

**AMATYC Executive Board Meeting
SPO 2018
Memphis, TN**

Saturday, January 6, 2018

The meeting was called to order at 1:10 pm 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: Keven Dockter, Conference Coordinator; Frank Goulard, Conference Coordinator Designate; and Cheryl Cleaves, Interim Executive Director.

President Ham reviewed the reference material. (Attachment A)

President Ham reviewed the rules of conduct.

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

Made by Nancy Rivers and seconded by Dan Fahringer

Motion approved

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

Made by Nancy Rivers and seconded by Jon Oaks

Motion approved

NEW BUSINESS

Motion: That the Membership Discount Code for board members to use when attending conferences and other meetings be renewed through December 31, 2020. The code would be good for a 50% reduction in individual membership for new members or members whose membership has lapsed for over two years.

Made by Nancy Rivers and seconded by Jon Oaks

Motion approved

Motion: That an Ignite! Event be held on the Friday evening of the AMATYC Annual Conference in Orlando, FL. This Ignite! Session will be open to all as possible presenters, but spearheaded and planned by Fred Feldon, Dan Petrak and the ITLC Committee.

Made by Nancy Rivers, and seconded by Kate Kozak

Motion approved

Motion: That the goals and objectives of the Developmental Mathematics Committee be updated as written on the attachment. (Attachment D)

Made by Rochelle Beatty and seconded by Dan Fahringer

Motion approved

Motion: That the Board approves a six-speaker themed session for the Developmental Mathematics Committee titled, Mathematics Pathways, to be scheduled at the 2018 conference in Orlando.

Made by Rochelle Beatty and seconded by Dan Fahringer

Motion approved

Motion: That the Board approves the scheduling of a six-speaker Themed Session for the Statistics Committee titled, *Hands-on Experiments for the Introductory Statistics Classroom*, for the 2018 Conference.

Made by Kate Kozak and seconded by Nancy River

Motion approved

Motion: That the Teaching Excellence Committee policy (PPM 4.3.1) be revised as written in the attachment. The changes are effective immediately. (Attachment E)

Made by Kate Kozak and seconded by Nancy Rivers

Motion approved

Motion: That the Executive Board consider establishing a new academic committee dealing with issues related to equity in mathematics education.

Made by Jon Oaks and seconded by Sarah Pauley

Motion approved

Meeting suspended at 2:35 pm

Sunday, January 7, 2018

EXECUTIVE SESSION

The Board went into Executive Session at 9:17 am. Cheryl Cleaves, Keven Dockter and Frank Goulard were asked to stay for the Executive Session.

The Board returned from Executive Session at 10:26 am. At that time Secretary Rouhani reported out the following appointments pending membership verifications.

- Jon Oaks, Midwest Vice President, Chair of the Professional Development Committee. Effective January 1, 2018 through December 31, 2019
- Sophia Georgiakaki, Northeast Vice President, Co-Chair Membership Committee. Effective January 1, 2018 through December 31, 2019
- Rochelle Beatty, Central Vice President, Co-Chair Membership Committee. Effective January 1, 2018 through December 31, 2019
- Ann Sitomer, Chair of the Research in Mathematics Education in TYC Committee, Member Institutional Research Board. Effective January 1, 2018 through December 31, 2019
- Barbara Leitherer (The Community College of Baltimore, bleitherer@ccbcmd.edu), Member, Organizational Assessment Committee. Effective January 1, 2018 through December 31, 2019
- Chris Yuen (SUNY Buffalo, CLyuen@buffalo.edu), Member, Organizational Assessment Committee. Effective January 1, 2018 through December 31, 2019
- Jim Ham, President, Member, Investments Board. Effective January 1, 2018 through December 31, 2019
- Nancy Rivers, Southeast Vice President, Member, Foundation Board. Effective January 1, 2018 through December 31, 2019
- Nancy Rivers, Southeast Vice President, Member, Personnel Committee. Effective January 1, 2018 through December 31, 2019
- Mari Menard (Lone Star College, Kingwood, mari.m.menard@lonestar.edu), AMATYC Traveling Workshop Coordinator. Effective immediately through December 31, 2020.

DISCUSSION

ITLC Position Statement on Distance Education

Discussed the revised position statement on Distance Education. It was determined that the revision was significant enough for the position statement to go through the expedited approval process. Nancy Rivers, working with Sophia Georgiakaki, will work with the ITLC to move this position statement through the expedited process, bringing it back to the board at SBM 2018.

Proposed Position Statement on Fostering Learning and the Revision for the Resolution "Student Learning Problems": "Addressing Factors Critical to Student Success"

Opportunity was given to the board to edit the documents. Rochelle Beatty will convey suggested edits to the committee chair, Paula Wilhite. Also, Kate Kozak will send these documents to the affiliate presidents for their feedback by February 1, 2018.

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: Themed sessions

Board decided to go with five themed sessions during the 44th Annual Conference in Orlando.

Discussion: Going Green Ad Hoc Committee

The following members were appointed to this Ad Hoc committee pending membership verification.

Chair (temporary): David Tannor, Treasurer

Members: George Hurlburt, Website Coordinator; Anthony Piccolino (Palm Beach State College, piccolia@palmbeachstate.edu); Eric Matsuoka, West Vice President; Keven Dockter, Conference Coordinator; Beverly Vance, Office Director; Christine Shott, Publications Director

Discussion: Social Media Task Force

The following members were appointed to this Task Force pending membership verification.

Chair: Jon Oaks, Midwest Vice President

Members: Sarah Pauley, North West Vice President; Rochelle Beatty, Central Vice President; Sophia Georgiakaki, Northeast Vice President; Nicole Lang (North Hennepin CC, Nicole.lang@gmail.com), Nathalie Vega-Rhodes (Lone Star College, Kingwood, Nathalie.M.Vega-Rhodes@lonestar.edu)

Discussion: Updating Forms Ad Hoc Committee (PDF, YM online, Smartsheet online, etc.)

The following members were appointed to this Ad Hoc committee pending membership verification.

Chair: Dan Fahringer, Mid-Atlantic Vice President

Members: Nancy Rivers, Southeast Vice President; George Hurlburt, Website Coordinator; Sophia Georgiakaki, Northeast Vice President; Jon Oaks, Midwest Vice President; Beverly Vance, Office Director,

Meeting adjourned at 11:50 am.

Behnaz Rouhani, Secretary 2018-2019

Date: 1/9/2018

Jim Ham, President 2018-2019

Date: 1/9/2018

ATTACHMENTS

- A. Reference Material
 - a. AMATYC Mission, Vision, Tagline and Value Statements
 - b. AMATYC Strategic Plan
 - c. Acronyms
 - d. Board Liaison Assignments
 - e. Board Committees Assignments
 - f. Parliamentary Motion Guide
 - g. Policies on Welcoming Environment and Harassment
- B. Rules of Conduct
- C. Order of Business – Meeting Agenda
- D. PPM 9.6.1 - Developmental Mathematics
- E. PPM 4.3.1 - Teaching Excellence Committee

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

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

**Board Liaison Assignments
2018-2019**

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

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

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

Board Committee Assignments 2018-2019

Board Standing Committees: Required in By-Laws

Finance Committee

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

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

Foundation Board

PPM 14.3.1 Manage the affairs of the AMATYC Foundation.

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

Membership Committee

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

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

Nominating Committee

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

Members: Tanner (Chair, nv), Crystal Wiggins, Matthew Prigel, 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*, TWC*

*ex officio

Strategic Planning Committee

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

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

Delegate Assembly Committees

Mathematics Excellence Award Committee

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

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

Teaching Excellence Award Committee

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

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

Delegate Assembly Minutes Approval Committee

PPM 4.2.3 Approve the minutes of the Delegate Assembly.

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

*ex officio

Other Board Administrative Committees in Policy

Investments Board

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

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

*ex officio

Expenditure Approval Committee (EAC)

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

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

Institutional Research Board (IRB)

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

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

Personnel Committee

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

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

Tax Review and Audit Committee

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

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

Conference Committee

PPM 8.3 Manage all aspects of the annual conference.

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

Other Committees (Ad hoc Committees, Task Forces, Search Committees, Other)**Executive Director Search Committee**

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

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

Position Statement on Equity in Mathematics Task Force

Review the current position statement on "Equal Opportunity in Mathematics."

Members: Oaks (Chair), Damien Adams, Ben Aschenbrenner, Valdez Gant, Liz Hylton, Marilyn Mays, Jose Maria Menendez, Christine Mirbaha, Michael Pemberton, Tannor, Bruce Yoshiwara

Delegate Assembly Task Force

Review and make recommendations about the membership of the Delegate Assembly.

Members: Rivers (Chair), Nicole Lang, Fahringer, Ann DeBoever, Ryan Kasha, Margaret Ehrlich, Paula Wilhite, Joshua Hammond

Traveling Workshop Coordinator Search Committee

Conduct a search for a new Traveling Workshop Coordinator and make a recommendation to the Board.

Members: Oaks (Chair), Fahringer, Julie Gunkelman, Tanner, Tannor

Going Green Committee

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

Members:

Social Media Committee

To provide assistance and input into AMATYC's presence on social media, and to provide management on recommendations related to AMATYC's presence on social media.

Members:

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

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

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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

**AMATYC Strategic Planning and Orientation Meeting
Special Board Meeting
SPO 2018 – Memphis, TN**

RULES OF CONDUCT

- A. Robert’s Rules of Order are used. The parliamentarian is **Dan Fahringer**.
- B. The following time limits will be applied unless otherwise noted:
- Reports (R) - 5 minutes
 - Discussion items (D) – 10 minutes
 - Motions 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 **Sarah Pauley**.
- C. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display their “ditto” signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- D. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order. **Please silence all cell phones.** Refrain from computer use other than board business.
- E. The following individuals are asked to track items throughout the meeting.
1. Items relating to Conference: **Jon Oaks** and **Rochelle Beatty** (Report to the Keven at the end of SPO 2018.)
 2. Items relating to Budget: **Dan Fahringer** and **Eric Matsuoka**. (Report to the David at the end of SPO 2018).
 3. Items relating to the Office: **Sophia Georgiakaki** and **April Strom**. (Report to Cheryl at the end of SPO 2018).
 4. Items relating to VPs: **Nancy Rivers** and all VPs.
 5. Items to return to at the Spring Board Meeting: **Jane Tanner** and **David Tanner**. (Report to the President at the end of SPO 2018.)
 6. Items related to the PPM: **Kate Kozak**
- F. **Everyone** will be expected to review the minutes of the meeting.

ATTACHMENT C**Order of Business – Meeting Agenda****AMATYC Executive Board****SPO 2018****Saturday, January 6, 2018**

Reports (R) – 5 minutes

Discussion (D) – 10 minutes

Motions (M) – 15 minutes

Page	Activity	Person
1	Meeting Plan	Ham
2	Goals of the SPO	Ham
	Reference Material	Ham
3	AMATYC Mission, Vision, Tagline & Values Statements	
4	AMATYC Strategic Plan	
5-6	Acronyms	
7	Board Liaison Assignments	
8-11	Board Committees Assignments	
12	Parliamentary Motions Guide	
13	Policies on Welcoming Environment & Harassment	
14	Rules of Conduct	Ham
15	M: Adopt Rules of Conduct	Ham
16-17	Order of Business (Agenda)	Ham
18	M: Approve Order of Business	Ham
	Old Business	
19	M: Renewal of Member Discount Code	Membership Committee

20	M: IGNITE! Event at Orlando Conference	Rivers
21-22	M: Change in DMC Goals (PPM 9.6.1)	Wilhite/Beatty
23	M: 2018 Developmental Mathematics Themed Session	Wilhite/Beatty
24	M: 2018 Statistics Committee Themed Session	Hansen/Kozak
25	M: 2018 Themed Sessions	Kozak
26-34	M: Teaching Excellence Committee (PPM 4.3.1)	Kozak
	Executive Session	
35	M: Appointments/Reappointments	Ham
36	M: Lodging for Summit and Conference - Sattler	Tanner/Kozak
37	M: Lodging for Summit - Wilhite	Tanner/Kozak
	Discussion	
38-40	D: Position Statement on Distance Education	Rivers/Ham
41	D: Proposed Position Statement: <i>Fostering Learning</i>	Wilhite/Beatty
42	D: Proposed Resolution Statement: <i>Addressing Factors Critical to Student Success</i>	Wilhite/Beatty
	Parking Lot	
	Going Green Committee (Chair, members wanted)	
	Social Media Committee (Chair, members wanted)	
	Administrators of the AMATYC FB and Twitter Pages	
	Reorganizing sections of the PPM	
	Scheduling VP tasks in Smartsheet	
	Listing state delegates in smartsheet	
	Conference support for the <i>MathAMATYC Educator Assistant Editor</i>	
	Where to publish the list of grants supported by AMATYC	
	Tidying up the internal site	

ATTACHMENT DCurrent Version**9.6 Academic Committees****9.6.1 Developmental Mathematics (DMC)**

This committee will develop a Traveling Workshop strand on Development Mathematics, collect and share syllabi from other developmental courses, identify programs designed to ease the transition from high school to college mathematics, develop better connections with other professional organizations, and provide current resources to address needs identified by the DMC membership.

Updated and Clean Version**9.6 Academic Committees****9.6.1 Developmental Mathematics (DMC)**

The purpose of the Developmental Mathematics Committee (DMC) of AMATYC is to improve the quality of developmental mathematics programs in colleges by providing a forum for the exchange of ideas.

In addition, the DMC strives to

- Provide opportunities for professional development on proven practice for developmental mathematics faculty;
- Share best practices for curriculum and instruction that promote successful matriculation into gateway college mathematics courses and other courses requiring quantitative tools;
- Increase involvement with national policy-making boards on issues related to college-readiness;
- Strengthen connections with other professional organizations regarding concerns of developmental mathematics; and
- Communicate the issues of developmental mathematics reform and the consequences of recent state-required mandates.

ATTACHMENT E

Track changes version:

4.3.1 Teaching Excellence Committee

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

1. Committee Objectives
 1. Encourage nominations by placing articles in the *AMATYC News*.
 2. Collect data supporting the nominations.
 3. Determine the awardee(s) of the TE Award and forward names to the Executive Board.
2. Guidelines
 1. The Teaching Excellence Award is intended for AMATYC members whose primary assigned duties are the delivery of instruction and who have made outstanding contributions to mathematics, statistics, or mathematics education at a two-year college. Nominees must have taught at least one relevant course since the presentation of the Teaching Excellence Award during the AMATYC Conference in the previous odd-numbered year.
 2. ~~The award is also open to AMATYC members whose primary assigned duties are the delivery of instruction in an associate degree granting institution of higher education that is not a two-year college.~~ This award is also open to AMATYC members whose primary assigned duties are the delivery of instruction of mathematics courses in the first two years of college.
 3. Nominees must have a minimum of five (5) years of full-time equivalent mathematics teaching experience at a two-year college or in an associate degree-granting program. For example, five years of full-time equivalent may be 150 semester hours. These years may have been at multiple institutions. Nomination materials should include an explanation of how this requirement has been met.
 4. The award will be given every two years (in odd-numbered years.) The TE Award and ME Award are given in alternate years.
 5. The TE Award Committee is composed of the President-Elect and a representative from each region elected at the regional meetings at the annual conference in odd-numbered years and an adjunct member appointed by the President.
 6. The President-Elect becomes chair of the committee.
3. Procedures - The deadlines for the following are in the TE Award Timeline.
 1. Nomination Procedures:
 1. All business of the committee is strictly confidential.

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

1-9	applicants	2 awards maximum
10-15	applicants	4 awards maximum
16-22	applicants	6 awards maximum
23+	applicants	8 awards maximum
 - ii. Strength of the applicant pool.
 7. Committee members will send their ratings and recommended number of awards to be given to the President-Elect. The number of awards given will be determined by averaging the recommended number from each of the committee members, rounded up to the next whole number.
 8. Selection of awardees: The President-Elect will total the points and rank the candidates based on their totals. The President-Elect will write a report for the spring Board meeting presenting the awardees.
 9. Awardee notification: The President will notify the awardees that they have been selected for the award. The President will notify anyone who was not selected.

- 10. Support for travel: The President-Elect will write a letter to the president of the college of each awardee. The president of the college will be informed of the award and be encouraged to provide support for the faculty member to attend the conference to accept the award.
- 11. Presentation of Award: The President-Elect of AMATYC will secure the award for all recipients. (The President of AMATYC will present the award and any monetary prize at the AMATYC annual conference in odd-numbered years.)
- 12. TE Award awardees will be invited (with no review) as speakers for the annual conference following the year of the TE Award. The chair of the TE Award Committee invites the awardees on behalf of the Executive Board. The invitation-to-speak letter will be delivered no later than the time the award is received. The President-Elect will notify the Program Coordinator of the names of the TE awardees so their proposals will not be reviewed. These persons will receive the normal speaker registration rate and will observe appropriate deadlines for submission of forms.

4. Guidelines for Ranking: Teaching excellence is the main focus of the award.

- A. Instructional Effectiveness and Support of Students (innovative teaching strategies, alternative assessment methods, curriculum development, creating a learning environment for all students, accessible to students in and out of the classroom, etc.) 25 points
- B. Professional Involvement and Professional Development/Renewal Activities (active participation in professional organizations, speeches, articles, conferences, etc.) 10 points
- C. Interaction with Colleagues (sharing and discussing ideas with other colleagues, mentor/mentee relationships) 10 points
- D. Service to Departments/Division/College/Community (active contributor to College community or community activities related to mathematics education) 5 points

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

5. Timetable

TIME	SUPPORT ACTIVITIES	COMMITTEE ACTIVITIES
At Conference odd # year	Regional representatives are elected at regional meetings and the time of the committee meeting at the conference is announced: names of the representatives are forwarded to President-Elect. Call for nominations made (forms distributed) at regional meetings and affiliate presidents luncheon.	Committee meets and process explained

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

6. Nomination Materials

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

~~The final copy of a nomination may not be a faxed copy – i.e. original copies must be received by the chair.~~

Clean Version:

4.3.1 Teaching Excellence Committee

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

4. Committee Objectives

1. Encourage nominations by placing articles in the *AMATYC News*.
2. Collect data supporting the nominations.
3. Determine the awardee(s) of the TE Award and forward names to the Executive Board.

5. Guidelines

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

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 4. Members may nominate themselves.
 5. Board members and TE Award Committee members may not write letters of recommendation for any candidate, even if they are a direct supervisor of the nominee.
 6. The nominator is responsible for securing the necessary documents to support the nomination. The nominees will NOT be informed by the committee chair that they have been nominated.
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- 16. Support for travel: The President-Elect will write a letter to the president of the college of each awardee. The president of the college will be informed of the award and be encouraged to provide support for the faculty member to attend the conference to accept the award.
 - 17. Presentation of Award: The President-Elect of AMATYC will secure the award for all recipients. (The President of AMATYC will present the award and any monetary prize at the AMATYC annual conference in odd-numbered years.)
 - 18. TE Award awardees will be invited (with no review) as speakers for the annual conference following the year of the TE Award. The chair of the TE Award Committee invites the awardees on behalf of the Executive Board. The invitation-to-speak letter will be delivered no later than the time the award is received. The President-Elect will notify the Program Coordinator of the names of the TE awardees so their proposals will not be reviewed. These persons will receive the normal speaker registration rate and will observe appropriate deadlines for submission of forms.
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