

## Association for Science Teacher Education May 2021 Board Meeting Minutes

May 28

Board Retreat 13:00 – 15:00 ET

Board Meeting 16:00 – 18:00 ET (all ASTE members invited to attend)

May 29

Board Meeting 10:00 – 18:00 (all ASTE members invited to attend)

Zoom (due to COVID-19)

**Full Board Meeting (all ASTE members invited to attend)    May 28, 2021    16:00 – 18:00**

### **Agenda:**

- Welcome Board/guests
  - Review of Parliamentary Procedures and Robert's Rules/[Cheat Sheet](#)
  - Consent agenda - all reports
  - Formal Board Motions
    - [Elections Slate Approval](#)
    - [Membership petition to form a new forum](#)
    - [Proposed ASTE Social Media Guidelines \(FB & Twitter\)](#)
  - SOP Changes
    - None at this time (add if needed following Board Retreat\*)
  - Updates
    - 10:30 am 5/29 Greenville Conference Update (CPC Presentation)
    - Website Update (DES Presentation)
  - Items for Board Discussion (taken from reports)
- a) [Membership](#) & Leadership
- i) [Grand Member Survey](#) updates
  - ii) Trends in membership during the past 10 years + ~\$20K deficit in 2021
  - iii) Option for Multi-year membership or auto-renew and/or discount options when becoming a new ASTE member.
  - iv) [Membership database, listserv, and communications](#) SOPs
  - v) [Centralizing applications process for getting involved in ASTE service](#)
- b) [Affiliations/MOUs to be revisited/renewed](#)
- i) [EASE](#)
  - ii) [NSTA](#)
  - iii) International region wants to formalize our region's connections with EASE and ESERA.
- c) ASTE/NSTA Joint Webinars (Andrea)
- i) What do we want as the focus for the first joint ASTE/NSTA webinar? It has been suggested to use the two presidents as an introduction to the series (Debi and Beth) or to use the three journals as a springboard for theory to practice. Any recommendations from this group?

- d) Regions (Jonah)
  - i) Role of regions, possibly designation as 'affiliates'
- e) Equity Indicators (Jerrid)
  - i) What data should be gathered/analyzed
- f) Journals
  - i) JSTE Request re: [Assistance for ESL authors](#)
  - ii) Honorary/Limited memberships for ERB members
  - iii) In SOPs; not in call; ERB members asked to renew
  - iv) Need a call from the Publications Committee for CITE Journal Science ERB members sent out by end of May (please).
- g) [Position Statements](#) (review every 5 years by Pres./overdue)
  - i) Assessment- (Policy & Govt Relations Forum)
  - ii) The EE forum is working to review and revitalize the existing position statement related to the inclusion of EE in science teacher education. EE Forum would like the board to consider or discuss the idea of establishing teacher preparation recommendations for environmental education in partnership with NAAEE, much in the way that NSTA/ASTE jointly issued their guidance. (e.g. <https://www.nsta.org/nsta-standards-science-teacher-preparation>) The forum would like permission to proceed with these endeavors.
- h) Annual Conference
  - i) Process/Board Role in selecting sites (Oversight Committee Recommendation)
  - ii) Planning Committee Structure (dual CPC & PD Chair)
  - iii) Explore mechanisms for more ways of assisting graduate students' ASTE conference fees.
- i) Forums
  - i) WISE would like to be able to recognize Katie Brkich officially at the luncheon for her years of service as the WISE Forum Chair with a plaque. We think it is important for members to see many of the people who serve in the background and to receive recognition with the full community.
- j) New Business?

Present:

Debi Hanuscin: President

Rommel Miranda: President-Elect

Gil Naizer: Past President

Board Members: Meg Blanchard, Andrea Burrows, Jonah Firestone, Xavier Fazio, Jerrid Kruse, Corinne Lardy, Judy Morrison, Vanashri Nargund-Joshi, Alexis Riley, Jennifer Stark

Kate Popejoy: Executive Director

John Rhea: Director of Electronic Services

Debi moved to accept the activities and planned activities and proceed with the agenda.

Rommel seconds. Approved unanimously.

Motion from the Elections Committee to accept the slate for this year's election. No second needed.

- Gil questions why there are three candidates for president, when usually only two. (SOPs give no upper limit...only require at least two).
- Jerrid: Can we know who was nominated? Absolutely NOT. Debi clarifies process and how Elections Committee functions completely independently from the Board.
- Debi acknowledges the lack of diversity. Calls the question.
- Passed unanimously.

Motion from 15 ASTE members to create a new forum, Elementary Science Methods. Xavier seconds. Discussion? None. Passed unanimously.

Motion from the Communications Committee (Judy) to create and post social media guidelines for ASTE Facebook and Twitter accounts. Discussion?

- Can post in the Rules section of the FB group
- Have we had any issues? Judy: none she knows of. More of a housekeeping item. Some FB posts have been rejected as they are commercial, but no misbehavior.
- Who manages the accounts? Judy explains that Communications committee does this, with each account assigned to a (different) committee member. Full committee has oversight.
- Vote called. 12 in favor, with one abstention (Xavier had stepped out).

Are there additional SOP changes since April 2021? None.

ASTE web page redesign (John Rhea)

- Built, but not all content there yet (his job is construction; content comes from Board, presidential team, and sometimes Kate)
- Supportive comments from Board about the design
- Some questions about where particular sections are, which John addressed.
- Main pages will be done in approximately one month. Will build in review time for Board members before all goes live. The new page will be completely ready before old one is taken down.
- Debi reminds that Communications Committee is maintains oversight of the page
- Judy (Communications chair) reminds that committee acts as a funnel, but not responsible for generating all the content...
- Rommel appreciative of all the hard work. Might it be possible for each committee and forum to have its own space on the page?
- Concern about keeping updated, important information for all being buried in a committee section.
- All items that will go on page need to be dated, also with a remove date if at all possible.

Five Minute Break

## Discussion Items

### Downward Membership Trend: How can we reverse?

- Problems with tracking numbers
  - Some members make a new profile every year, rather than renewing using existing profile
  - Some members let it lapse, then come back in a few years and make a new profile
  - Can't track who does not renew
  - Is auto renewal possible? Kate will check (Note: Kate checked, and PayPal cannot do this. There are tax repercussions, especially as ASTE is a non-profit)
- It's possible that these are exceptional times due to COVID pandemic and economic repercussions
- Other organizations are facing this problem...do we have barriers to membership that we can address?
- How do we get people to remain members even in years they don't come to the conference?
- Can Elections rubric be adjusted to help recruit new members? They are interested in revisiting their practices, but must retain their autonomy from the Board.
- How might we increase value of the membership, but at low cost to ASTE?
- Might we add categories of membership, such as non-collegiate, or UNDP? Non-conference rate for those who do not attend conference?
- Committees need to keep track of members who attend their meetings and keep them connected. Committees are often the first way that people become more involved in ASTE.

### Communication with Members

- Main ways we communicate with members:
  - Official email for ASTE business (Executive Director maintains this via MailChimp and is sole sender for long term continuity)
  - Listserv, where any member can post, and must opt in to receive
  - Facebook (no need to be a member)
  - Twitter (no need to be a member)
- General agreement that we need both email lists so that members know emails from Executive Director (Kate) are official ASTE business
- Communications committee was created to be the official communicator of information from the Board to members, via FB and Twitter, and to promote discourse.
- How do members communicate with the Board? Kate usually gets emails from people as she sends out the emails. Allows Kate to serve as the router for questions so they get where they need to go.
- The official email list does not allow "reply all", which keeps it from degenerating into non-ASTE business

- If the Executive Director should remain as the only person who sends things via the official email account, then the SOPs should be changed to reflect that.
- Executive Director states she does not mind being the recipient of emails. States it is good for one person to keep track of everything over time as leaderships comes and goes over the years.

Board meeting adjourned by the President at 18:02.

**Full Board Meeting (all members invited to attend).                      5.29.21                      10:00 – 18:00**

Present:

Debi Hanuscin: President

Rommel Miranda: President-Elect

Gil Naizer: Past President

Board Members: Meg Blanchard, Andrea Burrows, Jonah Firestone (will need to leave early), Xavier Fazio, Jerrid Kruse, Corinne Lardy, Judy Morrison, Vanashri Nargund-Joshi, Alexis Riley, Jennifer Stark

Kate Popejoy: Executive Director

John Rhea: Director of Electronic Services

President calls meeting to order at 10:02. Notes change in agenda order to accommodate board member Firestone's need to leave early.

Discussion Item **d**: Regions (brought forward by Jonah Firestone as he is the Senior regional Rep to the Board

- Regions want more collaboration with leadership. Perhaps become affiliates. Relationship has been loose, which can have its benefits, allowing a diversity of approaches. But there are issues: a) which region people are in can vary...no strict rules, b) getting tax exempt status is difficult as they stretch across states, c) No funding from ASTE, d) Want more official status...perhaps as affiliates, and e) wide range of opinions in the regions and in ASTE
- Debi acknowledges the tax exempt issue, and states that NSTA has a more codified relationship with its state organizations. Kate notes that ASTE is rarely tax exempt, and must apply to every state we go to...usually denied as not involved in providing educational services to K-12 students.
- Meg Blanchard: tax exempt status an issue, and also bank accounts when leadership changes across states. Kate notes that perhaps a large bank, or an online bank, might have wider access.
- Jonah: This issue needs to be fixed, perhaps Committee of Regional Chairs could work on this. Also, wants to make them an official standing Committee of the Board.
- Gil: The way our SOPs work with affiliates would not apply to this situation. Must use the Regions section of the SOPs to make this work. Change and adapt. General consensus.
- Debi: should codify the relationship between ASTE and each region.

- Jonah:
  - the regional directors committee needs to meet at same time as other committees (not same time as regional meetings), so that directors can be at their own regional meetings.
  - The relationship regions and ASTE needs to be official and codified. If regional directors become a committee, then they can bring issues to the Board, ask for funding if needed. It is difficult for regions to communicate with the Board now.
- Xavier, as a member of the international region, states that each region is different. Why should ASTE codify its relationship with the regions? How does the mission of ASTE relate to this question? Is it more of a logistical question? All regions are not the same. So, maybe each region needs to tailor its own agreement with ASTE.
- Rommel notes that each region is governed differently, often with different terms of service for the directors. This can disrupt the rotation schedule of the regional directors onto the Board. Rommel also notes current structure of three regional directors on the Board would no longer work if regional directors became a committee. Only one member of that new committee could be on the Board.
- Jonah: ASTE should treat regions equitably, not equally. Regions provide voice of members to ASTE. The “populace” of ASTE. Don’t need to change all the by-laws of each region, but perhaps let them know some norms. Need to work on alignment of terms of office, etc. There is a whole range of opinions. Get rid of them. Eliminate the Board and have only regional directors (28 of them) leading ASTE. Back and forth with the Board just continues, and nothing is resolved. Regions want more direct Board support to regions to show they’re taking this issue seriously.
- Debi: clear the current structure is not working, but must close the discussion now.

#### Greenville SC 2022 Conference update

Mike Svec (local Chair) and Brooke Whitworth (Conference Program Coordinator) have joined Board for this portion.

- Mike: have a strong local committee, though still learning. The keynote speaker suggestion poll to members was successful. Invitation sent to first speaker choice and waiting to hear back. Wednesday pre and Saturday post tours being planned. Unfortunately, the local BMW plant is closed for retooling. Considering local state parks, Clemson botanical gardens. Saturday “booze & food” cruise. Focus on healing and connecting. Birds of a Feather with attractive topics are needed.
- Attendance in this COVID era is the primary concern.
- Suggestions:
  - Regions can be very helpful. Larger schools can bring “chunks” of grad students.
  - Invite science supervisors in the area. Get them to attend and present. Can be a recruitment tool for SCED PhD programs.
  - Find all local SCED faculty in a 100-mile radius (or further). 1- early, so they can propose, and 2- later when they can register.
  - Shall we do another how to write a successful proposal workshop?

- Trying to find the HBCU folks as well (try Kathleen Quinnlin from the Newsletter.)
- a promo for bringing a friend to the conference?
- Invite undergrads. Could they come for free? Get universities to sponsor so the undergrads can come
- Perhaps a 1 day reduced rate for the undergrads on Friday?
- Special sessions for students? Posters? A workshop? Like PD?
- Need a social media toolkit. Fliers, banners, pics, etc.
- Brooke: Have more streamlined proposal guidelines & thread coordinators have been refreshed. Have 2 proposals so far. Virtual Day will be Friday. Some will be completely virtual. No live streaming, except the plenary and lunch meeting.
- Debi: A kickoff social sb provided for the virtual folks. She will do that. A robust discussion with lots of good ideas.

BREAK

Jonah has left the meeting to drive from AZ to WA.

Item a: membership & leadership

Debi: How do members get involved in ASTE?

Discussion points:

- People want to be involved
- Should we make committees “at least” # of members, rather than giving a cap?
- How can we make it easier to get involved?
- Having committee meetings in the early morning can be a barrier  
Accessibility can be an issue – people don’t volunteer when ERB calls go out
- Pres Elect gets list of volunteers from the conf registration form...but list is not shared with others who need people
- Put same call for volunteers on the web site...people sb funneled to what they’ve chosen
- When do people need to sign up? It varies
- Make the calendar publicly available. Types of conference mentors need to be varied.
- Make a centralized list that results from the volunteer portal on the web page
- Frustrating as a long list of people volunteer on the conf registration form, but don’t get volunteers when asked specifically
- Is it the timing? Need to hop on fast w/ web page.
- We need a template

Affiliations (item b)

- NSTA and EASE are both out of date. Debi asks for permission to get them updated.
  - No objection. Consensus opinion.
- Debi: Int’l Region wants to affiliate with ESERA
- Xavier: what about NARST? He’s on their Board now. They want to try again. Does ASTE wish to do this?

- Kate: shared history of attempting this before.
- Jerrid: what is benefit of affiliation?
- Debi: Interagency of Affiliates through NSTA allows for 10 hours of reciprocal programming with NSTA and ASTE. Historically has gone only one way. The EASE affiliation has mostly been for publicity purposes between two groups. Debi wants to affiliate with AMTE.
- Xavier: should he pursue this with NARST?
- Debi: will check with Christine Tippet about ESERA and Int'l Region

ASTE/NSTA joint PD webinars (item c)          Andrea (PD committee chair)

- Would like to do a series of joint webinars. Start with current presidents? Proceed. Equity would be a good topic.
- Audience target? PD with teachers. Not to teachers. Discussion & sharing. Not one-way.

Equity (item e)          Jerrid (Equity committee chair)

- Equity indicators are on pp. 25—26 of the SOPs. How can we gather information to address them?
- Membership survey
- Focus groups at conferences
- Survey the committee members (each of their Equity members could do that)
- Pen & paper at display table at conference (Andrea)...like a physical JamBoard. Do a virtual version for non-attendees.

BREAK FOR MEAL for one hour

Reconvene at 14:00

Journals (item f)

- Honorary/limited memberships for *JSTE* Editorial Review Board members (reviewers). In the SOPs, but they've never been asked for, or honored. No process is in place, so if we want to keep it, we need to make the process.
  - *JSTE* editors could request it for targeted recruitment. [It was originally created to help with having international reviewers, who would not attend the conference.]
  - Editors don't choose the ERB members. Publications Committee selects, and sends to Board for approval.
  - If honorary memberships are maintained, they will have to be accounted for in the budget.
  - Only exist for *JSTE* now, but could be expanded to *Innovations* (which did not exist when these were originated).
  - Meg (Publications Committee Chair): committee will take care of this. Vanashri (co-chair) agrees. Will contact editors to see what they want



- CITE Science Section ERB members (Andrea)
  - Call for members does not get enough volunteers. How can we get more? Should use the word, “reviewer” rather than ERB as people thing being an ERB member is a big deal...where reviewing, not so much.
  - Graduate students cannot be the sole reviewer on anything, but can be reviewers.
  - Vanashri: can teachers be reviewers? Assumed so.
  - Rommel: for *Innovations*, had some grad members who were better reviewers than “regular” reviewers.
- JSTE editorial team request for support for ELL (now English Learners) authors. It’s beyond their capacity and want support. Perhaps a mentoring trial?
  - Xavier (an associate editor): Need people and funding. Publishers won’t help unless we pay them.
  - Jerrid: Yes, some publishers do help, but they charge for it (of course). Perhaps designated ERB members could provide mentoring.
  - Jennifer (Pubs committee): Publishers are too expensive. [STaR program](#) from AMTE was helpful. Some mentors, and some peers.
  - Vanashri: our journals are geared toward North America, so need to make things readable to that audience.
  - Rommel: each journal could call for mentors. Writing mentors as a separate group that could work across journals. Webinars? How can this be funded...?
  - Debi: Will Rommel chair an ad hoc committee to explore?
  - Meg: The Pubs committee is the perfect place to discuss this.
  - Rommel: tie to the PD committee & their work. How many manuscripts need this?
  - Debi: perhaps relates to CPC as well.

#### Position Statements (item g)

- Many are out of date, and/or have no date. Do we remove them, or keep them? We have no policy committee or other entity to shepherd these things through.
  - Gil: Tried to go forward with working with the pending statements. Sent out a request for help, and only got one volunteer for that ad hoc committee.
  - Debi: what is the purpose of these?
  - Meg: to guide response to issues as they arise
  - Jennifer: How are they used? Students?
  - Rommel: used them for inspiration for editorials in the journals
  - Debi: embarrassed to have them on the site. If we don’t use them, why have them?
  - Rommel: Disagrees. Lots of people worked on them. Honor the work.
  - Andrea: We need a process for beginning and renewing.
  - Debi: We do actually have that. Just not being followed.
  - Alexis: We need them.

- Xavier: Perhaps an immediate disclaimer that they are under review. Try the ad hoc committee again. Perhaps add a new committee for Policy, which might entail expanding the Board.
- Jennifer: compared to [NSTA](#) and [AMTE](#). [AMTE's newest one is from 2016.]
- Debi will work with groups to update, etc. (✓ the [action items](#))

#### ASTE Forums (item i)

- Graduate Student Forum: can it be more prominent on the web site so it is more easily found? Can make it one of our sliders now. John will do it, but needs content. Debi will do this.
- WISE Forum wants to honor Katie Brkich at luncheon for years of service to the forum as chair. Treat it like rotating off the Board? She's been chair for ~10 years. Has tried to hand it off, but no luck.
  - What about other forums? This has not been done in the past.
  - Kate brings up that the Elections Committee chair does not get a plaque when they're done.
- **MOTION (Debi): Provide Elections Chair with a plaque when completing term. Seconded by Jennifer. No discussion. Passed unanimously.**
- Back to WISE:
  - Gil: clarify what WISE means. ASTE pays for a plaque, or just take a bit of time at lunch to honor?
- **MOTION (Gil): That all outgoing Forum Chairs receive recognition at the luncheon. Seconded by Jennifer. Discussion:**
  - Jerrid thinks ASTE should do it and pay.
  - Debi: thank them all, and if forum wants to pay for a plaque, they can do it
  - **MOTION: Rommel moves to table and get more information. Meg seconds.**
    - Discussion:
      - Rommel: what about resentment from other forums?
      - Jerrid: will need to resolve before 2022 conference.
      - Jennifer: how about a slide and a certificate?
      - Vote called on tabling: 9 in favor. 3 against. Motion to table carries.

#### BREAK (10 minutes)

- Graduate student forum wants funding to provide for conference attendance
  - Discussion points
    - We do not have the budget for that
    - Can tell them we might have the funding in the future?
    - Could we afford one free attendee? Yes...but how to choose?
    - If a grad student gets on the program, then might get funding from their institution

- The “add a donation line” on membership might pay for this, and other things. Could have a Gold level Conference level at a higher rate, which could generate funding.
- Could we allow grad students to get Early Bird rate, no matter when they register?
  - Do a discount if register a whole bunch of people (bulk discount)
- Debi: will communicate with Grad Forum about plans to provide multiple discounts for grad students...not just ONE for free. If we gave \$40 discounts to get it down to \$100 for 10 people, that would be only \$400.
- Debi: ASTE needs to build the Legacy Fund .working on it.
- Alexis (our grad Board member), asked for her opinion: She gets no funding from Teachers’ College. If done, should judge on merit, not on ability to pay. That is what NARST does. [They also have a donate [portal](#).]
- Andrea: what if top two finishers of Three Minute Thesis competition get a free conference registration the next year? But, they would not grad students anymore by then.
- **MOTION (Andrea): the top 2 finishers of Three Minute Thesis competition get a free conference registration the next year.** No second.
- Jerrid: need to help actual grad students, not recent finishers. We also have eight regions, so how to be fair.
- Gil: Tell the grad student forum, “We heard you, but don’t have the funding at this time”.
- Debi: A Development committee is coming, which may help with this issue.

#### Annual Conference (item h)

- Oversight Committee (Gil): suggests that we change how conference sites are awarded by region. Board needs to be more proactive. Choose sites and then enlist the region to help.
- Meg: need to honor the banned travel states ([now 18 of them](#))
- Xavier: NAAEE had members vote on location
- Jerrid: Says he’s biased as he chaired Des Moines, and that site would never have been approved by members...and it went well.
- Meg: locations would still rotate through regions. We’ve needed volunteers, so region must help.
- Debi: could still have regions propose too. Keeps smaller places on the list (like Des Moines)[Iowa on the forbidden list now].
- Debi: will need to survey about locations fast...but also entertain proposals.
- Jerrid: The California travel ban issue. A member told him that they think the decision not to have conferences in the banned states was political.
- Debi: Executive Committee can work on this so that we’re planned many years in advance.
- Jerrid: How far could the travel ban problem go? Have any states retaliated? The list could get much longer.

- Jennifer: do we need a list of safe places?
- Debi: ends the discussion.

#### The PD and CPC Combined Chair issue (new business, somewhat)

- Andrea is rotating off, so a new Board member will have to deal with this problem
- Andrea: could a presidential team member be a sub-chair? They do PD at first, and then move to CPC in their third year.
- Debi: PD committee role is going to expand, so not the easy one it used to be.
- Andrea: appoint someone from the CPC to be a co-chair?
- Debi: Two committees have two Board members now. Could we move one of them to CPC or PD?
- Andrea: A co-chair who is not a Board member would help until something more permanent is done
- Kate: What about a PD Coordinator (like the conference program coordinator we have now)?
- Judy: Term? Three years.
- Jerrid: still one person leading, but two coordinators who report to that person.
- Debi: need to stagger terms so not all new at the same time [which is what would happen in 2022 as we're searching for a new Conference Program Coordinator right now too.]
- Andrea: Chair would not really be a supervisor of the Coordinator(s)
- Xavier: separate issue from the Board re-composition idea
- Debi: will discuss with Andrea further

#### New Business

- Meg (Publications chair): Change *Innovations* to open access with a publishing fee. Would need to decide what to charge.
  - Andrea: likes idea of open access & could help with budget issues
  - Meg: open access is getting much more common. Could charge non-ASTE members a higher rate.
  - Xavier: one of the membership perks is access to *Innovations*, so might undermine the incentive to be a member.
  - Meg: How many have joined in order to publish in *Innovations*? [unknown]
  - Rommel (former *Innovations* editor): get 50-60 submissions/year. Four articles for each of four issues...so 16 or so published. Would need \$625/article to break even.
  - Jennifer: small fee & give reading/download stats to authors, which would help w/ tenure
  - John: Context. Discussed open access before. Wanted to increase membership by giving it for free to members. This was in 2016-2017. Pay to publish was not as common then as it is getting to be now.
  - Rommel: not all submitters are members. Could have a fee for non-members.

- Debi: Publications committee should come back with ideas to maintain membership. Could there be subscriptions? John says that could be done with additional programming.
- Meg: open access might make it more popular & get more submissions.
- Debi: Look at [Connected Science Learning](#) (Dennis Schatz). It is now completely funded. They pay authors for articles.

Debi thanks everyone for their work over the past two days. Checks over the [Action Items](#) again for corrections.

Meeting adjourned at 17:20.