

AMATYC 2018 Spring Executive Board Meeting Memphis, TN

Friday, April 13, 2018

The meeting was called to order at 8:45 am by President Jim Ham. The following members of the Executive Board were present:

Jim Ham	President	Nancy J. Rivers	Southeast Vice President
Jane Tanner	Past President	Jon Oaks	Midwest Vice President
Kate Kozak	President-Elect	Rochelle Beatty	Central Vice President
Behnaz Rouhani	Secretary	April Ström	Southwest Vice President
David Tannor	Treasurer	Sarah Pauley	Northwest Vice President
Sophia Georgiakaki	Northeast Vice President	Eric Matsuoka	West Vice President
Dan Fahringer	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director; and Cheryl Cleaves, Executive Director Emerita. Keven Dockter, Conference Coordinator, joined the meeting at 1:35 pm.

President Ham reviewed the reference material. (Attachment A)

President Ham reviewed the rules of conduct.

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

Made by Rivers and seconded by Georgiakaki

Motion approved

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

Made by Rivers and seconded by Fahringer

Motion approved

CONSENT CALENDAR

Officer reports were received and reviewed.

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

Motion: That the reports in Section B and C of the consent agenda for SBM 2018 be accepted.

Made by Pauley and seconded by Tanner.

Motion approved

ACADEMIC COMMITTEES

Academic committee chair reports were received and reviewed. In addition, the revised position statements submitted by the Developmental Mathematics Committee were reviewed and opportunity

was given to the board to edit the documents. Rochelle Beatty will convey suggested edits to the committee chair, Paula Wilhite.

ANets

ANet leader reports were received and reviewed. In addition, several of the position statements were reviewed and opportunity was given to the board to edit the documents. Nancy Rivers, David Tannor and Jim Ham, the liaisons to those ANets, will convey suggested edits to the respective leader.

Motion: That the AMATYC Board approve the concept of the attached *Mathematics in a Globalized World* position statement. (Attachment E)
Made by Pauley and seconded by Tanner.

Motion approved

Meeting suspended at 12:05 pm.

The Personnel and the Membership committees met during lunch.

Meeting resumed at 1:35 pm.

Motion: That the AMATYC Board approve the concept of the attached *Mathematics for Liberal Arts* position statement. (Attachment F)
Made by Ham and seconded by Rivers

Motion approved

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

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

Kate Kozak, President-Elect, led the Board in a Strategic Planning Session (2018-2023) from 2:35-3:30 pm.

Meeting suspended for the day at 3:30 pm.

The Membership Committee met from 3:30 – 4:00 pm.

The Professional Development Committee met from 5:00 – 6:00 pm.

Saturday, April 14, 2018

Meeting resumed at 8:30 am.

Received and reviewed additional Services/Coordinators/Directors/Publications reports.

CONFERENCE

Keven Dockter gave the Conference Coordinator Report, including reports of conference committee members, and LECs (local event coordinators).

OTHER CONFERENCE

The Experient Post Conference Report was received and reviewed.

Meeting suspended at 12:00 pm.

Meeting resumed at 1:00 pm.

TREASURER/BUDGET

Motion: That the expenditures from the cash account register from Sept 1, 2017 through Feb 15, 2018 be approved.

Made by Rivers and seconded by Kozak

Motion approved

David Tannor gave the Treasurer's Report.

NEW BUSINESS

Motion: That an additional \$1000 be allowed for the purchase of coffee and pastries for the Chat & Chew session at the Orlando conference.

Made by Fahringer and seconded by Rivers.

Motion approved

Motion: That an additional \$500 be allowed for the leadership reception at the Orlando conference.

Made by Rivers and seconded by Beatty.

Motion approved

Motion: That the duties of the Assistant Conference Coordinator be updated as described on the attachment – PPM 8.5.

Made by Pauley and seconded by Beatty.

Motion withdrawn

EXECUTIVE SESSION

The Board went into Executive Session at 2:40 pm. Cheryl Cleaves, Keven Dockter and Anne Dudley were asked to stay for the Executive Session.

The Board exited the Executive Session at 3:25 pm. At that time Secretary Rouhani reported out the following: The Board discussed the Conference Coordinator position.

ADMINISTRATIVE COMMITTEES

Administrative committee reports were received and reviewed.

Motion: That the attached changes to PPM 4.3.2 Mathematics Excellence Committee, 6. Nominations Material be adopted beginning with the 2020 Mathematics Excellence award.

(Attachment G)

Made by Fahringer and seconded by Pauley.

Motion approved

Meeting suspended at 4:30 pm.

Sunday, April 15, 2018

Meeting resumed at 9:05 am.

Motion: That the AMATYC board approve a survey similar to the attached pertaining to the Institutional Membership.

Made by Kozak and seconded by Oaks

Motion amended: That the AMATYC board approve a survey similar to the attached pertaining to the Institutional Membership, and be sent to current, lapsed, and prospective institutional members.

Made by Tanner and seconded by Kozak.

**Amendment to the motion defeated
Original motion withdrawn**

ADMINISTRATIVE COMMITTEES

Administrative Committee reports were received and reviewed.

AD HOC COMMITTEES/PROJECTS

Ad hoc committee/project reports were received and reviewed.

The Position Statement on Equity in Mathematics was reviewed by the Board. John Oaks will take the recommendations to the Committee.

EXECUTIVE SESSION

The Board went into Executive Session at 11:00 am. Cheryl Cleaves, Keven Dockter and Anne Dudley were asked to stay for the Executive Session.

Suspended the meeting at 12:00 pm. for lunch.

The Social Media Task Force met from 12:00 – 1:00 pm.

The Board returned from lunch at 1:00 pm.

The Board exited the Executive Session at 1:05 PM. At that time Secretary Rouhani reported out the following:

- The Board accepted the resignations of Scott Peterson as Mathematics Intensive Committee Chair and Frank Goulard, Conference Coordinator Designate.
- The Board identified potential keynote speakers for the 2020 conference in Spokane, WA.
- The Board selected a 2018 Mathematics Excellence Awardee.
- The Board made the following appointments, pending membership verification:

Term Begins Term Ends	Appointee's Name, College & Email	Position	Committee
1/1/2018 12/31/2020	Mari Menard Lone Star College – Kingwood Mari.M.Menard@lonestar.edu	Traveling Workshop Coordinator	NA
1/1/2018 12/31/2019	Nancy Rivers Wake Technical Community College njrivers@waketech.edu	Chair	Personnel Committee
1/1/2018 12/31/2019	Brenda Alberico Colorado Mountain College bhalberico@gmail.com	Central Regional Representative	Teacher Preparation Committee
1/1/2018 12/31/2019	Bill Shamhart Glendale Community College shamhart@glendale.edu	West Regional Representative	Statistics Committee
1/1/2018 12/31/2020	Jeff Thies Pima CC jthies@pima.edu	Southwest Regional Representative	Placement and Assessment Committee
1/1/2018 12/31/2020	Liz Hylton Central Oregon CC ehylton@cocc.edu	Northwest Regional Representative	Placement and Assessment Committee
1/1/2018 12/31/2019	Andrew Lenzen Western Nebraska CC Lenzena@wncc.edu	Central Regional Representative	Mathematics and its Application for Careers Committee
4/1/2018 3/31/2021	Steve Kilner Monroe CC skilner@monroecc.edu	Northeast Regional Representative	SML Test Development Team
4/1/2018 3/31/2021	Mary Pearce Wake Technical CC mdpearce@waketech.edu	Southeast Regional Representative	SML Test Development Team
4/1/2018 3/31/2021	Bob (Robert) Koca CC of Baltimore County rkoca@ccbcmd.edu	Mid Atlantic Regional Representative	SML Test Development Team
Effective Immediately 12/31/2019	Elizabeth Hylton Central Oregon Community College ehylton@cocc.edu	Member	Going Green Ad Hoc Committee
EOC-2018 EOC-2021	Kim Granger St. Louis Community College Wildwood kgranger@stlcc.edu	At-large Program Review Committee member	Conference Program Committee

Effective Immediately 12/31/2019	Helen Burn Highline College hburn@highline.edu	Chair, Pathways Joint Subcommittee	NA
Effective Immediately 12/31/2019	Robert Cappetta University of Illinois at Chicago cappetta@uic.edu	Chair, Math Intensive Committee	NA

Motion: That support of up to three members of the AMATYC team (who are organizing and/or participating in the 3rd National Mathematics Summit prior to the AMATYC Annual Conference in Orlando) be approved to cover the cost of up to two hotel nights for each person to attend the 3rd National Mathematics Summit.

Made by Kozak and seconded by Ström.

Motion postponed

Motion: That, effective immediately, conference support at the coordinator level be approved for the Journal Assistant Editor – PPM 6.9.1 and 6.9.3. (Attachment H)

Made by Kozak and seconded by Rivers.

Motion approved

Motion: That effective with the 2018 AMATYC conference the AMATYC Legal Advisor be supported with 4 single nights lodging at the conference.

Made by Tanner and seconded by Pauley.

Motion approved

Motion: That effective with the 2019 annual conference, the full conference discount registration rate be set at \$360.

Made by Tannor and seconded by Kozak

Motion approved

Motion: That institutional member dues be set at \$510, effective July 1, 2019 through June 30, 2020.

Made by Fahringer and seconded by Rivers

Motion approved

Motion: That the policy (6.10.4) and forms on advertising fees be updated to reflect current rates. (Attachment I)

Made by Pauley and seconded by Georgiakaki.

Motion approved

Motion: That beginning with the Milwaukee Conference, the local events committee for the following year's conference (Spokane in 2019) will choose favors for the Saturday Awards Breakfast at the current year's conference. The current Local Events Committee (Milwaukee in 2019) will place the favors on the breakfast tables (at the current year's conference) to aid in promotion of the following year's conference.

Made by Beatty and seconded by Rivers.

Motion approved

Motion: That prior to the 2018 Orlando conference, the Milwaukee Local Events Committee will choose favors for the Saturday Awards Breakfast in Orlando. The Orlando Local Events Committee will also select favors for the breakfast and will place all the favors on the breakfast table to aid in promotion of the following year's conference. An additional \$3000 will be allowed to be spent in 2018.

Made by Beatty and seconded by Rivers.

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: Consider reviewing the conference proposal review process by 2020

The current process is not sustainable. It was decided to form a Task Force to evaluate the current system and recommend new software. April Ström agreed to chair this task force and the following names were recommended: George Hurlburt, Anne Dudley, Beverly Vance, Judy Williams, Phil Mahler, Rochelle Beatty, Sophia Georgiakaki, and Jon Oaks.

Discussion: Thursday Night Forums

Forums are scheduled on Thursday nights during the conference, and very few attend these meetings to share their input about the Position Statements. For the 2018 conference, it was decided to hold these Forums either on Thursday and/or Friday mornings. In addition, a question will be added to the conference evaluation to seek attendees' input on moving the Forums from Thursday nights. Also, a Task Force chaired by Kate Kozak will look into this issue for future conferences.

Keven left the meeting at 3:30 pm.

Motion: That AMATYC provide Level 1 support for the "WeBWork-Edfinity" grant. (Attachment J)
Made by Ham and seconded by Kozak.

Motion defeated

Motion: That the AMATYC Teaching Excellence Award policy (4.3.1) be updated as described on the attachment. (Attachment K)

Made by Kozak and seconded by Rivers.

Motion to amend attachment K. TE awardees who accepted the invitation to present are required to register for the conference and will observe the appropriate deadline for submission of forms.

Made by Kozak and seconded by Georgiakaki.

Amendment approved
Amended motion approved

Motion: That the duties of the AMATYC Executive Board be updated as described on the attachment - PPM 5.1.5. (Attachment L)

Made by Pauley and seconded by Fahringer.

Motion approved

Motion: That the yearly timeline of duties of the AMATYC regional vice presidents be removed from policy (5.7).

Made by Kozak and seconded by Rivers.

Motion approved

Meeting suspended at 4:40 pm.

Monday, April 16, 2018

Meeting resumed at 8:30 am

NEW BUSINESS

Motion: That a new academic committee, named the *Equity Committee*, be created as described in the attachment. The new committee and its supported committee chair will commence effective immediately. (Attachment M)

Made by Fahringer and seconded by Oaks.

Motion approved

Motion: That the policy (12.3) on the journal publication policies be updated as described on the attachment. (Attachment N)

Made by Rivers and seconded by Pauley.

Motion approved

Motion: That the current leadership appointments listed in policy (15.1.1-15.1.8) be removed from the policy manual. (Attachment O)

Made by Kozak and seconded by Oaks.

Motion approved

STAFF

In addition to those already present, Beverly Vance, Office Director; Christine Shott, Publications Director; and Christy Hunsucker, Accounting Director, joined the meeting for the Office Report.

The Executive Director and Office Reports were received and reviewed.

Motion: That several policies (5.1.2, 9.3.1, 10.7, 11.9, and 12.7) related to Board reports be updated as indicated on the attachment. (Attachment P)

Made by Kozak and seconded by Rivers.

Motion approved

Motion: That AMATYC provide Level 1 support for the “Mobile NExT” grant. (Attachment Q)

Made by Tanner and seconded by Pauley.

Motion approved

DISCUSSION

Placement and Assessment Position Statement on *Academic Assessment of Mathematical Programs*

Discussed the revised position statement on Academic Assessment of Mathematical Programs. It was determined that the revisions were minor. However, it was suggested to change one bullet that reads “Training for new and adjunct faculty . . .” to “Professional development for all faculty . . .,” and then Nancy Rivers to send to Wendi Morrison, the Editing Director, for review.

Motion: That up to \$1200 be allowed for support of up to three members of the AMATYC team (who are organizing and/or participating in the 3rd National Mathematics Summit prior to the AMATYC Annual Conference in Orlando) be approved to cover the cost of up to two hotel nights for each person to attend the 3rd National Mathematics Summit.

Made by Ström and seconded by Kozak.

Motion approved

Motion: That the AMATYC board approve the concept of surveys pertaining to Institutional Membership be sent to current, lapsed, and potential AMATYC members.

Made by Kozak and seconded by Pauley.

Motion approved

Motion: That the Southwest region be approved to host an AMATYC regional conference in summer 2019. (Attachment R)

Made by Ström and seconded by Kozak.

Motion approved

PARTERSHIPS/MISCELLANEOUS REPORTS

Partnerships/miscellaneous reports were received and reviewed.

Suspended meeting for lunch at 12:20 pm.

Returned from lunch at 1:20 pm.

EXECUTIVE SESSION

The Board went into Executive Session at 1:20 pm. Cheryl Cleaves, and Anne Dudley were asked to stay for the Executive Session.

The Board exited the Executive Session at 3:10 PM. At that time Secretary Rouhani reported out the following:

- That, pending membership verification, Dorota Zak of Oakton Community College (mathequity1@gmail.com) be appointed Chair of the Equity Committee for a term beginning effective immediately and ending December 31, 2019.
- Keven Dockter is re-appointed as the Conference Coordinator for 2019.
- Other personnel items were discussed.
- Cheryl Cleaves is appointed to serve as the mentor for the ED for the period of 7 months until November 16, 2018. She will also be funded to attend the 2018 conference.

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: AMATYC Research Associate Program; Making all Project SLOPE RAs = AMATYC RAs (PPM 11.7)

It was decided to put together an Ad-Hoc committee to see how this can work and come up with policies. The following individuals were recommended to serve on this committee: Megan Breit-Goodwin (chair), April Ström, Jane Tanner, and Ann Sitomer.

Discussion: Hosting summer workshop at Portland State University in 2019 related to project SLOPE
The Board supports this event, and acknowledged insurance coverage for such events.**Discussion: Who would like to work at the AMATYC exhibitor's booth at MathFest?**

Individuals who volunteer to help at the AMATYC booth do not need to pay registration fee for the conference. Anne Dudley, April Ström, Sarah Pauley and Kate Kozak plan to attend the MathFest. Jane Tanner might attend depending on funding.

Discussion: AMATYC leaders donating financial resources.

Vice Presidents should be allowed to spend their own money however they want, and any activities planned during the conference week by the VP with their own money should not interfere with duties during the conference. In addition, Jane Tanner was asked to place a discussion item on the Foundation agenda for adding a budget line about donations to student math competitions.

Discussion: Promotion of the Margie Hobbs Award

Low numbers of applicants for this award was discussed. The "first time attendee" condition was removed during the summer conference call 2017. However, the PPM was never updated and needs to be done. In addition, VPs can be kept in the loop by copying them on the letters sent out to the first-time presenters. Kate Kozak will update the policy language in the PPM.

Motion: That a new budget line be created in the amount of \$3000 for small exhibiting giveaways, effective immediately.

Made by Georgiakaki and seconded by Rivers.

Motion approved

Motion: That the AMATYC 2018 Spring Executive Board Meeting be adjourned.

Made by Kozak and seconded by Rivers.

Motion approved

Meeting adjourned at 4:30 pm.

Behnaz Rouhani, Secretary 2018-2019

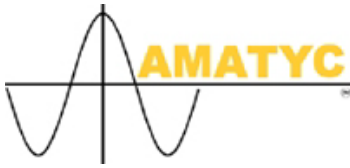
Date: April 28, 2018

Jim Ham, President 2018-2019

Date: April 28, 2018

ATTACHMENTS

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A	Reference Material a) Meeting Plan b) AMATYC Mission, Vision, Tagline and Value Statements c) AMATYC Strategic Plan (2018 – 2023) d) Acronyms e) Parliamentary Motion Guide f) Policies on Welcoming Environment and Harassment g) 2018-2019 affiliate visits h) Board Liaison Assignments i) Board Committees Assignments j) AMATYC conflict of interest agreement k) Email motion report for SBM 2018	14
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ATTACHMENT A -- REFERENCE MATERIAL

AMATYC 2018 Spring Executive Board Meeting Plan
Southwest Tennessee Community College
Memphis, TN
April 12–17, 2018

Arrive: Thursday, April 12th any time

- Send your travel plans to Beverly.
<https://app.smartsheet.com/b/form/fb22409828af4ea5886d211c590117ef>
- Dinner plans on your own (meet in the lobby at 6:15 p.m.????)

Lodging:

Hyatt Place Memphis/Primacy Parkway 1220, Primacy Parkway, Memphis, TN 38119.
 901.683.8500. Complimentary breakfast and internet

Depart: Tuesday, April 17 anytime (except for Finance Committee - flights leave after 2:00)

MEETING PLAN

- Southwest Tennessee Community College (Friday, Saturday, and Monday)
 Third Floor Meeting Room – **Business Casual; No jeans**
 - Coffee, tea, soft drinks, water, and snacks will be available at the college
 - Lunch will be ordered each morning and brought into college.
 - Adjournment will be approximately 4:30 p.m. each day.
- Hyatt Place (Sunday) – **Casual**

Friday: Depart the hotel for the college at 8 a.m., Meeting 8:30 a.m. – 4:30 p.m.

- Lunch (noon until 1:30 p.m.)
- **Personnel Committee:** Friday, 12:00 – 1:30 p.m.
- **Strategic Planning:** Friday, 2:30 – 3:30 p.m.
- **Membership Committee:** Friday, 3:30 – 4:30 p.m.
- Professional Development Committee: Friday, 5:00 – 6:00 p.m.

Saturday: Depart the hotel for the college at 8 a.m., Meeting 8:30 a.m. – 4:30 p.m.

- Lunch (noon until 1 pm)
- **Conference Coordinator's Report:** Saturday, 10:00 a.m. – 12:00 p.m.
- Treasurer's Report: Saturday, 1:00 – 3:00 p.m.

Sunday: Meeting 9:00 a.m. – 4:30 p.m. at the hotel

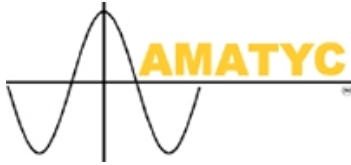
- Lunch (noon until 1 p.m.)
- **Social Media Committee:** Sunday, 12:00 – 1:00 p.m.

Monday: Depart the hotel for the college at 8 a.m., Meeting 8:30 a.m. – 4:30 p.m.

- Lunch (noon until 1 p.m.)
- Office Report: Monday, 10:00 – 11:00 a.m.
- Membership Committee: Monday, 3:30 – 4:30 p.m.

Tuesday: Depart for home

- **Finance Committee Meeting:** Tuesday, 9:00 – 11:30 a.m. at the hotel.



AMATYC Mission, Vision, Values

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

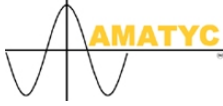
AMATYC’s Vision: To be the leading voice and resource for excellence in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

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

AMATYC’s Core Values

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

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



2018-2023 AMATYC Strategic Plan

Approved April 21, 2017

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

Priority I: Advocate for mathematics educators and mathematics students.

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

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

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

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

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

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

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

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

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

ACRONYMS

AACC	American Association of Community Colleges
ACCESS	Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC and MAA for beginning two-year college mathematics faculty, funded for 2003-2006 by the ExxonMobil Foundation (Cohorts 1, 2, 3)
APA	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMPSS	Advancing Mathematics Pathways for Student Success
AMS	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
AMTE	Association of Mathematics Teacher Educators
ARG	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
ASA	American Statistical Association
ASL	Association for Symbolic Logic
ASSM	Association of State Supervisors of Mathematics
AWM	Association for Women in Mathematics
BBA	Benjamin Banneker Association. “Dedicated to mathematics education advocacy, establishing a presence for leadership, and professional development to support teachers in leveling the playing field for mathematics learning of the highest quality for African-American students.”
BMS	Board of the Mathematical Sciences, a Board of the National Research Council.
CAMC	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
CAP	MAA Committee on Articulation and Placement
CBMS	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents and executive directors) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. David Bressoud is the Executive Director. CBMS meets twice a year, in early May and early December.
CCSSM	Common Core State Standards for Mathematics
CIRTL	<i>Center for the Integration of Research, Teaching and Learning</i>
CoWIM	Committee on Women in Mathematics, an AMS Committee
CRAFTY	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
CSSP	Council of Scientific Society Presidents
CTYC	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
CUPM	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
DCMP	Dana Center Mathematics Pathways
FBM	AMATYC's Fall Board Meeting
GAIMME	Guidelines for Assessment and Instruction in Mathematical Modeling Education
GAISE	Guidelines for Assessment and Instruction in Statistics Education
ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012, Hamburg, Germany 2016 Shanghai, China 2020)
IMS	Institute of Mathematical Statistics

INFORMS	Institute for Operations Research and the Management Sciences
IP Guide	MAA's Instructional Practices Guide
JCW	Joint Committee on Women in Mathematical Sciences
JMM	Joint Mathematics Meeting. Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.
JSM	Joint Statistical Meeting
MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC³	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education
NAS	National Academy of Sciences
NASSMC	National Alliance of State Science and Mathematics Coalitions
NCTM	National Council of Teachers of Mathematics. Bob Doucette is the Executive Director.
NCSM	National Council of Supervisors of Mathematics.
NRC	National Research Council, organized by the NAS in 1916. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
NSF	National Science Foundation. Provides government funding for scientific endeavors.
PAEMT	Presidential Award for Excellence in Mathematics Teaching
PPM	AMATYC's Policy and Procedures Manual
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SBM	AMATYC's Spring Board Meeting
SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SOA	Society of Actuaries
SPO	AMATYC's Strategic Planning and Orientation meeting
SUMMA	Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MAA was established in 1990 to increase the representation of minorities in the fields of mathematics, science and engineering and improve the education of minorities.
TLC3	Transitioning Learners to Calculus in Community Colleges
TODOS	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
TPSE Math	Transforming Post-Secondary Education in Mathematics
Triangle Coalition	A Washington DC-based nonprofit organization comprised of more than 100 member organizations with representation from business, education, and scientific and engineering societies. The coalition's mission is to bring together the voices of business, government, and education to improve the quality and outcome of STEM education.
USAMO	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the IMO. The team is honored at a special event in Washington each June.
USNCMI	United States National Committee on Mathematics Instruction

Parliamentary Motions Guide

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

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

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

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

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

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

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

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Policy on a Welcoming Environment

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

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

Definition of Sexual Harassment

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

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

Definition of Other Harassment

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

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

Adopted April, 2013

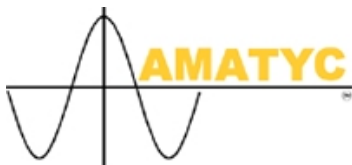
2018 – 2019 Affiliate Visits

Affiliate Name	2018 Meeting Start Date	Who Plans to Visit in 2018	2019 Meeting Start Date	Who Plans to Visit in 2019
GMATYC	02/16/18	Behnaz Rouhani	02/15/19	Behnaz Rouhani
ArizMATYC	04/06/18	April Strom		
TexMATYC	03/02/18	April Strom		
NMMATYC	05/18/18	April Strom		
MichMATYC	10/19/18	Jon		
WisMATYC	09/29/18	Jon	09/28/19	Jon
INMATYC	04/06/18			
IMACC	04/13/18		04/11/19	
OhioMATYC	04/13/18			
KYMATYC	02/23/18	Jon		
FTYCMA	02/09/18	Nancy Rivers		
NCMATYC	03/08/18	Nancy Rivers		
TMATYC	04/06/18	Nancy Rivers		
DelMATYC	05/22/18	Dan Fahringer		
MMATYC	05/31/18	Dan Fahringer		
MATYCNJ	04/07/18			
VMATYC	03/23/18	Dan Fahringer		
MichMATYC	10/12/18	David Tannor		David Tannor
SOCAMATYC	02/23/18			
AlaMATYC	03/02/18			
WYMATYC	03/23/18	Sarah Pauley		Sarah Pauley
ORMATYC	04/26/18		04/25/18	Sarah Pauley
WAMATYC	05/17/18			Sarah Pauley
NEMATYC	04/06/18	Sophia (on 04/07)		

NYSMATYC	04/13/18		04/12/18	
MATYCONN	04/27/18			
OCMA	05/23/18	Sophia if David T. cannot attend		

As of March 6, 2018

From SmartSheet



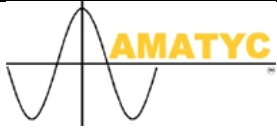
Board Liaison Assignments

2018-2019

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents	44 affiliate presidents	Kate Kozak
AMATYC Legal Advisor	Peter Georgakis	Jim Ham
AMATYC News	Diane Koenig	Sarah Pauley
AMATYC Project ACCESS	Christy Hediger	Sarah Pauley
Editing Director	Wendi Morrison	Nancy Rivers
Grants Director	Dennis Ebersole	Sophia Georgiakaki
Historian	Lisa Feinman	Behnaz Rouhani
MathAMATYC Educator	Johanna Debrecht – Editor George Alexander – Assistant Editor Anthony Piccolino– Production Manager	David Tannor
Website Coordinator	George Hurlburt	Sophia Georgiakaki
Mu Alpha Theta	Paige Feibelman Perry	Jane Tanner
Professional Development Coordinator	Julie Gunkelman	Jon Oaks
Student Mathematics League	Steve Hundert - Coordinator T.J. Duda – Test Developer	Eric Matsuoka
Student Research League	Karen Gaines - Coordinator Holly Ashton – Thesis Defense Coordinator	Jim Ham
AMATYC <i>IMPACT</i> Mathematics Standards in the First Two Years of College	Julie Phelps - Chair Evan Evans – Standards Digital Coordinator	April Ström
Vice-Presidents (Senior VP)	8 VPs	Dan Fahringer

Academic Committees	Chair	Board Member
Developmental Mathematics	Paula Wilhite	Rochelle Beatty
Innovative Teaching and Learning (ITLC)	Dan Petrak	Sophia Georgiakaki
Mathematics Intensive (MIC)	Scott Peterson	Dan Fahringer
Placement & Assessment (PAC)	Rachel Bates	Behnaz Rouhani
Research in Mathematics Education in TYC (RMETYC)	Ann Sitomer	April Ström
Statistics	Julie Hanson	Kate Kozak
Teacher Prep	Mark Kuhlman	Jane Tanner
Mathematics and Its Applications for Careers (MAC)	Stefan Baratto	Eric Matsuoka

ANets	Leader	Board Member
Division/Department Leadership	Christine Mirbaha	Nancy Rivers
Adjunct Faculty Issues	Judy King	Jon Oaks
International Mathematics	Steve Krevisky	David Tannor
Mathematics for Liberal Arts	Fary Sami	Jim Ham



Board Committee Assignments
2018-2019

Board Standing Committees: Required in By-Laws

Finance Committee

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

Members: Tannor (Chair), Ham, Kozak, Fahringer, Matsuoka, Dockter, Cleaves

Foundation Board

PPM 14.3.1 Manage the affairs of the AMATYC Foundation.

Members: Tanner (Chair), Rivers, Tannor, Cleaves, Ham, New ED (open), Ernie Danforth, Bill Steenken, Fred Peskoff

Membership Committee

PPM 5.8.3 The membership committee shall be responsible for marketing and promoting the organization. The membership committee shall assist the office in maintaining accurate membership lists.

Members: Georgiakaki (Co-Chair), Beatty (Co-Chair), Fahringer, Rivers, Oaks, Matsuoka, Pauley, Ström, Tannor, Cleaves*, Beverly Vance*

*ex officio

Nominating Committee

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

Members: Tanner (Chair, nv), Crystal Wiggins, Matthew Prugel, Eddie Britt, Steve Kifowit, Curtis Mitchell, Jennifer Travis, Timothy Lackner, Froozan Afiat, Nicole Lang, Barbara Leitherer, Chris Oehrlein

Organizational Assessment Committee

PPM 5.8.5 Coordinates the planning and implementation of assessment of AMATYC programs and activities. The Committee reports to the AMATYC Board on its findings and the implications for maintaining and improving the quality of AMATYC programs and activities.

Members: Kozak (Chair), Chris Yuen, Barbara Leitherer, Beatty, Rouhani, Tannor

Professional Development Committee

PPM 5.8.4 Monitors, coordinates, and evaluates AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities.

Members: Oaks (Chair), Pauley, Ström, Beatty, Rouhani, Ham*, Dockter*, Julie Gunkelman*, Mari Menard*
*ex officio

Strategic Planning Committee

PPM 15.6 Assists with scheduled strategic planning sessions at Board meetings. Submits a report for Board consideration at each Board meeting, and submits a report for Delegate Assembly member consideration during the fall conference. Every six years, creates a new strategic plan.

Members: Kozak (Chair), Ham, Tanner, Pauley, Fahringer

Delegate Assembly Committees

Mathematics Excellence Award Committee

PPM 4.3.2 Recommend a recipient of the AMATYC ME Award to the Executive Board.

Members: Tanner (Chair), Debra Rimkus, Lisa Feinman, Julie Phelps, Kinga Oliver, Zina Stilman, Jennifer Travis, Valerie Harris, Tooraj Gordi

Teaching Excellence Award Committee

PPM 4.3.1 Select the recipients of the AMATYC TE Award in odd-numbered years.

Members: Kozak (Chair), Chris Yuen, David Torain, Debbie Garrison, Kinga Oliver, Melissa Kosch, Elizabeth Gamboa, Barbara Steinhurst, Mary Beard, Brad Pretzer

Delegate Assembly Minutes Approval Committee

PPM 4.2.3 Approve the minutes of the Delegate Assembly.

Members: Nancy Rivers, Aisha Arroyo, Michael Pemberton, David Favreault, Judy Ackerman, Michelle Duda*

*ex officio

Other Board Administrative Committees in Policy

Investments Board

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

Members: Bill Steenken (Chair), Wilson Gräb, Phil Mahler, Ham, Tannor*
*ex officio

Expenditure Approval Committee (EAC)

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

Members: Tannor (Chair), Ham, Kozak, Tanner

Institutional Research Board (IRB)

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

Members: Cleaves (Chair), Ham, Kozak, Ann Sitomer, Ström

Personnel Committee

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

Members: Rivers (Chair), Ham, Tanner, Kozak, Tannor, Cleaves

Tax Review and Audit Committee

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

Members: Tannor (Chair), Cleaves, Ham, Kozak, Tanner, Christy Hunsucker

Conference Committee

PPM 8.3 Manage all aspects of the annual conference.

Members: Dockter (Chair), Jay Martin, Judy Williams, Darlene Winnington, Nathalie Vega-Rhodes, Honey Kirk, Penny Morris, Turi Suski

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

Executive Director Search Committee

Conduct a search for a new Executive Director and make a recommendation to the President.

Members: Kozak (Chair), Tanner, Sattler, Susan Wood, Fahringer

Position Statement on Equity in Mathematics Task Force

Review the current position statement on “Equal Opportunity in Mathematics.”
 Members: Oaks (Chair), Damien Adams, Ben Aschenbrenner, Valdez Gant, Liz Hylton, Marilyn Mays, Jose Maria Menendez, Christine Mirbaha, Michael Pemberton, Tannor, Bruce Yoshiwara

Delegate Assembly Task Force

Review and make recommendations about the membership of the Delegate Assembly.
 Members: Rivers (Chair), Nicole Lang, Fahringer, Ann DeBoever, Ryan Kasha, Margaret Ehrlich, Paula Wilhite, Joshua Hammond

Going Green Ad Hoc Committee

To monitor and promote AMATYC's going green program by (1) determining the feasibility of replacing some additional AMATYC printed mailings and materials with electronic versions for members who prefer the electronic version; (2) ensuring that members receive their AMATYC publications in the format they prefer (print or electronic); and (3) promoting the going green program by sending bulk emails, writing newsletter articles, or marketing the program using some other method.
 Members: Tannor (Chair), Matsuoka, Dockter, Beverly Vance, Christine Shott, George Hurlburt, Anthony Piccolino

Social Media Task Force

(1) To monitor AMATYC's presence on social media. (2) To identify administrators for each of AMATYC's social media sites. (3) To consider recommendations or policy related to AMATYC's social media sites or presence. These recommendations may include the format of posts, who can post, or types of posts permitted (informational, announcements, general interest, marketing, etc.). (4) To collaborate with all of AMATYC's leaders to develop a planned schedule of social media posts. And (5) To consider working with a consultant to help with the charge.
 Members: Oaks (Chair), Pauley, Beatty, Georgiakaki, Nicole Lang, Nathalie Vega-Rhodes, Michael Pemberton

Forms Ad Hoc Committee

(1) To compile a list of AMATYC forms including Board report forms, YM custom forms, SmartSheet forms, etc. (2) To identify the most appropriate format(s) for each form. (PDF, DOC, YM, SmartSheet, multiple). (3) To update forms as appropriate. This may include changing the DOC or PDF form format to online format. (4) To update the internal site so that all forms are up-to-date and easily searchable. And (5) To consider policy changes, if appropriate. For example, the committee may decide to delete all/some (hard copy) forms from the PPM.
 Members: Fahringer (Chair), Rivers, Georgiakaki, Oaks, Beverly Vance, George Hurlburt

AMATYC
CONFLICT OF INTEREST AGREEMENT

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

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

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

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

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

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

Where a conflict does exist, I agree to:

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

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

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

I _____ 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.

Signature of AMATYC Leader or Staff Member _____

Date _____

Email motion report for SBM 2018

Submitted by Behnaz Rouhani, AMATYC Board Secretary 2018-2019

12/4/2017 Minutes

Email Motion #11: That the 2017 FBM minutes be approved as submitted. (Passed, Dec. 13, 2017)

12/11/2017 TLC3

Email Motion #12: That AMATYC partner with the Transitioning Learners to Calculus in Community Colleges (TLC3) research team to identify “Calculus Allies” among mathematics programs and colleges that participate in AMATYC. (Passed, Dec. 20, 2017)

The following three motions passed by the new board.

1/19/2018 AMATYC Conference

Email Motion #1: That April Ström, Southwest Vice President, be allowed to present with AMATYC colleagues on a research grant (if their proposal is approved) at the 44th Annual AMATYC Conference in Orlando, Florida. (Passed, January 26, 2018)

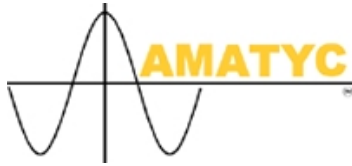
1/24/2018 Minutes

Email Motion #2: That the 2018 SPO minutes be approved as submitted. (Passed, February 1, 2018)

3/12/ 2018

Conference Call Motion # 3: The Board met in Executive Session to appoint a new Executive Director. Anne Dudley (adudley@amatyc.org) was appointed AMATYC Executive Director for a term beginning effective immediately, and ending March 31, 2020.

ATTACHMENT B



AMATYC Spring Board Meeting
April 12-17, 2018
Memphis, TN

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 (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. The timekeeper is **Sarah Pauley**.
- C. Motions submitted after the deadline (February 15th) 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 the "thumbs up" or "thumbs down" signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order, if appropriate. **Please silence all cell phones.** Refrain from computer use other than board business.
- F. The following individuals are asked to track items throughout the meeting.
1. Items relating to Conference: **Jon Oaks** and **Rochelle Beatty** (Report to the Keven at the end of SPO 2018.)
 2. Items relating to Budget: **Dan Fahringer** and **Eric Matsuoka**. (Report to the David at the end of SPO 2018).
 3. Items relating to the Office: **Sophia Georgiakaki** and **April Strom**. (Report to Cheryl at the end of SPO 2018).
 4. Items relating to VPs: **Nancy Rivers** and all VPs.

5. Items to address at a future board meeting: **Jane Tanner** and **David Tannor**. (Report to the President at the end of SBM 2018.)
 6. Items related to the PPM: **Kate Kozak**
- G. Draft minutes will be available electronically each morning beginning Saturday morning, unless otherwise requested by Behnaz. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day(s) for completeness and accuracy of motions and return comments to Behnaz by the following morning, either handwritten or electronically.

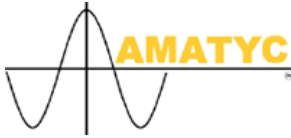
Friday's Minutes: **Kozak, Beatty & Rivers**

Saturday's Minutes: **Fahringer, Georgiakaki, Matsuoka**

Sunday's Minutes: **Oaks, Pauley, Strom**

Monday's Minutes: **Tannor, Tanner, Kozak**

ATTACHMENT C



Order of Business – Meeting Agenda AMATYC Executive Board SBM 2018

Friday, April 13 - Monday, April 16, 2018

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

Friday:

- **Personnel Committee:** 12:00 – 1:30 p.m. (Lunch meeting)
- **Strategic Planning:** 2:30 – 3:30 p.m.
- **Membership Committee:** 3:30 – 4:30 p.m.
- **Professional Development Committee:** 5:00 – 6:00 p.m.

Saturday:

- **Conference Coordinator’s Report:** 10:00 a.m. – 12:00 p.m.
- **Treasurer’s Report:** 1:00 – 3:00 p.m.

Sunday:

- **Social Media Task Force:** 12:00 – 1:00 p.m. (Lunch meeting)

Monday:

- **Office Report:** 10:00 – 11:00 a.m.
- **Membership Committee:** 3:30 – 4:30 p.m.

Tuesday:

- **Finance Committee:** 9:00 – 11:30 a.m. at the hotel.

Parking Lot: Every day during SBM there may be time to discuss items raised in board reports or by AMATYC members. Discussion items may be added to the Parking Lot during the meeting. Items in the Parking Lot can be discussed in any order. Initial lists are included in Sections O and L in this order of business. If appropriate, some Parking Lot items will be discussed in Executive Session.

Reports (R) – 5 minutes

Discussion (D) – 10 minutes

Motions (M) – 15 minutes

Page	Agenda Item	Who?	Notes
	Call to Order	Ham	
Section A: Meeting Plan, Rules of Conduct, Agenda, Reference Materials			
A1	Meeting Plans	Ham	
A2	AMATYC Mission, Vision, Core Values	Ham	
A3	AMATYC Strategic Plan (2018-2023)	Ham	
A4-A5	Acronyms	Ham	
A6	Brief Robert's Rules of Order (Parliamentary Motions Guide)	Ham	
A7	Policy on a Welcoming Environment	Ham	
A8	Affiliate Visits	Ham	
A9	Board Liaison Assignments	Ham	
A10-A13	Administrative/Ad Hoc/Other Committees	Ham	
A14-A15	Conflict of Interest	Ham	
A16	Email Ballots since FBM 2017	Ham	*
A17	Rules of Conduct	Ham	
A18	(M) Adopt Rules of Conduct		
A19-A24	Order of Business	Ham	*
A24a	(M) Adopt Order of Business		
B. Consent Calendar Reports, Board Member Reports			
B1-B2	President	Ham	
B3	President-Elect	Kozak	
B4-B5	Past President	Tanner	
B6	Secretary	Rouhani	
B7	Treasurer	Tannor	
B8-B9	Northeast VP	Georgiakaki	
B10-B11	Mid-Atlantic VP	Fahringer	
B12-B13	Southeast VP	Rivers	
B14-B15	Midwest VP	Oaks	
B16	Central VP	Beatty	
B17	Southwest VP	Ström	
B18	Northwest VP	Pauley	
B19	West VP	Matsuoka	
C. Consent Calendar- Motions/Reports			
C1	EAC Report	Ham	*
C1	Federal IRS Documents Review and Audit Review Committee Reports	Ham	
C2	(M) Approve Consent Calendar Reports	Ham	
D. Academic Committee Reports & Motions			
D1-D9	(R) Developmental Mathematics (DMC)	Wilhite/ Beatty	
D9-D10	(R) Pathways Joint Subcommittee	Wilhite/ Beatty	
D11-D12	(D) Position Statement: <i>Fostering Learning</i>	Wilhite/ Beatty	*
D13-D14	(D) Position Statement: <i>Addressing Factors Critical to Student Success</i>	Wilhite/ Beatty	*
D15-D17	(R) Innovative Teaching and Learning (ITLC)	Petrak/ Georgiakaki	

D18-D21	(R) Mathematics and its Applications for Careers (MAC)	Baratto/ Matsuoka	
D22-D23	Mathematics Intensive (MIC)	Peterson/ Fahringer	
D24-D26	(R) Placement and Assessment (PAC)	Bates/ Rouhani	
D26abc	(D) Position Statement: <i>Academic Assessment of Mathematical Programs</i>	Bates/ Rouhani	*
D27-D31	(R) Research in Mathematics Education for Two-Year Colleges (RMETYC)	Sitomer/ Ström	
D32-D37	(R) Statistics	Hansen/ Kozak	
D38-D41	(R) Teacher Preparation	Kuhlman/ Tanner	
D42-D46	(R) Equity Exploratory Committee	Zak/Oaks	
DD. ANet Reports and Motions			
DD1-DD3	(R) Division/Department Leadership	Mirbaha/ Rivers	
DD4-DD8	(R) Adjunct Faculty Issues	King/Oaks	
DD9-DD10	(D) Position Statement: <i>Best Practices in Employment of Adjunct Faculty</i>	King/Oaks	
DD11-DD12	(R) International Mathematics	Krevisky/ Tannor	
DD13-DD16	(D) Position Statement: <i>Mathematics in a Globalized World</i>	Krevisky/ Tannor	
DD17	(M) Approve the concept of the position statement, <i>Mathematics in a Globalized World</i>	Krevisky/ Tannor	
DD18-DD23	(R) Mathematics for Liberal Arts	Sami/Ham	
DD24-DD27	(D) Position Statement: <i>Mathematics for Liberal Arts</i>	Sami/Ham	
DD28	(M) Approve the concept of the position statement, <i>Mathematics for Liberal Arts</i>	Sami/Ham	
E. Services / Coordinators/ Directors / Publications / Grants			
E1-E3	(R) Editing Director	Morrison/ Rivers	
E4	(R) <i>AMATYC News</i> Editor	Koenig / Pauley	
E5-E6	(R) <i>MathAMATYC Educator</i> Editor	Debrecht/ Tannor	
E7-E10	(R) <i>MathAMATYC Educator</i> Assistant Editor	Alexander/ Tannor	
E11	(R) <i>MathAMATYC Educator</i> Production Manager	Piccolino/ Tannor	
E12-E17	(R) Website Coordinator	Hurlburt/ Georgiakaki	
E18-E19	(R) Grants Coordinator	Ebersole/ Georgiakaki	
E20-E25	Project SLOPE	Breit-Goodwin/ Tanner	
E26	StatPrep	Kozak	
E27	CIRTL Includes	Watkins/ Tanner	
E28-E31	(R) Historian	Feinman/ Rouhani	
E32-E33	(R) SML Coordinator	Hundert/ Matsuoka	
E34	(R) SML Test Developer	Duda/ Matsuoka	
E35-E36	(R) SRL Coordinator	Gaines/ Ham	
E37-E38	(R) SRL Thesis Defense Coordinator	Ashton/ Ham	
E39-E43	(R) Professional Development Coordinator	Gunkelman/ Oaks	
E44-E45	(R) Traveling Workshop Coordinator	Menard/ Oaks	
E46-E47	(R) Mu Alpha Theta	Perry/ Tanner	
E48-E49	(R) Project ACCESS Coordinator	Hediger/ Pauley	

E50-E55	(R) Mathematics Standards Chair (IMPACT)	Phelps/ Ström	
E56-E58	(R) Standards Digital Coordinator (IMPACT Live!)	Evans/ Ström	
F. Staff: Monday, 10:00 – 11:00 a.m.			
F1-F2	(R) Interim Executive Director	Cleaves	
F3-F8	(R) Office Report	Cleaves/ Vance/ Shott/ Hunsucker / Dudley	
G. Conference: Saturday, 10:00 a.m. – 12:00 p.m.			
G1-G9	(R) Conference Coordinator	Dockter	
G10-G13	(R) Program Coordinator	Williams/ Dockter	
G14-G16	(R) Assistant Conference Coordinator	Kirk/ Dockter	
G17	(R) Presider Chair Report	Winnington/ Dockter	
G18-G21	(R) Exhibitor Chair	Martin/ Dockter	
G22-G26	(R) Advertising Coordinator	Vega-Rhodes/ Dockter	
G27-G28	(R) 2018 LEC - Orlando	Morris/ Dockter	
G29	(R) 2019 LEC - Milwaukee	Suski/ Dockter	
G30	(R) 2020 LEC - Spokane	Wildman/ Dockter	
GG. Conference – Experient, 2017 Conf. Evaluation: Saturday, 10:00 a.m. – 12:00 p.m.			
GG1-GG3	(R) 2017 San Diego Conference Evaluation Summary	Morris/ Dockter	
GG4-GG31	(R) Post Conference Report - Experient Report	Sien/ Huber/ Dockter	
M. New Business: Saturday, 10:00 a.m. – 12:00 p.m.			
M9	(M) Conf. Chat & Chew additional funding	Dockter/ Tannor	
M10	(M) Conf. Leadership Reception additional funding	Dockter/ Tannor	
M11	(M) Conf. Breakfast Favors additional funding	Dockter/ Tannor	
M63-M67	(M) Assistant Conference Coordinator Duties (PPM 8.5)	Rivers	
L. Executive Session: Saturday, 10:00 a.m. – 12:00 p.m.			
	Conference Coordinator Search	All	
H. Administrative Committees			
H1-H2	(R) Nominating Committee	Tanner	
H3	(R) ME Award Committee	Tanner	
H4-H5	(M) ME Award Nomination Materials	Tanner	
H6	(R) TE Award Committee	Kozak	
H7-H10	(R) Professional Development Committee	Oaks	
H11-H12	(R) Foundation	Tanner	
H13	(R) Organizational Assessment Committee	Kozak	
H14-H15	(M) Approval of Institutional Member Survey	Kozak	
H16-H22	(R) Past Presidents Advisory Board	Tanner	
H23-H26	(R) Membership Committee	Georgiakaki/ Beatty	
H27-H32	(R) Delegate Assembly Minutes Committee	Rivers	
H33	(R) Membership Report	Cleaves/ Dudley/ Vance	
I. Treasurer/Budget: Saturday, 1:00 – 3:00 p.m.			
I1	(M) Approval of Expenditures	Tannor	
I3-I10	(R) 2017 Financials/ Balance Sheet	Tannor	
I11-I12	(R) Reserve Funds History	Tannor	
I13-I25	(R) History of Income and Expenses	Tannor	

I26-I32	(D) 2019 Draft Budget	Tannor	
	Chart of Accounts	Tannor	**
	Annotated Chart of Accounts (PPM 6.7)	Tannor	**
	2018 Approved Budget	Tannor	**
	Contract Agreements and Obligations	Tannor	**
	Insurance	Tannor	**
	Cash Disbursement Journal: 9/1/17 – 2/28/18	Tannor	**
	Checking Account Register: 9/1/17 – 2/28/18	Tannor	**
	General Ledger 2017	Tannor	**
J. Ad hoc Committees / Projects			
J1-J6	(R) Joint Committee on Women in Mathematical Sciences (JCW)	Tanner	
J7	(R) Going Green Ad Hoc Committee	Tannor	
J8	(R) Social Media Task Force	Oaks	
J9-J10	(R) Delegate Assembly Task Force	Rivers	
J11	(R) Review of Equal Opportunity Position Statement Task Force	Oaks	
J12-J14	(D) Position statement, <i>Equity in Mathematics</i>	Oaks	
J15-J18	(R) Forms Ad Hoc Committee	Fahringer	
K. Strategic Planning: Friday, 2:30 – 3:30 p.m.			
K1-K11	Strategic Planning	Kozak/ All	
L. Executive Session			
L1	Executive Director Search Committee	Kozak	
L2	(R) Personnel Committee	Rivers	
L3-L8	Potential Conference Keynote Speaker List	Kozak	*
L9	(M) 2020 Spokane Conference Keynote Speakers Ranking	Kozak	
L10	(M) Mathematics Excellence Awardee	Tanner	*
L11-L12	(M) Consent Appointments	Ham	*
L14	(M) Spokane Program Committee Regional Representative Appointment	Dockter/ Tanner	
L15	Executive Session Parking Lot	All	
M. New Business			
M1	(M) Conf. Hotel support: 3 Summit Team Leaders	Kozak/ Ström	
M2-M5	(M) Assistant Journal Editor Support (PPM 6.9.1 & 6.9.3)	Kozak	*
M6	(M) Legal Advisor Conf. Hotel support	Dockter/ Tannor	*
M7	(M) 2019 Discount Conf. Registration Rate	Tannor	
M8	(M) Institutional Membership Rate	Tannor	
M12-M16	(M) Advertising Fee Structure (PPM 6.10.4)	Vega-Rhodes/ Tannor	
M17-M18	(M) Teaching Excellence Award (PPM 4.3.1)	Kozak	*
M19-M22	(M) Executive Board Conf. Responsibilities (PPM 5.1.5)	Kozak	
M31-M34	(M) Delete VP calendar of duties from policy manual (PPM 5.7)	Kozak	*
M23-M26	(M) Update VP calendar of duties (PPM 5.7)	Kozak	

M35-M36	(M) Defining ad hoc committees and task forces (PPM 5.8)	Kozak	*
M37-M39	(M) New duty of EAC (PPM 5.8.2)	Kozak	
D47-D51	(M) Establish New Equity Committee	Oaks	*
M40-M45	(M) Emerging Issues Committee (PPM 9.6.9)	Kozak	
M46-M54	(M) PPM Clean-up: EBSCO indexing (PPM 12.3)	Kozak	
M55	(M) Expunge PPM 15.1.1 – 15.1.8; Current AMATYC Appointments	Kozak	*
M56-M62	(M) Policies related to report forms	Kozak	
N. Partnerships/ Miscellaneous Reports			
N1-N5	(R) OCMC	Georgiakaki/ Kozak	
N6-N7	Dana Center	FYI	
N8-N13	Carnegie/WestEd	FYI	
N14-N17	Mobile NExT NSF Grant	FYI	*
N18	3 rd National Mathematics Summit Flyer	FYI	*
O: Parking Lot			
O1	Parking Lot Discussion Items	All	*
	(M) Motion to Adjourn	Fahringer	

*An update to the document or supplemental information is provided in Dropbox.

** Supplements to the Treasurer’s Report are available in the Treasurer’s folder in Dropbox

ATTACHMENT D

Expenditure Approval Committee (EAC) and Auditor Reports

David Tannor, Treasurer

SBM 2018

Members of the 2018-2019 committee, January 1, 2018 through Dec 31, 2019: David Tannor (Chair), Kate Kozak, Jim Ham, and Jane Tanner

EAC Approvals from September 30, 2017 to March 16, 2018

- October 31, 2017 Approved an over budget expenditure for Executive Director position advertisement in the amount of \$350.
- March 16, 2018 That up to \$500 in allowable travel expenses (budget line items 5040, 5060, 5080, or 5120) be approved for Cheryl Cleaves to attend the AMATYC Spring Executive Board Meeting in Memphis on April 12-17, 2018, and that \$1,250 in salary (budget line item 3037) be approved for Cheryl Cleaves to serve in an advisory role to the AMATYC Executive Director for the period March 16 - April 16.

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.

ATTACHMENT E

COVER SHEET for the
POSITION STATEMENT on MATHEMATICS IN A GLOBALIZED WORLD
 Submitted by the **International Mathematics ANet**
 SBM 2018

Check when Completed	Activity	Anticipated Dates
	Concept Approved by the AMATYC Board	SBM 2018 Draft and cover page due by Feb. 15
	First Review by the AMATYC Editing Director	Summer 2018 President sends draft to Editing Director by Aug. 15 Edited draft due Sept. 15 for inclusion in FBM packet
	Board Review; Board votes to endorse the spirit of the position statement; (Motion required)	FBM 2018
	Input Hearing; (Forum at conference)	Orlando, 2018
	Next draft sent by President-Elect to affiliate presidents	By January 15, 2019
	Board Review; Suggested changes sent to proposer(s)	SBM 2019 Next draft due Feb. 15, 2019
	Second Review by AMATYC Editing Director begins	May 1, 2019
	Board Review; Board votes to endorse the statement in spirit or as published; (Motion required)	FBM 2019 Draft due by Sept. 15, 2019
	Final Hearing; (Forum at conference); minor changes made as necessary	Milwaukee, 2019
	Delegate Assembly Approval	Milwaukee, 2019
	Professional Editing and Review by Editing Director	Post conference 2019
	Position Statement formatted and published in PPM and on website	December 15, 2019

Contact Information

ANet Leader: **Steve Krevisky**, Middlesex Community College, Middletown, CT,
Skrevisky@mxcc.commnet.edu

Liaison: **David Tannor**

1. What need does the position statement address?
 2. What is the rationale for the position statement?
 3. What change do you hope to effect?
 4. Who will implement the recommendations of the position statement?
 5. Give a summary of the proposed recommendations.
-
1. It addresses the need for two-year mathematics faculty to have more global awareness, and have a better understanding of best practices in international math education.
 2. Until the last several years, international math education was not sufficiently addressed as an important area in math education. By our members attending and presenting at the ICME'S and other international math conferences, along with presentations at AMATYC, we made math faculty more aware that this realm is a significant part of international math education.
 3. Since international math education is now mentioned in the AMATYC Strategic plan, we would hope for math faculty, administrators, and other will embrace the significance of what we want to do. This can include incorporating best practices into math faculty classrooms.
 4. We would envision that the AMATYC Delegate Assembly will pass this document when the time comes. Ultimately, math faculty will be the implementors of changes in pedagogy and curriculum.
 5. Support for global perspectives in international math education, support the professional development of math faculty in this area, embrace new ideas in mathematics teaching, support presentations on comparing math education in various countries, support efforts of the A-Net to share and communicate their ideas. Please see the position statement for more details.

MATHEMATICS IN A GLOBALIZED WORLD

Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES

RATIONALE: In our increasingly globally connected world, mathematics in the first two years of college plays a critical role in the education of students who will pursue career paths in STEM and non-STEM fields.

- A global perspective, logical reasoning skills, and critical thinking are required competencies for students to thrive in a global economy.
- These competencies are included in the mathematical sciences that reach far into the history of our global society.
- The mathematical sciences will continue to advance research and contribute to the resolution of global problems in our intertwined world.

To raise global awareness among its community, the American Mathematical Association of Two-Year Colleges (AMATYC) suggests the following recommendations:

1. Two-Year College Mathematics Faculty should:
 - a. Strengthen their understanding of global learning and be receptive to new growth opportunities as practitioners and leaders.
 - b. Participate in pedagogical training that demonstrates the integration of global learning into the curriculum and the assessment thereof.
 - c. Enhance student learning outcomes by emphasizing content, context, and tools that will allow students to make global connections and create mathematical models that will increase their understanding of the world.
 - d. Develop global awareness during their pursuit of providing students the best mathematics education possible; thus, preparing them to get ready for and engage with an ever-changing workplace of the 21st century.

2. Two-Year College Mathematics Departments should:
 - a. Encourage faculty professional development in global learning through the study of high-impact practices that provide students with flexible, rigorous, relevant, and global curricular and co-curricular experiences.
 - b. Motivate faculty to research promising teaching pedagogies used in other countries. This may lead to an increased understanding of other cultures, how students are being taught, and how they learn.
 - c. Encourage and support the collaboration of mathematics faculty from two and four year schools who are passionate about international mathematics education.
 - d. Recognize the talents, knowledge, and enthusiasm of their foreign-born mathematics faculty, who can provide diverse perspectives on global mathematics education.

3. Two-Year College Administrators should:
 - a. Include the field of mathematics into global education programs. Inclusiveness will provide mathematics students with access to global learning opportunities that have emerged as necessities for 21st century employment.
 - b. Encourage international travel and international conferences as opportunities for professional development of mathematics faculty. This may include presenting at and attending appropriate national and international mathematics conferences.
 - c. Share information gained from international comparisons of the outcomes of mathematics education in the US and in other countries through internal and external presentations.

ATTACHMENT F

COVER SHEET for the
POSITION STATEMENT on Mathematics for Liberal Arts
 Submitted by the **Mathematics for Liberal Arts ANet**
 SBM 2018

Check when Completed	Activity	Anticipated Dates
	Concept Approved by the AMATYC Board	SBM 2018 Draft and cover page due by Feb. 15
	First Review by the AMATYC Editing Director	Summer 2018 President sends draft to Editing Director by Aug. 15 Edited draft due Sept. 15 for inclusion in FBM packet
	Board Review; Board votes to endorse the spirit of the position statement; (Motion required)	FBM 2018
	Input Hearing; (Forum at conference)	Orlando, 2018
	Next draft sent by President-Elect to affiliate presidents	By January 15, 2019
	Board Review; Suggested changes sent to proposer(s)	SBM 2019 Next draft due Feb. 15, 2019
	Second Review by AMATYC Editing Director begins	May 1, 2019
	Board Review; Board votes to endorse the statement in spirit or as published; (Motion required)	FBM 2019 Draft due by Sept. 15, 2019
	Final Hearing; (Forum at conference); minor changes made as necessary	Milwaukee, 2019
	Delegate Assembly Approval	Milwaukee, 2019
	Professional Editing and Review by Editing Director	Post conference 2019
	Position Statement formatted and published in PPM and on website	December 15, 2019

Contact Information

Committee Chair: **Fary Sami**, fsami@harford.eduLiaison: **Jim Ham**

1. What need does the position statement address?
2. What is the rationale for the position statement?
3. What change do you hope to effect?
4. Who will implement the recommendations of the position statement?
5. Give a summary of the proposed recommendations.

Mathematics for Liberal Arts

Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES

Mathematics for Liberal Arts courses refers to a group of general education quantitative literacy courses with the aim of providing skills needed for enhancing the role of students as citizens, workers, and consumers. This position statement integrates AMATYC's position statements and recommendations for general education mathematics courses outlined in its *Crossroads in Mathematics* and *Beyond Crossroads* publications.

Rationale

The notion that quantitative literacy is a minimum qualification expected of employees is a widely accepted and acknowledged premise in today's workplace.

In 2006, AMATYC emphasized the importance of quantitative literacy and adopted the following Implementation Standard: "Mathematics departments will develop, implement, assess, and revise courses, course sequences, and programs to help students attain a higher level of quantitative literacy and achieve their academic and career goals." (Beyond Crossroads, 2006).

Toward this end, AMATYC recommends that Mathematics for Liberal Arts courses across the U.S. should include the following recommendations.

Recommendations

Select a few topics that are part of everyday life. The selected topics should be useful and meaningful for students and offer a variety of application and modeling problems. These topics should be studied with some depth while helping students to realize relevance of mathematics and develop an appreciation for mathematics. The primary focus should be placed on the conceptual understanding and interpretation. Technology should be utilized to reduce the computational burden and allow time for broad exploration of the concepts.

The course should incorporate active learning strategies, exploring interesting activities and projects designed to organize, and analyze data, interpret mathematical models, estimate results and make testable guesses, plan personal budgets, explore financing options, and assess odds and risks.

Math for Liberal Arts: Popular Topics

Logic, Proportions, Percentages and Units, Personal Finance, Statistics, Probability, Linear and Exponential Modeling

Math for Liberal Arts: Other Potential Topics

Voting Theory, Topics in Geometry, Game Theory, Sequences/Patterns, Measurement Systems, History of Mathematics, Coding Theory

References

American Mathematical Association of Two-Year Colleges (AMATYC) (2006). Beyond Crossroads: Implementing Mathematics Standards in the First Two Years of College.

American Mathematical Association of Two-Year Colleges (AMATYC) (1995). Crossroads in Mathematics: Standards for Introductory College Mathematics before Calculus.

CUPM Curriculum Guide 2004, a report of the Committee on the Undergraduate Program in Mathematics of the Mathematical Association of America (MAA).

Mathematical Association of America (MAA) (2003). Guidelines for Programs and Departments in Undergraduate Mathematical Sciences.

ATTACHMENT G

PPM 4.3.2.6 Mathematics Excellence Award

6. Nomination Materials

The following information is to be submitted for each nominee. The nominator may submit all items (i-iii) below to the Past President as a pdf document. All letters require a signature. Electronic signatures are acceptable.

- i. A formal cover letter and letter of recommendation from nominator. The letter of recommendation may not exceed 3 pages.
- ii. A resume or vita, not to exceed 3 pages.
- iii. Two additional formal letters of recommendation, each no longer than 3 pages.

The letters of recommendation should be submitted on college letterhead, when appropriate. Ideally, the letters of recommendation will elaborate on items from the resume or point out additional exemplary characteristics of the nominee, rather than reiterating items from the resume. In an effort to compare all candidates on the same basis, any additional materials submitted will not be considered. Incomplete nominations will not be considered.

ATTACHMENT H

PPM 6.9.1 and 6.9.3

[6.9 Expense Reimbursement](#)

[6.9.1 Eligibility](#)

[6.9.2 Reimbursable Expenses](#)

[6.9.3 Conference Reimbursement](#)

[6.9.4 Over Expenditures](#)

6.9.1 Eligibility

Members of AMATYC who belong to one of the sets below are eligible for reimbursement.

1. The President, President-Elect, Past-President, Secretary, Treasurer, and all Regional Vice Presidents shall be eligible for all normal expenses as detailed in the yearly budget or as approved by the Executive Board.
2. All committee chairpersons, coordinators, Journal Editor, Journal Assistant Editor, and Production Manager, the *AMATYC News* Editor, the Executive Director and AMATYC Office staff shall be eligible for all normal expenses as detailed in the yearly budget or as approved by the Executive Board. AMATYC staff must be reimbursed according to the policies of the institution where the office is located. AMATYC staff who are authorized by the Executive Director to attend the conference as a part of their employment are eligible for reimbursement within policy guidelines.
3. All budget managers may only spend money within budgeted categories, i.e., money may not be moved from one budget category to another without specific Board authorization. By July 1 of each year, each Board member will submit a report to the Treasurer of projected funds that will be used from their 5920 account through December 31 and/or a request for additional 5920 funds along with rationale for that request. The unused funds may be reallocated by the EAC.
4. At the discretion of the Executive Board other members may have part or all of their expenses reimbursed. In particular, Board appointed members of committees AMATYC jointly sponsors with other organizations may present requests for reimbursement.
5. The ME Award recipient and other special guests, such as the Keynote Speaker and the Breakfast Speaker shall be eligible for all expenses as approved by the Executive Board.
6. Past-Presidents receive complimentary registration to all national conferences after the end of their official term of office.
7. Appointed and elected leadership have a maximum of \$25 per year for miscellaneous expenditures<7/10/2011>.

6.9.3 Conference Reimbursement <FBM 2015>

1. Travel expenses to the AMATYC Annual Conference and meal expenses up to \$41 (effective 1/1/2016) <SBM 2015> limit for each day that are incurred at the AMATYC Annual Conference will be reimbursed to the individuals holding the following positions:
 - Executive Director and staff personnel
 - 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.
 - Academic Committee Chairpersons: Developmental Mathematics, Innovative Teaching and Learning, Mathematics and its Applications for Careers, Mathematics Intensive, 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, Mathematics Standards in the First Two Years of College Chair, Standards Digital Products Coordinator, Student Research League Coordinator, Student Research League Thesis Defense Coordinator
 - Professional Development: AMATYC Project ACCESS Coordinator, Professional Development Coordinator, Assistant Professional Development Coordinator
 - Publications: AMATYC News Editor, Journal Editor, Journal Assistant Editor, Journal Production Manager, Website Coordinator.
 - Keynote and Breakfast speakers, and Mathematics Excellence Award winner, when given.

Refer to the table contained later in this section for specific number of days approved for reimbursement. Whenever chairpersons for any committee become "co-chairpersons", support for only one individual will be provided.

2. Effective with the 2008 AMATYC annual conference, AMATYC leadership who are approved to drive to the conference will be reimbursed for mileage to the conference at the AMATYC rate from their home and parking at the rate per day of the conference hotel for the number of nights for which that person is supported by AMATYC. Prior approval is required by the Treasurer (or President), including a summary comparing the expenses that would be incurred if the person was to fly or drive. The total for mileage and parking reimbursement must be less than available airfare. The total of mileage and parking reimbursement will be no greater than the \$500 airfare maximum. <FBM 2008>

3. Ground Transportation <SBM 2008>

1. Persons being supported by AMATYC for travel to the conference will be reimbursed for ground transportation from the airport to the conference hotel at a maximum equal to the cost of one round trip on the Super Shuttle (or equivalent) plus 15% gratuity. This policy does not apply to invited speakers. The Treasurer must approve any request for ADA accommodations that exceeds the approved rate for the round trip.

By July 1st, the Treasurer assisted by the Local Events Coordinator will determine the approved local airport(s) and the current rates for the round trip from those airport(s). The Treasurer will notify affected persons of the approved airports and reimbursement rates for the upcoming conference no later than July 31st.

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 and its Applications for Careers, Mathematics Intensive, 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, Mathematics Standards in the First Two Years of College Chair, Standards Digital Products Coordinator, Student Research League Coordinator, Student Research League Thesis Defense Coordinator
- Professional Development: AMATYC Project ACCESS Coordinator, Professional Networking Coordinator, Professional Development Coordinator, Assistant Professional Development Coordinator
- Publications: AMATYC News Editor, Journal Editor, Journal Assistant Editor, Journal Production Manager, Website Coordinator.

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

5. 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.

POSITION	Trans	Single Lodging Nights	Double-room Lodging Nights	Meals - \$41/day
Executive Board				
President	1	8	0	9
President-Elect	1	8	0	9
Past-President	1	8	0	9
POSITION	Trans	Single Lodging Nights	Double-room Lodging Nights	Meals - \$41/day
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 Coordinator	1	6	0	7

Local Events Coordinator <SPO 2007>	1	6	0	7
Next Year's Local Events 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				
POSITION	Trans	Single Lodging Nights	Double-room Lodging Nights	Meals - \$41/day
Developmental Mathematics	1	1**	4***	5**
Innovative Teaching and Learning	1	1**	4***	5**
Mathematics and its Application for Careers	1	1**	4***	5**
Mathematics Intensive	1	1**	4***	5**

Placement/Assessment	1	1**	4***	5**
Statistics	1	1**	4***	5**
Teacher Preparation	1	1**	4***	5**
Research in Mathematics for Two-Year Colleges	1	1**	4***	5**
Emerging Issues	1	1**	4***	5**
Services				
Mathematics Standards in the First Two Years of College Chair	1	1**	4***	5**
Student Mathematics League Coordinator	1	1**	4***	5**
Student Mathematics League Test Developer	1	1**	4***	5**
Standards Digital Products Coordinator	1	1**	4***	5**
POSITION	Trans	Single Lodging Nights	Double-room Lodging Nights	Meals - \$41/day
Student Research League Coordinator	1	1**	4***	5**
Student Research League Thesis Defense Coordinator	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**
Traveling Workshop Coordinator	1	1**	4***	5**
AMATYC Project ACCESS Coordinator	1	1**	4***	5**
Publications				
AMATYC News Editor	1	1**	4***	5**
Journal Editor	1	1**	4***	5**
Journal Assistant Editor	1	1**	4***	5**
Journal Production Manager	1	1**	4***	5**
Website Coordinator	1	1**	4***	5**
POSITION	Trans	Single Lodging Nights	Double-room Lodging Nights	Meals - \$41/day
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> *54 in 2018; *60 in 2019			2	
TOTAL	55	221	200/2=100	351

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.

Currently, AMATYC has four ANets (Adjunct Faculty Issues, Division/Department Leadership, International Mathematics, and Math for Liberal Arts). Each receives support in the amount of \$500 to offset conference expenses.

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 I

6.10.4 Advertising Fees

Print Advertisements

		MathAMATYC Educator	Conference Program
1.	Regular Rates		
	Full Page	\$400	\$400
	Half Page	\$300	\$300
2.	Priority Requests		
	Inside Front or Back Cover (full page only) **	No extra charge	\$150 Additional per cover
	Centerfold (two pages only)	\$250 additional	\$250 additional
3.	Package Rates		
	A. One page in Spring and Fall <i>MathAMATYC Educator</i> and conference program		\$1050
	B. One page in Spring and Fall <i>MathAMATYC Educator</i> and two pages in conference program		\$1400
	C. Half-page in Spring and Fall <i>MathAMATYC Educator</i> and one page in conference program		\$750
	D. Additional pages (in combination with one of above)		
	One page in <i>MathAMATYC Educator</i> or conference program		\$350/page
	Half page in Spring or Fall <i>MathAMATYC Educator</i>		\$200/half page

**Effective with the 2015 New Orleans Conference

Web Advertisements

Number of words>>>	up to 50	51 - 100	101 - 150	151 - 200*
Frequency				
1 calendar month listing	\$120	\$180	\$245	\$300
3 calendar month listing	\$306	\$459	\$625	\$765
6 calendar month listing	\$576	\$864	\$1,176	\$1,440

*more than 200 words - additional \$1.00 per word.

Other Advertising Opportunities

1. In-the-Bag Insert	\$600/single sheet, 8.5" x 11" \$750/small lightweight item \$1000/large bulky item \$300/single sheet, 8.5" x 11", non-profits
2. Labels or email addresses *	Commercial: \$36 per 100 Educational: \$18 per 100

* Terms and conditions: Minimum order: 500 names; List rental for one-time use only; Sample mailing piece required; 48 hours turnaround time once sample is approved by the AMATYC President; For rush orders less than 5 days, add \$50; Orders cancelled before mail date, \$50 plus applicable running charges; Full payment is required for orders cancelled after mail date. <FBM 2007>

If a company offers to sponsor/advertise in a way not currently in policy, the Advertising Chair and/or Conference Coordinator, in consultation with the Executive Director, the President, and the Treasurer will decide whether or not the idea is appropriate and what the proper fee will be using existing fees as a guideline.

This new or novel sponsorship/advertising opportunity, if approved, will be offered on a trial basis. The Advertising Chair should inform the Board of this trial as part of his/her next Board report.

To continue the opportunity for more than one year, a motion should be submitted to the Board to update Policy 6.10.4 accordingly to ensure consistency in the fees.

ATTACHMENT J

WeBWork: An open-source, online homework platform

PI: Shivram Venkatasubramaniam

Seeking AMATYC Level 1 grant support for *Assessments without Boundaries through Collaboration* (ABC)

The explosion of diverse student audiences, spiraling textbook costs, rapid growth of Open Educational Resources, and the need for online homework applications are creating an unprecedented demand for formative technology-enhanced assessments (“TEAs”). TEAs go beyond simple types to dynamic, interactive formats that measure higher-order thinking skills and enable deeper learning in STEM subjects. Affordable access to a continuous supply of quality, non-proprietary TEAs in conjunction with a ‘textbook agnostic’ homework system is thus an imperative. The need is particularly dire in community colleges which have nearly half of the nation’s undergraduate students of whom only a quarter are currently expected to progress to college-level courses within three years. Large publishers still enjoy hegemony through proprietary homework systems that restrict equitable access to TEAs. Past efforts (homework systems such as WeBWork, concept and item inventories) have failed to achieve equity at scale due to their inability to achieve 3 foundational precepts for success (a) leverage modern technology affordances to develop intuitive products that educators find easy to adopt (b) effectively tap into the collaborative potential and intellectual capital of educator communities, and (c) craft a model for sustainability beyond initial funding. Consequently, issues of equity remain unresolved with respect to quality assessments. The proposed effort will bring together eminent researchers, community college faculty, members of the WeBWork community, creators of a transformative NSF SBIR-funded assessment platform (“Edfinity”), and a diverse community of educators. We will build on growing national interest in our vision to take first steps in creating a sustainable community of educators who collaboratively author, share, and distribute TEAs using Edfinity to facilitate a transformative shift in STEM instruction.

We will pursue three goals, while leveraging NSF-funded technologies and existing TEA assets: 1. Engage and equip an educators’ virtual Community of Practice (vCoP) to leverage existing WeBWork TEAs, and the Edfinity platform to create quality, “textbook agnostic” TEA collections for immediate use by community college faculty.

2. Identify, explore and refine enabling technologies to unlock the collaborative potential of vCoPs for TEA creation and distribution at scale, to support student learning.
3. Conduct research about educator-centered vCoPs as collaboration accelerators and TEAs as learning instruments in community colleges.

ABC will substantially leverage and amplify prior NSF funded efforts including WeBWork, an active NSF SBIR Phase II funded product (Edfinity), disparate STEM Concept Inventories, while exploring innovative, technology-enabled collaboration among educators around a shared need for formative TEAs.

Link to our NSF Phase-1 award:

https://www.nsf.gov/awardsearch/showAward?AWD_ID=1646935&HistoricalAwards=false Note: NSF confirmed our Phase-2 award in March 2018.

ATTACHMENT K

4.3.1 Teaching Excellence Committee

The AMATYC Teaching Excellence Awards (TE AWARDS) may be given in odd-numbered years to outstanding AMATYC two-year college mathematics full-time and adjunct instructors. <7/10/2011>

1. Committee Objectives
 1. Encourage nominations by placing articles in the *AMATYC News*.
 2. Collect data supporting the nominations.
 3. Determine the awardee(s) of the TE Award and forward names to the Executive Board.
2. Guidelines
 1. The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics, statistics, or mathematics education at a two-year college. Nominees must have taught at least one relevant course since the presentation of the Teaching Excellence Award during the AMATYC Conference in the previous odd-numbered year.
 2. This award is also open to AMATYC members whose primary assigned duties are the delivery of instruction of mathematics courses in the first two years of college.
 3. Nominees must have a minimum of five (5) years of full-time equivalent mathematics teaching experience at a two-year college or in an associate degree-granting program. For example, five years of full-time equivalent may be 150 semester hours. These years may have been at multiple institutions. Nomination materials should include an explanation of how this requirement has been met.
 4. The award will be given every two years (in odd-numbered years.) The TE Award and ME Award are given in alternate years.
 5. The TE Award Committee is composed of the President-Elect and a representative from each region elected at the regional meetings at the annual conference in odd-numbered years and an adjunct member appointed by the President.
 6. The President-Elect becomes chair of the committee.
3. Procedures - The deadlines for the following are in the TE Award Timeline.
 1. Nomination Procedures:
 1. All business of the committee is strictly confidential.

2. Current Board members are ineligible to be nominated and remain ineligible until at least two years have elapsed since leaving the Board.
 3. Nominations may be received from anyone except AMATYC Board members or Teaching Excellence Award Committee Members.
 4. Members may nominate themselves.
 5. Board members and TE Award Committee members may not write letters of recommendation for any candidate, even if they are a direct supervisor of the nominee.
 6. The nominator is responsible for securing the necessary documents to support the nomination. The nominees will NOT be informed by the committee chair that they have been nominated.
2. Second Committee Meeting: The Committee will meet at the annual conference in even-numbered years with the President-Elect to discuss guidelines for ranking and the tally process.
 3. Rating: Each member of the TE Award Committee will receive a copy of the documents described in section 6 and will rate the nominees according to guidelines 4. (The President-Elect does not rate the nominees.)
 4. Determining the number of awards: Each member of the TE Award Committee will determine the number of awards to be given using the following criteria:
 - i. Number of total applicants

1-9	applicants	2 awards maximum
10-15	applicants	4 awards maximum
16-22	applicants	6 awards maximum
23+	applicants	8 awards maximum
 - ii. Strength of the applicant pool.
7. Committee members will send their ratings and recommended number of awards to be given to the President-Elect. The number of awards given will be determined by averaging the recommended number from each of the committee members, rounded up to the next whole number.

8. Selection of awardees: The President-Elect will total the points and rank the candidates based on their totals. The President-Elect will write a report for the spring Board meeting presenting the awardees.
 9. Awardee notification: The President will notify the awardees that they have been selected for the award. The President will notify anyone who was not selected.
 10. Support for travel: The President-Elect will write a letter to the president of the college of each awardee. The president of the college will be informed of the award and be encouraged to provide support for the faculty member to attend the conference to accept the award.
 11. Presentation of Award: The President-Elect of AMATYC will secure the award for all recipients. (The President of AMATYC will present the award and any monetary prize at the AMATYC annual conference in odd-numbered years.)
 12. TE Award awardees will be invited (with no review) as speakers for the annual conference following the year of the TE Award. The chair of the TE Award Committee invites the awardees on behalf of the Executive Board. The invitation-to-speak letter will be delivered no later than the time the award is received. The President-Elect will notify the Program Coordinator of the names of the TE awardees so their proposals will not be reviewed. TE awardees who accepted the invitation to present are required to register for the conference and will observe appropriate deadlines for submission of forms.
4. Guidelines for Ranking: Teaching excellence is the main focus of the award.
- A. Instructional Effectiveness and Support of Students (innovative teaching strategies, alternative assessment methods, curriculum development, creating a learning environment for all students, accessible to students in and out of the classroom, etc.) 25 points
 - B. Professional Involvement and Professional Development/Renewal Activities (active participation in professional organizations, speeches, articles, conferences, etc.) 10 points
 - C. Interaction with Colleagues (sharing and discussing ideas with other colleagues, mentor/mentee relationships) 10 points
 - D. Service to Departments/Division/College/Community (active contributor to College community or community activities related to mathematics education) 5 points

Nominees must be AMATYC regular, life, or adjunct members whose primary assigned duties must be delivering instruction in an associate degree granting program. Nominees must have a minimum of 5 years of full-time equivalent mathematics teaching experience. Individuals can receive the award only once.

5. Timetable

TIME	SUPPORT ACTIVITIES	COMMITTEE ACTIVITIES
At Conference odd # year	Regional representatives are elected at regional meetings and the time of the committee meeting at the conference is announced: names of the representatives are forwarded to President-Elect. Call for nominations made (forms distributed) at regional meetings and affiliate presidents luncheon.	Committee meets and process explained
Early even # year	Article in <i>AMATYC News</i> and letters sent to affiliates asking for nominations. VP's generate nominations in their respective regions.	Committee Members contact affiliate presidents and delegates asking for nominations.
About December 10 even # year	Nomination materials due to President-Elect.	
At Conference even # year	President-Elect meets with committee to discuss ranking process. Based on attendance, the discussion may be done through a conference call or some other method.	Committee meets to discuss guidelines for ranking & the tally process.
About December 17 even # year	President-Elect sends materials to Committee.	Committee receives materials & ranks nominees.
March 1 odd # year	President-Elect receives tallies, totals tallies, selects awardees based on total tallies, and writes report for spring Board meeting and committee.	Committee sends tallies to President-Elect for selection of awardees.
Spring Board Meeting odd # year	Board is informed of awardees of the TE Awards; President notifies the awardees.	
Post Spring Board Meeting odd # year	President-Elect invites awardees to submit a not to be reviewed proposal to speak at the annual conference following the year of the TE Award. President-Elect provides the Program Coordinator of the names of the awardees so their proposals will not be reviewed.	
Conference odd # year	Awards presented. President-Elect prepares an introduction for each awardee to be read during the presentation session.	

Post Conference odd # year	President-Elect prepares an article for the AMATYC <i>News</i> announcing the awardees.	
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6. Nomination Materials

1. In an effort to compare all candidates on the same basis, any additional information WILL NOT be considered.
2. The letters of support that elaborate on those qualities mentioned in the resume or that point out additional exemplary characteristics of the nominee are more helpful to the committee than letters that simply reiterate items mentioned in the resume.

ATTACHMENT L

PPM 5.1.5

5.1.5 Conference Responsibilities (Exec Bd)

The Executive Board is primarily responsible for decision making for AMATYC conference policy.

Adhering to the master time-table will ensure smooth functioning for upcoming conferences.

Responsibilities are to be performed by the Board proper, as well as by individuals within the Board. The following are Board duties: (Year C represents the year of the future conference.)

1. Participate in the city and hotel selection as outlined in the Conference section of the Policy and Procedures Manual. (Conference, years C-7 and C-6)
2. Approve a Local Events Coordinator. The appointment of co-chairs is discouraged. However, if co-chairs are appointed, one person should be designated as the contact person and all communications and reimbursements should flow through that person. All co-chairs and their institutions should be published in all publications. (Conference, year C-3)
3. Approve recommendation of the Conference Site Visitation Team of the cities which will be visited. (Fall Board Meeting, year C-6)
4. Appoint Conference Coordinator, Program Coordinator, Local Events Coordinator, Exhibits Chair, Advertising Chair, Presider Chair and Program Proposal Review Committee.
5. Register for the conference by the discount registration deadline. Reimbursement policies do not include conference registration.
6. Make personal flight reservations according to policy.
7. Be present and act as greeters at all general sessions and social functions sponsored by AMATYC at the conference. Availability of Executive Board members is important during conference time. Attend as many sessions and workshops as schedule permits.
8. An AMATYC board member shall not be a speaker or presider at the annual AMATYC conference for any presentation published in the conference miniprogram and/or program, other than sessions outlined in the duties listed in the Policy and Procedures Manual or requested by the AMATYC President or Board. Exceptions can be made by the AMATYC Board or President. Such exceptions could be a reviewed session or be included in the count of "non-reviewed" presentations.
9. Visit exhibits and express AMATYC's appreciation to exhibitors.
10. Make specific decisions for the future conferences: (Fall Board Meeting, C-1).
 1. Determine fees for discount registration of members and non-members, registration for members, non-members, associate members, and students. This information should be included in the Spring flyer to be mailed in April but NOT in the December postcard. Determine fees for single-day registration.

2. Approve conference committee chairpersons appointments made by the President or President-Elect and approve the appointment of the Local Events Coordinator for next conference in sequence. (Fall Board Meeting, C-3)
 3. Establish advertising charges for conference program. (C-2)
 4. Establish exhibit fees to be charged for exhibit booths.
 5. Establish policy for free or reduced fees for display space for other mathematics organizations or governmental agencies.
 6. Approve honorarium and expenses reimbursement of the keynote speaker, breakfast speaker, and other invited speakers as outlined in Financial Policies section of the Policy and Procedures Manual.
 7. Approve conference reimbursement policy as outlined in the Financial Policies section of the Policy and Procedures Manual.
 8. Approve a priorities list of prospective keynote and breakfast speakers as far in advance as reasonable and possible, ideally 18 months to two years. Conference committee may provide suggestions (Spring Board Meeting, Year C-2).
 9. Be prepared to schedule a last minute keynote or breakfast speaker in case of last-minute unavailability of scheduled speaker.
11. Approve conference details according to the master timeline. This should include, but not be limited to, a review of the following: (Spring Board meeting, C-1)
1. Make preliminary approval of proposed conference budget.
 2. Establish policy for hotel master account (such as the nights that are to be covered by complimentary rooms and how the hotel master account will be used.)
 3. Approve Continuing Education Units for workshops, if offered.

ATTACHMENT M

9.6.9 AMATYC Equity Committee

The Equity Committee promotes high-quality mathematics achievement for diverse learners by educating two-year college mathematics faculty and administrators about classroom and organizational practices that lead to equitable student outcomes by advancing strategies to increase awareness about issues of diversity within AMATYC membership and leadership and by working collaboratively with other AMATYC committees, Project ACCCESS, and ANets to promote equity.

ATTACHMENT N

PPM 12.3

12.3.1 MathAMATYC Educator Publication Policies

<SBM 2009>The *MathAMATYC Educator* shall be published three times a year. The mailing dates shall be on or about September 15, February 15, and May 15.

Content

1. The *MathAMATYC Educator* will focus primarily on educational articles, in particular those that would be useful to two-year college faculty, as well as regular features. The regular features could include a problem section, a media section, technology review section, short teaching articles or lesson plans that offer immediate application for the reader, Editor's Comments, Letters to the Editor, and organization announcements. A themed issue should be considered once a year. The content of each issue shall be determined by the editor.
2. Organizational announcements may include:
 - all issues – upcoming conference information, information on the on-line store, membership information
 - February 15 issue – upcoming summer institute information, traveling workshop information
 - May 15 issue – Student Mathematics League information, call for nominations for Teaching Excellence Award (even numbered years) and the Mathematics Excellence Award (odd numbered years)
 - September 15 – Call for Presenters for following year's conference, AMATYC Foundation information, call for nominations for Teaching Excellence Award (even numbered years) and the Mathematics Excellence Award (odd numbered years)
3. The manuscript submission policy shall be printed on the official journal page of the journal. Manuscripts shall be submitted to the editor electronically. The most current edition of the Publication Manual of the American Psychological Association shall be used for the style format.

Production

1. Each issue will contain no more than 72 pages. This page count is a "cover to cover" count and includes all pages from the front cover to the back cover. The size of each issue is determined by budget constraints. The number of pages of advertising should not exceed 20% of the number of pages in each issue.

2. The *MathAMATYC Educator* will be magazine style – approximately 8-1/4 inches by 10-3/4 inches with glossy paper and a four color cover and with color throughout.
3. The Editor forwards articles in editable electronic format to the Production Manager and the professional editor.
4. The Production Manger cleans up the raw copy for uniformity (indents, spacing, punctuation, etc.) and may make other minor edits as recommended by the professional editor. Equations, graphs, and other mathematical objects are also moved to a uniform layout at this time as necessary. Decisions on article order and cover emphasis are made by the Production Manager and the Editor at this time.
5. The Production Manager also collects supporting materials from internal and external sources, including advertisements, filler content, and AMATYC materials.
6. Articles are then sent to the layout artist, who creates the first draft with articles, ads, and most filler in place. <FBM 2012>

Proofing

The *MathAMATYC Educator* should be proofed before printing by the *Journal* Editor and Production Manager. The Publications Director will focus on items that are maintained by or impact the office – not technical content.

The proofing schedule for the *MathAMATYC Educator* is:

1. The production manager distributes PDF proofs of individual articles back to the authors for proofreading. The full PDF proof also goes out to the AMATYC proofreaders. Proofreaders include the authors, the Publications Director, the Advertising Chair, the Conference Coordinator, the Editor, and others who may assist these individuals. Comments, corrections, and other suggestions are returned to production manager to incorporate changes in the final proof. The production manager should consult with the editor over questions pertaining to article content.
2. The final PDF proof goes to the printer. Printer proofs and mock-up are reviewed by the Production Manager for approval before the actual printing.
3. The final printer proof is sent electronically by the Production Manager to the Editor, Publications Director, and Advertising Chair. Corrections and changes are submitted to the Production Manager. Once everything is in good order, printing, mailing, and posting on the AMATYC website may proceed. <FBM 2012>

Distribution

1. General permission is granted to educators to photocopy material from the *MathAMATYC Educator* for noncommercial instructional or scholarly use. Permission must be sought from the authors in order to charge for photocopies, to quote material in advertising, or to reprint articles

in other educational publications. Once permission is obtained, credit should be given to the source of the material by citing a complete reference.

2. In addition to paid subscriptions, the following people should receive the *MathAMATYC Educator*: executive director of MAA, executive director of NCTM, executive director of CBMS, and the associate executive director of MSEB and that a sufficient number of copies of each issue should be sent to the chair of CBMS for distribution to CBMS members.
3. The library rate for the *MathAMATYC Educator* shall be the same as the regular membership rate.
4. A complimentary issue of *MathAMATYC Educator* should be distributed to all authors whose article has appeared in the edition. Additional copies of each issue should be made available to the office to handle periodic requests that are received. <FBM 2012>
5. Once the final draft is approved, the Production manager will send a PDF to the Website Coordinator for uploading to the AMATYC website. The electronic version of the journal will be made available on the website to members whose membership benefits include the journal.
6. A bulk email to announce the release of each issue should be sent to all AMATYC members whose membership benefits include the journal once the final draft is available on the AMATYC website.
7. All issues of the *MathAMATYC Educator* be indexed in EBSCO.

12.3.5 Publication Guidelines for *MathAMATYC Educator* <SBM 2013>

MathAMATYC Educator

A refereed publication of the

American Mathematical Association of Two-Year Colleges

Publication Guidelines for Authors

MathAMATYC Educator is a publication of the American Mathematical Association of Two-Year Colleges. Its purpose is to provide an avenue of communication for all mathematics educators concerned with the views, ideas, and experiences pertinent to two-year college teachers and students.

Subject Matter: The editorial team of *MathAMATYC Educator* is interested in articles that focus on mathematics teaching and learning at two-year colleges. We are particularly interested in those articles that address issues pertinent to the following areas:

- * Applications of the principles of AMATYC's Beyond Crossroads document in the classroom
- * Developmental mathematics
- * **Mathematics and its Applications for Careers**
- * Teacher Preparation
- * Statistics
- * Innovative Instruction Practices including the use of technology in the classroom
- * Mathematics content of the two-year college curriculum, in particular those courses in the first two years of a college mathematics major
- * Research in mathematics education in the two-year college classroom
- * Equal opportunity in mathematics
- * Mathematics History

We encourage articles that are research based and articles that offer practical applications that can be used in the classroom. All articles should be the original work of the authors and should not have been previously published in other journals. Authors are encouraged to offer personal opinions and suggestions. Letters to the editor are encouraged and should comment on previously published articles or offer opinions on topics pertinent to mathematics education at two year colleges.

Technology: Technology-oriented articles should focus on technology used as a teaching aid or technology used as a mathematical tool. The major intent of an article should be to help the reader learn how to incorporate the technology into their teaching or a student's learning of a mathematical concept not the promotion of a specific product.

Review Criteria: *MathAMATYC Educator* is a refereed publication. Three mathematics educators review each appropriate submission: two members of the review panel and a member of the Editorial Panel. The Editorial Panel member will analyze all reviews and make a recommendation to the Editor on the acceptance or rejection of an article. The Editor makes final decisions on the publication of articles.

The following review criteria are used:

- Relevance to two-year college mathematics content or pedagogy
- Significance of topics
- Originality
- Accuracy of content
- Explicit, clear, logical, and concise writing style

- Appropriate length and format

Regular Sections: Authors are invited to submit articles in the following areas:

* “Use This Now” focuses on classroom activities and techniques. The articles in this section should include a short description of an activity or technique and how it is used in the classroom, how successful it was in promoting student learning and an original sample of the “classroom ready” activity.

* Media Reviews focuses on reviews of books and mathematical media (computer software, technology, books films etc.).

* The Problems Section focuses on problems both for use in the classroom and in the area of recreational mathematics.

* Letters to the Editor provides AMATYC members the opportunity to react to articles in past issues of the *MathAMATYC Educator* or to issues impacting two-year college mathematics.

The Editor may choose to review articles submitted for the regular sections of the *MathAMATYC Educator*.

Manuscript Style: Articles may vary in length (typically under 6000 words). Brief, “to the point,” articles are encouraged.

MathAMATYC Educator uses The Publication Manual of the American Psychological Association Sixth Edition (2009) as its style reference. In particular, note that the author-date method is used for citations within the text, e.g.

Smith and Jones (1987) demonstrated that...

The reference list at the end of the article should include only the sources that were used in the preparation of the article. References should be arranged in alphabetical order by the surname of the first author.

To provide for anonymous reviews, the author's name and affiliation should appear ONLY on a separate title page giving complete mailing address, voice and fax numbers, and email address. The title should also appear on the first page of the exposition.

Submission: Send an electronic file of articles for possible publication to:

The Journal Editor

Editor's Note: Your assistance in preparing your manuscript for publication will potentially reduce errors and reduce the time required for pre-publication preparation. If you are unable to fully comply with the following guidelines, please contact the editor or production manager for assistance.

Please send the final version of your accepted manuscript (after you have been notified by the editor of acceptance) to the editor using the online submission form or by email attachment. If you received word that your article will be published after changes noted in the acceptance letter, it is imperative that these changes be made prior to sending your manuscript to the editor. Any graphics should be sent to the Editor in "copy ready format" for the best reproduction in the article. You may be asked to resubmit the graphics by the production manager. Failure to submit copy ready graphics may delay the publication of your article.

When your article has been prepared for publishing, you will receive a copy of the final edited document for your approval. Please review this copy very carefully for any mathematical or other errors. You will be provided a signature form stating you approve the final document prior to publication. Any errors or changes should be forwarded to the editor who will review them and forward the changes to the production manager.

Please provide your telephone number(s) (both day time and evening,) fax number and mailing address for sending you three copies of the *MathAMATYC Educator* in which your article is published.

Additional guidelines include the following:

Software:	Microsoft Word
Margins:	8.5 by 11-inch paper, 1.5-inch margins top, bottom, and sides
Font:	Times New Roman
Title:	Times New Roman, 18 pt font, Left Justification, Upper and lower cases
Author:	Times New Roman, 12 pt font, Left Justification, Upper and lower cases

Biography:	Table-2 columns, 1 row per author, Times New Roman, 12 pt font, Single spacing Biographical data goes into second column, 60 words maximum Optional: Email addresses at end of biographical data - 12 pt font, no italics, no hyperlink
Author photos:	JPEG or PNG preferred, resolution at least 300 pixels per inch, CMYK color mode preferred
Tables and Figures:	Submit in spreadsheet or zipped archive, respectively Note placement of each table or figure in the Word document If necessary, include a supplemental document with layout suggestions or special formatting instructions
Abstract:	200-word abstract to be posted on AMATYC web page along with school logo
Text:	Times New Roman, 12 pt font, Full justification, Single spacing
Subtitles:	14 pt font, Bold, Full justification, Upper and lower cases
Second Layer Subtitles:	12 pt font, Bold, Left Justification, underlined, Upper and lower cases
Publication Style and Reference Citations:	Use the form indicated in Publication Manual of the American Psychological Association (6th ed.)

12.3.6 Journal Assistant Editor <SBM 2017>

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

ATTACHMENT O

PPM 15.1.1-15.1.8 – remove from PPM but leave the PPM 15.1 heading

ATTACHMENT P

PPM 5.1.2, 9.3.1, 10.7, 11.9, and 12.7 – remove all board reports and replace with this language:

5.1.2 Procedures for Board Reports

Spring and Fall Board Meeting Reports - due February 15 and September 15

The Spring and Fall Board reports provide a detailed description of the current progress and upcoming plans of each Executive Board member and the Conference Coordinator. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

10.7 Guidelines for Board Reports

Spring and Fall Board Meeting Reports - due February 15 and September 15

The spring and fall Board reports provide a detailed description of the current activities of the coordinators and directors as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

9.3.1 Guidelines for Board Reports

9.3.1 Guidelines for Board Reports <SBM 2009>

The general purpose of each report is to help the committee focus on its work for the year and to inform the AMATYC Board about the committee's recent and projected activities. All reports should be submitted to the President with a copy to the Board liaison.

Committee Minutes from conference - due December 15

These minutes can be in bulleted form, and are intended to provide a quick snapshot of the committee's activities during the fall conference. A copy of these minutes should be submitted with the expense reimbursement request for the conference; the Treasurer cannot reimburse without this copy. Conference reimbursement at the conference for committee chairpersons is contingent upon active, productive committee involvement.

The chair should designate a committee member or another individual to take minutes during the committee meetings at the conference that provide information on the following:

1. Agenda(s) and minutes;
2. Names of attendees (showing their state affiliation), with regional representatives marked on this list with an asterisk.

Spring and Fall Board Meeting Reports - due February 15 and September 15

The spring and fall Board reports provide a detailed description of the current state of the committee as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

11.9 Guidelines for Board Reports

Spring and Fall Board Meeting Reports - due February 15 and September 15

The spring and fall Board reports provide a detailed description of the current activities of the coordinators and directors as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

12.7 Guidelines for Board Reports

Spring and Fall Board Meeting Reports - due February 15 and September 15

The spring and fall Board reports provide a detailed description of the current activities of the coordinators and directors as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms found on the internal site.

ATTACHMENT Q

Mobile NExT

We know two contradictory things about college-level mathematics teaching in the United States. First, the Freeman Report demonstrates the potential impact of interactive teaching methods, as alternatives to traditional passive lectures (Freeman, 2014). The latter have, on average 55% higher drop/fail rates. In contrast, best evidence suggests that about 67% of college math classes feature almost exclusively passive lectures (Blair, Kirkman, and Maxwell, 2018).

This situation represents an amazing opportunity to leverage improved teaching to increase student retention and improve student learning. Given math's gatekeeper role among STEM fields, professional development that could change the pedagogical choices made by math faculty could potentially help reach the PCAST report's goal of adding an additional million STEM grads to meet the nation's workforce demands (Holdren et. al., 2010).

The mathematics community's current professional development programs (MAA Project NExT and AMATYC's Project ACCCESS) offer over 100 new or early-career faculty excellent support for adopting research-based pedagogies. Both programs aim to not only expose participants to such methods, but also create the supportive community of practice research suggests is necessary to overcome initial implementation difficulties (Henderson, Dancy, & NiewiadomskaBugaj , 2012). Unfortunately, both programs require participants to travel repeatedly to centralized national conferences, making scaling a financially impossibility.

We propose to pilot a new, low-cost model of professional development, Mobile NExT, taking the program to a local region and building a cohort of faculty locally. We propose to bring workshops to faculty in a limited geographical region, utilizing the Dana Center's regional networks in Texas, eliminating most of the travel costs associated with current programs. Partnering with a local organizer, who will commit to coordinating ongoing conversations among the cohort for a year, we aim to provide transformative experiences and ongoing support for faculty to enact pedagogical changes. Bringing in faculty from two- and four-year institutions, we aim to engage with previously underserved groups, including full-time permanent lecturers, visiting professors, community-college faculty, and adjuncts.

Sessions will leverage work done in the national PD programs and will include hands-on practice with a variety of interactive teaching methods (Inquiry-Based Learning, Classroom Voting, group work on worksheets, etc.), asking participants to adapt methods that would suit their institutional context and their students. Issues of diversity and inclusion, assessment, and implementation challenges will be interspersed with networking time for participants to build the social ties needed to coalesce into a supportive local community.

The Mathematical Association of America (MAA) has, for more than half a century, provided leadership in the mathematical sciences in the teaching of undergraduate mathematics. Since 1994, MAA Project

NExT (New Experiences in Teaching) has worked directly with new mathematics faculty, providing professional development as recent Ph.D. recipients start their teaching careers.

How can this shorter, less immersive professional development program be designed to effectively support faculty in implementing research-based teaching methods? That constitutes the research portion of this program. Formative evaluation will survey participants' self-reported teaching methods before and after the Mobile NExT workshops; follow-up surveys about a halfyear later will attempt to ascertain the ongoing effects of the professional development. Regular meetings (held electronically) between the evaluator and the Mobile NExT leadership group will help refine the program, altering components as needed to better help the participants overcome the challenges inherent in making pedagogical changes.

If this project proves successful, it opens up a new - and significantly more cost efficient - model of providing transformative professional development to mathematics faculty, while also reaching a population largely ignored by current efforts.

Intellectual Merit: MAA Project NExT and Project ACCESS have spent two decades refining the professional development experiences it provides. By leveraging that knowledge and working to hone those activities to be effective in a more compressed program, we will be greatly expanding the population of mathematics faculty who have access to such high level professional development. If effective, such transformative experiences will help those faculty provide better opportunities for their students to learn, ultimately expanding the number and diversity of STEM majors across the country.

Broader Impact: Currently MAA Project NExT serves about 90 new faculty each year, with AMATYC's Project ACCESS accepting about 30 each year. Just over 100 faculty barely scratches the surface (there are over 17k tenured and tenure-track math faculty at 4-year institutions alone!) By designing, studying, and refining a more cost-effective model of professional development, we will reach a much larger portion of college mathematics teachers. Given the research on the effectiveness of the research-based, active learning methods central to the curriculum, this will result in a significant increase in student success in mathematics. Given our subjects' central gatekeeping role within STEM majors, it should also result in a concomitant increase in STEM retention and success.

Citations:

Freeman, S., Eddy, S. L., McDonough, M., Smith, M. K., Okoroafor, N., Jordt, H., & Wenderoth, M. P. (2014). Active learning increases student performance in science, engineering, and mathematics. *Proceedings of the National Academy of Sciences* , 111 (23), 8410-8415.

Henderson, C., Dancy, M., & Niewiadomska-Bugaj, M. (2012). Use of research-based instructional strategies in introductory physics: Where do faculty leave the innovation-decision process?. *Physical Review Special Topics-Physics Education Research* , 8 (2), 020104.

Holdren, J. P., Lander, E. S., & Varmus, H. (2010). Prepare and inspire: K-12 education in science, technology, engineering, and math (STEM) for America's future. *Executive Report*. Washington, DC: *President's Council of Advisors on Science and Technology* .

Blair, R., Kirkman, E. E., & Maxwell, J. W. (2018). Statistical abstract of undergraduate programs in the mathematical sciences in the United States: Fall 2015 CBMS survey. Providence, RI: American Mathematical Society. The document is in production. Additional information can be obtained at www.ams.org/cbms/cbms-survey.

GRANDTOTAL	\$49,893			
	YearOne			
A.SeniorPersonnel	CAL	ACAD	SUMR	FundsRequested
PI-MichaelPearson				\$-
Co-PI-DavidKung				
Co-PI-RebeccaHartzler				
Co-PI-MichaelOehrtman				
Co-PI-RichelleBlair				
Others(listonbudgetjustification)				
TOTAL	0	0	0	\$-
B.OtherPersonnel				
PostDocs				
Otherprofessionals				
GradStudents				
UndergraduateStudents				
Secretarial(MAAsupport)				\$900
Other				
TOTALSalaries(A+B)				\$900
C.FringeBenefits. 24.3%ofMAAsalaries				\$219
D.Equipment				
E.Travel				\$4,000
F.ParticipantSupport				
Stipends				\$8,000
Travel				\$3,000
Subsistence				\$17,550
Other				
ParticipantNumber(??)&TOTALCOST				\$28,550
G.OtherDirectCosts				

Materials&Supplies				
Publication/Dissemination				
ConsultantServices. \$2,750perpersontofittotalunder\$50K				\$11,000

ComputerServices				
Subawards				
Other				
TOTALOtherDirectCosts				\$11,000
H. TOTALDIRECTCOSTS(A-G)				\$44,669
I. IndirectCosts(Specifyrate(32.41%)&base(salaries))				\$5,224
\$16,119<-Base=LineHminusSectionFtotal				
J. TOTALDirect&Indirect				\$49,893

TravelforWorkshopFacilitators	
Fourfacilitators@\$1000/trip	\$4,000
StipendTotal	\$8,000
Stipendfor2LocalworkshopOrganizers	
\$1000/organizer	\$2,000
StipendsforLocal2ScalingLeads	
\$3000fortheyear	\$6,000
Travelfor60Participants	60
Mileage(\$50cap)	\$3,000
Subsistencefor60Participants	\$17,550
Foodfor1.5daymeeting@\$95/day	\$8,550
Hotel(onenight@\$150)	\$9,000

ATTACHMENT R - Proposal for Southwest AMATYC Regional Conference

<i>Dates and Location of the Conference</i>	
Dates	Friday, June 7 – Saturday, June 8, 2019
Location	Frisco, Texas
<i>Conference Organizers</i>	
Organizer & Host	Cynthia Martinez TexMATYC President 2017-2018 Temple College 2600 South First Temple TX 76504 (254)298-8358 cymartinez@templejc.edu
Organizer	April Strom ArizMATYC President 2016-2018 Scottsdale Community College 9000 E. Chaparral Rd. Scottsdale AZ 85256 (480)425-6746 april.strom@scottsdalecc.edu
Organizer	Duane Doyle ArkMATYC President Arkansas State University 7648 Victory Blvd Newport AR 72112 (870)512-7863 duane.doyle@asun.edu
Organizer	Eva Rivera NMMATYC President University of New Mexico-Valencia 280 La Entrada Rd. Los Lunas NM 87031 505-925- 8600 eriveral@unm.edu
Organizer	Chris Oehrlein OKMATYC President 2016-2018 Oklahoma City Community College 7777 South May Avenue Oklahoma City, OK 73159 (405)682-1611 x.7438 coehrlein@occc.edu
<i>Conference Chairs</i>	
Conference Chair	Cynthia Martinez TexMATYC President (254)231-6004

Local Arrangements Chair	Randy Collins Collin College - Preston Ridge Campus 9700 Wade Blvd Frisco TX 5035 rlcollins@collin.edu
Program Chair	TBD
Vendor Chair	TBD

Conference Details

Number of projected participants	200
Tentative Title of the Conference	Southwest AMATYC Regional Conference: "Big Ideas in Texas"
Theme/Purpose of the Conference	Strategies for developmental mathematics education, history of mathematics, ideas for professional development, online instruction, technology integration
Conference Location, City & Facilities	Collin College - Preston Ridge Campus Conference Center 9700 Wade Blvd. Frisco, Texas 75035
Conference Facility Space	Meeting rooms: Collin College-Preston Ridge campus - Conference Center Sleeping rooms: Omni, Embassy Suites, Holiday Inn Express, Drury Inn
Vendor Space	Collin College - Preston Ridge Campus Conference Center 9700 Wade Blvd. Frisco, Texas 75035
Financial Plan for renting Exhibit Space	ArizMATYC, ARMATYC, OKMATYC, NMMATYC, TexMATYC will provide seed money with the understanding that if we do not get enough vendors to cover this cost, this deposit will not be reimbursed.

Commitment to AMATYC

Advertising	All advertising will clearly state this as an AMATYC Regional Conference
AMATYC President	The AMATYC President or President's designee will be invited to participate in a mutually agreed upon part of the program.
Membership in AMATYC	The Regional Vice-President will be present to promote membership and a table with Membership materials will be staffed throughout the conference.

Time Table

<p>One year prior: Wednesday, June 6, 2018</p>	<p>Determine Date Create Budget Secure Funding Secure Accommodations Secure Conference Location Design Website Design "Save the Date" flyers</p>
<p>Nine months prior: Thursday, September 6, 2018</p>	<p>Locate Keynote Speaker(s) Activate website Post Conference link on affiliate websites Email "Call for Presenters" Send "Save the Date" flyers Design eCard Announcements</p>
<p>Six months prior: Thursday, December 6, 2018</p>	<p>Second email "Call for Presenters" Email eCard Announcements Request materials from AMATYC: flyers, brochures, bags, door prizes & a Table Display (with publications) to be shipped to conference location Secure food vendor</p>
<p>Two months prior: Saturday, April 6, 2019</p>	<p>Vendor deadline (close vendor registration link) Presenter deadline (close presenter registration link) Email presenters Design, print & sign certificates for presenters Design eEvaluation for Sessions Create schedule/Agenda & post on website Design program Design & order name tags Order food Secure door prizes Check-in with Keynote Speaker(s)</p>
<p>Three weeks prior: Thursday, May 16, 2019</p>	<p>Presider deadline (close presider link) Send reminder email Make arrangements for facilities (rooms open on-time, I.T. working) Email Presenter confirmation session with location & time</p>
<p>One week prior: Thursday, May 30, 2019</p>	<p>Registration deadline (close online registration link) Compile list of attendees Print name tags Make signage Purchase Thank-You gift(s) for Keynote Speaker(s) Create Presider packets Create Registration packets/bags Secure designated photo-takers</p>

One day prior: Thursday, June 6, 2019	Purchase food, napkins, cups Ensure room, vendor, registration table set-up Secure materials Check presentation
Day of Conference: Friday, June 7- Saturday, June 8, 2019	Arrive 2-hours early for set-up (directional signs, rooms, I.T., etc.) Ensure registration table is stocked (packets, conference-day-sign-in-sheets, receipt books, pens, etc.)

Budget Estimate

Printed Materials (flyers, certificates, program, address labels, name tags)	\$200.00
Postage & Miscellaneous	\$500.00
Food (Friday breakfast, Friday lunch, Saturday breakfast)	\$5,000.00
Materials (pens, pencils, notepads, folders, bags)	\$150.00
Facilities (including hospitality room, Internet connections, grand meeting room, keynote speaker room)	\$600.00
Total	\$6,450.00

Income Estimate

Participant Registration fee \$85 for early registration (one month prior) \$100 for late registration (after early registration deadline)	\$19,000.00
Vendor Registration fee \$200 for early registration (one month prior) \$250 for late registration (after early registration deadline)	\$1,500.00
Total	\$20,500.00

Post-Conference

Conference Evaluation	Electronic evaluation forms will be used to determine the success of the Conference
Report to AMATYC Board	The Conference Chair will file a written report to the AMATYC Board by August 2019 summarizing the conference evaluations.

On behalf of the Southwest AMATYC Regional Affiliates, I would like to thank the AMATYC Executive Board for consideration of our proposal.

Sincerely, *Cynthia Martinez* Cynthia Martinez