

**AMATYC Executive Board Meeting  
SBM 2017  
Memphis, TN**

**Friday, April 21, 2017**

The meeting was called to order at 8:30 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 |
| Dan Fahringer | Mid-Atlantic Vice President | Mark Harbison   | West Vice President      |

Ernie Danforth, Northeast Vice President, joined the meeting at 11:40AM.

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

**AGENDA**

President Tanner reviewed the following materials:

- Reference materials. (Attachment A)
- Email ballots since FBM 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 Agenda provided. (Attachment E)  
Made by Sattler and seconded by Ham.

**Motion approved**

**CONSENT CALENDAR**

Officer reports were received and reviewed.

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

**MOTION:** That the attached PPM changes be approved during the consent agenda. (Attachment G)

**MOTION:** That the reports in Section B of the consent agenda for SBM 2017 be accepted and the motions in Section C of the consent agenda for SBM 2017 be approved.  
Made by Rivers and seconded by Kozak.

**Motion approved**

## **PARKING LOT**

**Note:** Parking Lot is a dedicated time each day for general discussion items. Topics can be added to the Parking Lot during the meeting, and can be discussed in any order. An initial list of items in the Parking Lot is included in the Order of Business.

### **Discussion: Goals and Objectives of Academic Committees/ANets on Board Reports**

The goals and objectives on the board report should match the information in the PPM. Reports should include both the PPM goals language as well as the committee's specific objectives in reaching those goals. The reports should also address how the committee is progressing in reaching these objectives. Dan Fahringer volunteered to put the appropriate goals from the PPM on the board report form and send those forms to the eight academic committee chairs and four ANet leaders.

## **ACADEMIC COMMITTEES**

Academic committee chair reports were received and reviewed.

**MOTION:** To extend the time for discussion on the Developmental Math Committee Report by 10 minutes.

Made by Ham and seconded by Kozak.

**Motion approved**

**MOTION:** To extend the time for discussion on the Developmental Math Committee Report by 5 minutes.

Made by Kozak and seconded by Ham.

**Motion approved**

**MOTION:** That the board endorse the spirit of the position statement "The Science of Learning" and that an initial hearing be held at the 2017 AMATYC Conference in San Diego on Thursday evening.

Made by Ham and seconded by Lang.

**Motion approved**

**MOTION:** That the board endorse the spirit of the position statement "Student Learning Problems" and that an initial hearing be held at the 2017 AMATYC Conference in San Diego on Thursday evening.

Made by Sattler and seconded by Ham.

**Motion approved**

**MOTION:** That the board update the goals and objectives of the Innovative Teaching and Learning Committee to be:

*The goals of the Innovative Teaching and Learning Committee are to: (1) Identify and examine issues that pertain to effective teaching and learning, distance learning and technology in education as they relate to mathematics students, faculty, programs and curricula in the first two years of college; (2) Facilitate sharing and networking on crucial issues, ideas, and current practices in traditional, hybrid, distance and active learning; (3) Develop criteria for evaluating data, software, and internet resources; (4) Share demonstrably effective ways to implement these resources; and (5) Maintain and update position papers on effective teaching and learning.*

Made by Rivers and seconded by Ham.

**Motion approved**

**MOTION:** To **postpone** the discussion on the MAC Committee Board Report and the two associated motions until Ernie Danforth joins the meeting later today.

Made by Sattler and seconded by Oaks.

**Motion to postpone approved**

**MOTION:** To extend the time for discussion on the Mathematics Intensive/College Mathematics Committee Report by 5 minutes.

Made by Sattler and seconded by Lang.

**Motion approved**

**MOTION:** That the name of the academic committee, *Mathematics Intensive/College Mathematics*, be changed to *Mathematics Intensive*, effective immediately.

Made by Ham and seconded by Fahringer.

**Motion approved**

**MOTION:** The Placement & Assessment Committee requests a themed session to be offered at the AMATYC 2018 Annual Conference in Orlando. This themed session will consist of 6 mini-presentations.

Made by Hylton and seconded by Ham.

**Motion defeated**

All requests for themed sessions at the 2018 AMATYC Annual Conference in Orlando will be considered during the 2017 Fall Board Meeting. The Board will review the historical data on how many themed sessions the academic committee has hosted as well as attendance at those themed sessions. The Board will potentially create a scheduled rotation of themed sessions by the academic committees.

**MOTION:** A 3-hour research special session will be offered on Thursday evening of the 44<sup>th</sup>, 45<sup>th</sup>, 46<sup>th</sup>, and 47<sup>th</sup> AMATYC Annual Conferences (2018– 2021) for the express purpose of discussing preliminary or in-progress research.

The number of rooms and exact times will be determined jointly between the RMETYC committee chair and the conference coordinator.

The process for selecting presenters will be determined jointly between the RMETYC executive committee and the AMATYC Conference Program Coordinator.

Made by Lang and seconded by Kozak.

**Motion approved**

**MOTION:** That the AMATYC Executive Board endorses the American Statistical Association's 2016 Guidelines for Assessment and Instruction in Statistics Education (GAISE) College Report.

Made by Kozak and seconded by Rivers.

**Motion approved**

**MOTION:** That the AMATYC board supports the concept of the 2016 GAISE College Report Position Statement and that an initial hearing be held at the 2017 AMATYC Conference in San Diego on Thursday evening.

Made by Kozak and seconded by Rivers.

**Motion defeated**

**Note:** The motion was defeated because Board endorsement of another organization's position statement is sufficient. A position statement about another organization's statement is not necessary.

## ANets

**MOTION:** That the goals and objectives of the Division/Department Leadership ANet be updated as follows:

*To provide professional development opportunities for mathematics department leaders (e.g. coordinators, chairs, etc.), to increase communication within the committee's constituency to enhance professional networking and support systems for mathematics department leaders, and to disseminate and discuss information on issues that impact college mathematics department leaders, particularly when the information applies to mathematics in the first two years of college.*

Made by Rivers and seconded by Lang.

**Motion approved**

**MOTION:** The Division/Department Leadership ANet is proposing that the Dual Enrollment Position Statement be revised to read as follows and affirmed by the Executive Board:

## Position Statement

### Guidelines for Dual Enrollment in Mathematics

Dual enrollment programs are programs in which a high school student enrolls in a postsecondary institution and may earn credit in both sectors simultaneously. Dual enrollment courses are not intended to replace a strong high school curriculum.

AMATYC recognizes that the various accrediting agencies may have requirements for dual enrollment. However, the college's mathematics faculty at the two-year college should set the standards for and participate in:

- determining which courses to offer in the dual enrollment program;
- faculty selection;
- course content and prerequisites;
- assessments and evaluations; and
- standards for granting college credit

for mathematics courses in the dual enrollment program.

Program/Curriculum Issues Committee, November 2005, Reaffirmed Spring 2011  
Proposed Revisions: Division/Department Leadership ANet November 18, 2016

Made by Rivers and seconded by Kozak.

**MOTION to amend:** Take the line "AMATYC recognizes that the various accrediting agencies may have requirements for dual enrollment" out. Move "for mathematics courses in the dual enrollment program to the beginning of the sentence immediately preceding the bullets.

Made by Kozak and seconded by Ham.

**Motion to amend approved**

**The motion now reads:**

The Division/Department Leadership ANet is proposing that the Dual Enrollment Position Statement be revised to read as follows and affirmed by the Executive Board:

**Position Statement**

**Guidelines for Dual Enrollment in Mathematics**

Dual enrollment programs are programs in which a high school student enrolls in a postsecondary institution and may earn credit in both sectors simultaneously. Dual enrollment courses are not intended to replace a strong high school curriculum.

For mathematics courses in the dual enrollment program, the college's mathematics faculty should set the standards for and participate in:

- determining which courses to offer in the dual enrollment program;
- faculty selection;
- course content and prerequisites;
- assessments and evaluations; and
- standards for granting college credit

Program/Curriculum Issues Committee, November 2005, Reaffirmed Spring 2011

Proposed Revisions: Division/Department Leadership ANet November 18, 2016

**Amended motion approved**

**MOTION:** That the AMATYC board supports the concept of the attached position statement on the Working Conditions of Adjunct Mathematics Faculty and that an initial hearing be held at the 2017 AMATYC Conference in San Diego on Thursday evening. (Attachment H)

Made by Ham and seconded by Kozak.

**Motion approved**

Meeting suspended at 12:00 PM.

The Personnel Committee met from 12:00 – 1:30 PM.

Meeting resumed at 1:35 PM.

**MOTION:** That the AMATYC board endorse the statement of the Mathematics and its Application for Careers Committee regarding Mathematics for Students in Two-Year Terminal (Non-transfer) Programs and that a final hearing be held at the 2017 AMATYC Conference in San Diego on Thursday evening. Made by Danforth and seconded by Rivers.

**Motion approved**

**MOTION:** The MAC Committee will conduct a two-hour themed session at the 2018 Conference in Orlando.

**Motion withdrawn**

As previously noted, requests for themed sessions at the 2018 AMATYC Annual Conference in Orlando will be discussed during the 2017 Fall Board Meeting.

## **STRATEGIC PLANNING**

**MOTION:** That the Board approve the (attached) 2018-2023 Strategic Plan. (Attachment I)  
Made by Ham and seconded by Danforth.

**Motion approved**

Jim Ham, President-Elect, led the Board in a Strategic Planning Session (2012-2017) from 2:00-3:00 PM.

## **SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS**

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

Meeting suspended for the day at 3:30 PM.

The Membership Committee met from 3:30 – 4:30 PM.

Jane Tanner, Jim Ham, Nancy Sattler, Wanda Garner, and David Tannor met with the auditor from 3:30 – 4:30 PM.

Meeting resumed at 8:25 AM.

## **SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS**

President Tanner reviewed the schedule for the day.

Continued to receive and review Services/Coordinators/Directors/Publications reports.

**MOTION:** To extend the time for discussion on the Professional Development Coordinator Report by 5 minutes.

Made by Ham and seconded by Danforth.

**Motion approved**

**MOTION:** To extend the time for discussion on the Professional Development Coordinator Report by 5 minutes.

Made by Kozak and seconded by Lang.

**Motion approved**

## **PARKING LOT**

### **Discussion: Task Force on Virtual Themed Sessions**

Liz Hylton will contact Behnaz Rouhani and Ernie Danforth will contact Stefan Baratto to see if their academic committee would be interested in conducting a virtual themed session. Julie Gunkelman will be cc'd on these communications. Participants would register for the themed session as a package and could join/leave the session as necessary. Zoom will facilitate participants asking questions during the themed session.

### **Discussion: Reviving Inactive Affiliates**

Discussed searching conference registrations and reserving a space at the annual conference for participants to meet as a state to talk about ways to revive their affiliate. The Vice Presidents should be responsible for facilitating these conversations.

## **CONFERENCE**

Keven Dockter gave the Conference Coordinator Report.

**MOTION:** That beginning with the 2017 San Diego conference, the host city of the conference in the next year choose the Saturday breakfast favors for the Saturday Awards Breakfast. The current local committee will place the following year's committee's gifts on the breakfast table to aid in promotion of the following year's conference.

Made by Danforth and seconded by Rivers.

**Motion defeated**

**MOTION:** That \$500 be used if needed to purchase breakfast items for the inaugural Chat & Chew session at the San Diego conference.

Made Rivers and seconded by Danforth.

**Motion approved**

**MOTION:** That effective with 2017 Annual Conference nonprofit educational organizations who also exhibit at the annual AMATYC Conference shall receive a reduced rate of \$300 for the in-bag insert. The updated policy, Section 8.8.2.4, will appear as in the attached. (Attachment J)

Made by Ham and seconded by Lang.

**Motion approved**

**MOTION:** That the attached proposal for an AMATYC Commercial Webinar Series be accepted as a trial project beginning in January 2018.

**Motion withdrawn**

**MOTION:** That effective at the end of the current Advertising Chair's term, December 2017, the term for advertising chair be increased from a two-year term to a three-year term from the PPM Section 8.8.5. The updated policy will appear as in the attached. (Attachment K)

Made by Ham and seconded by Fahringer.

**Motion approved**

**MOTION:** That starting immediately the AMATYC board direct the Conference Coordinator to work with the conference management company to write and include a cancellation clause in future hotel contracts which gives AMATYC the right to cancel, without penalty, a contract if laws are passed in the state the conference hotel resides which are discriminatory and do not agree with AMATYC's Policy on a Welcoming Environment.

Made by Ham and seconded by Danforth.

**MOTION to amend:** Insert the words "negotiate to" in front of the word "include" in the first sentence.

Made by Ham and seconded by Kozak.

**Motion to amend approved**

**MOTION to amend:** Add "or AMATYC's Policy on Equity and Diversity" to the end of the last sentence.

Made by Rivers and seconded by Ham.

**Motion to amend approved**

**MOTION now reads:**

That starting immediately the AMATYC board direct the Conference Coordinator to work with the conference management company to write and negotiate to include a cancellation clause in future hotel contracts which gives AMATYC the right to cancel, without penalty, a contract if laws are passed in the state the conference hotel resides which are discriminatory and do not agree with AMATYC's Policy on a Welcoming Environment or AMATYC's Policy on Equity and Diversity.

**Amended motion approved**

**OTHER CONFERENCE**

The Experient Post Conference Report was received and reviewed.

Meeting suspended at 12:30 PM.

Meeting resumed at 1:10 PM.

**MOTION:** That PPM Section 8.4 Conference Coordinator be updated as shown in the attachment. (Attachment L)

Made by Danforth and seconded by Rivers.

**Motion approved**



## **TREASURER/BUDGET**

**MOTION:** That the expenditures from the cash account register from Sept 1, 2016 through Feb 28, 2017 be approved.

Made by Tannor and seconded by Danforth.

**Motion approved**

David Tannor gave the Treasurer's Report.

## **PARKING LOT**

### **Discussion: Shortening the Opening Session and Saturday Breakfast**

Keven Dockter suggested a 15 second video of the leadership playing before the opening session as members are arriving. Some Board members supported pictures instead of video due to concerns about members being able to hear the audio. Keven Dockter, Jane Tanner, and Jim Ham will work together on ideas to move along the opening session and Saturday breakfast.

### **Discussion: MathFest 2017**

If the past is any indication, AMATYC will have four complimentary registrations for MathFest 2017 in Chicago. Jane Tanner and Wanda Garner will utilize two of the registrations. Kate Kozak, Jon Oaks, David Tannor, and Nicole Lang expressed interest in potentially attending and working the AMATYC booth in the exhibition hall.

## **ADMINISTRATIVE COMMITTEES**

Administrative committee reports were received and reviewed.

**MOTION:** To extend the time for discussion on the Teaching Excellence Award Committee Report by 3 minutes.

Made by Ham and seconded by Danforth.

**Motion approved**

**MOTION:** To extend the time for discussion on the Teaching Excellence Award Committee Report by 5 minutes.

Made by Ham and seconded by Kozak.

**Motion approved**

**MOTION:** That the Board approve the (attached) survey to be administered to the AMATYC Student Mathematics League moderators. (Attachment M)

Made by Ham and seconded by Kozak.

**Motion approved**

## **AD HOC COMMITTEES/PROJECTS**

Ad hoc committee/project reports were received and reviewed.

### **MOTION:**

- (a) That a new ad hoc committee be formed titled "Mathematics Standards in the First Two Years of College" as described in the attached policy 11.12.1;

- (b) That a supported chair of the new committee be approved as described in the attached policy 11.12.2; and
- (c) That a supported standards digital coordinator of the new committee be approved as described in the attached policy 11.12.3.

The new committee and supported positions will commence January 1, 2018 and end December 31, 2022.  
(Attachment N)

Made by Kozak and seconded by Lang.

**Motion approved**

**MOTION:** That the Mathematics Standards in the First Two Years of College Committee host a Symposium on the updated AMATYC Standards at the 2018 National AMATYC Conference in Orlando.

Made by Kozak and seconded by Ham.

**Motion approved**

Meeting suspended for the day at 4:15 PM.

Meeting resumed at 9:00 AM.

Jane Tanner reviewed the schedule for the day.

### **AD HOC COMMITTEES/PROJECTS**

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

**MOTION:** That the Board create a new supported position, a Social Media Coordinator. This position would be funded at the coordinator level of support.

The job description is attached. (Attachment O)

Made by Lang and seconded by Fahringer.

**Motion postponed**

**MOTION:** That AMATYC contract with AVSC, the audio visual company for the San Diego conference, to stream the opening session of the 2017 annual conference live.

Made by Danforth and seconded by Rivers.

**Motion defeated**

**MOTION:** Follow procedure to amend the AMATYC By-Laws Article VII Section 2 A per the attached to establish a new algorithm for determining the composition of the AMATYC Delegate Assembly.

(Attachment P)

Made by Rivers and seconded by Lang.

**Motion defeated**

**MOTION:** Starting in 2018, the location of the SBM will be held at the same location as the upcoming Annual AMATYC Conference location.

Made by Fahringer and seconded by Hylton.

**Motion defeated**

### **EXECUTIVE SESSION**

**The Board went into Executive Session at 11:25 AM.** Wanda Garner and Keven Dockter were asked to stay for Executive Session.

**Executive Session suspended at 11:45 AM.**

The Social Networking Committee met 11:45 AM – 12:45 PM.

**Executive Session resumed at 12:45 PM.**

**The Board returned from Executive Session at 2:45 PM.** At that time Secretary Duda reported out the following committee appointments pending membership verification:

- Kim McHale (kim.mchale@heartland.edu) as Midwest Representative and Pat Riley (Patrick.riley@kctcs.edu) as At-Large Representative to the ITLC effective immediately through December 31, 2017
- Preeti Singh (Preeti.Singh@lonestar.edu) as the Southwest Regional Representative on the Math Intensive Committee effective immediately through December 31, 2017
- Helen Burn (hburn@highline.edu) as the Northwest Representative to the Math Intensive

Committee effective immediately through December 31, 2017

- Paul Walcher (pwalcher@neosho.edu) as the At-Large Representative to the Placement and Assessment Committee effective immediately through December 31, 2017
- Garrett Gregor (GGregor@clark.edu) as the Northwest Representative to the Placement and Assessment Committee effective immediately through December 31, 2017
- Michael Pemberton (pembertm@lcc.edu) as the Milwaukee Regional Representative on the AMATYC Program Committee beginning at the conclusion of the 2017 conference and ending at the conclusion of the 2020 conference
- Mary Beth Tsai (mbtsai@waketech.edu) as an At-Large Member of the AMATYC Program Committee beginning at the conclusion of the 2017 conference and ending at the conclusion of the 2020 conference
- Michael Sullivan (sullystats@gmail.com) to the StatPREP Advisory Committee
- Barbra Steinhurst (barbra314@gmail.com) as the Listserv Assistant on the Project ACCESS Team effectively immediately through December 31, 2019
- Cheryl Cleaves (ccleaves@southwest.tn.edu) to the AMATYC Foundation Board as a member-at-large with a four-year term of office from January 1, 2017 through December 31, 2020
- Wendi Morrison (wendi.morrison@sheridancollege.ca) to the Editing Director position beginning end of conference 2017 through end of conference 2020
- Amber Rust (arust1@aacc.edu), Mid-Atlantic Region, and Jane-Marie Wright (wright@sunysuffolk.edu), Northeast Region, to the *MathAMATYC Educator* Editorial Panel beginning January 1, 2017 and ending December 31, 2019
- Judy Williams (jwilliams@tcc.edu) as Program Coordinator effective January 1, 2019 through December 31, 2021
- Steven Hundert (stevenh@csmd.edu) as Student Mathematics League Coordinator from July 1, 2017 to June 30, 2019
- Susan Strickland (SusanSt@csmd.edu) will oversee the duties of the Student Mathematics League during the Spring 2018 semester (Round 2)

After the Spring Board Meeting, it was determined that Garrett Gregor is not an AMATYC member, and consequently will not be serving as the Northwest Representative to the Placement and Assessment Committee.

Discussed the appointments that will be made at the Summer Conference Call and Fall Board Meeting.

A personnel issue was discussed.

Speakers for the opening session and the Saturday breakfast for the 2019 AMATYC Annual Conference in Milwaukee were discussed.

The 2017 Teaching Excellence Award winners were announced. (Alphabetical by first name)

Dona Boccio  
 Elizabeth Betzel  
 Kendall Jacobs  
 Kimberley McHale  
 Lorinda Fattic  
 Robert Cappetta  
 Robert Martinez  
 Sophia Georgiakaki

The slate of candidates for the 2018-2019 AMATYC Executive Board were determined.

**President-Elect:** Kate Kozak and Julie Phelps

**Secretary:** Behnaz Rouhani and Shannon Solis

**Northeast VP:** Sophia Georgiakaki, Jane-Marie Wright, and Chris Yuen

**Mid-Atlantic VP:** Dan Fahringer and Sarah Miller

**Southeast VP:** Jerrett Dumouchel, Nancy Rivers, and Shawanda Thomas

**Midwest VP:** Diane Koenig and Jon Oaks

**Central VP:** Rochelle Beatty and Megan Breit-Goodwin

**Southwest VP:** Rachel Bates and April Strom

**Northwest VP:** Liz Hylton, Sarah Pauley, and Debra Swedberg

**West VP:** Oiyin Pauline Chow and Eric Matsuoka

## NEW BUSINESS

**MOTION:** That the full conference discount registration rate be set at \$360 for the 2018 AMATYC Annual Conference.

Made by Lang and seconded by Hylton.

**Motion approved**

Keven Dockter left the meeting at 3:00 PM.

**MOTION:** To suspend policy 6.11.2 until a 2017 conference reduced retiree and reduced adjunct rates are considered.

Made by Rivers and seconded by Lang.

**Motion approved**

**MOTION:** That the reduced retiree conference registration rate for members be continued for the 2017 and 2018 AMATYC Annual Conferences.

That policy 8.12.3 be changed to read:

### 7. (A) Temporary Retiree Rate Exception

The full conference registration rate for retirees for the 2017 and 2018 AMATYC Annual Conferences 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.

|                              | <b>Member</b>   |                |
|------------------------------|-----------------|----------------|
| <i>Rate Class</i>            | <i>Discount</i> | <i>Regular</i> |
| Retiree Full Conference Rate | 0.5*C           | 0.5*C +40      |

Made by Kozak and seconded by Fahringer.

**Motion approved**

**MOTION:** That a reduced adjunct conference registration rate for members be available for the 2017 and 2018 AMATYC Annual Conferences.

Policy 8.12.3 be changed to read:

**7. (B) Temporary Adjunct Rate Exception**

The reduced adjunct conference registration rate for adjuncts for the 2017 & 2018 AMATYC Annual Conferences be two-thirds of the regular annual conference discount registration rate (rounded to the nearest dollar) as defined in the table below. This rate includes all ticketed functions. The adjunct registrant must be an AMATYC regular individual, lifetime, or adjunct member and must not be employed full-time to be eligible for this reduced rate. Individuals who receive AMATYC support for the conference are not eligible for this rate.

|                              | <b>Member</b>   |                |
|------------------------------|-----------------|----------------|
| <i>Rate Class</i>            | <i>Discount</i> | <i>Regular</i> |
| Adjunct Full Conference Rate | $(2/3)*C$       | $(2/3)*C + 40$ |

Made by Rivers and seconded by Lang.

**MOTION:** To suspend Roberts Rules of Order for discussion on this motion.

Made by Fahringer and seconded by Danforth.

**Motion to suspend defeated**  
**Motion approved**

**MOTION:** That effective July 1, 2018, the annual membership dues for a regular individual AMATYC member be \$90.

Made by Lang and seconded by Danforth.

**Motion approved**

**MOTION:** That institutional member dues be set at \$ 510, effective July 1, 2018 through June 30, 2019. (PPM 3.2.1).

Made by Sattler and seconded by Ham.

**Motion approved**

**MOTION:** That AMATYC continue to provide each AMATYC affiliate organization with one affiliate scholarship per year for three years (Orlando, Milwaukee, Spokane). Each scholarship provides for one discount member conference registration.

Made by Kozak and seconded by Hylton.

**Motion approved**

**MOTION:** That the *dues* section of Policy 10.1.2 (Student Mathematics League Rules) be updated to change the registration and dues deadlines. (Attachment Q)

Made by Ham and seconded by Fahringer.

**Motion approved**

**MOTION:** Create the new position of Faculty Mathematics League Coordinator starting the 'End of Conference' 2017. (Attachment R)

**Motion postponed**

**MOTION:**

- That the Board approve the (attached) AMATYC Student Research League policy effective immediately. (Attachment S)
- That the Board create two new supported positions at the coordinator level of support: (1) SRL Coordinator, and (2) SRL Thesis Defense Coordinator, effective immediately. Appointments of these two positions will be approved by July 1, 2017.
- That the Board approve the creation of a new task force to monitor the development and implementation of the SRL program. Appointments of members to this task force will be made by July 1, 2017.

**Motion postponed**

**MOTION:** That Policy 11.8 (Traveling Workshops) be revised as indicated on the attachment effective immediately. (Attachment T)

Made by Oaks and seconded by Lang.

**MOTION to amend:** Instituting New Traveling Workshop Strands #2 in the attachment should read “The workshop strand may **not** be commercial in nature.” Strike the rest of #2.

Made by Ham and seconded by Danforth.

**Motion to amend approved**

**Motion approved**

The full amended and approved policy 11.8 (Traveling Workshops) appears in Attachment T.

**MOTION:** That policy 11.11, Webinars, be revised as indicated on the attachment effective immediately. (Attachment U)

Made by Ham and seconded by Hylton.

**Motion approved**

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

**Motion postponed**

Meeting suspended at 4:10 PM.

The Professional Development Committee met 5:00 – 6:00 PM.

Meeting resumed at 9:00 AM.

## **EXECUTIVE SESSION**

**The Board went into Executive Session at 9:00 AM.** Wanda Garner was asked to stay for Executive Session.

**The Board returned from Executive Session at 9:25 AM.** At that time Secretary Duda reported out that the Board discussed the appointments that will be made at the Summer Conference Call and Fall Board Meeting.

## **PARKING LOT**

### **Discussion: Board Member Ineligibility for Awards/Honorariums/Stipends**

An ad hoc committee was established.

### **Ad Hoc Committee: Board Member Ineligibility for Awards/Honorariums/Stipends Committee**

Charge: Review the wording in the PPM and on the website regarding board members being ineligible for awards, honorariums, stipends, etc. and create an overarching policy to be inserted in PPM 6.1

Chair: Nancy Sattler

Members: Jon Oaks, Nancy Rivers, Jim Ham, Kate Kozak

### **Discussion: Promoting New Lifetime Payment Option**

Wanda Garner will work with the office staff to update the letter that is sent to members when it is time to renew membership to include a statement about the new lifetime payment option.

### **Discussion: Position Statement Forms on the Internal Site**

An ad hoc committee was established.

### **Ad Hoc Committee: Position Statement Forms Committee**

Charge: Review and improve the position statement forms availability on the internal website

Chair: Ernie Danforth

Members: Nicole Lang, Nancy Rivers, Wendi Morrison, and Wanda Garner

## **STAFF**

In addition to those already present, Christine Shott, Publications Director; Linda Ragland, Technical Clerk; and Christy Hunsucker, Accounting Director, joined the meeting for the Office Report.

### **The following reports were received and reviewed:**

Executive Director Report

Office Report

## **NEW BUSINESS**

**MOTION:** That the full title of the *MathAMATYC Educator* be italicized beginning with Volume 9, September 2017 issue of the publication.

Made by Hylton and seconded by Lang.

**Motion approved**



**MOTION:** That AMATYC provide two \$100 VISA gift cards, with AMATYC personalization, to Mu Alpha Theta to be used as door prizes at its national conference in Buffalo, New York, July 16 –21, 2017. Made by Hylton and seconded by Lang.

**Motion approved**

**MOTION:** Starting in 2018 with Cohort 15, the maximum size of each cohort of AMATYC Project ACCESS will be increased from 24 to 30. Made by Lang and seconded by Ham.

**Motion approved**

**MOTION:** That starting immediately, only the noted portions of PPM Section 6.10.2 (Reimbursable expenses) and 6.10.3 (Conference reimbursement) be updated as shown in the attachment. (Attachment W) Made by Kozak and seconded by Fahringer.

**Motion approved**

Meeting suspended at 12:15 PM.

The Personnel Committee met 12:45 – 1:15 PM.

Meeting resumed at 1:15 PM.

**MOTION:** To establish the position of Journal Assistant Editor and to add PPM 12.3.6 as attached. This position would be unsupported. (Attachment X) Made by Ham and seconded by Danforth.

**Motion approved**

**MOTION:** That the Board create a new supported position, a Social Media Coordinator. This position would be funded at the coordinator level of support. The job description is attached. (Attachment O)

**Motion withdrawn**

**MOTION:** That policy 6.1, General Financial Policies, be revised as indicated on the attachment effective immediately. (Attachment V) Made by Ham and seconded by Danforth.

**Motion approved**

**MOTION:** Create the new unsupported position of Faculty Mathematics League Facilitator starting the ‘End of Conference’ 2017. (Attachment R) Made by Ham and seconded by Sattler

**Motion approved**

**MOTION:**

- That the Board approve the (attached) AMATYC Student Research League policy effective immediately. (Attachment S)
- That the Board create two new supported positions at the coordinator level of support: (1) SRL Coordinator, and (2) SRL Thesis Defense Coordinator, effective immediately. Appointments of these two positions will be approved by the date of the Executive Board’s Summer Conference Call.

- That the Board approve the creation of a new task force to monitor the development and implementation of the SRL program. Appointments of members to this task force will be made by the date of the Executive Board's Summer Conference Call.

The Student Research League and supported positions will end June 30, 2022.

Made by Ham and seconded by Oaks.

**Motion approved**

Meeting adjourned at 3:30 PM.

The Finance Committee met 3:45 – 5:45 PM.

Michelle L. Duda, Secretary 2016-2017

Date: 4/24/2017

Jane D. Tanner, President 2016-2017

Date: 4/24/2017

**ATTACHMENTS**

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**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.

| <b>Core Value:</b>       | <b>Operational Definition:</b>   |
|--------------------------|--|
| 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.

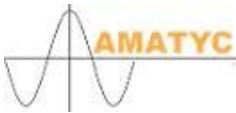
## ACRONYMS

|                         |  |
|-------------------------|--|
| <b>AACC</b>             | American Association of Community Colleges   |
| <b>ACCESS</b>           | 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)                           |
| <b>APA</b>              | AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.   |
| <b>AMS</b>              | American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January  |
| <b>AMTE</b>             | Association of Mathematics Teacher Educators   |
| <b>ARG</b>              | Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.   |
| <b>ASA</b>              | American Statistical Association   |
| <b>ASL</b>              | Association for Symbolic Logic   |
| <b>ASSM</b>             | Association of State Supervisors of Mathematics  |
| <b>AWM</b>              | Association for Women in Mathematics   |
| <b>BBA</b>              | 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.”  |
| <b>BMS</b>              | Board of the Mathematical Sciences, a Board of the National Research Council.  |
| <b>CAMC</b>             | Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.   |
| <b>CAP</b>              | MAA Committee on Articulation and Placement  |
| <b>CBMS</b>             | 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. |
| <b>CCSSM</b>            | Common Core State Standards for Mathematics  |
| <b>CoWIM</b>            | Committee on Women in Mathematics, an AMS Committee  |
| <b>CRAFTY</b>           | Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).  |
| <b>CSSP</b>             | Council of Scientific Society Presidents   |
| <b>CTYC</b>             | Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.  |
| <b>CUPM</b>             | Committee on the Undergraduate Program in Mathematics, an MAA Committee.   |
| <b>FBM</b>              | AMATYC's Fall Board Meeting  |
| <b>GAISE</b>            | Guidelines for Assessment and Instruction in Statistics Education  |
| <b>ICME</b>             | International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012)   |
| <b>IMS</b>              | Institute of Mathematical Statistics   |
| <b>INFORMS</b>          | Institute for Operations Research and the Management Sciences  |
| <b>JCW</b>              | Joint Committee on Women in Mathematical Sciences  |
| <b>JMM</b>              | Meetings hosted each January by AMS, MAA, and SIAM.  |
| <b>JPBM</b>             | Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.   |
| <b>MAA</b>              | Mathematical Association of America. Executive Director is Michael Pearson.  |
| <b>MAC<sup>^</sup>3</b> | Mathematics Across the Community College Curriculum was an NSF grant to  |



|                           |   |
|---------------------------|---|
|                           | AMATYC.   |
| <b>MathFest</b>           | MAA's Summer Meeting  |
| <b>MET</b>                | The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.   |
| <b>PMET</b>               | Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.   |
| <b>MSEB</b>               | 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, |
| <b>NACCTEP</b>            | National Association of Community College Teacher Education Programs.   |
| <b>NADE</b>               | National Association of Developmental Education   |
| <b>NAS</b>                | National Academy of Sciences  |
| <b>NASSMC</b>             | National Alliance of State Science and Mathematics Coalitions   |
| <b>NCTM</b>               | National Council of Teachers of Mathematics. Bob Doucette is the Executive Director.  |
| <b>NCSM</b>               | National Council of Supervisors of Mathematics.   |
| <b>NRC</b>                | 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).   |
| <b>NSF</b>                | National Science Foundation. Provides government funding for scientific endeavors.  |
| <b>PAEMT</b>              | Presidential Award for Excellence in Mathematics Teaching   |
| <b>PPM</b>                | AMATYC's Policy and Procedures Manual   |
| <b>RUME</b>               | Research in Undergraduate Mathematics Education, a special interest group of the MAA.   |
| <b>SBM</b>                | AMATYC's Spring Board Meeting   |
| <b>SIAM</b>               | Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.   |
| <b>SOA</b>                | Society of Actuaries  |
| <b>SPO</b>                | AMATYC's Strategic Planning and Orientation meeting   |
| <b>SUMMA</b>              | 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.  |
| <b>TODOS</b>              | TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all   |
| <b>TPSE Math</b>          | Transforming Post-Secondary Education in Mathematics  |
| <b>Triangle Coalition</b> | 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.       |
| <b>USAMO</b>              | 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.   |
| <b>USNCMI</b>             | 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 ACCCESS           | Christy Hediger           | Dan Fahringer    |
| Editing Director                 | Wendi Morrison            | Ernie Danforth   |
| Grants Director                  | Dennis Ebersole           | Mark Harbison    |
| Historian                        | Lisa Feinman              | Mark Harbison    |
| MathAMATYC Educator              | George Alexander – Editor | Liz Hylton/David |
| Website Coordinator              | George Hurlburt           | Jim Ham          |
| Mu Alpha Theta                   | Paige Feibelman Perry     | Liz Hylton       |
| Professional Development         | Julie Gunkelman vacant    | Jon Oaks         |
| Student Mathematics League       | Steve Hundert             | 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    | Scott Peterson            | Jim Ham          |
| Placement & Assessment           | Behnaz Rouhani            | Liz Hylton       |
| Research in Mathematics          | John Smith                | Nicole Lang      |
| Statistics                       | Julie Hanson              | Kate Kozak       |
| Teacher Prep                     | Andy Jones                | Michelle Duda    |
| Mathematics and its Applications | 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**

**SBM 2017**

| Committee                                   | Chair/Charge  |
|---|---|
| <b>Expenditure Approval Committee (EAC)</b> |   |
| Charge:                                     | Approve over-budget line item expenses between board meetings; PPM, Section 5.9.2   |
| Chair:                                      | Tannor  |
| Members:                                    | Ham, Sattler, Tanner, Tannor  |
| <b>Finance Committee</b>                    |   |
| 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   |
| <b>Foundation Board</b>                     |   |
| 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  |
| <b>Investments Board</b>                    |   |
| 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   |
| <b>Institutional Research Board (IRB)</b>   |   |
| 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  |
| <b>Mathematics Excellence Committee</b>     |   |
| 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   |
| <b>Membership Committee</b>                 |   |
| 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, Sitomer, Gorman, Orrange

**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, 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, Fleming, Johanson, McCombs, Monterisi, Willams

**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

## 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  |

## Publications Indexing

|          |   |
|----------|---|
| Charge:  | Explore the cost, benefit, and process to get articles from AMATYC publications on indexing services such as EBSCO. |
| Chair:   | Hylton  |
| Members: | Alexander, Debrecht, Georgakis, Kozak   |

## 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   |

## SPO Site Selection

|          |  |
|----------|--|
| Charge:  | Investigate alternative locations outside of Memphis for the SPO site. |
| Chair:   | Fahringer  |
| Members: | Hylton, Kozak  |

## 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 auditor. |
| Chair:   | Tannor  |
| Members: | Garner (nv), Ham, Hunsucker (nv), Sattler, Tanner   |

### AMATYC IMPACT Steering Committee

|                    |   |
|--------------------|---|
| Project Co-Chairs: | Orrange and Sattler (co-chairs)   |
| Members:           | Ackerman, Blair, Coe, Evans, Farinelli, Foley, Gaines, Graser, Kimball, Kozak, Odafe, Phelps, Smith, Strom, Tannor, Wood, Yoshiwara |

### 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

### 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

### McGraw-Hill/AMATYC Education Partnership

Charge: Oversee the discussion about the possibility of a McGraw-Hill Education/AMATYC partnership to promote professional development opportunities for our members

Chair: Sattler

Members: Danforth, Evans, Garner, Georgakis, Gunkleman, Hurlburt, Hylton, Orrange

### 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: Adams, Aschenbrenner, Gant, Hylton, Mays, Menendez, Mirbaha, 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](http://aas.org).]

Adopted April, 2013

**AMATYC Executive Board Sunshine Fund**

At the Fall 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 the 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 FBM 2016: \$45.34**

**Collected at FBM 2016: \$410.00**

**Activities since FBM 2016:**

- Card for George Alexander (Mother)

**Balance as of 2/13/2017: \$452.17**

**ATTACHMENT B****Email motion report for SBM 2017. Motions 14 and 15 passed.**

Submitted by Michelle Duda, AMATYC Board Secretary 2016-17

|          |                          |  |
|----------|--------------------------|--|
| 12/28/16 | AMATYC Investments Board | <b>Email Motion #14:</b> To give AMATYC Investments Board members online access to view the AMATYC investment accounts, effective immediately, and to update policy 6.12 (Investments Board) to reflect this change. |
| 12/28/16 | Minutes                  | <b>Email Motion #15:</b> That the December 14, 2016 Conference Call minutes be approved as submitted.  |

**ATTACHMENT C**

| <b>Affiliate</b> | <b>2016 Meeting Dates</b> | <b>Who Visited or Plans to Visit</b>        | <b>2017 Meeting Dates</b> | <b>Who Plans to Visit</b> |
|------------------|---------------------------|---|---------------------------|---------------------------|
| 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        |
| DeIMATYC         | May 11                    | Dan Fahringer                               | May 19                    | Dan Fahringer             |
| MMATYC           | May 24                    | Dan Fahringer                               | June 1 & 2                | Dan Fahringer             |
| MATYCNJ          | Oct 1                     | Dan Fahringer                               | April 1                   | Conflict with VMATYC      |
| PSMATYC          | April 9                   | Cancelled due to weather                    | April 29                  | Dan Fahringer             |
| VMATYC           | Feb 19 & 20               | Dan Fahringer                               | March 31, April 1         | Dan Fahringer             |
| WVMATYC          | April 9                   | Cancelled due to weather                    | April 22                  | SBM                       |
| 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                                    | February 24-25            | Jon Oaks                  |
| MichMATYC        | October 14-15             | Jon Oaks                                    | October 20-21             | Jon Oaks, Dave Tannor     |
| OhioMATYC        | April 1-2                 | Conflict with SBM                           | April 7-8                 | Michelle Duda             |
| WisMATYC         | September 24              | Jon Oaks                                    | October 7                 | Jon Oaks                  |
| ColoMATYC        | March 11                  | Nicole Lang                                 | March 3                   |                           |
| IMATYC           | October                   | -   | October ??                | Nicole Lang               |
| KAMATYC          | March 5                   | Jim Ham                                     | March 4                   |                           |
| MinnMATYC        | April 29-30               | Nicole Lang                                 | April 28-29               | Nicole Lang               |
| MOMATYC          | April 7-9                 | -   | Mar. 30 - Apr 1           | Nicole Lang               |
| NEBMATYC         | April 8                   | Nicole Lang                                 | April 7                   |                           |
| NDMATYC          | October 7-8               | Nicole Lang                                 | October                   |                           |
| ArizMATYC        | April 8-9, October 14     | Kate Kozak                                  | March 31                  | Kate Kozak                |

|                        |                |            |                |                         |
|------------------------|----------------|------------|----------------|-------------------------|
| ARKMATYC               |                |            |                |                         |
| NMMATYC                | May 20-21      | Kate Kozak | April 7-8      |                         |
| OKMATYC                |                |            |                |                         |
| TexMATYC               | February 25-27 | Kate Kozak | February 23-25 | 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 <sup>3</sup>       | April 22-23    | Mark H.    | Apr. 21-22     | SBM conflict            |
| CMC <sup>3</sup>       | December 9-10  | Mark H.    | December 8-9   | Mark H.                 |
| CMC <sup>3</sup> South | March 4-5      | none       | Mar. 3-4       | Mark H.                 |
| piMATYC                | n/a            |            | Apr. 29        | unaffordable for anyone |
| NEVMATYC               | n/a            |            | n/a            |                         |
| UMATYC                 | Sept. 17       | none       | Sept.          | Mark H.                 |

**ATTACHMENT D**  
**RULES OF CONDUCT**

***Parliamentary Motions Guide***

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> 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.

| <b>YOU WANT TO:</b> |                                   | <b>YOU SAY:</b>                                       | <b>INTERRUPT?</b> | <b>2<sup>ND</sup>?</b> | <b>DEBATE?</b> | <b>AMEND?</b> | <b>VOTE?</b> |
|---------------------|-----------------------------------|---|-------------------|------------------------|----------------|---------------|--------------|
| §21                 | Close meeting                     | I move to <b>adjourn</b>                              | No                | Yes                    | No             | No            | Majority     |
| §20                 | Take break                        | I move to <b>recess</b> for                           | No                | Yes                    | No             | Yes           | Majority     |
| §19                 | Register complaint                | I rise to a <b>question of privilege</b>              | Yes               | No                     | No             | No            | None         |
| §18                 | Make follow agenda                | I call for the <b>orders of the day</b>               | Yes               | No                     | No             | No            | None         |
| §17                 | Lay aside temporarily             | I move to <b>lay</b> the question <b>on the table</b> | No                | Yes                    | No             | No            | Majority     |
| §16                 | Close debate                      | I move the <b>previous question</b>                   | No                | Yes                    | No             | No            | 2/3          |
| §15                 | <b>Limit or extend debate</b>     | I move that debate be limited to ...                  | No                | Yes                    | No             | Yes           | 2/3          |
| §14                 | <b>Postpone to a certain time</b> | I move to postpone the motion to ...                  | No                | Yes                    | Yes            | Yes           | Majority     |
| §13                 | <b>Refer</b> to committee         | I move to refer the motion to ...                     | No                | Yes                    | Yes            | Yes           | Majority     |
| §12                 | Modify wording of motion          | I move to <b>amend</b> the motion by ...              | No                | Yes                    | Yes            | Yes           | Majority     |

|     |  |   |    |     |     |     |          |
|-----|--|---|----|-----|-----|-----|----------|
| §11 | Kill main motion                                       | I move that the motion be <b>postponed indefinitely</b> | No | Yes | Yes | No  | Majority |
| §10 | Bring business before assembly (a <b>main motion</b> ) | 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 <sup>ND</sup> ? | DEBATE? | AMEND? | VOTE?    |
|--------------|------------------------------|--|-----------------|-------------------|---------|--------|----------|
| §23          | Enforce rules                | <b>Point of order</b>                                | Yes             | No                | No      | No     | None     |
| §24          | Submit matter to assembly    | I <b>appeal</b> from the decision of the chair       | Yes             | Yes               | Varies  | No     | Majority |
| §25          | Suspend rules                | I move to <b>suspend the rules</b> which ...         | No              | Yes               | No      | No     | 2/3      |
| §26          | Avoid main motion altogether | I <b>object to the consideration</b> of the question | Yes             | No                | No      | No     | 2/3      |
| §27          | Divide motion                | I move to <b>divide the question</b>                 | No              | Yes               | No      | Yes    | Majority |
| §29          | Demand rising vote           | I call for a <b>division</b>                         | Yes             | No                | No      | No     | None     |
| §33          | Parliamentary law question   | <b>Parliamentary inquiry</b>                         | Yes (if urgent) | No                | No      | No     | None     |
| §33          | Request information          | <b>Request for information</b>                       | 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 <b>take from the table</b> ... | No | Yes | No | No | Majority |
|-----|------------------------|--|----|-----|----|----|----------|



|     |                                  |   |    |     |        |     |                       |
|-----|----------------------------------|---|----|-----|--------|-----|-----------------------|
| §35 | Cancel or change previous action | I move to <b>rescind/ amend something previously adopted...</b> | No | Yes | Yes    | Yes | 2/3 or maj. w/ notice |
| §37 | Reconsider motion                | I move to <b>reconsider</b> 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**.

D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display 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.

E. 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.

F. 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 2017).

2. Items relating to Budget: **Ernie Danforth and Kate Kozak**. (Report to the treasurer at the end of SBM 2017).

3. Items relating to the Office: **Jon Oaks and Nancy Sattler**. (Report to Wanda at the end of SBM 2017).

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 2017.)

6. Presidential to-do list: **Michelle Duda** (Report to Jane Tanner at the end of SBM 2017).

G. 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, Rivers**

**ATTACHMENT E****Order of Business****AMATYC Executive Board SPRING 2017**

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

- Strategic Planning - Friday – 2:30 – 3:30 p.m.
- Conference Coordinator Report - Saturday - 10:00 – 12:00 p.m.
- Treasurer's Report - Saturday - 1:00 – 3:00 p.m.
- Office Report - Monday - 10:00 – 11:00 a.m.

Committee meetings during SBM:

- Personnel Committee – Friday – 12:00 – 1:30 p.m.
- Membership Committee – Friday – 3:30 – 4:30 p.m. and Monday 3:30– 4:30 p.m.
- Social Networking Committee – Sunday – 12:00 – 1:00 p.m.
- Professional Development Committee on Sunday – 5:00 – 6:00 p.m.
- Finance Committee meeting on Tuesday - 9:00 – 11:30 a.m.

**Parking Lot** - every day during SBM 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**

| <b>A. Agenda</b>           |  |        | <b>Notes</b> |
|----------------------------|--|--------|--------------|
| <b>Reference Materials</b> |  |        |              |
|                            | 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                        | <b>M: Adopt Rules of Conduct</b>                       | Tanner |              |
| A23                        | Order of Business                                      | Tanner |              |
| A31                        | <b>M: Adopt Order of Business</b>                      | Tanner |              |

| <b>B. Consent Calendar – Reports</b> (items removed from this section will be discussed before Section D) |                 |           |  |
|---|-----------------|-----------|--|
| <b>National Officers</b>  |                 |           |  |
| B1  | President       | Tanner    |  |
| B3  | President-Elect | Ham       |  |
| B4  | Past President  | Sattler   |  |
| B5  | Secretary       | Duda      |  |
| B6  | Treasurer       | Tannor    |  |
| <b>Regional Vice Presidents</b>   |                 |           |  |
| B8  | Northeast       | Danforth  |  |
| B10   | Mid-Atlantic    | Fahringer |  |
| B12   | Southeast       | Rivers    |  |
| B14   | Midwest         | Oaks      |  |
| B16   | Central         | Lang      |  |
| B17   | Southwest       | Kozak     |  |
| B18   | Northwest       | Hylton    |  |
| B19   | West            | Harbison  |  |

| <b>C. Consent Calendar- Motions/Reports</b> (items removed from this section will be moved to sections indicated) |  |        |  |
|---|--|--------|--|
| C1  | EAC Report   | Tannor |  |
| C1  | Federal IRS Documents Review and Audit Review Committee Report                 | Tannor |  |
| C2  | <b>M: PPM Cleanup</b>  | Duda   |  |
| C5  | <b>M: Accept Consent Calendar Reports and Approve Consent Calendar Motions</b> | Tanner |  |
|   | D: Discussion on Officer Report reflections                                    |        |  |

| <b>D. Academic Committees</b> |   |                     |  |
|-------------------------------|---|---------------------|--|
| D1                            | Developmental Mathematics Report (DMC)                  | Wilhite<br>Sattler  |  |
| D9                            | <b>M: Position Statement, The Science of Learning</b>   | Sattler             |  |
| D13                           | <b>M: Position Statement, Student Learning Problems</b> | Sattler             |  |
| D17                           | AMATYC New Life Project Report                          | Rotman<br>Sattler   |  |
| D21                           | Innovative Teaching and Learning Report (ITLC)          | Petrak<br>Rivers    |  |
| D24                           | <b>M: Updating Goals and Objectives</b>                 | Rivers              |  |
| D25                           | Mathematics and its Applications for Careers            | Baratto<br>Danforth |  |
| D28                           | <b>M: Position Statement Endorsement</b>                | Danforth            |  |
| D32                           | <b>M: Themed Session for 2018 Conference</b>            | Danforth            |  |

|     |   |                |  |
|-----|---|----------------|--|
| D33 | Mathematics Intensive/College Mathematics Report              | Peterson Ham   |  |
| D37 | <b>M: Changing the Committee Name</b>                         | Ham            |  |
| D38 | Placement and Assessment Report (PAC)                         | Rouhani Hylton |  |
| D40 | Research in Mathematics for Two-Year Colleges (RMETYC)        | Smith Lang     |  |
| D45 | <b>M: Research Session sponsored by RMETYC</b>                | Lang           |  |
| D47 | Statistics  | Hanson Kozak   |  |
| D53 | <b>M: Board endorse GAISE Report</b>                          | Kozak          |  |
| D55 | <b>M: Position Statement on the 2016 GAISE College Report</b> | Kozak          |  |
| D59 | Teacher Preparation   | Jones Duda     |  |

**DD. ANets**

|      |   |                  |  |
|------|---|------------------|--|
| DD1  | Division/Department Leadership  | Mirbaha Rivers   |  |
| DD6  | <b>M: Updated Goals and Objectives</b>  | Rivers           |  |
| DD7  | <b>M: Proposed Revisions to Guidelines for Dual Enrollment in Math Position Statement</b> | Rivers           |  |
| DD9  | Adjunct Faculty Issues  | King Duda        |  |
| DD13 | <b>M: Working Conditions of Adjunct Math Faculty Position Statement</b>                   | Duda             |  |
| DD16 | International Mathematics   | Krevisky Sattler |  |
| DD19 | Mathematics for Liberal Arts  | Sami Hylton      |  |

**E. Services / Coordinators/ Directors / Publications**

|     |  |                         |  |
|-----|--|-------------------------|--|
| E1  | Editing Director Report                              | Morrison Danforth       |  |
| E5  | <i>AMATYC News</i> Editor Report                     | Koenig Kozak            |  |
| E6  | <i>MathAMATYC Educator</i> Editor Report             | Alexander Tannor/Hylton |  |
| E13 | <i>MathAMATYC Educator</i> Production Manager Report | Debrecht Tannor/Hylton  |  |
| E15 | Website Coordinator Report                           | Hurlburt Ham            |  |
| E19 | Grants Coordinator Report                            | Ebersole Harbison       |  |

|     |   |                      |  |
|-----|---|----------------------|--|
| E21 | Historian Report                            | Feinman<br>Harbison  |  |
| E22 | SML Coordinator Report                      | Hundert<br>Fahringer |  |
| E24 | SML Test Developer Report                   | TJ Duda<br>Fahringer |  |
| E25 | Professional Development Coordinator Report | Gunkelman<br>Oaks    |  |
| E30 | Mu Alpha Theta Report                       | Perry<br>Hylton      |  |

|                 |                           |                 |  |
|-----------------|---------------------------|-----------------|--|
| <b>F. Staff</b> |                           |                 |  |
| F1              | Executive Director Report | Garner          |  |
| F3              | Office Report             | Garner<br>Vance |  |

|                      |  |                            |  |
|----------------------|--|----------------------------|--|
| <b>G. Conference</b> |  |                            |  |
| G1                   | Conference Coordinator Report                | Dockter                    |  |
| G9                   | Assistant Conference Coordinator Report      | Kirk<br>Dockter            |  |
| G11                  | Presider Chair Report                        | Winnington<br>Dockter      |  |
| G12                  | Exhibits Chair Report                        | Goulard<br>Dockter         |  |
| G15                  | Program Coordinator Report                   | Williams<br>Dockter        |  |
| G19                  | Advertising Coordinator Report               | Vega-<br>Rhodes<br>Dockter |  |
| G21                  | 2017 LEC Report                              | Marshall<br>Dockter        |  |
| G22                  | 2018 LEC Report                              | Morris<br>Dockter          |  |
| G23                  | 2019 LEC Report                              | Suski<br>Dockter           |  |
| G24                  | <b>M: Breakfast favors</b>                   | Dockter                    |  |
| G25                  | <b>M: Chat &amp; Chew food and beverages</b> | Dockter                    |  |
| G26                  | <b>M: PPM 8.8.2.2, In the Bag items</b>      | Dockter                    |  |
| G28                  | <b>M: AMATYC Commercial Webinar Series</b>   | Dockter                    |  |
| G31                  | <b>M: Advertising Chair term</b>             | Dockter                    |  |

|                             |  |                     |  |
|-----------------------------|--|---------------------|--|
| <b>GG. Other Conference</b> |  |                     |  |
| GG1                         | Experient Report                               | Dockter             |  |
| GG30                        | 2016 AMATYC Conference Evaluation<br>Summary   | Marshall<br>Dockter |  |
| GG33                        | <b>M: Update Conference Coordinator Duties</b> | Garner              |  |

| <b>H. Administrative Committees</b> |   |                |  |
|-------------------------------------|---|----------------|--|
| H1                                  | Nominating Committee Report                         | Sattler        |  |
| H2                                  | ME Award Report                                     | Sattler        |  |
| H3                                  | TE Award Report                                     | Ham            |  |
| H7                                  | Professional Development Committee                  | Oaks           |  |
| H9                                  | Foundation Report                                   | Sattler        |  |
| H11                                 | Personnel Committee                                 | Danforth       |  |
| H12                                 | Organizational Assessment Committee                 | Ham            |  |
| H14                                 | <b>M: Request approval for SML moderator survey</b> | Ham            |  |
| H17                                 | Past Presidents Advisory Board Report               | Sattler        |  |
| H21                                 | Membership/Marketing Committee                      | Rivers<br>Oaks |  |
| H23                                 | Membership Report                                   | Vance          |  |

| <b>I. Treasurer/Budget</b> |  |        |  |
|----------------------------|--|--------|--|
| I1                         | <b>M: Approval of Expenditures</b>                         | Tannor |  |
| I2                         | AMATYC Chart of Accounts                                   | Tannor |  |
| I6                         | 2016 Financials – Balance Sheet                            | Tannor |  |
| I7                         | 2016 Financials – Income Statement                         | Tannor |  |
| I14                        | Foundation Reports   | Tannor |  |
| I16                        | Foundation Project ACCCESS                                 | Tannor |  |
| I17                        | Foundation Developmental Math                              | Tannor |  |
| I18                        | Historical Data – Income and Expense                       | Tannor |  |
| I26                        | Total Income and Expense Chart                             | Tannor |  |
| I27                        | Total General Operating Income and Expense Chart           | Tannor |  |
| I28                        | Total Conference Income and Expense Chart                  | Tannor |  |
| I29                        | Total Foundation Income and Expense Chart                  | Tannor |  |
| I30                        | History of Net Worth Chart                                 | Tannor |  |
| I31                        | Reserve Fund   | Tannor |  |
| I32                        | Foundation Investment                                      | Tannor |  |
| I33                        | Contracts/Agreements                                       | Tannor |  |
| I34                        | Annual Conference Meeting Facilities Contract Cancellation | Tannor |  |
| I35                        | Insurance Policies   | Tannor |  |
| I36                        | Insurance Premiums   | Tannor |  |
| I37                        | 2017 Approved Budget                                       | Tannor |  |
| I46                        | 2018 Draft Budget  | Tannor |  |
| I53                        | 2018 Foundation Draft Budget                               | Tannor |  |

| <b>J. Ad hoc Committees / Projects</b> |  |                      |  |
|--|--|----------------------|--|
| J1                                     | AMATYC Project ACCCESS (APA) Board Report  | Watkins<br>Fahringer |  |
| J4                                     | APA/MAA Project NExT Traveling Workshop Collaboration                              | Fahringer            |  |
| J5                                     | Joint Committee on Women in the Mathematical Sciences Report                       | Sattler              |  |
| J6                                     | AMATYC IMPACT Steering Committee Report  | Sattler<br>Orrange   |  |
| J8                                     | <b>M: Establishment of new standards committee and two new supported positions</b> | Sattler              |  |
| J12                                    | <b>M: AMATYC IMPACT Symposium in Orlando</b>                                       | Sattler              |  |
| J14                                    | Social Networking Ad Hoc Committee Report  | Lang                 |  |
| J15                                    | <b>M: Social Media Coordinator</b>   | Lang                 |  |
| J18                                    | AMATYC Sponsored Workshops Ad Hoc Committee Report                                 | Sattler              |  |
| J19                                    | SPO Site Selection Ad Hoc Committee Report   | Fahringer            |  |
| J21                                    | Hybrid Conference Ad Hoc Committee Report  | Danforth             |  |
| J22                                    | <b>M: Streaming the Opening Session of San Diego Conference live</b>               | Danforth             |  |
| J23                                    | Delegate Assembly Task Force Report  | Rivers               |  |
| J24                                    | <b>M: Delegate Assembly Composition By-Laws Amendment</b>                          | Rivers               |  |
| J28                                    | Review of Equal Opportunity Position Statement Task Force Report                   | Oaks                 |  |
| J29                                    | Going Green Ad Hoc Committee Report  | Ham                  |  |
| J30                                    | Term Limits for Regional Reps Ad Hoc Committee Report                              | Kozak                |  |
| J31                                    | Updating Motion Forms Ad Hoc Committee Report                                      | Duda                 |  |
| J32                                    | Minutes Review Committee for the 2015 DA   | Fahringer            |  |
| J33                                    | Publications Indexing Committee Report   | Hylton               |  |
| J34                                    | McGraw-Hill Education – AMATYC Partnership Report                                  | Sattler              |  |
| J39                                    | TPSE Math Report   | Sattler              |  |
| J50                                    | Carnegie Foundation Report   | Sattler              |  |
| J51                                    | The Charles A. Dana Center Report  | Sattler              |  |
| J61                                    | Advancing Mathematics Pathways for Student Success                                 | Tanner               |  |
| J72                                    | AMS Report   | Tanner               |  |
| J73                                    | StatPREP Report  | Kozak                |  |
| J74                                    | TLC3 Report  | Tanner               |  |
| J76                                    | CIRTL INCLUDES Report  | Tanner               |  |
| J77                                    | MAA Instructional Practices Guide Draft  | Tanner               |  |



|                              |  |     |  |
|------------------------------|--|-----|--|
| <b>K. Strategic Planning</b> |  |     |  |
| K1                           | <b>M: Approve the 2018-2023 Strategic Plan</b> | Ham |  |
| K3                           | 2012-2017 Strategic Plan                       | Ham |  |

|                                 |  |          |  |
|---------------------------------|--|----------|--|
| <b>L. Executive Session</b>     |  |          |  |
| <b>Consent Calendar Motions</b> |  |          |  |
| L1                              | <b>M: New Regional Reps ITLC</b>                           | Rivers   |  |
| L2                              | <b>M: New Regional Rep MIC</b>                             | Kozak    |  |
| L3                              | <b>M: New Regional Rep MIC</b>                             | Hylton   |  |
| L4                              | <b>M: New Member at Large PAC</b>                          | Hylton   |  |
| L5                              | <b>M: New Regional Rep PAC</b>                             | Hylton   |  |
| L6                              | <b>M: Milwaukee Rep on Program Committee</b>               | Dockter  |  |
| L7                              | <b>M: At-Large Program Committee Member</b>                | Dockter  |  |
| L8                              | <b>M: StatPREP Advisory Committee</b>                      | Kozak    |  |
| L9                              | <b>M: Appointment to Foundation Board</b>                  | Sattler  |  |
| L10                             | <b>M: Reappointment of Editing Director</b>                | Danforth |  |
| L11                             | <b>M: MathAMATYC Educator Editorial Panel</b>              | Hylton   |  |
| L12                             | <b>M: Reappointment of Program Coordinator</b>             | Dockter  |  |
| L13                             | <b>M: Approve Executive Session Consent Agenda Motions</b> | Tanner   |  |

**Items Removed from Consent Agenda**

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

|                          |  |           |  |
|--------------------------|--|-----------|--|
| <b>Executive Session</b> |  |           |  |
| L14                      | <b>M: SML Coordinator Reappointment</b>                              | Fahringer |  |
| L15                      | <b>M: SML Coordinator Substitution</b>                               | Fahringer |  |
| L16                      | <b>M: Appointment of Faculty Mathematics League Coordinator</b>      | Fahringer |  |
| L17                      | AMATYC Potential Speaker List  | Ham       |  |
| L25                      | <b>M: Opening Session and Breakfast Speaker for Milwaukee (2019)</b> | Ham       |  |
| L26                      | 2017 Teaching Excellence Awardees                                    | Ham       |  |
| L27                      | <b>M: Slate of Officers for 2018-2019</b>                            | Sattler   |  |

|                        |   |        |  |
|------------------------|---|--------|--|
| <b>M. New Business</b> |   |        |  |
| M1                     | <b>M: 2018 Conference Registration Rate</b>   | Tannor |  |
| M2                     | <b>M: Suspend policy 6.11.2</b>   | Tannor |  |
| M3                     | <b>M: Reduced Retiree Conference Registration Rate in San Diego</b>                 | Tannor |  |
| M4                     | <b>M: Adjunct Conference Registration Rate for 2017 and 2018 Annual Conferences</b> | Tannor |  |
| M6                     | <b>M: Membership Dues 2018-2019</b>   | Tannor |  |
| M7                     | <b>M: Institutional Membership Dues</b>   | Tannor |  |
| M8                     | <b>M: Continuation of Affiliate Scholarships</b>                                    | Duda   |  |
| M9                     | <b>M: Changes to Student Math League deadlines</b>                                  | Ham    |  |

[illegible]

**ATTACHMENT F**

**Expenditure Approval Committee (EAC) and**

**Auditor Reports**

**David Tannor, Treasurer SBM 2017**

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

**EAC Approvals from September 30, 2016 and Feb 15, 2017**

|             |   |
|-------------|---|
| Feb 2, 2017 | Approved the over budget expenditure in account #3395 (awards plaques) in an amount between \$55 - \$65 due to increase in number of plaques. |
|-------------|---|

**Federal IRS Documents Review and Audit Review Committee Report David Tannor,  
Treasurer**

The audit report and IRS documents are pending. These will be completed and reviewed by the committee in time for board approval during the Summer Conference call report.

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**ATTACHMENT G****#1 PPM Correction**

The following edit be made to correct PPM-8.9 paragraph #1, subparagraph #5 to reflect motion passed at FBM-2009 as shown below:

**From:****8.9 Conference Publications**

5. Follow the conference timetable (deadline April 1) for the above so that the following motion as approved by the Executive Board is adhered to: All conference miniprograms are to be mailed by first class to members and bulk mail to others by august 1. This is the responsibility of the Local Events Coordinator and the Conference Coordinator.

**To:**

5. Follow the conference timetable (deadline April 1) for the above so that the AMATYC annual conference miniprogram be mailed **bulk rate** to AMATYC members and prospective members by August 1. This is the responsibility of the Local Events Coordinator and the Conference Coordinator.

**Reference:**

Approved by board motion on 11/08/2009

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**#2 PPM Edit**

Section 8.9.3 regarding the April flyer be updated to reflect current practice as follows:

**From:**

Note: The December postcard is mailed bulk mail to all AMATYC members, prospective members, and two-year college department chairpersons. The April flyer is mailed bulk mail to all AMATYC members. The miniprogram is bulk mailed to AMATYC members, non-member speakers, exhibitors, prospective members, and two-year college department chairpersons. All mailings to Canadian, Mexican or other members that reside outside the U.S. must be sent first class.

**To:**

Note: The December postcard, April flyer and miniprogram are bulk mailed to members and prospective members. All mailings to members that reside outside the U.S. must be sent first class.

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#3 PPM Edit

**From:****About the online Policy and Procedures Manual**

This online AMATYC Policy and Procedures Manual contains all of the latest additions, updates, and corrections to the manual, up to the date indicated in the footer. Previous copies will be archived on the internal site.

Click on a book (  ) to view the contents of the book. Click on a topic (  ) to view the page. Items highlighted in green indicate the results of your Search.

Please report any errors or suggestions to the AMATYC Secretary, ~~Mary Beth Orrange~~, [orange@ecc.edu](mailto:orange@ecc.edu).

The Policy and Procedures manual will be updated each time a motion is passed that impacts it, as soon as reasonably possible, once the meeting (SBM, FBM), conference call, or email ballot has concluded. Each new edition of the Policy and Procedures Manual will be posted online on the AMATYC internal website. [<SBM 2014>](#)

**To:****About the online Policy and Procedures Manual**

This online AMATYC Policy and Procedures Manual contains all of the latest additions, updates, and corrections to the manual, up to the date indicated in the footer. Previous copies will be archived on the internal site. Please report any errors or suggestions to the AMATYC Secretary.

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**ATTACHMENT H****AMATYC Position Paper on Working Conditions of Adjunct Mathematics Faculty**

Adjunct faculty, also called part-time or contingent faculty, are employed by institutions of higher learning for a variety of reasons. First, the use of adjunct faculty reduces the cost of instruction per credit hour. Second, the use of adjunct faculty gives the institution flexibility in hiring to meet the unpredictability in student enrollments and content demands. Third, many adjunct faculty bring special expertise or real-world experience to the classroom that makes the content relevant to the students.

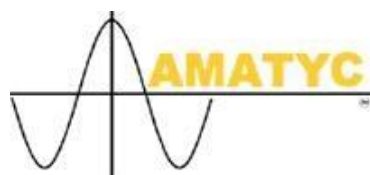
Fourth, adjunct faculty provide students more options for instructional methodology and/or content perspectives.

The advantages an institution receives from the use of adjunct mathematics faculty can be increased if adjunct faculty are given adequate departmental and institutional support. AMATYC recommends the following best practices be employed by colleges that employ adjunct faculty so that these faculty will be given tools and resources necessary to reach institutional goals of student success.

- Integrate adjunct faculty into the department and encourage adjunct faculty to participate in department functions.
- Foster mutual respect between full-time faculty and adjunct faculty.
- Foster open communication between adjunct faculty and the department chair or designee with regard to work load, courses taught, and schedule.
- Provide adequate office space, including desks, file cabinets, phone, computer access, etc., and office support services.
- Provide in-service training for adjunct faculty in order to properly institute curricular change and improve methodology.
- Invite input from adjunct faculty.
- Encourage participation and provide adequate funds for professional development for adjunct faculty including opportunities through AMATYC and its local affiliates.
- Supervise both student and peer evaluations of adjunct faculty on a regular basis.
- Observe new adjunct faculty during the first term they are employed.

Coupled with these best practices and in partnership with the college, AMATYC recommends that adjunct faculty strive to meet the following expectations to reach institutional goals of student success.

- Become actively involved in their respective departments by attendance at department meetings and participation on department committees dealing with topics such as textbook selection and curricular changes.
- Seek to improve their teaching through continued professional development funded by the college including opportunities through AMATYC and its local affiliates.
- Conduct regularly scheduled office hours.
- Be an active and cooperative team member.



# 2018-2023 AMATYC Strategic Plan

(Draft)

March 15, 2017

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

## **Priority I: Advocate for mathematics educators and mathematics students.**

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

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

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

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

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

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

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

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

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

**ATTACHMENT J****Original PPM:****8.8.2 Conference In-the-Bag Advertising**

1. The Advertising Chair will accept reservations for advertising pieces that are placed in the bags of conference attendees. The word "Advertisement" does not need to be on the items.
2. There shall be three categories for in-the-bag inserts: single sheet of 8 ½" x 11" paper, small lightweight item, and large bulky item. The Advertising Chair and Conference Coordinator will decide the appropriate category if there is a question about an unusual item.
3. The Advertising Chair, in consultation with the Conference Coordinator, will determine an appropriate number of items to be placed in the conference bags. This will be determined by the number of requests received, size of items, and total amount needed to be placed in the conference bag. <SBM 2016>
4. Policy for announcements of prize drawings: The charge for a one-page 8.5" by 11" In-the-Bag advertisement will be reduced to \$300 for exhibitors who are conducting a prize drawing in the exhibit area for an item of \$500 or more in value (to be verified by the Exhibits Chair). The advertisement must include information about the prize, how to enter, when and how to win, and require the entering person to register for the drawing in the exhibit area. Exhibitors who are supplying a prize valued at \$500 or more but who do not wish to include prize information on an advertisement must pay full price for any In-the-Bag advertisement.

**New PPM:****8.8.2 Conference In-the-Bag Advertising**

1. The Advertising Chair will accept reservations for advertising pieces that are placed in the bags of conference attendees. The word "Advertisement" does not need to be on the items.
2. There shall be three categories for in-the-bag inserts: single sheet of 8 ½" x 11" paper, small lightweight item, and large bulky item. The Advertising Chair and Conference Coordinator will decide the appropriate category if there is a question about an unusual item.
3. The Advertising Chair, in consultation with the Conference Coordinator, will determine an appropriate number of items to be placed in the conference bags. This will be determined by the number of requests received, size of items, and total amount needed to be placed in the conference bag.
4. Policy for announcements of prize drawings: The charge for a one-page 8.5" by 11" In-the- Bag advertisement will be reduced to \$300 for exhibitors who are conducting a prize drawing in the exhibit area for an item of \$500 or more in value (to be verified by the Exhibits Chair) **or are nonprofit organizations**. The advertisement must include information about the prize, how to enter, when and how to win, and require the entering person to register for the drawing in the exhibit area. Exhibitors who are supplying a prize valued at \$500 or more but who do not wish to include prize information on an advertisement must pay full price for any In-the-Bag advertisement.



**ATTACHMENT K**

**Original PPM**

**8.8.5 Advertising Chair**

*Appointment Process*

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

*Term of Office*

The term length is two years. The starting date of each term is January 1, and the ending date is December 31. 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.

[\*<FBM 2007>\*](#)

**New PPM**

**8.8.5 Advertising Chair**

*Appointment Process*

The Advertising Chair is recommended by the President and appointed by the Executive Board. This position reports to the Conference 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 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. [\*<FBM 2007>\*](#)

## 8.4 Conference Coordinator

### Appointment Process

The Conference Coordinator 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 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. <FBM 2007>

### General Duties

1. Oversee all AMATYC conference planning.
2. Serve as budget manager for the annual conference, and approve conference expenditures as designated in the financial section of the Policy and Procedures Manual. Work with the Executive Director and Treasurer to develop the conference budget.
3. Coordinate other AMATYC conferences as needed. This includes special events, summits, or meetings sponsored by AMATYC grants. Also, serve in an advisory capacity to summer institute directors, regional meeting organizers, or affiliates.
4. Serve as AMATYC's contact with the professional conference planning company, conference meeting facility (hotels and convention center), secondary hotels, convention and visitors' bureaus, and suppliers of audio-visual equipment, exhibition services, etc., and serve as liaison between these vendors and the AMATYC Board.
5. Ensure that the addendum to the Policy and Procedures Manual that is prepared by the Secretary is accurate and is distributed to the Assistant Conference Coordinator, all appointed Local Events Coordinators, and appointed conference committee chairpersons.

### Duties Related to Conference Committee

1. Make recommendations for appointment of Assistant Conference Coordinator, Program Coordinator, Presider Chair, Exhibits Chair, Advertising Chair, and Local Events Coordinator, to the President-Elect.
2. Meet with each newly appointed Local Events Coordinator and go over conference-related items listed in the Policy and Procedures Manual.
3. Inform new conference committee chairpersons that major changes as approved by the Board will be forwarded to them one month following the conference.
4. Serve as an advisor to the Local Events Coordinators, Program Coordinator, and all conference committee chairs.
5. Monitor activities of the Assistant Conference Coordinator.
6. Monitor activities of Local Events Coordinator to ensure quality and consistency of the annual conference. Provide the Local Events Coordinator with necessary information to facilitate the timely accomplishment of duties.
7. Ensure that all Local Events Coordinators function within the time table that has been established by the Executive Board.
8. Keep future Local Events Coordinators updated on policy changes and monitor progress in conference planning for all future conferences.

### Duties Related to Conference Planning

1. Work with the conference planning company to prepare a list of cities to be visited in the site selection process for the coming year. The list of potential cities along with strengths and weaknesses of each should be provided at the Fall Board meeting.
2. Chair the site inspection team for future conferences. Work with the professional conference planning company and the President-Elect to initiate and coordinate the site inspection. In conjunction with the team, prepare a written report comparing the proposed cities and conference facilities for Board consideration.
3. Ensure the Exhibits Chair is consulted during the site selection process for future conferences.
4. Negotiate all contracts related to the conference facilities for future conferences, working with the professional conference planning company, President, President-Elect, Past-President, Treasurer, AMATYC Legal Advisor, Executive Director, and Assistant Conference Coordinator.

5. Negotiate and review all contracts relating to conference business, such as audiovisual and exhibition services, before forwarding to the Executive Director for signature. Work directly with contracting agency or with the conference planning company to resolve any contract issues.
6. Prepare written reports showing the planning status of all conferences, and motions for all Executive Board meetings. Participate in these meetings as a nonvoting advisor, keeping track of all conference related decisions. Promptly communicate these decisions to the appropriate conference chair or sub-committee chair.
7. Report any concerns with conference planning or deadlines to the President or Executive Director.
8. Monitor conference program planning and general conference planning.
9. Facilitate conference program planning among the Program Coordinator, Presider Chair, Exhibits Chair, Advertising Chair, Local Events Coordinator, Assistant Conference Coordinator, President, Executive Director, AMATYC office, and external vendors and agencies to ensure timely completion of program staffing and conference publications.

### **Duties Prior to the Conference**

1. Chair a site refresh visit team for each conference. Coordinate with the President or President-Elect (whichever will preside), Program Coordinator, Local Events Coordinator, and any individuals shadowing those positions to schedule the refresh visit 12 to 18 months prior to the conference to ensure physical arrangements are in agreement with the contract. Adjust space assignments as necessary.
2. Ensure that all conference-related contracts are reviewed by the President, President-Elect, Past-President, Treasurer, AMATYC Legal Advisor, Executive Director, and Assistant Conference Coordinator prior to signing by the Executive Director.
3. Monitor hotel and convention center compliance with contract matters and apprise President and/or Executive Director, and professional conference planning company if problems arise.
4. Monitor guest room block, meeting space needs, overflow hotel needs, and technology access in consultation with the conference planning company and make adjustments as necessary. Keep the President, Executive Director, and Treasurer informed. <FBM 2014>
5. Coordinate with the Executive Director the preparation of conference publications.
6. Proofread or find some other qualified person to proofread the miniprogram and the conference program booklet.
7. Coordinate all orders for materials, printing, and supplies through the AMATYC Office. AMATYC is sales tax exempt in the states of Tennessee and New York and that status varies from state to state. Ensure the office selects and purchases pens, pad of paper, and a bag for each conference attendee's registration, as appropriate to the conference budget.
8. Ensure that all conference forms and printed and electronic copy pertaining to vendors comply with hotel or other vendor requirements and are approved in writing by such vendors prior to publication. Perform other duties as outlined on the master timeline.
9. The Conference Coordinator or President shall send name/address/phone/email information for keynote and breakfast speakers to the office for inclusion on the conference mailing list. This should also be done for any other special invited speakers, award recipients, or guests. Copies of all correspondence regarding invitations should be sent to the office simultaneously with the mailing of the invitation.
10. Provide the Executive Director and Office Staff with a timeline and wording to fulfill the following policy: AMATYC should communicate by email with all attendees and exhibitors warning them of Internet poachers/spammers who may seek to book rooms on their behalf. The communication should also reiterate the procedure for making guest room reservations at the conference hotel and the benefit to AMATYC for attendees using the AMATYC-sponsored room block.
11. Coordinate with the Treasurer, the listing of individuals whose guest rooms are to be placed on the AMATYC master hotel account. Ensure the Presidential Suite and any other suites listed as concessions in hotel contracts are filled according to AMATYC policy. Ensure all suites are booked for check-in on Saturday before conference week. Ensure sufficient persons are placed on the master hotel account to absorb all earned complimentary room nights associated with hotel contract.
12. When complimentary guest rooms are earned at multiple hotels, assign AMATYC personnel who receive reimbursement for hotel accommodations to a specific hotel to take maximum advantage of earned complimentary rooms.
13. Ensure the Exhibition Company prepares an exhibits floor plan layout. Layout should be approved by Exhibits Chair and Conference Coordinator and submitted electronically to the AMATYC office.
14. Preview resume (agenda or staging guide). Make any corrections prior to the beginning of the conference and discuss with the professional conference planning company representative.
15. Make menu selections for all food and beverage events (President may provide input).
16. In conjunction with the Executive Director, guarantee the amount of food needed for each conference food function of AMATYC. This guarantee is required anywhere from one to three days before the event. Be sure to have on site a copy of the hotel contract for reference.

17. Arrive at the conference hotel on Saturday prior to conference week to attend Executive Board meeting, meet with hotel staff, meet with the conference committee, assist in setting up registration and exhibits, and resolving any problems that arise.
18. In conjunction with the Treasurer, Executive Director, and others as designated, meet with hotel and convention center staff immediately prior to the annual conference to clarify issues surrounding conference events and payment of the bill at the beginning and conclusion of the conference.
19. Enter and manage conference schedule information and program details in the conference app or work with another qualified person identified to complete this task in a timely manner. <SBM2017>
20. Schedule focus groups and small meetings as requested within policy. <SBM2017>

**Duties at the Conference**

1. Ensure that space and a table is available for AMATYC Foundation fundraising near the registration area. <SBM2017>
2. Save all reusable signs and banners and give them to the AMATYC office personnel for use at the next conference.
3. Meet with conference committee chairs just prior to the annual conference to review their duties and responsibilities and to plan strategically for future conferences.
4. Conduct an annual conference planning session at each conference to foster planning for the upcoming conference.

**Duties after the Conference**

1. In conjunction with the Treasurer, Accounting Director, and Executive Director, review and approve the organization's final invoices related to the conference, including statements from the hotel, convention center, audiovisual company, exhibitor company, temporary labor and security, and the professional conference planning company. <SBM2017>
2. Write thank you letters to conference committee and send copies to their college presidents.

**ATTACHMENT M****2017 Survey to AMATYC Student Mathematics League (SML) Moderators**

Draft: February 4, 2017

This survey is being proposed by the AMATYC Organizational Assessment Committee (Jim Ham, Kate Kozak, David Tannor, Chris Yuen, Barbara Leitherer). TJ Duda, Steve Hundert, George Hurlburt, and Dan Fahringer also provided feedback on the survey.

This survey would be sent to all SML moderators (about 250) who have participated in the SML competition in at least one of the past three years. The purpose of this survey is to gather information that will help AMATYC improve the many facets of the competition, and to determine successful practices of moderators from a variety of diverse colleges.

The survey is 21 questions long and will take approximately 10 minutes to complete.

This survey will be created in SurveyMonkey by \_\_\_\_\_. The survey begin date will be (tentatively, if approved) in May, 2017, and the survey end date will be one month after the start date.

The Organizational Assessment Committee will summarize the data. Summaries of the data will be shared with the SML moderators, the affiliate presidents, the SML Coordinator, the SML Test Developer, and the AMATYC Board.

Since this will be an online survey, there are no budget implications in administering the survey.

**AMATYC Student Mathematics League (SML) Survey**

You are receiving this survey since you are the moderator of the AMATYC Student Mathematics League at your college. AMATYC is looking for your feedback to help us improve our procedures, if necessary, and to identify some of our moderators' best practices. Summaries of the data will be sent to all SML moderators in the summer of 2017. Thank you for giving us this valuable feedback.

1. How many years have you served your college as SML moderator? \_\_\_\_\_
2. At your college, on average, there is a new SML moderator every \_\_\_\_\_ years.
3. Approximately how many students attended your college this year? \_\_\_\_\_
4. Estimate the average number of students participating in the SML in one year at your college:  
Total \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_
5. Do dually enrolled students participate in the SML at your college?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, approximately how many? \_\_\_\_\_
6. Approximately how many years has your college participated in the SML? \_\_\_\_\_
7. Does your college participate consistently every year in the SML?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, what are reasons why your college does not participate some years?

8. Describe the location of your college campus (check one)

Rural \_\_\_\_\_ Suburban \_\_\_\_\_ Urban \_\_\_\_\_

9. Does your college have a club or informal gatherings to allow students to practice for the SML?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the frequency and nature of these practice settings.

10. Have you or your participating students downloaded past SML tests from the AMATYC website?

Yes \_\_\_\_\_ No \_\_\_\_\_

11. How do you recruit students to participate in the SML at your college?

12. How do you encourage participation in the SML of women and others from traditionally underrepresented groups at your college?

13. As you know, AMATYC gives annual SML awards and/or prizes to the top-scoring regional and national individuals and teams.

a. Does your college give an award, prize, or recognition to the top scorers on the SML at your college? Yes or No. If yes, please describe the nature of the award, prize, or recognition.

b. Does your state or affiliate give an award, prize, or recognition to the top scorers on the SML in the state or affiliate? Yes or No. If yes, please describe the nature of the award, prize, or recognition.

14. What could AMATYC do to help you in your role as SML moderator for your college?

15. Do you find the SML scoreboard useful and easy to use?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what suggestions do you have to improve the usefulness and ease in using the SML scoreboard?

16. Are there any rules or procedures of the SML competition that you would like AMATYC to change or improve? If so, please explain.

17. What do you see as the main benefits of participating in the SML?

18. Is your college an AMATYC institutional member?

Yes \_\_\_\_\_ No \_\_\_\_\_ Not sure \_\_\_\_\_

19. Moderator Name (Optional) \_\_\_\_\_

20. College Name (Optional) \_\_\_\_\_

21. What else would you like to share with us about the AMATYC SML? (Optional) \_\_\_\_\_

**ATTACHMENT N****11.12.1 Mathematics Standards in the First Two Years of College Ad Hoc Committee**

This committee will focus on promoting the AMATYC standards as well as maintaining the digital products to support those standards. The goals of this committee are 1) to establish and implement a marketing campaign including but not limited to a series of regularized activities to promote widespread implementation of the standards in the first two years of college mathematics, 2) to establish and implement the web presence for the standards, 3) to submit articles centered on the standards for the *AMATYC News* and the *MathAMATYC Educator* at least once a year, 4) to establish and implement a process of regular review of the standards in the same manner as the position statements are reviewed regularly, 5) to ensure consistency among the standards and other AMATYC documents, and 6) promote the standards beyond AMATYC members. The membership of the committee is open to the AMATYC community.

The responsibilities of the standards committee as a whole will include:

- a series of regularized activities offered to keep the standards in the forefront of AMATYC members. These activities will include items such as submitting articles for the *AMATYC News* and the *MathAMATYC Educator*; submitting presentation proposals on the standards at each conference; managing any approved symposia on the standards, publicize relevant information via emails blasts to membership and via social media, and develop videos or presentations to be given at the affiliate meetings
- establishment and maintenance of a dynamic web presence;
- creating processes to engage AMATYC members and other mathematics faculty in a prolonged, community- based effort to advance the profession towards the shared vision represented by the AMATYC Standards using current and emerging technologies
- a systematic review and update of the Standards using a process developed by the committee and approved by the Executive Board;
- meeting at the annual conference;
- communicating with committee members throughout the year;
- ensure consistency among AMATYC documents such as position statements and the standards documents;
- promote the standards beyond AMATYC members.

### **11.12.2 Mathematics Standards in the First Two Years of College Chair**

The Mathematics Standards in the First Two Years of College Chair coordinates the planning, creation, and implementation of AMATYC Standards activities, including grants, workshops, training, conference activities, and other related initiatives. The chair works collaboratively with the AMATYC Executive Board and the Standards Digital Coordinator.

#### **Appointment Process**

The Mathematics Standards in the First Two Years of College Chair is recommended by the President and appointed by the Executive Board. This position reports to the President.

#### **Term of Office**

The term length is five years. The starting date is January 1, 2018 and the end date is December 31, 2022.

#### **Qualifications**

1. AMATYC member with a Regular or Life membership.
2. Familiar with the AMATYC Standards documents, supporting AMATYC's spirit and philosophy.
3. Ability to work collaboratively with other individuals.
4. Knowledge of and success in grant writing desirable.
5. Possess and exhibit initiative and work well without close supervision.

#### **Duties**

1. Oversees the implementation of the responsibilities of the Standards Committee as defined in section 11.13.1.
2. Attend the AMATYC annual conference
3. Write or oversee writing of grants to support AMATYC Standards documents implementation activities.
4. Work with the AMATYC academic committee chairs, coordinators, and other appropriate individuals to create and maintain AMATYC Standards documents-related offerings, and to assist in incorporating AMATYC Standards documents-related concepts into existing meetings, sessions, and workshops as appropriate.
5. Coordinate public relations and coordinate the writing of articles on AMATYC Standards documents, for members and non-members.
6. Assist in identifying topics for which digital products or supplementary activities are needed, working with the AMATYC Standards Digital Coordinator to suggest appropriate products and plan activities.
7. Work with the AMATYC Foundation to identify ways in which the Foundation can target AMATYC Standards documents programs.
8. Create and implement a plan to assess the effectiveness of above activities.
9. Provide reports to the AMATYC Executive Board on AMATYC Standards documents activities and needs.



### **11.12.3 Standards Digital Coordinator**

The Standards Digital Coordinator oversees the planning and implementation of AMATYC Standards documents digital products, related grants, training, and any related initiatives. The coordinator works collaboratively with the Mathematics Standards in the First Two Years of College Chair and the AMATYC Executive Board.

#### **Appointment Process**

The Standards Digital Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the The Mathematics Standards in the First Two Years of College Chair and the AMATYC Executive Board.

#### **Term of Office**

The term length is five years. The starting date is January 1, 2018 and the end date is December 31, 2022.

#### **Qualifications**

1. AMATYC member with a Regular or Life membership.
2. Familiar with current media capabilities.
3. Ability to work collaboratively with other individuals.
4. Ability to monitor and work within a budget.
5. Possess and exhibit initiative and work well without close supervision.

#### **Duties**

1. Establish a new interactive internet site, including mechanisms for AMATYC members to submit and review practices and methods which seek to implement the Standards, and including multimedia resources and support for mobile devices.
2. Creating and maintaining digital products, the enhanced digital presence, and the digital component of the marketing campaign will be the responsibility of the standards digital coordinator.
3. Manage the details of the social media presence of the standards.
4. Attend the annual conference and collaborate with the Mathematics Standards in the First Two Years of College Chair and committee at the conference regarding AMATYC Standards projects.
5. Create, coordinate, and/or conduct training on AMATYC Standards digital products through conference events, workshops, and other training events.

**ATTACHMENT O**

# AMATYC Social Media Coordinator

## Position Description

The Social Media Coordinator supports AMATYC in numerous ways. Social Media platforms are part of the public face of AMATYC – they help the organization communicate with members and potential members.

The Social Media Coordinator is a member of the AMATYC Publications Committee and serves as an ex officio member of Social Networking Committee of the AMATYC Executive Board.

The Social Media Coordinator will work with the Executive Board, the AMATYC Office, the Conference Committee, and other AMATYC Committees to maintain and enhance the Social Media presence of the organization and to engage members throughout the year.

## Appointment Process

The Social Media Coordinator is recommended by the President and appointed by the Executive Board.

## Term of Office

The term length is three years. The starting date of each term is January 1 and the end date is December 31. 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 Executive Board.

## Qualifications

- AMATYC member with a Regular or Life membership
- Good written and verbal communication skills
- Experience with some social media platforms
- Well-organized and able to work on a regular schedule
- Ability to respond to electronic communication in a timely and professional manner
- Works well with colleagues to provide leadership and vision

## Preferred Qualifications:

- Experience with establishing/maintaining social media presence of an organization, such as an AMATYC affiliate
- Experience with a wide variety of social media platforms

## Initial Duties

- Advise the AMATYC Executive Board regarding which social media platforms the organization should be utilizing
- Create and maintain AMATYC's presence on whatever social media platforms are deemed appropriate by the AMATYC Executive Board
- Work with the Social Networking Committee of the AMATYC Executive Board to develop guidelines regarding:
  - Who has the ability to post on behalf of AMATYC
  - How the social media accounts will be managed
  - When are the best times to post on various platforms
  - What are best practices for using and posting content on various platforms
  - How to determine the effectiveness of AMATYC's social media presence

## Ongoing Duties

- Serve as a member of the AMATYC Publications Board.
- Work with the Website Coordinator, the MathAMATYC Educator Editor, and the Newsletter Editor to market with and promote AMATYC publications.
- Solicit social-media-worthy pictures, announcements, publications, information, or other media from Board members, academic committee chairs, ANet leaders, and other AMATYC members.
- Develop strategies, in collaboration with affiliate presidents, to connect AMATYC social media sites with affiliate social media sites.
- Work with the Conference Committee to develop and implement social media strategies and plans for before, during, and after the conference
- Work with the Professional Development Coordinator and committee to develop and implement social media strategies and plans for webinars and traveling workshops.
- Work with the Student Mathematics League Coordinator to market and provide timely information about the competition.
- Work with the AMATYC Impact coordinators to develop and implement social media strategies to engage members with the standards.
- Promote new and existing AMATYC projects and initiatives on the social media sites.
- Work with the Membership Committee to identify ways to use social media to maintain and increase membership.
- Create and maintain a schedule of regular/routine postings:
  - What to post
  - Who posts it
  - When to post it
  - Via which platforms
- Work with board liaison to create and maintain policy as necessary.
- Submit a Board report to the Board liaison twice per year for consideration at Board meetings.

**ATTACHMENT P****Article VII Delegate Assembly**

**Section 1** The association shall have an annual business meeting (Delegate Assembly) in conjunction with its annual conference. Notice of the Delegate Assembly meeting shall be publicized in writing or electronically at least one month in advance.

**Section 2** The Delegate Assembly shall be composed of delegates who are regular members of AMATYC as follows:

A. State/Province Delegates

1. There should be two state/province delegates from each state and province, appointed for a term of two years by the appropriate Regional Vice-President. Terms of state/province delegates shall commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd numbered years.
2. In addition, there shall be 25 additional state/province delegates apportioned to the states/provinces with more than 50 regular AMATYC members. To determine the number of additional state/province delegates, if any, to which a state/province is entitled, only the number of regular AMATYC members in each state/province in excess of 50 will be considered in determining the apportionment of these 25 delegates. The Divisor will be the total number of regular AMATYC members in excess of 50 in these states/provinces divided by the 25 delegate seats to be apportioned. The additional seats to which a state/province with 50 or more regular AMATYC members is entitled will be the number of regular AMATYC members in excess of 50 divided by the Divisor, rounded. If the total number of additional seats thus apportioned does not equal 25, the Divisor can be adjusted until the total is 25.
3. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a state/province delegate who is unable to attend the Delegate Assembly.

B. Each Affiliate President, who is also a regular AMATYC member, in office at the time of the Delegate Assembly is a delegate to the Delegate Assembly to represent their affiliate organization.

C. Affiliate Delegates

1. Each affiliate organization may appoint one additional affiliate delegate for each 50 affiliate organization members or fraction thereof who are also AMATYC members, as defined in Article VII.2.I. Term of appointment will be determined by the affiliate.
2. An alternate delegate from the same affiliate may be appointed to serve as delegate in place of an affiliate delegate who is unable to attend the Delegate Assembly.

Each Executive Board officer is a delegate.

Each AMATYC Past President is a delegate.

Each AMATYC academic committee chair is a delegate.

**ATTACHMENT Q (CLEAN COPY)****10.1.2 Student Mathematics League Rules Dues**

Registration to participate in the Student Mathematics League for the academic year must be received by September 30th. The annual dues are established by the Executive Board and must be received by AMATYC no later than September 30th. This money is used for prizes and for printing and mailing expenses. Institutional members as of October 1 have their dues waived, however, institutional members must register by the registration deadline. All registrations received after September 30th will incur a late fee of \$15.00. The Round 2 tests for the Student Mathematics League will only be sent to colleges that have paid dues by October 31st.

First time Student Mathematics League participants, or institutions that have had a lapse in participation of four years or more (if records are not available to confirm recent participation, the institution will be granted the complimentary spring round), may have a complimentary spring round if they express an intent to participate in time for the regular 2<sup>nd</sup> round mailing. If the regular 2<sup>nd</sup> round mailing deadline is not met, they will be encouraged to participate beginning at the next fall round. Results of the complimentary spring round participation will not be included in that year's competition.

## **ATTACHMENT R**

### **10.1.6 Faculty Mathematics League Coordinator**

The Faculty Mathematics League Coordinator oversees all activities related to the Faculty Mathematics League.

#### **Appointment Process**

The Faculty Mathematics League Coordinator is recommended by the President and appointed by the Executive Board.

#### **Term of Office**

The term length is two years. The starting date of each term is End of Conference. 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.

#### **Duties**

1. Submit a conference proposal by the approved deadline.
2. Make sure each test is completed in a timely manner.
3. Proctor and grade the tests
4. Present the award plaque at the AMATYC conference.
5. Answer questions about the Faculty Mathematics League from prospective new faculty.
6. Work with the Website Coordinator to identify a small sample of past tests to be available to the general public in the Faculty Mathematics League area of the AMATYC website.
7. Regularly monitor and keep current the Faculty Mathematics League webpage on the AMATYC website. Send updates of these webpages to the AMATYC Website Coordinator as needed.

**ATTACHMENT S****10.8 The AMATYC Student Research League Policy**

## 10.8.1. Student Research League Goals

## 10.8.2. Student Research League (SRL) Rules

- A. General Eligibility
- B. ADA Statement
- C. Academic Integrity
- D. Eligibility for the Grand Prize
- E. Dues
- F. Faculty-Mentors' Duties
- G. Challenge Problem Administration Procedures
- H. Challenge Problem Format
  - 1. Challenge Problem
  - 2. Problem Research
  - 3. Job/Career Research
  - 4. Mathematics Tools
  - 5. Thesis Defense
- I. Scoring and Results
- J. Team and Individual Prizes
- K. Disaster Circumstance

## 10.8.3. SRL Development Coordinator

- A. Appointment Process
- B. Term of Office
- C. Duties

## 10.8.4. SRL Coordinator

- A. Appointment Process
- B. Term of Office
- C. Duties

## 10.8.5. SRL Thesis Defense Coordinator

- A. Appointment Process
- B. Term of Office
- C. Duties

## 10.8.6. SRL Evaluation Coordinator

- A. Appointment Process
- B. Term of Office
- C. Duties

## 10.8.7. SRL Challenge Problem Design Team

- A. Appointment Process
- B. Term of Office
- C. Duties

## 10.8.8. SRL Thesis Defense Evaluation Team

- A. Appointment Process
- B. Term of Office
- C. Duties

## 10.8.9 SRL Duties and Timeline Summary

## **10.8 The AMATYC Student Research League (SRL)**

### **10.8.1 Student Research League Goals**

- A. To encourage research problem solving and to motivate an interest in extracurricular mathematics activities among two-year college students.
- B. To provide an outlet for two-year college students wishing to compete in mathematical research contests equivalent to the Moody's Mega Math Challenge Annual High School Research Contest as organized by the Society for Industrial and Applied Mathematics.
- C. To implement Goals A and B by creating, administering, and compiling results of a nine-day research Challenge Problem period to be given each academic year in March/April.
- D. To reward outstanding student research problem-solvers through a scholarship and prizes to be given to the top participants, both individual and team, in League competition, and to recognize colleges with outstanding mathematics students through national awards.
- E. To increase over all participation in the SRL by at least five percent annually, with at least 10 participating colleges in each of the eight regions of AMATYC.

### **10.8.2 Student Research League (SRL) Rules**

#### **A. General Eligibility**

Two-year colleges may enter either an individual student or a team of two students. Hereafter, an "individual student" or a "team of two students" shall be referred to as "individual/team student(s)".

Two-year colleges may enter one or more individual/team student(s). Each student is eligible to compete if s/he has not earned a two-year degree (or higher) or if s/he has not achieved junior standing (or higher) at a four-year institution. Part-time students are eligible. The SRL Coordinator or AMATYC President shall approve any eligibility issues that may arise.

#### **B. Americans with Disabilities Statement**

The administration of the SRL challenge shall comply with the Americans with Disabilities Act. Any accommodation will be in accordance with the procedures used on the campus where the challenge is administered.

#### **C. Academic Integrity**

Academic Integrity is a serious matter within the SRL Challenge. Infractions include, but not limited to, copying the work of individual(s) or oral interviews without proper recognition in the Thesis Defense Reference Citation Section and Thesis Defense is written by anyone other than the individual/team student(s). An individual/team student(s) may seek counsel from the team's Faculty Mentor regarding SRL Policy, but not seek information about the Challenge Problem solution. If it is found that an individual/team student(s) has violated the Academic Integrity of the SRL Challenge, their Thesis Defense will not be reviewed and those student(s) will not be allowed to participate in future SRL Challenges.

#### **D. Eligibility for the Grand Prize**



In addition to meeting the general eligibility requirements each individual/team student(s) must have successfully completed a minimum of 12 semester hours (or equivalent quarter hours) of college course work by the end of the Challenge Problem period, including courses in progress at the time of the Challenge Problem period which are completed successfully.

Students enrolled in a four-year institution or in high school at the time of the competition are NOT eligible for the grand prize, nor are previous recipients of the grand prize. Official transcripts and a letter signed by the student(s) and local Faculty Mentor certifying eligibility will be required in order to award the grand prize.

#### **E. Dues**

The annual dues are \$35 per college and must be received by AMATYC no later than March 15th. This money is used for prizes and for printing/mailing expenses. All registration will be handled electronically. Registration begins January 1st.

Institutional members as of March 15th who have first time SRL individual/team student(s), or institutions that have had a lapse in participation of four years or more may have a complimentary SRL registration.

#### **F. Faculty-Mentors' Duties**

The Faculty-Mentor will be responsible for the eligibility of each individual/team student(s). The Faculty-Mentor at each college is responsible for the proper administration of the SRL policy.

The Challenge Problem will arrive by email to the Faculty-Mentor named the day prior to the contest. The Faculty-Mentor shall provide the Challenge Problem to the individual/team(s) during the first day of the Challenge Problem period.

The individual/team student(s) will have an assigned Challenge Problem 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](mailto:srl@amatyc.org), and their Faculty-Mentor by the last day of the assigned Challenge Problem period midnight their time zone (partial Thesis Defense will be accepted).

The level of the competition is Precalculus mathematics or higher. Individual/team student(s) will not be able to compete in the competition without access to digital technology.

The Faculty-Mentor will be asked to submit a small SRL Evaluation and recommend a Challenge Problem "TOPIC" each year for future SRL consideration by April 15th.

#### **G. Challenge Problem Administration Procedures**

The Challenge Problem that constitutes the contest is administered locally during March/April. By avoiding the Student Mathematics League spring examination timeline, fitting the SRL into both semester and quarter schedules, avoiding Easter Holidays, and ensure that each student team will have 9 days to complete the Challenge Problem the following Challenge Problem timeline method has been adopted.

The contest will start at midnight (Friday/Saturday) on the first full weekend of April and go to midnight Sunday the second full weekend. If Easter falls on the first full weekend of April, then the contest starts the 2nd full weekend of April. If Easter falls on the second full weekend of

April, then the contest starts the last weekend of March. Below are the SRL challenge assigned Challenge Problem periods till the year 2035.

|      |           |      |           |      |          |
|------|-----------|------|-----------|------|----------|
| 2018 | 4/7-4/15  | 2024 | 4/6-4/14  | 2030 | 4/6-4/14 |
| 2019 | 4/6-4/14  | 2025 | 4/5-4/13  | 2031 | 3/29-4/6 |
| 2020 | 3/28-4/5  | 2026 | 4/11-4/19 | 2032 | 4/3-4/11 |
| 2021 | 4/10-4/18 | 2027 | 4/3-4/11  | 2033 | 4/2-4/10 |
| 2022 | 4/2-4/10  | 2028 | 4/1-4/9   | 2034 | 3/25-4/2 |
| 2023 | 3/25-4/2  | 2029 | 4/7-4/15  | 2035 | 4/7-4/15 |

#### H. Challenge Problem Format

##### 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. Problem Research

The Problem Research component will use the Internet as its main investigative avenue for gathering digital information. Investigative forms from other sources i.e. individual information are encouraged to solve the Challenge Problem. Each Challenge will be designed to involve the individual/team student(s) in an Internet search to understand the Challenge Problem, collect data on the Challenge Problem, and determine its mathematical characteristics. All forms of Problem Research are needed to support the following elements: 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 Problem Research about the Challenge Problem, individual/team student(s) will encounter creative and brilliant work that has been done by many people in science, technology, engineering, and mathematics occupations. Individual/team student(s) will be required to research two STEM individuals who are tied to the field or theme of the Challenge Problem and develop a Case Study showing how these STEM individuals used mathematics in their work on the Challenge Problem. Each Case Study will use Inquiry-based learning and include the following Job/Career information about the individual occupation: Identify Job/Career, Job Academic Background, Job Environment, Job Average Yearly Pay, Job/Career Outlook, and Similar Jobs/Careers.

##### 4. Mathematics Tools

The Mathematics Tools component is the main vehicle that will be used throughout the process of modeling a Challenge Problem. Individual/team student(s) 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 individual/team student(s) Thesis Defense.

##### 5. Thesis Defense

Each Challenge Problem is designed to give the individual/team student(s) 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, Problem Research, Job/Career Research, and Mathematics Tools. The Thesis Defense will use experiential learning and include data collected with reference citations, 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 Challenge Problem, and recommendations for further research.

**I. Scoring and Results**

The SRL Thesis Defense Coordinator will verify and summarize the overall results. The results of the year's competition are final once printed and distributed.

**J. Individual/Team Student(s) Prizes**

The grand prize for the qualified individual student is \$750 and for the qualified team is \$1,500 to be shared equally and to be used to continue his or her education at an accredited four-year institution. In the case of a tie for the grand prize, the scholarship will be evenly divided. Additional prizes, plaques, and certificates will be awarded depending on the number of participating individual/team student(s). All prizes, plaques, and certificates are sponsored by AMATYC.

**K. Disaster Circumstance**

Because the SRL Challenge Problem doesn't require campus activity, campus disaster circumstances will normally not interfere with the solution of the Challenge Problem. If a disaster circumstance does occur and the individual/team student(s) is unable to complete the Challenge Problem due to the disaster then AMATYC SRL will refund their registration fee with proof of circumstances.

### **10.8.3 SRL Development Coordinator**

The SRL Development Coordinator shall focus on tasks related to the initial development of the SRL during first two-years. The SRL Development Coordinator will work with the Executive Board, SRL Coordinator, SRL Thesis Defense Coordinator, and SRL Evaluator to move the SRL from its infancy to a fully functioning AMATYC program.

**A. Appointment Process**

The SRL Development Coordinator is recommended by the President and appointed by the Executive Board.

**B. Term of Office**

The term length is two-years, temporary, and unfunded. The starting date is July 1, 2017 and ending date is June 30, 2019. Upon the completion of this term the SRL Development Coordinator position shall be eliminated and the SRL Coordinator shall assume all of these duties.

**C. Duties**

1. Work closely with the AMATYC Executive Board seeking SRL sponsorship.
2. Work closely with the SRL Coordinator and SRL Thesis Defense Coordinator to seek volunteers to design Challenge Problems.
3. Work closely with the SRL Coordinator and SRL Thesis Defense Coordinator to seek volunteers to evaluate Thesis Defenses.

### **10.8.4. SRL Coordinator**

The SRL Coordinator oversees all activities related to the Challenge Problem process, and Thesis Defense process.

A. Appointment Process

The SRL Coordinator is recommended by the President and appointed by the Executive Board.

B. Term of Office

The term length is two years. The starting date of each term is July 1 and ending on June 30. The term limit is three consecutive terms; exceptions may be granted by the Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire Executive Board or 9 votes.

C. Duties

1. Work closely with the SRL Development Coordinator and AMATYC Executive Board seeking SRL sponsorship.
2. Work closely with the SRL Development Coordinator and SRL Thesis Defense Coordinator to seek volunteers to design Challenge Problems.
3. Work closely with the SRL Development Coordinator and SRL Thesis Defense Coordinator to seek volunteers to review and evaluate Thesis Defenses.
4. Work closely with the SRL Evaluation Coordinator to improve the SRL processes.
5. Chair the SRL Challenge Problem Design Team.
6. Supervise the construction of the Challenge Problem in accordance with the SRL Policy.
7. Select, work, and edit the Challenge Problem to be used in the Challenge Problem each year.
8. Ensure each Challenge Problem is completed in a timely manner.
9. Work closely with the SRL Thesis Defense Coordinator to make sure each Thesis Defense evaluation is completed in a timely manner.
10. Work with the AMATYC Office to order plaques for the individual/team student(s) nationally and the top individual/team student(s) in each region.
11. Present the award plaques at each AMATYC conference.
12. Act as liaison with the scholarship sponsor.
13. Regularly monitor and keep current the SRL website. Send updates of these webpages to the AMATYC Website Coordinator as needed.

#### **10.8.5. SRL Thesis Defense Coordinator**

The SRL Thesis Defense Coordinator oversees all activities related to the Thesis Defense process.

A. Appointment Process

The SRL Thesis Defense Coordinator is recommended by the President and appointed by the Executive Board.

B. Term of Office

The term length is two years. The starting date of each term is July 1 and ending on June 30. The term limit is three consecutive terms; exceptions may be granted by the Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire Executive Board or 9 votes.

**C. Duties**

1. Work closely with the SRL Development Coordinator and AMATYC Executive Board seeking SRL sponsorship.
2. Work closely with the SRL Development Coordinator and SRL Coordinator to seek volunteers to design Challenge Problems.
3. Work closely with the SRL Development Coordinator and SRL Coordinator to seek volunteers to evaluate Thesis Defenses.
4. Work closely with the SRL Evaluation Coordinator to improve the SRL processes.
5. Chair the SRL Thesis Defense Evaluation Team.
6. Supervise the construction of the Thesis Defense evaluation method in accordance with the SRL Policy.
7. Ensure the Thesis Defense evaluation is completed in a timely manner.

**10.8.6. SRL Evaluation Coordinator**

The SRL Evaluation Coordinator shall focus on tasks related to the evaluation of the SRL during its initial two years. The SRL Evaluation Coordinator will work with the Executive Board, SRL Development Coordinator, SRL Coordinator, and SRL Thesis Defense Coordinator to move the SRL from its infancy to a fully functioning AMATYC program.

**A. Appointment Process**

The SRL Evaluation Coordinator is recommended by the President and appointed by the Executive Board.

**B. Term of Office**

The term length is two-years, temporary, and unfunded. The starting date is July 1, 2017 and ending on June 30, 2019. Upon the completion of this term the SRL Evaluation Coordinator position shall be eliminated and the SRL Coordinator shall resume all of these duties.

**C. Duties**

1. Work closely with the AMATYC Executive Board seeking SRL sponsorship.
2. Work closely with the SRL Development Coordinator, SRL Coordinator, and SRL Thesis Defense Coordinator to seek volunteers to design Challenge Problems.
3. Work closely with the SRL Development Coordinator, SRL Coordinator, and SRL Thesis Defense Coordinator to seek feedback from Faculty-Mentors and individual/team student(s).
4. Work closely with the SRL Development Coordinator, SRL Coordinator, and SRL Thesis Defense Coordinator to seek volunteers to evaluate the Thesis Defenses.

**10.8.7. SRL Challenge Problem Design Team****A. Appointment Process**

The SRL Coordinator in consultation with the Thesis Defense Coordinator will appoint the SRL Challenge Problem Design Team (it is expected that it will be composed of three volunteers from the STEM community).

**B. Term of Office**

The term length is two years. The starting date of each term is July 1 and ending on June 30. The term limit is three consecutive terms; exceptions may be granted by the Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire Executive Board or 9 votes.

**C. Duties**

1. All members of the SRL Challenge Problem Design Team will complete a Conflict of Interest Form each year.
2. Design Team members will aid the SRL Coordinator in the Design of the Challenge Problem.

### **10.8.8. SRL Thesis Defense Evaluation Team**

**A. Appointment Process**

The SRL Thesis Defense Coordinator in consultation with the SRL Coordinator will appoint the SRL Thesis Defense Design Team (it is expected that it will be composed of three volunteers from the STEM community).

**B. Term of Office**

The term length is two years. The starting date of each term is July 1 and ending on June 30. The term limit is three consecutive terms; exceptions may be granted by the Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire Executive Board or 9 votes.

**C. Duties**

1. All members of the SRL Thesis Defense Evaluation Team will complete a Conflict of Interest Form each year.
2. Evaluation Team members will aid the SRL Thesis Defense Coordinator in the Evaluation of the Thesis Defenses.

### **10.8.9. SRL Duties and Timeline**

|                     |   |
|---------------------|---|
| December - February | SRL Coordinator will complete the Challenge Problem materials and website, and SRL Thesis Defense Coordinator will complete the Thesis Defense materials.   |
| March - May         | SRL Coordinator will complete all arrangements for the Challenge Problem period. SRL Thesis Defense Coordinator will complete all arrangements for the Thesis Defense evaluation. SRL Evaluation Coordinator will complete the arrangements for the SRL evaluation. |
| June - August       | No activity   |
| September - October | SRL Coordinator will work with the SRL Thesis Defense Coordinator and AMATYC Office to prepare the SRL prizes, awards, and certificates for presentation to the winning individual/team students.   |
| October - November  | SRL Coordinator will present the year's SRL winners at the AMATYC conference.   |

**ATTACHMENT T (CLEAN COPY)****11.8 Traveling Workshops****11.8.1 Traveling Workshop Strands**

Traveling workshops are offered in mathematical content, pedagogy, curriculum development and other areas approved by the AMATYC Board, such as those addressed by the AMATYC Standards to support the professional development of faculty teaching mathematics in the first two years of college.

The following policies and procedures should be followed for initiating new workshop strands. 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 not be commercial in nature.
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.

**11.8.2 Traveling Workshop Procedures**

<SBM 2010> The following policies and procedures should be followed for, 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.

**Traveling Workshop Director**

The Traveling Workshop Director is the person who is in charge of implementing each workshop at the local level. Preferably, it should be an AMATYC member at the institution hosting the workshop. The Traveling Workshop Director will be invited to attend the meeting of the Traveling Workshop Directors at the annual conference, pending attendance at the conference.

**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. If the workshop has more than one facilitator, the standard honorarium will be split among the facilitators.

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

#### 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. The brochure will be printed on demand by the AMATYC Office staff when requested by AMATYC members, affiliate presidents, and college presidents.

After the fall Board meeting, the Traveling Workshop Coordinator will work with the Publications Director to make any changes to the brochure for the upcoming year by February 1. Once any changes are approved, the brochure will also be sent to the Website coordinator for posting on the AMATYC website.

#### 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.

#### 11.8.3 Traveling Workshop Coordinator

The Traveling Workshop Coordinator serves a major role in the promotion of the traveling workshop program and works closely with the Board liaison and the AMATYC Office. The Traveling Workshop Coordinator works closely with and reports to the Professional Development Coordinator.

#### Appointment Process

The Traveling Workshop Coordinator is recommended by the President and appointed by the Executive Board.

#### Term of Office

The term length is three years. The starting date of each term is immediately following the end of the conference and the ending date is at the end of the conference. 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.

<FBM 2007>

#### Qualifications

1. AMATYC member with a Regular or Life membership.
2. Good written and verbal communication skills.
3. Experience as a workshop presenter.
4. Experience in program evaluation.
5. Well organized and able to work on a regular schedule.
6. Ability to respond to requests for Traveling Workshops promptly.
7. Ability to work with colleagues and to provide leadership.
8. Ability to take direction from and work with others cooperatively.

#### Duties

1. Provide the office with information on current Traveling Workshops following the Fall Board meeting.
2. Provide the AMATYC Website Coordinator with updated information on the AMATYC Traveling Workshops.
3. Coordinate the promotion of AMATYC Traveling Workshops through activities such as, but not limited to, the Traveling Workshop Brochure, communication with AMATYC affiliates and institutional members, and preparation of articles on Traveling Workshops for the *AMATYC News*.
4. Maintain regular contact with the AMATYC Office regarding the status of inquiries on Traveling Workshops.
5. Maintain regular contact with all Traveling Workshop Directors.
6. Chair the meeting of the Traveling Workshop Directors at the annual conference.
7. Coordinate the recruitment of new Traveling Workshop facilitators.
8. Develop and revise the facilitator application.
9. Coordinate the orientation and training of new Traveling Workshop facilitators at the annual conference.
10. Maintain contact with all Traveling Workshop facilitators.
11. Participate in the AMATYC services exposition at each conference, to display information about the Traveling Workshops, for informational, recruitment, and other purposes.
12. Work with those requesting a Traveling Workshop to clarify the topic(s) for the workshop.
13. Select an appropriate facilitator for each workshop with consideration given to geographic proximity to the workshop site and rotation of workshop assignments among qualified facilitators. If a host requests a particular facilitator, such a request may be honored.
14. Review evaluations of Traveling Workshops.
15. Recommend changes in workshop procedures or fees.
16. Work closely with the Executive Board liaison.
17. Prepare written Board reports twice annually.
18. Perform other duties necessary to promote successful Traveling Workshops

<SBM 2010>

## ATTACHMENT U

**11.11~~12~~ Webinars**

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

**~~Sponsoring Requester~~Committee**

~~A committee, a group of committees or other interested parties may request ask-to-support-a webinar be offered. 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~~~~sponsor-requester of the webinar~~ 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 ~~paid~~ 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 requesterecommittee.~~ The AMATYC President may also grant an exception.

**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.

**11.11 Webinars**

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

**Requester**

A committee, a group of committees or other interested parties may request a webinar be offered. The AMATYC Professional Development Coordinator will serve as the liaison between the requester of the webinar and the facilitator of the webinar.

**Honoraria**

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 paid 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 requester. The AMATYC President may also grant an exception.

**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 V (CLEAN COPY)****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 withdraw funds from an 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, and the Executive Director. Further, 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 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, director, 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, for leading an AMATYC Traveling Workshop, or for presenting at a symposium, unless prior approval is given by the Executive Board or President. The President will report any exceptions to the Executive Board and Executive Director.
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. Funds cannot be transferred among expense accounts.
8. A financial audit will be performed in every even-numbered year on the financial records of the previous odd-numbered year. The Board will receive and review the Auditor's Report at the Board meeting following the report's completion.
9. The Office 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 W**

**NOTE: Make sure the headings in the table appear at the top of each page in the PPM.**

## 6.10.2 Reimbursable Expenses

## 6. Lodging

Reimbursement shall be made for lodging during meetings and conferences. Lodging for AMATYC reimbursement will either be at the single-room rate or one-half the total cost at the double-room rate. When a hotel charges different rates for single and multiple occupancy rooms, individuals who receive support for lodging from AMATYC at the single-room rate are responsible for paying the hotel the amount that exceeds the cost of a single room, should they choose to share their room with roommate(s) who do not receive support from AMATYC. Refer to the table contained later in this section for specific rates. Original receipts are required for lodging reimbursement.

Individuals who qualify for lodging reimbursement must stay at the contracted hotel to receive reimbursement. This would include the SPO, spring and fall board meetings, and the annual conference. Reimbursements will not be made to individuals who choose to stay at a hotel other than the contracted hotel. Exceptions must have prior approval of the president.

## 6.10.3 Conference Reimbursement

4. Lodging expenses at the AMATYC Annual Conference for the number of nights as indicated in this manual shall be reimbursed at the single-room conference rate for the individuals holding the following positions:

- Executive Director and staff personnel
- Executive Director
- Executive Board: President, President-Elect, Past-President, Secretary, Treasurer, Regional Vice Presidents.
- Conference Committee: Conference Coordinator, Assistant Conference Coordinator, Program Coordinator, Current Local Events Coordinator, Next Year's Local Events Coordinator, Presider Chair, Exhibits Chair, Advertising Chair.
- Keynote and Breakfast speakers, and Mathematics Excellence Award winner, when given.

The following positions shall be reimbursed at one-half the total cost at the double-room conference rate for the number of nights specified:

- 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.
- Services: Student Mathematics League Coordinator, Student Mathematics League Test Developer, Grants Coordinator, Legal Advisor.
- Professional Development: AMATYC Project ACCESS Coordinator, Professional Networking Coordinator, Professional Development Coordinator, Assistant Professional Development Coordinator.
- Publications: AMATYC News Editor, Journal Editor, Journal Production Manager, Website Coordinator.

Whenever chairpersons for any committee become "co-chairpersons", support for only one individual will be provided.

2. The conference reimbursement policy for officers and committee chairpersons is summarized in the following table.

1. An individual who qualifies in more than one category can claim only according to one position.

2. Persons who apply for reimbursement under any of the categories listed here are required to pay the conference registration fee. However, these persons are permitted to register under their college's institutional membership.

| <b>POSITION</b>                                    | <b>Trans</b> | <b>Single<br/>Lodging<br/>Nights</b> | <b>Double-<br/>room<br/>Lodging<br/>Nights</b> | <b>Meals -<br/>\$41/day</b> |
|--|--------------|--------------------------------------|--|-----------------------------|
| Executive Board                                    |              |                                      |  |                             |
| President  | 1            | 8                                    | 0  | 9                           |
| President-Elect                                    | 1            | 8                                    | 0  | 9                           |
| Past-President                                     | 1            | 8                                    | 0  | 9                           |
| Secretary  | 1            | 8                                    | 0  | 9                           |
| Treasurer  | 1            | 8                                    | 0  | 9                           |
| Regional Vice Presidents (8)                       | 8            | 64                                   | 0  | 72                          |
| Conference   |              |                                      |  |                             |
| Conference Coordinator                             | 1            | 8                                    | 0  | 9                           |
| Assistant Conference<br>Coordinator                | 1            | 6                                    | 0  | 7                           |
| Local Events Coordinator<br><SPO 2007>             | 1            | 6                                    | 0  | 7                           |
| Next Year's Local Events<br>Coordinator <SPO 2007> | 1            | 4                                    | 0  | 5                           |
| Program Coordinator                                | 1            | 6                                    | 0  | 7                           |
| Presider Coordinator                               | 1            | 6                                    | 0  | 7                           |
| Exhibits Chair                                     | 1            | 6                                    | 0  | 7                           |
| Advertising Chair                                  | 1            | 6                                    | 0  | 7                           |
| Office   |              |                                      |  |                             |
| Executive Director                                 | 1            | 8                                    | 0  | 9                           |
| AMATYC Staff (4)                                   | 4            | 4x6*=24                              | 0  | 24                          |

|   |   |     |      |     |
|---|---|-----|------|-----|
| Academic Committees                       |   |     |      |     |
| Developmental Mathematics                 | 1 | 1** | 4*** | 5** |
| Division/Department Issues                | 1 | 1** | 4*** | 5** |
| Innovative Teaching and Learning          | 1 | 1** | 4*** | 5** |
| Mathematics for AAS Programs              | 1 | 1** | 4*** | 5** |
| Mathematics Intensive/College Mathematics | 1 | 1** | 4*** | 5** |
| Placement/Assessment                      | 1 | 1** | 4*** | 5** |
| Statistics                                | 1 | 1** | 4*** | 5** |
| Teacher Preparation                       | 1 | 1** | 4*** | 5** |
| Research in Math Education                | 1 | 1** | 4*** | 5** |
| Emerging Issues                           | 1 | 1** | 4*** | 5** |
| Services                                  |   |     |      |     |
| Student Mathematics League Coordinator    | 1 | 1** | 4*** | 5** |
| Student Mathematics League Test Developer | 1 | 1** | 4*** | 5** |

|  |   |     |      |     |
|--|---|-----|------|-----|
| Grants Coordinator                             | 1 | 1** | 4*** | 5** |
| Legal Advisor                                  | 1 | 0   | 4*** | 5   |
| Professional Development                       |   |     |      |     |
| Professional Development Coordinator           | 1 | 1** | 4*** | 5** |
| Professional Development Assistant Coordinator | 1 | 1** | 4*** | 5** |
| AMATYC Project ACCESS Coordinator              | 1 | 1** | 4*** | 5** |
| Publications                                   |   |     |      |     |

|                                     |           |            |                 |            |
|-------------------------------------|-----------|------------|-----------------|------------|
| <i>AMATYC News Editor</i>           | 1         | 1**        | 4***            | 5**        |
| Journal Editor                      | 1         | 1**        | 4***            | 5**        |
| Journal Production Manager          | 1         | 1**        | 4***            | 5**        |
| Website Coordinator                 | 1         | 1**        | 4***            | 5**        |
| Other                               |           |            |                 |            |
| Keynote Speaker                     | 1         | 4          | 0               | 5          |
| Breakfast Speaker                   | 1         | 4          | 0               | 5          |
| Mathematics Excellence Award Winner | 1         | 4          | 0               | 5          |
| 48 ACCCESS Fellows <SBM 2011>       |           |            | 2               |            |
| <b>TOTAL</b>                        | <b>50</b> | <b>218</b> | <b>180/2=90</b> | <b>329</b> |

3. Currently, 308 rooms will be covered by AMATYC beginning at the 2012 annual conference

4. The updated reimbursement rates for meals are effective January 1, 2016. See 6.10.2.

\*Nights for AMATYC staff will be determined annually by the Executive Director and the Conference Coordinator.

\*\*Extra night budgeted in case individual needs to arrive on Tuesday; should not be needed in most cases. Requires permission of Treasurer. If permission is granted by the Treasurer for the extra night, then the number of days for meals reimbursed is a maximum of 6.

\*\*\*Nights are four half nights: that is, the equivalence of two full-nights.

Individuals who qualify for lodging reimbursement must stay at the contracted hotel to receive reimbursement. This would include the SPO, spring and fall board meetings, and the annual conference. Reimbursements will not be made to individuals who choose to stay at a hotel other than the contracted hotel. Exceptions must have prior approval of the president.

**ATTACHMENT X****12.3.6 Journal Assistant Editor****Appointment Process**

The Journal Assistant Editor is recommended by the President and appointed by the Executive Board.

**Term of Office**

The term length is two years. The starting date of each term is January 1 and the ending date is December 31 of the following year. 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 Executive Board.

**Qualifications**

- Proficient in emailing, document management, and word processing
- Competent in proofreading, writing, and grammar
- Publishing and reviewing experience
- Understanding editing procedures
- Willing to explore new ideas to enhance member satisfaction
- Able to remain tactful and helpful to authors and reviewers, yet create and maintain a quality product with AMATYC policies
- Possess excellent organizational skills and ability to manage document flow to ensure on-time publication of the journal
- Able to facilitate the on-time publication of 3 or 4 issues per year
- Possess or willing to obtain a familiarity with the major laws concerning libel, copyright, invasion of privacy, and contempt
- Able to view issues objectively and from the point of view of both AMATYC and AMATYC members
- Exhibit a team spirit and a commitment to cooperation and collaboration
- Possess the personal qualities of patience, sympathy, insight, breadth of view, sense of humor, imagination interpersonal skills, objectivity, the ability to remain calm under pressure

**Duties**

1. Receive the author online submissions from the AMATYC office
2. Manage author contact info database
3. Manage contacts for peer reviewers
4. Edit to blind review copies as needed
5. Assign manuscripts to peer reviewers
6. Receive returned review evaluations and suggestions from the reviewers
7. Pass completed review documents on to the editor
8. Assist the Journal Editor and Journal Production Manager as requested
9. Represent the Journal Editor or Journal Production Manager at the conference if either is unable to attend