

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

October 1, 2015

Dear AMATYC Delegate,

It is time to begin thinking and preparing for the 2015 AMATYC Delegate Assembly in New Orleans. The 2015 Delegate Assembly will be held on Saturday, November 21 from 3:45 to 5:45 p.m. in Grand Ballroom C. Attached please find the 2015 Delegate Assembly Agenda and other materials for your careful review prior to our meeting. Please plan to arrive early to the meeting on November 21, 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 the Position Statement *Time Limits for Course Prerequisites*. On Thursday, November 19, from 7:00 to 7:30 p.m. in Maurepas we will have a forum to gather final input from members before the motion is brought to the Assembly for your action. You are encouraged to attend the forum to hear what members have to say regarding the proposed motion. From 7:30 until 8:00 p.m. there will be an information hearing on a Position Statement on *Working Conditions of Adjunct Faculty* in the same room.

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

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 New Orleans.

Respectfully,

Nancy J. Sattler, President
/enclosures

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**AMATYC DELEGATE ASSEMBLY
MOTION FORM**

TO: 2015 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:



2015 DELEGATE ASSEMBLY

AGENDA

THE AMERICAN MATHEMATICAL ASSOCIATION
OF TWO-YEAR COLLEGES
New Orleans, Louisiana
Grand Ballroom C
Saturday, November 21, 2015
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. Minutes Review Committee Report for the 2014 Delegate Assembly Kate Kozak
- VII. Motion to Approve the Minutes Review Committee
- 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
Motion on Position Statement on *Time Limits*
For Course Prerequisites Behnaz Rouhani
Announcement of 2016-2017 Executive Board Nancy Sattler
- 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.

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



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
APPROVED AT THE DELEGATE ASSEMBLY, NOVEMBER 15, 2014**

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.

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.
- 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.

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.

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.

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.

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.

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.

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.

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.

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, 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.
- 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.
- E. Approve the annual budget.
- 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.
- 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.
- I. Perform all other duties according to policy.
- J. 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 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.
- 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.

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.

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.

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.

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

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.

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.
- 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.
- 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.
- 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.

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.

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).

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.

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.



American Mathematical Association of Two-Year Colleges

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.

Qualifications	Name	Affiliation
Regional Vice President (Chair)		
State Delegate		
Affiliate Delegate		
Affiliate President		
AMATYC Past President		AMATYC Past President

Report from the Minutes Review Committee for the 2014 Delegate Assembly

The Minutes Review Committee for the 2014 Delegate Assembly consists of Kathryn Kozak, vice-president, Southwest region, chair; Patty George, state delegate, California, West region; Jane Marie Wright, affiliate delegate, NYSMATYC, Northeast region; Kim Granger, affiliate president, MOMATYC, Central region; and Susan Wood, AMATYC past president, Mid-Atlantic region. Mary Beth Orrange, 2014-2015 AMATYC Board Secretary, is an ex officio member of the committee.

The committee met via email and discussed the minutes from the 2014 Delegate Assembly. The minutes were approved by the committee and sent to Nancy Sattler, president. Nancy Sattler will report the approval of the minutes at the 2015 Delegate Assembly.

**American Mathematical Association of Two-Year Colleges
DELEGATE ASSEMBLY MINUTES**

November 14, 2014

3:45 to 5:45 pm

Nashville, TN

I. Call to Order

President Nancy Sattler called the meeting to order at 3:51 PM.

II. Welcome and Introductions

President Sattler welcomed the delegates and announced that Chuck Nolan was appointed as Parliamentarian and Timekeeper. President Sattler also introduced the members of the 2014-2015 Executive Board.

Jane Tanner – President-Elect
Jim Roznowski – Past President
Margie Hobbs – Treasurer
Mary Beth Orrange – Secretary
Ernie Danforth – Northeast VP
Dan Fahringer – Mid-Atlantic VP
Nancy Rivers – Southeast VP
Jim Ham – Midwest VP
Nicole Lang – Central VP
Kathryn Kozak – Southwest VP
Liz Hylton – Northwest VP
Mark Harbison – West VP

III. Announcement of Quorum

Secretary Mary Beth Orrange announced a delegate count of 187 out of 254 delegates and stated that there was a quorum. The final breakdown of the delegate count is as follows:

There were: 21 from the Northeast Region, 22 from the Mid-Atlantic Region, 28 from the Southeast Region, 28 from the Midwest Region, 36 from the Central Region, 21 from the Southwest Region, 12 from the Northwest Region, and 19 from the West Region.

IV. Approval of the Rules of Conduct

MOTION to approve the rules of conduct.

Motion made by Steve Krevisky, state delegate, Connecticut. Motion was seconded.

Motion approved

V. Approval of the Agenda

MOTION to approve the agenda.

Motion made by Carol White, affiliate delegate, Kansas, motion was seconded.

Motion approved

VI. Minutes Review Committee

MOTION to approve the Minutes Review Committee for the 2014 Delegate Assembly. The committee consists of Kathryn Kozak, vice-president, Southwest region, chair; Patty George, state

delegate, California, West region; Jane Marie Wright, affiliate delegate, NYSMATYC, Northeast region; Kim Granger, affiliate president, MOMATYC, Central region; and Susan Wood, AMATYC past president, Mid-Atlantic region. Mary Beth Orrange, 2014-2015 AMATYC board secretary, Northeast region, is an ex officio member of the committee.

Motion made by Steve Wilson, state delegate, Kansas, motion was seconded.

Motion approved

VII. Minutes Review Committee Report

President Sattler reported that the minutes from the 2013 Delegate Assembly were reviewed, revised, and approved by the 2013 Delegate Assembly Minutes Review Committee, chaired by Kozak, vice-president Southwest region.

The report was received as submitted in the Delegate Assembly package.

VIII. Reports

A. President's Report: Nancy Sattler

The report was received as submitted in the Delegate Assembly package.

Additional items include:

- There were 1344 registrants for the conference as of 9 AM Saturday, November 15, 2014.
- The 2020 AMATYC Conference will be held in Spokane, Washington.

B. Treasurer's Report: Margie Hobbs (Given by Cheryl Cleaves)

The report was received as submitted in the Delegate Assembly package.

C. AMATYC Foundation: Jim Roznowski

The report was received as submitted in the Delegate Assembly package.

A total of \$24,148 was donated to the Foundation at and before the conference. A total of \$33,548 was donated since the beginning of the year. The individuals in the Midwest region donated the highest dollar amount, \$8800, and the winner of the one-year complimentary AMATYC membership was Laura Seeman, Wisconsin.

D. Strategic Planning: Jane Tanner

The report was received as submitted in the Delegate Assembly package.

E. Report on AMATYC Project ACCESS: Laura Watkins

The report was received as submitted in the Delegate Assembly package.

IX. New Business

A. AMATYC Bylaws: Jim Roznowski

MOTION: To amend the AMATYC bylaws. (Attachment A)

Motion made by Jim Roznowski, AMATYC past-president, and seconded.

With one editorial change: in ARTICLE V, Section 4 subsection C item #2: under duties of Past-President “administer the duties of the election process according to policy”; remove the words according to policy.

Motion approved

**B. Position statement on Appropriate use of Intermediate Algebra as a Prerequisite Course:
Linda Zientek**

MOTION: To approve the position statement on the appropriate use of Intermediate Algebra as a Prerequisite Course. (Attachment B)

Motion made Linda Zientek, chair, Developmental Mathematics Committee. The motion was seconded.

MOTION to amend to remove the word prerequisite from line 15.

Motion to amend made by Paula Wilhite, state delegate, Texas. Motion was seconded.

**Motion to amend approved
Motion approved as amended**

C. Position statement on the Academic Preparation of Mathematics Faculty at Two-Year Colleges: Ernie Danforth

MOTION: To approve the position statement on the Academic Preparation of Mathematics Faculty at Two Year Colleges. (Attachment C) Line 135 has been changed to teaching students with special needs to comply with legal format.

Motion made Ernie Danforth, vice-president Northeast region. Motion was seconded.

MOTION to amend: I move to amend the document by adding the words **or statistics** after the word mathematics on line 65 and the words **or statistics** to line 70 after the word mathematics
Motion to amend made by Larry Danforth, affiliate delegate, NYSMATYC. Motion was seconded.

Motion to amend approved

MOTION to amend: I move to amend the document by adding a sentence to line 104. The sentence reads; **The appropriateness of these courses is to be determined by their mathematical content, not just their title or prefix.**

Motion to amend made by John Bakken, affiliate delegate, NCMATYC. Motion was seconded.

Motion to amend approved

MOTION to amend: I move to amend the document by adding the words **such as those** to the document after the word areas on line 124.

Motion to amend made by John Bakken, affiliate delegate, NCMATYC. Motion was seconded.

Motion to amend approved

MOTION to amend: I move to amend the document by adding a bullet after line 136. The bullet will read

- **Mathematics (all disciplines) for Primary and Secondary Teachers**

Motion to amend made by John Bakken, affiliate delegate, NCMATYC. Motion was seconded.

Motion to amend approved
Motion approved as amended

X. Items for Discussion - Open Microphone

Issues raised:

- Steve Krevisky; encourage all to attend the next ICME conference in Germany in 2016. The board is encouraged to find ways to financially support AMATYC members to attend.
- Pat Hirschy; question about second amendment that was identified at the open forum for the use of Intermediate Algebra. The amendment was never presented.

XI. Announcements

- John Bakken thanked the board and Foundation for its support of Project ACCESS.
- Past President Jim Roznowski announced that the region with the highest percent of donors and the winner of the complementary 2014 Conference Registration will be announced at the closing ceremony and posted in the AMATYC News.
- President Nancy Sattler thanked the Nashville local events coordinator, Tim Britt, and the local conference team for their hard work on the Nashville conference, Keven Docktor and the conference committee, Cheryl Cleaves for her service to AMATYC. Thanks also to parliamentarian, Chuck Nolan, and all delegates to the assembly.

XII. Adjournment

The meeting was adjourned at 4:36 PM.

ATTACHMENTS

- A. AMATYC Bylaws**
- B. Position statement on Appropriate use of Intermediate Algebra as a Prerequisite Course**
- C. Position statement on the Academic Preparation of Mathematics Faculty at Two-Year Colleges**

ATTACHMENT A

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

APPROVED AT THE DELEGATE ASSEMBLY, NOVEMBER 15, 2014

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.

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.
- 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.

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.

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.

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.

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.

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.

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.

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.

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, 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.
- 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.
- E. Approve the annual budget.
- 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.
- 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.
- I. Perform all other duties according to policy.
- J. 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 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.
- 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.

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.

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.

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.

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

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.

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.
- 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.
- 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.
- 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.

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.

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).

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.

ATTACHMENT B

As approved at the 2014 Delegate Assembly:

Position Statement of the American Mathematical Association of Two-year

Colleges: The Appropriate Use of Intermediate Algebra as a Prerequisite Course

The Appropriate Use of Intermediate Algebra as a Prerequisite Course

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 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.

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.

ATTACHMENT C

As approved at the 2014 Delegate Assembly:

THE ACADEMIC PREPARATION OF MATHEMATICS FACULTY AT TWO-YEAR COLLEGES

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

Statement of Purpose

As the leading professional mathematics organization that solely represents two-year colleges, it is our responsibility to promote the integrity of our profession and the quality of mathematics instruction at all two-year colleges. This document is addressed to two-year college professionals involved in the staffing and evaluation of mathematics programs for their colleges, and to universities that prepare individuals to teach mathematics in two-year colleges. It is not intended to replace any regional, state, or local requirements or recommendations that may apply to hiring faculty, 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. We strongly recommend that only properly qualified personnel be permitted to teach mathematics. Ill-prepared faculty can do much harm to students' knowledge of, beliefs about, and attitudes towards mathematics. Many two-year college students suffer from mathematics anxiety and core mathematical misconceptions at some level; this should not be reinforced or exacerbated through poor mathematics instruction. **Individuals trained in other disciplines should have sufficient mathematical training prior to teaching mathematics courses.** Moreover, individuals hired to teach mathematics at one level should not be permitted to teach at another level unless they possess appropriate credentials.

Guiding Principles

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

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

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

Guidelines for Formal Preparation

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

Definitions

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

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

Minimal Preparation

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

Standard Preparation

All full-time mathematics faculty at two-year colleges should begin their careers with at least a master's degree in mathematics or in a related field with at least 30 semester hours (45 quarter hours) in graduate-level mathematics or statistics and have mathematics teaching experience at the secondary or collegiate level. The teaching experience may be fulfilled through a program of supervised teaching as a graduate student. Just as a strong knowledge of calculus has always been a core standard, statistics has become equally important, and some background in this area is desirable. Course work in pedagogy and in the philosophy of the community college is desirable.

Professional Development

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

Effective mathematics faculty are active professionals. They read journals, attend professional meetings, and engage in other activities to continue their education. AMATYC, the Mathematical Association of America (MAA), the National Council of Teachers of Mathematics (NCTM), their affiliates, and other organizations sponsor conferences, offer webinars, minicourses, and summer institutes, publish books and journals, and advertise other opportunities for continued professional growth. These conferences, webinars, workshops, minicourses, and institutes address many of the

mathematical and pedagogical topics important to quality mathematics instruction in the first two years of college. Participation by two-year college mathematics faculty is critical for keeping up-to-date in their fields.

Related Training

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

The Course Content of a Preparatory Program

Mathematics Content

The core of the academic preparation of two-year college mathematics faculty is course work in the mathematical sciences. The mathematics course work for individuals preparing to be two-year college mathematics faculty should include courses chosen from several of the following areas. Graduate course work should fill gaps, broaden, and extend the undergraduate mathematics background of such individuals. The appropriateness of these courses is to be determined by their mathematical content, not just their title or prefix.

- Discrete Mathematics
- Computer Science
- Mathematical Modeling and Applications
- Calculus through Vector Calculus
- Differential Equations
- Real Analysis
- Numerical Analysis
- Complex Variables
- Linear Algebra
- Abstract Algebra
- Probability
- Statistics
- History of Mathematics
- Number Theory
- Geometry
- Topology
- Combinatorics

Pedagogical Content

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

- Psychology of Learning Mathematics

- Methods of Teaching Mathematics
- Organizing and Developing Mathematics Curricula and Programs
- Instructional Technology
- Teaching Developmental Mathematics
- Using Calculators and Computers to Enhance Mathematics Instruction
- Measurement, Evaluation, and Testing
- Teaching Mathematics to Adult Learners
- Teaching Mathematics to Special-Needs Students
- College Mathematics Teaching Seminar
- Mathematics (all disciplines) for Primary and Secondary Teachers.

Evaluating Credentials

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

Adjunct Faculty

Ideally, adjunct faculty should possess the same level of preparation and commitment to quality teaching as full-time faculty. The *AMATYC Position Statement on Working Conditions of Adjunct Faculty* stresses the need for institutional support for professional development for adjunct faculty.

Academic Support Personnel

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

Variety of Expertise

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

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

AMATYC DELEGATE ASSEMBLY**MOTION FORM**

TO: 2015 AMATYC DELEGATE ASSEMBLY
 FROM: Nancy J. Sattler, AMATYC President
 SUBJ: DA Minutes Approval Committee
 DATE SUBMITTED: September 15, 2015

1. MOTION:

That the membership of the Minutes Review Committee for the 2015 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 2015 AMATYC Delegate Assembly

Qualifications	Name	Affiliation
Regional Vice President (Chair)		
State Delegate		
Affiliate Delegate		
Affiliate President		
AMATYC Past President		AMATYC Past President

From: AMATYC President, Nancy J. Sattler

To: 2015 AMATYC Delegate Assembly

As my second 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 have enjoyed meeting AMATYC members across the country and have grown professionally due to the experiences I have had as your president.

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 (San Antonio, Texas), Association of Mathematics Teacher Educators (Orlando, FL), National Association of Developmental Education (Greenville, SC), National Council of Supervisors of Mathematics and National Council of Teachers of Mathematics (Boston, MA), Conference Board of Mathematical Sciences (Washington, D.C.), MathFest (Washington, D.C.) and Common Vision Meeting (Washington, D.C.) I attended two regional meetings of Transforming Post-Secondary Education in Mathematics Regional Meetings (one at UCLA and another at University of Chicago).

2021 Conference Site Selection

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

As part of the site selection process for the 2021 AMATYC conference, the members of the Conference Selection Committee (Jane Tanner, President-Elect and Keven Dockter, AMATYC Conference Coordinator) visited three cities: Atlanta, Dallas, and Phoenix. A contract has been signed with Phoenix to host the 2021 AMATYC conference.

National Developmental Mathematics Summit

I have worked with NADE and the National Center for Developmental Education to organize a National Math Summit that will be held on March 15 & 16, 2016 in Anaheim, CA as a preconference to NADE. Presenters will discuss how instructors have successfully implemented developmental mathematics reform and will provide information on the initiatives that have been developed by AMATYC, Carnegie Learning, the Dana Center and others. The Summit also will offer attendees time to meet with presenters to discuss issues related to the implementation of reform at their individual institutions. The National Math Summit is co-sponsored by NADE and AMATYC. Visit nade2016.net for registration information.

Webscription

AMATYC is piloting a new online subscription called a WebScripton. For \$25 per year, WebScripton holders receive access to all members-only website resources except the *MathAMATYC Educator*. This includes the online newsletter, the webinar library, the conference proceedings, and access to past AMATYC Student Mathematics League tests. WebScripton holders will be given the same priority registration for webinars as regular AMATYC members. WebScripton is not a membership in AMATYC. However, WebScripton holders can upgrade to a full membership by paying the difference between the annual membership dues and the \$25 WebScripton fee. If upgrading, the membership expiration date would be (1) one year from the first day of the WebScripton or (2) six months from the date of the upgrade, whichever is later.

AMATYC

Balance Sheet

December 31, 2014

ASSETS

Current Assets

AMATYC Checking	229,365.47	
Accounts Receivable	2,654.62	
MorganStanley Investments	1,668,732.63	
AMATYC Foundation Investments	<u>251,547.77</u>	
Total Current Assets		2,152,300.49

Other Assets

Prepaid Expense	4,327.84	
Prepaid Insurance	5,872.75	
Computer Equipment	28,852.09	
Office Furniture	899.98	
Accumulated Depreciation	<u>(19,560.66)</u>	
Total Other Assets		<u>20,392.00</u>
Total Assets		<u><u>2,172,692.49</u></u>

LIABILITIES AND NET ASSETS

Liabilities

Prepaid Income	23,747.50	
Accounts Payable	78,331.31	
Total Liabilities		102,078.81

Net Assets

Net Assets	1,781,373.71	
Temporary Restricted Net Asset	176,491.53	
Permantly Restricted Net Asset	87,893.35	
Change In Net Assets	<u>24,855.09</u>	
Total Net Assets		<u>2,070,613.68</u>
Total Liabilities & Net Assets		<u><u>2,172,692.49</u></u>

<p style="text-align: center;">AMATYC INCOME STATEMENT AS OF 12/31/2014</p>
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INCOME

DUES

Regular Membership	130,052.50
Adjunct Membership	4,285.00
Retired Membership	1,902.50
Institutional Membership	59,605.00
Associate Membership	350.00
Library	800.00
Life Membership	8,200.00
Discount Membership	(1,840.00)
Total Dues	<u>\$ 203,355.00</u>

INTEREST

Investment Income	30,019.17
Checking	247.42
Total Investment Income	<u>\$ 30,266.59</u>

OTHER INCOME

Educator Advertising	4,200.00
Other Advertising Income	5,454.00
Student Math League	4,455.00
Donations/Contributions	10,000.00
Merchandise & Miscellaneous Income	102.16
Grants	0.00
NSF Indirect Recovery	0.00
Total Other Income	<u>\$ 24,211.16</u>

CONFERENCE INCOME

Registration	387,830.50
Exhibitors	59,850.00
Exhibitor Product Presentation / Focus Groups	5,000.00
Commercial Presentations	12,780.00
Hospitality Donations	8,440.00
Symposia/Workshop	0.00
Conference Program Advertising	3,150.00
In-The-Bag Advertising	2,400.00
Conference Advertising Opportunities	5,200.00
Corporate Partnership	12,800.00
Other Conference Income	2,248.00
Conference Donations	25,000.00
Total Conference Income	<u>\$ 524,698.50</u>

FOUNDATION INCOME

General Development	\$	7,298.25
Investment Income	\$	4,005.03
Marketing Promotions	\$	-
Beyond Crossroads	\$	-
AMATYC Project ACCESS	\$	9,344.00
Developmental Mathematics	\$	(228.00)
Mini Grants	\$	332.00
Presidential Student Scholar	\$	2,394.00
Research in Mathematics	\$	581.00
Endowment	\$	14,473.75
	\$	<u>38,200.03</u>

TOTAL INCOME \$ 820,731.28

COSTS AND EXPENSES**GENERAL OFFICE EXPENSES**

Clerical & Casual Labor	360.00
Contract Labor	70,292.43
Executive Director Salary	15,442.78
Executive Director Travel	1,596.75
Staff Development	6,802.54
Reassigned Time	9,400.00
Legal Expenses	0.00
Accounting Expenses	5,000.00
Consulting Fees	0.00
Investment Fee	13,484.44
Postage & Delivery	1,097.16
Telephone	1,947.66
Transportation	46.48
Office Supplies	5,375.30
Duplication Expense	48.42
Membership Services	416.83
Payroll Preparation Charges	394.30
Bank Service Charges	0.00
Miscellaneous Service Charges	105.00
Computer Hardware & Supplies	3,446.61
Depreciation Expense	3,224.70
Licensing Fees	490.00
Other General Office Expense	195.00
OnLine Database	7,090.00
Software Annual Fees	2,662.55
General Liability Insurance	8,726.20
Southwest Tennessee CC Expenses	<u>10,000.00</u>
Total General Office Expense	\$ 167,645.15

SPRING OFFICERS' MEETING

Transportation	4,888.89
Lodging	5,346.81
Food	1,650.64
Other SOM	0.00
Total Spring Officers Mtg	\$ 11,886.34

STRATEGIC PLANNING/ORIENTATION

Transportation	9,229.41
Lodging	4,536.46
Food	1,922.02
Other SPOM	0.00
Total Strategic Planning/Orientation	\$ 15,687.89

ANNUAL CONFERENCE**CONFERENCE PLANNING**

Advance Planning Visit	1,991.01
Site Selection Visits	1,126.82
Telephone	0.00
Program Preparation Expense	2,259.68
Spring Officer Meeting	3,962.12
Supplies	236.30
Conference Marketing	750.00
Exhibit Marketing	0.00
Conference Coordinator	10.93
Total General & Future Conf. Planning	\$ 10,336.86

CONFERENCE EXPENSES

Speaker Fees/Expense	5,255.50
Conference Space Rental	0.00
Exhibit Space Carpet & Drayage	2,441.50
Shuttle Bus & Workshop/Mini Transportation	0.00
Audio Visual/Computer Rental	59,501.50
Other Rentals	180.00
Computer/Email Access	2,275.00
Internet - Registration	2,500.00
Symposia/Workshops	0.00
Conference Insurance	1,134.00
Registration Equipment & Materials	4,642.90
Stationery, Supplies, Duplication	2,105.88
Postage, Delivery & Shipping	1,723.63
Credit Card Services	23,937.04
Advertising	0.00
Photography	675.00
Conference Release Time	12,000.00
Staff Salaries	131,939.90

Clerical and Casual Labor	0.00
Registration Workers	2,845.25
Security Guards	3,390.75
Prof. Conf. Planning Organization	6,967.52
Transportation	20,565.48
Lodging	13,841.13
Food	9,141.35
Telephone	44.80
Friday Event	53,127.80
Saturday Breakfast	31,248.00
Local Emphasis	2,785.94
Affiliate Presidents Luncheon	2,079.48
Leadership Dinner	2,914.50
ACCESS Food	4,638.35
Appreciation Reception	750.00
Hospitality	8,606.90
Awards	110.00
Other Annual Conference	38,899.71
Total Conference Event Expenses	\$ 452,268.81

CONFERENCE PUBLICATIONS

Advertising/Exhibitor Folder	431.25
Call for Papers & December Flyer	1,793.97
Miniprograms	10,195.77
Conference Programs	6,230.00
April Flyer	2,572.26
Conference Publications Expense	\$ 21,223.25

****TTL Annual Conf Event** **\$ 483,828.92**

PUBLICATIONS

The MathAMATYC Educator	32,594.69
The Newsletter	19,378.15
Other Publications	0.00
**Total Publications	\$ 51,972.84

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 Pedagogy Strategies	0.00
Emerging Issues	0.00
RMETYC Committee	0.00
Placement/Assessment	25.00
Web Site Coordinator	0.00
Webinars	300.00

Membership Committee	75.00
Grants Committee	25.20
Crossroads Coordinators	0.00
Beyond Crossroads	0.00
Student Math League	943.08
Summer Institutes & Workshops	0.00
Nominating Committee	0.00
ME & TE Awards	20.00
Regional Meetings	0.00
Grant Seed Fund	0.00
<hr/>	
**Total Committee & Institutes	\$ 1,388.28

LIAISON

AACC	735.00
CAMC	0.00
CBMS	2,709.08
CSSP	0.00
Triangle Coalition	0.00
MAA	1,203.63
Joint Women in Math	932.56
NCTM	1,687.16
Mu Alpha Theta	666.00
Advertising	0.00
Affiliate Give-aways	5,073.69
Affiliate Services	462.96
Affiliate Liaison	7,714.55
National & Community Relations	3,148.23
Other Liaison	2,698.27
<hr/>	
**Total Liaison Expense	\$ 27,031.13

INDIRECT COST - SPECIAL PROJECTS

Indirect Cost	\$ -
Total Indirect cost	<hr/> 0.00

SPECIAL PROJECTS

Crossroads Project	3,119.08
AMATYC Project ACCCESS	9,126.88
<hr/>	
**Total Special Projects Expenses	\$ 12,245.96

AMATYC FOUNDATION

General Foundation	\$	5,901.53
Beyond Crossroads	\$	1,866.78
Project ACCCESS	\$	14,100.04
Developmental Mathematics	\$	1,321.33
Mini Grants	\$	-
Presidential Student Scholar	\$	1,000.00
Total Foundation Expenses	\$	24,189.68
Grand Total Expenses	\$	795,876.19
Change in Net Assets	\$	24,855.09



2015 AMATYC Delegate Assembly

Membership – Rachel Black, Cheryl Cleaves, Margie Hobbs, Nicole Lang, Pat McKeague, Fred Peskoff, Jim Roznowski (Chair), Nancy Sattler, Bill Steenken

Investment Committee – during its spring meeting, the AMATYC Executive Board combined the Investments Committee and the Investments Board. The combined Investments Committee manages all AMATYC investments including the Foundation endowment.

New Orleans – During the New Orleans conference the Foundation will again conduct the “dot campaign” that has been successful over the past several years. 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. All donors will be entered into a drawing for a complementary discount member registration to the 2016 AMATYC conference in Denver.

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

NADE – The Foundation has allocated up to \$2,000 to support the Developmental Mathematics Summit being planned to the 2016 NADE conference to be held in Anaheim. Additional funds were provided to cover some of the expenses for AMATYC members representing the organization on the summit program.

Leila and Simon Peskoff Award – The Foundation has received a gift from Fred Peskoff to award an AMATYC lifetime membership to an AMATYC Project ACCESS fellow. The award will be announced in the AMATYC News and during the AMATYC conference. The first award will be given at the 2016 AMATYC national conference in Denver.

Mini-Grants – A mini grant proposal was approved for funding. Girija Nair-Hart of the University of Cincinnati Clermont College submitted the project, *Conceptualizing the Concepts of Algebra*.

Grants Revision – As this report is being written, the Foundation is in the process of revising its policy on the process for awarding funding for projects. The revisions were reviewed during the Foundation’s conference call on September 17, and have been submitted for review by the AMATYC Executive Board prior to the New Orleans conference. The intent of the revisions is to offer grants larger than was possible under the mini grant process.

Priority I – Provide professional development opportunities to all two-year college faculty.
<p>Initiative: A. Enhance the traditional opportunities for professional development.</p> <ul style="list-style-type: none"> • Southwest Regional Meeting was held in June, 2013. • Affiliate scholarships were offered to attend annual AMATYC conference for 2013 in Anaheim, 2014 in Nashville, and 2015 in New Orleans. • An Ignite Event was held at the Jacksonville AMATYC 2012 conference and at the Anaheim 2013. No Ignite Event was held in 2014 due to the 40th anniversary special event on Friday evening. An Ignite Event is scheduled to be held in New Orleans in 2015. • Academic Committees have been given the option of holding virtual meetings throughout the year. • ANets (a group of members getting together to discuss important issues as they relate to a particular topic in reference to mathematics education) have been approved by the board. • 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 has been making reports to the AMATYC Board on its findings and the implications for maintaining and improving the quality of AMATYC programs and activities. The Committee is chaired by the AMATYC President-Elect and is composed of two additional board members and two members-at-large. The length of appointment is two years except for the first appointment which was for one year. • Traveling workshops are available to members through AMATYC. • Forums were scheduled for the 2014 Annual Conference in Nashville and are scheduled for the 2015 Annual Conference in New Orleans to discuss position statements.
<p>Initiative: B. Develop opportunities for professional development that utilize emerging technologies.</p> <ul style="list-style-type: none"> • 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, Anaheim, and will offer one in New Orleans. • Starting in 2014, <i>President Elect to Affiliate Presidents</i> newsletter has been sent to all affiliate presidents.
<p>Initiative: C. Provide professional development focused on mentoring of faculty especially faculty new to teaching in two-year colleges.</p> <ul style="list-style-type: none"> • 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.

- 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.
- At the New Orleans conference an informational hearing will be held on the position statement on Working Conditions of Adjunct Faculty.

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.
- A mini grant proposal was approved for funding. Girija Nair-Hart of the University of Cincinnati Clermont College submitted the project, Conceptualizing the Concepts of Algebra.

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.

<ul style="list-style-type: none"> • In April, 2014, the board passed a motion that a research special session be offered on Thursday evening of the 41st, 42nd, and 43rd AMATYC conferences (2015-2017) for the express purpose of discussing preliminary or in-progress research. • Ten webinars have been offered this year. Three more are scheduled to be given by the end of the year.
<p>Initiative: C. Pursue grants and other means of financial support for classroom research in teaching and student learning.</p> <ul style="list-style-type: none"> • 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).
<p>Initiative: 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"> • No progress to report to date.
<p>Initiative: E. Advocate or promote for faculty, departments, and colleges to institute innovative practices informed by research.</p> <ul style="list-style-type: none"> • No progress to report to date.
<p>Initiative: F. Disseminate resources and best practices on teaching and learning to facilitate faculty development.</p> <ul style="list-style-type: none"> • AMATYC has hosted a variety of webinars on teaching at a distance which are available through the AMATYC website. • The Position Statement on Proctored Testing written by the Innovative Teaching and Learning Committee was approved by the Delegate Assembly in Jacksonville. • The Academic Assessment of Mathematics Programs Position Statement was reaffirmed. • The Position Statement on Support for Professional Development was reaffirmed. • The Position Statement on The Appropriate Use of Intermediate Algebra as a Prerequisite Course was approved by the Delegate Assembly in 2015.
<p>Priority III – Promote the review and improvement of two-year college mathematics curricula.</p>
<p>Initiative: A. Support and promote the development and assessment of high quality mathematics education for all students.</p> <ul style="list-style-type: none"> • 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. • 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 was approved by the Delegate Assembly in 2014. • The Task Force making recommendations for the updating of <i>Beyond Crossroads</i> met after the Nashville conference and will hold focus groups in New Orleans.
<p>Initiative: B. Maintain a leading role in structuring a strong developmental mathematics experience for all students.</p> <ul style="list-style-type: none"> • AMATYC has hosted a variety of webinars on developmental mathematics that are available through the AMATYC website. • National Summit on Developmental Mathematics held in Anaheim in 2013. • Webinars have been held on developmental math course re-design models.

<ul style="list-style-type: none"> • AMATYC will provide three sessions at the National Summit on Developmental Mathematics which will be held before NADE in 2016.
<p>Initiative: 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"> • The Position Statement on The Appropriate Use of Intermediate Algebra as a Prerequisite Course was approved by the Delegate Assembly in 2015.
<p>Initiative: D. Increase participation in Science, Technology, Engineering, and Mathematics (STEM) courses and programs through contacts with industry.</p> <ul style="list-style-type: none"> • The Technical Mathematics Committee is sponsoring a session given by Bill Steenken, a business and industry leader, at the New Orleans Conference.
<p>Initiative: E. Support the appropriate use of emerging technologies to promote an understanding of mathematics and its applications.</p> <ul style="list-style-type: none"> • 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 2012, 2013, and will be held at the 2015 conferences.
<p>Initiative: F. Support continuous improvement of online/distance learning and continuous improvement of online delivered courses.</p> <ul style="list-style-type: none"> • 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. • The Innovative Teaching and Learning Committee is working on the revision of the Position Statement on The Use of Technology in the Teaching and Learning of Mathematics.
<p>Priority IV – Build and promote communities of educators in lower division collegiate mathematics across departments and institutions.</p>
<p>Initiative: A. Strengthen and expand the relationship between AMATYC and its affiliate organizations.</p> <ul style="list-style-type: none"> • 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, <i>President Elect to Affiliate Presidents</i> newsletter has been sent to all affiliate presidents.
<p>Initiative: B. Encourage membership among individuals interested or involved in mathematics instruction in the first two years of college.</p> <ul style="list-style-type: none"> • Beginning with the Jacksonville AMATYC conference, the AMATYC Delegate Assembly packet has been available electronically on the AMATYC website 30 days before the delegate assembly. • The Membership and Marketing Committee met before the Fall 2014 Board Meeting to create a comprehensive membership and marketing plan for AMATYC. • The Membership and Marketing Committee created the Refer a Friend Campaign in 2015 • Webscription became available in 2015

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.
- As AMATYC President-elect, Nancy Sattler took part in a panel discussion "Collaborations between Two-Year and Four-Year Institutions that Create Pathways to a Math Major" held in Baltimore in January 2014 at the Joint Mathematics Meetings.
- President Nancy Sattler served on The Role of Mathematics Departments panel as part of the TPSE (Transforming Post-Secondary Education) in Mathematics meeting September 2015.
- In 2015, several members of AMATYC took part in a meeting to promote a Common Vision in Mathematics held in Washington, D.C.

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 has been 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. Jane attended in 2015.
- 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, Instagram and YouTube.
- Jane Tanner is serving as the AMATYC representative on the steering committee that is choosing recipients of the NSF grant for ICME-13 attendance.

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
- In 2014 and 2015 President Nancy Sattler has attended TPSE Math regional and national meetings sharing the two-year college perspective.

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 submitted 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.
- In November 2014, the Crossroads Revisited Task Force met in Nashville to discuss future needs of the organization.

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, NCTM and TODOS: Mathematics for all
- 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.
- Working on AMATYC-Disney possible collaboration in 2015 and beyond
- Possible Digital Classroom Model Project Grant
- At the Fall Board meeting in New Orleans, the AMATYC board will be voting on level 1 support for the statPREP grant.



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 – 2015.

Name	College	Name	College
Damien Adams	Cabrillo College	Jessica Hoppe	Spokane Falls Community College
Karina Aliaga	Brookdale Community College	Kyle Knee	William Rainey Harper College
Aisha Arroyo	Massasoit Community College	Suzanne Lavertu	Glendale Community College
Zachary Beamer	Piedmont Virginia Community College	Xiaoying Lin	Gateway Technical College
Jordan Bertke	Central Piedmont Community College	Lingli Ni	Volunteer State Community College
Daniel Bielskie	Prince George's Community College	Kim Schroeder	Mountwest Community and Technical College
Lisa Blaylock	William Rainey Harper College	Anders (AJ) Stachelek	Hostos Community College
Lawrence Choraszewski	Schoolcraft College	Turi Suski	Fox Valley Technical College
KaraLynne Cook	Bluegrass Community and Technical College	Vicki Todd	Southwestern Community College
Bethany Corley	Wake Technical Community College	Meghan VanderMale	Grand Rapids Community College
Michael Davis	Glendale Community College	Sherri Warren	Eastern Wyoming College – Douglas Campus
Austina Fong	Portland Community College	Kathleen Yan	Northern Virginia Community College – Alexandria Campus

This diverse group of 24 faculty are attending the first of their two consecutive AMATYC national meetings here in New Orleans where they are participating in specially selected sessions and 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 we have several Fellows from Cohorts 1 – 10 assisting with Project ACCESS.

The selection process for Project ACCESS Fellows is competitive and we received far more applications than available positions. If you happen to have a colleague who submitted an application for Cohort 12 but was not selected please encourage them to apply next year to be part of Cohort 13 if they are still eligible at that time.

Submitted by Project Coordinator: Laura Watkins

AMATYC DELEGATE ASSEMBLY MOTION

TO: AMATYC Board

FROM: Behnaz Rouhani

SUBJ: Approve Time Limits for Course Prerequisites Position Statement

DATE SUBMITTED: 9-30-15

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

1. MOTION (who, what, when):

Approve the attached position statement entitled “Time Limits for Course Prerequisites”

2. RATIONALE (why):

This position statement establishes policies and procedures that encourages students to make informed choices concerning initial mathematics course enrollment and completion of mathematics course sequences.

Having the time limit policy allows for:

- Course continuity and instruction to begin at the academic or skill level intended
- Students to assume a specific skill level or knowledge base
- Learning in sequential courses to begin at the required level needed
- Course credit from other institutions to be relevant towards students’ future courses
- Successful and prompt completion of mathematics/statistics requirements by students

Action taken by Delegate Assembly

_____ Approved

_____ Postponed until _____

_____ Withdrawn

_____ Disapproved

_____ Returned for further study

_____ Other

COMMENTS:

COVER SHEET for the AMATYC POSITION STATEMENT on TIME LIMITS FOR COURSE PREREQUISITES

Submitted by the Placement and Assessment Committee

✓	Activity	Anticipated Date
✓	Concept Approved by the AMATYC Board	SBM 2014
✓	First Review by the AMATYC Editing Director	Summer 2014
✓	Board Review, votes to endorse the spirit of the position statement	FBM 2014
✓	Input Hearing	Nashville Conference 2014
✓	Sent by President-Elect to affiliate presidents	By January 15, 2015
✓	Board Review, votes to endorse the position statement	SBM 2015
✓	Second Review by AMATYC Editing Director	Spring 2015
✓	Professional Editing	Late 2015
	Board Review, votes to endorse the position statement in spirit or as published	FBM 2015
	Final Hearing	New Orleans Conference 2015
	Delegate Assembly Approval	New Orleans Conference 2015
	Professional Editing and Review by Editing Director	Late 2015

Contact Information

Chair: Behnaz Rouhani (behnaz.rouhani@gpc.edu)

Georgia Perimeter College

555 N. Indian Creek Drive

Clarkston, GA30021

- **Intended Purpose**

To provide a statement for the time limits for course prerequisites. That is, a policy should be established by institutions that determine reasonable time period for (a) acceptance of pre-requisite course completion and (b) acceptance of placement test scores.

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

This position statement establishes policies and procedures that encourages students to make informed choices concerning initial mathematics course enrollment and completion of mathematics course sequences.

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

Having the time limit policy allows for:

- ✓ Course continuity and instruction to begin at the academic or skill level intended
- ✓ Students to assume a specific skill level or knowledge base
- ✓ Learning in sequential courses to begin at the required level needed
- ✓ Course credit from other institutions to be relevant towards students' future courses
- ✓ Successful and prompt completion of mathematics/statistics requirements by students

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

The successful and prompt completion of mathematics requirements by students.

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

The administrators at various community colleges.

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

The institutions should develop reasonable time periods for a variety of course prerequisites (e.g. placement tests, college entrance tests, CLEP, AP, IB, course credits from other institutions, college readiness exams, and others).

American Mathematical Association of Two-Year Colleges
Position Paper on Time Limits for Course Prerequisites

Mathematics knowledge can decline when not used. Therefore, continuing students should be encouraged to take a mathematics course each term until their math requirements are completed. Institutions should establish policies and procedures that encourage incoming students to make informed choices concerning initial mathematics course enrollment and a plan for completion of mathematics course sequences. The proposed time limits for course prerequisites in this position paper include both mathematics and statistics courses. Among these policies and procedures are those dealing with time limits for a variety of course prerequisites (e.g. placement tests, college entrance tests, CLEP, AP, IB, course credits from other institutions, college readiness exams, and others). The primary goal of these policies and procedures is the students' successful and prompt completion of their mathematics and statistics requirements.

AMATYC recommends that each institution determine time limits for placement tests and prerequisite courses based upon their own mission and goals, unless otherwise mandated through a governing state. After establishing a process for initial placement into a mathematics course, the institution should develop systems to determine reasonable time periods for acceptance of prerequisites and placement test scores.

Policies and procedures established by institutions should be systematic and all-inclusive by specifying a time limit for all means of satisfying a prerequisite, including (if necessary) time limits on how long each of the following prerequisites is valid:

1. A math placement level determined by placement testing;
2. The successful completion of awarded credit (e.g., through CLEP or AP test score);
3. The successful completion of a prerequisite course;
4. An appropriate ACT or SAT score.

In establishing a prerequisite time limit policy, consideration should be given to these things:

1. The Historical data of performance in mathematics courses;
2. The appropriateness of a specific time limit, especially for courses in a mathematics sequence;
3. The challenges and implications for the college and students of implementing a specific time limit;

- 34 4. The possibility of an appropriate appeal process or waiver for students with special
35 circumstances;
36 5. A plan to communicate and prepare for the effective implementation of the time limit policy.
37

38 Colleges should recognize that it will take a significant amount of time to develop meaningful
39 and valid recommendations concerning time limits. The group making these recommendations
40 should include faculty, academic advisors or counselors, and administrators. Appropriate
41 institutional support for the collection and interpretation of data is important for success.

42 Colleges might also seek input from other colleges that have implemented time limits. Once a
43 recommendation is made and implemented, the data should be revisited periodically to assess
44 effectiveness.

DRAFT