMC Update | Tanner | |
| M5 | Equity and Social Justice | Tanner | |
| M11 | Degrees of Freedom Report | Harbison Tanner | |
| M15 | Connections between MAA's Project NExT and AMATYC's Project ACCCESS | Tanner | |
| M17 | Possible McGraw-Hill/AMATYC Partnership | Dockter | |
| M20 | M: Revise PPM to Remove FutureGrant References | Harbison | |
| M23 | M: Change to General Financial Policies | Ham | |
| M25 | M: Change to Webinar Honorarium | Ham | |
| M27 | M: Change to Traveling Workshop Facilitator Honorarium | Ham | |
| M29 | M: Affiliate Travel Funds | Oaks | |
| M30 | M: AMATYC Featured Member of the Month | Oaks | |
| M32 | M: AMATYCx | Oaks | |
| M34 | M: Revision of PPM 12.6.1: Historian | Ham | |
| M36 | CIRTL Includes Grant | Tanner | |
| M46 | M: AMATYC Student Research League Scholarship Proposal | Tanner | |
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| N. Parking Lot | | | |
| | Italicizing the entire name of the journal | | |
| | Committee/task force membership - must be AMATYC members? | | |
| | Task Force on Virtual Themed Sessions | | |
| | Change name of Student Learning Problems Position Statement (under DMC) | | |
| | Position Statement Review Committee | | |
| | Online Summit AMATYC | | |
| | Reviving Inactive Affiliates | | |

[illegible]

ATTACHMENT F**Expenditure Approval Committee (EAC) and Reports****David Tannor, Treasurer FBM 2016**

Members of the 2015-2017committee: January 1, 2016 through Dec 31, 2017: Jane Tanner, Chair; David Tannor; Nancy Sattler; and Jim Ham

EAC Approvals between April 7 and Sept 15, 2016

- | | |
|----------------|---|
| April 14, 2016 | Approved the over budget expenditure in account #3560 (Program/Presider Meeting) in the amount of \$ 543.34 for AMATYC Presider Chair to Denver Conference program planning. |
| May 5, 2016 | Approved the over budget expenditure in account #4095 (April Flyer Postage) in the amount of \$ 22.40, a result of 314 more flyers being mailed. |
| May 29, 2016 | Approved the over budget expenditure in account #5060 (SBM Lodging) in the amount of \$ 207.51. Account was budgeted for 4 nights, but with board members staying 5 nights and Wanda being at the SBM meeting two days in advance, we went over budget. The amount only applies to board members. |
| May 31, 2016 | Approved the over budget expenditure in account #3575 (Conference Enhancement) in the amount of \$ 4500 for Denver Conference Badge Printing. Total over budget amount came up to \$4653.98 since sales tax was not factored in the initial quoted amount. |
| June 2, 2016 | Approved the over budget expenditure in account #3365 (Online Database and Web Hosting) in the amount of \$170. YM has increased its fees by 5%. |
| Aug 10, 2016 | Approved the over budget expenditure in account #3382 (Errors and Omissions Insurance) in the amount of \$1008.85 due to premium increase. |

ATTACHMENT G**The Margie Hobbs Award****2.5.6 The Margie Hobbs Award**

The Margie Hobbs Award, made possible through contributions to the AMATYC Foundation, is given annually to an AMATYC member who is attending his or her first conference and has been selected to do a regular session or workshop.

The Award

The award is to be used by the winner to offset conference expenses. The amount will be established by the Foundation Board during the budgeting process.

Selection Criteria

The Margie Hobbs Award is given to an individual who:

- Is a member of AMATYC and is attending his or her first conference.
- Has submitted and been accepted to speak at the annual conference (either regular session or workshop).
- Is the sole presenter at the accepted session.
- Has completed a nomination packet.

Nomination and Award Dates

Nominations for the award are due by June 1 to the AMATYC Foundation (amatycfoundation@amatyc.org). The recipient will be featured in the conference program. The award will be presented at the opening session of the AMATYC annual national conference.

How to Submit a Nomination

Nominations should be submitted to amatycfoundation@amatyc.org as a single pdf file that contains the following:

- A letter from the nominee addressing why he/she deserves the award.
- A copy of the speaker's acceptance letter.
- The nominee's curriculum vitae.
- A maximum of two support letters, each no longer than two pages. One letter should be from a supervisor.

Information about the award to be placed on the AMATYC website:

The Margie Hobbs Award

The Margie Hobbs Award, made possible through contributions to the AMATYC Foundation, is given annually to an AMATYC member who is attending his or her first conference and has been selected to do a regular session or workshop.

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- A letter from the nominee addressing why he/she deserves the award.
- A copy of the speaker's acceptance letter.
- The nominee's curriculum vitae.
- A maximum of two support letters, each no longer than two pages. One letter should be from a supervisor.

Please email the completed nomination package to: amatycfoundation@amatyc.org

If you have questions, please email the AMATYC Foundation chair:
amatycfoundation@amatyc.org.

ATTACHMENT H

From

11.5.2 AMATYC Project ACCESS Team Members

Appointment Process

The AMATYC Project ACCESS Team Members are recommended by the President and appointed by the Executive Board. This team shall consist of the Program Assistant, Project Assistant, Listserv Assistant, and two members of for the Fellow Selection Committee. These positions report to the AMATYC Project ACCESS Coordinator.

Term of Office

The term length is three years. The starting date of each term is January 1 and the ending date is December 31. The term limit is two consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes.

Program Assistant:

- Work with the AMATYC Project ACCESS coordinator to determine the program and presenters for the AMATYC Project ACCESS portion of the AMATYC annual conference.
- ~~May include contacting speakers directly and/or finding speakers through various contacts.~~
- Will recruit speakers.

~~Group/Individual Project Assistant(s) – two positions:~~

- Work with the AMATYC Project ACCESS coordinator to manage the projects the Fellows work on between the two AMATYC conferences.
- Archive current and past project information.
- Keep Fellows informed of due dates and requirements of projects.
- Provide assistance with Fellows if there are problems or issues concerning their project.
- Help to find contacts or mentors if Fellows request assistance.

~~Networking Assistant:~~

- ~~Work with the APA coordinator to encourage Fellows to attend other professional conferences in addition to the AMATYC conference.~~
- ~~Provide Fellows with the necessary information about AMATYC affiliate, MAA,~~

- ~~NCTM, and other regional conferences.~~
- ~~Make sure that the AMATYC affiliates are aware of the Fellows attendance and encourage specific activities/events to engage the Fellows with their colleagues.~~

Listserv Assistant:

- Work with the AMATYC Project ACCESS coordinator to manage a listserv.
- Recruit Consulting Colleagues to participate in the listserv.
- Provide prompts (monthly?) for discussion amongst the Fellows and the Consulting Colleagues.

~~Website Assistant:~~

- ~~Work with the APA coordinator and AMATYC to keep the website up to date.~~
- ~~Determine any additions that could be incorporated.~~

Fellow Selection Committee Members – 2 positions:

- These two members will work with the AMATYC Project ACCESS coordinator and Board liaison to select the Fellows for the new Cohort.
- Applications will be mailed to the members and then discussions will take place via mail and/or email for the selection.

~~Fundraising Committee: <SBM 2008>~~

- ~~Two or more AMATYC members will work with the APA coordinator and Board liaison to research funding opportunities for APA, write grants as needed, and secure external funding for the project.~~
- ~~The members of the Fundraising Committee will work with the Conference Coordinator, Foundation Chair, and Grants Coordinator so the same advertisers, contributors, or funding agencies are not contacted by multiple AMATYC persons.~~
- ~~Money donated to AMATYC Project ACCESS is payable to the AMATYC Foundation to be distributed as directed by the donor.~~

11.5.2 AMATYC Project ACCESS Team Members

To

Appointment Process

The AMATYC Project ACCESS Team Members are recommended by the President and appointed by the Executive Board. This team shall consist of the Program Assistant, Project Assistant, Listserv Assistant, and two members for the Fellow Selection Committee. These positions report to the AMATYC Project ACCESS Coordinator.

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Program Assistant:

- Work with the AMATYC Project ACCESS coordinator to determine the program and presenters for the AMATYC Project ACCESS portion of the AMATYC annual conference.
- Will recruit speakers.

Project Assistant

- Work with the AMATYC Project ACCESS coordinator to manage the projects the Fellows work on between the two AMATYC conferences.
- Archive current and past project information.
- Keep Fellows informed of due dates and requirements of projects.
- Provide assistance with Fellows if there are problems or issues concerning their project.
- Help to find contacts or mentors if Fellows request assistance.

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- These two members will work with the AMATYC Project ACCCESS coordinator and Board liaison to select the Fellows for the new Cohort.
- Applications will be mailed to the members and then discussions will take place via mail and/or email for the selection.

ATTACHMENT I

That a new academic committee be formed titled “Mathematics Standards in the First Two Years of College” with a supported chair and supported standards digital products coordinator to begin January 2018.

and that the following PPM changes will be made:

PPM 6.10.3: Conference reimbursement

change from: item #1 bullet #4:

Academic Committee Chairpersons: Developmental Mathematics, Innovative Teaching and Learning, Mathematics and its Applications for Careers, Mathematics Intensive/College Mathematics, Placement/Assessment, Teacher Preparation, Research in Mathematics Education, Statistics, Emerging Issues

to:

Standards Digital Products Coordinator and Academic Committee Chairpersons: Developmental Mathematics, Innovative Teaching and Learning, Mathematics and its Applications for Careers, Mathematics Intensive/College Mathematics, Placement/Assessment, Teacher Preparation, Research in Mathematics Education, Statistics, Emerging Issues, Mathematics Standards in the First Two Years of College

AND item #4

change from:

Academic Committee Chairpersons: Developmental Mathematics, Division/Department Issues, Innovative Teaching and Learning, Mathematics for AAS Programs, Mathematics Intensive/College Mathematics, Placement/Assessment, Teacher Preparation, Research in Mathematics Education, Statistics, Emerging Issues to:

Standards Digital Products Coordinator and Academic Committee Chairpersons: Developmental Mathematics, Innovative Teaching and Learning, Mathematics and its Applications for Careers, Mathematics Intensive/College Mathematics, Placement/Assessment, Teacher Preparation, Research in Mathematics Education, Statistics, Emerging Issues, Mathematics Standards in the First Two Years of College

AND item #5) 2) inside the table under the academic committee section:

Mathematics Standards in the First Two Years of College 1 1** 4 5**

Standards Digital Product Coordinator 1 1** 4 5**

PPM section 9.6 add:

9.6.9 Mathematics Standards in the First Two Years of College

PPM New section 9.6.9

This committee focuses on the AMATYC standards. The goals of this committee are 1)to establish and implement the web presence for the standards, 2) to establish and implement a process of regular review of the standards, 3) to submit articles for each issue of the AMATYC News and the MATHAMATYC Educator and 4) to establish and implement a series of regularized activities to promote implementation of the standards at all levels.

ATTACHMENT J

From:**5.3 President-Elect****Conference Duties**

4. ~~Work with the Past President to prepare a form that s~~Solicits-keynote and breakfast speaker information from the Executive Board, Executive Director, Conference Coordinator, Conference Committee, Local Events Coordinator, academic committee chairs, academic subcommittee chairs, and affiliate presidents. At the Spring Board Meeting in year C-2, identify and rank at least three potential speakers for each year C conference keynote for Executive Board consideration.

To:**5.3 President-Elect****Conference Duties**

4. Solicit keynote and breakfast speaker information from the Executive Board, Executive Director, Conference Coordinator, Conference Committee, Local Events Coordinator, academic committee chairs, academic subcommittee chairs, and affiliate presidents. At the Spring Board Meeting in year C-2, identify and rank at least three potential speakers for each year C conference keynote for Executive Board consideration.

ATTACHMENT K**Proposal: PPM 8.12.3 Registration Fee Formulas**

1. The annual conference discount registration fee for members shall be determined by the Executive Board 18 months before the conference. <SBM 2011> The following formula may be used: (total projected conference expenses - projected costs for travel, food, and lodging of elected and appointed AMATYC officials reimbursed for conference expenses) divided by the projected number of full conference paid attendees, + \$25. This number will be rounded up to the nearest whole dollar multiple of 5. However, the Executive Board has the authority to set the fee at a lower level due to economic circumstance or other unforeseen circumstance.
2. Effective with the 2017 conference, the differential between conference discount and regular registration fees in all categories will be \$40, as defined in the tables below in this section. The differential between member conference registration and its corresponding nonmember conference registration fee shall be the regular individual one-year membership fee (that will be in effect at the time of the conference) + \$25, as defined in the tables below. <SBM 2014>.
3. <SBM 2010> Student Registration Rates: For full-time graduate students, the full conference registration rate shall be 3/8 of the Regular (Individual) member full conference discount registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.

For undergraduate students, the full conference registration rate is \$25. The undergraduate student rate is not to be published.

Student rates will not include ticketed functions.

4. The Single Day Discount Conference Registration rate for AMATYC members and nonmembers will be determined by multiplying the discount AMATYC member's full conference registration rate by 3/8 and rounding to next higher \$5 increment if this result is not a multiple of \$5.

The Single Day Discount Graduate Student member rate will be 3/8 of the Single Day Discount Conference Registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.

Single Day Registration rates for all non-members are exempt from the regular (Individual) one-year membership fee but do include the additional \$25 nonmember charge. See rate table below.

Single-day rates will not include ticketed functions. Only one single day registration per attendee is available. *Single day* is defined as "Thursday," or "Friday," or "Weekend."

5. All conference registration rates are to be determined according the formulas listed in the table below.

| |
|--|
| <p>C = Regular (Individual) member full conference discount registration rate M = Regular (Individual) one-year membership fee that will be in effect at the time of the conference $A = (3/8) * C^1$ = Graduate student full conference registration rate $B = (3/8) * C^1$ = Regular (Individual) member single-day discount registration rate $G = (3/8) * A^1$ = Graduate student single-day discount registration rate</p> |
|--|

¹ Rounded up to the nearest whole dollar multiple of 5

Full Conference Registration Rates

| | Member | | Non-Member | |
|------------|----------|---------|------------|---------|
| Rate Class | Discount | Regular | Discount | Regular |

| | | | | |
|---|---|--------|------------|-----------------|
| Regular (Individual and lifetime) | C | C + 40 | C + M + 25 | C + M + 25 + 40 |
| Adjunct | | | | |
| Retired | | | | |
| Graduate Student | A | A + 40 | A + M + 25 | A + M + 25 + 40 |

Single-Day Conference Registration Rates

| Rate Class | Member | | Non-Member | |
|---|----------|---------|------------|-------------|
| | Discount | Regular | Discount | Regular |
| Regular (Individual and lifetime) | B | B + 40 | B+25 | B + 25 + 40 |
| Adjunct | | | | |
| Retired | | | | |
| Graduate Student | G | G + 40 | G + 25 | G + 25 + 40 |

6. First-Time Attendee Rate Discount

First-time attendees who register for the full conference at the regular member discount rate and who register during the discount registration period (C in the table above) will receive a \$50 discount on their registration fees. A “first-time attendee” is defined as a regular member who has not attended an AMATYC conference in the previous ten years.

7. Temporary Retiree Rate Exception

The full conference registration rate for retirees for the 2016 AMATYC Conference in Denver will be one-half of the corresponding full registration rates as defined in the table below and will not include ticketed functions. The retired registrant must be an AMATYC member to be eligible for this reduced rate.

| Rate Class | Member | |
|------------------------------------|----------|------------|
| | Discount | Regular |
| Retiree Full Conference Rate | 0.5*C | 0.5*C + 40 |

8. Ticketed Function: Guest Tickets (per person) rate will be determined as follows:

| | |
|---------------------------------|---|
| Friday Regional Meeting Meal | Projected actual cost of the meal rounded up to the nearest dollar. |
| Saturday Breakfast: | Projected actual cost of the meal rounded up to the nearest dollar. |

9. A refund of 100% of the registration fees less a \$25 service fee will be given upon receipt of a written request postmarked by [a date two weeks before the conference]. A 50% refund less a \$25 service fee will be given if written request is postmarked on or after [the day following the predetermined date], and by [the day preceding the opening day of the conference].

In the event of a death or the hospitalization of the conference attendee or in the attendee's immediate family, occurring after the cut-off date for full refund but before the end of the conference, the Treasurer, with the approval of the President, may issue refunds for registration fees paid for the conference, including the cost of food functions purchased for guests. These refunds are subject to the \$25 service charge on registration refunds.

No refunds for non-attendance will be given for requests postmarked on [the opening date of the conference], or later. No refund will be given for membership dues. Requests for return of overpayments must be in writing and received by the AMATYC Office no later than December 15.

ATTACHMENT L**11.3 Regional Conferences****General Considerations**

AMATYC encourages regional conferences. The intended audience of an AMATYC regional conference will be actual and potential AMATYC members and AMATYC affiliate members. Regional conferences will provide professional development as well as an avenue for AMATYC involvement to those who cannot reach the annual AMATYC conference. In addition, they will provide opportunities for cooperation and networking among participants.

AMATYC will provide support for regional conferences if prior approval is obtained by vote of the AMATYC Executive Board. Essentially the Board needs to know that the regional conference is commensurate with AMATYC's mission, goals, and strategic plan and that it will be well-organized and conducted in a professional manner. AMATYC will not normally support more than one regional conference per year.

<FBM 2011> An AMATYC regional conference is a one or multiple-day conference with the following characteristics.

1. The host and organizers for the conference are one or more AMATYC affiliates or other non-commercial entity.
2. The conference reaches out to a population significantly beyond that served by any one AMATYC affiliate.
3. The purpose of the conference conforms to the purposes and mission of AMATYC.
4. The primary target audience is actual and potential AMATYC members and affiliate members.

Procedure for Obtaining AMATYC Approval for a Regional Conference

The following procedure must be followed to obtain approval for an AMATYC regional conference.

1. The host and organizers of the regional conference must contact an AMATYC Regional Vice President and request that Regional Vice President to submit the proposal for the regional conference to the Executive Board.

2. The request should be submitted at least one year prior to the date of the proposed regional conference. The request should provide time for the Regional Vice President to submit the request with other Board reports, about two months prior to a board meeting.
3. This written proposal should include the following information about the regional conference (a template for the proposal is available at amatyc.org):
 - a) The affiliates involved in the planning of the regional conference.
 - b) The name, affiliation, and contact information for the person(s) who will act as the conference chair(s).
 - c) The dates of the conference.
 - d) The conference location, city and facility(s).
 - e) The number of participants expected.
 - f) A proposed budget. The budget will show a general breakdown of both income and expenses.
 - g) An advertising plan, including AMATYC's resources.
 - h) A statement that all advertising will clearly state that the conference is an AMATYC Regional Conference.
 - i) A plan for evaluation of the conference and reporting the evaluation to the AMATYC Board.
 - j) A commitment that the AMATYC President or President's designee will be invited to participate in a mutually agreed to part of the program.
 - k) A plan for encouraging membership in AMATYC through the conference.
4. The regional conference will not compete in time or proximity with previously scheduled AMATYC events, such as the AMATYC annual conference or AMATYC institute. Each affiliate president in the area should be consulted before a time and date is planned.

AMATYC Support

The Executive Board must be assured that the proposal is firm and practical, and that the conference conforms to AMATYC's mission and goals. Upon Board approval, AMATYC will provide support to the hosts and organizers of the regional conference. Support will include:

1. Up to \$500 for seed money provided to the organizers prior to the regional conference. It is expected that regional conferences be self-sustaining. Funding from other sources plus registration fees must meet costs and operating expenses. AMATYC cannot be held liable for any loss or liability incurred by the hosts and/or

organizers nor can it be held accountable for any claims made by the hosts or organizers.

2. Mailing labels and email addresses furnished by the AMATYC office.
3. Advertising space in the *AMATYC News* and other publications, where appropriate.
4. A link to the regional conference website from the AMATYC website.
5. Materials for the conference bag or for giveaways. These materials will be provided by the AMATYC office upon a request by the appropriate Regional Vice President.
6. Support for the AMATYC President or President's designee to attend the regional conference.

In Return for AMATYC Support

~~1. The registration fee for the conference will be two-tiered where AMATYC members receive a lower registration fee from non-members. The registration fees should be stated in the proposal for the regional conference.~~

2.1. _____ Space will be provided in the exhibit area for an AMATYC representative and/or materials.

3.2. _____ One session or workshop will be offered to the President or President's designee. The session may be on benefits to AMATYC membership, or on a related topic (standards, grants, etc.) as the President wishes.

Post-Approval Policies

1. Should the Executive Board approve the proposal for the regional conference, a Regional Vice President from an appropriate AMATYC region will be appointed as the AMATYC liaison to the conference.
2. At all meetings of the Executive Board prior to the regional conference the liaison will include a report on the progress of the plans for the regional conference.

At the Executive Board Meeting following the regional conference the liaison will present a written report describing the conference and sharing the results of the evaluation. The report will show attendance at the conference broken down by AMATYC regions.

ATTACHMENT M**FROM****9.4 Regional Representatives**

Regional representatives must be AMATYC members who will represent their region and are expected to take an active role in the functioning of the committee, and provide direct assistance to the committee chair. At-large representatives must also be AMATYC members and will perform the same duties but may be from any region. Volunteers are solicited through AMATYC publications, by regional Vice-Presidents, Board liaisons, and academic committee chairs. Names of volunteers are forwarded to committee chairs.

Academic committee chairs will work with Board liaisons and regional Vice-Presidents to develop the list of nominees for the Executive Committee of Academic Committees to be approved at the ~~SBM~~-SBM in even-numbered years. Each appointment will be a two-year term. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes.

Any unfilled Academic Committee Executive Committee positions may be approved by the Board as necessary and they will serve the remainder of the term.

A letter of appointment will be sent to each member of the Academic Committee Executive Committees by the AMATYC President. <SBM 2010>

Academic committee chairs will ~~no longer submit a list of members, but will~~ provide an estimate of the number of committee members as part of their reports. <FBM 2012>

TO**9.4 Regional Representatives**

Regional representatives must be AMATYC members who will represent their region and are expected to take an active role in the functioning of the committee, and provide direct assistance to the committee chair. At-large representatives must also be AMATYC members and will perform the same duties but may be from any region. Volunteers are solicited through AMATYC publications, by regional Vice-Presidents, Board liaisons, and academic committee chairs. Names of volunteers are forwarded to committee chairs.

Academic committee chairs will work with Board liaisons and regional Vice-Presidents to develop the list of nominees for the Executive Committee of Academic Committees to be approved at the SBM in even-numbered years. Each appointment will be a two-year term. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes.

Any unfilled Academic Committee Executive Committee positions may be approved by the Board as necessary and they will serve the remainder of the term.

A letter of appointment will be sent to each member of the Academic Committee Executive Committees by the AMATYC President. <SBM 2010>

Academic committee chairs will provide an estimate of the number of committee members as part of their reports. <FBM 2012>

ATTACHMENT N

PPM before revision

10.2 Grants

- 10.2.1 Grant Management Policy
- 10.2.2 AMATYC Support for Grant Proposals
- 10.2.3 Grants Coordinator
- 10.2.4 ~~FutureGrant Leadership Program~~

10.2.3 Grants Coordinator <SBM 2009>

The Grants Coordinator works and consults with the President and other AMATYC leaders and members on AMATYC grant activities. *Appointment Process*

The Grants Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the President.

Term of Office

The term length is three years. The starting date of each term is January 1. The term limit is two consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

Duties

1. Identify and notify the AMATYC President of appropriate grant opportunities.
2. Provide expertise and consultation for AMATYC leaders and members on grant- related matters.
3. Attend conferences and training opportunities as directed by the President.
4. Stay current with National Science Foundation (NSF) personnel and other appropriate leaders.
5. ~~Coordinate the FutureGrant Leadership Program.~~

~~10.2.4 FutureGrant Leadership Program <SBM 2013>~~

~~The FutureGrant Leadership Program's goal is to facilitate current and continued professional growth for a cadre of AMATYC members who have a genuine interest in becoming involved with a leadership role in future AMATYC grants. FutureGrant members will either become a Leader or Associate Leader based upon grant background. Participation in the FutureGrant Leadership Program will take place via sessions/workshops during the AMATYC Annual Conference and email networking during the remainder of the year.~~

~~The first objective is to develop a cadre of AMATYC members who have grant work background and are willing to share their experiences. This objective is primarily aimed at AMATYC members (FutureGrant Leaders) who are interested in the opportunities listed below.~~

~~A FutureGrant Leader is an AMATYC member who has submitted a grant proposal to a nationally recognized funding agency.~~

~~A Leader will have the opportunity to:~~

- ☐ ~~Write a grant proposal of their own idea/goal with tentative approval from the Executive Board~~
- ☐ ~~Write a grant proposal authorized by the Executive Board~~
- ☐ ~~Participate in possible grant proposals developed by other FutureGrant Leaders~~
- ☐ ~~Participate in FutureGrant Leadership AMATYC Conference sessions~~
- ☐ ~~Write FutureGrant Leadership articles for the AMATYC News~~
- ☐ ~~Review future grant proposals~~
- ☐ ~~Mentor FutureGrant Associate Leaders~~

~~The second objective is to train AMATYC members who are interested in grant work. This objective is primarily aimed at AMATYC members (FutureGrant Associate Leaders) that either have little or no experience with grant work and who are interested in the opportunities listed below.~~

- ~~– A FutureGrant Associate Leader is an AMATYC member who has not submitted a grant proposal to a nationally recognized funding agency.~~
 - ~~– An Associate Leader will have the opportunity to:~~
 - ~~☐ Develop a grant proposal idea/goal and be mentored by a FutureGrant Leader~~
 - ~~☐ Understand the role of grant leadership~~
 - ~~☐ Understand a grant proposal submission process~~
 - ~~☐ Understand a funding agency review process~~
 - ~~☐ Understand a grant funded project process~~
 - ~~☐ Participate in FutureGrant Proposal Leadership conference sessions~~
 - ~~☐ Participate in a grant proposal developed by a FutureGrant Leader~~
 - ~~– To develop a talent base, Leaders and Associate Leaders would need to submit a one-page resume to the Grants Coordinator. Leaders and Associate Leaders would highlight their grant background and interest for future grant work. The FutureGrant Leadership Program is an organizational structure where future grant work leadership can be developed and grant proposal writing can be completed. The FutureGrant Leadership Program is open to all AMATYC members at any time.~~
-

PPM after revision

10.2 Grants

- [10.2.1 Grant Management Policy](#)
- [10.2.2 AMATYC Support for Grant Proposals](#)
- [10.2.3 Grants Coordinator](#)

10.2.3 Grants Coordinator <SBM 2009>

The Grants Coordinator works and consults with the President and other AMATYC leaders and members on AMATYC grant activities.

Appointment Process

The Grants Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the President.

Term of Office

The term length is three years. The starting date of each term is January 1. The term limit is two consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

Duties

1. Identify and notify the AMATYC President of appropriate grant opportunities.
2. Provide expertise and consultation for AMATYC leaders and members on grant-related matters.
3. Attend conferences and training opportunities as directed by the President.
4. Stay current with National Science Foundation (NSF) personnel and other appropriate leaders.

6.1 General Financial Policies

1. The President, Past-President, President-Elect, Executive Director and Treasurer shall be authorized to sign checks on the AMATYC checking account.

2. Any check over \$10,000 requires the signatures of any two of the President, Past-President, President-Elect, Treasurer, and the Executive Director except that the Treasurer and the Executive Director may not both cosign the same check over \$10,000.

3. Two signatures are required to remove or transfer funds from the ~~Morgan Stanley/Smith-Barney investment~~ account. Any two persons holding the following positions within the organization are qualified to sign approval to make such transactions: Treasurer, President, Past-President, President-Elect. Further, ~~Smith-Barney the investment firm~~ should be notified of this change in policy in writing by the Secretary and should ensure that AMATYC receive in writing a response from ~~Morgan Stanley/Smith-Barney the investment firm~~ that these instructions have been appropriately noted on all records and accounts related to all AMATYC funds held there. The Accounting Director coordinates these transactions.

4. All cash donations, including those made to the AMATYC Foundation, are required to be sent to the AMATYC Office. The Accounting Director will then channel the money to the appropriate account. The Local Events Coordinator will provide the Conference Coordinator, Treasurer, and Accounting Director with information regarding donations of cash, goods, and/or services for conferences. The Conference Coordinator in consultation with the Treasurer will approve conference related donations of cash, goods, and/or services. They will make decisions regarding the acceptance of ordinary conference-related donations, in consultation with the Expenditure Approval Committee if necessary. Final decisions regarding extraordinary conference-related donations will be made by the Executive Board. Exceptions to this policy are favors distributed directly to attendees by conference exhibitors. In the event that either the Conference Coordinator or the Treasurer is unavailable for an extended period of time the President shall replace the absent party in the decision-making process. Policy Chapter 14 describes receipt of donations to the AMATYC Foundation.

5. Since AMATYC is a non-profit 501(c)3 organization whose officers, committee chairs, coordinators, directors, or editors serve as volunteers, in order to maintain consistency, if an officer, committee chair, coordinator, directors, or editor whose transportation and expenses are paid in part or in full by AMATYC, receives an honorarium for speaking, the person receiving the honorarium will reimburse AMATYC that portion of the honorarium that will compensate AMATYC for its expenditures. This policy also includes the Executive Director and Conference Coordinator. In addition, Executive Board members cannot receive an honorarium for presenting an AMATYC webinar or for leading an AMATYC Traveling Workshop unless prior approval is given by the Executive Board or President.

6. When any life member becomes eligible for the complimentary Past-President Life Membership, the full amount of money paid for the Life Membership shall be refunded to that individual upon request by the individual and upon verification of the amount paid for the Life Membership.

7. The Treasurer is authorized to transfer funds among expense accounts provided approval of budget manager(s) and the Expenditure Approval Committee is obtained prior to the expenditure. All such transfers are subject to the following conditions:

- A. State and regional affiliate funds cannot be transferred into any other account or vice versa.
- B. Money designated for release time or labor cannot be moved to other accounts or vice versa.
- C. Funds budgeted for conference-related expenses cannot be transferred to general operating accounts or vice versa.
- D. External grant funds are excluded from this policy.

8. A financial audit will be performed ~~in every even-numbered~~ year on the financial records of the ~~pr~~ ~~odd-numbered~~ year. The Board will receive and review the Auditor's Report at the Board meeting following the report's completion.

9. The Accounting Director will retain a copy of the Executive Director's (ED) monthly report forwarded to the Office by the President with the President's approval of the activity report as evidence that the ED's activity for the month meets the organization's expectations. Further, any changes to the process established to authorize payment for the services of the Executive Director, including any changes in the gross amount of the payment, must be approved by both the AMATYC President and the AMATYC Treasurer.

ATTACHMENT P

11.12 Webinars

A webinar is an Internet version of a presentation that is transmitted to individuals or groups through their computers.

Sponsoring Committee

A sponsoring committee is recommended, but not required, for a webinar. The AMATYC Professional Development Coordinator will serve as the liaison between the sponsoring committee and the facilitator of the webinar.

Honoraria

~~W~~All webinar speakers will be offered a stipend that comes from the webinar budget; it is the speaker's decision to accept or decline the honorarium. The honorarium is non-transferable. If a webinar has more than one speaker, the standard honorarium will be split among the speakers. Details on eligibility restrictions for AMATYC leaders receiving honoraria can be found in section 6.1, General Financial Policies.

Sponsorship

AMATYC will acknowledge the sponsor of a webinar series during each webinar and on the emails announcing the webinars. A webinar series is defined as all webinars offered during one calendar year.

Pre-Registration

Registration for webinars will be open to members before it opens to the general public. Exceptions to this pre-registration criterion may be granted by the Professional Development Coordinator in consultation with the Board liaison and the webinar presenter and/or sponsoring committee.

Webinar Platform

Any software and applications that AMATYC uses for webinars will be selected by the Professional Development Committee in consultation with the Professional Development Coordinator.

ATTACHMENT Q

11.9.2 Traveling Workshop Procedures

The following policies and procedures should be followed for initiating new workshop strands, preparing the traveling workshop brochure, and submitting reports on completed workshops. These policies should in no way be construed as a contractual agreement between AMATYC and any college or organization, or between AMATYC and workshop facilitators.

Instituting New Traveling Workshop Strands

1. An individual or academic committee may propose a new traveling workshop strand through the Traveling Workshop Coordinator. The proposal shall include:
 1. The title and description of the workshop strand.
 2. A statement of need for the workshop strand.
 3. A list of possible workshop topics.
 4. Possible facilitator(s) for the workshop topics as well as a plan for recruiting workshop facilitators from the AMATYC membership.
 5. A plan to orient workshop facilitators to ensure high quality presentations.
 6. The plan for advertising the traveling workshop strand.
 7. The plan for evaluating the traveling workshop strand.
2. The workshop strand may be commercial in nature provided the commercial nature of the workshop strand is included in all advertising done for the strand, and each potential host institution or organization is advised of the commercial nature of the strand.
3. An established traveling workshop strand will continue until such time that either AMATYC or the Traveling Workshop Coordinator recommends that a strand be terminated.

Traveling Workshop Brochure

The traveling workshop brochure will be prepared by the AMATYC Office staff and reviewed by the Traveling Workshop Coordinator, Traveling Workshop Directors, Board liaison, President-Elect, and President prior to printing and mailing.

Timeline

After the fall Board meeting, the Publications Director or traveling workshop Board liaison notifies the Traveling Workshop Coordinator of the timeline for printing the traveling workshop brochure, and submission requirements.

| | |
|------------|---|
| January 15 | Deadline for sending information to Publications Director |
| February 1 | Final draft of brochure approved |
| March 1 | Brochure sent to printer and Website coordinator |
| April 1 | Brochure mailed to AMATYC members, affiliate presidents, and community college presidents |
| April | Brochures should be distributed when AMATYC displays at the AACC meeting. |

Facilitator Honorarium

The honorarium for the facilitator of a traveling workshop will be as follows *<SBM 2005>*:

1. One-day traveling workshop - \$750
2. Two-day traveling workshop - \$1300
3. Workshop of three or more days - \$1300 for the first two days, plus \$550 per day for each additional day.

4. Details on eligibility restrictions for AMATYC leaders receiving honoraria can be found in section 6.1, General Financial Policies.

Traveling Workshop Board Report

The Traveling Workshop Coordinator will submit Board reports twice a year directly to the President in time for inclusion in the agenda book for the Board meeting, with a copy to the Board liaison. Each report will include the following information:

1. Date(s), location(s), host(s), facilitator(s), and topic(s) of all Traveling Workshop conducted since the last Board report.
2. Information on whether the host institution requested a particular facilitator.
3. Attendance at each traveling workshop.
4. Summary of evaluations of each traveling workshop.
5. Suggestions to improve the traveling workshop program.

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ATTACHMENT R

This proposal is that an AMATYC member testimonial be featured on the AMATYC website each month in an interview style Q&A with questions such as, "What has AMATYC done for you and how has AMATYC impacted you in a positive way?," while also putting a professional development spin on it by asking the member to share an idea that they are currently using in their classroom for others to read about and possibly use themselves.

The Professional Development Committee Chair will work with the PDC, Assistant PDC, **AMATYC Office Staff**, and Website Coordinator to implement this new initiative, which will require the following steps:

1. The Professional Development Coordinator and Assistant Professional Development Coordinator will work with the AMATYC Website Coordinator and **AMATYC Office Staff** to get a Member Selection Form live on the AMATYC website where members can nominate themselves or others to be the Featured Member of the Month. The form will consist of a few short questions, such as "What do you think makes you stand out as an educator?" and "What advice do you have for New AMATYC Members?"
2. The Professional Development Coordinator and Assistant Professional Development Coordinator will work together to develop the interview questions, which might include questions such as:
 - How long have you been a mathematics educator, and in what capacity?
 - What is one thing you wish you could tell your just-starting-out self?
 - Have you ever felt burned out? What helped you overcome that?
 - How do you see the world of two-year mathematics changing, and how has it already changed since you began?
 - What is your favorite activity or tool that you use in your classroom?
3. The Professional Development Coordinator and Assistant Professional Development Coordinator will work together to create certificates for the featured members as we would like the Featured Member of the Month to receive a certificate that they can put in their professional portfolio.
4. The **AMATYC Office Staff** will put out an e-mail blast and call for nominations. It will be clearly stated in the e-mail blast and call for nominations that all questions should be directed to the Professional Development Coordinator so as to try to limit the number of phone calls that the AMATYC Office Staff will have to answer regarding the nomination process.
5. The Professional Development Coordinator and Assistant Professional Development Coordinator will work together to review the application, select the Featured Member of the Month, and conduct the interview.
6. The AMATYC website Coordinator will post the interview on the AMATYC Website.

ATTACHMENT S

The AMATYC board has been talking for a while about Virtual Traveling Workshops or a Virtual Summer Conference. Julie Gunkelman and Jon Oaks have come up with something called, "AMATYCx." The 'x' stands for "experience."

AMATYCx would be a 1-week online experience with 6 modules over the course of 7 days and if a participant successfully completes all 6 modules, they will receive a certificate of completion.

The Professional Development Committee Chair will work with the Professional Development Coordinator, Assistant Professional Development Coordinator, **AMATYC Office Staff**, and Website Coordinator to implement this new initiative, which will require the following steps:

1. The Professional Development Coordinator and Assistant Professional Development Coordinator will work together to create promotional materials for AMATYCx, which include drafting an e-mail blast and designing an informational flier.
2. The Professional Development Coordinator and Assistant Professional Development Coordinator will work with the **AMATYC Office Staff** to put out an e-mail blast and with the Website Coordinator to promote AMATYCx. It will be clearly stated in the e-mail blast that all questions should be directed to the Professional Development Coordinator so as to try to limit the number of phone calls that the AMATYC Office Staff will have to answer regarding AMATYCx.
3. The Professional Development Coordinator and Assistant Professional Development Coordinator will work together to develop the modules. We would like the first AMATYCx course, "AMATYCx 101: Math & Technology" to be offered as soon as July 2017. Then, depending on demand, we would create other courses as well. e.g., "AMATYCx 102: Strategies for Teaching Developmental Mathematics."

A sample outline of topics for AMATYCx 101 would look like the following:

- Free Technology Tools for Math
- Data Representation on the Web: Desmos, Wolfram|Alpha, and Geogebra
- Screencasting 101 for Math
- Displaying Math on the Computer
- Clickers and Math
- Using Games in the Classroom

Participants in AMATYCx would have to watch a video on each topic (6 total), complete 1 activity demonstrating something that they have learned, complete 2 discussion posts (1 initial post and 1 reply), and a final questionnaire. It is up to the discretion of the Professional Development Coordinator and Assistant Professional Development Coordinator whether someone has completed all of the requirements.

4. The Professional Development Coordinator and Assistant Professional Development Coordinator will work together to create certificates for the AMATYCx participants and distribute them upon successful completion of all of the AMATYCx topics.

ATTACHMENT T

12.6.1 Historian

Appointment Process

The Historian is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is five years. The starting date of each term is ~~immediately following the end of the conference~~January 1, and the ending date is ~~at the end of the conference~~December 31. The term limit is two consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. [<FBM 2007>](#)

Duties

1. Act officially on behalf of AMATYC to collect, compile, and disseminate AMATYC historical documents, data, facts and other information pertinent to the history of AMATYC.
2. Develop and maintain an accurate and complete historical account of the association.
3. ~~Update the AMATYC History annually, and~~ submit to the President, President-Elect, ~~Past President~~, and Secretary a summary of the major activities of the organization, including a listing of the names of the Executive Board members, at the conclusion of the President's two-year term of office. (Comment: The intent is that this report will then be used to compile the five-year update.)for review.
4. Submit a report to the Executive Board for each SBM and FBM. ~~Submit the final version of the AMATYC History to the AMATYC Website Coordinator for posting on the AMATYC website.~~
5. ~~Remind the Treasurer two years in advance of the twenty-five year anniversary to budget for printing and distribution of the AMATYC History.~~
- 6.5. Prepare an updated printed version of the AMATYC History every ~~twenty-five~~fifteen years on ~~each~~the anniversary divisible by five of the founding of AMATYC. (2019, 2024, 2029, etc.)
 - ☐ Send ~~an camera-ready copy~~electronic file of the ~~printed~~ history to the AMATYC office. ~~for printing and distribution.~~
 - 7. • ~~Submit~~Send the final version of the AMATYC History an electronic file of the history to the AMATYC Website Coordinator for posting on the AMATYC website.

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ATTACHMENT U

**AMATYC
Student Research League**

I. Overview

The Student Research League will develop and implement a national competition for mathematics students to encourage increased usage of inquiry-based learning and experiential learning in two-year colleges. During the competition two-year college student teams will use research to create a possible solution to an open-ended challenge problem. The Student Research League is designed to give two-year college students a better understanding of the relationship between mathematics-based open-ended application problems and science, technology, engineering, and mathematics jobs/careers. The Student Research League is needed, because there is very limited use of inquiry-based learning and experiential learning in two-year college mathematics courses.

II. Broader Impacts of the Proposed Work

The American Mathematical Association of Two-Year Colleges (AMATYC) as a nationally recognized mathematics organization is in the position to foster greater use of research, inquiry-based learning, and experiential learning in mathematics classrooms with The Student Research League at "1,123 two-year colleges" (*American Association of Community Colleges 2015 Fast Facts, January 2015*) and its "2,500,000 full-time and 4,000,000 part-time enrolled mathematics students" (*American Association of Community Colleges Enrollment Data 2014*). Two-year colleges are the most diversified unit in higher education as noted by the American Association of Community Colleges in the quotation below.

"Adult learners, Military veterans, Non English speakers make up the majority of community college attendees - and for good reason. As college prices rise in the United States, more people are choosing to attend community college. In fact, nearly half of all undergraduates attend community colleges. These open-access institutions serve a diverse student population with a diverse set of needs, and offer the flexibility and affordability to help put any person's education and career goals in reach" (*American Association of Community Colleges 2015 Fast Facts, January 2015*).

III. What We Want to Accomplish

Numerous reports such as *Engage To Excel: The President's Council of Advisors on Science and Technology*, (*E2E - PCAST*) have documented the need for students to be exposed to experiential learning (e.g., service learning, undergraduate research, internships) to better prepare them for the STEM workforce. This must start now in the first two-years of undergraduate education. Since students who have done service learning, undergraduate research, or an internship will do better on the proposed competition, two-year college mathematics departments participating in the competition will have an incentive for providing inquiry-based learning and experiential learning to their students.

The Student Research League goal is to provide a platform to help AMATYC members encourage their students to develop the research and problem-solving abilities they will need in today's STEM workforce. This will be accomplished with a fully formed Student Research League for two-year college Precalculus (or higher) students. Participation in this competition will provide students with the direct connection needed to understand the difference between a mathematics background on one hand, and a mathematics background with research exposure on the other hand, preparing them for STEM job/career environments.

The Student Research League's first objective is to develop and offer an opportunity for two-year college mathematics faculty members to guide and engage their students in research exploration. The Student Research League's second objective is to implement and offer an opportunity for two-year college students enrolled in two-year college or have completed Precalculus and higher mathematics courses to experience and explore what it takes to solve open-ended STEM challenge problems with a researched thesis defense.

Student Research League (SRL) Plan

It is no longer enough for a job/career seeking student to say, "I understand mathematics." They need to experience modeling real world phenomena and solving problems unlike any they have previously seen,

if they want to become good at solving open-ended challenge problems like those in the competitions planned. The SRL will show students what is required to step into America's present and future STEM workforce.

The SRL will develop and implement an easy-to-use faculty-ready competitive STEM infrastructure that provides opportunities for students to practice using research to create mathematical models that can be used to understand current problems, make predictions, and find potential solutions to these problems. Under the SRL two-year college mathematics students will be given an open-ended challenge problem with time to do research on the problem, create a mathematical model of the problem, use the model to design a possible solution, and create a thesis defense of their solution during the league competition. Each Student Team response will encompass 5 components (Challenge Problem, Internet Research, Job/Career Research, Mathematics Tools, Thesis Defense).

1. Challenge Problem

The Challenge Problem component is an open-ended STEM problem and is at the center of the SRL. The Challenge Problems will be selected to allow multiple approaches and to take advantage of the full range of student creativity. Each Challenge Problem will have a scope that admits numerous links with two-year college mathematics. Sources of the Challenge Problems include fields in science, technology, engineering, mathematics, and education, but are not limited to them.

2. Internet Research

The Internet Research component is the main investigative avenue for gathering digital information about each Challenge Problem. Each Challenge will be designed to involve the student teams in an Internet search to understand the Problem, collect data on the problem, and determine its mathematical characteristics. Internet Research is also needed to support the elements of scientific inquiry, experiential learning, and understanding the Challenge Problem, proposing hypotheses, testing hypotheses, and stating the results.

3. Job/Career Research

The Job/Career Research component is the workforce investigative avenue for gathering background information about STEM occupations. During the Internet Research about the Challenge Problem, Student Teams will encounter creative and brilliant work that has been done by many people in science, technology, engineering, and mathematics occupations. Student Teams will be required to research two STEM individuals who did research on the Challenge Problem and develop a Case Study showing how these individuals used mathematics in their work on the problem. Each Case Study will use Inquiry-based learning and include the following Job/Career information about the individual: Identify Job/Career, Academic Background, Work Environment, Average Yearly Pay, Job/Career Outlook, and Similar Jobs/Careers.

"Inquiry-based learning creates deeper understanding learners - The power of an inquiry-based approach to teaching and learning is its potential to increase intellectual engagement and foster deep understanding through the development of a hands-on, minds-on and 'research-based disposition' towards teaching and learning. Inquiry honors the complex, interconnected nature of knowledge construction, striving to provide opportunities for both teachers and students to collaboratively build, test and reflect on their learning" (<http://www.teachinquiry.com/index/Introduction.html>).

4. Mathematics Tools

The Mathematics Tools component is the main vehicle that will be used throughout the process of modeling a Challenge Problem. Student Teams will be required to select the Mathematics Tools that best fit the Challenge Problem and use them to understand the problem, create a mathematical model that approximates the data collected, and design a potential solution that can be defended in the team's Thesis Defense.

5. Thesis Defense

Each Challenge Problem is designed to give the students an opportunity to organize what they have learned and express their results in the form of a Thesis Defense. The Thesis Defense is an organized, coherent synthesis of information based on the Challenge Problem, Internet Research, Job/Career Research, and Mathematics Tools. The Thesis Defense will use experiential learning and include data collected with sources, a mathematical model with a discussion of the mathematical tools used and the rationale for the chosen model, implications and predictions, the design of a possible solution to the problem, and recommendations for further research.

"Experiential learning creates self-directed learners - Through experiential learning, students are confronted with unfamiliar situations and tasks in a real-world context. To complete these tasks, students need to figure out what they know, what they do not know, and how to learn it. This requires students to: reflect on their prior knowledge and deepen it through reflection; transfer their previous learning to new contexts; master new concepts, principles, and skills; and be able to articulate how they developed this mastery (Linn, et al., 2004). Ultimately, these skills create students who become self-directed, life-long learners" (<https://www.learningsciences.utexas.edu/teaching/engagement/experiential-learning/defined>).

IV. Why We Want to Accomplish It

In two-year college mathematics departments there is almost no current place to further the ambitions of students to better understand the relationship between mathematics and jobs/careers without finding a research portal into what is necessary to solve open-ended STEM challenge problems. The SRL creates a research portal with research ideas mathematics faculty members can use with their students when they prepare for the competition.

AMATYC supports the SRL and is verified by its Strategic Plan 2012-2017 Priority V "Communicate the vision, core values, mission, and goals of AMATYC and promote awareness of the organization." AMATYC's Vision "To be the leading voice and resource for excellence in mathematics education in the first two years of college" and AMATYC's Core Values of 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" represents why we want to accomplish this scholarship proposal

This understanding and expectation to develop America's present and future STEM workforce is also supported in other national mathematics educational literature.

"Launch a national experiment in postsecondary mathematics education to address the math-preparation gap" (*Engage To Excel: The President's Council of Advisors on Science and Technology, E2E - PCAST*, Page 30).

"Stimulate innovation and address societal needs through research and education:" (*National Science Foundation ... Strategic Plan for 2014 - 2018*, pg. 5.).

"Researchers are driven to understand how the world is put together and to find its underlying order and structure" (*The Mathematical Sciences in 2025*, pg. 19.).

The SRL will provide a key component that stands at the heart of America's future STEM workforce blueprint within the two-year college level of undergraduate education by employing student research development utilizing inquiry-based learning and experiential learning.

V. Development Team - Capacity to Accomplish It

Prof. Karen Gaines has extensive science, technology, and engineering workforce training during her employment at McDonnell Douglas (now Boeing) as a Senior Electrical Engineer in 1986-1990. During that time, she was involved both in designing and testing capabilities of avionics systems. The designing portion of the job addressed the "what ifs" that could happen in a design. Prof. Gaines was AMATYC's Project ACCESS (*Advancing Community College Careers: Education, Scholarship, and Service*) Coordinator for five years. The Project ACCESS goal is to facilitate current and continued professional growth to build a cadre of faculty who will become the leaders of their profession. This goal is accomplished by providing experiences that will help new faculty become more effective teachers and active members of the broader mathematical community. The union of engineering workforce problem solving experience, AMATYC's Project ACCESS Coordinator for five years, and 25 years of two-year college instructing provides an ideal background to lead the SRL Challenge Problem Team (Prof. Ebersole, Dr. Hirschy, and Prof. Gaines)

Prof. Dennis Ebersole has received several NSF grants during the past five years. These grants focused on recruitment and retention of women; support of (2) campus-based *Faculty Learning Communities* and charged with the development of a strategic plan for scaling up evidence-based practices in mathematics and science gateway courses at two campuses. This grant engaged in an

active, collaborative program guided by a curriculum focused on building community, in addition to enhancing the scholarship of teaching and learning. The grant explored inquiry-based learning, experiential learning, and the creation of modified STEM Student Learning Communities. These evidence-based strategies have proven to positively impact student success in both the national literature and in Northampton CC practices. Prof. Ebersole has done extensive curriculum training of Pennsylvania K-12 educators and combined with his 45 years of full time two-year college mathematics instruction provides outstanding experience to lead as the SRL Thesis Defense Team (Prof. Gaines, Dr. Hirschy, and Prof Ebersole).

Dr. Patricia Hirschy was the Liberal Arts (including mathematics) Department Chairperson at Asnuntuck CC in Enfield, CT and was the Mathematics Department Chairperson at Delaware Technical and Community College in Wilmington, DE for a combined total of more than 25 years as department chairperson. Dr. Hirschy also served as the Transfer and Articulation (TAP) Coordinator 2012-2013 for the Board of Regents leading the newly created Connecticut State College & University System. Over the last 20 years, Dr. Hirschy was an evaluation PI in four NSF funded grants. As PI she developed, implemented, compiled, and assessed the evaluations in each of those grants. Her active involvement as chairperson for 25 years, evaluator for four NSF Grants, and 40 years of full-time two-year college mathematics teaching provides the ideal background for the position of SRL Evaluation Coordinator.

Prof. John Pazdar, as Coordinator, will work closely with AMATYC's Administration (Executive Board, Central Office, Treasurer, Website Coordinator, and Conference Coordinator) to ensure the required paper work is done properly, in a timely manner, and on budget. The Coordinator will work with the Challenge Problem Team members to develop each year's SRL Challenge Problem. The Coordinator will be responsible for the administrative evaluations during the initial two-year period. The Coordinator will work with the Thesis Defense Team members to complete each year's SRL Challenge Problem. Prof. Pazdar was a full-time two-year college mathematics professor for 33 years and adjunct mathematics professor for 11 years. Furthermore, he was the PD in five NSF grants over the last 17 years, completing them on time and within budget. This experience will provide the necessary knowledge to lead the SRL Development Team (Prof. Gaines, Prof. Ebersole, Dr. Hirschy and Prof. Pazdar).

VI. SRL Plan (2017 - 2018)

Two-year colleges may enter one or more teams of two students. To be eligible, a student must be enrolled either full-time or part-time in a two-year college at the time of the competition.

A student is eligible to compete if they have not earned a two-year degree (or higher) or if they have not achieved junior standing (or higher) at a four-year institution. In addition to meeting the general eligibility requirements each student must be enrolled in Precalculus or higher mathematics course, or successfully completed a Precalculus course.

Students enrolled in a four-year institution or in high school at the time of the competition are NOT eligible for a grand prize, nor are previous recipients of the grand prize. Official transcripts and a letter signed by each student team members will be required in order to award the prize.

To register, AMATYC SRL Faculty-Mentors should visit the AMATYC website at www.amatyc.org. All registration will be handled electronically. Once all fields are completed and transmitted successfully, your registration will be confirmed by an acknowledgement email from the AMATYC Office. If you register and do not receive an acknowledgement confirmation, you will need to contact the AMATYC Office to be sure your form was transmitted correctly. Registration begins August 1st. Registration will NOT be accepted after September 30.

The annual dues, payable to the AMATYC Student Research League by October 7, are \$35.00 per team. The registration fee will be waived for Institutional Members current as of August 31st of the SRL calendar year. Dues and fees collected are used for prizes, printing, and mailing expenses. Colleges that are not current Institutional Members of AMATYC or colleges owing the registration fee will be invoiced directly by the AMATYC Office. For your convenience, you may pay the annual dues with Visa, MasterCard, or Discover at the time you register.

A Faculty-Mentor must be an AMATYC member. The Faculty-Mentor will be responsible for the eligibility of each student team member. The Faculty-Mentor at each college is responsible for the proper administration of the SRL process. The Faculty-Mentor will present the Challenge Problem to the Student Team members on the 1st. day of Challenge Problem period. The Faculty-Mentor will be asked to submit an SRL Evaluation and recommend a Challenge Problem each year for future SRL consideration.

The Challenge Problem that constitutes the competition is administered locally during the 2nd week (Monday - Friday) in October. The administration of the Student Research League competition shall comply with the Americans with Disabilities Act. Any accommodation will be in accordance with the procedures used on the campus where the competition is administered. The Challenge Problem will arrive by email to the Faculty-Mentor named during the 1st week in October.

During the Challenge Problem period Faculty-Mentors may not help Student Team members with the Challenge Problem. The Student Team will have the five-day period to complete their Thesis Defense and must submit their SRL five components not to exceed 15 pages (single spaced, 1" borders, 11 point, Arial font) electronically to the SRL Coordinator srl@amatyc.org, and their Faculty-Mentor by Friday 10:00 p.m. their time zone (partial Thesis Defense will be accepted). The Faculty-Mentor will send an email to their appropriate AMATYC Affiliate President indicating participation in the SRL.

The level of the competition is Precalculus mathematics or higher. The Challenge Problem will be sent to each Faculty-Mentor prior to the competition period. Student Teams will not be able to compete in the competition without access to digital technology.

The SRL Coordinator will verify the results at the close of the submission period. The results of each competition are final once the submission period deadline has passed. Any college team that fails to meet the submission deadline will be disqualified. In 2017 and 2018 SRL year, the Thesis Defense Team will select the Thesis Defense winner and runner-up.

To be eligible for a team award the team must complete the Thesis Defense (a partial Thesis Defense will be accepted). The grand prize for the qualified team is a \$1,500 scholarship to be divided evenly to each team member, and to be used to continue his or her education at an accredited four-year institution. The runner-up prize for the qualified team is a \$1,000 scholarship to be divided evenly to each team member, and to be used to continue his or her education at an accredited four-year institution. In case of a tie for the grand prize, the scholarship money will be evenly divided. The five highest-ranking teams will receive appropriate prizes of a mathematics nature.

If an outside funding agency is to sponsor the SRL then the grand prize and the runner-up prize for the qualified teams will be negotiated between the Sponsor and AMATYC (see Attachment - Sponsorship Proposal Option).

SRL Plan (2019 - Future)

During 2017-2018 the Development Team will be able to provide a solid foundation for the SRL. The main issues are 1) development of the Challenge Problem process, 2) development of a smooth SRL organizational process, and 3) development of Thesis Defense selection process. Furthermore, the SRL Development Team in concert with AMATYC's Executive Board members will seek a SRL Coordinator for the year 2019. The Challenge Problem Team will be replaced by volunteer members from America's science, technology, engineering, and mathematics communities and will determine the Challenge Problem selection. Also, the Thesis Defense Team will be replaced by volunteer members from America's science, technology, engineering, and mathematics communities and will determine the winner and runner-up selection. As the SRL progresses, changes will be accommodated by Faculty-Mentor evaluations and all stakeholders.

SRL Proposal

John Pazdar [JSPAZDAR@SNET.NET]

Sent: Tuesday, August 23, 2016 9:03 AM

To: Tanner, Jane

Cc: Karen Gaines [gaines59@charter.net]; Dennis Ebersole [ebersole@aol.com]; Pat Hirschy [pathirschy@yahoo.com]

Hi Jane, the genesis of the SRL started with spending time on the Internet and coming across the following: Moody's Mega Math Challenge. You can go on line and look at the success of this program. I felt that AMATYC could adopt the Moody's Mega Math Challenge as a foundation, apply the knowledge that AMATYC has from its Student Mathematics League and create AMATYC's Student Research League. I hope this helps with your SRL discussions.

AMATYC citizen, John

SRL Sponsorship Proposal Option:

Over the past three-years Jim Roznowski, Nancy Sattler, Patricia Hirschy, and I have had several meetings (phone, mail, email, and in person) with a Walt Disney World team (Nancy Gidusko - Director Community Relations, Betty Martinez Lowery - Manager Community Relations, Michael Tschanz - Director, Technology & Analysis Design & Engineering). In the past are communications revolved around an NSF grant submission and a use of WDW's engineers to create STEM classroom materials. The Disney Team pointed out that the WDW engineers were very busy with several Disney Parks and participation at the time would not work well for their organization.

If AMATYC passes the SRL Scholarship Proposal, I recommend that one or more of AMATYC's Presidents (Jane Tanner, Nancy Sattler, and Jim Ham) approach the Walt Disney World team for consider of an AMATYC SRL sponsorship. With the SRL Proposal AMATYC can demonstrate that this collaboration would only involve sponsorship and not use of Disney's engineers. This will show that AMATYC is still interested in some form of collaboration, and at best AMATYC will find a partner in WDW and at worse AMATYC can either self support or seek other SRL sponsorship. If AMATYC wants to continue with seeking a WDW sponsorship the enclosed SRL Scholarship Proposal will need to be adjusted slightly to reflect a sponsorship.

John