

**AMATYC 2019 Spring Executive Board Meeting  
Memphis, TN**

**Friday, April 12, 2019**

The meeting was called to order at 8:32 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; Keven Dockter, Conference Coordinator; and Turi Suski, Incoming Conference Coordinator.

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 Fahringer.

**Motion approved**

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

Made by Rivers and seconded by Tanner.

**Motion approved**

**CONSENT CALENDAR**

Officer reports were received and reviewed.

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

**Motion:** That the attached changes to replace *Opening session* with Thursday Keynote session throughout the PPM be approved. (Attachment E)

**Motion:** That the reports and motions of the Consent Calendar of the 2019 SBM be approved as written.  
Made by Pauley and seconded by Beatty

**Motion approved**

## ACADEMIC COMMITTEES

Several academic committee chair reports were received and reviewed.

Ken Sien, from Experient met with Board from 9:30 – 10:30 am. He discussed the relationship between Experient and AMATYC, some of the services that Experient can offer AMATYC, and then answered questions from the board. Topics included (1) ways to make sure our conference room block is booked by conference attendees, and not vacationers looking for a good room rate, (2) a change in the hotel industry reducing commissions of event planning companies from 10% to 7%, (3) what AMATYC does well and what could AMATYC do better, and (4) how to grow membership.

Continued receiving academic chair reports. In addition, the revised position statement submitted by the Innovative Teaching and Learning Committee was reviewed and an opportunity was given to the Board to edit the document. Sophia Georgiakaki will convey suggested edits to the committee chair, Dan Petrak.

**Motion:** That the AMATYC Board endorses the spirit of the ITLC Position Statement titled “Distance Education in College Mathematics in the First Two Years”. (Attachment F)

Made by Georgiakaki and seconded by Rivers.

**Motion approved**

Meeting suspended at 12:00 pm.

Personnel Committee met during lunch 12:00 – 1:00 pm.

Meeting resumed at 1:05 pm.

**Motion:** That section 9.6.3 of the PPM be revised as indicated in the PPM-Change Table. (Attachment G)  
Made by Matsuoka and seconded by Oaks.

**Motion approved**

**Motion:** That the AMATYC Executive Board endorse the spirit of the attached Position Statement on Equity. (Attachment H)

Made by Oaks and seconded by Kozak.

**Motion defeated**

## ANets

Some ANet leader reports were received and reviewed.

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

Meeting suspended at 3:35 pm.

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

## **Saturday, April 13, 2019**

Meeting resumed at 8:30 am.

Received and reviewed additional ANet reports.

In addition, the position statement of Mathematics for Liberal Arts was reviewed, and an opportunity was given to the Board to edit the document. Jim Ham, the liaison, will convey suggested edits to the respective leader.

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

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

**Motion:** That Section 15.7 of the PPM be revised as indicated in the attachment. (Attachment I)  
Made by Pauley and seconded by Fahringer.

**Motion approved**

## **CONFERENCE**

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

## **OTHER CONFERENCE**

The 2018 Orlando Conference Evaluation Summary and Experient Post Conference Report were received and reviewed.

Continued receiving and reviewing Services/Coordinators/Directors/Publications reports.

Meeting suspended at 12:15 pm

Meeting resumed at 1:15 pm

## **TREASURER/BUDGET**

**Motion:** That the expenditures from the cash account register from September 15, 2018 through February 15, 2019 be approved.  
Made by Tannor and seconded by Tanner.

**Motion approved**

David Tannor gave the Treasurer's Report.

**Motion:** That the AMATYC Executive Board approve financial support for AMATYC *IMPACT* grant-writing meetings for a total amount of \$10,000 to prepare a grant proposal, abstract and budget focused on *IMPACT* to be submitted in 2019.

Made by Ström and seconded by Fahringer.

**Motion approved**

**Motion:** That up to \$6000 be allocated for IMPACT and IMPACT Live! celebration and publicity at the AMATYC Annual Conference in Milwaukee. These funds include the purchase, shipping, and storage of materials. Selection of items must be approved by the treasurer and president.

Made by Ström and seconded by Oaks

**Motion defeated**

#### **ADMINISTRATIVE COMMITTEES**

Several administrative committee reports were received and reviewed.

**Motion:** That \$8,000 be approved for issuing AMATYC Traveling Workshop Grants not to exceed \$2,000 each in 2020.

Made by Oaks and seconded by Beatty.

**Motion approved**

Meeting suspended at 4:30 pm.

## **Sunday, April 14, 2019**

Meeting resumed at 9:00 am.

Continued receiving and reviewing Administrative committee reports.

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

Ad hoc committees and grant reports were received and reviewed.

**Motion:** Effective at the end of the 2019 Spring Board Meeting, that the attached board report form be used by Committee Chairs. (Attachment J)  
Made by Fahringer and seconded by Georgiakaki.

**Motion approved**

**Motion:** Effective at the end of the 2019 Spring Board Meeting, that the attached board report form be used by ANet Leaders. (Attachment K)  
Made by Fahringer and seconded by Rivers.

**Motion approved**

**Motion:** Effective at the end of the 2019 Spring Board Meeting, that the attached form be used for all Directors/Coordinators board reports. (Attachment L)  
Made by Rivers and seconded by Fahringer.

**Motion approved**

Meeting suspended at 12:00 pm.  
Meeting resumed at 1:00 pm.

**Motion:** Effective at the end of the 2019 Spring Board Meeting, that the attached form be used for all Executive Board member board reports. (Attachment M)  
Made by Tanner and seconded by Beatty.

**Motion approved**

**Motion:** That AMATYC adopt a new proposal submission process involving Google Forms and review process involving Smartsheet for the AMATYC Annual Conference effective immediately.  
Made by Ström and seconded by Pauley.

**Motion approved**

## EXECUTIVE SESSION

**The Board went into Executive Session at 2:00 pm.** Keven Dockter, Anne Dudley, and Turi Suski were asked to stay for the Executive Session.

**The Board exited the Executive Session at 4:35 pm.** At that time, Secretary Rouhani reported out the following:

- The 2019 Teaching Excellence Award winners were announced. (Alphabetical by first name)
  - Andrea Hendricks
  - Holly Markovich
  - Paul McCombs
  - Trisha White
- The Board made the following appointments, pending membership verification.

Term Begins Term Ends	Appointee's Name, College & Email	Position/Region	Committee
1/1/2020 12/31/2021	Anders (AJ) Stachelek Hostos CC, CUNY astachelek@hostos.cuny.edu	Chair Northeast	Equity Committee
1/1/2020 12/31/2021	Julie Hanson Clinton CC Julie.Hanson@clinton.edu	Chair Northeast	Statistics Committee
1/1/2020 12/31/2021	Mark Kuhlman Casper College mkuhlman@caspercollege.edu	Chair Northwest	Teacher Preparation Committee
1/1/2020 12/31/2021	Carol Hannahs Embry Riddle Aeronautical Univ - Worldwide Campus hannahsc@erau.edu	Chair Midwest	Mathematics and its Application for Careers Committee
1/1/2020 12/31/2021	Christine Mirbaha CC of Baltimore County - Dundalk CMirbaha@ccbcmd.edu	Leader Mid-Atlantic	ANet: Division/Department Leadership
1/1/2020 12/31/2021	Wendi Morrison School of Architectural Technology, Sheridan College wendi.morrison@sheridancollege.ca	Editing Director Northeast	
1/1/2019 12/31/2022	Fred Peskoff Borough of Manhattan CC fpeskoff@aol.com	Member At-Large Northeast	Foundation

1/1/2019 12/31/2022	Judy Ackerman Montgomery College judy.ackerman@montgomerycollege.edu	Member Mid-Atlantic	Investments Board
1/1/2020 12/31/2022	José María Menéndez Pima CC jmenendez@pima.edu	Regional Representative Southwest	Program Review Committee
1/1/2020 12/31/2021	Shane Tang Salt Lake CC shane.tang@slcc.edu	Member At-large West	Equity Committee
1/1/2020 12/31/2021	Christine Mirbaha CC of Baltimore County - Dundalk cmirbaha@ccbcmd.edu	Regional Representative Mid-Atlantic	Equity Committee
1/1/2020 12/31/2021	Jennifer Ackerman Jefferson CTC JACKERMAN0006@kctcs.edu	Regional Representative Midwest	Equity Committee
01/01/2020 12/31/2021	Ralf (Ronald) Youtz Portland CC ronald.youtz@pcc.edu	Regional Representative Northwest	Equity Committee
01/01/2020 12/31/2021	Laurie Beth Keatts Catawba Valley CC lkeatts@cvcc.edu	Regional Representative Southeast	Equity Committee
01/01/2020 12/31/2021	José María Menéndez Pima CC txemiux_m@yahoo.com	Regional Representative Southwest	Equity Committee
01/01/2020 12/31/2021	Curtis Mitchell Kirkwood CC: Iowa City Campus Curtis.Mitchell@kirkwood.edu	Regional Representative Central	Equity Committee
1/1/2019 12/31/2019	Ward Shaffer SUNY- Delhi shaffewj@delhi.edu	Regional Representative Northeast	Mathematics and its Application for Careers Committee
01/01/2020 12/31/2021	Megan Breit-Goodwin Anoka Ramsey CC Megan.Breit-Goodwin@anokaramsey.edu	Member At-Large Central	Research in Mathematics Education for Two- Year Colleges Committee

01/01/2020 12/31/2021	Mike Long Howard CC MLong@howardcc.edu	Regional Representative Mid-Atlantic	Research in Mathematics Education for Two- Year Colleges Committee
01/01/2020 12/31/2021	Vilma Mesa University of Michigan vmesa@umich.edu	Regional Representative Midwest	Research in Mathematics Education for Two- Year Colleges Committee
01/01/2020 12/31/2021	Claire Wladis Borough of Manhattan CC profwladis@gmail.com	Regional Representative Northeast	Research in Mathematics Education for Two- Year Colleges Committee
01/01/2020 12/31/2021	Mark Yannotta Clackamas CC marky@clackamas.edu	Regional Representative Northwest	Research in Mathematics Education for Two- Year Colleges Committee
01/01/2020 12/31/2021	Jennifer Travis Lonestar CC Jennifer.L.Travis@lonestar.edu	Regional Representative Southwest	Research in Mathematics Education for Two- Year Colleges Committee
01/01/2020 12/31/2021	Irene Duranczyk University of Minnesota duran026@umn.edu	Regional Representative Central	Research in Mathematics Education for Two- Year Colleges Committee
01/01/2020 12/31/2021	Andy Jones Prince George's CC jonesad@pgcc.edu	Member At-Large Mid-Atlantic	Teacher Preparation Committee
01/01/2020 12/31/2021	Amber Rust Anne Arundel CC arust1@aacc.edu	Regional Representative Mid-Atlantic	Teacher Preparation Committee
01/01/2020 12/31/2021	Abigail Bailey Elgin CC abailey@elgin.edu	Regional Representative Midwest	Teacher Preparation Committee
01/01/2020 12/31/2021	Michelle Doucette Onondaga CC doucettm@sunyocc.edu	Regional Representative Northeast	Teacher Preparation Committee

01/01/2020 12/31/2021	Meg Moss Western Governor's University meg.moss@wgu.edu	Regional Representative West	Teacher Preparation Committee
01/01/2020 12/31/2021	Patrick Kimani Glendale CC patrick.kimani@gccaz.edu	Regional Representative Southwest	Teacher Preparation Committee
01/01/2020 12/31/2021	Mary Beard Kapi'olani CC mbeard@hawaii.edu	Regional Representative West	Teacher Preparation Committee
01/01/2020- 12/31/2021	Garrett Gregor Clark College ggregor@clark.edu	Regional Representative Northwest	Placement and Assessment Committee
01/01/2020 12/31/2021	Alvina Atkinson Georgia Gwinnett College aatkinso@ggc.edu	Regional Representative Southeast	Placement and Assessment Committee
01/01/2020 12/31/2021	Steve Zollinger Snow College Steve.Zollinger@snow.edu	Regional Representative West	Research in Mathematics Education for Two- Year Colleges Committee
01/01/2020 12/31/2021	Kendall Jacobs Casper College kjacobs@caspercollege.edu	Regional Representative Northwest	Teacher Preparation Committee
01/11/2020 12/31/2021	Barbara Leitherer CC of Baltimore County – Catonsville Bleitherer@ccbcmd.edu	Leader Mid-Atlantic	International Mathematics ANet
04/14/2019 12/31/2021	Patrick Riley Hopkinsville CC Patrick.riley@kctcs.edu	Webinar Coordinator Midwest	

- The Board identified potential keynote speakers for the 2021 Annual Conference in Phoenix, AZ.
- The Professional Development Coordinator and Webinar Coordinator Search Committee chair updated the board on the searches.
- Pending membership verification, the slate of the 2019 election for the 2020-2021 AMATYC Executive Board was approved.

Meeting suspended at 4:35 pm.

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

**Monday, April 15, 2019**

Meeting resumed at 8:30 am.

**NEW BUSINESS**

**Motion:** That effective July 1, 2020, the annual membership dues for a regular individual AMATYC member be \$95.

Made by Tannor and seconded by Kozak.

**Motion approved**

**Motion:** That both the Temporary Adjunct and Retiree Rate Exceptions for conference registration rates be extended from 2019 through 2022.

Made by Tannor and seconded by Georgiakaki.

**Motion approved**

**Motion:** That effective with the 2020 annual conference, the full conference discount registration rate be set at \$375.

Made by Tannor and seconded by Beatty.

**Motion approved**

**Motion:** That the graduate student non-member conference registration rates be eliminated (PPM 8.12.3). (Attachment N)

Made by Tannor and seconded by Pauley.

**Motion approved**

**Motion:** That institutional member dues be set to \$530, effective July 1, 2020 through June 30, 2021. (PPM 3.2.1)

Made by Tannor and seconded by Tanner.

**Motion approved**

**Motion:** That additional funds in the amount of \$2,000 be added to account 5940 solely to be made available to support up to four AMATYC members to attend ICME-14 in 2020. Current Executive Board members are not eligible.

Made by Rivers and seconded by Oaks.

**Motion approved**

**Motion:** That the attached changes to Plaques Requisites (PPM 2.5.1) be approved. (Attachment O)

Made by Rivers and seconded by Pauley.

**Motion approved**

**Motion:** That the attached changes to the Margie Hobbs Award (PPM 2.5.6) be approved.  
(Attachment P)

Made by Kozak and seconded by Rivers.

**Motion approved**

**Motion:** That the 2019 Approved Budget be amended to reflect a Net Decrease of \$38,688.75.

Made by Tannor and seconded by Tanner.

**Motion approved**

**Motion:** That the attached changes to Wanda Garner Presidential Student Scholarship (PPM 2.5.2) be approved. (Attachment Q)

Made by Rivers and seconded by Kozak.

**Motion defeated**

**Motion:** That Conference Registration Fees (PPM 6.10.2) be removed and replaced with: *Details about conference registration fees can be found in 8.12.3.*

Made by Tannor and seconded by Rivers.

**Motion approved**

**Motion:** That Officer and Chairperson Identification Numbers (PPM 6.7) be changed as proposed in the attachment. (Attachment R)

Made by Tannor and seconded by Tanner.

**Motion approved**

**Motion:** That the executive board approve the changes to PPM 3.2.2 Benefits of Institutional Members as attached. (Attachment S)

Made by Georgiakaki and seconded by Pauley.

**Motion approved**

## **PARTNERSHIPS/MISCELLANEOUS REPORTS**

Partnerships and miscellaneous reports were reviewed.

**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: Sunshine Fund**

The proposed changes to the AMATYC Executive Board Sunshine Fund were approved. The Sunshine Fund is funded through donations received by board members and other leaders who attend board meetings.

**Discussion: Evaluating the Executive Director**

Nancy Rivers and David Tannor were appointed by President Ham to complete the annual evaluation of the Executive Director.

**Discussion: Promoting the Milwaukee Conference**

To promote the Milwaukee Conference, membership, and *IMPACT*, various AMATYC materials will be mailed to select college representatives (who are AMATYC members). The envelopes will be stuffed at the SBM 2019 and will be mailed out soon after so that college representatives receive the materials before the end of the Winter/Spring semester.

**Discussion: Who is going to MathFest? Want to work at the exhibitor's booth?**

Jon Oaks, Anne Dudley, Jim Ham, and David Tannor (maybe) will attend the event.

**Discussion: Listing state delegates in Smartsheet.**

State delegates are appointed by April 1 in odd-numbered years. This year, appointments were entered in Smartsheet. Affiliate delegates will be appointed by September 15 based on the affiliate rules, but will use the same Smartsheet forms.

**Discussion: Defining subcommittees and their funding in PPM**

An update on the committee's work was given by chair, Rochelle Beatty. Members of this committee include Rochelle Beatty (Chair), Eric Matsuoka, Sarah Pauley, and Jane Tanner.

**Discussion: Gender designation on SML**

Eric Matsuoka will contact Steve Hundert, SML Coordinator, to determine the need for and wisdom of requiring participants to specify their gender on the submitted test form. If needed, alternatives to the male-female-only responses will be determined. In addition, this will be relayed to the Student Research League Coordinator.

**Discussion: Funding the FML award – Mu Alpha Theta**

Mu Alpha Theta will fund the Faculty Math League in 2019. Having a reciprocal agreement with Mu Alpha Theta may be mutually beneficial to both organizations. Executive Director Anne Dudley will collaborate with the executive director of MAT to explore a possible reciprocal agreement.

**Discussion: Historian**

A couple of potential members were suggested as the next AMATYC Historian. Jon and Sophia will follow up with those individuals.

**Discussion: NAEP (National Assessment of Educational Process) Review**

This organization is looking for individuals to look at the new NEAP guidelines and corresponding website. Scott Adamson is the AMATYC liaison to this group, though they are looking for any available reviewers. This may be an opportunity for participation by the Placement and Assessment Committee (PAC) or other committees. The liaison to PAC will relay this to the PAC chair.

**Discussion: Who receives LOU (letter of understanding)?**

Disbursement of letters of understanding has not been consistent in the past. Such letters should only go out to those who are getting AMATYC conference support or other funding from AMATYC (e.g., keynote speakers). These letters should not go out to academic committee regional representatives since they do not get conference support. Instead, a letter of appointment will go out from the office to regional representatives in which their duties will be stated.

**Discussion: Eliminating term limits for SML, Test Development team members**

Eric Matsuoka will check with T.J. Duda about his current thinking of term limit for team members. A change to term limits would require board approval.

Meeting suspended at 12:00 pm.

Meeting resumed at 1:15 pm.

**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.

**PARKING LOT (continued)****Discussion: Social Media Coordinator and Rules for FB promotions**

These topics will be assigned to the Social Networking Committee. More guidance will be provided to this team by the President. The Social Networking Committee and the Social Media Task Force will consolidate into a single committee.

**Discussion: Where to publish the list of grants supported by AMATYC?**

It was decided to create a link to grants page from the “About Us” tab on the website. The grants page will include a list of all Level I or Level II supported grants, a short abstract, names of PIs and their email addresses, the NSF or funding agency number, and the dates of grant. Sophia Georgiakaki will ask Dennis Ebersole, Grants Coordinator, to create this grid and pass this information along to the President and Website Coordinator.

**Discussion: SRL Sponsor**

Karen Gaines, SRL Coordinator was checking on matching gifts, as it costs close to \$5000 - \$6000 to fund the SRL. Rochelle Beatty will follow-up on a possible sponsor.

**Discussion: Creating fundraising ideas**

Fundraising ideas should be passed along to Jane Tanner.

**Discussion: AMATYC-sponsored PD courses & Member Spotlights**

These items will be passed along to the new Professional Development Coordinator.

**Discussion: General Data Protection Regulations (GDPR) Compliance & Sharing Vendor Contact Information with Affiliates.**

GDPR is a European Union law that ensures the protection of member or customer data. While there is not a federal law in the U.S., several states are considering similar laws. As Canada may have a similar law, AMATYC must begin to think about ensuring confidentiality of member data as we approach the 2022 Toronto conference. We are also hesitant to release vendor contact information unless given permission by the vendors. If there are state or regional events, it is suggested that the event coordinator reach out to local vendors for exhibiting at their event.

**Discussion: Copyrighted music played at Conference**

AMATYC strives to comply with all copyright laws, including music copyrights. AMATYC encourages conference presenters to avoid using copyrighted music in their presentations unless they have received the appropriate permissions. It is suggested to check with the music faculty at a local college or follow up with Peter Georgakis, AMATYC Legal Advisor, with more information on music copyrights.

**Discussion: Discussing sensitive issues via email**

Sensitive issues should not be communicated via work or AMATYC email. In addition, board ZOOM executive sessions should not be recorded for security purposes.

**Discussion: New Task Forces/Committees**

The following new Task Forces/Committees were recommended.

- **Duties of Regional Representatives Task Force**  
Potential Members: Dan Fahringer (chair), Jon Oaks, Jane Tanner, Eric Matsuoka, Anne Dudley, Julie Hanson or Mark Kuhlman
- **ICME-14 Criterion Selection for \$2000 Ad Hoc Committee**  
Members: Behnaz Rouhani (chair), Jane Tanner, Jon Oaks
- **Position Statement Ad Hoc Committee**  
Members: Rochelle Beatty (chair), Sophia Georgiakaki, Behnaz Rouhani  
This Ad Hoc Committee will work on the following Position Statements
  - Selling Textbooks
  - Undergraduate textbooks
- **Position Statement Ad Hoc Committee**  
Members: Nancy Rivers (chair), Sophia Georgiakaki, Kate Kozak, David Tannor  
This Ad Hoc Committee will work on the following Position Statements
  - Internship for Faculty

- **Pre-Conference Workshop Policies Task Force (PPM 8.13.8)**

Potential Members: Eric Matsuoka (chair), Sarah Pauley, Keven Dockter, April Ström, Rochelle Beatty, Anne Dudley, Paula Wilhite or Nancy Sattler

**Discussion: Role of Board in IMPACT Live!**

April Ström, liaison to the IMPACT Live! leaders was asked to share the following with the team:

- Several committees indicated in their Board reports that they would like to integrate some of their work with Impact Live! How does the IMPACT team plan to involve the committee chairs in the ongoing development of IMPACT Live!? Is there a way to merge the committee resource pages into IMPACT Live?
- What is the status of the IMPACT Live! available content? What additional content will be available in 6 months? What is the plan to collect content for the IMPACT Live! site over the next several months?
  - Will video lessons or video lectures be included? If so, is the team looking for member videos, or is the plan to have someone from the IMPACT Live! team create the videos?
  - Will there be blogs related to each committee and related to other themes? Is there a need for additional bloggers?
  - What is the process for seeking, securing, and evaluating content?
- What can the AMATYC board do to assist the IMPACT Live! team with their work?

Teams working on Strategic Planning were asked to meet electronically and complete their work by May 31, 2019.

Meeting adjourned at 4:30 pm.

The Finance Committee met from 8:30 – 10:30 am on Tuesday, April 16, 2019 to work on the first draft of the 2020 budget.

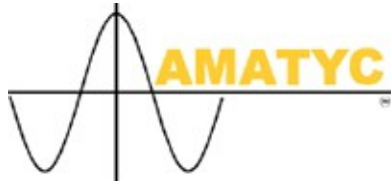
**Behnaz Rouhani, Secretary 2018-2019**  
**Date: April 22, 2019**

**Jim Ham, President 2018-2019**  
**Date: April 22, 2019**

## ATTACHMENTS

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## ATTACHMENT A – REFERENCE MATERIAL



**AMATYC 2019 Spring Executive Board Meeting Plan**  
**Southwest Tennessee Community**  
**College Memphis, TN**  
**April 11-16, 2019**

**Arrive:** Thursday, April 11<sup>th</sup> any time

- Send your travel plans to Beverly.  
<https://app.smartsheet.com/b/for m/ 1 d 6744 9 f 1 f 8744 ada 04 c 8 a 816 d 285887>
- 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 16 anytime (except for Finance Committee - flights leave after 2:00)**

**Logistics/Meeting Sites**

- 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.**

- **Meeting with Ken Sein, Experient: Friday 9:30 – 10:30 a.m.**
- **Lunch (noon until 1:00 p.m.)**
- **Personnel Committee: Friday, 12:00 – 1:00 p.m. (overlunch)**
- **Strategic Planning: Friday, 2:30 – 3:30 p.m.**
- **Membership Committee: Friday, 3:30 – 4:30 p.m.**

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

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

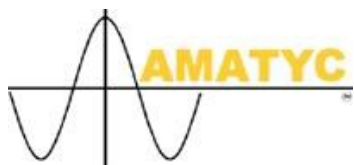
- **Lunch (noon until 1:00 p.m.)**
- **Professional Development Committee: Sunday, 5:00 – 6:00 p.m.**

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

- **Office Report: Monday, 10:00 – 11:00 a.m.**
- **Lunch (noon until 1:00 p.m.)**
- **Strategic Planning: Monday, 2:30 – 3:30 p.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)

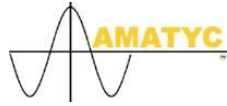
**AMATYC's Vision:** To be the leading voice and resource for excellence in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

**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

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

<b>IP Guide</b>	MAA's Instructional Practices Guide
<b>IUSE</b>	Improving Undergraduate STEM Education (NSF grant program)
<b>JCW</b>	Joint Committee on Women in Mathematical Sciences
<b>JMM</b>	Joint Mathematics Meeting. Meetings hosted each January by AMS, MAA, and SIAM.
<b>JPBM</b>	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.
<b>JSM</b>	Joint Statistical Meeting
<b>MAA</b>	Mathematical Association of America. Executive Director is Michael Pearson.
<b>MAC^3</b>	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
<b>MathFest</b>	MAA's Summer Meeting
<b>MET</b>	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
<b>PMET</b>	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
<b>MSEB</b>	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
<b>NACCTEP</b>	National Association of Community College Teacher Education Programs.
<b>NADE</b>	National Association of Developmental Education
<b>NAS</b>	National Academy of Sciences
<b>NASSMC</b>	National Alliance of State Science and Mathematics Coalitions
<b>NCTM</b>	National Council of Teachers of Mathematics. Bob Doucette is the Executive Director.
<b>NCSM</b>	National Council of Supervisors of Mathematics.
<b>NRC</b>	National Research Council, organized by the NAS in 1916. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
<b>NSF</b>	National Science Foundation. Provides government funding for scientific endeavors.
<b>PAEMT</b>	Presidential Award for Excellence in Mathematics Teaching
<b>PPM</b>	AMATYC's Policy and Procedures Manual
<b>RUME</b>	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
<b>SBM</b>	AMATYC's Spring Board Meeting
<b>SIAM</b>	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
<b>SOA</b>	Society of Actuaries
<b>SPO</b>	AMATYC's Strategic Planning and Orientation meeting
<b>SUMMA</b>	Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MAA was established in 1990 to increase the representation of minorities in the fields of mathematics, science and engineering and improve the education of minorities.
<b>TLC3</b>	Transitioning Learners to Calculus in Community Colleges
<b>TODOS</b>	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
<b>TPSE Math</b>	Transforming Post-Secondary Education in Mathematics
<b>Triangle Coalition</b>	A Washington DC-based nonprofit organization comprised of more than 100 member organizations with representation from business, education, and scientific and engineering societies. The coalition's mission is to bring together the voices of business, government, and education to improve the quality and outcome of STEM education.
<b>USAMO</b>	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the IMO. The team is honored at a special event in Washington each June.
<b>USNCMI</b>	United States National Committee on Mathematics Instruction
<b>UTMOST</b>	Undergraduate Teaching of Mathematics with Open Software and Textbooks (NSF grant)

### *Parliamentary Motions Guide*

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

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

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

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

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

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

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

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

336-378-1899(W) 336-378-1850(F) P.O. Box 41027, Greensboro 27404

web site: [www.jimslaughter.com](http://www.jimslaughter.com)

**Policy on a Welcoming Environment**

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

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

**Definition of Sexual Harassment**

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

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

**Definition of Other Harassment**

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

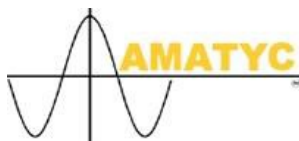
[Proposed policy and definitions of harassment adapted from those given in the anti-harassment policy of the American Astronomical Society, [aas.org](http://aas.org).]

Adopted April, 2013

**2018 – 2019 Affiliate Visits**

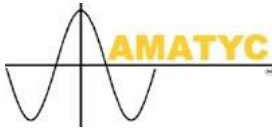
<b>Affiliate Name</b>	<b>2018 Meeting Start Date</b>	<b>Who Plans to Visit in 2018</b>	<b>2019 Meeting Start Date</b>	<b>Who Plans to Visit in 2019</b>
AlaMATYC	03/02/18		02/01/19	Nancy Rivers
ArizMATYC	04/06/18, 10/5/18	April Strom	02/08/19	April Strom, Kate Kozak
CMC^3	12/07/18	Eric Matsuoka	04/26/19	
CMC^3 South			03/01/19	Eric Matsuoka
ColoMATYC			03/01/19	Rochelle Beatty
DelMATYC	05/22/18	Dan Fahringer	05/21/19	Dan Fahringer
FTYCMA	02/09/18	Nancy Rivers	02/15/19	
GMATYC	02/16/18	Behnaz Rouhani	02/15/19	Behnaz Rouhani, Nancy Rivers
IMACC	04/13/18		04/11/19	
IMATYC	10/12/18	Rochelle Beatty		Rochelle Beatty
INMATYC	4/6/18, 9/21/18			
INMATYC			09/20/19	Jon Oaks
KAMATYC	03/03/18	Rochelle Beatty		
KYMATYC	02/23/18	Jon Oaks	02/22/19	Jon Oaks
La-MsMATYC	10/06/18		09/28/19	
MATYCNJ	4/7/18, 10/26/18		04/13/19	
MATYCONN	10/19/18	Sophia Georgiakaki	04/12/19	
MichMATYC	10/12/18	Jon Oaks, David Tannor	10/11/19	Jon Oaks, David Tannor
MinnMATYC	05/05/18	Keven Dockter	04/25/19	Rochelle Beatty
MMATYC	05/31/18	Dan Fahringer	05/30/19	Dan Fahringer
MOMATYC	04/05/18	Rochelle Beatty	04/06/19	Rochelle Beatty
NCMATYC	03/08/18	Nancy Rivers	03/07/19	Nancy Rivers
NDMATYC	10/05/18	Rochelle Beatty	10/06/18	Rochelle Beatty
NebMATYC			04/05/19	Rochelle Beatty
NEMATYC	04/06/18	Sophia Georgiakaki	04/05/19	Sophia Georgiakaki
NMMATYC	05/18/18	April Strom		
NYSMATYC	04/13/18		04/12/19	
OCMA	05/23/18	Sophia or David	05/22/19	Sophia Georgiakaki
OhioMATYC	04/13/18		03/29/19	Jon Oaks
ORMATYC	04/26/18		04/25/19	Sarah Pauley
SOCAMATYC	02/23/18		02/22/19	Nancy Rivers
TexMATYC	03/02/18	April Strom	06/07/19	April Strom, Jim Ham (SW Regional meeting)
TMATYC	04/06/18	Nancy Rivers	03/22/19	
VMATYC	03/23/19	Dan Fahringer	10/26/19	Dan Fahringer
WAMATYC	05/17/18			Sarah Pauley
WisMATYC	09/29/18	Jon Oaks	09/28/19	Jon Oaks
WYMATYC	03/23/18	Sarah Pauley		Sarah Pauley

As of March 17, 2019 Revised from SmartSheet



## Board Liaison Assignments 2018-2019

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents	45 affiliate presidents	Kate Kozak
AMATYC Legal Advisor	Peter Georgakis	Jim Ham
AMATYC News	Jennifer Travis	Sarah Pauley
AMATYC Project ACCESS	Christy Hediger	Sarah Pauley
Editing Director	Wendi Morrison	Nancy Rivers
Grants Director	Dennis Ebersole	Sophia Georgiakaki
Historian	Open	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	Rita Ralph	Jane Tanner
Professional Development Coordinator	Open	Jon Oaks
Traveling Workshop Coordinator	Mari Menard	Jon Oaks
Webinar Coordinator	Open	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
<b>Academic Committees</b>	<b>Chair</b>	<b>Board Member</b>
Developmental Mathematics	Paula Wilhite	Rochelle Beatty
Pathways Joint Subcommittee	Helen Burn	Rochelle Beatty
Innovative Teaching and Learning (ITLC)	Dan Petrak	Sophia Georgiakaki
Mathematics Intensive (MIC)	Bob Cappetta	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
Data Science Subcommittee	Ambika Silva	Kate Kozak
Teacher Prep	Mark Kuhlman	Jane Tanner
Mathematics and Its Applications for Careers (MAC)	Stefan Baratto	Eric Matsuoka
Equity Committee	Dorota Zak	Jon Oaks
<b>ANets</b>	<b>Leader</b>	<b>Board Member</b>
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
<b>Conference Committee</b>	<b>Leader</b>	<b>Liaison</b>
Program Chair	Judy Williams	Keven Dockter
Assistant Program Chair	Tim Britt	Keven Dockter
Assistant Conference Coordinator	Nathalie Vega-Rhodes	Keven Dockter
Exhibits Chair	Todd Stine	Keven Dockter
Advertising Chair	Crystal Wiggins	Keven Dockter
Roommate Network Coordinator	Sarah Miller	Keven Dockter
LEC 2019 – Milwaukee, Incoming CC	Turi Suski	Turi Suski
LEC 2020 - Spokane	Pete Wildman	Keven Dockter
LEC 2021 - Phoenix	Ana Jiménez	Keven Dockter



## 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, Dudley

#### Foundation Board

PPM 14.3.1 Manage the affairs of the AMATYC Foundation.

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

#### Membership Committee

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

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

#### Nominating Committee

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

Members: Tanner (Chair, nv), Crystal Wiggins, Matthew Prager, 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), Patty Zabel (Northeast), Lisa Feinman (Mid-Atlantic), Anne Magnuson (Southeast), Paul McCombs (Midwest), Mike Lueke (Central), Anne Reynolds-Garza (Southwest), Peter Wildman (Northwest), Reina Ojiri (West)

### 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, Barbra Steinhurst, Mary Beard, Brad Pretzer

### Delegate Assembly Minutes Approval Committee (2018)

PPM 4.2.3 Approve the minutes of the Delegate Assembly.

Members: Sophia Georgiakaki (Chair), Marty Kellum, Heui Do, Pat Barrientos, Rikki Blair, Behnaz Rouhani\*  
\*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), Judy Ackerman, 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: Dudley (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, Dudley

**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), Dudley, Ham, Kozak, Tanner, Christy Hunsucker

**Conference Committee**

PPM 8.3 Manage all aspects of the annual conference.

Members: Dockter (Chair), Todd Stine, Judy Williams, Tim Britt, Nathalie Vega-Rhodes, Crystal Wiggins, Pete Wildman, Turi Suski

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

**AMATYC Research Associate Task Force**

Review AMATYC Policy 11.7 on the AMATYC Research Associate; Review the SLOPE grant, particularly as it relates to the duties and responsibilities of the research associates; Consider policy changes to the AMATYC Research Associate policy (PPM 11.7), if appropriate; Make a recommendation to the Board.

Members: Megan Breit-Goodwin (Chair), Ann Sitomer, Ström, Tanner

### 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: Matsuoka (Chair), Tannor, 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, 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

### Conference Proposal Review Process Task Force

Research and consider alternatives to the current conference proposal review process. Create a summary comparing the costs, features, and feasibility of using the different products; Discuss the pros and cons of switching to a blind conference proposal review process. Make a recommendation to the Board on whether or not to switch to a blind review process; If any (immediate or future) changes are proposed to AMATYC's current conference proposal review processes, propose a transition timeline for moving from the current process to the new process; Submit a report for Board review summarizing the committee's work and containing the committee's recommendations. Submit motions, if appropriate, to accomplish the committee's recommendations for Board consideration at a future Board meeting.

Members: Ström (Chair), Dudley, Beverly Vance, George Hurlburt, Judy Williams, Phil Mahler, Oaks, Beatty, Georgiakaki

**Grants Policy Task Force**

To review AMATYC's grant policy (PPM 10.2) and to recommend changes so that the issue of appointing a new advisory board member is addressed, to update other parts of policy 10.2 to reflect current practice, and to submit a motion to the

Executive Board to update the policy.

Members: Tanner (Chair), Rivers, Nancy Sattler, Strom, Megan Breit-Goodwin, Ann Sitomer, Dennis Ebersole, Laura Watkins

**AMATYC PPM Ad Hoc Committee**

To review AMATYC policies and, if appropriate, propose changes to the AMATYC Executive Board.

Members: Kozak (chair), Fahringer, Rivers, Dudley

**Position Statement Review Ad Hoc Committee**

To identify AMATYC's position statements that are scheduled for review and to recommend an existing academic committee, ANet, or new task force to review each position statement. The charge does not include forming new committees.

Members: Fahringer (Chair), Matsuoka, Georgiakaki, Tannor, Wendi Morrison

**ZOOM Licenses Ad Hoc Committee**

To review AMATYC's annual ZOOM licenses/subscription/plan and, if appropriate, select a new better-fit plan. Also if appropriate, create a policy or set of rules that govern the use of our ZOOM licenses.

Members: Dudley (Chair), Strom, Oaks, Rouhani, Beverly Vance, Julie Gunkelman

**Professional Development Coordinator Search Committee**

To conduct a search and recommend a candidate to the President/Board.

Members: Oaks (Chair), Mari Menard, Julie Gunkelman, Rouhani, Georgiakaki, Matsuoka

**Webinar Coordinator Search Committee**

To conduct a search and recommend a candidate to the President/Board.

Members: Oaks (Chair), Mari Menard, Julie Gunkelman, Rouhani, Georgiakaki, Matsuoka

**Project ACCCESS Coordinator Search Committee**

To conduct a search and recommend a candidate to the President/Board.

Members: Pauley (Chair), Fahringer, Laura Watkins, Christy Hediger

## 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 motions and other Board actions since FBM 2018**

Submitted by Behnaz Rouhani, AMATYC Board Secretary 2018-2019

*12/1/2018 FBM 2018 Minutes*

**Email Motion # 7:** That the 2018 FBM minutes be approved as submitted. (Passed, December 7, 2018)

*12/17/2018 Professional Development Coordinator duties*

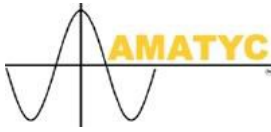
**Email Motion # 8:** That the description of the Professional Development Coordinator duties in PPM 11.1.2 be updated, as described in the attachment, effective immediately. (Passed, December 28, 2018)

*12/17/2018 Webinar Coordinator duties*

**Email Motion # 9:** That the description of the Webinar Coordinator duties be approved, as described in the attachment and added to PPM 11.1.5, effective immediately. (Passed, December 28, 2018)

*01/07/2019 Funding for Hybrid Conference*

**Email Motion #10:** That in PPM 6.6 Chart of Accounts, section 6.6.2 Expenses, the account Virtual (Hybrid) Conference be numbered 4150 and that the account be funded with \$18,000 to enable the conference committee to plan and pilot a hybrid conference beginning in Milwaukee in 2019. (Withdrawn, January 13, 2019)

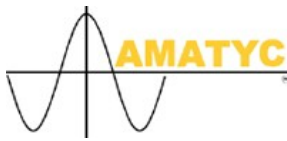
**ATTACHMENT B**

**RULES OF CONDUCT**  
**AMATYC Spring Board Meeting**  
**April 12-16, 2019**  
**Memphis, Tennessee**

- A. Robert's Rules of Order are used. The parliamentary is **Dan Fahringer**.
- B. Additions or deviations to Robert's Rules:
- Motions submitted after the deadline (February 15<sup>th</sup>) must have at least one co-sponsor.
  - Motions related to extended time will not be recorded in the minutes.
  - Motions that do not make it to the floor will not be noted in the minutes.
  - Motions that were discussed but withdrawn will be noted in the minutes.
  - Instances when gavel is passed back and forth are not mentioned in the minutes.
  - Attachments to the motions that are approved by the Board, but require slight modifications, will be edited by the person who wrote the motion and he/she will send the clean copy as well as one with track changes to the secretary after the board meeting.
  - Attachments of withdrawn motions will not be included in the minutes.
- C. The following time limits will be applied unless otherwise noted:
- |   |  |
|---|--|
| Reports (R) - 5 minutes<br>Discussion items (D) – 10 minutes<br>Motions involving discussion (M) – 15 minutes | Times on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is <b>Sarah Pauley</b> . |
|---|--|
- D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentary. 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 Keven at the end of SBM.)
  2. Items relating to Budget: **Dan Fahringer** and **Eric Matsuoka**. (Report to David at the end of SBM.)
  3. Items relating to the Office: **Sophia Georgiakaki** and **April Strom**. (Report to Anne at end of SBM).
  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.)
  6. Items related to the PPM: **Kate Kozak**
- G. Draft minutes will be available electronically each evening beginning Friday evening, unless otherwise specified 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 electronically to Behnaz by the following morning.
- 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 Spring Board Meeting (SBM) 2019

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

#### Friday:

- Meeting with Ken Sien, Experient: Friday 9:30 – 10:30a.m.
- Personnel Committee: Friday, 12:00 – 1:00 p.m. (overlunch)
- Strategic Planning: Friday, 2:30 – 3:30 p.m.
- Membership Committee: Friday, 3:30 – 4:30p.m.

#### Saturday:

- Conference Coordinator's Report (Sections G and GG): Saturday, 10:00 a.m. – 12:00p.m.
- Treasurer's Report: Saturday, 1:00 – 3:00 p.m.

#### Sunday:

- Professional Development Committee: Sunday, 5:00 – 6:00 p.m.

#### Monday:

- Office Report: Monday, 10:00 – 11:00 a.m.
- Strategic Planning: Monday, 2:30 – 3:30p.m.
- Membership Committee: Monday, 3:30 – 4:30 p.m.

#### Tuesday:

- Finance Committee Meeting: Tuesday, 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. An initial list is included in Section O in this order of business. If appropriate, some Parking Lot items will be discussed in Executive Session.

Reports (R) – 5 minutes

Discussion (D) – 10 minutes

Motions (M) – 15 minutes

Page	Agenda Item	Who?	Notes
	Call to Order	Ham	
<b>Section A: Meeting Plan, Rules of Conduct, Agenda, Reference Materials</b>			
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 (2018-2019)	Ham	
A9	Board Liaison Assignments	Ham	
A10-A14	Administrative/Ad Hoc/Other Committees	Ham	
A15-A16	Conflict of Interest	Ham	
A17	Email Motions since SBM 2018	Ham	
A18	Rules of Conduct	Ham	
A19	(M) Adopt Rules of Conduct	Ham	
A20-A25	Order of Business	Ham	
A26	(M) Adopt Order of Business	Ham	
<b>B. Consent Calendar Reports, Board Member Reports</b>			
B1-B2	President	Ham	
B3-B4	President-Elect	Kozak	
B5-B6	Past President	Tanner	
B7-B8	Secretary	Rouhani	
B9	Treasurer	Tannor	
B10	Northeast VP	Georgiakaki	
B11-B12	Mid-Atlantic VP	Fahringer	
B13-B14	Southeast VP	Rivers	
B15-B16	Midwest VP	Oaks	
B17-B18	Central VP	Beatty	
B19-B20	Northwest VP	Pauley	
B21	West VP	Matsuoka	
B22-B24	Southwest VP	Ström	
<b>C. Consent Calendar- Motions/Reports</b>			
C1	EAC Report	Tannor	
C1	Federal IRS Documents Review and Audit Review Committee Reports	Tannor	
C2-C9	<b>(M) Replace "Opening Session" with "Thursday Keynote"</b>	Kozak et. al.	
C10-C12	<b>(M) Leader ID Numbers (PPM 6.7)</b>	Dudley/Tannor	
C13-C15	<b>(M) Renaming Garner Scholarship (PPM 2.5.2)</b>	Kozak et. al.	
C16-C17	<b>(M) Remove Conf Reg Fee Info (PPM 6.10.2)</b>	Dudley/Tannor	
C18	<b>(M) Approve Consent Calendar Reports/Motions</b>	Ham	
<b>D. Academic Committee Reports &amp; Motions</b>			
D1-D6	(R) Developmental Mathematics (DMC)	Wilhite/ Beatty	(1)

D7	<b>(M) Dev. Math Resource Page</b>	Wilhite/ Beatty	
D8-D10	(R) Innovative Teaching and Learning (ITLC)	Petrak/ Georgiakaki	
D13-D14	(D) Position Statement: <i>Distance Education in College Mathematics</i>	Petrak/ Georgiakaki	
D11-D14	<b>(M) Position Statement: <i>Distance Education in College Mathematics</i> (Endorse spirit)</b>	Petrak/ Georgiakaki	
D15-D19	(R) Placement and Assessment (PAC)	Bates/ Rouhani	
D20-D21	(R) Mathematics Intensive (MIC)	Cappetta / Fahringer	
D22-D24	(R) Mathematics and its Applications for Careers (MAC)	Baratto/ Matsuoka	
D24abc	<b>(M) MAC Committee Description</b>	Baratto/ Matsuoka	
D25-D29	<b>(R) Research in Mathematics Education for Two-Year Colleges (RMETYC)</b>	Sitomer/ Ström	
D30-D35	<b>(R) Statistics (w/ Data Science)</b>	Hanson/ Kozak	
D36-D39	<b>(R) Teacher Preparation</b>	Kuhlman/ Tanner	
D40-D43	<b>(R) Equity Committee</b>	Zak/Oaks	
D44-D45	<b>(M) Equity Resource Database Subcommittee</b>	Zak/Oaks	
D47-D48	<b>(D) Position Statement: Equity</b>	Zak/Oaks	
D46-D49	<b>(M) Position Statement: Equity (Endorse spirit)</b>	Zak/Oaks	
D50-D52	<b>(R) Pathways Joint Subcommittee</b>	Burn/ Beatty	
<b>DD. ANet Reports and Motions</b>			
DD1-DD3	(R) Division/Department Leadership	Mirbaha / Rivers	
DD4-DD6	(R) Adjunct Faculty Issues	King/Oaks	
DD7-DD9	(R) International Mathematics	Krevisky/ Tannor	
DD10	(D) Position Statement: <i>Mathematics in a Globalized World</i>	Krevisky/ Tannor	(2)
DD11-DD12	(R) Mathematics for Liberal Arts	Sami/Ham	
DD13-DD15	(D) Position statement, <i>Mathematics for Liberal Arts</i>	Sami/Ham	
<b>E. Services / Coordinators/ Directors / Publications / Grants</b>			
E1-E5	(R) Editing Director	Morrison / Rivers	

E6	(R) <i>AMATYC News</i> Editor	Travis/Pauley	
E7-E13	<b>(M) <i>AMATYC News</i> Submission Guidelines</b>	Travis/Pauley	
E14-E15	(R) <i>MathAMATYC Educator</i> Editor	Debrecht / Tannor	
E16-E19	(R) <i>MathAMATYC Educator</i> Assistant Editor	Alexander/ Tannor	
E20	(R) <i>MathAMATYC Educator</i> Production Manager	Piccolino/ Tannor	
E21-E25	(R) Website Coordinator	Hurlburt/ Georgiakaki	
E26	(R) Historian	Open/Rouhani	(3)
E27	(R) SML Coordinator	Hundert/ Matsuoka	
E28	(R) SML Test Developer	Duda/ Matsuoka	
E29-E30	(R) SRL Coordinator	Gaines/ Ham	
E31-E32	(R) SRL Thesis Defense Coordinator	Ashton/ Ham	
E33-E39	(R) Professional Development Coordinator	Open/Oaks	
E40-E41	(R) Traveling Workshop Coordinator	Menard/ Oaks	
E42	(R) Mu Alpha Theta	Ralph/ Tanner	
E43-E44	(R) Project ACCCESS Coordinator	Hediger/ Pauley	
E44ab	(FYI) Project ACCCESS 2019 Conference Schedule	Hediger/ Pauley	
E45-E51	(R) Mathematics Standards Chair (IMPACT)	Phelps/ Ström	
E52-E53	(R) Standards Digital Coordinator (IMPACT Live!)	Evans/ Ström	
E54-E56	(M) IMPACT Grant	Phelps/ Ström	
E56ab	(M) IMPACT Live! Rollout	Phelps/ Ström	
E57	(R) Grants Coordinator	Ebersole/ Georgiakaki	
E58-E62	(R) Project SLOPE	Breit- Goodwin/ Tanner	
E63-E78	(R) TLC3 Grant	Mesa/Burn/ Ham	
E79-E80	(R) StatPrep	Kozak	
E81-E82	(R) UTMOST Grant	Mesa/Ham	

E83	(R) AI&CC Grant	Watkins/ Tanner/Ham	
E84-E85	(R) UCB Early Career PD Grant	Watkins/ Tanner/Ham	
E86-E87	(R) ASPIRE/CIRTL Grant	Watkins/ Tanner/Ham	
<b>F. Staff: Monday, 10:00 – 11:00 a.m.</b>			
F1	(R) Interim Executive Director	Dudley	
F2-F6	(R) Office Report	Dudley/ Vance/ Shott/ Hunsucker	
F7abc-F8	(R) Membership Report	Dudley/Vance/ Ham	
<b>G. Conference: Saturday, 10:00 am – 12:00 Noon</b>			
G1-G9	(R) Conference Coordinator	Dockter	
G10	(R) Assistant Conference Coordinator	Vega-Rhodes/ Dockter	
G11-G14	(R) Program Coordinator	Williams/ Dockter	
G15	(R) Assistant Program Coordinator	Britt/ Dockter	
G16-G17	(R) Exhibitor Chair	Stine/ Dockter	
G18-G19	(R) Advertising Coordinator	Wiggins/ Dockter	
G20-G21	(R) 2019 LEC - Milwaukee	Suski/ Dockter	
G22-G23	(R) 2020 LEC - Spokane	Wildman/ Dockter	
G24-G25	(R) 2021 LEC - Phoenix	Jimenez / Dockter	
<b>GG. Orlando Conference: Saturday, 10:00 am – 12:00 Noon</b>			
GG1-GG6	(R) 2018 Orlando Conference Evaluation Summary	Suski/Dockter	
GG7-GG27	(R) Experient's 2018 Post Conference Report	Sien/Dockter	
<b>H. Administrative Committees</b>			
H1	(R) Nominating Committee	Tanner	
H2	(R) ME Award Committee	Tanner	
H3-H4	(R) TE Award Committee	Kozak	
H5-H6	(R) Professional Development Committee	Oaks	
H7	<b>(M) 2020 Traveling Workshop Grants</b>	Oaks/PDC	
H8-H9	(R) Foundation	Tanner	
H9abc	(D) Foundation Strategic Plan	Tanner	
H10	(R) Organizational Assessment Committee (OAC)	Kozak	
H11-H12	<b>(M) OAC IMPACT Survey</b>	Kozak/Tannor	
H13-H15	(R) Past Presidents Advisory Board	Tanner	

H16ab	(R) Membership Committee	Georgiakaki/ Beatty	(2)
H16cde	<b>(M) Institutional Membership Benefits</b>	Georgiakaki/ Beatty	
H17-H26	(R) 2018 Delegate Assembly Minutes	Georgiakaki	
<b>I. Treasurer/Budget: Saturday, 1:00 -3:00 pm**</b>			
I1	<b>(M) Approval of Expenditures</b>	Tannor	
I3-I11	(R) 2018 Financials/ Balance Sheet	Tannor	
I12-I13	(R) Reserve Funds History, 2007-2018	Tannor	
I14-I26	(R) History of Income and Expenses, 2008-2018	Tannor	
I27-I33	(D) 2020 Draft Budget	Tannor	
I34-I35	(R) SLOPE Grant Budget and Expenses	Tannor	
I36-I37	(R) Investments Board Report	Steenken / Tannor / Ham	
	Chart of Accounts	Tannor	(4)
	Annotated Chart of Accounts (PPM 6.7)	Tannor	(4)
	Contract Agreements and Obligations	Tannor	(4)
	Insurance	Tannor	(4)
	Cash Disbursement Journal	Tannor	(4)
	Checking Account Register	Tannor	(4)
	General Ledger	Tannor	(4)
<b>J. Ad hoc Committees / Projects</b>			
J1-J10	(R) Joint Committee on Women in Mathematical Sciences (JCW)	Sattler/Mays/ Tanner	
J11-J13	(R) Going Green Ad Hoc Committee	Matsuoka	
J14	(R) Social Media Task Force	Oaks	
J15	(R) Delegate Assembly Task Force	Rivers	
J16-J19	<b>(M) Bylaws Change</b>	Rivers	
J20-J22	(R) Forms Ad Hoc Committee	Fahringer	
J23-J24	<b>(M) Executive Board Report Form Change</b>	Fahringer	
J25-J27	<b>(M) Committee Chair Board Report Form</b>	Fahringer	
J28-J29	<b>(M) ANet Board Report Form Change</b>	Fahringer	
J30-J31	<b>(M) Coordinators/Directors Board Report Form Change</b>	Fahringer	
J32-J34	(R) Research Associate Task Force	Ström /Tanner	
J35-J38	(R) Conference Proposal Review Task Force	Ström	
J39	<b>(M) New Conf. Proposal Review Process</b>	Ström/Dudley	
J40-J41	(R) Grant Policy Task Force	Tanner	
J42-J49	<b>(M) Grant Policy Changes (PPM 10.2)</b>	Tanner	
J50-J52	(R) Position Statement Review Ad Hoc Committee	Fahringer	
J53-J54	(R) PPM Revision Committee	Kozak	
J55-J56	(R) ZOOM Licenses Ad Hoc Committee	Dudley	
<b>K. Strategic Planning: Friday &amp; Monday, 2:30 – 3:30 pm</b>			
K1-K24	Strategic Plan Action Items Summary	Kozak	
K25-K26	Strategic Planning Session Agenda	Kozak/ All	

<b>L. Executive Session</b>			
L1	(R) Personnel Committee	Rivers	
L2	(R) 2019 Teaching Excellence Awardees	Kozak	
L3-L5	<b>(M) Consent Appointments</b>	Ham	
L6-L11	<b>(M) Equity Committee Chair Appointment</b>	Oaks	
L12-L20	<b>(M) Ranking of 2021 Keynote Speakers</b>	Kozak	
L21	(R) Prof Dev. Coord. & Webinar Coord. Search Committee	Oaks	
L22	(R) TW Evaluation – Letter to the PDC	Feinman/Oaks	
L23-L24	<b>(M) Slate for 2019 Board Election</b>	Tanner	
L25	<b>(M) Webinar Coordinator</b>	Oaks	
<b>M. New Business</b>			
M1	<b>(M) 2020-2022 Membership Dues</b>	Tannor	
M2-M3	<b>(M) Reduced Adjunct &amp; Retiree Conf. Reg. Rates</b>	Tannor	
M4	<b>(M) 2020-2021 Conference Registration Rates</b>	Tannor	
M5-M8	<b>(M) Graduate Student Non Member Conf. Reg. Rates</b>	Tannor	
M8a	<b>(M) Institutional Membership Rate</b>	Tannor	
M9	<b>(M) ICME Travel Grants</b>	Tannor	
M10-M12	<b>(M) Plaques (PPM 2.5.1)</b>	Kozak	
M13-M15	<b>(M) Margie Hobbs Award (PPM 2.5.6)</b>	Kozak	
M16-M17	<b>(M) Course Release Guidelines (PPM 2.7.3)</b>	Kozak	
M18-M21	<b>(M) Email Motions (PPM 5.1.3)</b>	Kozak	
M22-M37	<b>(M) Reimbursement &amp; Per diem (PPM 6.9)</b>	Tannor	
M38-M45	<b>(M) Position Statement Development (PPM 9.8.1)</b>	Kozak	
M46	<b>(M) Amend the 2019 Budget</b>		
<b>N. Partnerships/ Miscellaneous Reports</b>			
N1	Carnegie/WestEd	Tanner	
N2-N4	PIC Math	Fahringer	
<b>O: Parking Lot / Motion to Adjourn</b>			
O1	Parking Lot Discussion Items	All	
O2	Sunshine Fund Guidelines	Rouhani	
O3	<b>(M) Motion to Adjourn</b>	Fahringer	

- (1) See Paula Wilhite's presentation slides from the 2019 NADE Conference in Dropbox
- (2) Placeholder inserted, verbal reports will be given
- (3) Position open. No report is provided.
- (4) Supplements to the Treasurer's Report are available in the Treasurer's folder in Dropbox

**ATTACHMENT D****Expenditure Approval Committee (EAC) and Tax and Audit  
Reports David Tannor, Treasurer****SBM 2019**

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

**EAC Approvals from October 24, 2018 and Feb 15, 2019**

- No EAC Approvals.

**Note:** In 2018, due to lack of vigilance on committee chair, committee approved over \$10,000 in EAC requests (between \$10,320-\$10,420).

**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

### 2.5.6 The Margie Hobbs Award <FBM 2016> <SCC 2017>

#### The Margie Hobbs Award

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

#### The Award

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

#### Selection Criteria

The Margie Hobbs Award is given to an individual who:

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

#### Nomination and Award Dates

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

#### How to Submit a Nomination

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

- A letter from the nominee addressing why he/she deserves the award.
- A copy of the speaker's acceptance letter.
- The nominee's curriculum vitae.
- A support letter from his/her supervisor.

### 4.3.3.3 Election Procedures

13. Once all winners and losers have been notified, an email announcing the results will be prepared by the chair of the Nominating Committee and sent to all AMATYC members. The election results will also be officially announced at the Thursday Keynote session, the annual breakfast, and the Delegate Assembly.

### 8.7.4 Focus Group Policy<SBM 2011>

2. A focus group is a form of qualitative research in which a group of people are asked about their attitude towards a product, service, concept, or idea. A focus group at an AMATYC conference will consist of no more than ten to twelve AMATYC members and two or three representatives from the publishing company, exhibitors, or vendors. Focus groups will not be scheduled during the Thursday Keynote session, regional meetings, Saturday breakfast or other special conference events specified by the conference committee.

### 8.10.6 Invited Speaker Guidelines

#### Thursday Keynote Session and Breakfast Speakers

The current President-Elect is responsible for developing a list of potential Thursday Keynote and Breakfast speakers for the conferences for which they will preside as President. Input should be solicited from the future Local Events Coordinator, Conference Coordinator, academic committee chairpersons, and AMATYC Executive Board members. During its Spring Board Meeting two years prior to the conference (for example: SBM 2016 for conference 2018), the Board will rank three potential speakers for each of the two conference sessions.

As part of their next Board report, the President-Elect will include an update on the speaker invitation status.

The President-Elect Speaker is responsible for invitations and acceptances for the Thursday Keynote and Breakfast speakers. (See "Invited Speaker Documents" below)

November 1 in the year before the conference	When the conference proposal submission process begins, all invited speakers will be asked by the Office to submit a speaker proposal online. The proposal to present includes the title and summary of the presentation along with biographical and contact information for the speaker. Proposals must be submitted by the deadline for submission of conference proposals using one of the speaker proposal forms at the AMATYC website.
December 10, in the year prior to the conference	The Office will send a Letter of Understanding to the Thursday Keynote and Breakfast speakers, Symposium speakers, and LEC invitees. (See "Invited Documents" below.)
September 1, in the year of the conference	The Office sends information on the conference registration process, instructions on booking their air travel, AMATYC Travel Guidelines, and requests the office receives notification of travel dates.  Conference Coordinator reserves room.  The Office coordinates that the speaker has booked travel and has a room reserved and notifies the President and Conference Coordinator.

Speaker info is used in publications, including the miniprogram, leading up to the conference.

#### Speakers Invited by the Local Events Committee

The Local Events Committee may recommend up to two session speakers who will receive complimentary discount registrations. Invitations to present are sent by the AMATYC President. (See "Invited Speaker Documents" below)

November 1 in the year before the conference	When the conference proposal submission process begins, all invited speakers will be asked by the Office to submit a speaker proposal online. The proposal to present includes the title and summary of the presentation along with biographical and contact information for the speaker. Proposals must be submitted by the deadline for submission of conference proposals using one of the speaker proposal forms at the AMATYC website.
December 10, in the year prior to the conference	The Office will send a Letter of Understanding to the Thursday Keynote and Breakfast speakers, Symposium speakers, and LEC invitees. (See "Invited Documents" below.)

September 1, in the year of the conference	The Office sends information on the conference registration process.
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Speaker info is used in publications, including the miniprogram, leading up to the conference.

### Symposium Speakers

When a motion for a Symposium is submitted to the AMATYC Executive Board for approval, a summary of anticipated expenses (not to exceed \$3,000) will be included. The motion will also include the name of the person responsible for organizing the symposium. (See "Invited Speaker Documents" below)

November 1 in the year before the conference	When the conference proposal submission process begins, all symposium speakers will be asked by the organizer to submit a speaker proposal online. The proposal to present includes the title and summary of the presentation along with biographical and contact information for the speaker. Proposals must be submitted by the deadline for submission of conference proposals using one of the speaker proposal forms at the AMATYC website.
December 10, in the year prior to the conference	The Office will send a Letter of Understanding to the Thursday Keynote and Breakfast speakers, Symposium speakers, and LEC invitees. (See "Invited Documents" below.)
September 1, in the year of the conference	The Office sends information on the conference registration process to Symposium speakers receiving complimentary registration.

Speaker info is used in publications, including the miniprogram, leading up to the conference.

### Presidents of Professional Organizations

The President is authorized to extend complimentary discount registrations to as many as 12 special conference participants, some or all of whom may also be invited to make presentations.

These may include official representatives of professional organizations, including the Presidents of the MAA and NCTM, NADE, and the CBMS chair. At a minimum, the Presidents of NCTM and the MAA should be invited to make a presentation. The twelve presidential registrations would also include the college president of the local events coordinator and any other college officials at the AMATYC President's discretion. This does not include the keynote or breakfast speakers or the two speakers recommended by the Local Events Committee.

November 1 in the year before the conference	<p>These invited speakers receive verbal or written invitations from the President to submit a "not for review proposal" that includes the title and summary of the presentation along with contact information. Proposals must be submitted by the deadline for submission of conference proposals using one of the online speaker forms located at the AMATYC website. These persons receiving complimentary discount registration will receive special registration forms and correspondence.</p> <p>There will be no transfer of funds within the AMATYC budget for these complimentary registrations.</p>
September 1, in the year of the conference	The Office sends information on the conference registration process.

#### Invited Speaker Documents

Speaker invitations and acceptances are done by the President-Elect (1 and 2) for the Thursday Keynote and Breakfast speakers. Invitations for symposia speakers and local group invitees are done by the President with appropriate dollar changes for the honorarium.

#### 8.13.4 Guidelines for Photographs at AMATYC Conferences <FBM 2008> <SBM 2019>

All photos are returned to the AMATYC office for archiving after the conference.

A professional photographer will be hired to take photos at the Thursday Keynote session and Breakfast program and speaker (line item 4620, \$1000).

Thursday	3:00 - 5:00 pm	Thursday Keynote Session: President, Speaker and Awards, TE award (odd-numbered years), Opening of Exhibits
Saturday	8:30 - 10:00 am	Breakfast Program: Awards and Speakers, ME Award (even-numbered years)

#### 10.3.3 Guidelines for Pictures

3. All pictures and image rights will become the property of AMATYC once submitted for inclusion on the AMATYC website or in an AMATYC publication.
4. During every AMATYC National Conference, photos should be taken of all Keynote Speakers (Thursday Keynote Session, Saturday Morning Breakfast), Symposium Speakers, and Featured Speakers. Photos should also be taken at special conference events. Some examples from past conferences include: the Delegate Assembly, AMATYC Foundation Magic Show, Project ACCESS, release of *Beyond Crossroads*, opening of the exhibits, and the AMATYC logo unveiling.

### **10.3.5 Conference Publicity**

#### **Local Media**

The Publicity Director serves as the liaison between AMATYC and the local media, and is encouraged to develop features of the meeting of interest to the general public. One such feature is the "hometown" angle, when one of the major speakers on the program, or a member of the Executive Board may have been born or raised in the area, or attended college in the city where the conference is taking place.

If members of the local media indicate a desire to cover a conference event, the Publicity Director will coordinate the visit with the President, and arrange for someone to be available during the conference to assist reporters and photographers.

In addition to publicity efforts, the Publicity Director should work with the Local Events Coordinator to inform area colleges and high schools of the conference and solicit their support, both in faculty participation, contributions, or in-kind services. The local mayor or city representative and presidents of local colleges might be invited to attend the Thursday Keynote session, and any such invitation should be issued by the AMATYC President.

**ATTACHMENT F**

Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR  
COLLEGES on  
**Distance Education in College Mathematics in the First Two Years**

For the purposes of this position statement, Distance Education (DE) shall be defined according to The Digest of Education Statistics definition: “Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.”<sup>1</sup>

The American Mathematical Association of Two-Year Colleges (AMATYC) recognizes that DE mathematics courses are becoming more prevalent in the first two years of college. Institutions must maintain high standards and use research-based practices when designing Distance Education courses. To this purpose AMATYC makes the following recommendations.

**Planning, support, and maintenance**

While Distance Education courses provide students with learning opportunities that may not have previously existed, these courses may not be appropriate for all students or all instructors.<sup>2</sup>

Distance Education requires alternative teaching and learning methods. Special attention must be directed to the needs and abilities of both students and faculty. Colleges should therefore provide the following:

- Ongoing training and support for faculty and students as an integral part of the DE program.
- Proper infrastructure, including accessible testing centers and well-trained support staff for the Learning Management System (LMS) and other DE-specific systems.
- Support for innovative tools and best practices.
- Equivalent supports for students in DE courses when compared to students in on-campus courses.

**Expectations for students and instructors**

Students enrolled in Distance Education mathematics courses must be active learners who are strongly motivated and self-disciplined. They need to participate in class activities consistently, interact with the instructor and other students regularly in a substantive way, and turn in course assignments on time. Communication of these vital expectations is incumbent upon the instructor and the college.

**Instructional design**

Course design should be informed by a wide variety of resources and best practices for Distance Education. Well-designed DE mathematics courses will have these attributes:

- Course objectives and instructor expectations are clearly communicated.<sup>3</sup>
- Assessments measure student achievement of the learning objectives.<sup>4</sup>
- A variety of activities and instructional materials promote frequent and substantive engagement with the content, other students, and faculty.
- The course design addresses established course competencies with appropriate quality and mathematical rigor.<sup>5</sup>
- Consideration is given as to how the course tools and activities support the learning objectives.

**Access and Equity**

Since mathematics is an integral part of so many programs of study, it is especially important that all students who could benefit from distance education opportunities in mathematics have access to them.

Efforts should be made to maximize student access to DE mathematics courses and all such courses should be ADA compliant to ensure they are fully accessible to all students enrolled in the course.

## Standards and Integrity

Mathematical thinking and processes aid in the problem-solving skills needed for success in many programs and disciplines. To this end, Distance Education courses must maintain the same rigor and scope of work as other mathematics courses, regardless of delivery format. Security measures such as the proctoring of exams, as outlined in the AMATYC Position Statement on Proctored Testing for Courses Taught at a Distance,<sup>6</sup> should be implemented.

## References

- American Mathematical Association of Two-Year Colleges (AMATYC) (2012). *Position Statement: Proctored Testing for Courses Taught at a Distance*. Memphis, TN: AMATYC.
- Center for Applied Special Technology (CAST) (2011). *Universal Design for Learning Guidelines, Version 2.0*. Wakefield, MA: CAST.
- Heather Kauffman, “A review of predictive factors of student success in and satisfaction with online learning,” *Research in Learning Technology*, 23: 26507 (August 2015), <http://dx.doi.org/10.3402/rlt.v23.26507>.
- International Association for K-12 Online Learning (iNACOL) (2011). *National Standards for Quality Online Courses, Version 2*. Vienna, VA: iNACOL.
- National Center for Education Statistics (NCES) (2018). *Digest of Education Statistics, 2016, Appendix B*. Washington, D.C.: NCES, [https://nces.ed.gov/programs/digest/d16/app\\_b.asp#d](https://nces.ed.gov/programs/digest/d16/app_b.asp#d).
- Online Education Initiative (OEI) (2016). *OEI Course Design Rubric*. Sacramento, CA: California Community Colleges Chancellor’s Office.
- Online Learning Consortium (OLC) (2016). *OLC Quality Scorecard for the Administration of Online Programs*. Newburyport, MA: OLC.
- Quality Matters (QM) (2015). *Course Design Rubric Standards, 2<sup>nd</sup> edition*. Annapolis, MD: QM.
- State University of New York (SUNY) & **Open SUNY Center for Online Teaching Excellence (2013)**. *Open SUNY Course Quality Review (OSCQR) Rubric and Process*. Albany, NY: SUNY.

<sup>1</sup> National Center for Education Statistics (NCES) (2018). *Digest of Education Statistics, 2016, Appendix B*. Washington, D.C.: NCES, [https://nces.ed.gov/programs/digest/d16/app\\_b.asp#d](https://nces.ed.gov/programs/digest/d16/app_b.asp#d).

<sup>2</sup> Heather Kauffman, “A review of predictive factors of student success in and satisfaction with online learning,” *Research in Learning Technology*, 23: 26507 (August 2015), <http://dx.doi.org/10.3402/rlt.v23.26507>.

<sup>3</sup> Quality Matters (QM) (2015). *Course Design Rubric Standards, 2<sup>nd</sup> edition*. Annapolis, MD: QM.

<sup>4</sup> QualityMatters.

<sup>5</sup> QualityMatters.

<sup>6</sup> American Mathematical Association of Two-Year Colleges (AMATYC) (2012). *Position Statement: Proctored Testing for Courses Taught at a Distance*. Memphis, TN: AMATYC.

## ATTACHMENT G

### PPM 9.6.3 Mathematics and its Application for Careers Committee

The Mathematics and its Applications for Careers Committee addresses the mathematics of career and technical education programs. The Committee focuses on both transfer-level and terminal math courses to meet the needs of math students in these areas by emphasizing applications and technical communication.

#### Committee Goals

- Provide members with networking opportunities and support from colleagues.
- Provide the Organization's membership with applications they can use in their own math classrooms through presentations at conferences, including the AMATYC Annual Conference, and through webinars.
- Enable sharing information and course knowledge among technical math educators.
- Network with partners beyond the two-year college math community in order to increase the profile of, and improve student education in, 21<sup>st</sup> century career and technical math education.

## ATTACHMENT H

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

#### Overview:

The American Mathematical Association of Two-Year Colleges (AMATYC) expresses a vision “to be the leading voice and resource for excellence in mathematics education in the first two years of college.”<sup>1</sup> Furthermore, AMATYC’s core values “acknowledge the rights of all students to have access to high quality mathematics education in ways that maximize their individual potential,”<sup>2</sup> while being responsive to the needs of students who are often marginalized in ways that limit such access. Therefore, AMATYC rejects all forms of discrimination in education and embraces a strong commitment to social justice.

#### Rationale:

Inequity exists in institutions and classrooms, though it may be difficult to recognize or acknowledge.<sup>3</sup> Explicit and implicit biases range from subtle microaggressions to open discrimination, both inside the classroom and at the institutional level.<sup>4, 5</sup> For example, decisions regarding curriculum and assessment practices offer disproportionate success to certain student groups<sup>6, 7</sup> and are seldom made with attention to equity. Even more apparent is the stratification of access to resources due to socioeconomic status, with students from impoverished circumstances experiencing less support and a lower chance of academic success. At the institutional level, factors that make success in college less likely for some student groups include: hiring practices fundamentally impacting faculty and staff composition, campus-wide decision-making processes not intentionally oriented toward inclusivity, and placement policies that disadvantage certain groups. In order to ensure that all students receive a fair and equitable educational experience, it must be acknowledged that inequities currently exist. As per AMATYC’s core values, it is also imperative to ensure that classrooms and institutions are equitable spaces that embrace and celebrate a multitude of diverse experiences and cultural backgrounds.

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<sup>1</sup> American Mathematical Association of Two-Year Colleges (AMATYC). *AMATYC’s Vision*, [amatyc.site-ym.com/page/AMATYCVision](http://amatyc.site-ym.com/page/AMATYCVision).

<sup>2</sup> American Mathematical Association of Two-Year Colleges (AMATYC). *AMATYC’s Core Values*, [amatyc.site-ym.com/page/AMATYCVision](http://amatyc.site-ym.com/page/AMATYCVision).

<sup>3</sup> F. Harris III & E. M. Bensimon, “The equity scorecard: A collaborative approach to assess and respond to racial/ethnic disparities in student outcomes,” *New Directions for Student Services*, 120 (2007): 77-84.

<sup>4</sup> P. Caplan & J. Ford, “The Voices of Diversity: What Students of Diverse Races/Ethnicities and Both Sexes Tell Us About Their College Experiences and Their Perceptions About their Institutions’ Progress Toward Diversity,” *Aporia*; 6(4); (2014): 30-69.

<sup>5</sup> D. W. Sue, C. M. Capodilupo, G. C. Torino, J. M. Bucceri, A. M. B. Holder, K. L. Nadal, & M. Esquilin, “Racial microaggressions in everyday life: Implications for clinical practice,” *American Psychologist*, 62(4); (2007): 271-286.

<sup>6</sup> D. Miller-Jones & B. Greer, “Conceptions of assessment of mathematical proficiency and their implication for cultural diversity,” *Culturally Responsive Mathematics Education*, Eds. Greer, B. et al; (2009).

<sup>7</sup> Mathematical Sciences Education Board (1993): *Measuring What Counts: A Conceptual Guide for Mathematical*

*Assessment* (Washington, DC: National Academy Press): 91-111.

## 28 **Recommendations:**

29 The first and most significant step to enhance equity is to recognize the many ways in which internal  
30 biases limit the effectiveness<sup>8</sup> of mathematics educators and inhibit their ability to make changes  
31 necessary to promote equity within the institution at large. Once these inequities are acknowledged, it  
32 is possible move forward as an organization to advocate for change at the classroom and institutional  
33 levels. To this end, AMATYC recommends the following:

- 34 • Set and maintain high expectations for all students while providing support for the cognitive and  
35 affective needs of each individual.<sup>9</sup>
- 36 • Center instruction around student participation by using culturally relevant pedagogies that  
37 promote discussion, collaborative learning, inquiry, and active learning, while being sensitive to  
38 different learning styles.<sup>10, 11</sup>
- 39 • Adopt and/or adapt diverse materials and contexts to integrate different cultural backgrounds  
40 and incorporate aspects of teaching mathematics for social justice.
- 41 • Humanize the process of teaching<sup>12</sup> by these means:
  - 42 ○ Strive to create an increased sense of belonging.<sup>13</sup>
  - 43 ○ Make a concerted effort to know students as individuals with unique stories,  
44 aspirations, prior knowledge, and challenges.<sup>14</sup>
  - 45 ○ Develop an understanding of personal experience in relation to students and the  
46 community by participating in professional development focused on the awareness and  
47 reduction of implicit bias, stereotype threats, and microaggressions.
- 48 • Revise hiring criteria and recruitment practices for mathematics faculty and institutional  
49 leadership in order to facilitate increased diversity and greater inclusion of minoritized groups.
- 50 • Base institutional decisions on disaggregate data using quantitative and qualitative methods.
- 51 • Be intentional about regular and equitable mentoring practices for all students.<sup>15</sup>

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<sup>8</sup> P. Caplan & J. Ford: 30-69.

<sup>9</sup> A. B. Mulnix, E. V. H. Vandegrift, & C. S. Raj, "Point of view: How important is achieving equity in undergraduate STEM education to you?" *Journal of College Science Teaching*, 45(4); (2016).

<sup>10</sup> D. P. Rivera, "Using Cooperative Learning to Teach Mathematics to Students with Learning Disabilities," *The educator's guide to learning disabilities and ADHD*; (1996), [www.idonline.org/article/5932](http://www.idonline.org/article/5932).

<sup>11</sup> Mathematics Association of America (MAA) (2018). *Instructional Practices Guide: Evidence-Based Instructional Practices in Undergraduate Mathematics*. (Washington, DC: MAA).

<sup>12</sup> R. Gutierrez, "Why Mathematics (Education) Was Late to the Backlash Party: The Need for a Revolution," *Journal of Urban Mathematics Education*, 10(2); (2017): 8-24.

<sup>13</sup> C. Good, A. Rattan, & C. S. Dweck, "Why Do Women Opt Out? Sense of Belonging and Women's Representation in Mathematics," *Journal of Personality and Social Psychology*, 102(4); (2012): 700-717.

<sup>14</sup> N. González, R. Andrade, M. Civil, & L. Moll, "Bridging funds of distributed knowledge: Creating zones of practices in mathematics," *Journal of Education for Students Placed at Risk*, 6(1 & 2); (2001): 115-132.

<sup>15</sup> G. Lozano, M. Franco, & V. Subbian. *Transforming STEM Education in Hispanic Serving Institutions in the United States: A Consensus Report*; (2018).

## ATTACHMENT I

### 15.7 *AMATYC News Submission Guidelines*

Periodically, but at least once a year, the editor of the *AMATYC News* shall send to the leadership of AMATYC detailed guidelines that are updated and adjusted with appropriate names and/or email addresses.

#### Deadlines

- Article submission deadlines are November 25, February 25, June 1, and August 15.
- The newsletter should be received by the membership about February 1, April 25, August 1, and October 25.

#### How to Submit

- Articles, along with accompanying photos and graphics, should be submitted using an online form. The link to the online form is available on the *AMATYC News* page of the AMATYC website, and also will be included in the Call for Articles sent by the editor. If submission via the online form is impossible for any reason, articles should be emailed to [amatycnews@amatyc.org](mailto:amatycnews@amatyc.org). (This automatically sends the email to the editor and the Board liaison)
- Submitting photos:
  - The printer prefers photos as a .tif file, but .jpg is acceptable. Photos need to be 300 dpi or better.
  - Photos should be submitted as separate files; do not embed the photo in the article.
  - Do not copy photos from a website; they do not have sufficient quality.
- Submitting graphics:
  - The file type of the graphic must be compatible with Illustrator, preferably .ai or .eps, so that the Publications Director can manipulate the file for size, color, and content.
- Do not use the advanced formatting features available in Word. Articles will be copied into a page layout program; heavily formatted articles cause major difficulties. In most cases, bulleted and numbered lists should also be avoided, as they are not compatible with narrow columns.
- Use a concise file name that reflects the content of the article, such as "President Msg Feb19," "NameOf Committee Feb19," or "NW Affiliate Feb19." Do not use a generic file name such as "amatycnews."

#### Writing Guidelines

1. Please read, edit, and spell-check your articles.
2. Please compare calendar submissions against old newsletters. If information has changed from a prior submission, include a note about the change, so the editor knows it is not a mistake.
3. Use abbreviations: CC for Community College, Univ for University, Col for College, CTC for Community and Technical College, correct affiliate abbreviations, and standard two-letter state

abbreviations.

4. Omit professional and personal titles, such Dr., Prof., Mr., or Mrs.
5. Articles may be written in the first person if it is extremely clear who is meant by “I”, “we”, “our”, and if the use of the first person improves readability or makes the article more engaging. Limited use of the second person is acceptable, such as “If you would like to join our committee, email the chair.” or “Visit Awesome Attraction during the conference.” Otherwise, articles should be written in the third person.
6. Position titles are capitalized only when they immediately precede a name. For example, use President Judy Ackerman, or Judy Ackerman, president.
7. When using an acronym for the first time in an article, give the complete name followed by the acronym in parentheses; then use the acronym throughout the rest of the article. For example, write "National Science Foundation (NSF)," then use NSF thereafter.
8. Refrain from using commercial names and products in articles, such as textbooks, companies, software, calculators, etc.
9. For common Internet-related words, use these one-word formats: email, webpage, homepage, online, website.
10. Use dots as phone number separators (1.800.555.1212).
11. Do not use http or https in a web address. For example, use [www.amatyc.org](http://www.amatyc.org), instead of <http://www.amatyc.org>.
12. When referring to the AMATYC Conference, use one of the following:
  - a. 2004 AMATYC Annual Conference
  - b. AMATYC Annual Conference
  - c. 30th AMATYC Annual Conference
  - d. 2004 AMATYC Annual Conference in Orlando
  - e. AMATYC Annual Conference in Orlando
  - f. 30th AMATYC Annual Conference in Orlando
13. Do not rehash old articles - write new articles to keep them fresh.
14. Punctuation notes:
  - Periods and commas should be inside of quotation marks; colons and semicolons should be outside of quotation marks; question marks and exclamation should be inside only if they are part of the quote.
  - Two-letter acronyms use periods (e.g., U.S., D.C.); acronyms with three or more letters do not use periods (e.g., USA, AMATYC).
  - When listing three or more items using "and" or "or," use a comma before the conjunction. (Moe, Larry, and Curly fell in the pool.)

#### **For Vice Presidents**

1. The Calendar of Events is for meeting notices. Meeting notices must contain the following

- information in order to be included in the calendar: Dates, What, Where, Contact Information
2. Only AMATYC and AMATYC affiliate meetings are included in the Calendar. Related meetings can be posted on the website.
  3. When an affiliate elects a new president, please complete the “Change an Affiliate President” online form.
  4. The tentative schedule for the Focus on Affiliates is:
    - January even years: Central Region
    - April even years: Mid-Atlantic Region
    - August even years: Midwest Region
    - October even years: Northeast Region
    - January odd years: Northwest Region
    - April odd years: Southeast Region
    - August odd years: Southwest Region
    - October odd years: West Region
  5. Suggestions for Focus on Affiliates articles:
    - What activities are happening in the affiliate? Examples include conferences, speakers’ bureaus, and contests.
    - How is the affiliate increasing its membership?
    - What is the structure of an affiliate conference?
      - Is there a registration fee?
      - Is it a one-day or two-day conference?
      - What time of year is the conference?
      - Is it in conjunction with any other professional organizations?
      - Is there a keynote speaker?
    - How does the affiliate leadership stay in touch with members?
    - Are they proposing any changes to their affiliate?
    - How does the affiliate elect officers?

Vice Presidents will be given the opportunity to proof the 2nd draft of the newsletter. Please proof your articles and calendar submissions carefully.

**ATTACHMENT J****AMATYC Executive Board Report  
Committee Chair*****SBM – due February 15\*******FBM – due September 15\****

\*These are the dates the Executive Board Liaison must submit the reports.

**Name of Committee:****Name of Committee Chair:****Email:****Term number (1, 2 or 3): \_\_\_\_\_****Year of term (1 or 2): \_\_\_\_\_****Executive Board Liaison:**

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**1. What are the goals of the Committee?** *These goals are those that have been approved by the AMATYC Executive Board. The goals should be listed in the PPM and on the AMATYC website.*

**2. What do you see as the purpose of this Committee?**

**3. How do you communicate with the members of the Committee (website, newsletter, listserv, etc. – if there is a website or resource page, please list the URL)?**

**4. Is the Committee working on any position statement(s)?** *Discussion of each position statement should include its status – in development, in revision, or scheduled for review.*

**5. Discuss the recent work of the Committee and any subcommittee(s) and describe how it relates to the AMATYC vision, strategic plan, mission statement, and/or core values.**

**6. Discuss any initiatives that are being developed by the Committee and the implications for AMATYC.**

**7. What are the future plans of the Committee?**

- A. What activities are planned for the fall conference? *(Include meeting plans, themed sessions, etc. Please attach any motions for a themed session or other activities.)*
- B. Are there any recommendations for possible Executive Board Action?
- C. Are there any budget implications? What is the projected budget for the Committee?

**8. Self-Assessment and/or Reflections** *(concerns, future issues, highlights, etc.):*

**9. Summarize any Subcommittee initiatives:**

Name of Subcommittee	Subcommittee Chair	Initiatives being developed by the Subcommittee

*No further subcommittee report required.*

**10. Include a List of Regional Representatives and At-large members** *(include email addresses):*

	Name of Representative	E-mail Address
A. Northeast Region		
B. Mid-Atlantic Region		
C. Southeast Region		
D. Midwest Region		
E. Central Region		
F. Southwest Region		
G. Northwest Region		
H. West Region		
I. At-large		
At-large		

Approximate number of Committee members: \_\_\_\_\_

Approximate number of active members: \_\_\_\_\_

**ATTACHMENT K**

## **AMATYC Executive Board Report ANet Leader**

*SBM – due February 15\*    FBM – due September 15\**

\*These are the dates the Executive Board Liaison must submit the reports.

**Name of ANet:**

**Name of ANet Leader:**

**Email:**

**Term number (1, 2 or 3):** \_\_\_\_\_

**Year of term (1 or 2):** \_\_\_\_\_

**Executive Board Liaison:**

**1. What are the goals of the ANet?** *These goals are those that have been approved by the AMATYC Executive Board. The goals should be listed in the PPM and on the AMATYC website.*

**2. What do you see as the purpose of this ANet?**

**3. How do you communicate with the members of the ANet (website, newsletter, listserv, etc. – if there is a website, please list the URL)?**

**4. Is the ANet working on any position statement(s)?** *Discussion of each position statement should include its status – in development, in revision, or scheduled for review.*

**5. Discuss the recent work of the ANet and describe how it relates to the AMATYC vision, strategic plan, mission statement, and/or core values.**

**6. What are the future plans of the ANet?**

A. What activities are planned for the fall conference? *(Include meeting plans, themed sessions, etc. Please attach any motions for a themed session or other activities.)*

B. Are there any recommendations for possible Executive Board action?

C. Are there any budget implications? What is the projected budget for the ANet?

**7. Self-Assessment and/or Reflections** (*concerns, future issues, highlights, etc.*):

Approximate number of ANet members: \_\_\_\_\_

Approximate number of active members: \_\_\_\_\_

Updated 2/19

**ATTACHMENT L****AMATYC Executive Board Report  
Coordinator/Director Position***SBM – due February 15**FBM – due September 15*

\*These are the dates the Executive Board Liaison must submit the reports.

**Coordinator/Director Position:****Name of Coordinator/Director:****Email:****Term number (1, 2 or 3):** \_\_\_\_\_**Year of term (1 or 2 or 3):** \_\_\_\_\_**Executive Board Liaison:**

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**1. Summarize the duties, goals, and objectives of this position?****2. Discuss recent activities:****3. Discuss future plans**

A. What activities are planned for the future?

B. Are there any recommendations for possible Executive Board action?

C. Are there any budget implications? What is the projected budget for the plans detailed above, if applicable?

**4. Self-Assessment and/or Reflections** (*concerns, future issues, highlights, etc.*):

Updated 2/19

**ATTACHMENT M****AMATYC Executive Board Report  
Executive Board Officer***SBM – due February 15**FBM – due September 15***Executive Board position:****Name of Executive Board officer:****Term number (1, 2 or 3):** \_\_\_\_\_**Year of term (1 or 2):** \_\_\_\_\_

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Since my last Executive Board report, I have completed the following activities related to:

**1. Executive Board Duties** (positional/board committees/task forces)**2. Conference Related****3. Liaison Assignments****4. Publications****5. Affiliates****6. Other Activities****7. Self-Assessment and/or Reflections** (*concerns, future issues, highlights, etc.*):

Updated 2/19

## ATTACHMENT N

### 8.12.3 Registration Fee Formulas

1. The annual conference discount registration fee for members shall be determined by the Executive Board 18 months before the conference. <SBM 2011> The following formula may be used: (total projected conference expenses - projected costs for travel, food, and lodging of elected and appointed AMATYC officials reimbursed for conference expenses) divided by the projected number of full conference paid attendees, + \$25. This number will be rounded up to the nearest whole dollar multiple of 5. However, the Executive Board has the authority to set the fee at a lower level due to economic circumstance or other unforeseen circumstance.
2. Effective with the 2017 conference, the differential between conference discount and regular registration fees in all categories will be \$40, as defined in the tables below in this section. The differential between member conference registration and its corresponding nonmember conference registration fee shall be the regular individual one-year membership fee (that will be in effect at the time of the conference) + \$25, as defined in the tables below. <SBM2014>.
3. <SBM 2010> Student Registration Rates: For full-time graduate students, the full conference registration rate shall be 3/8 of the Regular (Individual) member full conference discount registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.

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

Student rates, except member graduate students, will not include ticketed functions. <FBM 2017>

4. The Single Day Discount Conference Registration rate for AMATYC members and nonmembers will be determined by multiplying the discount AMATYC member's full conference registration rate by 3/8 and rounding to next higher \$5 increment if this result is not a multiple of \$5. The Single Day Discount Graduate Student member rate will be 3/8 of the Single Day Discount Conference Registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.  
  
Single Day Registration rates for all non-members are exempt from the regular (Individual) one- year membership fee but do include the additional \$25 nonmember charge. See rate table below. Single-day rates will not include ticketed functions. Only one single day registration per attendee is available. *Single day* is defined as "Thursday," or "Friday," or "Weekend."
5. All conference registration rates are to be determined according the formulas listed in the table below.

C = Regular (Individual) member full conference discount registration rate

M = Regular (Individual) one-year membership fee that will be in effect at the time of the conference  
 $A = (3/8) * C$  = Graduate student full conference registration rate

$B = (3/8) * C$  = Regular (Individual) member single-day discount registration rate  
 $G = (3/8) * A$  = Graduate student single-day discount registration rate

1 Rounded up to the nearest whole dollar multiple of 5

#### Full Conference Registration Rates

	Member		Non-Member	
Rate Class	Discount	Regular	Discount	Regular
Regular (Individual and lifetime)	C	C + 40	C + M + 25	C + M + 25 + 40
Adjunct				
Retired				
Graduate Student	A	A + 40	N A	NA

#### Single-Day Conference Registration Rates

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

## ATTACHMENT O

### 2.5.1 Plaque Awards <SBM 2019>

A plaque is awarded to a person completing AMATYC service according to the following guidelines.

1. Each plaque should display the term(s) of service.
2. Recognition for the following is awarded on a single plaque at the completion of at least one term of service in that position. All consecutive service in a position is recognized on a single plaque. Plaques are given out at the AMATYC annual conference.:
  1. Executive Board members
  2. Committee chairs and ANet leaders
  3. Members of the conference committee
  4. *MathAMATYC Educator* Editor, Assistant Editor and Production Manager
  5. *AMATYC News* Editor
  6. Website coordinator
  7. Persons leaving similar positions designated coordinator, director, or chair, as determined by the President
3. A plaque should be given to the incoming President by the outgoing President at a general session of the AMATYC annual conference.
4. The incoming President will present the outgoing President with the Past President's Medallion at the AMATYC Annual Conference in odd-numbered years. The medallion should say AMATYC on the top and Past President on the bottom. On the reverse side there is engraving with the name of the Past President and the term of the presidency. The box that holds the medallion should have a metal plate on top of the box that says the name of the outgoing president, AMATYC President, term of presidency.
5. Student Mathematics League and Student Research League plaques will be given out at as follows:
  1. The Student Mathematics League scholarship winner (or moderator) will be awarded the plaque at a general session of the AMATYC annual conference
  2. Regional winner plaques will be given out at the regional meetings and announced by the President at a general session of the AMATYC annual conference. <9/24/2007>

## **ATTACHMENT P**

### **2.5.6 The Margie Hobbs Award <FBM 2016> <SCC 2017><SBM 2019>**

#### **The Margie Hobbs Award**

The Margie Hobbs Award, made possible through contributions to the AMATYC Foundation, is given annually to an AMATYC member who has been selected for the first time to do a reviewed session or workshop.

#### **The Award**

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

#### **Selection Criteria**

The Margie Hobbs Award is given to an individual who meets the following criteria:

- Is a member of AMATYC.
- Has submitted and been accepted to speak for the first time at the annual conference (either reviewed session or workshop).
- Is the sole presenter at the accepted session.
- Has completed a nomination packet.

Additional consideration will be given to individuals who can:

- Show evidence of engagement in professional development at college, state, and/or national levels.
- Show evidence of developing as a speaker.

#### **Nomination and Award Dates**

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

#### **How to Submit a Nomination**

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

- A letter from the nominee addressing why he/she deserves the award.
- A copy of the speaker's acceptance letter.
- The nominee's curriculum vitae.
- A support letter from his/her supervisor.

## ATTACHMENT Q

### 2.5.2 Wanda Garner Student Scholarship <SBM 2019>

#### Purpose of the Award

The purpose of the **Wanda Garner Student Scholarship** is to encourage the study of mathematics, mathematics education, or statistics by students enrolled in institutions of higher education.

#### Criteria

1. Each affiliate may submit one nomination from a student attending a qualifying institution. To be a qualifying institution, the institution must employ at least one member in good standing of AMATYC.
2. The student must be nominated by an AMATYC member who is an employee of the qualifying institution.
3. The student must have an overall GPA of at least 3.0.
4. The nominated students must be majoring in mathematics, mathematics education, or statistics, and enrolled full-time at the nominating institution during the spring semester preceding the Annual AMATYC conference when the award will be announced.

#### Nomination

Nomination form is found on the AMATYC website. <FBM 2018>

#### Method of Selection

1. A letter will be sent by the AMATYC president to the affiliate presidents each year in the spring notifying them of the scholarship.
2. Each affiliate will notify their membership and determine the affiliate nominee. The nomination form must be received by the AMATYC President by October 15.
3. The scholarship recipient will be determined by a random draw. The drawing will take place at the Fall Board Meeting of the Executive Board.
4. The scholarship recipient's name will be announced at the affiliate president's luncheon and the scholarship money will be sent to the recipient after the Annual AMATYC conference.

## ATTACHMENT R

### 6.7 Officer and Chairperson Identification Numbers

The following are sub-accounts for the officers and chairpersons and should be referenced on all correspondence relating to the budget.

01	General	29	Developmental Mathematics
02	President	30	Teacher Preparation
03	President-Elect	31	Mathematics Intensive
04	Secretary	32	Mathematics and its Applications for Careers
05	Treasurer	33	Student Math League Coordinator
06	Past-President	34	Student Math League Test Developer
07	Northeast VP	35	Placement/Assessment
08	Mid-Atlantic VP	36	Innovative Teaching and Learning
09	Southeast VP	37	Next Year's Local Events Coordinator
10	Midwest VP	38	Grants Coordinator
11	Central VP	39	Office Staff
12	Southwest VP	40	Student Research League Coordinator
13	Northwest VP	41	Student Research League Thesis Defense Coordinator
14	West VP	42	Professional Development Coordinator
15	Local Events Coordinator	43	Statistics
17	Exhibitor Chair	44	Website Coordinator
20	Program Coordinator	45	Webinar Coordinator
21	Assistant Program Coordinator	46	Legal Advisor
22	Assistant Conference Coordinator	47	AMATYC Project ACCESS Coordinator
23	Conference Coordinator	48	Executive Director
24	Advertising Chair	52	Research in Mathematics Education for Two-Year Colleges
25	<i>MathAMATYC Educator</i> Journal Editor	53	Equity
26	<i>MathAMATYC Educator</i> Journal Production Manager	54	Mathematics Standards in the First Two Years of College Chair
27	Newsletter Editor	55	Standards Digital Coordinator
28	<i>MathAMATYC Educator</i> Journal Assistant Editor	56	Traveling Workshop Coordinator

## ATTACHMENT S

### 3.2.2 Benefits of Institutional Membership

- Two complimentary job ads for faculty or administrative positions on the AMATYC Website [<SBM 2014>](#)
- Access to the AMATYC Leadership Database.
- One complimentary discount conference registration to the annual AMATYC conference.
- One complimentary AMATYC Adjunct Membership. [<SBM 2019>](#)
- 50% discount on a one-year, individual AMATYC membership for each employee of the member institution who will be a first-time member of AMATYC. [<SBM 2019>](#)
- Receipt of AMATYC publications: *MathAMATYC Educator* (published three times per year), the *AMATYC News* (published four times per year), and position statements.
- Announcements about professional development opportunities for mathematics faculty teaching in the first two years of college, including institutes, workshops and conferences.
- Complimentary membership in (1) the AMATYC Student Mathematics League and (2) one team for the AMATYC Student Research League. [<FBM 2018>](#)
- Access to all past Student Mathematics League tests that are available on the AMATYC website.