Association for Science Teacher Education June 2023 Board Minutes
Virtual for all: June 6, 2023 10:30 – 16:30
Hybrid: June 12, 2023 and June 13, 2023 New Orleans, LA

Day One (virtual for all) June 6th

Agenda: Appendix One

Minutes approved unanimously by Board January 10, 2024

Present: Andrea Borowczak (President)
Rommel Miranda (Past President)
Bill McComas (President Elect)
Mark Bloom (Publications Committee Co-chair)
Lisa Borgerding (Conference Planning Committee Chair) Late
Stephen Burgin (Awards Committee Chair) Afternoon only
Xavier Fazio (Membership & Participation Chair)
Amanda Gunning (Regions Committee Chair)
Rita Hagevik (Communications Committee Chair)
Corinne Lardy (Professional Development Committee Chair)
Erin Peters-Burton (Equity Committee Chair)
Lisa Brown (NSTA Dir. of Preservice Teacher Ed.)
Kate Popejoy (Executive Director)
John Rhea (Director of Electronic Services) Only for his report

Absent: Molly Staggs (Grad Student Board member and Membership Committee Co-Chair)

Note: On this day, times in eastern time zone

10:30 Andrea calls the meeting to order and welcomes all. Brief introductions, and noted that we have a new member: Lisa Brown, NSTA representative.

MOTION: Erin moves to approve the January minutes as circulated by Kate. Seconded by Vanashri. PASSES UNANIMOUSLY.

MOTION: Xavier moves to approve March minutes as circulated by Kate. Seconded by Erin. PASSES UNANIMOUSLY.

Andrea leads a discussion of ASTE Bylaws, SOPs, and strategic priorities. Strategic priorities are found on the landing page.

1. Broadening the diversity of membership and leadership in ASTE
2. Providing a leading voice in conversations about science teacher education research, policy, and practice

Does Board believe that these priorities are still valid and relevant? Any changes? Discussion: Various committees use them quite a bit. Perhaps they could be expanded. Placed on agenda for Day Two.
Andrea leads review of January and March meeting action items.

1. Website update – form update, repository update, other?
2. Newsletter updates from each committee chair?
3. Chair transitions: Transparent practices for processes, Board appointments, etc....?

Discussion: consensus that Newsletter needs to be available in PDF, in addition to the current web page format. Communications Committee will work on getting that done. Committees need to place updates in each Newsletter.

Kate leads review of 2022 (final) and 2023 (current) operating budgets, and also the 2023 Salt Lake City (final) conference budget. Notes small operating surpluses carried over from 2021 to 2022, and into 2023. Revenues are not completely keeping up with expenditures. Small surplus from 2023 conference as well.

BREAK

Board Reports (can be viewed by current Board members here).

Report #1 President (Andrea Borowczak)
- Andrea has begun process of contacting NARST leadership regarding a potential MOU, but has yet to receive a response.
- Will continue work with Carolina Biological on their proposed survey of ASTE members.

Report #2 President Elect (Bill McComas)
- DES interviews start today.
- NSTA Partnership Committee is too large and unwieldy. Will work on downsizing.
- Bill also has a seat on the NSTA Board and cannot attend the next meeting (virtual). July 11, 12 and 13th. Can someone else attend in his place?

Report #5 Director of Electronic Services (John Rhea)
- As DES turnover will be happening, John suggests web site audit: performance, accessibility and search engine visibility. $1200 for all three, or $500 each. Includes any needed changes.
- Accolades all around for John and the work he has done for ASTE over the past years

Report #3 Past President (Rommel Miranda)
- Role of supporting the president.
- Assisting with DES search as Bill is new to his role.
- CSSP meeting this spring was postponed to December

Report #4 Executive Director (Kate Popejoy)
- Continued work on budgets
• Completed a number of contracts in last year. Will be writing contracts for new DES, JSTE Editors, and Innovations Editors and 2024 Plenary Speaker in next six months.

BREAK FOR LUNCH

Andrea reconvenes at 15:00.

Report #7 Communications Committee (Rita Hagevik)
• Committee working on new social media policy to be discussed at next Board meeting.
• Have organized into subcommittees to delineate responsibilities.
• Content from ASTE leadership should be given to the Communications Committee to post
• Wish to migrate to a new Facebook group, owned by the Executive Director, but run by the Communications Committee. Current one owned by a now-retired ASTE member, and ownership cannot be transferred.

Report #6 Awards Committee (Stephen Burgin)
• Meeting in regard to paper awards on June 20th. Moving along.

#8 Conference Planning Committee (Lisa Borgerding) Also 8a and 8b.
• Special session form must be completed by all committees, forums, etc., that have sessions at the conference
• Things going well with local conference committee, but needs help with sponsors.
• No virtual sessions in 2024 as under-utilized in 2023

#9 Elections Committee
• MOTION: to condense timelines for nominations and voting (appendix 2), with a voting window of 15 days. Discussion: Fifteen days is too short for the voting window. Propose change to 30-31days. PASSES UNANIMOUSLY

#15 Publications Committee (Vanashri Nargund-Jossi & Mark Bloom)

• MOTION: JSTE ERB members: Publication committee seeks approval for six JSTE ERB members, PASSES UNANIMOUSLY
• MOTION: CITE Science Section ERB: Motion: Publication committee seeks approval for four CITE ERB members, PASSES UNANIMOUSLY
• MOTION: Innovations ERB: Motion: Publication committee seeks approval for eighteen Innovations ERB members, PASSES UNANIMOUSLY

Andrea departs.
• MOTION: JSTE Editorial Team: Motion: Publication committee seeks approval for Dr. Emily Dare, Dr. Andrea Burrows Borowczak and Dr. Colby Tofel-Grehl as new co-editors for JSTE. PASSES UNANIMOUSLY
16:30 Meeting adjourned.

**Day Two** (hybrid) June 12th, New Orleans, LA & Zoom

**Agenda:**

Present:
- F2F: Andrea Borowczak (President)
  Rommel Miranda (Past President)
  Bill McComas (President Elect)
  Lisa Borgerding (Conference Planning Committee Chair)
  Kate Popejoy (Executive Director)
  Jennifer Stark (2024 Local Conference Chair)
- Zoom: Mark Bloom (Publications Committee Co-chair)
  Stephen Burgin (Awards Committee Chair) Afternoon only
  Xavier Fazio (Membership & Participation Chair)
  Amanda Gunning (Regions Committee Chair)
  Rita Hagevik (Communications Committee Chair) arrived 11:00AM
  Corinne Lardy (Professional Development Committee Chair)
  Erin Peters-Burton (Equity Committee Chair)
  Molly Staggs (Membership & Participation Co-Chair) Afternoon only
  Lisa Brown (NSTA Dir. Of Preservice Teacher Ed.)
  Vanashri Nargund-Jossi (Publications Committee Chair)

Absent: John Rhea (Director of Electronic Services). No need to attend these days

Note: All times in central time

9:00: Those attending F2F toured the conference hotel. Extensive notes taken by all.

10:15: Andrea calls the meeting to order and welcomes all. Will continue with Board reports that were started on June 6th.

MOTION from Lisa Borgerding: To adopt Whova as conference platform. PASSES UNANIMOUSLY

#10 Equity Committee (Erin Peters-Burton)
- Working on four initiatives
  - two-day virtual session 11/28 & 11/29 to share articles from ASTE pubs that focus on equity.
  - Reviewing editorial policies for DEI improvement to broaden participation
  - Repository of DEI articles from ASTE pubs
  - Special session @ conference. Town hall / poster session

#11 Membership & Participation (Xavier Fazio)
• Now have liaisons with all regions to promote ASTE membership.
• Setting up mentor/mentee nexus for 2024 conference
• Committee is writing a survey to send to lapsed members in August
MOTION: to spend up to $300 to purchase mentor ribbons to be attached to name badges at the 2024 conference and beyond. PASSES UNANIMOUSLY

#7 Communications (Rita Hagevik)
MOTION: To adopt social media policy as delineated in appendix. PASSES UNANIMOUSLY
MOTION: To set up a Linked In page for ASTE. Rita will send SOP language to Kate. PASSES UNANIMOUSLY
MOTION: ASTE Facebook page be recreated at the 2024 conference, with Executive Director as the admin. Then be given to the Communications Committee to administer. PASSS UNANIMOUSLY.
MOTION: Update the Communications SOPs as noted in this appendix, PASSES UNANIMOUSLY

#8a Conference Chair (Jenn Stark)
• created a New Orleans tip sheet with ideas for outings
• Request for a lactation room
• Field trips: There are two. Honey Island Swamp tour 12:30 – 16:30 and Coastal Research Station (all day)
  Discussion: are there options for service in the NOLA community? Amazon book wish lists from schools and/or teachers have worked for NSTA. Jenn will explore.

LUNCH

13:35 Andrea welcomes everyone back.

#13 Oversight Committee (Rommel Miranda)
MOTION: Disband the Policy & Government Relations forum. Lack of interest from ASTE members. PASSES UNANIMOUSLY
• Continuing work on position statements
• Plan to work with Communications committee regarding social media accounts & policies.

#14 Professional Development Committee (Corinne Lardy)
• Call for virtual PD workshops being developed.
• Call for PD workshops at 2024 Conference has been deployed
• Resurrecting syllabus sharing roundtable session for conference
• Conference preview webinar will take place in November
MOTION: Remove commercial workshops from the PD committee’s charge. PASSES UNANIMOUSLY

#16 Regions Committee (Amanda Gunning)
- Regions may be abandoning their quest to be ASTE subsidiaries as process is challenging and prefer to be independent
- Working with Grad Student Forums to make sure there is a grad rep in each region

#17 Forums (Andrea Borowczak)
- Perhaps distribute forum meetings across the program rather than all at the same time as many people are interested in more than one
- #17g (Technology) Vernier has withdrawn as the NTLI award sponsor effective 2025. Carolina has stepped up for 2025 and beyond as sponsor.
- #17f (Science Teacher Residencies) having an October webinar in conjunction with the PD Committee.

#19 NSTA Representative (Bill McComas)
MOTION: confirm align dates of service to January, just like other ASTE committees (as already in the SOPs). PASSES UNANIMOUSLY

#21 NTLS/EASE (Andrea Borowczak)
- NTLS wishes to pursue an MOU with ASTE

Meeting adjourned.

**Day Three** (hybrid) June 13th: New Orleans, LA & Zoom

*Agenda:*

Present:
F2F: Andrea Borowczak (President)
    Rommel Miranda (Past President)
    Bill McComas (President Elect)
    Lisa Borgerding (Conference Planning Committee Chair)
    Kate Popejoy (Executive Director)
Zoom: Mark Bloom (Publications Committee Co-chair)
    Stephen Burgin (Awards Committee Chair)
    Amanda Gunning (Regions Committee Chair)
    Rita Hagevik (Communications Committee Chair)
    Corinne Lardy (Professional Development Committee Chair)
    Erin Peters-Burton (Equity Committee Chair)
    Molly Staggs (Membership & Participation Co-Chair)
    Lisa Brown (NSTA Dir. Of Preservice Teacher Ed.)
Vanashri Nargund-Jossi (Publications Committee Chair) Morning only

Absent: Xavier Fazio (Membership & Participation Chair)

Note: All times in central time

9:30 Andrea calls the meeting to order

Report #18 NSTA Director of Preservice Teacher Education (Lisa Brown)
  • Brief recap of KC meeting, and move away from regional NSTA conferences

9:45 – 10:30 Attendees (virtual) placed into self-selected breakout rooms to review and discuss by-laws, SOPs, vision & strategic priorities. F2F attendees form a group as well. A robust discussion ensued, with ideas generated for potential SOP changes at the coming September Board meeting.

11:00 By-laws, priorities and Mission statement discussion
  • Mission statement: Andrea, Mark & Vanashri will work on a revised version for the upcoming September Board meeting.
  • Priorities, which currently are
    o Broadening the diversity of membership and leadership in ASTE,
    o Providing a leading voice in conversations about science teacher education research, policy, and practice
    o Wish to flip these, and add a middle one regarding “preparing science teachers to promote a culture of scientific literacy”

11:30 Committee chair transition needs to be smoother.
  • Suggest incoming chairs attend committee meeting at the conference
  • Send them documents ahead of time
  • Create a one-page welcome document

LUNCH

Andrea reconvenes at 13:00

The “Banned States” list: ASTE has a policy (though not in the SOPs) of honoring California’s banned travel state list, and not holding the annual conference in any of those 32 states (unless a contract has already been signed). These states have passed discriminatory legislation. California state employees may not travel on business to those states (athletics exempt). When ASTE meets in one of those states, California members cannot attend. As states continue to be added to the list, the last conference they could attend was in 2019 in Savannah, Georgia, and the next they’ll be able to attend will be in 2025 in Long Beach, CA. Many California members have left ASTE and are attending a
different science education conference in Hawaii (where the Far West regional meeting also takes place).

Robust discussion ensued. Presidential team will work on a statement and send to Board for further discussion. [Editorial note: California rescinded their policy in October 2023.]

14:05 Meeting adjourned.
Appendix One: June 6 Board Meeting Agenda

June 6, 2023 – Agenda – ASTE Board Zoom Meeting

10:30-1:00 ET/ 9:30-12 CT/ 8:30-11 MT/ 7:30-10 PT (All board members)
3:00-4:30 ET/ 2:00-3:30 CT/ 1:00-2:30 MT/ 12-1:30 PT (All board members)
4:45-5:30 ET/ 3:45-4:30 CT/ 2:45-3:30 MT/ 1:45-2:30 PT Executive Committee only
(link for Executive Committee only: https://us06web.zoom.us/j/89070636227?pwd=djMySFRGaDM4VmNYbHk1ZDhYZG11QT09)

Everyone – Zoom link for June 6th:
https://us06web.zoom.us/j/84121813923?pwd=YkN1alMzSFozSGIrSkZTZHhU2Jbdz09
*Open to all ASTE Members
To join the webinar, ASTE members will go to the link Kate sends out.
Kate will screen to approve attendees, who will then receive the link to the meeting.

Board Resources:
https://drive.google.com/drive/folders/11JIVJMFm4xgyCjv5CoUDL7is6cFQSkLL?usp=sharing

10:30 ET – Welcome & Approval of minutes of Winter Board minutes (from January) and notes from March mini-board meeting.

10:45 ET – Review of ASTE vision/mission/priorities; SOPs & Bylaws

11:00 ET – January and March action item reminders. These are discussed June 12/13:
   1. Website update – form update, repository update, other?
   2. Newsletter updates from each committee chair?
   3. Chair transitions: Transparent practices for processes, Board appointments, etc....?

11:15 ET – Fiscal health and budget overview. [Approval from Executive Committee (later).]

11:30 ET – Discussion/Action items/Report out from each chair with motions as needed (1.5 hours)

BREAK

3:00 ET – Discussion/Action items/Report out from each chair with motions as needed (1.5 hours)

4:45 ET – Executive Board budget approvals and 2024 Conference budget approvals.
<table>
<thead>
<tr>
<th>No.</th>
<th>Report</th>
<th>Presenter/Contact*</th>
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<tbody>
<tr>
<td>1</td>
<td>President</td>
<td>Andrea Borowczak</td>
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<td>2</td>
<td>President Elect</td>
<td>Bill McComas</td>
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<td>3</td>
<td>Past President</td>
<td>Rommel Miranda</td>
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<td>Executive Director</td>
<td>Kate Popejoy</td>
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<td>Director of Electronic Services</td>
<td>John Rhea</td>
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<td>6</td>
<td>Awards Committee</td>
<td>Stephen Burgin</td>
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<td>7</td>
<td>Communications Committee</td>
<td>Rita Hagevik</td>
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<td>7a</td>
<td>ASTE Newsletter Editor(s)</td>
<td>Jennifer Oramous/ Michelle Schpakow</td>
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<td>8</td>
<td>Conference Organizing &amp; Planning Committee</td>
<td>Lisa Borgerding</td>
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<td>8a</td>
<td>Conference Chair(s)</td>
<td>Jenn Stark &amp; John Pecore</td>
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<td>8b</td>
<td>Conference Program Coordinator</td>
<td>Kelly Feille</td>
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<td>9</td>
<td>Elections Committee</td>
<td>Ron Hermann / Rebecca Hite</td>
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<td>10</td>
<td>Equity Committee</td>
<td>Erin Peters-Burton</td>
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<td>11</td>
<td>Membership and Participation Committee</td>
<td>Xavier Fazio/Molly Staggs</td>
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<td>12</td>
<td>NSTA Partnership Committee</td>
<td>Bill McComas</td>
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<td>13</td>
<td>Oversight Committee</td>
<td>Rommel Miranda</td>
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<td>14</td>
<td>Professional Development Committee</td>
<td>Corinne Lardy</td>
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<td>15</td>
<td>Publications Committee</td>
<td>Vanashri Nargund-Joshi / Mark Bloom</td>
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<td>15a</td>
<td>JSTE</td>
<td>T. Campbell; W. Melville; G. Verma</td>
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<td>15b</td>
<td>Innovations in Science Teacher Education</td>
<td>Sarah Boesdorfer/ Rebekka Darner</td>
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<td>15c</td>
<td>CITE</td>
<td>Sumreen Asim/Josh Ellis/Helen Meyer</td>
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<td>16</td>
<td>Committee of Regional ASTE Units</td>
<td>Amanda Gunning presents all Regions</td>
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<td>16a</td>
<td>International Region</td>
<td>Tisha Morrell</td>
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<td>16b</td>
<td>Mid-Atlantic Region</td>
<td>Rachel Wilson</td>
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<td>16c</td>
<td>North Central Region</td>
<td>Jerrid Kruse</td>
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<td>16d</td>
<td>Southeast Region</td>
<td>Stacey Britton</td>
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<td>Northeast Region</td>
<td>Karen Woodruff</td>
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<td>16f</td>
<td>Southwest Region</td>
<td>Stephen Burgin</td>
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<td>16g</td>
<td>Northwest Region</td>
<td>Alison Mercier</td>
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<td>16h</td>
<td>Far West Region</td>
<td>Donna Ross</td>
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<td>17</td>
<td>Forums</td>
<td>Andrea Borowczak presents all forums</td>
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<td>17a</td>
<td>Elementary Science Methods Forum</td>
<td>Melanie Reap</td>
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<td>17b</td>
<td>Environmental Education Forum</td>
<td>Tamara Peffer/Matthew Clay</td>
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<td>17c</td>
<td>Graduate Student Forum</td>
<td>Sabrina Avila</td>
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<td>17d</td>
<td>Inclusive Science Education Forum</td>
<td>Sahrish Panjwani/ Teresa Shume</td>
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<td>Policy and Gov. Relations Forum</td>
<td>Ian Binns/Joe Shane</td>
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<td>Science Teacher Residencies</td>
<td>Julie Contino</td>
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<td>Technology Forum</td>
<td>Nathan Dolenc / Nicholas Lux</td>
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<td>17h</td>
<td>WISE Forum</td>
<td>Jessica Riccio</td>
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<td>18</td>
<td>NSTA Director of Preservice Teacher Education</td>
<td>Lisa Brown</td>
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<td>CSSP Representative</td>
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<td>21</td>
<td>NTLS/EASE</td>
<td>Andrea Borowczak</td>
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## Appendix Two: Proposed Elections SOP Change

<table>
<thead>
<tr>
<th>Task</th>
<th>Target Date</th>
<th>Revised Task (if applicable)</th>
<th>Revised Target Date</th>
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<tbody>
<tr>
<td>Chair will contact all Elections Committee members to inform them when and where the Committee will be meeting at the ASTE annual conference. Encourage them to check this information in the annual conference program. (Information regarding a place/time will be printed in the annual program for this meeting.)</td>
<td>December, prior to annual meeting</td>
<td>[Moved to bottom of list]</td>
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<tr>
<td>Committee meets at the ASTE annual meeting and begins solicitation of names to be considered for nomination for each office to be filled</td>
<td>January, annual meeting</td>
<td>Committee meets at the ASTE annual meeting and begins solicitation of names to be considered for nomination for each office to be filled. Outgoing chair and incoming chair (previous co-chair) make announcements during the Awards and Business Luncheon. Outgoing chair recaps results and incoming chair notes upcoming open positions.</td>
<td>January, annual meeting</td>
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<tr>
<td>Chair makes a call for nominations sent via listserv and posted on ASTE website. Also, place a notice in the ASTE Winter Newsletter</td>
<td>By January 15</td>
<td>Chair and co-chair prepare the call for nominations to send to the Executive Director to share via the ASTE listserv and the ASTE website. Chair will also share the call for nominations with the Newsletter Editor(s) to include in the ASTE Winter Newsletter and with the Communications Committee Chair to share via social media platforms. The call will indicate the deadline for nominations is April 1.</td>
<td>By February 15</td>
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<tr>
<td>Deadline for nominations</td>
<td>March 15</td>
<td>Director of Electronic Services (DES) updates the ASTE website's nomination page to reflect available positions. The elections scoring rubric and description of positions will be posted on this page. DES will also create the webform for nomination materials</td>
<td>By February 15</td>
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Chair contacts nominees to see if they agree to be nominated | Round 1 Feb 15 Round 2 March 15 | Chair or co-chair contacts nominees to see if they agree to the nomination. If nominees agree, the Chair or co-chair provides information about what materials need to be included. If individuals are nominated for more than one position, that individual may only accept one nomination. All nominee materials must be submitted through the ASTE website by April 1. Chair or co-chair confirms receipt of nomination materials. **Note:** Chair and co-chair should negotiate which roles to take on in this process. | As nominations come in.

Nominees notify Chair that they are or are not willing to be considered as a candidate. **Recommend 1 week for candidates to notify Chair** | Round 1 Feb 22 Round 2 March 22 | | |

Nominees who wish to be considered submit materials to Chair. The chair of the committee will request 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:

i. a description of the nominee’s personal rationale for serving in an elected capacity;

ii. a brief listing of involvement in ASTE activities (i.e., committee participation including the number of years on the committee, activities and other aspects of ASTE at the regional and national level, etc.)

iii. other relevant experiences that would contribute to the nominee’s efficacy as an elected official in the ASTE
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<th>Step</th>
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<tr>
<td>Chair distributes materials to the committee and committee scores</td>
<td>Begin first week of April</td>
<td>Committee members will notify the Chair of any potential conflict of interest within 5 days. See Conflict of Interest Policy. If an Elections committee member is nominated for another elected office, that member is excused from submitting scoring or ranking for nominees of the same office. Committee members will notify the Chair of any potential conflict of interest within 5 days as soon as possible. See Conflict of Interest Policy for details. If an Elections committee member is nominated for another elected office, that member is excused from submitting scoring or ranking for nominees of the same office.</td>
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<td>and ranks Nominees using the Elections committee rubric. If an</td>
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<td>Policy for details. If an Elections committee member is nominated</td>
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<td>for another elected office, that member is excused from submitting</td>
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<td>scoring or ranking for nominees of the same office.</td>
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<td>Chair compiles scores and rankings in a spreadsheet and distributes</td>
<td>Third week of April</td>
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<td>it to committee</td>
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<td>Chair compiles scores and rankings in a spreadsheet. Committee</td>
<td>Third week of April</td>
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<td>meets to discuss scores and rankings to determine slate to present</td>
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<td>to the ASTE Board.</td>
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<tr>
<td>Committee verifies scores and rankings</td>
<td>April 30</td>
<td></td>
</tr>
<tr>
<td>Committee discusses scores and rankings and determines slate</td>
<td>First week of May</td>
<td></td>
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<tr>
<td>Chair sends report including slate to Board for the June Board</td>
<td>Mid May</td>
<td></td>
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<tr>
<td>Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair notifies the Newsletter Editor of the slate and the election</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair and co-chair write and send committee report to the ASTE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board in preparation for the summer Board meeting.</td>
<td></td>
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<tr>
<td>Mid-May (or when requested by the Executive Director)</td>
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<tr>
<td>Once the slate is approved, Chair and co-chair notify nominees of</td>
<td>By August 1</td>
<td></td>
</tr>
<tr>
<td>the outcome. Chair notifies Newsletter Editor of the slate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Date/Time</td>
<td>Details</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Chair notifies nominees of the status of their nominations</td>
<td>Last week of July</td>
<td>Executive Director or DES prepares the electronic ballot. Chair and co-chair review and test ballot for accuracy.</td>
</tr>
<tr>
<td>Executive Director prepares the electronic ballot</td>
<td>September 1</td>
<td>Chair and co-chair review and test ballot for accuracy.</td>
</tr>
<tr>
<td>Chair reviews and tests ballot</td>
<td>Mid-September</td>
<td></td>
</tr>
<tr>
<td>Executive Director notifies membership of the election process and the availability of the ballot (distribution of ballots). Members are given 45 days from the date they are notified that the electronic ballot is available for voting</td>
<td>October 1</td>
<td>Executive Director notifies ASTE membership of the election process through the ASTE listserv and social media platforms (with assistance from the Communications Committee), providing the link to the electronic ballot. Members are given 15 days for voting.</td>
</tr>
<tr>
<td>Executive Director notifies membership that the voting process will close in one week</td>
<td>November 8</td>
<td>Executive Director notifies membership that the voting process will close in one week. Additional reminders can be sent as seen fit.</td>
</tr>
<tr>
<td>Voting ends 45 days from the date the members are notified that the electronic ballot is available for voting</td>
<td>November 15</td>
<td>Voting period ends. Executive Director prepares a spreadsheet, which includes the voting data and sends this information to the chair and co-chair.</td>
</tr>
<tr>
<td>Executive Director prepares a spreadsheet, which includes the voting data and sends this information to the Committee Chair</td>
<td>November 15</td>
<td></td>
</tr>
<tr>
<td>Chair reviews the data and checks the totals for each candidate</td>
<td>By November 22</td>
<td>Chair and co-chair review the data and check the totals for each candidate before notifying the President, Executive Director, and Elections Committee Members of the election results. Chair notifies all winning candidates of the results. Chair or co-chair notifies candidates who did not win.</td>
</tr>
<tr>
<td>Chair notifies the President, Executive Director, and Elections Committee Members of the election results</td>
<td>By November 22</td>
<td></td>
</tr>
</tbody>
</table>
Chair notifies all candidates who are on the ballot of the election results

Chair submits an announcement of the election results to the editor of the ASTE newsletter and sends an announcement to the ASTE listserv. The chair also notifies the membership of the percentage of individuals who voted in the election.

Chair submits a Winter Board report to the President

Chair and co-chair prepare and submit the Winter Board report.

Chair and co-chair contact all Elections Committee members to inform them when and where the Committee will be meeting at the ASTE annual conference (this information will also be in the program). Chair will ensure that access to Elections-related documents is provided to new members.

Appendix Three: Day Two Agenda

**June 12th (Monday) Hybrid**

F2F people in New Orleans: Andrea Borowczak, Rommel Miranda, Bill McComas, Kate Popejoy, and Lisa Borgerding

All remaining Board members on Zoom.

Jenn Stark (Local Conference Chair) in New Orleans on Monday morning only.

**Part 1:** 10:00-11:00 ET/ 9:00-10 CT/ 8:00-9 MT/ 7:00-8:00 PT – Tour of hotel for F2F only

**Part 2:** 2:30-5:00 ET/ 1:30-4:00 CT/ 12:30-3:00 MT/ 11:30-2:00 PT (All board members)

[https://us06web.zoom.us/j/86460671665?pwd=R3dlbC81VXdGOW1hNUYvVkRXak8zZz09](https://us06web.zoom.us/j/86460671665?pwd=R3dlbC81VXdGOW1hNUYvVkRXak8zZz09)

**Part 3:** 5:15-6:00 ET/ 4:15-5:00 CT/ 3:15-4:00 MT/ 2:15-3:00 PT – Executive Committee only

[https://us06web.zoom.us/j/83051022415?pwd=VFVDdy9Uzm1icXR6dFY1clR0RExUUT09](https://us06web.zoom.us/j/83051022415?pwd=VFVDdy9Uzm1icXR6dFY1clR0RExUUT09)

*Open to all ASTE Members

To join the webinar, ASTE members will go to the link Kate sends out.

Kate will screen to approve attendees, who will then receive the link to the meeting.
No member asked to join us.

Board Resources:
https://drive.google.com/drive/folders/11JIVJMFm4xgyCJv5CoUDL7is6cFQSkLL?usp=sharing

MONDAY:
1:30 – 3:00 Central Time – Welcome back & continuation of discussion/action items/reports from each chair with motions as needed.

3:00-3:15 CT – Short break

3:15–4:00 CT – Time to discuss (Part A) Breakout reviews: Review of ASTE vision/mission/priorities; SOPs & Bylaws. Bring items for the larger group at 10 till the top of the hour.

4:15-5:00 CT – Executive Board motions/approvals

Appendix Four: Social Media Policy

ASTE Social Media Policy - Publicly Posted on FB and Twitter or other social media platforms

The ASTE social media accounts are spaces to share ideas and information about science teacher education.

- ASTE posts should be of interest to its membership, be about science education, and/or be of interest to science educators.

- ASTE expects social media posts to refrain from presenting information or images that constitute or imply illegal conduct.

- ASTE is authentic and transparent regarding the approval of social media posts.

- ASTE social media outlets will not post copyrighted, defamatory, political, or inflammatory material or images.

- ASTE reserves the right to remove from social media any messages deemed by ASTE to be inappropriate.

- ASTE social media outlets will only post commercial messages and images by members and each member can post one commercial-type message once per month. The ASTE newsletter accepts advertisements, and there is a fee structure for non-member advertisements. Non-member commercial messages and/or images can be referred to the Executive Director or the Editors of the ASTE Newsletter.
- Remember: Information, images, and comments posted are available for all to see, and your comments are subject to libel, slander, and antitrust laws; be considerate when discussing or commenting on others' posts.

- Remember: Social media participants have the right to reproduce postings.

Flowchart for transparency to decide what is posted:

1. **Are you a member of ASTE?**
   - Yes
     - **Have you posted anything this month?**
       - Yes
         - Please wait at least one month between posts. (This does not include comments.)
       - No
         - **Does your post have specifically focus on Science Teacher Educators?**
           - Yes
             - **We will likely approve your post.**
           - No
             - **Is your post focused on Preservice Science Teachers?** (e.g., resources, opportunities)
               - Yes
                 - **Is your post focused on a general science or STEM opportunity/ resources?** (e.g., student science camp, funding for robotics club)
                   - Yes
                     - Your post will be reviewed on a case by case basis, but is likely not appropriate for this FB page. Please remember to make a case for why your post is appropriate for this community.
                   - No
                     - **This is not the right community for your post.**
               - No
                 - Your post will be reviewed on a case by case basis, but is likely not appropriate for this FB page. Please remember to make a case for why your post is appropriate for this community.

   - No
     - **Are you affiliated specifically science teacher education?** (e.g., General teacher education should choose "no"; people focused on general preservice teachers should say "no"; people affiliated with general science should say "no").
       - Yes
         - Your post will be reviewed on a case by case basis, but is likely not appropriate for this FB page. Please remember to make a case for why your post is appropriate for this community.
       - No
         - **Is your post focused on a general science or STEM opportunity/ resources?** (e.g., student science camp, funding for robotics club)
           - Yes
             - Your post will be reviewed on a case by case basis, but is likely not appropriate for this FB page. Please remember to make a case for why your post is appropriate for this community.
           - No
             - Your post will be reviewed on a case by case basis, but is likely not appropriate for this FB page. Please remember to make a case for why your post is appropriate for this community.
Appendix Five: Communications Committee SOP Changes

3D (2) Communications Committee

The charge of the Communications Committee is to ensure mechanisms are in place for year-long communication with ASTE members and the public. Specific responsibilities include:

- Creation, maintenance, and a yearly evaluation of the ASTE social media toolbox (e.g., webinar mechanisms, Facebook page, Listservs, and other social media platforms)
- Updating the ASTE policy on social media
- Development of branding/promotional materials
- Overseeing the ASTE newsletter
- Building a discourse community on science teacher education

The Committee is chaired by a Board Member appointed by the President and consists of one newsletter editor, one graduate student, and at least two preferably three additional members for each social media platform appointed by the President-Elect to achieve a total number of at least nine members and the chair. Each subcommittee will report back to the committee chair. In addition, one member of the Equity Committee serves in a non-voting ex officio capacity. If there is more than one newsletter editor, one will serve as a voting member on the Committee and the other(s) will serve in an ex-officio capacity.

Appendix Six: Day Three Agenda

June 13th (Tuesday) Hybrid

F2F people in New Orleans: Andrea Borowczak, Rommel Miranda, Bill McComas, Kate Popejoy, and Lisa Borgerding

All remaining Board members on Zoom.

Jenn Stark (Local Conference Chair) in New Orleans on Monday morning only.

**Part 1:** 10:30-1:00 ET/ 9:30-12:00 CT/ 8:30-11:00 MT/ 7:30-10:00 PT – F2F only

**Part 2:** 2:00-4:30 ET/ 1:00-3:30 CT/ 12:00-2:30 MT/ 11:00-1:30 PT (All board members)
https://us06web.zoom.us/j/86352905289?pwd=d3gxZlk1YUxaM3MzMzM1NQbUJoNW1odz09

**Part 3:** 4:45-5:30 ET/ 3:45–4:30 CT/ 2:45-3:30 MT/ 1:45-2:30 PT - Executive Committee only
https://us06web.zoom.us/j/89514972452?pwd=OTExd0FhTENUZmh6UXdpOWJDWUN4Zz09

*Open to all ASTE Members

To join the webinar, ASTE members will go to the link Kate sends out.

Kate will screen to approve attendees, who will then receive the link to the meeting.

**Board Resources:**
https://drive.google.com/drive/folders/11JlVJMFm4xgyCjv5CoUDL7is6cFQSkLL?usp=sharing
TUESDAY:
1:00 – 2:30 CT - Central Time – Welcome back & Discussions (each about 30 minutes)
   o SOPs, Bylaws, Vision, Mission, Priorities – What do we want to add/change?
   o Communications – Feedback & next steps – Led by Rita
   o Chair transitions – How do we do this well after elections and in January?

2:30 – 2:45 CT- Short break

2:45-3:30 – Finalize discussions, Wrap up, and next steps

4:45-5:30 CT – Executive Board motions/approvals