



**American Mathematical Association  
of Two-Year Colleges**

October 1, 2014

Dear AMATYC Delegate,

It is time to begin thinking and preparing for the 2014 AMATYC Delegate Assembly in Nashville. The 2014 Delegate Assembly will be held on Saturday, November 15 from 3:45 to 5:45 p.m. in Tennessee Ballroom C of the Gaylord Opryland Resort & Convention Center. Attached please find the 2014 Delegate Assembly Agenda and other materials for your careful review prior to our meeting. Please plan to arrive early to the meeting on November 15, check in with your regional vice president, and be seated by 3:30 pm. You will sit by region in the marked areas near the front of the room. Your colleagues who are not delegates are welcome to attend the meeting and are asked to sit in the back of the room.

This year, you will be asked to vote on two position statements and bylaws revisions. On Thursday, November 13, we will have forums to gather final input from members before the motions are brought to the Assembly for your action. You are encouraged to attend the forums to hear what members have to say regarding the proposed motions. Because there are four forums, the final hearing on the Position Statement on the Appropriate Use of Intermediate Algebra as Prerequisites Course will be held at the same time as the discussion on the proposed Bylaws Revisions from 7 until 7:30 p.m. The initial hearing on Time Limits for Course Prerequisites will occur at the same time as the final hearing on the Position Statement on The Academic Preparation of Mathematics Faculty at Two-Year Colleges from 7:30 until 8:00 p.m. You may wish to coordinate with the other delegates in your state to ensure that your state is represented at all of the forums.

**Ballots:** You must have a delegate ballot to vote. Ballots will be distributed by your regional vice president at your regional meeting on Friday. Please be sure to pick up your ballots and bring the ballots along with this attached packet of information to the Delegate assembly on Saturday. According to the bylaws, alternate delegates may be named by the regional vice president as the delegate replacing an affiliate or state/province delegate at the Delegate Assembly by notifying the AMATYC Secretary in writing and providing appropriate credentials in writing no later than 6pm of the day prior to the start of the Delegate Assembly.

**Motions:** If you wish to submit a motion for consideration during the Delegate Assembly business meeting, please use the attached motion form. Please submit the motion to me in advance of the conference and Delegate Assembly meeting by email at [nsattler@terra.edu](mailto:nsattler@terra.edu)

**Items for Discussion:** As in previous years, the Delegate Assembly Agenda includes open discussion at the end of the meeting. To the extent that time permits, this is an opportunity for delegates to express comments about issues related to AMATYC's mission.

Thank you very much for your service to AMATYC in this very important role. I am looking forward to seeing you in Nashville.

Respectfully,

Nancy J. Sattler, President  
/enclosures

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**AMATYC DELEGATE ASSEMBLY  
MOTION FORM**

TO: 2014 AMATYC DELEGATE ASSEMBLY  
FROM:  
SUBJ:  
DATE SUBMITTED:

**1. MOTION:**

**2. RATIONALE:**

Action taken by Delegate Assembly

Approved                       Postponed until \_\_\_\_\_                       Withdrawn  
 Disapproved                       Returned for further study                       Other

COMMENTS:



## 2014 DELEGATE ASSEMBLY

# AGENDA

### THE AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES

Nashville, TN

Tennessee Ballroom C, Gaylord Opryland Resort & Convention Center

Saturday, November 15, 2014

3:45 – 5:45 pm

- I. Call to Order – 3:45 p.m.
- II. Welcome and Introductions  
Parliamentarian and Timekeeper  
2014-2015 Executive Board Members
- III. Announcement of Quorum ..... Mary Beth Orrange
- IV. Motion to Approve the Rules of Conduct
- V. Motion to Approve the Agenda
- VI. Motion to Approve the Minutes Review Committee
- VII. Minutes Review Committee Report for the 2013 Delegate Assembly ..... Kate Kozak
- VIII. Reports
  - A. President ..... Nancy Sattler
  - B. Treasurer..... Margie Hobbs
  - C. AMATYC Foundation .....Jim Roznowski
  - D. Strategic Planning..... Jane Tanner
  - E. Report on AMATYC Project ACCCESS .....Laura Watkins
- IX. New Business
  - A. Motion to Amend the AMATYC Bylaws .....Jim Roznowski
  - B. Motion on Position Statement on Appropriate Use of  
Intermediate Algebra as a Prerequisite Course..... Linda Zientek
  - C. Motion on Position Statement on the Academic Preparation of Mathematics  
Faculty at Two Year Colleges ..... Ernie Danforth
- X. Items for Discussion – Open Microphone  
Delegates are invited to bring forward for discussion or comments issues that are related to AMATYC's mission and goals. Consideration of any appropriate topic is encouraged.
- XI. Announcements
- XII. Adjournment

# AMATYC Mission Statement

The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to promote and increase awareness of the role of two-year colleges in mathematics education, and to:

- Ensure the preparation of mathematically and technologically literate citizens who are capable of making informed decisions, who have skills needed by business and industry, and who will continue to grow in their quantitative literacy;
- Lead the development and implementation of curricular, pedagogical, technological, and assessment standards for two-year college mathematics education;
- Offer multiple opportunities for the preparation and continuing professional development of a competent and diverse mathematics faculty skilled in a variety of teaching modalities addressing different learning styles;
- Provide a forum that facilitates professional networking, communication, policy determination, and action among individuals, affiliates, and other professional organizations; and
- Communicate the perspectives of two-year college mathematics education to public, business, and professional sectors.

*Adopted by the Board on April 12, 2010.*

# AMATYC's Vision: Opening Doors Through Mathematics

## AMATYC's Core Values

(Alphabetical Order)

Approved May 2006

**Core Values** represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging.

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



2012-2017 AMATYC Strategic Plan (Adopted SBM 2011)  
*Opening Doors Through Mathematics*

Priority I – Provide professional development opportunities to all two-year college faculty.

- A. Enhance the traditional opportunities for professional development.
- B. Develop opportunities for professional development that utilize emerging technologies.
- C. Provide professional development focused on mentoring of faculty especially faculty new to teaching in two-year colleges.
- D. Advocate for the importance of and provide opportunities for professional development for adjunct faculty.

Priority II – Promote research on student learning in two-year colleges.

- A. Promote research focused on student learning, acknowledging the impact that technology and data driven decisions have on education.
- B. Provide training to faculty interested in conducting classroom research.
- C. Pursue grants and other means of financial support for classroom research in teaching and student learning.
- D. Advocate for the continued improvement of textbooks and other instructional resources based on the lessons learned from classroom research.
- E. Advocate for faculty, departments, and colleges to institute innovative practices informed by research.
- F. Disseminate resources and best practices on teaching and learning to facilitate faculty development.

Priority III – Promote the review and improvement of two-year college mathematics curricula.

- A. Support and promote the development and assessment of high quality mathematics education for all students.
- B. Maintain a leading role in structuring a strong developmental mathematics experience for all students.
- C. Promote the consensus on the essential mathematics that students need in order to succeed in their chosen academic or career fields.
- D. Increase participation in Science, Technology, Engineering, and Mathematics (STEM) courses and programs through contacts with industry.
- E. Support the appropriate use of emerging technologies to promote an understanding of mathematics and its applications.
- F. Support continuous improvement of online/distance learning and continuous improvement of online delivered courses.

Priority IV – Build and promote communities of educators in lower division collegiate mathematics across departments and institutions.

- A. Strengthen and expand the relationship between AMATYC and its affiliate organizations.
- B. Encourage membership among individuals interested or involved in mathematics instruction in the first two years of college.
- C. Expand opportunities for networking (locally, nationally, and internationally) of those interested in the first two years of collegiate mathematics to share ideas and provide support.
- D. Expand the relationship among instructors at two-year colleges and other faculty Pre-K–20.

Priority V – Communicate the vision, core values, mission, and goals of AMATYC and promote awareness of the organization.

- A. Maintain and promote the visibility of AMATYC at the national level as the primary voice for mathematics education during the first two years of college.
- B. Promote an understanding of the mission of two-year colleges and their mathematics programs.
- C. Be a strong voice for two-year college mathematics education.
- D. Develop and maintain relevant standards for two-year college mathematics education.
- E. Expand relationships with other organizations interested in the goals and objectives of AMATYC and interested in promoting quality mathematics education.
- F. Encourage the involvement of two-year college educators in state and national, Pre-K–20 initiatives.
- G. Work to increase state and national funding for two-year college mathematics education.

**BYLAWS  
OF THE  
AMERICAN MATHEMATICAL  
ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC)  
RATIFIED JULY 2010**

**ARTICLE I NAME**

The name of the association shall be the American Mathematical Association of Two-Year Colleges, Incorporated (AMATYC).

**ARTICLE II OBJECTIVES**

Section 1 The American Mathematical Association of Two-Year Colleges, Incorporated is a non-profit, educational association.

Section 2 The objectives of AMATYC are the following:

- A. Encourage the development of effective mathematics programs
- B. Provide a national forum for the exchange of ideas
- C. Develop and/or improve the mathematics education and mathematics related experiences of students in two-year colleges
- D. Coordinate activities of affiliated organizations on the national level
- E. Promote the professional welfare and development of its members.

**ARTICLE III MEMBERSHIP**

Section 1 Membership Categories

Membership in AMATYC shall be restricted to the following:

- A. Regular membership – Available to any full or part-time teacher of mathematics or other person interested in two-year college mathematics education. A regular member must complete the proper forms and pay the established dues. A regular member may purchase a lifetime membership by completing the appropriate forms and paying the established rates. The Immediate Past President shall be awarded a lifetime membership upon completion of that person’s term as Immediate Past President.
- B. Student membership – Available to any full- or part-time student of mathematics or related discipline. A student member must not also be a full- or part-time teacher, must be endorsed by a regular member, and must complete the proper forms and pay the established dues.
- C. Adjunct membership – Available to any teacher of mathematics who is not employed full-time in any post-secondary educational institution. An adjunct member must complete the proper forms and pay the established dues.
- D. Retired membership – Available to any retired teacher of mathematics or other retired person who is not employed full- or part-time in any educational institution. A retired member must complete the proper forms and pay the established dues.
- E. Institutional membership – Available to any college, university, learning center, publisher, manufacturer, or similar entity that supports the purposes of the association. A representative of an institutional member must complete the proper forms and pay the established dues.
- F. Affiliate membership – Available to any regional organization with purposes similar to those of AMATYC.

Section 2 Membership Privileges

- A. A regular member has the right to vote, hold elected office, be appointed to leadership positions, nominate candidates for office, serve on committees, and be appointed as a delegate in the Delegate Assembly.
- B. A lifetime member is entitled to all the privileges of a regular member.
- C. Adjunct, retired, and student members have the right to nominate candidates for office and serve on committees, but do not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly.



- D. Individuals who are eligible for adjunct or retired membership may choose to complete the proper forms and pay the established dues to become a regular member to obtain all the privileges of a regular member.
- E. The representative of an institutional member has the right to nominate candidates for office, but does not have the right to vote, hold elected office, be appointed to leadership positions, serve on committees, or be appointed as a delegate in the Delegate Assembly, unless that individual is also a regular member of the association.

**Section 3 Membership Year**

The membership year shall consist of four quarters. The beginning date for each quarter shall be: March 1, June 1, September 1, and December 1.

**Section 4 Dues**

- A. Annual membership dues are paid by all members, except lifetime members.
- B. Annual regular AMATYC membership dues are set every two years by applying the Consumer Price Index - Urban Consumers CPI-U for the last two years to the current dues and rounding up to the nearest whole dollar. This adjusted rate is set at the Fall Board Meeting in odd-numbered years, with the change taking place on July 1 of the following even-numbered year.
- C. In the event that there is a need for a change other than the calculated rate, as determined in Article III.4.B., the new rate must be brought to the Delegate Assembly for approval.

**ARTICLE IV AFFILIATED ORGANIZATIONS**

**Section 1** Any organization interested in affiliating with AMATYC must recognize AMATYC as a prime national organization concerned with the first two years of college mathematics instruction. This is done by voting for affiliation with AMATYC. Applications for affiliation must be approved by the AMATYC Board.

**Section 2** An affiliated organization has the following responsibilities:

- A. The membership lists of the organization shall be forwarded to the appropriate AMATYC regional vice president by June 30 in even-numbered years.
- B. Membership in AMATYC should be encouraged for all the affiliate's members.
- C. Each affiliate organization will appoint AMATYC members to serve as affiliate delegates to the Delegate Assembly as discussed in Article VII.

**ARTICLE V OFFICERS**

**Section 1** The officers of AMATYC shall be the national officers, a President, President-elect, Immediate Past President, Treasurer, and Secretary, and the regional officers, a Northeast Regional Vice-president, Mid-Atlantic Regional Vice-president, Southeast Regional Vice-president, Midwest Regional Vice-president, Central Regional Vice-president, Southwest Regional Vice-president, Northwest Regional Vice-president, and West Regional Vice-president.

**Section 2** Only regular members are eligible to hold elected office.

**Section 3 Terms of Office**

- A. The term of office for all officers, except for the Treasurer, is two years; beginning on January 1 in even-numbered years and ending on December 31 in the next odd-numbered year. The term limit for all officers, except for the President-Elect, President, Immediate Past-President, and Treasurer, is three full successive elected terms in the same office.
- B. The term limit for the President-Elect, President, and Past-President is one full elected term in the same office. The President-Elect automatically succeeds the President at the end of the President's term or when the President leaves office permanently.
- C. The term of the office for the Treasurer is four years, beginning on January 1 in even-numbered years and ending on December 31 in the second subsequent odd-numbered year. The term limit for the Treasurer is two full successive elected terms in that office.

#### Section 4 Duties of officers

All officers shall promote and coordinate the activities of the association, perform all duties according to policy, and perform all other duties that regularly pertain to the office. Specific duties of each office are as follows:

##### A. President:

1. Prepare the agenda for all association, Delegate Assembly, and Executive Board meetings.
2. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
3. Act as ex-officio member of all committees except the Nominating Committee.
4. Nominate the chairperson of all committees, except the Nominating Committee and Strategic Planning Committee, for approval by the Executive Board.
5. Appoint an acting chairperson of a committee when a vacancy occurs.
6. Appoint Special Appointees to perform duties as designated with approval of the Executive Board.
7. Initiate Executive Board vote on unanticipated expenditures and assist the Treasurer with the annual budget.
8. Meet with the Executive Directors and/or Presidents of other organizations who share similar concerns and interests to discuss items of mutual benefit and to establish a working relationship with them.

##### B. President-Elect

1. Act as president in the absence of the President.
2. Serve as the chairperson of the Strategic Planning Committee.
3. Maintain a policy and procedures manual.

##### C. Immediate Past President

1. Chair the Nominating Committee.
2. Chair the Foundation.
3. Administer the election procedures according to policy.

##### D. Secretary

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board.
2. Maintain updated lists of delegates and affiliate presidents.
3. Furnish agendas and minutes of all meetings to the appropriate people.

##### E. Treasurer

1. Ensure that all financial records, funds, receipts, and disbursements of the association are accurately maintained.
2. Present a written financial report at each regular business meeting and each Executive Board meeting.
3. Certify the size of the membership by region and category.
4. Prepare an annual organizational budget and present it to the Executive Board for approval at the fall meeting.
5. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
6. The outgoing Treasurer will complete the financial responsibilities pertaining to the conference at the end of the term of office.

##### F. Regional Vice-presidents

1. Serve as the liaison between AMATYC and its affiliated organizations.
2. Appoint state/province delegates per Article VII.
3. Serve as a member of the membership committee. One Regional Vice President shall serve as chair.

## Section 5 Elections

Officers shall be elected by regular members according to policy.

## Section 6 Vacancies

In the event that an officer other than the president or Treasurer leaves office before the expiration of the regular term, the president, with the approval of the Executive Board, shall appoint a replacement for the remainder of the term. A vacancy in the office of President-elect shall be filled by a special election following procedures established by the Executive Board. In the event that the Treasurer leaves office before the expiration of the regular term, the President, with the approval of the Executive Board, shall appoint a replacement until the next regularly scheduled election, regardless of whether this election falls on the four-year cycle for election of a Treasurer. The newly elected Treasurer would serve a full four-year term and this four-year term will form the basis for future Treasurer terms and elections.

## **ARTICLE VI EXECUTIVE BOARD**

Section 1 The officers shall serve as the Executive Board and are responsible for conducting the affairs of the association.

### Section 2 Duties of the Executive Board

- A. Approve the chairperson of each committee, except the Nominating Committee and Strategic Planning Committee.
- B. Recommend dues changes to the Delegate Assembly per Article III.4.
- C. Recommend bylaw changes to the Delegate Assembly.
- D. Select conference cities and dates.
- E. Approve any expenditures not covered by the budget.
- F. Approve the annual budget.
- G. Appoint special committees as needed to carry out the purposes of the association.
- H. Appoint special appointees to perform duties as designated.
- I. Authorize a designated officer or officers, agent or agents of AMATYC, in addition to the officers so authorized by these bylaws, to implement and oversee, on behalf of AMATYC, a project, program or activity conducted jointly by AMATYC and one or more outside entities, to be called a partnership. This partnership is approved by the AMATYC Executive Board. Such authority must be in writing and be confined to specific instances as outlined in a partnership agreement which is approved by the Executive Board and signed by AMATYC and the partnership entity.
- J. Perform all other duties according to policy.
- K. Perform all other duties that are necessary for the functioning of the association.

Section 3 A majority of the members of the Executive Board shall constitute a quorum to enact the business of AMATYC. This majority must include at least two of the national officers.

Section 4 Regular meetings of the Executive Board may be called by the President or seven members of the Executive Board. Written or electronic notification of all regular meetings must be given to all Board members at least 30 days prior to the start of the meeting.

### Section 5 Action between Regular Meetings

- A. In circumstances as determined by the President or seven members of the Executive Board, business may be conducted between regular meetings of the Executive Board by means of mail, fax, email or conference calls. The same quorum that applies to regular meetings is required at these meetings to conduct the business of AMATYC.
- B. All actions resulting from a mail, fax, email or conference call vote shall be documented and filed with the Executive Board minutes.
- C. Written or electronic notification of all proposed actions presented between regular meetings must be given to all Board members at least 72 hours before the start of the Board meeting.

## ARTICLE VII DELEGATE ASSEMBLY

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

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

A. State/Province Delegates

1. There should be at least two state/province delegates from each state and province, appointed for a term of two years by the appropriate regional vice president. Terms of state/province delegates shall commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd numbered years.
2. States and provinces with more than 50 two-year colleges, as defined in Article VII.2.H., are permitted one additional state/province delegate for each 25 two-year colleges or fraction thereof above 50.
3. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a state/province delegate who is unable to attend the Delegate Assembly.

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

C. Affiliate Delegates

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

D. Each Executive Board officer is a delegate.

E. Each AMATYC past president is a delegate.

F. Each AMATYC academic committee chair is a delegate.

G. Additional delegates to represent other countries and regions may be appointed by the Executive Board.

H. An official listing of names and numbers of two-year colleges by state and province is prepared jointly by the AMATYC office and each corresponding regional vice president and approved at the fall board meeting in even-numbered years. These numbers are used for two years and take effect after the fall meeting in even-numbered years, and are maintained by the AMATYC office.

I. An official listing of names and numbers of affiliate organization members who are also AMATYC members on June 30 in even-numbered years is prepared jointly by the AMATYC office and each corresponding regional vice president and approved at the fall board meeting in even-numbered years. This listing is used for two years, takes effect after the fall meeting in even-numbered years, and is maintained by the AMATYC office.

J. No delegate at the Delegate Assembly is entitled to more than one vote.

K. Regional Vice-Presidents shall submit a list of affiliate and state/province delegates to the AMATYC Secretary no later than thirty (30) days prior to the start of the Delegate Assembly.

L. Alternate Delegates may be named by the Regional Vice-President as the delegate replacing an affiliate or state/province delegate at the Delegate Assembly, by notifying the AMATYC Secretary in writing and providing appropriate credentials in writing no later than 6 pm of the day prior to the start of the Delegate Assembly.

Section 3 The Delegate Assembly's responsibilities are to:

A. Vote on all dues changes as submitted by the Executive Board, in accordance with Article III.4.C.

B. Vote on bylaw changes submitted to the Delegate Assembly.

C. Present written recommendations to the Executive Board to be considered at the following Executive Board meeting.

D. Approve position statements as presented by the Executive Board.

Section 4 Each state/province delegate shall perform the following duties:

- A. Represent that delegate's state/province at the Delegate Assembly meeting at the annual conference.
- B. Assist the regional vice president in promoting membership and activities for AMATYC in the state/province.
- C. Perform all duties according to policy.

Section 5 Each affiliate delegate shall perform the following duties:

- A. Represent the affiliate organization at the Delegate Assembly meeting at the annual conference.
- B. Keep the regional vice president abreast of the activities and concerns of members from the delegate's affiliate.
- C. Assist the regional vice president in promoting membership and activities for AMATYC at the affiliate meetings.
- D. Perform all duties according to policy.

Section 6 The number of delegates necessary for a quorum in the Delegate Assembly shall be twenty-five (25) percent of all the delegates registered with the AMATYC Secretary at the start of the Delegate Assembly.

## **ARTICLE VIII COMMITTEES**

Section 1 Types of committees

- A. Committees fall into three general categories: Administrative Committees, Academic Committees, and Ad Hoc Committees and Task Forces. Administrative and academic committees are standing committees.
- B. All members of association committees must be AMATYC members. Non-AMATYC members may participate in academic committee work in a nonvoting capacity.

Section 2 Administrative Committees

A. Purpose

Administrative committees handle and support the general functioning of the association.

B. Established administrative committees

The following administrative committees are established by these bylaws.

- 1. Nominating Committee
- 2. Membership Committee
- 3. Strategic Planning Committee
- 4. Finance Committee
- 5. Foundation Board

C. Objectives of the established administrative committees

The general objectives of each of the committees in part B are the following:

- 1. The Nominating Committee shall establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval.
- 2. The Membership Committee shall develop and implement strategies to solicit new members and retain existing members.
- 3. The Strategic Planning Committee shall develop and publish the AMATYC Strategic Plan.
- 4. The Finance Committee oversees the budget development and serves in an advisory capacity to the Treasurer and Executive Board.
- 5. The Foundation Board shall raise and disburse funds to support the mission of AMATYC.

D. Other Administrative Committees

Other administrative committees may be created and discharged as needed by the Executive Board to handle and support the general functioning of the association.

### Section 3 Academic Committees

#### A. Purpose

Academic committees support the general professional purposes and mission of the association, as stated in Article II and in the association's mission statement.

#### B. Establishment of academic committees

Academic committees are established and discharged by the Executive Board. Their designations and specific purposes will change as the needs of the association change. Each academic committee shall have a chair, appointed by the President.

#### C. Duties of an Academic Committee Chairperson

The chairperson of each academic committee shall perform the following duties:

1. Chair the meetings of the academic committee.
2. Coordinate the activities of the academic committee.
3. Prepare the annual budget of the academic committee and submit it to the Treasurer according to the established schedule.
4. Prepare reports of the academic committee's activities and submit them to the President according to the established schedule.
5. Perform all duties according to policy.
6. Perform all other duties necessary for the academic committee to function.

### Section 4 Ad Hoc Committees and Task Forces

#### A. Establishment

Ad hoc committees and task forces may be approved and formed by the Executive Board and/or Delegate Assembly when deemed necessary by those entities by following the procedures established by policy.

#### B. Purpose and duration

The purpose of ad hoc committees and task forces shall be determined when they are established. A termination date shall be designated at the time of establishment.

## **ARTICLE IX POSITION STATEMENTS**

### Section 1 Purpose of Position Statements

Position statements represent a declaration by the organization on issues of interest to two-year college mathematics educators, and may be initiated by an academic committee, an affiliate organization, or an individual AMATYC member.

### Section 2 Process for Development of Position Statements

The process for development of a position statement must conform to the following guidelines.

- A. A proposal for a position statement must be referred to, or begin with, an appropriate academic committee. That committee chooses to pursue or not to pursue the statement. The committee is responsible for development of a proposed position statement.
- B. A schedule for the process of review of proposed position statements by committees, Executive Board, and Delegate Assembly, shall be established by the Executive Board. This schedule must provide timely notice to all AMATYC members of the proposed statement.
- C. The chairperson of an academic committee shall submit the committee's position statement to the Executive Board for its review and approval.
- D. If approved for Delegate Assembly review by the Executive Board the position statement shall be submitted to the Delegate Assembly for review and approval.
- E. If not approved for Delegate Assembly review by the Executive Board, the Delegate Assembly may approve review by a vote of 2/3 of the delegates at the Delegate Assembly, provided that timely notice was provided to all AMATYC members.
- F. If approved by the Delegate Assembly the proposal becomes an AMATYC position statement.

## **ARTICLE X REMOVAL FROM OFFICE**

- Section 1 Executive Board members may be removed from office by a 3/4 vote of the Executive Board, with or without cause, if deemed to be in the best interest of the association.
- Section 2 Persons appointed to positions within the association may be removed from that position by a 2/3 vote of the entity that appointed them.
- Section 3 The vote of the Executive Board for removal from an appointed or elected position is an authorization for the President to take the steps necessary for that removal.

## **ARTICLE XI AMATYC REGIONS**

Section 1 The AMATYC organizational membership shall be divided into the regions as follows:

Region 1 – Northeast:

Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont; New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec

Region 2 – Mid-Atlantic:

Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia

Region 3 – Southeast:

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands and other Caribbean Islands

Region 4 – Midwest:

Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin

Region 5 – Central:

Arkansas, Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Utah, Wyoming; Manitoba, Saskatchewan

Region 6 – Southwest:

Arizona, New Mexico, Oklahoma, Texas; Mexico

Region 7 – Northwest:

Alaska, Idaho, Montana, Oregon, Washington; Alberta, British Columbia, Northwest Territories, Nunavut, Yukon Territory, other International Locations

Region 8 – West:

California, Hawaii, Nevada, Pacific Islands

Section 2 A member's region is determined by the location of the individual's primary professional contributions related to AMATYC's objectives (Article II).

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern AMATYC in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE XIII AMENDMENT**

These bylaws may be amended by the delegates at the Annual Delegate Assembly by a two-thirds (2/3) vote of those delegates voting, provided that written or electronic notification of the proposed text changes and the clear purpose of the amendment has been sent to all delegates at least thirty (30) days prior to the Delegate Assembly. Proposed amendments to these bylaws may be presented to the Executive Board by any member, and shall be processed by the Executive Board, for approval by the Delegate Assembly.

## **ARTICLE XIV DISSOLUTION**

In the event of dissolution, the assets and property of the corporation remaining after payment of expenses and the satisfaction of all liabilities shall be distributed as determined by the

Executive Board or as may be determined by a court of competent jurisdiction upon application of the Executive Board, for the non-profit purposes of the corporation and/or to such charitable, literary, and educational organizations as shall qualify under Section 501c3 of the Internal Revenue Code of 1954, as amended. Any of such assets not so distributed shall be disposed of for such purposes as directed by a Justice of the Supreme Court of the State of New York or such other court having jurisdiction over the corporation.



## Duties of AMATYC Delegates

### Responsibilities of the Delegate Assembly

1. To vote on all dues changes as submitted by the Executive Board.
2. To vote on constitution changes approved by the Executive Board prior to submission for membership ratification.
3. To present written recommendations to the Executive Board to be considered at the following Executive Board meeting.
4. To approve position statements as presented by the Executive Board. Policy-making procedure has been formalized. Each committee chair submits statements (position statements, etc.) to the AMATYC Editing Director. Following its approval, the statement can be submitted to the Executive Board for its review. An open hearing is then held at an AMATYC conference. The statement is then brought before the Delegate Assembly. If the Delegate Assembly approves, the statement will then become AMATYC policy. The Delegate Assembly has the option of overriding a Board decision if 2/3 of the AMATYC delegates present approve bringing it to the Delegate Assembly for vote. Documents submitted must have the word "draft" written on every page until approval is granted.

### Duties of state/province delegates

1. Attend Delegate Assembly (no reimbursement).
2. Appoint campus representatives for the colleges assigned to him/her by the Regional Vice President.
3. Actively solicit membership in AMATYC, especially membership of campus representatives.
4. Assist the Regional Vice President in updating the list of potential AMATYC members from his/her state/province.
5. Assist the Regional Vice President in updating the directory of two-year colleges in his/her state/province.
6. Furnish the Regional Vice President with a calendar of activities and concerns of members from the state/province for possible inclusion in the regional page of the *AMATYC News*.
7. Encourage articles for the *MathAMATYC Educator* and other AMATYC publications.

### Duties of campus representatives

1. Assist the state/province delegate in promoting the activities of the association at his/her campus.
2. Forward a list of possible candidates for AMATYC membership to the assigned state/province delegate.
3. Assist the assigned state/province delegate and/or the Regional Vice President in updating the directory of two-year colleges in the state/province.
4. Keep the Regional Vice President aware of the changing curriculum patterns at his/her college by sending news related items to the assigned delegate.
5. Furnish the Regional Vice President items of interest from his/her school for the *AMATYC News* according to schedule.
6. Encourage colleagues to submit articles to the *MathAMATYC Educator*.
7. Solicit AMATYC institutional membership at home institution.



## Rules of Conduct for AMATYC Delegate Assembly

### *Debate*

Three microphones are set up for participant use. On the left and right sides of the room are pro and con microphones, respectively. In the middle is the “process” microphone. The middle microphone is used to make an original motion, to call for the question, to clarify, or to rise to a point of order. If the maker of the original motion wishes to speak to the motion, he/she may do so after the motion is stated by the chair. In the interest of time, the maker of the motion only may speak to the motion from the center microphone. All other speakers, pro and con, must use the pro and con microphones. All persons who speak must give their name and delegate status before speaking.

Amendments and motions to table are considered “con” and must be made from the con microphone. Debate begins with the maker of the original motion. Debate alternates between pro and con with the maker of the original motion considered pro. When there are no speakers left, debate ends and the vote is taken. No speaker may speak to a motion more than two times. Time limits may be imposed on debate either by the chair or by a vote of the body. An initial limit of five minutes will be used.

Only members of the Delegate Assembly are permitted to sit at the front of the room. Delegates must have delegate passes in order to vote.

### *Other Times (no motion on the floor)*

The rules above are in effect any time a motion is on the floor. If no motion is under consideration, speakers may use any of the three microphones.

### *Open Discussion*

Open discussion by delegates at the end of the Delegate Assembly is encouraged. At this time, delegates may present appropriate topics for consideration.

Topics presented must be clearly related to the purposes of AMATYC. The president shall interrupt and rule a speaker out of order if remarks do not lie within these guidelines.

A two-minute limit per delegate is observed. After hearing the topic and rationale, the president may open discussion on the topic, move to the next topic, or assign the topic to an appropriate committee for further discussion.

### **Delegate Assembly Minutes Approval Procedure**

1. At each Delegate Assembly, a Minutes Review Committee of five voting members shall be recommended by the President and approved by motion of the Delegate Assembly. The committee chair shall be a continuing Regional Vice President, or if none, another continuing officer other than the President and the other members shall include a state delegate, an affiliate delegate, an affiliate president and an AMATYC Past-President. The committee will meet briefly at the close of the Delegate Assembly.
2. The AMATYC Secretary shall supply a draft copy of the minutes to the committee within 14 days after the Delegate Assembly. The chair should have an electronic document version for editing.
3. The committee chair shall receive suggestions from the committee, collate and synthesize the suggestions and forward suggestions to the Secretary. The chair should use a review process that ensures that a majority of the committee members are satisfied with the proposed changes.
4. The committee chair will conduct an email ballot to approve the minutes. A majority of the committee must approve the minutes. These approved minutes will be sent to the AMATYC Secretary within 60 days of the Delegate Assembly.
5. A copy of the approved minutes will be included in the delegate packet.
6. At the following Delegate Assembly the committee chair will report that the minutes were reviewed, corrected, and approved by the Minutes Review Committee.

At each Delegate Assembly, a motion of the Delegate Assembly shall appoint a Minutes Review Committee of five voting members.

<b>Qualifications</b>	<b>Name</b>	<b>Affiliation</b>
Regional Vice President (Chair)		
State Delegate		
Affiliate Delegate		
Affiliate President		
AMATYC Past President		AMATYC Past President

Report from the Minutes Review Committee for the 2013 Delegate Assembly  
SBM 2014

The Minutes Review Committee for the 2013 Delegate Assembly consists of Kate Kozak (chair), Southwest Vice President; George Alexander, Wisconsin State Delegate; Larry Danforth, Affiliate Delegate NYSMATYC; Dale Johanson, Affiliate President NEBMATYC; and Wanda Garner, AMATYC Past President. Mary Beth Orrange, 2012-2013 AMATYC Board Secretary, is an ex officio member of the committee.

The committee met via email and discussed the minutes from the 2013 Delegate Assembly. The minutes were approved by the committee and sent to Jim Roznowski, then president and now immediate past president. Nancy Sattler will report the approval of the minutes at the 2014 Delegate Assembly.

**American Mathematical Association of Two-Year Colleges**  
**DELEGATE ASSEMBLY MINUTES**  
**November 2, 2013**  
**4 - 6 pm**  
Anaheim, CA

**I. Call to Order**

President Jim Roznowski called the meeting to order at 4:00 PM.

**II. Welcome and Introductions**

President Roznowski welcomed the delegates and announced that James Stewart was appointed as Parliamentarian and Timekeeper. President Roznowski also introduced the members of the 2012-2013 Executive Board.

Nancy Sattler - President Elect  
Rob Farinelli – Past President  
Margie Hobbs – Treasurer  
Mary Beth Orrange – Secretary  
Jane Tanner – Northeast VP  
Chris Allgyer – Mid-Atlantic VP  
Annette Cook – Southeast VP  
Jim Ham – Midwest VP  
Nicole Lang – Central VP  
Kate Kozak – Southwest VP  
Stefan Baratto – Northwest VP  
Bruce Yoshiwara – West VP

**III. Announcement of Quorum**

Secretary Mary Beth Orrange announced a delegate count of 161 out of 224 delegates and stated that there was a quorum. After the quorum was established, some delegates were added to the delegate count for a total of 165. The final breakdown of the delegate count is as follows:

There were: 25 from Northeast Region, 16 from Mid-Atlantic Region, 17 from Southeast Region, 21 from Midwest Region, 34 from Central Region, 17 from Southwest Region, 18 from Northwest Region, and 17 from West Region.

Without objection, the Credential report was accepted.

**IV. Approval of the Rules of Conduct**

Motion to approve the rules of conduct.

Without objection, the rules of conduct were adopted.

**V. Approval of the Agenda**

Motion to approve the agenda.

Changes in the agenda included:

- The Bylaws revision item was changed from a voting item to a discussion item.
- The report from the Task Force on Regional Restructuring was added.
- The draft statement on the **Common Core State Standards Mathematics (CCSSM) was added as a discussion item.** Without objection, the edited agenda was adopted as edited.

## **VI. Minutes Review Committee**

Motion to approve the Minutes Review Committee for the 2013 Delegate Assembly. The committee consists of Kate Kozak, Southwest Vice President, George Alexander, Wisconsin State Delegate, Larry Danforth, Affiliate Delegate NYSMATYC, Dale Johanson, Affiliate President NEBMATYC, and Wanda Garner, AMATYC Past President. Mary Beth Orange, 2012-2013 AMATYC Board Secretary, is an ex officio member of the committee.

Without objection, the President appointed the Minutes Review Committee.

## **VII. Minutes Review Committee Report**

President Roznowski reported that the minutes from the 2012 Delegate Assembly were reviewed, revised, and approved by the 2012 Delegate Assembly Minutes Review Committee, chaired by Stefan Baratto, Northwest Vice President.

The report was received as submitted.

## **VIII. Reports**

### **A. President's Report: Jim Roznowski**

Received as submitted in the Delegate Assembly package.

Additional items include:

- There were 1271 registrants for the conference.
- There were approximately 120 attendees at the National Summit for Developmental Education held on Tuesday and Wednesday, October 29 – 30. A follow-up session is planned for the NADE Conference in Dallas in March 2014.
- 308 individuals voted in the 2013 election.
- At the Fall Board Meeting a Task Force was formed to recommend guidelines for the Members-Only section of the website. Task Force members have not been appointed at this time.
- The nominating committee for the 2015 election was appointed. The members are:
  - George Hurlburt – Northeast
  - Kristyanna Erickson – Mid-Atlantic
  - John Bakken – Southeast
  - Aaron Beach – Midwest
  - Colleen Bye – Central
  - Ali Ahmad – Southwest (delegate)
  - Amy Barnsley – Northwest
  - Bruce Yoshiwara – West (delegate)
  - Chris Oehrlein – At Large (delegate)
  - Tony Ponder – At Large
  - Annette Cook – At Large

**B. Treasurer’s Report: Margie Hobbs**

The report was received as submitted.

**C. AMATYC Foundation: Rob Farinelli**

A total of \$26,624 was donated to the Foundation at and before the conference. The individuals in the Southeast region donated the highest dollar amount, \$6187, and the winner of the one-year complementary AMATYC membership was James Adair, Dyersburg State CC. The region with the highest percent of donors was the Northeast region with 46%, and the winner of the complementary 2014 Conference Registration was John Tobey from North Shore CC.

**D. Strategic Planning: Nancy Sattler**

The report was received as submitted.

**E. 2019 Conference Site Selection: Nancy Sattler**

The report was received as submitted.

**F. Report on AMATYC Project ACCESS: Laura Watkins**

The report was received as submitted.

**IX. New Business**

**A. AMATYC Bylaws Discussion: Rob Farinelli**

The proposed Bylaws, as presented in the Delegate Assembly materials, were outlined by R. Farinelli. The Bylaws will be returned to committee for further editing.

**B. Task Force on Regional Restructuring: Jane Tanner**

The task force presented a plan to move the following states from the Central region: Arkansas would move to the Southwest region, Utah would move to the West region, and Wyoming would move to the Northwest region. No other states would change regions. The report was received as submitted.

**C. Draft Statement on the Common Core State Standards Mathematics (CCSSM): Jim Roznowski**

The following statement is proposed regarding the CCSSM:

The goal of the Common Core State Standards in Mathematics (CCSSM) is to provide students with the mathematics to be career and college ready. Students with mastery of the skills and practices of the CCSSM are prepared to succeed in a mathematics credit-bearing course at two-year colleges, four-year colleges, and universities. Articulation agreements among two-year colleges, four-year colleges, and universities guarantee equivalency of transfer level courses, such as the first-year general education mathematics requirement. The American Mathematical Association of Two-Year Colleges (AMATYC) supports the concept that students will have the mathematics content and practices from the CCSSM to enter these transfer level courses at the two-year college, four-year college, or university.

Comments included: Students who have been taught with the CCSSM are not college students yet the statement discusses college students. So the comment was made that AMATYC cannot comment on the statement. A few suggested changes were proposed. Comments were sent for inclusion to the committee, chaired by Kate Kozak, that is crafting the statement on the CCSSM.

#### **X. Items for Discussion - Open Microphone**

Issues raised:

- Clarification asked for in the net change in assets given in the treasurer's report. In response from a question from the floor, the treasurer reviewed the 2012 financial reports included in the Delegate Packet. Total income for 2012 was \$636,018.05. The treasurer reported that as of December 31, 2012, the change in net assets was \$(70,835.78) with total AMATYC assets of \$1,946,154.09.
- Suggestion to elect the regional vice-presidents at the annual regional meeting

#### **XI. Announcements**

- The International issue of the Mathematics Educator will be published in May 2014 but the deadline for articles is earlier.
- The International Conference on Teaching Statistics, ICOTS, will be held in July 2014 in Flagstaff, Arizona.
- The International Conference on Teaching Mathematics will be held in 2014 in Mozambique.
- Thank you to the board for funding project ACCESS.
- Thank you to Jim Roznowski for his service to the organization.

The president thanked the Anaheim local events coordinator, Carol Murphy, and the local conference team for their hard work on the Anaheim conference, the parliamentarian, James Stewart, for his assistance at the conference, and all delegates to the assembly.

#### **XII. Adjournment**

The meeting was adjourned at 5:00 PM.



**AMATYC DELEGATE ASSEMBLY  
MOTION FORM**

TO: 2014 AMATYC DELEGATE ASSEMBLY  
FROM: Nancy J. Sattler, AMATYC President  
SUBJ: DA Minutes Approval Committee  
DATE SUBMITTED: September 15, 2014

**1. MOTION:**

That the membership of the Minutes Review Committee for the 2014 AMATYC Delegate Assembly be approved as listed in the attachment.

**2. RATIONALE:**

The Delegates Assembly Minutes Approval Procedure as listed in the AMATYC Policy and Procedures Manual, section 4.2.3 states:

At each Delegate Assembly, a Minutes Review Committee of five voting members shall be recommended by the President and approved by motion of the Delegate Assembly. The committee chair shall be a continuing Regional Vice President, or if none, another continuing officer other than the President and the other members shall include a state delegate, an affiliate delegate, an affiliate president and an AMATYC Past-President. The committee will meet briefly at the close of the Delegate Assembly.

Action taken by Delegate Assembly

\_\_\_\_\_ Approved                      \_\_\_\_\_ Postponed until \_\_\_\_\_                      \_\_\_\_\_ Withdrawn

\_\_\_\_\_ Disapproved                      \_\_\_\_\_ Returned for further study                      \_\_\_\_\_ Other

COMMENTS:

Proposed names for the Minutes Review Committee for the 2014 AMATYC Delegate Assembly

<b>Qualifications</b>	<b>Name</b>	<b>Affiliation</b>
Regional Vice President (Chair)		
State Delegate		
Affiliate Delegate		
Affiliate President		
AMATYC Past President		AMATYC Past President

**From: AMATYC President, Nancy J. Sattler**

**To: 2014 AMATYC Delegate Assembly**

As my first year as AMATYC President comes to a close, I am thankful for the support of the board and the AMATYC office. It is been a busy year. I especially thank Past President Jim Roznowski for his guidance and willingness to mentor me in this position.

*Thanks to Cheryl Cleaves*

I would like to recognize Cheryl Cleaves as an outstanding Interim Executive Director of AMATYC. Her dedication to AMATYC is unsurpassed. She will be sorely missed. The board has created the position of Executive Director Emeritus for Cheryl. She has been given a lifetime annual conference fee waiver for her service to AMATYC.

*Executive Director*

I am happy to announce that AMATYC has hired Wanda Garner as Executive Director of AMATYC and began working in that position on July 1, 2014. Wanda served as AMATYC's president from 1995-1997 and was AMATYC's program coordinator from 2001-2012. She has been involved in AMATYC for the past 33 years.

*Travel*

This past year I have traveled from one end of the country to the other. I have been able to have fruitful discussions with leadership from other national mathematical sciences organizations. AMATYC funds have supported my attendance at the following national meetings: Joint Mathematics Meetings (Baltimore, MD), Association of Mathematics Teacher Educators (Irvine, CA), National Association for Developmental Education (Dallas, TX), National Council of Supervisors of Mathematics and National Council of Teachers of Mathematics (New Orleans, LA), Conference Board of the Mathematical Sciences (Washington, D.C.), Transforming Post-Secondary Education in Mathematics (Austin, TX), TODOS: Mathematics for All (Phoenix, AZ), MathFest (Portland, OR), and Joint Committee for Women in Mathematical Sciences (Chicago, IL).

*2020 Conference Site Selection*

It has been the organization's practice to move the conference around the country (Nashville, New Orleans, Denver, San Diego, Orlando, Milwaukee) to provide members in different regions an opportunity to attend at a lower travel cost.

As part of the site selection process for the 2020 AMATYC conference, the members of the Conference Selection Committee (Nancy Sattler, AMATYC President replacing Jane Tanner, President-Elect and Keven Dockter, AMATYC Conference Coordinator) visited three cities: Dallas, Reno, and Spokane. All three cities would be very capable of hosting the AMATYC conference. At the time this report is being written, negotiations have not been completed and no contracts have been signed.

**AMATYC**  
**Balance Sheet**  
**December 31, 2013**

**ASSETS**

**Current Assets**

AMATYC Checking	167,768.35	
Accounts Receivable	16,904.94	
MorganStanley Investments	1,692,197.90	
AMATYC Foundation Investments	<u>228,115.88</u>	
Total Current Assets		2,104,987.07

**Other Assets**

Prepaid Expense	13,510.52	
Prepaid Insurance	5,945.35	
Computer Equipment	28,551.69	
Office Furniture	899.98	
Accumulated Depreciation	<u>(21,349.26)</u>	
Total Other Assets		<u>27,558.28</u>
Total Assets		<u><u>2,132,545.35</u></u>

**LIABILITIES AND NET ASSETS**

**Liabilities**

Prepaid Income	23,920.00	
Accounts Payable	62,866.76	
Total Liabilities		86,786.76

**Net Assets**

Net Assets	1,678,425.94	
Temporary Restricted Net Assets	152,307.25	
Permantly Restricted Net Assets	63,451.90	
Change In Net Assets	<u>151,573.50</u>	
Total Net Assets		<u>2,045,758.59</u>
Total Liabilities & Net Assets		<u><u>2,132,545.35</u></u>

For Management Purposes Only

<b>AMATYC</b> <b>INCOME STATEMENT</b> <b>AS OF 12/31/2013</b>
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**INCOME**

**DUES**

Regular Membership	110,692.50
Adjunct Membership	5,080.00
Retired Membership	1,600.00
Institutional Membership	57,785.00
Associate Membership	180.00
Library	1,600.00
Life Membership	0.00
Total Dues	\$ 176,937.50

**INTEREST**

Investment Income	166,204.89
Checking	295.87
Total Investment Income	\$ 166,500.76

**OTHER INCOME**

Educator Advertising	1,650.00
Other Advertising Income	6,105.00
Student Math League	4,850.00
Donations/Contributions	10,000.00
Merchandise & Miscellaneous Income	0.00
Grants	0.00
NSF Indirect Recovery	0.00
Total Other Income	\$ 22,605.00

**CONFERENCE INCOME**

Registration	346,820.00
Exhibitors	56,290.00
Exhibitor Product Presentation / Focus Groups	5,540.00
Commercial Presentations	15,165.00
Hospitality Donations	4,525.00
Symposia/Workshop	0.00
Conference Program Advertising	1,900.00
In-The-Bag Advertising	2,550.00
Conference Advertising Opportunities	4,700.00
Corporate Partnership	12,800.00
Other Conference Income	1,496.00
Conference Donations	0.00
Total Conference Income	\$ 451,786.00

**FOUNDATION INCOME**

General Development	\$	10,425.75
Investment Income	\$	23,195.68
Marketing Promotions	\$	-
Beyond Crossroads	\$	-
AMATYC Project ACCCESS	\$	5,018.00
Developmental Mathematics	\$	10,894.00
Mini Grants	\$	371.77
Research in Mathematics	\$	524.00
Endowment	\$	11,945.25
	\$	<u>62,374.45</u>

**TOTAL INCOME**                    **\$        880,203.71**

**COSTS AND EXPENSES****GENERAL OFFICE EXPENSES**

Clerical & Casual Labor		1,155.13
Contract Labor		61,087.63
Executive Director Salary		620.00
Executive Director Travel		0.00
Staff Development		4,025.98
Reassigned Time		8,800.00
Legal Expenses		0.00
Accounting Expenses		5,245.00
Consulting Fees		500.93
Investment Fee		13,537.51
Postage & Delivery		664.90
Telephone		2,090.38
Transportation		85.32
Office Supplies		4,255.66
Duplication Expense		181.50
Membership Services		1,978.34
Bank Service Charges		35.00
Miscellaneous Service Charges		105.00
Computer Hardware & Supplies		888.35
Depreciation Expense		2,985.98
Licensing Fees		550.00
Other General Office Expense		628.50
OnLine Database		23,052.70
Software Annual Fees		2,550.00
General Liability Insurance		8,079.85
Southwest Tennessee CC Expenses		10,000.00
		<u>153,103.66</u>
Total General Office Expense	\$	153,103.66

**SPRING OFFICERS' MEETING**

Transportation	5,079.77
Lodging	3,743.28
Food	1,343.62
Other SOM	0.00
Total Spring Officers Mtg	\$ 10,166.67

**STRATEGIC PLANNING/ORIENTATION**

Transportation	0.00
Lodging	0.00
Food	0.00
Other SPOM	0.00
Total Strategic Planning/Orientation	\$ -

**ANNUAL CONFERENCE****CONFERENCE PLANNING**

Advance Planning Visit	2,020.23
Site Selection Visits	345.14
Telephone	0.00
Program Preparation Expense	3,428.54
Spring Officer Meeting	3,388.90
Supplies	392.74
Exhibit Marketing	949.56
Conference Coordinator	351.00
Total General & Future Conf. Planning	\$ 10,876.11

**CONFERENCE EXPENSES**

Speaker Fees/Expense	4,659.58
Conference Space Rental	0.00
Exhibit Space Carpet & Drayage	3,062.10
Shuttle Bus & Workshop/Mini Transportation	0.00
Audio Visual/Computer Rental	64,714.64
Other Rentals	0.00
Computer/Email Access	2,539.35
Internet - Registration	3,207.60
Symposia/Workshops	0.00
Conference Insurance	1,788.15
Registration Equipment & Materials	9,963.11
Stationery, Supplies, Duplication	1,360.55
Postage, Delivery & Shipping	3,315.81
Credit Card Services	19,018.79
Advertising	0.00
Photography	642.60
Conference Release Time	12,000.00
Staff Salaries	117,174.06
Clerical and Casual Labor	499.39

Registration Workers	3,934.70
Security Guards	2,608.00
Prof. Conf. Planning Organization	6,243.79
Transportation	19,468.47
Lodging	13,270.79
Food	12,337.59
Telephone	33.60
Friday Event	47,139.84
Saturday Breakfast	40,711.68
Local Emphasis	2,749.69
Affiliate Presidents Luncheon	2,474.84
Leadership Dinner	2,733.70
Appreciation Reception	614.42
Hospitality	5,590.05
Awards	122.00
Other Annual Conference	2,998.63
Total Conference Event Expenses	<u>\$ 406,977.52</u>

### CONFERENCE PUBLICATIONS

Advertising/Exhibitor Folder	200.79
Call for Papers & December Flyer	906.00
Miniprograms	8,517.42
Conference Programs	6,510.00
April Flyer	3,946.98
Conference Publications Expense	<u>\$ 20,081.19</u>

**\*\*TTL Annual Conf Event** **\$ 437,934.82**

### PUBLICATIONS

The MathAMATYC Educator	29,363.16
The Newsletter	16,648.53
Other Publications	0.00
**Total Publications	<u>\$ 46,011.69</u>

### COMMITTEES & INSTITUTES

Division/Department Issues	0.00
Developmental Mathematics	0.00
Teacher Preparations	0.00
Mathematics Intensive/College Mathematics	0.00
Mathematics for AAS Programs	0.00
Innovative Teaching and Learning	0.00
Emerging Issues	0.00
RMETYC Committee	0.00
Placement/Assessment	0.00
Web Site Coordinator	287.16
Webinars	400.00
Grants Committee	126.63
Crossroads Coordinators	0.00



Beyond Crossroads	0.00
Student Math League	764.44
Summer Institutes & Workshops	0.00
Nominating Committee	0.00
ME & TE Awards	102.00
Regional Meetings	500.00
Grant Seed Fund	0.00
<b>**Total Committee &amp; Institutes</b>	<b>\$ 2,180.23</b>
<b>LIAISON</b>	
AACC	6,489.53
CAMC	3,448.59
CBMS	3,611.05
CSSP	0.00
Triangle Coalition	0.00
MAA	3,175.16
Joint Women in Math	1,161.23
NCTM	1,214.98
Mu Alpha Theta	425.81
Advertising	0.00
Affiliate Give-aways	5,798.34
Affiliate Services	877.05
Affiliate Liaison	9,697.53
National & Community Relations	1,555.27
Other Liaison	2,254.05
<b>**Total Liaison Expense</b>	<b>\$ 39,708.59</b>
<b>INDIRECT COST - SPECIAL PROJECTS</b>	
Indirect Cost	\$ -
Total Indirect cost	0.00
<b>SPECIAL PROJECTS</b>	
Special Projects Funds	4,045.00
AMATYC Project ACCCESS	7,720.48
<b>**Total Special Projects Expenses</b>	<b>\$ 11,765.48</b>
<b>AMATYC FOUNDATION</b>	
General Foundation	\$ 4,529.33
Beyond Crossroads	\$ 13.91
Project ACCCESS	\$ 13,698.66
Developmental Mathematics	\$ 9,517.17
Mini Grants	\$ -
Total Foundation Expenses	\$ 27,759.07
<b>Grand Total Expenses</b>	<b>\$ 728,630.21</b>
<b>Change in Net Assets</b>	<b>\$ 151,573.50</b>



## 2014 AMATYC Delegate Assembly

2014

**Membership** – Allen Angel\*, Rachel Black, Cheryl Cleaves, Margie Hobbs\*, Nicole Lang, Pat McKeague\*, Jim Roznowski (Chair), Nancy Sattler, Bill Steenken\*  
\* Investment Committee members

Allen Angel’s term ends on December 31, 2014. Information about the position has been included in articles in the AMATYC News. Since Allen is actively involved in the Investment Committee, we are looking for a candidate with expertise in that area.

**Investment Committee** –AMATYC Foundation Funds only came under active Morgan Stanley management in mid-May 2013 with the approval of the Investments Committee, our investment results through the first eight months of 2014 stand as follow:

Balance as of 1/1/14	\$ 228,115.88
Balance as of 8/31/14	\$ 250,991.81
Gain	\$ 22,221.93 (10.0%)

**Nashville** – During the Nashville conference the Foundation will again conduct the “dot campaign” that has been successful over the past few years. We will also be offering conference attendees an opportunity to post tributes to individuals they wish to recognize. This year we will award three prizes. A representative from the region having the highest percentage of attendees donating and a representative from the region having the largest total contributions will each receive a complementary one-year AMATYC membership. A complementary discount member registration to the 2015 AMATYC conference in New Orleans will be awarded by a drawing from all donors.

**AMATYC Project ACCESS** – The Foundation allocated up to \$5,000.00 for a reunion of APA fellows to be held during the Nashville conference. APA fellows Rob Eby, Amber Rust and Michael Darrell are coordinating the reunion plans with Keven Dockter. Cheryl Cleaves and Nicole Lang are the Foundation contacts. The ACCESS fellows have requested time during the Saturday Awards Breakfast Session to make a presentation to the Foundation.

The Foundation continues to provide \$15,000 annually for housing and food for APA.

**Mini-Grants** – One mini grant application was received over the summer (the first this year) and is currently being reviewed by the Foundation board.

**Priority I – Provide professional development opportunities to all two-year college faculty.**

**Initiative:** A. Enhance the traditional opportunities for professional development.

- Southwest Regional Meeting was held in June, 2013.
- Affiliate scholarships are being offered to attend annual AMATYC conference for 2013 in Anaheim and 2014 in Nashville.
- An Ignite Event was held at the Jacksonville AMATYC 2012 conference and at the Anaheim 2013.
- Academic Committees have been given the option of holding virtual meetings throughout the year.
- The AMATYC Statistics Committee held a preconference workshop in Jacksonville in 2012 sponsored by the CAUSE project.
- In November, 2012, the board voted to create an Organizational Assessment Committee that would function beginning January 1, 2013. The purpose of the Assessment Committee will be to coordinate the planning and implementation of assessment of AMATYC programs and activities. The Committee will make reports to the AMATYC Board on its findings and the implications for maintaining and improving the quality of AMATYC programs and activities. The Committee will be chaired by the AMATYC President-Elect and will be composed of two additional board members and two members-at-large. The length of appointment will be two years except for the first appointment which will be for one year.
- Traveling workshops are available to members through AMATYC.
- Forums scheduled for 2014 Annual Conference in Nashville discussing position statements.

**Initiative:** B. Develop opportunities for professional development that utilize emerging technologies.

- AMATYC office has purchased 2 licenses for Adobe Connect
- Webinars are being offered on a regular basis using Adobe Connect; AMATYC encourages departments/groups to watch webinars together.
- Announced to affiliate presidents that AMATYC recorded sessions can be used at affiliate meetings through email and at affiliate president’s luncheon 2012 and 2013.
- Offered Ignite presentations in Jacksonville and Anaheim.

**Initiative:** C. Provide professional development focused on mentoring of faculty especially faculty new to teaching in two-year colleges.

- AMATYC members have been encouraged to invite their colleagues to their offices to jointly attend AMATYC webinars.
- AMATYC has institutionalized support for ACCCESS fellows (two night’s double occupancy lodging plus registration and membership for each new cohort up to 24)

**Initiative:** D. Advocate for the importance of and provide opportunities for professional development for adjunct faculty.

- AMATYC offers a \$50 discount on the annual conference registration fee for first-time conference attendees who register for the entire conference during the discount registration period.
- The Adjunct Subcommittee of the Division/Department Issues Committee planned an outreach to community colleges close to Jacksonville, FL targeting department heads, deans, and/or vice presidents of instruction to help their adjuncts find money and time to attend the Jacksonville Conference.
- In January, 2013, the board approved a motion that the regional VPs and the Marketing Committee develop a process to communicate directly with adjunct mathematics faculty using AMATYC affiliates and campus reps.
- In February 2014, webinar offered for adjunct faculty on hiring.

**Priority II – Promote research on student learning in two-year colleges.**

**Initiative:** A. Promote research focused on student learning, acknowledging the impact that technology and data driven decisions have on education.

- During the 2012 Fall Board Meeting, a policy on an AMATYC Institutional Review Board was adopted.
- In November 2012, Chris Lat-Kit Yuen was appointed as the AMATYC Research Associate (ARA) for his research project entitled “Mathematics Anxiety Learning Phenomenon: Adult Learner’s Lived Experience and its implications for Developmental Mathematics Instruction.” AMATYC support includes: \$300 award to cover some of the research expenses, Opportunity to present findings at a future AMATYC conference, Opportunity to present findings in an article for the *MathAMATYC Educator*.
- In January, 2013, the board approved a motion to encourage RMETYC to conduct a literature review of the impact of the use of technology on learning and present the results to the AMATYC community. At the SBM 2013, motion changed to have the foundation support this research.

**Initiative:** B. Provide training to faculty interested in conducting classroom research.

- A two-hour research pre-session was offered at the AMATYC Conference in Jacksonville. The purpose of the session was for presenters to report on preliminary research in which they are currently engaged and participate in scholarly discussion of said research. Another research pre-session was held in Anaheim.
- A webinar *Lights, Camera, Action Research* is available on YouTube.
- In January, 2013, the board passed a motion that the AMATYC Professional Development Coordinator and AMATYC academic committee chairs, and coordinators and directors of other AMATYC programs (SML, Grants, etc.), will work to increase the number of webinars offered.
- RMETYC met at RUME to conduct committee business of MAA – looking at research projects in the works. Research on CC math – a working group.
- In April, 2014, the board passed a motion that a research special session be offered on Thursday evening of the 41<sup>st</sup>, 42<sup>nd</sup>, and 43<sup>rd</sup> AMATYC conferences (2015-2017) for the express purpose of discussing preliminary or in-progress research.

**Initiative:** C. Pursue grants and other means of financial support for classroom research in

<p>teaching and student learning.</p> <ul style="list-style-type: none"> <li>• The Research in Mathematics Education for Two-Year Colleges (REMETYC) Committee has written a grant submitted to the US Department of Education Institute of Educational Services (IES).</li> </ul>
<p><b>Initiative:</b> D. Advocate for the continued improvement of textbooks and other instructional resources based on the lessons learned from classroom research.</p> <ul style="list-style-type: none"> <li>• No progress to report to date.</li> </ul>
<p><b>Initiative:</b> E. Advocate or promote for faculty, departments, and colleges to institute innovative practices informed by research.</p> <ul style="list-style-type: none"> <li>• No progress to report to date.</li> </ul>
<p><b>Initiative:</b> F. Disseminate resources and best practices on teaching and learning to facilitate faculty development.</p> <ul style="list-style-type: none"> <li>• AMATYC has hosted a variety of webinars on teaching at a distance which are available through the AMATYC website.</li> <li>• The Position Statement on Proctored Testing written by the Innovative Teaching and Learning Committee was approved by the Delegate Assembly in Jacksonville.</li> <li>• The Academic Assessment of Mathematics Programs Position Statement was reaffirmed.</li> <li>• The Position Statement on Support for Professional Development was reaffirmed.</li> </ul>
<p><b>Priority III – Promote the review and improvement of two-year college mathematics curricula.</b></p>
<p><b>Initiative:</b> A. Support and promote the development and assessment of high quality mathematics education for all students.</p> <ul style="list-style-type: none"> <li>• In April 2012, a Task Force was formed to make recommendations on the updating of the AMATYC standards document, <i>Beyond Crossroads</i>. The Standards Revision Advisory Group will be meeting after the Nashville conference.</li> <li>• In April 2012, a Task Force was formed to make recommendations on the updating of the Guidelines on Academic Preparation of Mathematics Faculty at Two-Year Colleges written in 1992. This is coming before the Delegate Assembly in Nashville.</li> </ul>
<p><b>Initiative:</b> B. Maintain a leading role in structuring a strong developmental mathematics experience for all students.</p> <ul style="list-style-type: none"> <li>• AMATYC has hosted a variety of webinars on developmental mathematics that are available through the AMATYC website.</li> <li>• National Summit on Developmental Mathematics held in Anaheim in 2013.</li> <li>• Webinars have been held on developmental math course re-design models.</li> </ul>
<p><b>Initiative:</b> C. Promote the consensus on the essential mathematics that students need in order to succeed in their chosen academic or career fields.</p> <ul style="list-style-type: none"> <li>• No progress to report to date.</li> </ul>
<p><b>Initiative:</b> D. Increase participation in Science, Technology, Engineering, and Mathematics (STEM) courses and programs through contacts with industry.</p> <ul style="list-style-type: none"> <li>• In January 2013, the board approved a motion that a committee be form to begin planning for a themed session, strand on featured speakers, for the 2015 AMATYC Conference in New Orleans during which visiting speakers from business, government, and industry would present.</li> </ul>
<p><b>Initiative:</b> E. Support the appropriate use of emerging technologies to promote an</p>

understanding of mathematics and its applications.

- AMATYC has hosted a variety of webinars on the use of technology in the classroom which are available through the AMATYC website.
- Ignite sessions were held at both 2012 and 2013 conferences.

**Initiative:** F. Support continuous improvement of online/distance learning and continuous improvement of online delivered courses.

- AMATYC has hosted a variety of webinars on teaching at a distance which are available through the AMATYC website.
- The Innovative Teaching and Learning Committee created a position statement on proctored testing which was approved by the Delegate Assembly in Jacksonville.

**Priority IV – Build and promote communities of educators in lower division collegiate mathematics across departments and institutions.**

**Initiative:** A. Strengthen and expand the relationship between AMATYC and its affiliate organizations.

- In April 2012, a Google group was created for affiliate presidents as a means of electronic communication between the affiliate presidents, the AMATYC vice presidents, and the president-elect.
- In July 2013, using software and the new AMATYC website, a group for affiliate presidents has been formed.
- Starting in 2014, *President Elect to Affiliate Presidents* newsletter has been sent to all affiliate presidents.

**Initiative:** B. Encourage membership among individuals interested or involved in mathematics instruction in the first two years of college.

- Beginning with the Jacksonville AMATYC conference, the AMATYC Delegate Assembly packet is available electronically on the AMATYC website 30 days before the delegate assembly. (This makes no sense in here, MMC will solve this soon).
- The Membership and Marketing Committee will be meeting before the FBM 2014 to create a comprehensive membership and marketing plan for AMATYC.

**Initiative:** C. Expand opportunities for networking (locally, nationally, and internationally) of those interested in the first two years of collegiate mathematics to share ideas and provide support.

- In April 2012, the board passed a motion to form a joint committee with the American Statistical Association (ASA). The ASA is the world's largest community of statisticians and supports excellence in the development, application, and dissemination of statistical science through meetings, publications, membership services, education, accreditation and advocacy. The purpose of the committee is to improve the quality of statistical education in two-year colleges by planning workshops, conference presentations and other effective forms of professional development for two-year college statistics instructors; promote consistency and transferability between statistics courses offered at two-year and four-year colleges; community with two-year and four-year colleges relative to the statistical preparation of elementary and secondary teachers; communicate with K-12 mathematics educators to address the effect of precollege statistics education on statistics courses taught at two-year colleges; and ensure ongoing communication between AMATYC and the ASA with the objective of identifying changing trends in undergraduate statistics education.
- AMATYC provided support to the grant proposal, *The Industrial Field MASTERS: Mathematics Advancing Science, Technology, Engineering Relationships using Statistics* submitted by: John S. Pazdar, Patricia L. Hirschy, Karen B. Gaines, and Dennis C. Ebersole.
- In 2012, AMATYC held a conference call for the Past Presidents Advisory Council (PPAC) before the annual conference and will continue this practice so that the timeslot for the PPAC at the conference will be used to update past presidents on board actions taken during the Fall Board Meeting.
- A discussion is underway for a "Green" registration rate for the annual conference where members will receive an electronic version of conference documents.
- As AMATYC President-elect, Nancy Sattler took part in a panel discussion "Collaborations between Two-Year and Four-Year Institutional that Create Pathways to a Math Major" held in Baltimore in January 2014 at the Joint Mathematics Meetings.

**Initiative:** D. Expand the relationship among instructors at two-year colleges and other faculty Pre-K–20.

- No progress to report to date. Consider retiring.

**Priority V – Communicate the vision, core values, mission, and goals of AMATYC and promote awareness of the organization.**

**Initiative:** A. Maintain and promote the visibility of AMATYC at the national level as the primary voice for mathematics education during the first two years of college.

- AMATYC leadership has attended various national meetings and serves on national boards.
- In April, 2012 a Public Disclosure statement was added to the Policy Manual.
- At the 2012 conference, AMATYC messenger bags were given to each committee chair and were distributed as door prizes at the AMATYC regional meetings.
- Starting in 2012, a conference app was available to conference attendees.
- In April, 2012 the board approved a motion for the AMATYC office to register Top-level AMATYC websites and other AMATYC publications at the discretion of the President, with the U.S. Copyright Office.
- AMATYC became a member of the Joint Committee for Women in Mathematical Sciences (JCW). Both Nancy Sattler and Jane Tanner have attended the annual JCW meetings in September 2013 and 2014.
- The board passed a “Welcoming Environment Policy” modified from the JCW version.
- AMATYC is represented each year at the NCTM, MAA and other conferences.
- AMATYC has a presence on Facebook, Twitter, and YouTube.

**Initiative:** B. Promote an understanding of the mission of two-year colleges and their mathematics programs.

- AMATYC president attends Mathematical Association of America (MAA) meetings and serves on MAA committees

**Initiative:** C. Be a strong voice for two-year college mathematics education.

- AMATYC leadership is involved in state and national initiatives.

**Initiative:** D. Develop and maintain relevant standards for two-year college mathematics education.

- In April 2012, Task Force was formed to make recommendations on the updating of the AMATYC standards document, *Beyond Crossroads*, and will submit a recommendation to the board in the spring of 2013.
- In January 2013, the board approved a motion that the regional VPs and the Marketing Committee will develop a process to communicate directly with adjunct mathematics faculty using AMATYC affiliates and campus reps.
- In January 2013, the board approved a motion for the President to direct the Mathematics Intensive Committee and the Mathematics for AAS Programs Committee to develop or revise positions papers regarding the appropriate mathematical outcomes for college level students in a variety of academic programs and career paths.

**Initiative:** E. Expand relationships with other organizations interested in the goals and objectives of AMATYC and interested in promoting quality mathematics education.

- Joint AMATYC/ASA committee was formed.
- Reciprocal agreements: MAA, NCSM, Presidential Exchanges, NADE.
- Joined JCW



**Initiative:** F. Encourage the involvement of two-year college educators in state and national, Pre-K–20 initiatives.

- AMATYC’s Executive Board adopted a statement on Common Core in November 2013.

**Initiative:** G. Work to increase state and national funding for two-year college mathematics education.

- In the fall of 2012, the AMATYC board voted to provide Level 1 support to the grant proposal, Connecting Mathematics, Physics, and Technology Through the Use of Integrated Digital Content. The grant is being submitted by: Darrell Abney, Terry Pasley, Michael Pemberton, Dana Calland, Martha Muenks, Christopher Sears, and Scott Miller.
- In January 2013, the board voted to provide Level 1 support to the grant proposal, Project ACCCEPT: Advancing Community College Chairpersons: Education, Professionalism, and Training. The grant is being submitted by: John S. Pazdar, Patricia L. Hirschy, Karen B. Gaines, and Dennis C. Ebersole.



Report to the 2014 AMATYC Delegates\

AMATYC Project ACCESS (Advancing Community College Careers: Education, Scholarship, and Service) is pleased to announce to the Delegate Assembly the names of the AMATYC Project ACCESS Fellows for 2014 – 15.

<b>Name</b>	<b>College</b>	<b>Name</b>	<b>College</b>
Daniel Balls	Snow College	LeeAnna Misterek	Mesa Community College
Jason Boehm	St Louis Community College at Florissant Valley	Vernita Morgan	South Arkansas Community College
Kristine Buddemeyer	Seminole State College of Florida	Susan Mosteller	Pellissippi State Community College
Wendy Carden	Pensacola State College	Rachel (Katie) Mullins	Wayne Community College
Paige Cudworth	Red Rocks Community College	Adam Petit	Isothermal Community College
Fenecia Foster	Southeast Technical Institute	Caroline Sampson	Florida State College at Jacksonville
Sylvia Gutowska	Community College of Baltimore County – Essex	Tricia Sanford	College of the Sequoias
Mallary Kamen	Harrisburg Area Community College	Arezoo (Sue) Steele	Chandler-Gilbert Community College
Erin Kelly	Moraine Valley Community College	Catherine Thurman	Collin County Community College – Preston Ridge Campus
America Masaros	Harper College	Nathalie Vega-Rhodes	Lone Star College – Kingwood
Aliza Miller	Mount Wachusett Community College	Crystal Wiggins	Northwestern Connecticut Community College
Rachael Millings	Suffolk County Community College – Eastern Campus	Tristan Williams	Edison Community College

This diverse group of 24 faculty are attending the first of their two consecutive AMATYC national meetings here in Nashville where they are participating in specially-developed workshops, as well as attending regular conference activities. Through the many ACCESS activities, these Fellows will gain knowledge of the culture and mission of the two-year college and its students, and acquire familiarity with the scholarship of teaching. They will also be attending local/regional MAA, AMATYC, and/or NCTM conferences over the next year. This year several Fellows from Cohorts 1-9 will be helping with the workshops for Cohorts 10 and 11.

With the selection of a Project ACCESS Fellow from South Dakota there are now Fellows from forty-two of the states. We have hopes that Fellows from Indiana, New Hampshire, Vermont, Rhode Island, Montana, North Dakota, Oklahoma and Maine might be included in the future.

Submitted by Project Coordinator: Laura Watkins

**AMATYC DELEGATE ASSEMBLY  
MOTION FORM**

TO: DELEGATE ASSEMBLY  
FROM: Jim Roznowski, Bylaws Revision Committee Chair  
SUBJ: AMATYC Bylaws Revision  
DATE SUBMITTED: September 4, 2014

**1. MOTION:**

That the revisions to the AMATYC Bylaws as described in the attachment be adopted. If approved, the revised bylaws would take effect January 1, 2015.

**2. RATIONALE:**

The proposed amendments:

- Represent a clarification of wording and the resolution of conflicting language. For example: Article V, Section 4, Item A4 states the President nominates the chairperson of all committees for Executive Board approval; but Article VIII, Section 3, Item B states the President appoints the chairs of all academic committees.
- Allows for someone other than the AMATYC Immediate Past President to chair the AMATYC Foundation
- Adjusts the AMATYC regions as discussed during the 2013 Delegate Assembly

Action taken by Delegate Assembly

\_\_\_\_\_ Approved

\_\_\_\_\_ Tabled

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Returned for further study

COMMENTS:

**BYLAWS  
OF THE  
AMERICAN MATHEMATICAL  
ASSOCIATION OF TWO-YEAR COLLEGES (AMATYC)  
(CURRENT VERSION) RATIFIED JULY 2010**

**ARTICLE I NAME**

The name of the association shall be the American Mathematical Association of Two-Year Colleges, Incorporated (AMATYC).

**ARTICLE II OBJECTIVES**

Section 1 The American Mathematical Association of Two-Year Colleges, Incorporated is a non-profit, educational association.

Section 2 The objectives of AMATYC are the following:

- A. Encourage the development of effective mathematics programs
- B. Provide a national forum for the exchange of ideas
- C. Develop and/or improve the mathematics education and mathematics related experiences of students in two-year colleges
- D. Coordinate activities of affiliated organizations on the national level
- E. Promote the professional welfare and development of its members.

**ARTICLE III MEMBERSHIP**

Section 1 Membership Categories

Membership in AMATYC shall be restricted to the following:

- A. Regular membership – Available to any full- or part-time teacher of mathematics or other person interested in two-year college mathematics education. A regular member must complete the proper forms and pay the established dues. ~~An individual may purchase a lifetime regular membership by completing the appropriate forms and paying the established rates.~~
- B. Student membership – Available to any full- or part-time student of mathematics or related discipline. A student member must not also be a full- or part-time teacher, must be endorsed by a regular member, and must complete the proper forms and pay the established dues.
- C. Adjunct membership – Available to any teacher of mathematics who is not employed full-time in any post-secondary educational institution. An adjunct member must complete the proper forms and pay the established dues.
- D. Retired membership – Available to any retired teacher of mathematics or other retired person who is not employed full- or part-time in any educational institution. A retired member must complete the proper forms and pay the established dues.
- E. Institutional membership – Available to any college, university, learning center, publisher, manufacturer, or similar entity that supports the purposes of the association. A ~~designated~~ representative of an institutional member must complete the proper forms and pay the established dues.

**Deleted:** A regular member

**Deleted:** The Immediate Past President shall be awarded a lifetime membership upon completion of that person's term as Immediate Past President.

Section 2 Membership Privileges

- A. A regular member has the right to vote, hold elected office, be appointed to leadership positions, nominate candidates for office, serve on committees ~~as a voting member~~, and be appointed as a delegate in the Delegate Assembly.
- ~~B.~~ Adjunct, retired, and student members have the right to nominate candidates for office and serve on committees, but do not have the right to vote, hold elected office, be appointed to leadership positions, or be appointed as a delegate in the Delegate Assembly.
- ~~C.~~ Individuals who are eligible for adjunct, ~~retired, or student~~ membership may choose to complete the proper forms and pay the established dues to become a regular member to obtain all the privileges of a regular member.

**Deleted:** F. . Affiliate membership – Available to any regional organization with purposes similar to those of AMATYC.¶

**Deleted:** B. . A lifetime member is entitled to all the privileges of a regular member.¶  
C

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D. The representative of an institutional member has the right to nominate candidates for office, but does not have the right to vote, hold elected office, be appointed to leadership positions, serve on committees as a voting member, or be appointed as a delegate in the Delegate Assembly, unless that individual is also a regular member of the association.

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Section 3 Membership Year

The membership year shall consist of twelve months. The beginning date for each month shall be the first day of the calendar month.

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Section 4 Dues

- A. Annual membership dues are paid by all members, except lifetime members.
- B. Annual regular AMATYC membership dues are set every two years by applying the Consumer Price Index - Urban Consumers CPI-U for the last two consecutive years that begin with an even-numbered year to the current dues and rounding up to the nearest whole dollar. This adjusted rate is set at the Spring Executive Board Meeting in odd-numbered years, with the change taking place on July 1 of the following even-numbered year.
- C. In the event that there is a need for a change other than the calculated rate, as determined in Article III.4.B., the new rate must be brought to the Delegate Assembly prior to the change taking effect for approval.

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ARTICLE IV AFFILIATED ORGANIZATIONS

Section 1 Any organization interested in affiliating with AMATYC must recognize AMATYC as a prime national organization concerned with the first two years of college mathematics instruction. This is done by voting for affiliation with AMATYC. Applications for affiliation must be approved by the AMATYC Executive Board.

Section 2 An affiliated organization has the following responsibilities:

- A. The membership lists of the organization shall be forwarded to the appropriate AMATYC Regional Vice-President by June 30 in even-numbered years.
- B. Membership in AMATYC should be encouraged for all the affiliate's members.
- C. Each affiliate organization will appoint AMATYC members to serve as affiliate delegates to the Delegate Assembly as discussed in Article VII.

ARTICLE V ELECTED OFFICERS

Section 1 The elected officers of AMATYC shall be called the Executive Board and shall be the national officers: a President, President-Elect, Immediate Past President, Treasurer, and Secretary, and the regional officers, a Northeast Regional Vice-President, Mid-Atlantic Regional Vice-President, Southeast Regional Vice-President, Midwest Regional Vice-President, Central Regional Vice-President, Southwest Regional Vice-President, Northwest Regional Vice-President, and West Regional Vice-President.

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Section 2 Only regular members are eligible to hold elected office.

Section 3 Terms of Office

- A. The term of office for all elected officers, except for the Treasurer, is two years; beginning on January 1 in even-numbered years and ending on December 31 in the next odd-numbered year. The term limit for all officers, except for the President-Elect, President, Immediate Past President, and Treasurer, is three full successive elected terms in the same office.
- B. The term limit for the President-Elect, President, and Immediate Past President is one full elected term in the same office. The President-Elect automatically succeeds the President at the end of the President's term or when the President leaves office permanently. The President automatically succeeds the Immediate Past President at the end of the President's term. The Immediate Past President may not be elected as President-Elect.
- C. The term of the office for the Treasurer is four years, beginning on January 1 in even-numbered years and ending on December 31 in the second subsequent odd-numbered year. The term limit for the Treasurer is two full successive elected terms in that office.

Section 4 Duties of elected officers

All elected officers shall promote and coordinate the activities of the association, perform all duties according to policy, and perform all other duties that regularly pertain to the office. Specific duties of each office are as follows:

A. President:

1. Prepare the agenda for all association, Delegate Assembly, and Executive Board meetings.
2. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
3. Act as ex-officio member of all committees except the Nominating Committee.
4. Nominate, for approval by the Executive Board, the chairperson of all committees, except the Nominating Committee, Strategic Planning Committee, and Organizational Assessment Committee,
- ~~5. Appoint the chairs of ad hoc committees and task forces.~~
- ~~6. Appoint an acting chairperson of a committee when a vacancy occurs.~~
- ~~7. Appoint Special Appointees to perform duties as designated with approval of the Executive Board.~~
- ~~8. Meet with the Executive Directors and/or Presidents of other organizations who share similar concerns and interests to discuss items of mutual benefit and to establish a working relationship with them.~~

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**Deleted:** 7. - Initiate Executive Board vote on unanticipated expenditures and assist the Treasurer with the annual budget.¶

B. President-Elect

1. Act as president in the absence of the President.
2. Serve as the chairperson of the Strategic Planning Committee and the Organizational Assessment Committee.
3. Maintain a policy and procedures manual in conjunction with the Secretary and the AMATYC Office.

C. Immediate Past President

1. Chair the Nominating Committee.
- ~~2. Administer the election of officers according to policy.~~

**Deleted:** 2. - Chair the Foundation.¶  
3

D. Secretary

1. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board.
2. Maintain updated lists of delegates and affiliate presidents.
3. Furnish agendas and minutes of all meetings to the appropriate people and ensure that the official minutes of the organization are securely archived.
- ~~4. Assist the President-Elect in maintaining a policy and procedures manual.~~

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E. Treasurer

1. Ensure that all financial records, funds, receipts, and disbursements of the association are accurately maintained.
2. Present a written financial report at each regular business meeting and each Executive Board meeting.
3. Certify the size of the membership by region and category.
4. Prepare an annual organizational budget and present it to the Executive Board for approval at the fall meeting.
5. Obtain approval of the Executive Board or designee for expenditures that exceed budgeted amounts,
6. The outgoing Treasurer will complete the financial responsibilities pertaining to the conference at the end of the term of office.

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F. Regional Vice-Presidents

1. Serve as the liaison between AMATYC and its affiliated organizations.
2. Appoint state/province delegates per Article VII.
3. Serve as a member of the membership committee. One Regional Vice-President shall serve as chair.
- ~~4. Recruit and retain members within their regions.~~

Section 5 Elections

The Executive Board shall conduct elections for officers in each odd-numbered year. Each regular member as of June 30 of that year shall be eligible to vote. Elections shall be by secret ballot. Announcement of the dates,

**Deleted:** Officers shall be elected by regular members according to policy.

format, and candidates of the election shall be made in writing or electronically to the membership at least 30 days prior to the beginning of the vote. Candidates who receive a plurality of the votes for a particular office shall be elected. If the number of votes for two candidates for the same office are tied, then a random process shall be used to determine the winner.

Section 6 Vacancies

In the event that an officer other than the President, President-Elect, or Treasurer leaves office before the expiration of the regular term, the president, with the approval of the Executive Board, shall appoint a replacement for the remainder of the term. A vacancy in the office of President-Elect shall be filled by a special election following procedures established by the Executive Board. In the event that the Treasurer leaves office before the expiration of the regular term, the President, with the approval of the Executive Board, shall appoint a replacement until the next regularly scheduled election, regardless of whether this election falls on the four-year cycle for election of a Treasurer. The newly elected Treasurer would serve a full four-year term and this four-year term will form the basis for future Treasurer terms and elections.

ARTICLE VI EXECUTIVE BOARD

Section 1 The elected officers shall serve as the Executive Board and are responsible for conducting the affairs of the association.

Section 2 Duties of the Executive Board

A. Approve the chairperson of each committee, except the Nominating Committee, Strategic Planning Committee, Organizational Assessment Committee, ad hoc committees, and task forces.

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B. Recommend dues changes to the Delegate Assembly per Article III.4.

C. Recommend bylaw changes to the Delegate Assembly.

D. Select cities and dates for the annual conference.

Deleted: conference

E. Approve the annual budget.

Deleted: E. . Approve any expenditures not covered by the budget.¶  
F

F. Appoint special committees as needed to carry out the purposes of the association.

G. Make special appointments for persons to perform duties as designated.

Deleted: G

H. Authorize a designated officer or officers, agent or agents of AMATYC, in addition to the officers so authorized by these bylaws, to implement and oversee, on behalf of AMATYC, a project, program or activity conducted jointly by AMATYC and one or more outside entities, to be called a partnership. This partnership is approved by the AMATYC Executive Board. Such authority must be in writing and be confined to specific instances as outlined in a partnership agreement which is approved by the Executive Board and signed by AMATYC and the partnership entity.

Deleted: H

Deleted: Appoint

Deleted: appointees

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I. Perform all other duties according to policy.

Deleted: J

J. Perform all other duties that are necessary for the functioning of the association.

Deleted: K

Section 3 A majority of the members of the Executive Board shall constitute a quorum to enact the business of AMATYC. This majority must include at least two of the national officers.

Section 4 Regular meetings of the Executive Board may be called by the President or seven members of the Executive Board two of which must be national officers. Written or electronic notification of all regular meetings must be given to all Board members at least 30 days prior to the start of the meeting.

Announcements of regular Executive Board meetings must be published on the AMATYC website at least two weeks prior to the beginning of the meeting. At least two regular meetings must be held annually, one during the spring and a second during the fall.

Section 5 Action between Regular Meetings

A. In circumstances as determined by the President or seven members of the Executive Board, at least two of which are national officers, business may be conducted between regular meetings of the Executive Board by means of mail, fax, email or conference calls. The same quorum that applies to regular meetings is required at these meetings to conduct the business of AMATYC.

B. All actions resulting from a mail, fax, email or conference call vote shall be documented, distributed, and archived by means of a report from the Secretary in the Executive Board minutes of the regular meeting that takes place immediately following the action.

Deleted: and filed with

- C. Written or electronic notification of all proposed actions presented between regular meetings must be given to all Board members at least 72 hours before ~~discussion or voting occurs.~~

**Deleted:** the start of the Board meeting

#### ARTICLE VII DELEGATE ASSEMBLY

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

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

- A. State/Province Delegates
  1. There should be at least two state/province delegates from each state and province, appointed for a term of two years by the appropriate Regional Vice-President. Terms of state/province delegates shall commence on April 1, or date of appointment, whichever is later, and terminate on March 31, in odd numbered years.
  2. States and provinces with more than 50 two-year colleges, as defined in Article VII.2.H., are permitted one additional state/province delegate for each 25 two-year colleges or fraction thereof above 50.
  3. An alternate delegate from the same state/province may be appointed to serve as delegate in place of a state/province delegate who is unable to attend the Delegate Assembly.
- B. Each Affiliate President, who is also a regular AMATYC member, in office at the time of the Delegate Assembly is a delegate to the Delegate Assembly to represent their affiliate organization.
- C. Affiliate Delegates
  1. Each affiliate organization may appoint one additional affiliate delegate for each 50 affiliate organization members or fraction thereof who are also AMATYC members, as defined in Article VII.2.I. Term of appointment will be determined by the affiliate.
  2. An alternate delegate from the same affiliate may be appointed to serve as delegate in place of an affiliate delegate who is unable to attend the Delegate Assembly.
- D. Each Executive Board officer is a delegate.
- E. Each AMATYC Past President is a delegate.
- F. Each AMATYC academic committee chair is a delegate.
- G. Additional delegates to represent ~~countries not specified in Section XI~~ may be appointed by the Executive Board.
- H. An official listing of names and numbers of two-year colleges by state and province is prepared jointly by the AMATYC office and each corresponding Regional Vice-President and approved at the fall board meeting in even-numbered years. These numbers are used for two years and take effect after the fall meeting in even-numbered years, and are maintained by the AMATYC office.
- I. An official listing of names and numbers of affiliate organization members who are also AMATYC members on June 30 in even-numbered years is prepared jointly by the AMATYC office and each corresponding Regional Vice-President and approved at the fall board meeting in even-numbered years. This listing is used for two years, takes effect after the fall meeting in even-numbered years, and is maintained by the AMATYC office.
- J. No delegate at the Delegate Assembly is entitled to more than one vote.
- K. Regional Vice-Presidents shall submit a list of affiliate and state/province delegates to the AMATYC Secretary no later than thirty (30) days prior to the start of the Delegate Assembly.
- L. Alternate Delegates may be named by the Regional Vice-President as the delegate replacing an affiliate or state/province delegate at the Delegate Assembly, by notifying the AMATYC Secretary in writing and providing appropriate credentials in writing no later than 6 pm of the day prior to the start of the Delegate Assembly.

**Deleted:** other

**Deleted:** and regions

Section 3 The Delegate Assembly's responsibilities are to:

- A. Vote on all dues changes as submitted by the Executive Board, in accordance with Article III.4.C.
- B. Vote on bylaw changes submitted to the Delegate Assembly.



- C. Present written recommendations to the Executive Board to be considered at the following Executive Board meeting.
- D. Approve position statements as presented by the Executive Board per Article IX.

Section 4 Each state/province delegate shall perform the following duties:

- A. Represent that delegate’s state/province at the Delegate Assembly meeting at the annual conference.
- B. Keep the Regional Vice-President abreast of the activities and concerns of members from the delegate’s state.
- C. Assist the Regional Vice-President in promoting membership and activities for AMATYC in the state/province.
- ~~D. Perform all duties according to policy.~~

Deleted: C

Section 5 Each affiliate delegate shall perform the following duties:

- A. Represent the affiliate organization at the Delegate Assembly meeting at the annual conference.
- B. Keep the Regional Vice-President abreast of the activities and concerns of members from the delegate’s affiliate.
- C. Assist the Regional Vice-President in promoting membership and activities for AMATYC at the affiliate meetings.
- D. Perform all duties according to policy.

Section 6 The number of delegates necessary for a quorum in the Delegate Assembly shall be twenty-five (25) percent of the number of delegates identified in Section 2 of this Article.

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Deleted: registered with the AMATYC Secretary at the start of the Delegate Assembly

### ARTICLE VIII COMMITTEES

Section 1 Types of committees

- A. Committees fall into three general categories: Administrative Committees, Academic Committees, and Ad Hoc Committees and Task Forces. Administrative and academic committees are standing committees.
- B. All members of association committees must be AMATYC members. Non-AMATYC members may participate in academic committee work in a nonvoting capacity.

Section 2 Administrative Committees

- A. Purpose  
Administrative committees ~~support the general functioning of the association.~~
- B. Established administrative committees  
The following administrative committees are established by these bylaws.
  1. Nominating Committee
  2. Membership Committee
  3. Strategic Planning Committee
  4. Finance Committee
  5. Foundation Board
  6. Organizational Assessment Committee
  7. Professional Development Committee

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C. Objectives of the established administrative committees

The general objectives of each of the committees in part B are the following:

1. The Nominating Committee shall establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval.
2. The Membership Committee shall develop and implement strategies to solicit new members and retain existing members.
3. The Strategic Planning Committee shall develop and publish the AMATYC Strategic Plan.
4. The Finance Committee oversees the budget development and serves in an advisory capacity to the Treasurer and Executive Board.
5. The Foundation Board shall raise and disburse funds to support the mission of AMATYC.

6. The Organizational Assessment Committee shall coordinate the planning and implementation of assessment of AMATYC programs and activities.

7. The Professional Development Committee shall monitor, coordinate, and evaluate AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities.

D. Other Administrative Committees

Other administrative committees may be created and discharged as needed by the Executive Board to support the general functioning of the association.

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Section 3 Academic Committees

A. Purpose

Academic committees support the general professional purposes and mission of the association, as stated in Article II and in the association's mission statement.

B. Establishment of academic committees

Academic committees are established and discharged by the Executive Board. Their designations and specific purposes will change as the needs of the association change. Each academic committee shall have a chair, nominated by the President and approved by the Executive Board.

Deleted: appointed by the President

C. Duties of an Academic Committee Chairperson

The chairperson of each academic committee shall perform the following duties:

1. Chair the meetings of the academic committee.
2. Coordinate the activities of the academic committee.
3. Prepare the annual budget of the academic committee and submit it to the Treasurer according to the established schedule.
4. Prepare reports of the academic committee's activities and submit them to the President according to the established schedule.
5. Perform all duties according to policy.
6. Perform all other duties necessary for the academic committee to function and accomplish its goals.

Section 4 Ad Hoc Committees and Task Forces

A. Establishment

Ad hoc committees and task forces may be approved and formed by the Executive Board and/or Delegate Assembly when deemed necessary by those entities.

Deleted: by following the procedures established by policy

B. Purpose and duration

The purpose of ad hoc committees and task forces shall be determined when they are established. A termination date shall be designated at the time of establishment.

ARTICLE IX POSITION STATEMENTS

Section 1 Purpose of Position Statements

Position statements represent a declaration by the organization on issues of interest to two-year college mathematics educators, and may be initiated by an academic committee, an affiliate organization, or an individual AMATYC member.

Section 2 Process for Development of Position Statements

The process for development of a position statement must conform to the following guidelines.

- A. A proposal for a position statement must be referred to, or begin with, an appropriate academic committee or task force created by the Executive Board. That committee or task force chooses to pursue or not to pursue the statement. The committee or task force is responsible for development of a proposed position statement.
- B. A schedule for the process of review of proposed position statements by committees, Executive Board, and Delegate Assembly, shall be established by the Executive Board. This schedule must provide timely notice to all AMATYC members of the proposed statement.
- C. The chairperson of an academic committee or task force shall submit the draft position statement to the Executive Board for its review and approval.

Deleted: committee's

- D. If ~~endorsed~~ by the Executive Board the ~~proposed~~ position statement shall be submitted to the Delegate Assembly for review and approval.
- E. ~~In the absence of Executive Board endorsement~~, the Delegate Assembly may ~~vote to~~ review ~~a proposed position statement~~ by a vote of 2/3 of the delegates at the Delegate Assembly, provided that timely notice was provided to all AMATYC members.
- F. If approved by the Delegate Assembly the proposal becomes an AMATYC position statement.

**Deleted:** approved for Delegate Assembly review

**Deleted:** If not approved for Delegate Assembly review by the Executive Board

**Deleted:** approve

**ARTICLE X REMOVAL FROM OFFICE**

- Section 1 Executive Board members may be removed from office by a 3/4 vote of the Executive Board, with or without cause, if ~~the action is~~ deemed to be in the best interest of the association.
- Section 2 Persons appointed to positions within the association may be removed from ~~those positions~~ by a 2/3 vote of the ~~Executive Board~~.
- Section 3 The ~~affirmative~~ vote of the Executive Board for removal ~~of a person~~ from an appointed or elected position is an authorization for the President to take the steps necessary for that removal.

**Deleted:** that position

**Deleted:** entity that appointed them

**ARTICLE XI AMATYC REGIONS**

- Section 1 The AMATYC organizational membership shall be divided into the regions as follows:
  - Region 1 – Northeast:  
Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont; New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec
  - Region 2 – Mid-Atlantic:  
Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia
  - Region 3 – Southeast:  
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands and other Caribbean Islands
  - Region 4 – Midwest:  
Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin
  - Region 5 – Central:  
~~Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota; Manitoba, Saskatchewan~~
  - Region 6 – Southwest:  
Arizona, ~~Arkansas~~, New Mexico, Oklahoma, Texas; Mexico
  - Region 7 – Northwest:  
Alaska, Idaho, Montana, Oregon, Washington, ~~Wyoming~~; Alberta, British Columbia, Northwest Territories, Nunavut, Yukon Territory, other International Locations
  - Region 8 – West:  
California, Hawaii, Nevada, ~~Utah~~, Pacific Islands
- Section 2 A member’s region is determined by the location of the individual's primary professional contributions related to AMATYC's objectives (Article II).

**Deleted:** Arkansas,

**Deleted:** , Utah, Wyoming

**ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern AMATYC in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XIII AMENDMENT**

These bylaws may be amended by the delegates at the Annual Delegate Assembly by a two-thirds (2/3) vote of those delegates voting, provided that written or electronic notification of the proposed text changes and the clear purpose of the amendment has been sent to all delegates at least thirty (30) days prior to the Delegate Assembly ~~and a hearing on the proposed changes is convened at the annual conference at least a day before the beginning of the~~

| Delegate Assembly. Proposed amendments to these bylaws may be presented to the Executive Board by any member, and shall be processed by the Executive Board, for approval by the Delegate Assembly.

**ARTICLE XIV DISSOLUTION**

In the event of dissolution, the assets and property of the corporation remaining after payment of expenses and the satisfaction of all liabilities shall be distributed as determined by the Executive Board or as may be determined by a court of competent jurisdiction upon application of the Executive Board, for the non-profit purposes of the corporation and/or to such charitable, literary, and educational organizations as shall qualify under Section 501c3 of the Internal Revenue Code of 1954, as amended. Any of such assets not so distributed shall be disposed of for such purposes as directed by a Justice of the Supreme Court of the State of New York or such other court having jurisdiction over the corporation.

**AMATYC DELEGATE ASSEMBLY  
MOTION**

TO: AMATYC Board  
FROM: Linda Zientek  
SUBJ: Position Statement on Appropriate Use of Intermediate Algebra  
DATE SUBMITTED: 8/27/14

*Maker fills out sections 1, 2, 3, 4, 5, 6*

**1. MOTION (who, what, when):**

**Approve the attached position statement entitled “Appropriate Use of Intermediate Algebra as a Prerequisite Course”**

**2. RATIONALE (why):**

The prerequisites should provide a foundation for optimal student success. The content of a mathematics course should determine the prerequisite level of mathematical literacy, skills, and knowledge necessary for successful completion of the course.

The content of intermediate algebra is generally an appropriate prerequisite to algebra-based courses in a calculus-based course of study, but not a universal prerequisite for all college level mathematics courses.

College-level courses outside of the calculus-based course of study can be better served by other prerequisite courses that are more appropriate and relevant for preparing students for non-STEM courses of study. The content of a course, as defined by the course description and learning outcomes, should determine its mathematical level, prerequisites, and transferability.

The purpose of this position statement is to support the development of multiple options into college-level courses.

Action taken by Delegate Assembly

\_\_\_\_\_ Approved                      \_\_\_\_\_ Postponed until \_\_\_\_\_                      \_\_\_\_\_ Withdrawn

\_\_\_\_\_ Disapproved                      \_\_\_\_\_ Returned for further study                      \_\_\_\_\_ Other

COMMENTS:

# COVER SHEET for the POSITION STATEMENT on THE APPROPRIATE USE OF INTERMEDIATE ALGEBRA AS A PREREQUISITES COURSE

Submitted by the Developmental Mathematics Committee

✓	<b>Activity</b>	<b>Anticipated Date</b>
✓	Concept Approved by the AMATYC Board	SBM 2013
✓	First Review by the AMATYC Editing Director	Summer 2013
✓	Board Review, votes to endorse the spirit of the position statement	FBM 2013
✓	Input Hearing	Anaheim Conference 2013
✓	Sent by President-Elect to Affiliate Presidents	January 15, 2014
✓	Board Review, votes to endorse the position statement	SBM 2014
✓	Second Review by AMATYC Editing Director	Spring 2014
	Board Review, votes to endorse the position statement in spirit or as published	FBM 2014
	Final Hearing	Nashville Conference 2014
	Delegate Assembly Approval	Nashville Conference 2014
	Professional Editing and Review by Editing Director	Late 2014

**Contact Information**

**Chair: Linda Zientek** (lrzientek@shsu.edu)  
Sam Houston State University  
Department of Mathematics and Statistics  
Huntsville, Texas 77341

**Intended Purpose**

The intended purpose is to provide a statement for the appropriate use of intermediate algebra. This statement supports the development of alternative pathways through developmental mathematics.

**What need does this position statement address?**

This position statement addresses the need for support for developmental mathematics educators who wish to offer mathematics pathways that do not include the traditional intermediate algebra course, when appropriate.

**What is the rationale for the position statement?**

**Rationale**

The prerequisites should provide a foundation for optimal student success. The content of a mathematics course should determine the prerequisite level of mathematical literacy, skills, and knowledge necessary for successful completion of the course.

The content of intermediate algebra is generally an appropriate prerequisite to algebra-based courses in a calculus-based course of study, but not a universal prerequisite for all college level mathematics courses.

College-level courses outside of the calculus-based course of study can be better served by other prerequisite courses that are more appropriate and relevant for preparing students for non-STEM courses of study. The content of a course, as defined by the course description and learning outcomes, should determine its mathematical level, prerequisites, and transferability.

The purpose of this position statement is to support the development of multiple options into college level courses.

**Whereas**

\*The prerequisites of a mathematics course should be those appropriate to providing a foundation for student success in that course;

\*The course description and learning outcomes of a mathematics course determine the prerequisite level of mathematical literacy, skills, and knowledge necessary for successful completion of the course;

\*The equivalent content in intermediate algebra courses is generally required to master the content of algebra-based courses leading to calculus; and,

\*The equivalent content in intermediate algebra courses is not required to master the content for most college-level mathematics courses not leading to calculus.

**What change do you hope to effect?**

The appropriate use of intermediate algebra and acceptance of various pathways through developmental mathematics.

**Who will implement the recommendations of the position statement?**

Educators at various post-secondary institutions

**Give a summary of the proposed recommendations.**

Because the statement is written in a bulleted format, the summary is represented by the final two bulleted items in the statement.

**Therefore, it is the position of AMATYC that:**

Prerequisite courses other than intermediate algebra can prepare students for courses of study not leading to calculus.

1                   **Position Statement of the American Mathematical Association of Two-year**  
2                   **Colleges: The Appropriate Use of Intermediate Algebra as a Prerequisite Course**

3  
4                   **Approved by the DMC November, 2013**

DRAFT

5  
6                   **The Appropriate Use of Intermediate Algebra as a Prerequisite Course**

7  
8  
9                   **Whereas**

- 10
- 11                   ○ The prerequisites of a mathematics course should be those appropriate to providing a  
12                   foundation for student success in that course;
  - 13
  - 14                   ○ The course description and learning outcomes of a mathematics course determine the  
15                   prerequisite level of mathematical literacy, skills, and knowledge necessary for successful  
16                   completion of the course;
  - 17
  - 18                   ○ The equivalent content in intermediate algebra courses is generally required to master the  
19                   content of algebra-based courses leading to calculus; and,
  - 20
  - 21                   ○ The equivalent content in intermediate algebra courses is not required to master the  
22                   content for most college-level mathematics courses not leading to calculus.

23  
24                   **Therefore, it is the position of AMATYC that:**

25  
26                   Prerequisite courses other than intermediate algebra can prepare students for courses of study not  
27                   leading to calculus.



**AMATYC DELEGATE ASSEMBLY  
MOTION**

TO: 2014 AMATYC DELEGATE ASSEMBLY  
FROM: Guidelines on Academic Preparation Task Force  
SUBJ: Position Statement on The Academic Preparation of Mathematics  
Faculty at Two-Year Colleges  
DATE SUBMITTED: September 15, 2014

*Maker fills out sections 1, 2, 3, 4, 5, 6*

**1. MOTION (who, what, when):**

That the attached position statement on The Academic Preparation of Mathematics Faculty at Two-Year Colleges be approved.

**2. RATIONALE (why):**

The intended purpose and rationale for the statement are included in the coversheets attached to the statement.

Strategic Priority supported by this motion: IIIA, VD

**3. BUDGET IMPLICATIONS:**

None

**4. ASSESSMENT PLAN:**

NA

**5. WEB SITE IMPACT:**

None at this time.

**6. Policy and Procedures Manual Change?**

YES \_\_\_ NO X

If yes, please indicate the specific section of the PPM.

Action taken by Executive Board

_____ Approved	_____ Postponed until _____	_____ Withdrawn
_____ Disapproved	_____ Returned for further study	_____ Other

**COVER SHEET for the  
POSITION STATEMENT on  
THE ACADEMIC PREPARATION OF MATHEMATICS  
FACULTY AT TWO-YEAR COLLEGES**

Submitted by the Guidelines on Academic Preparation Task Force

✓	Activity	Anticipated Date
✓	Concept Approved by the AMATYC Board	SBM 13
✓	First Review by the AMATYC Editing Director	Summer 2013
✓	Board Review, votes to endorse the spirit of the position statement	FBM 13
✓	Input Hearing	Anaheim Conference 2013
✓	Sent by President-Elect to affiliate presidents	By January 15, 2014
✓	Board Review, votes to endorse the position statement	SBM 14
✓	Second Review by AMATYC Editing Director	Spring 2014
	Professional Editing	Late 2014
	Board Review, votes to endorse the position statement in spirit or as published	FBM 14
	Final Hearing	Nashville Conference 2014
	Delegate Assembly Approval	Nashville Conference 2014
	Professional Editing and Review by Editing Director	Late 2014

Contact Information

**Chair: Jim Roznowski (jimroznowski@amatyc.org)**

Delta College (Emeritus)

University Center, Michigan

- **Intended Purpose**

This position statement updates the *Guidelines for Academic Preparation of Two-Year College Faculty* adopted by AMATYC in 1993. No previous revision has taken place since the guidelines were first adopted.

- **What need does this position statement address?**

“As the leading professional mathematics organization that solely represents two-year colleges, it is our responsibility to ensure the integrity of our profession and the quality of mathematics instruction at all two-year colleges.”

- **What is the rationale for the position statement?**

“It is not intended to replace any regional, state, or local requirements or recommendations that may apply to hiring instructors, assigning them to classes, or evaluating their performance or qualifications. Rather, our goal is to provide guidelines that reflect the collective wisdom and expertise of mathematics educators throughout the United States and Canada regarding appropriate preparation for two-year college faculty involved in the teaching of mathematics, whether on a full- or part-time basis.”

- **What change do you hope to effect?**

Mathematics faculty at many different institutions have used the current guidelines document in their hiring process and as support for continuous professional development for both full-time and adjunct faculty. This revision reflects changes in both those areas since the adoption of the original guidelines in 1993.

- **Who will implement the recommendations of the position statement?**

Faculty at two-year colleges throughout the United States and Canada.

- **Give a summary of the proposed recommendations.**

- Only properly qualified personnel be permitted to teach mathematics.
- Individuals trained in other disciplines should receive sufficient mathematical training prior to teach mathematics courses.
- All two-year college faculty should possess at least a master’s degree in mathematics or related field with at least 18 semester hours in graduate-level courses strongly related to mathematics and at least 6 of which are graduate-level mathematics.
- All full-time mathematics instructors at a two-year college should possess at least a master’s degree in mathematics or a related field with at least 30 semester hours in graduate-level mathematics.
- All mathematics faculty should continue their professional development throughout their career.

1 THE ACADEMIC PREPARATION OF MATHEMATICS  
2 FACULTY AT TWO-YEAR COLLEGES

3 Position Statement of the American Mathematical Association of Two-Year Colleges

4 •  
5 **Statement of Purpose**

6 As the leading professional mathematics organization that solely represents two-year colleges, it  
7 is our responsibility to promote the integrity of our profession and the quality of mathematics  
8 instruction at all two-year colleges. This document is addressed to two-year college professionals  
9 involved in the staffing and evaluation of mathematics programs for their colleges, and to  
10 universities that prepare individuals to teach mathematics in two-year colleges. It is not intended  
11 to replace any regional, state, or local requirements or recommendations that may apply to hiring  
12 faculty, assigning them to classes, or evaluating their performance or qualifications. Rather, our  
13 goal is to provide guidelines that reflect the collective wisdom and expertise of mathematics  
14 educators throughout the United States and Canada regarding appropriate preparation for two-  
15 year college faculty involved in the teaching of mathematics, whether on a full- or part-time  
16 basis.

17 We strongly recommend that only properly qualified personnel be permitted to teach  
18 mathematics. Ill-prepared faculty can do much harm to students' knowledge of, beliefs about,  
19 and attitudes towards mathematics. Many two-year college students suffer from mathematics  
20 anxiety and core mathematical misconceptions at some level; this should not be reinforced or  
21 exacerbated through poor mathematics instruction. **Individuals trained in other disciplines**  
22 **should have sufficient mathematical training prior to teaching mathematics courses.**  
23 Moreover, individuals hired to teach mathematics at one level should not be permitted to teach at  
24 another level unless they possess appropriate credentials.

25 **Guiding Principles**

26 Two questions have guided the preparation of this report: What are the characteristics of  
27 effective mathematics faculty? How can these characteristics be fostered and extended through  
28 academic preparation and continuing professional development?

29 Effective faculty are reflective; they think about their teaching before they teach, while they  
30 teach, and after they teach. They are creative, resourceful, and dedicated. They use a variety of  
31 methods and respond to the needs of the particular class and students they are teaching. Effective  
32 mathematics teachers are skilled questioners who encourage and challenge their students. They  
33 are clear and careful communicators who recognize the importance of language in mathematics,  
34 and of mathematics as language. They model the behaviors they wish their students to exhibit,  
35 especially problem solving, exploration, and investigation.

36 Effective mathematics faculty know a great deal of mathematics and understand the  
37 interconnections among its various branches as well as applications to other disciplines. They are  
38 continually developing their knowledge and understanding of mathematics, of teaching, and of  
39 how students learn. They are independent learners who can adapt and contribute to changes in  
40 collegiate mathematics curriculum and instruction. Effective mathematics faculty are active  
41 professionals. They belong to and participate in professional organizations such as the American  
42 Mathematical Association of Two-Year Colleges (AMATYC) and its affiliates, read journals,  
43 attend professional meetings, and engage in other professional activities.

#### 44 **Guidelines for Formal Preparation**

45 Mathematics programs at two-year colleges reflect their diverse missions and needs.  
46 Mathematics instruction at a comprehensive community college may comprise adult basic  
47 education to prepare students for a high school equivalency examination, developmental courses  
48 designed to prepare students for both STEM (science, technology, engineering, and mathematics)  
49 and non-STEM college-level courses, and college level courses through the first two years of  
50 university study; some colleges may focus only on a subset of these categories of instruction.  
51 Because of this diversity, the guidelines for the mathematical preparation of two-year college  
52 faculty must be sufficiently robust to guarantee faculty flexibility. These guidelines are divided  
53 into three parts: minimal preparation, standard preparation, and professional development.

#### 54 **Definitions**

55 All full- and part-time faculty should possess at least the qualifications listed under *minimal*  
56 *preparation*. All full-time faculty should begin their careers with at least the qualifications listed  
57 under *standard preparation*. All faculty should continue their education throughout their careers-  
58 the *continuing formal education* section provides some suggestions.

59 The term *faculty* is used to refer to persons who hold teaching positions. No particular level  
60 within a ranking system is implied by these terms.

#### 61 **Minimal Preparation**

62 All full- and part-time mathematics faculty at two-year colleges should possess at least a master's  
63 degree in mathematics or in a related field with at least 18 semester hours (27 quarter hours) in  
64 graduate-level courses strongly related to mathematics, at least six of which are graduate-level  
65 mathematics. A master's degree in applied mathematics is an appropriate background for  
66 teaching in a community college. Course work in pedagogy is desirable.

#### 67 **Standard Preparation**

68 All full-time mathematics faculty at two-year colleges should begin their careers with at least a  
69 master's degree in mathematics or in a related field with at least 30 semester hours (45 quarter  
70 hours) in graduate-level mathematics and have mathematics teaching experience at the secondary  
71 or collegiate level. The teaching experience may be fulfilled through a program of supervised

72 teaching as a graduate student. Just as a strong knowledge of calculus has always been a core  
73 standard, statistics has become equally important, and some background in this area is desirable.  
74 Course work in pedagogy and in the philosophy of the community college is desirable.

### 75 **Professional Development**

76 All mathematics faculty at two-year colleges should continue their professional development  
77 throughout their careers. Appropriate continuing formal education might include graduate course  
78 work in mathematics and mathematics education beyond the level of the individual's previous  
79 study; courses in some other disciplines served by the two-year college mathematics curriculum  
80 may also be appropriate. In some instances advanced formal education may culminate in a  
81 doctorate in mathematics or mathematics education.

82 Effective mathematics faculty are active professionals. They read journals, attend professional  
83 meetings, and engage in other activities to continue their education. AMATYC, the  
84 Mathematical Association of America (MAA), the National Council of Teachers of Mathematics  
85 (NCTM), their affiliates, and other organizations sponsor conferences, offer webinars,  
86 minicourses, and summer institutes, publish books and journals, and advertise other opportunities  
87 for continued professional growth. These conferences, webinars, workshops, minicourses, and  
88 institutes address many of the mathematical and pedagogical topics important to quality  
89 mathematics instruction in the first two years of college. Participation by two-year college  
90 mathematics faculty is critical for keeping up-to-date in their fields.

### 91 **Related Training**

92 Courses in physics, engineering, and other fields can contain significant mathematical sciences  
93 content. Although there is no simple, set formula for doing so, such courses should be taken into  
94 account by two-year college mathematics hiring committees when evaluating a candidate's  
95 transcripts. Similarly, such courses should be carefully considered by university personnel when  
96 making program admission decisions and advising students who hold or may seek two-year  
97 college mathematics teaching positions.

### 98 **The Course Content of a Preparatory Program**

#### 99 **Mathematics Content**

100 The core of the academic preparation of two-year college mathematics faculty is course work in  
101 the mathematical sciences. The mathematics course work for individuals preparing to be two-  
102 year college mathematics faculty should include courses chosen from several of the following  
103 areas. Graduate course work should fill gaps, broaden, and extend the undergraduate  
104 mathematics background of such individuals.

- 105 • Discrete Mathematics
- 106 • Computer Science
- 107 • Mathematical Modeling and Applications

- 108 • Calculus through Vector Calculus
- 109 • Differential Equations
- 110 • Real Analysis
- 111 • Numerical Analysis
- 112 • Complex Variables
- 113 • Linear Algebra
- 114 • Abstract Algebra
- 115 • Probability
- 116 • Statistics
- 117 • History of Mathematics
- 118 • Number Theory
- 119 • Geometry
- 120 • Topology
- 121 • Combinatorics

## 122 **Pedagogical Content**

123 Course work in pedagogy is an important component in the academic preparation of two-year  
124 college mathematics faculty. Such course work should be chosen from the areas listed below.  
125 Courses in these areas should be offered by universities that prepare two-year college  
126 mathematics faculty.

- 127 • Psychology of Learning Mathematics
- 128 • Methods of Teaching Mathematics
- 129 • Organizing and Developing Mathematics Curricula and Programs
- 130 • Instructional Technology
- 131 • Teaching Developmental Mathematics
- 132 • Using Calculators and Computers to Enhance Mathematics Instruction
- 133 • Measurement, Evaluation, and Testing
- 134 • Teaching Mathematics to Adult Learners
- 135 • Teaching Mathematics to Special-Needs Students
- 136 • College Mathematics Teaching Seminar

## 137 **Evaluating Credentials**

138 Specialized knowledge and judgment is required to evaluate a candidate's credentials. **For this**  
139 **reason, hiring committees for mathematics positions at two-year colleges should consist**  
140 **primarily of full-time two-year college mathematics faculty.** All staffing decisions related to  
141 mathematics instruction--whether full- or part-time-- should be made by content specialists.

## 142 **Adjunct Faculty**

143 Ideally, adjunct faculty should possess the same level of preparation and commitment to quality  
144 teaching as full-time faculty. The *AMATYC Position Statement on Working Conditions of*

145 *Adjunct Faculty* stresses the need for institutional support for professional development for  
146 adjunct faculty.

147 **Academic Support Personnel**

148 As community colleges have increased their support for student success the “math lab” has  
149 become ubiquitous. The expertise of individuals offering support varies widely. Because the aid  
150 offered is often specific to certain levels of mathematics, the academic preparation required of  
151 support personnel may be less than faculty. However it is critical that individuals offering  
152 tutoring support in these situations have accomplished coursework above that being tutored, and  
153 that these individuals are supervised by fully qualified mathematics faculty.

154 **Variety of Expertise**

155 A mathematics department should be composed of individuals who possess complementary  
156 strengths and areas of expertise. This is especially true within a comprehensive community  
157 college with a wide variety of degree programs. A mathematics department with experts or  
158 specialists in pedagogy, statistics, computing, applied mathematics, analysis, and pure  
159 mathematics is manifestly stronger than one in which all members have similar academic  
160 backgrounds. This together with programmatic needs and candidate qualifications should be  
161 taken into account when seeking and hiring full- and part-time faculty.

162 This position statement is a revision of *Guidelines for the Academic Preparation of Mathematics*  
163 *Faculty at Two-Year Colleges*, which was adopted by AMATYC in 1993.