

Association for Science Teacher Education January 2023 Board Minutes

Salt Lake City, Utah

January 11, 2023

Board Meeting 9:00 – 15:00 Mountain time (all ASTE members invited to attend)

January 14, 2023

Board Meeting 17:00 – 21:00 Mountain time (all ASTE members invited to attend)

Day One

Agenda: https://docs.google.com/document/d/1s_578QsEJz668pfmKiXdxH5cHTSiMIUr/edit

Present in person: Rommel Miranda (President)
Debi Hanuscin (Past President)
Andrea Borowczak (President-Elect)
Mark Bloom (Publications Committee Co-Chair)
Lisa Borgerding (Conference Program Committee Chair)
Xavier Fazio (Membership and Participation Committee Chair)
Amanda Gunning (Regional Representative)
Jerrid Kruse (Equity Committee Chair)
Corinne Lardy (Professional Development Committee Chair)
Judy Morrison (Communications Committee Chair)
Jennifer Stark (Awards Committee Chair)
Kate Popejoy (Executive Director)
John Rhea (Director of Electronic Services)

Joining via Zoom: Vanashri Nargund-Jossi (Publications Committee Chair)

Absent: Alexis Riley (Graduate Student Board member, Co-Chair Membership & Participation Committee)

Guests: Erin Peters-Burton (will join Board on January 14th)
Wayne Melville (*JSTE* Editor) for publications discussion

9:00: Rommel calls meeting to order. Two representatives from the conference hotel (Sheraton) welcome ASTE to Salt Lake City and give brief overview of the hotel.

Rommel continues by welcoming all to the face-to-face conference and voicing wish for getting back to the family aspect of ASTE and interactions like those before the COVID pandemic.

Announcements: Andrea got married! New name: Andrea Burrows Borowczak

MOTION: Lisa moves to approve midyear minutes as circulated by Kate. Debi seconds. PASSED UNANIMOUSLY.

MOTION: Amanda moves to approve Board reports as read. Jerrid seconds. PASSED UNANIMOUSLY.

Item 1: A more refined volunteer process is needed.

Andrea will work with John to improve the form so that all who need volunteers will benefit (conference committee, Conference Program Coordinator, President-Elect).

Item 2: A process is needed for ASTE groups to request support and/or funding from ASTE. Debi has made a draft (in the agenda). MOTION: to approve the draft as a new ASTE policy. No second needed.

Discussion: This is an equity issue as some ASTE members know they can ask for support, but others do not. Would need an April deadline if it relates to the January conference. Others could have an October deadline. Jerrid makes a FRIENDLY AMENDMENT to change language to April OR October. Xavier seconds. PASSED UNANIMOUSLY. Will go to Executive Committee next as relates to budget.

BREAK

Item 3:

MOTION from the Conference Planning Committee (Lisa) to add the statement in [Appendix One](#) to the SOPs:

Discussion: where might CDC guidelines fit in this process? Would the policy change every year? Concern about being captive to a popular vote about serious health concerns. Lisa WITHDRAWS the motion so that committee can work more on the language and bring back to next Board meeting.

Item 4: Need to streamline process for “special” sessions at the annual conference, e.g., committee sponsored sessions, memorial sessions. (Lisa, Conference Planning Cmte)

MOTION: Debi moves that workshop proposals be treated like regular proposals and no longer be evaluated by Professional Development Committee members to allow the PD Committee to spend time on other PD sessions during the year. Jerrid seconds.

Discussion: workshops are different than regular sessions and cannot be evaluated using the same rubric. Many are not research based. Workshops need different reviewers as they’re not the same. Giving PD committee the time to focus on webinars would be helpful. Committees and forums should also get involved in providing these webinars and not put it all on PD committee.

Results: 3 in favor, 7 opposed, 2 abstain. MOTION FAILS.

Discussion about various topics in Board reports related to equity, regions, affiliates, role of the Oversight committee. No motions.

BREAK FOR LUNCH

Item 5: Publications committee search for new *Journal of Science Teacher Education* (JSTE) editorial team AND new editors for *Innovations* AND new editors for *CITE Science* section (Vanashri & Mark, Publications Cmte)

Initial MOTION contained wording for all three.

After discussion and refinement, changed to three motions.

MOTION: The call for the new *JSTE* editorial team will provide up to \$13K per year for five years, inclusive of funding the managing editor duties.

Discussion: the amount currently paid needs to be lower due to costs of producing *JSTE*. ASTE loses money each year on *JSTE*. The amount varies from year to year depending on royalty payments.

Motion PASSED UNANIMOUSLY.

MOTION: *Innovations* editor compensation to be a total of \$5K per year in next contract.

Discussion: currently is \$10K per year. Prefer to have more flexibility. Perhaps use “up to” language. Andrea moves to change to “*Innovations* editor compensation to be a total of up to \$5K per year in next contract.” Jennifer seconds. PASSED UNANIMOUSLY.

MOTION: CITE Science Section editors will be compensated at up to \$2K/year.

Discussion: currently \$800/year. PASSED UNANIMOUSLY.

Item 6: Elections Committee wishes to refine the SOPs and the candidate evaluation rubric

MOTION: Update the SOPs and elections rubric as shown in [Appendix Two](#).

Discussion: how to encourage people to run, and to vote in the elections.

PASSED UNANIMOUSLY.

Elections committee also is revising the rubrics to use an online submission [form](#), thus eliminating the word count and using limited forms. No Board approval needed for this, but here are the rubrics:

1. Link to Elections Rubric: <https://docs.google.com/document/d/1bhe9yeCq3tKnr-fsVHmXPBQLjF9Nrt-aC83OB9ntATE/edit?usp=sharing>
2. Link to Graduate Student Elections
Rubric: https://docs.google.com/document/d/1vvMXvdbDtOOzyZA8EefBQ4sT4C0BSPGEdnWG2erHI_k/edit?usp=sharing

MOTION: purchase “I voted” stickers for those who vote to receive at the next conference. Eight in favor. Two opposed. MOTION CARRIES. Will move to Executive Committee as budget related.

MOTION: Do a drawing from those who vote for a free membership renewal. Unanimous REJECTION.

Rommel thanks those who are rotating off the Board: Alexis, Debi, Jenn, Jerrid and Judy.

Meeting adjourns.

Day Two

Agenda

Present in person: Andrea Borowczak (President)
Rommel Miranda (Past President)
Bill McComas (President-Elect)
Mark Bloom (Publications)
Lisa Borgerding (Conference Planning)
Stephen Burgin (Awards)
Xavier Fazio (Membership & Participation)
Amanda Gunning (Regions)
Rita Hagevik (Communications)
Corinne Lardy (Professional Development)
Erin Peters-Burton (Equity)
Molly Staggs (Graduate Student member)
Kate Popejoy (Executive Director)

Joining via Zoom: Vanashri Nargund-Jossi (Publications)

Guests (as needed): Ron Hermann (Elections Chair)
Kelly Feille (Conference Program Coordinator)

Meeting called to order by Andrea at 17:04.

Andrea provides an overview of processes and timelines for Board. Explains that in their last year, Board members are also on the Executive Committee. The full committee member list will be sent shortly. Committee chairs are responsible for communicating with the committee members, setting needed meetings, etc. Minimum is to meet in conjunction with annual conference, but most committees need more than that. Make sure to stay in touch with predecessors for input as needed.

Andrea would like Board to meet quarterly via Zoom (~ 90 minutes), rather than having electronic discussion and votes.

Andrea also encourages each committee and forum to have a piece in each quarterly *ASTE Newsletter*. There is an online [submission form](#).

Important email addresses: presidentialteam@theaste.org, boardmembers@theaste.org, and executiveboardmembers@theaste.org

Item 1: Xavier discusses the potential for affiliation with NARST. Issues include level of affiliation (like CSSP, NSTA or NTLs...or something different?), budget repercussions if conference travel included, and confidentiality. Board expressed interest, so he will contact NARST for more details. Executive Committee will discuss this at their next meeting.

BREAK FOR DINNER

Andrea turns meeting over to Rommel to coordinate...

Item 2: Elections Committee questions. See [Appendix Two](#).

Elections Chair Ron Hermann joins the meeting.

The "I voted" stickers will be purchased as requested in prior Board meeting as approved by Executive Committee.

Two motions (Ron leaves to allow discussion).

MOTION: Adjust rubric to include service in other organizations. Twelve in favor. Zero opposed. One abstention. MOTION PASSES.

MOTION: Adjust SOPs and rubric to reflect gender neutral language. Suggest all SOPs be adjusted this way as well. PASSED UNANIMOUSLY. Elections will work with Director of Electronic Services to move the process completely to web forms.

Andrea retrieves the chair.

Kelly Feille (Conference Program Coordinator) joins the meeting.

Item 3: Need an SOP related to COVID (pandemic) policy. Do we wish to continue the Works in Progress submissions? Had a very busy first year, but thinks the conference went really well. Board concurs.

MOTION from Conference Planning Committee re COVID policy. Changed wording a bit from prior Board meeting. Appears in [Appendix One](#). PASSED UNANIMOUSLY. Kelly departs.

Item 4: MOTION: Corinne Lardy moves that the proposal to hold the 2025 Annual Conference at the Westin in Long Beach, CA be approved. Mark Bloom seconds. Proposal is shared. Executive Committee has approved. PASSED UNANIMOUSLY. Some short discussion about the [banned states list, now numbering 23](#). ASTE Board passed policy honoring this list in 2017. Cannot host in Southeast region at all, and most states left are cold weather states.

Charges from the President

1. Conference Planning Committee shall streamline the process for conference responsibilities, special sessions, etc. Also, keep registration open throughout, but make a substantial price increase by December 15th to strongly encourage people register earlier.
2. Oversight Committee shall work with Director of Electronic Services to revise the volunteer form.
3. Communications Committee shall provide information about all committees, forums and leadership via the *Newsletter*.
4. Executive Director shall explore options for paid Google Drive service so that all ASTE files can be found easily by Board members.

Items that came up in the Presidents' Fireside Chat to be included in the minutes:

1. Pronouns on name badges (CPC),
2. Functions of leadership (Communications),
3. Who can attend what at the conference (CPC & Communications),
4. DEI & Diversity steps (Equity),
5. Vision for ASTE (Presidential team; Newsletter message),
6. Appointment on committees (Pres-elect; Maybe membership could help?)

New Business

MOTION from Amanda: Board to explore making regions subsidiaries to benefit from non-profit status. PASSED UNANIMOUSLY.

An attempt was made to set midyear Board meeting dates, but not enough time remained. Executive Director and President will send out a Doodle poll for dates.

Meeting adjourned at 20:30.

Appendix One:

Conference Planning Committee motion from Day One (ultimately withdrawn)

The Conference Planning Committee Chair shall initiate a member poll in early September to gather data regarding preferences about relevant health protocols for the upcoming in-person conference. The Conference Planning Committee Chair will share this data with CPC members in mid-September, initiate a discussion of a proposed policy, and draft a proposed policy. Voting members of the CPC shall vote on the policy, and the approved policy will then be shared with the Executive Committee for a final vote and decision. This health policy will be included in the conference registration information and conference registration website released to membership by October 1st.

REVISED and approved on Day Two:

At least four months prior to the conference, the Conference Planning Committee will discuss the need for a Conference Health and Safety Policy for the upcoming annual conference. If deemed necessary, the Conference Planning Committee Chair shall initiate a member poll at least one month prior to the date registration opens to gather data regarding preferences about CDC-recommended health protocols for the upcoming in-person conference. The Conference Planning Committee Chair will use these data, current CDC recommendations, and local ordinances to draft a policy. Voting members of the CPC shall vote on the policy, and the approved policy will then be shared with the Executive Committee for a final vote and decision. This health policy will be included in the conference registration information and conference registration website to be released to membership on or prior to the date registration opens. The policy is subject to change if and when the CDC recommendations and/or local ordinances change.

Appendix Two: Elections Committee Motion One

3B. Elections Committee

1. The purpose of the Elections Committee is to develop a slate of nominees for all elected positions. The Elections Committee shall prepare a slate consisting of at least one more nominee than the number to be elected for each position. For example, the slate will contain at least two nominees for President-Elect, at least three nominees for Board Directors at Large, and at least three or four nominees for the Elections Committee. Every two years, the slate will include at least two nominees for Graduate Student Board Director at Large. ~~twice the number of Directors at Large candidates on the ballot than open positions, twice the number of Elections Committee candidates on the ballot than open positions and no more than three candidates for President.~~ The Elections Committee is composed of five members; the chair and members of the committee may not be current members of the Board of Directors. All members of the committee will be elected to two-year terms by a vote of the membership. Elections will be held on a rotating basis with two members elected one year and three the next. The chair of the Elections Committee will be an individual in the second year of their his/her term. The chair-elect of the Elections Committee will be an individual in the first year of their his/her term. Both chairs are selected by the Elections Committee members. The chair of the committee will notify the President of their his/her selection and the chair-elect's selection.

Appendix I: Elections Committee Tasks and Timeline

Nominees who wish to be considered submit materials to Chair.

The chair of the committee will request the following information ~~a two-to-three paragraph narrative and short ASTE 2-page vita from each nominee~~ for consideration in the committee's decision on the slate of recommended nominees. ~~The information requested would include a discussion by each nominee of the following relevant items:~~

1. a record of involvement in ASTE (e.g., years of membership, awards, committee service, conference service, publication service)
 2. a position statement of 250 words or fewer that includes goals if elected
- ~~a description of the nominee's personal rationale for serving in an elected capacity;~~

Note: all candidates are given the same amount of time (3 weeks) from the date of notification of nomination to submit materials.

Appendix Three: Agenda for January 14 Board Meeting

1. Welcome
2. Introductions
3. Overview of processes
4. Explain - March, June, Sept, Dec – Quarterly batching
5. Transitions of chairs – How do we know charges and actively do them?
6. Explain: 3 committee affiliations -
NTLS (Andrea, elect), CSSP (Rommel, current), NSTA (Debi, past)
Stays with person – Now – NSTA (Bill, elect), NTLS (Andrea, current), CSSP (Rommel, past)
7. Continued business:
Election Committee input with Ron Herman; Motions to move forward?
8. Continued business:
Xavier report – Saturday
Discussion of affiliation with NARST to establish MOU (part of general discussion with new Board)?
9. Charge each committee chair:
Newsletter – Chair updates (from each chair) from Committees for 2023
10. 10a - Charge Oversight Committee for restructuring -
10b - Charge Communications with information out about forums, committees, and leadership -
Work with John on one form for committees

Members, get involved in ASTE with multiple options

Name

Jenni Brock - EXAMPLE

Email

Whoareyou@gostop.com

Current Level/Rank

Doc Student

For which committee would you like to volunteer?

Membership and Participation

Please tell us a little bit about your interest in the committee you selected above.

While I put membership, I'm open to hopefully being a graduate student on any committee.

Please describe your previous ASTE service activities, and past committee service specifically

ASTE Grad student member

11. Charge Communications Committee –
How do we create a repository for any webinar, articles, etc... - Follow through –
Categories? Committee tabs?
12. Charge Conference Planning Committee –
A) Pandemic policy, B) Chair leadership decision making (remember - no specific dates included), C) Rates up after Dec 15th each year (leave registration open, move rates up considerably)
13. Who could be the chair for forums?
14. Items brought up today at Fireside chat to consider –
Pronouns on name badges (CPC)
Functions of leadership (Communications)
Who can attend what at the conference (CPC & Communications)
DEI & Diversity steps (Equity)
Vision for ASTE (Presidential team; Newsletter message)
Appointment on committees (Pres-elect; Maybe membership could help?)