

AMATYC Executive Board Meeting

SPO 2020

Virtual (via Zoom)

Saturday, January 11, 2020

(NOTE: all times listed are EST)

The meeting was called to order at 1:17 pm by President Kathryn Kozak. The following members of the Executive Board were present:

Kathryn Kozak	President	Alvina Atkinson	Southeast Vice President
Jim Ham	Past President	Jon Oaks	Midwest Vice President
Laura Watkins	President-Elect	Dale Johanson	Central Vice President
Nancy Rivers	Secretary	April Ström	Southwest Vice President
Barbra Steinhurst	Treasurer	Sarah Pauley	Northwest Vice President
Sophia Georgiakaki	Northeast Vice President	Eddie Tchertchian	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

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

President Kozak reviewed the reference material. (Attachment A).

President Kozak reviewed the rules of conduct.

Motion: To approve the previously listed Rules of Conduct. (Attachment B).

Made by Georgiakaki and seconded by Ham.

Motion approved

President Kozak reviewed the meeting agenda. (Order of Business).

Motion: Approve the Agenda – Order of Business. (Attachment C).

Made by Pauley and seconded by Steinhurst.

Motion approved

NEW BUSINESS

EXECUTIVE SESSION

The board entered into Executive Session at 1:57 pm. Anne Dudley and Turi Suski were asked to stay for Executive Session.

The Board returned from Executive Session at 2:15 pm. At that time, Secretary Rivers reported the following appointments pending membership verifications.

- Chris Ward, (Southern West Virginia Community and Technical College, chris.ward@southernwv.edu), Historian. Effective January 1, 2020, through December 31, 2024

- Vicky Mayfield, (Eastern Wyoming College, Vicky.mayfield@ewc.wy.edu), Editing Director. Effective January 1, 2020, through December 31, 2021
- Alana Tuckey, (Jackson College, tuckeyalanaj@jccmi.edu), Midwest Regional Representative, Program Proposal Review Committee. Effective January 1, 2020, through EOC 2020
- George Alexander, (Madison Area Technical College, GAlexander@madisoncollege.edu), Journal Assistant Editor. Effective January 1, 2020, through December 31, 2021
- Megan Breit-Goodwin, (Anoka-Ramsey Community College, Megan.Breit-Goodwin@anokaramsey.edu), Grants Coordinator. Effective January 1, 2020, through December 31, 2021
- Behnaz Rouhani, (Perimeter College at Georgia State University, brouhani@gsu.edu), Professional Development Coordinator. Effective January 1, 2020, through December 31, 2022
- Mike Caparula, (Kankakee Community College, mcaparula@kcc.edu), Midwest Regional Rep, Mathematics Intensive Committee. Effective January 1, 2020, through December 31, 2021
- Sandra Poinsett, (College of Southern Maryland, sandrap@csmd.edu), Mid-Atlantic Regional Rep, Mathematics Intensive Committee. Effective January 1, 2020, through December 31, 2021
- Behnaz Rouhani, (Perimeter College at Georgia State University, brouhani@gsu.edu), Southeast Regional Rep, Mathematics Intensive Committee. Effective January 1, 2020, through December 31, 2021
- Eric Hutchinson, (College of Southern Nevada, Eric.Hutchinson@csn.edu), West Regional Rep, Mathematics Intensive Committee. Effective January 1, 2020, through December 31, 2021
- Alex Atwood, (Suffolk County Community College, atwooda@sunysuffolk.edu), Northeast Regional Rep, Mathematics Intensive Committee. Effective January 1, 2020, through December 31, 2021
- Helen Burn, (Highline College, hburn@highline.edu), Northwest Regional Rep, Mathematics Intensive Committee. Effective January 1, 2020, through December 31, 2021
- Stephanie Garofalo, (Perimeter College at Georgia State University, Stephanie.Garofalo@gpc.edu), At-large Rep, Mathematics Intensive Committee. Effective January 1, 2020, through December 31, 2021
- Jonathan Tyler, (Snow College, jonathan.tyler@snow.edu), Project ACCCESS Program Assistant. Effective January 1, 2020, through December 31, 2022
- Vicki Todd, (Southwestern Community College, v_todd@southwesterncc.edu), Project ACCCESS Project Assistant. Effective January 1, 2020, through December 31, 2022
- Meghan McIntyre, (Wake Technical Community College, mmcintyre@waketech.edu), Project ACCCESS ListServ Assistant. Effective January 1, 2020, through December 31, 2022
- Matthew Prugel, (Harrisburg Area Community College, meprugel@hacc.edu), Project ACCCESS Fellow Selection Committee. Effective January 1, 2020, through December 31, 2022
- Mariano Arellano, (Mt. San Antonio College, marellano18@mtsac.edu), Project ACCCESS Fellow Selection Committee. Effective January 1, 2020, through December 31, 2022
- George Hurlburt, (Corning Community College, hurlburt@corning-cc.edu), Northeast Regional Rep, Innovative Teaching and Learning Committee. Effective January 1, 2020, through December 31, 2021
- Anne Magnuson, (Wake Technical Community College, asmagnuson@waketech.edu), Southeast Regional Rep, Innovative Teaching and Learning Committee. Effective January 1, 2020, through December 31, 2021
- Kim McHale, (Heartland Community College, kim.mdhale@heartland.edu), Midwest Regional Rep, Innovative Teaching and Learning Committee. Effective January 1, 2020, through December 31, 2021
- Lorinda Fattic, (University of Alaska, lfattic@alaska.edu), Northwest Regional Rep, Innovative Teaching and Learning Committee. Effective January 1, 2020, through December 31, 2021
- Eric York, (Western Nevada College, eric.york@wnc.edu), West Regional Rep, Innovative Teaching and Learning Committee. Effective January 1, 2020, through December 31, 2021
- Pat Riley, (Hopkinsville Community College, Patrick.riley@kctcs.edu), At-large Regional Rep, Innovative Teaching and Learning Committee. Effective January 1, 2020, through December 31, 2021
- April Ström, Southwest Vice President, Member of the Personnel Committee. Effective January 1, 2020, through December 31, 2021

- April Ström, Southwest Vice President, Chair of the Personnel Committee. Effective January 1, 2020, through December 31, 2021
- Jim Ham, Past President, Member of the Investments Board. Effective January 1, 2020, through December 31, 2021
- April Ström, Southwest Vice President, Member of the Foundation Board. Effective January 1, 2020, through December 31, 2021
- Anne Dudley, AMATYC Executive Director, Member and Chair of the Institutional Review Board. Effective January 1, 2020, through December 31, 2021
- Laura Watkins, President-Elect, Member of the Institutional Review Board. Effective January 1, 2020, through December 31, 2021
- Kathryn Kozak, President, Member of the Institutional Review Board. Effective January 1, 2020, through December 31, 2021
- Ann Sitomer, (Oregon State University, Ann.Sitomer@oregonstate.edu), Member of the Institutional Review Board. Effective January 1, 2020, through December 31, 2021
- April Ström, Southwest Vice President, Member of the Institutional Review Board. Effective January 1, 2020, through December 31, 2021
- Rochelle Beatty, (Kansas City Kansas Community College, rbeatty@kckcc.edu), At-large Representative, Developmental Mathematics Committee. Effective January 1, 2020, through December 31, 2021
- Lisa Feinman, (Community College of Baltimore County, LFeinman@ccbcmd.edu), Mid-Atlantic Regional Rep, Developmental Mathematics Committee. Effective January 1, 2020, through December 31, 2021
- Kim Granger, (St. Louis Community College, kgranger@stlcc.edu), Central Regional Rep, Developmental Mathematics Committee. Effective January 1, 2020, through December 31, 2021
- Jessica Bernards, (Portland Community College, Jessica.bernards@pcc.edu), Northwest Regional Rep, Developmental Mathematics Committee. Effective January 1, 2020, through December 31, 2021
- Linda Zientek, (Sam Houston State University, lrzientek@yahoo.com), Southwest Rep, Developmental Mathematics Committee. Effective January 1, 2020, through December 31, 2021
- Asli Mutlu, (Wake Technical Community College, mamutlu@waketech.edu), Southeast Regional Rep, Research in Mathematics Education for Two-Year Colleges Committee. Effective January 1, 2020, through December 31, 2021
- Nikki Gavin, (Lane Community College, gavinn@lanecc.edu), At-large Rep, Research in Mathematics Education for Two-Year Colleges Committee. Effective January 1, 2020, through December 31, 2021
- Phil Mahler, (mahlerp@comcast.net), Member of Investments Board. Effective January 1, 2020, through December 31, 2023
- Bill Steenken, (steenken@att.net), Foundation Board. Effective January 1, 2020, through December 31, 2023
- Bill Steenken, (steenken@att.net), Member and Chair Investments Board. Effective January 1, 2020, through December 31, 2023
- Anne Dudley, Executive Director, Reappointed as Executive Director. Effective April 1, 2020, through December 31, 2025

NEW BUSINESS

ICME US Reception Dinner

Motion: That the AMATYC Board approve a \$1000 donation for the U.S. Reception to be held at ICME 14 in Shanghai, China.

Made by Tchertchian and seconded by Ham.

Motion approved

Meeting suspended at 2:33 pm.

Meeting resumed at 4:09 pm.

DISCUSSION

Reciprocal Agreements

The Reciprocity Agreement with Mu Alpha Theta and the Reciprocity Agreement with NOSS were provided to the Executive Board for their information.

PARKING LOT

Note: Parking Lot is a dedicated time 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/Section O of the Board Packet.

Discussion: Foundation funding of \$1000 Donation for the US Reception at ICME-14 in Shanghai, China

It was decided that we would not ask the Foundation to take this expense.

Discussion: Pathways Position Statement; Corequisite Position Statement

The Developmental Math Committee and the Pathways Joint Subcommittee discussed the possibility of pursuing these position statements at their meetings in Milwaukee. The liaison, Alvina Atkinson, or President Kozak will consult with the committee to determine if they plan to pursue either or both of these position statements. If the committees are not interested in pursuing one or both of these position statements, the board will consider appointing an ad hoc committee to pursue the position statements.

Discussion: Funding for the SRL

Jim explained the need (up to \$5,000 per year, or \$100,000 to endow it) and encouraged us that if we know any possible donor to share with him. Perhaps we could offer the donor the ability to set the problem for the SRL.

Discussion: Next steps for my.amatyc.org

Next steps were discussed during SPO in Anne's presentation of my.amatyc.org. Testing of the site continues. From the time of her talk, the committee chairs and others have unearthed several issues related to navigating the site. The Board acknowledged that these problematic navigation issues may lead to member frustration and may reduce the member engagement at the site.

The slow rollout of the my.amatyc.org site will continue, though there is recognition that the navigational issues must be addressed soon. VPs may begin sharing it at affiliate conferences.

Member subgroups on my.amatyc.org are named communities. AMATYC, the organization, has academic committees, subcommittees, and ANets. The question arose of changing the names of AMATYC committees to communities. It was noted that changing ANets and Subcommittees to communities would pose funding questions. No actions were taken.

Discussion: Search committee and transition plan for the new Program Coordinator to take over from Judy Williams.

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A search committee was approved and some members were identified. Our goal is to have the replacement for Judy appointed by the Spokane Conference.

Chair: Nancy

Members: Eddie, Cheryl Cleaves (will be asked), conference committee reps

Discussion: Move Motions and Minutes documents from the main AMATYC website to the internal site.

No other organization posts their minutes on their public website the way we do. A concern was expressed about contact information for all appointees being publicly available. Pending a policy review we are in favor of moving the minutes and motions from the public site to the internal site. Sophia will work with George to make the change.

Discussion: Prepare for the first time of sending out an abbreviated miniprogram

We will be sending out only a 4-page miniprogram with a link to a pdf of the entire miniprogram (what we printed and sent out in previous years) that can be printed. (We do have the Going Green option on several things which we need to promote regularly.) The Office and Conference Committee are working on this, perhaps developing something more robust than just a simple pdf to print.

Discussion: Mentor the new Editing Director; Mentor the new Historian

The liaisons (Nancy and Dale) should mentor them – help them be aware of duties and timeline.

Discussion: AMATYC's involvement in JMM

MAA is pulling out of its long-term participation at the Joint Mathematics Meetings (JMM). AMATYC has been asked to consider how it could be involved in the JMM in the future. JMM is in January. While no details have been decided, discussions have included the possibility that the AMS would provide AMATYC with a room (3 or 4 days) at no cost to us into which we could schedule sessions, but we would not earn any funds through this. We would need someone to create the sub program and this may cost us to support this person. Other pros and cons were identified: It is a potential opportunity for recruitment of faculty. This conference, close in time to the AMATYC conference, may draw people away from our conference. Seeking additional collaborations with the MAA may be a better opportunity for AMATYC and its members.

Discussion: The following policy sections need to be addressed: Appointment Leadership Chart (PPM 1.6.2); Solicitation Policy (PPM 2.14); Publicity Director and Press Releases (revise numerous policy sections referring to the publicity director and press releases); Uniform way of writing committee goals (PPM 9.6 and 9.7); Delegate composition (PPM 4.1.1); Eliminating term limits for SML Test Development team members (PPM 10.1.5); Common Sense Committee (new policy); Policy to comp meals and 1-day registration of SRL and SML awardees (PPM 10.1 and 10.8) and other PPM update work

A committee was formed to address these and other policy changes. Work will begin with a committee and then shared via Google docs with the Executive Board for their input to develop PPM changes to bring forward for approval.

Chair: Laura

Members: Jim, Nancy, Anne, Alvina, Barbra, Dennis

Discussion: How do we help committee chairs and ANets to energize their committees

Encourage active use of my.amatyc.org by committees and ANets.

Discussion: Establishing monthly meetings among committee chairs, ANets, the Professional Development Coordinator, etc.

Jon will facilitate a discussion between Behnaz Rouhani, the new Professional Development Coordinator, and the committee chairs and ANet leaders.

Discussion: Finding someone to oversee my.amatyc.org

We need to write a position description, advertise it, have a search committee, etc. This should most likely be a supported position but that is a decision for another day. However, time is of the essence.

Chair: Laura

Member: Jon, Anne, April

Moved into Executive Session at 5:50 pm.

Returned from Executive Session at 6:07 pm.

Motion: To adjourn the 2020 AMATYC Strategic Planning and Orientation Meeting.

Made by Rivers and seconded by Pauley.

Motion approved

Meeting adjourned at 6:12 pm.

Nancy Rivers, Secretary 2020-2021

Date: 1//2020

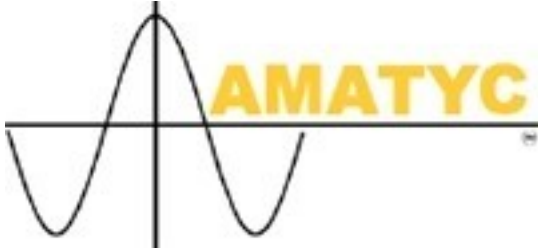
Kathryn Kozak, President 2020-2021

Date: 1//2020

ATTACHMENTS

- A. Reference Material
 - a. AMATYC Mission, Vision, Tagline and Value Statements
 - b. AMATYC Strategic Plan
 - c. Acronyms
 - d. Board Liaison Assignments
 - e. Board Committee Assignments
 - f. Parliamentary Motion Guide
 - g. Policies on Welcoming Environment and Harassment
- B. Rules of Conduct
- C. Order of Business – Meeting Agenda

ATTACHMENT A



AMATYC Mission, Vision, Values

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

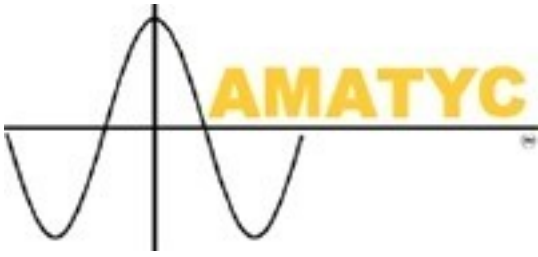
AMATYC’s Vision: To be the leading voice and resource for excellence in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

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

AMATYC's Core Values

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

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



2018-2023 AMATYC Strategic Plan

Approved April 21, 2017

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

Priority I: Advocate for mathematics educators and mathematics students.

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

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

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

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

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

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

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

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

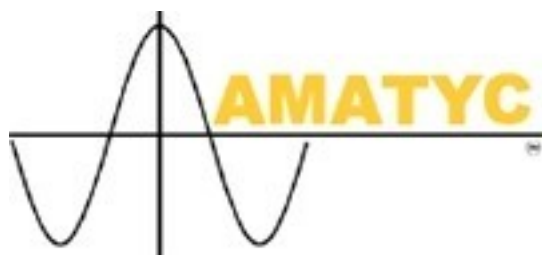
- A. Enrich relationships with and provide support for AMATYC affiliate organizations.
- B. Support and increase participation in AMATYC's academic committees and AMATYC networks (ANets).
- C. Extend opportunities for local, national, and international networking to those interested in mathematics in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

ACRONYMS

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

ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012, Hamburg, Germany 2016 Shanghai, China 2020)
IMS	Institute of Mathematical Statistics
INFORMS	Institute for Operations Research and the Management Sciences
IP Guide	MAA's Instructional Practices Guide
IUSE	Improving Undergraduate STEM Education (NSF grant program)
JCW	Joint Committee on Women in Mathematical Sciences
JMM	Joint Mathematics Meeting. Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.
JSM	Joint Statistical Meeting
MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC³	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education
NAS	National Academy of Sciences
NASSMC	National Alliance of State Science and Mathematics Coalitions
NCTM	National Council of Teachers of Mathematics. Bob Doucette is the Executive Director.
NCSM	National Council of Supervisors of Mathematics.
NRC	National Research Council, organized by the NAS in 1916. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
NSF	National Science Foundation. Provides government funding for scientific endeavors.
PAEMT	Presidential Award for Excellence in Mathematics Teaching
PPM	AMATYC's Policy and Procedures Manual
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SBM	AMATYC's Spring Board Meeting
SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SLOPE	Scholarly Leaders Originating as Practicing Educators in Two-Year College Mathematics
SOA	Society of Actuaries
SPO	AMATYC's Strategic Planning and Orientation meeting

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

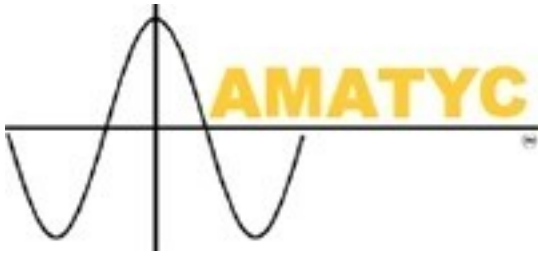


Board Liaison Assignments 2020-2021

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents	44 affiliate presidents	Laura Watkins
AMATYC Legal Advisor	Peter Georgakis	Kate Kozak
AMATYC Office (office@amatyc.org)	Beverly Vance, Christy Hunsucker, Christine Shott	Anne Dudley
AMATYC News	Jennifer Travis	Sarah Pauley
AMATYC Project ACCESS	Lisa Feinman	Barbra Steinhurst
Editing Director	Vicky Mayfield	Nancy Rivers
Grants Coordinator	Megan Breit-Goodwin	Dennis Ebersole
Historian	Chris Ward	Dale Johanson
MathAMATYC Educator	Johanna Debrecht- Editor George Alexander – Assistant Editor Wendi Morrison– Production Manager	Jim Ham
Website Coordinator	George Hurlburt	Sophia Georgiakaki
Mu Alpha Theta	Rita Ralph	Nancy Rivers
Professional Development	Vacant – Coordinator Pat Riley – Webinar Coordinator Mari Menard – Traveling Workshop Coord.	Jon Oaks
Student Mathematics League	Steve Hundert - Coordinator T.J. Duda – Test Developer	Eddie Tchertchian
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	Sarah Pauley
Academic Committees	Chair	Board Member
Developmental Mathematics	Kathryn Van Wagoner	Alvina Atkinson
Pathways Joint Subcommittee	Helen Burn	Alvina Atkinson
Equity	Anders (AJ) Stachelek	Nancy Rivers
Innovative Teaching and Learning (ITLC)	Jennifer Ackerman	Eddie Tchertchian
Mathematics and Its Applications for Careers (MAC)	Carol Hannahs	Dale Johanson
Mathematics Intensive (MIC)	Robert Cappetta	Dennis Ebersole
Placement & Assessment (PAC)	Rachel Bates	Kate Kozak
Research in Mathematics Education in TYC (RMETYC)	Ann Sitomer	April Ström
Statistics/ ASA/AMATYC Joint Committee	Julie Hanson	Sophia Georgiakaki
Teacher Prep	Mark Kuhlman	Sarah Pauley
ANets	Leader	Board Member
Division/Department Leadership	Christine Mirbaha	Alvina Atkinson
Adjunct Faculty Issues	Jonathan Bonafiel	Jon Oaks

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International Mathematics	Barbara Leitherer	Laura Watkins
Mathematics for Liberal Arts	Froozan Afiat	Jim Ham
Other AMATYC Activities	Leader	Board Member
Investments Board	Bill Steenken	Barbra Steinhurst, Jim Ham
Nursing Math: Dana Center, MAA Collab.	Beth Kelch	Kate Kozak
Mars Project	Karen Gaines, Janet Tarjan	Kate Kozak



Board Committee Assignments 2020-2021

Board Standing Committees: Required in By-Laws

Finance Committee

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

Members: Barbra Steinhurst (Chair), Laura Watkins, Kate Kozak, Jon Oaks, Alvina Atkinson, Turi Suski, Anne Dudley

Foundation Board

PPM 14.3 Manage the affairs of the AMATYC Foundation.

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Members: Jim Ham (Chair), April Ström, Barbra Steinhurst, Cheryl Cleaves, Kate Kozak, Anne Dudley, Ernie Danforth, Bill Steenken, Fred Peskoff

Membership Committee

PPM 5.8 The membership committee shall be responsible for marketing and promoting the organization. The membership committee shall assist the office in maintaining accurate membership lists.

Member: Sophia Georgiakaki (Chair), Dennis Ebersole,

Members: Alvina Atkinson, Jon Oaks, Dale Johanson, April Ström, Sarah Pauley, Eddie Tchertchian, Barbra Steinhurst, Anne Dudley*, Beverly Vance*
*ex officio

Nominating Committee

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

Members: Jim Ham (Chair, jimham@amatyc.org); Chair, Behnaz Rouhani (brouhani@gsu.edu), Member-at-large; Rochelle Beatty (rbeatty@kckcc.edu); Member-at-large; Julie Gunkelman (jagunkel@oaklandcc.edu), Member-at-large; Dona Boccio (dboccio@qcc.cuny.edu), Northeast Regional Rep; Christine Mirbaha (cmirbaha@ccbcmd.edu), Mid-Atlantic Regional Rep; Penny Morris (pmorris@polk.edu), Southeast Regional Rep; Florian Haiduc (fhaiduc@starkstate.edu), Midwest Regional Rep; Nicole Lang (nlang@nhcc.edu), Central Regional Rep; Luke Audette (lkaudette@gmail.com), Northwest Regional Rep; Paula Wilhite (pwilhite@ntcc.edu), Southwest Regional Rep; Shane Tang (Shane.Tang@slcc.edu), West Regional Rep

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: Laura Watkins (Chair), Eddie Tchertchian, Nancy Rivers, Barbara Leitherer, David Tannor

Professional Development Committee

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

Members: Jon Oaks (chair), Dennis Ebersole, Sarah Pauley, Nancy Rivers, Kate Kozak*, Turi Suski*, Professional Development Coordinator*, Mary Menard*, Pat Riley*
*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: Laura Watkins (Chair), Jim Ham, Kate Kozak, Sarah Pauley, Alvina Atkinson

Delegate Assembly Committees

Mathematics Excellence Award Committee

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

Members: Jim Ham (Chair), 8 regional reps elected at the 2020 conference

2018-2020 committee:

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: Laura Watkins (PE, Chair), Chris Yuen (Northeast), Chris Ward (Mid-Atlantic), Debbie Garrison (Southeast), Diane Koenig (Midwest), Susan Bornsen (Central), Patrick Kimani (Southwest), Kendall Jacobs (Northwest), Spencer Bartholomew (West), Pat Barrientos (Adjunct)

Delegate Assembly Minutes Approval Committee

PPM 4.2.3 Approve the minutes of the Delegate Assembly.

Members: 2019 committee: Chair: **Sophia Georgiakaki**, Northeast

Vice President; GeorgiS@tompkinscortland.edu, State Delegate:

Matthew Westerhoff (MA); mwesterhoff@nvcc.edu, Affiliate Delegate:

Frank Marfai (SW); frank.marfai@phoenixcollege.edu, Affiliate President: **Sarah**

Sexton (C); ssexton11@stlcc.edu, AMATYC Past President: **Nancy**

Sattler (MW); nsattler@terra.edu, **Behnaz Rouhani**, AMATYC Secretary, will serve in an ex officio capacity; brouhani@gsu.edu

2020 committee: Appointed at the 2020 conference, Sophia Georgiakaki

Other Board Administrative Committees in Policy

Investments Board

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

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

Expenditure Approval Committee (EAC)

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

Members: Barbra Steinhurst (Chair), Kate Kozak, Jim Ham, Laura Watkins

Institutional Review Board (IRB)

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

Members: Anne Dudley (Chair), Laura Watkins, Kate Kozak, Ann Sitomer, April Ström

Personnel Committee

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

Members: April Ström (Chair), Jim Ham, Laura Watkins, Kate Kozak, Barbra Steinhurst, Anne Dudley,

Social Networking Committee

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

Members: Eddie Tchertchian (chair), Dale Johanson , Sophia Georgiakaki, Nicole Lang, Michael Pemberton,

Tax Review and Audit Committee

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

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

Conference Committee

PPM 8.3 Manage all aspects of the annual conference.

Members: Turi Suski (Chair), Judy Williams, Todd Stine, Michael Pemberton, Nathalie Vega-Rhodes, Crystal Wiggins, Pete Wildman, Ana Jimenez, Sarah Miller

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

Committee
AMATYC Research Associate Task Force – Megan Breit-Goodwin (Chair), Ann Sitomer, April Ström, David Tanner, Jane Tannor
Subcommittees Task Force – Rochelle Beatty (chair), Eric Matsuoka, Sarah Pauley

SPO 2020 Minutes – Saturday, January 11

Preconference Event Task Force – Eric Matsuoka (Chair), Rochelle Beatty, April Strom, Sarah Pauley, Anne Dudley, Keven Dockter, Paula Wilhite

Academic Committee Representatives Task Force – Daniel Fahringer (chair), Jon Oaks, Eric Matsuoka, Anne Dudley, Julie Hanson, Mark Kuhlman

Parliamentary Motions Guide

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

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

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

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

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

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

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

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Policy on a Welcoming Environment

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

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

Definition of Sexual Harassment

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

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

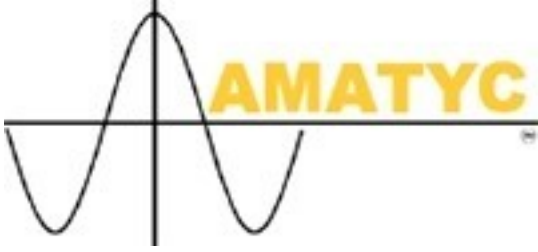
Definition of Other Harassment

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

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

Adopted April, 2013

ATTACHMENT B



RULES OF CONDUCT
AMATYC Strategic Planning and Orientation (SPO)
January 10-12, 2020
Virtual

- A. Robert’s Rules of Order are used. The parliamentarian is **Sarah Pauley**.
- B. Additions or deviations to Robert’s Rules:
- Motions submitted after the deadline (September 15th) 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 | 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 Dennis Ebersole . |
| Discussion items (D) – 10 minutes | |
| Motions involving discussion (M) – 15 minutes | |
- D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display the “thumbs up” or “thumbs down” signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order, if appropriate. **Please silence all cell phones.** Refrain from computer use other than board business.
- F. The following individuals are asked to track items throughout the meeting.
1. Items relating to Conference: **Sarah Pauley** and **Dale Johanson** (Report to Turi and Keven at the end of SPO.)
 2. Items relating to Budget: **Jon Oaks** and **Alvina Atkinson**. (Report to Barbra Steinhurst at the end of SPO).
 3. Items relating to the Office: **Sophia Georgiakaki** and **Eddie Tchertchian**. (Report to Anne Dudley at end of SPO).
 4. Items relating to VPs: **April Ström** and all VPs.
 5. Items to address at a future board meeting: **Jim Ham** and **Barbra Steinhurst**. (Report to the President and President-Elect at the end of SPO.)
 6. Items related to the PPM: **Laura Watkins**.

G. Draft minutes will be available electronically each evening beginning Friday evening, unless otherwise specified by Nancy Rivers. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day(s) for completeness and accuracy of motions and return comments electronically to Nancy by the following morning.

Friday's Minutes: **Ham, Johanson, & Georgiakaki**

Saturday's Minutes: **Watkins, Ström, & Tchernian**

Sunday's Minutes: **Oaks, Pauley, & Ebersole**

ATTACHMENT C



Order of Business – Meeting Agenda
AMATYC Executive Board
Strategic Planning and Orientation (SPO) 2020

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

Parking Lot: 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	Kozak	
Section A: Meeting Plan, Rules of Conduct, Agenda, Reference Materials			
A1-A4	Meeting Plans	Kozak	
A5	AMATYC Mission, Vision, Core Values	Kozak	
A6	AMATYC Strategic Plan (2018-2023)	Kozak	
A7-A8	Acronyms	Kozak	
A9	Brief Robert's Rules of Order (Parliamentary Motions	Kozak	
A10	Policy on a Welcoming Environment	Kozak	
A11	Affiliate Visits (2018-2019)	Kozak	
A12	Board Liaison Assignments	Kozak	
A13-A15	Administrative/Ad Hoc/Other Committees	Kozak	
A16-A17	Conflict of Interest	Kozak	
A18	Email Motions since SBM 2019	Kozak	
A19	Rules of Conduct	Kozak	
A20	(M) Adopt Rules of Conduct	Kozak	
A21	Order of Business	Kozak	
A22	(M) Adopt Order of Business	Kozak	
L. Executive Session			
L1-L6	(M) Consent Appointments	Kozak	
L7	(D) Executive Session Parking Lot	All	
M. New Business			
M1	ICME US Reception Dinner	Ström	
N. Partnerships/ Miscellaneous Reports			
N1	Reciprocal Agreement Mu Alpha Theta	Dudley	
N2	Reciprocal Agreement NOSS	Dudley	
O: Parking Lot / Motion to Adjourn			
O1	Parking Lot Discussion Items	All	
O2	(M) Motion to Adjourn	Pauley	