

**Forum on Education  
Executive Committee Meeting  
Minutes**

**Monday January 30th, 2017  
Marriott Wardman Park, Room: Coolidge  
Dinner @ 6:00 PM                      Meeting @ 6:30 PM**

**Agenda**

Minutes recorded by Charles Henderson and edited by committee members.

**Committee members present:**

Tim Stelzer, Chair  
John Stewart, Chair Elect  
Larry Cain Vice Chair  
Randy Knight, Past Chair  
Charles Henderson, Secretary/Treasurer  
Noah Finkelstein, Councilor  
Gay Stewart (past councilor)  
Jorge Lopez  
Wendy Adams  
Andrew Heckler  
Geraldine Cochran  
Toni Sauncy  
Luz Martinez-Miranda

**Friends of the committee present:**

Ted Hodapp, APS Liaison  
Mary Mogge, AAPT  
Danny Caballero, GPER

Meeting began at 6:30pm.

1. Chair's welcome and introductions (Tim Stelzer)  
Thanks to Gay, Wendy, Jorge, Randy who are rotating off FEEd. Special thanks to Randy for all of his valuable advice.
2. Secretary/Treasurer report (Charles Henderson)
  - a. Membership statistics and trends
  - b. 2017 budget

**Budget approved unanimously with addition of \$5000 to good works budget (new total \$18000).**

3. Vice chair report (Larry Cain + John Stewart)

a. Elections

Larry: Elections went well. Few complaints. We thank the nominating committee and all of the candidates. The nominating committee contacted 18 people to get the 10 candidates. 11% of FEd members voted.

Ted suggests that before formally nominating a person that they are informally contacted by FEd.

Would like to get some people from industry on FEd.

b. 2017 leadership convocation

Larry: Things that the EC needs to know (more details forthcoming):

- There is a big emphasis on the code of conduct for APS meetings.
- Development people want to know if we are doing fundraising.
- Lots of talk about unit messaging at meetings.
- Forum could appoint unit member coordinator. Lots of ways to try to advance membership in FEd.
- There is talk of making first 3 Forums included in APS membership (rather than current 2)
- Forum leaders should work together to improve coordination of messaging.
- The average APS unit sends out 14 emails/year. FEd sent out 12. Opening rate for FEd emails is 35%. Only 4% click link in our emails.
- Ken Cole says we need to make changes to bylaws. Cole suggests that we have a student member on EC. Via discussion the general sense of the room is that having a graduate student on FEd would be desirable. The details of this will need to be worked out. Cole suggests that we consider starting year on Jan 1 (budget and officers). Many other units are moving to Jan 1 starting date; this makes many things easier.
- **Motion to begin process of changing bylaws to have term of office to Jan 1. Approved unanimously.**
- Discussion about students resolved to give it to Tim to spearhead effort to figure out details.

John:

- All EC members will be asked to sign conflict of interest form (details forthcoming).
- Units may be asked to put things about lobbying in upcoming newsletters.
- Treasurer should copy chair on any disbursement of funds.
- Why does FEd not do anything at March meeting? Seems like there should be a way to meet with FEd members. Do we want to co-sponsor a diversity and education reception like we do at April meeting? Ted is empowered to try to get such a session happening at April meeting.

4. Past chair report (Randy Knight)

a. 2017 APS Fellows

All units get to nominate Fellows. FEd can currently award 8 and typically we award 3-4. Nominations are considered for two years. The fellowship committee wrestles with the criteria for selecting fellows. We look for impact beyond the individual's home institution (this is not a 'good teacher' award). Four new fellows: Tim Stelzer, John Stewart, Monica Plisch, Steve Padalino.

Gay reports that the number of Fellows FEd can select will be going down. The number of Fellows that APS can select will be decreased to a maximum of 0.5% of APS members, not including student members. This will decrease the number of FEd Fellows to something like 4 per year.

b. Fund raising for Excellence in Education

First offered in 2007. The award itself is \$5000 and is endowed. Not enough money was raised to also cover travel. So, FEd has been covering travel through its regular budget. We are trying to increase the endowment to a total of \$200,000 (from approximately \$145,000 currently) so that it could cover the award and travel for the recipients. Last year FEd agreed to match up to \$15000 in funds raised. Randy is leading a fundraising committee and is working with APS to do this appropriately. The committee has a list of 45 people who they consider likely donors. Randy will reach out to publishers and ask for \$1-2K. He will also reach out to fellow textbook authors. Randy expects to be able to raise \$20-30K.

5. Chair-elect report (John Stewart)

a. 2017 meetings

How did this April meeting go? Meeting went well. Meeting rooms for FEd sessions were right size. AAPT contributed two sessions. People chairing a session are eligible for a complimentary registration for the day.

John is working on a program chair's guide.

We will have four sessions at the March meeting.

b. Discussion of FEd presence at DAMOP

If we want to continue to have FEd presence at DAMOP we will need to figure out how to do this. Currently Heather has done this, but we should think about how to establish this in a sustainable way. One possibility would be to get the DAMOP EC to establish a FEd session as a regular part of DAMOP. John will reach out to Heather to discuss how to best move forward and maintain FEd presence at DAMOP.

6. Newsletter editor report (Richard Steinberg via phone@7:30)

We are finishing up the Spring newsletter. A collection of articles on technology and sharing resources (with help of Bruce Mason). Publication is expected in a week or two (10th or 11th of February).

Summer newsletter has a due date of June 1. Working with Laurie McNeal on a set of articles related to Phys21.

Richard welcomes suggestions for newsletter themes or other ideas for the newsletter.

We thank Richard for his fantastic job with the newsletter!

Do we want to survey FEd members to find out what they like/dislike in the newsletter? What they would like to see in future newsletters? John suggests that we could do a survey of FEd members with some questions about the newsletter and other aspects of FEd.

7. Reports from and Q/A with guests:

a. GPER (Danny Caballero)

Topical Group on Physics Education Research. Currently there are 599 members (80% are FEd members). GPER is trying to understand the makeup of their members to better understand who are the members and who are the members who are coming to the April meeting. 66 attended the April meeting this year. GPER is a new group and learning how to navigate APS. Thinking about awards and prizes, how to increase membership, the role of GPER within APS, etc. They have an invited session tomorrow on the Focused session on Gender in PRPER. Cutting edge session was well attended. It was intended to be something broader than the “standard” PER topics, to help people see the breadth of PER.

Randy asked about Grand Challenges in PER effort. Danny says that that effort is currently “on hold”.

John noted that there is not an excellence in PER award. Danny reports that GPER is exploring the possibility of such an award. Noah thinks that this would be a good idea. Ted notes that there a lot of rules related to awards. This would be different from the FEd Excellence in Education award.

b. Committee on Education (Tim Stelzer BPUPP dissemination)

An important activity of CoE is BPUPP: Best practices in undergraduate physics programs. The goal is to provide a resource for physics programs who want to do a self-assessment or external reviewers who are asked to review a program. Want to stay ahead of other groups that might want to set criteria for evaluating physics departments.

c. Noah Finkelstein (EPC)

Education Policy Committee (EPC) was set up in 2013 by CoE. It is an independent subcommittee of the CoE to provide advice and suggestions for CoE. Provides time-sensitive reactions to education-related issues. Last year they established bylaws. They are establishing communication pathways. CoE develops policy priorities. These priorities help provide priorities for APS lobbyists. They are pivoting to more state-based actions. CoE advises on APS position statements.

c. APS Office of Education and Diversity (Ted Hodapp)

PhysTEC has applied for additional grant funding in October. 11 Cuwip sites this year (<http://www.aps.org/programs/women/workshops/cuwip.cfm>). Strong attendance. Bridge program is running strong (<http://www.apsbridgeprogram.org/about/>).

How do we use FEd membership for advocacy on issues we care about. This is likely to be especially important in the coming years.

Ted suggests that it is important for FEd to identify things that are important, but not always recognized as important. Mentoring is a good example.

Graduate education conference is coming up in two weeks at the U of Maryland. PhysTEC is attached to the Winter AAPT meeting.

8. FEd interactions with AAPT (Mary Mogge)

a. AAPT sessions at APS and APS session at AAPT

The program for AAPT meetings starts to be put together about a year in advance. Typically there is an APS session of approximately 2 hours. This session, though, sometimes gets lost. We should start talking with someone in summer 2017 for a summer 2018 session. AAPT is starting to plan for the April 2018 APS meeting; suggestions are welcome.

There was significant discussion about the logistics of arranging APS sessions at the summer AAPT meeting. Communication has frequently broken down in the past and sessions are not always created.

9. Email list

We have already discussed messages we send out. Our rate of about 12 messages per year seems reasonable. If we do a survey of membership we can ask about frequency and content of emails.

10. Projects of Interest to Ex-Comm members

Tim will follow up with each EC member to find out what your passions are for your work on FEd.

11. Open discussion of new ideas

Larry: Next years meetings. As program chair he wants your ideas. Some current possibilities JTEP session (April meeting), two AAPT sessions, Cutting edge PER session, BPUPP session (March and April meetings), "top" articles in PRPER (maybe in collaboration with GPER, April meeting), something about relationship between engineering and physics

Meeting adjourned 8:55pm