

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

January 13: 11:00 AM – 2:00 PM EST

January 16: 1:00 PM – 3:00 PM EST

Zoom (due to COVID-19)

### January 13<sup>th</sup> Agenda

- Welcome and review of agenda and meeting ‘norms’
- Thanks to exiting board members and welcome new members attending
- Consent Agenda – All Reports
  - Discussion/clarification/questions as needed
  - Motions and action items considered
- SOP changes from reports; other SOP changes needed?
- Board roles for Conference (room hosts)

In attendance:

Gil Naizer: President

Valarie Akerson: Past President

Debi Hanuscin: President-Elect

Board Members: Ian Binns, Meg Blanchard, Andrea C. Burrows, Emily Dare, Jonah Firestone, Katie Green, Jerrid Kruse, Judy Morrison, Renée Schwartz and Jennifer Stark (née Mesa)

NSTA Representative: Donna Governor

Rommel Miranda: President-Elect (incoming)

Vanashri Nargund-Joshi: Incoming Board member, Co-Chair of Publications committee

Executive Director: Kate Popejoy

Director of Electronic Services: John Rhea

Gil welcomed members at 11:00 AM EST.

The meeting began with introductions of all in attendance.

Gil thanked outgoing members: Valarie Akerson, Ian Binns, Emily Dare, Katie Green and Renée Schwartz.

Gil also thanked all working on the 2021 conference: a team effort.

Minutes from May 2020 Board meeting were distributed by email earlier, and approved. Online minutes from interregnum were also emailed earlier, and approved.

Consent agenda for Board reports. Questions and clarifications will happen later. Same for motions, changes to SOPs, etc.

**Gil moved that Board accept the Board Reports as written. Debi seconded. No discussion. Passed unanimously.** Debi indicated that discussion questions will be addressed at January 16<sup>th</sup> Board meeting.

Board Reports presented based on chart below.

No.	Report	Presenter/Contact*
1	President	Gil Naizer
2	President Elect	Debi Hanuscin
3	Past President	Valarie Akerson
4	Executive Director	Kate Popejoy
5	Director of Electronic Services	John Rhea
6	Awards Committee	Emily Dare/Jennifer Mesa
7	Communications Committee	Judy Morrison
7a	ASTE Newsletter Editor	Jennifer Oramous
8	Conference Planning Committee	Andrea C. Burrows
8a	Conference Chairs *	Kathy Trundle & Max Longhurst
8b	Conference Program Coordination	Brooke Whitworth
9	Elections Committee	Rita Hagevik/ Amanda Glaze-Crampes
10	Equity Committee	Jerrid Kruse
11	Membership and Participation Committee	Ian Binns
12	Oversight Committee *	Gil Naizer
13	Professional Development Committee	Andrea C. Burrows
14	Publications Committee	Renee Schwartz/Margaret Blanchard Renee Schwartz presents all Publication-related Reports
14a	JSTE	T. Campbell; W. Melville; G. Verma
14b	Innovations in Science Teacher Education	Ron Hermann, Rommel Miranda
14c	CITE	Andrea Burrows, Helen Meyer
15	Committee of Regional ASTE Units	Jonah Firestone presents all Regions
15a	International Region	Christine Tippet
15b	Mid-Atlantic Region	Rachel Wilson
15c	North Central Region	Jerrid Kruse
15d	Southeast Region	Jennifer Mesa
15e	Northeast Region *	Regina Toolin
15f	Southwest Region	Kelly Feille
15g	Northwest Region	Mike Borowczak
15h	Far West Region	Corinne Lardy
16	Forums	Gil Naizer presents all forums
16a	Graduate Student Forum *	Leiflyn Gamburg (President)
16b	Small Colleges and Programs *	Daniel Meyer
16c	Inclusive Science Education Forum*	Sami Kahn
16d	WISE Forum *	Katie Brkich
16e	Environmental Education Forum *	Cathy Wissehr
16f	Technology Forum	Joshua Ellis
16g	Policy and Gov. Relations Forum	Ian Binns, Joe Shane
17	NSTA Director of Preservice Teacher Education	Donna Governor
18	NSTA Representative	Debi Hanuscin
19	CSSP Representative *	Valarie Akerson
20	NTLS/EASE *	Gil Naizer

\*No report submitted

## Potential Items for Board Action:

### Communications committee: Judy Morrison

1. Looking at having all ASTE Facebook posts automatically go to Twitter as well. Will allow Facebook users to opt out, as poster information would show on Twitter. One member of committee will edit and post to Twitter. No motion or SOP change needed, so will proceed.
2. *ASTE Newsletter*: with the passing of Amity Gann, Co-Editor of the Newsletter, the committee has stepped up their support for remaining Editor, Jennifer Oramous, who has elected to continue alone. Committee will monitor the situation and suggest Co-Editor if needed. Editor plans to add a Celebrations section to the *Newsletter*, where members can recognize events like conferral of degrees and other milestones. Gil suggests coming up with options about length, etc., to keep newsletter from getting too long. Debi states that with the web site revamp, should be able to incorporate some of these items there as well.

### Conference Planning and Professional Development committees: Andrea Burrows

The PD Committee is considering making a motion to move the conference professional development workshop proposal, review and acceptance process into the “regular” proposal process. They will know more for January 16<sup>th</sup> Board meeting. The PD Committee continues to discuss offering more PD opportunities, virtually, throughout the year. They are planning some joint PD with NSTA (Donna Governor). The Conference Planning Committee met, and subgroups worked to organize the 2021 virtual conference.

### Elections committee: Gil Naizer

Would like to have a regular slot in the conference program, similar to those provided for editors of ASTE publications.

### Equity committee: Jerrid Kruse

Committee picking up ASTE Code of Conduct work of previous Board member and Equity chair, Eric Pyle. Jerrid asked for clarification of the origins of the Code, etc. Valarie and Debi provided some history: organizations should have one for liability purposes, it’s good practice, examined other organizations’ codes as possible models. Debi also noted that climate is a concern, which is covered to some extent in the Grand Member survey, which will be discussed at January 16<sup>th</sup> Board meeting. Discussion: what will consequences of violating the code be? Will depend on what the complainant wishes.

### Membership committee: Ian Binns

Xavier Fazio is the incoming chair of the committee. Should the member survey be sent out again? Only have 100 responses. Will discuss further at January 16<sup>th</sup> Board meeting.

### Region Reports: Jonah Firestone

Far West notes that two of three conferences were/will be in states (TX in 2020 and SC in 2022) that many of them could not attend due to discriminatory legislation. See it as an

equity issue. Can discuss more later when Corinne Lardy (Far West regional rep) joins the board. Gil: ASTE will do its best to avoid those locations, and has a policy to do so.<sup>1</sup> Debi: what's the process for decision? (See [Appendix A](#) or [here](#)). Board examines site proposals (including proposed budget), and chooses one. Executive Committee approves the budget. Gil: Does the location policy need to be revisited? Some members want it broadened; others want it removed. Discuss more at January 16<sup>th</sup> Board meeting.

Policy Forum: Gil Naizer

New policy on assessment coming later, and will have an action item.

Director of Electronic Services: John Rhea

Working on the new web site. Hopes to have it up and running in May 2021. Mock-up is in report. Also wants to change the hosting company. Can get better service, at a lower cost, with better support, elsewhere. Will build new site on new host. When ready, will withdraw old site and cancel service with current provider (A Small Orange). Gil: Budget repercussions, if any, will be addressed by the Executive Committee.

Publications committee: Meg Blanchard & Renée Schwartz

Change in *Innovations* editor term from five to 3.5 years already approved. In the list of SOP changes to be made.

NSTA Director of Preservice Teacher Education: Donna Governor

Working with the ASTE PD committee to do collaborative virtual sessions. NSTA has a committee (composed of all ASTE members), chaired by William Veal, developing a shared program recognition program as NCATE/CAEP is going away. They're developing a rubric, and will make recommendations about who will be on the evaluation teams.

Meeting adjourned at 1:45PM EST, with attendees staying on Zoom call to work through conference Zoom room host procedures.

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<sup>1</sup> The ASTE board will not pursue a location for the annual national conference in a state that legislates discrimination based on gender, disability, race, or sexual/gender orientation. In the case where a conference venue is already under contract prior to new discriminatory laws in that state, the ASTE board will work to address the impact of such discrimination on teaching and learning through purposeful selection of keynote speakers, special conference sessions and workshops.

## January 16<sup>th</sup> Agenda

\*Board members may follow the links highlighted below to fill in this information in advance of the meeting to expedite business.

### **Board of Directors**

- 1) Welcome by President Hanuscin, introductions, and recognition of new members
- 2) 2021 Conference Debriefing /[Jamboard](#) / [Conference Roles](#)/ \*links in cyberspace
- 3) Conference Survey Preview
  - a) Include letter of thanks (address Kathy and Max chairing in future)
  - b) Indicate date through which presentations will be available in app
- 4) New committee updates /SOP changes
  - a) [Motion from PD committee](#)
  - b) Update on [Grand Member Survey Results](#)
- 5) Discussion of [Strategic Priorities](#)/Committee Charges
- 6) Additional Items/New Business as needed
  - a) [Available dates for 2021 Summer Board Meeting – 2 days virtual in May](#)
  - b) [Update Your Contact Information/Board Directory](#)

In attendance:

Debi Hanuscin: President

Gil Naizer: Past President

Rommel Miranda: President-Elect

Board Members: Meg Blanchard, Andrea C. Burrows, Xavier Fazio, Jonah Firestone, Jerrid Kruse, Corinne Lardy, Judy Morrison, Vanashri Nargund-Joshi, Alexis Riley and Jennifer Stark (née Mesa)

NSTA Representative: Donna Governor

Executive Director: Kate Popejoy

Debi convened the meeting at 1:00 PM EST

Established norms for a Zoom meeting by asking attendees to post their response in the chat to, “Board meetings should be...). Debi stated that she’d like to preserve the transcript and the chat for the meeting. If anyone objects, should post privately to Debi in the chat. No objections, so record will be preserved and available to Board members.

Introductions of all present with this prompt: name, pronouns, where from, role in ASTE, and one ASTE anecdote.

Board worked on a [Jamboard](#) related to January 2021 conference debriefing:

[https://jamboard.google.com/d/1Y108RBNrSE\\_In4gD3srOU0xZ1cZDLFNRvs8qbL5KNmc/viewer?f=0](https://jamboard.google.com/d/1Y108RBNrSE_In4gD3srOU0xZ1cZDLFNRvs8qbL5KNmc/viewer?f=0)

Discussion:

- E-mails from Debi before each conference segment were very helpful.

- Sessions, and their interactivity, were a plus, perhaps as attendees have become used to meeting in Zoom during this pandemic year.
- Access for international folks, which some might think may increase attendance in a virtual conference, is not good due to the time zone issue with synchronous sessions.<sup>2</sup>
- One Board member attended the International Region meeting, but very few people were there, as members come from all time zones, making virtual meeting time very difficult. They discussed how some language might exclude international attendees. For example, “NGSS” is only relevant to the US, and perhaps somewhat to Canada. However, the topic of science standards might be interesting to international attendees...consider using more global language. Another example is “NOS”, which is also seen as a North American term.
- More recruitment of international members, and more international partnerships are needed.

The Conference Survey was reviewed by the Board. Debi will send the provided feedback to the Conference committee.

The Conference Role table was introduced by Debi:

<https://docs.google.com/document/d/1jvFLOA9Wp2IGETL7cuv0t6FF5V4-3r2HurQqvFhdIA/edit>

Each member should complete as best they can. Will be available for a while for completion.

Discussion:

- How might interested non-committee members be utilized by the Conference committee? How many members should the committee have? This will be addressed in the Strategic Priorities segment of this meeting. Visitors are welcome at all committee meetings, and at Board meetings.
- Feedback from the Equity committee members who attended the conference would be helpful. One way to get that would be for committee chairs to reach out to their ex officio Equity members.

Motion from the Professional Development Committee (see [Appendix B](#) for full text):

*We move that ‘workshops’ be reviewed according to the same process and procedures (using appropriate criteria) as other sessions, as part of the annual conference.*

Discussion led by Andrea (PD Chair): committee is still split on whether workshop proposals would still have an earlier submission date, which allows proposers to resubmit their idea as a regular paper or poster if feedback about workshop proposal is poor. Committee would like input from the Board.

- Gil reminded Board that SOPs include commercial workshops as well. Does this motion include them?

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<sup>2</sup> International conference registration: One from Australia, six from Canada, one from Great Britain, one from Japan, and two from South Korea.

- Debi proposed a friendly amendment to change language to “member submitted workshops.” Andrea accepted, which served as a second to the motion. Vote called through poll on Zoom. Carried unanimously, therefore motion was amended.
- If moved to the regular process will need a workshop thread coordinator.
- Gil commented that the question about deadlines could be taken back to the Professional development committee. Debi asked for all opinions (more discussion). Debi then called the vote on the motion, via Zoom poll. Unanimously approved, with an acknowledgement that the process will need to be clarified in its implementation (setting deadline, adding options, PD committee members serving as reviewers) by the Conference Planning Committee (which includes the PD committee chair).

Grand Member Survey Results:

[https://docs.google.com/forms/d/1us7091Nsa4Gxwf2ISi4VaqdTw39\\_ODVXo2g7\\_wL94J4/viewanalytics](https://docs.google.com/forms/d/1us7091Nsa4Gxwf2ISi4VaqdTw39_ODVXo2g7_wL94J4/viewanalytics)

Xavier (Membership committee chair) updated the Board on the results. There were 101 responders, only three of whom were international members. Was deployed in December 2020, when many people may have been off email due to the winter break. Should the survey be redeployed?

Discussion:

- Some members support redeployment to encourage more members to respond.
- Some concern that it might be deployed at the same time as the Post-Conference survey, which might cause confusion. Perhaps a link to the Member Survey could be provided at the end of the Post-Conference Survey? However, that would still only go to those who attended the conference.
- Perhaps a targeted redeployment to international members would be effective.

Debi charged the Membership committee to decide how they would like to proceed. Debi will follow up.

ASTE Strategic Priorities for 2021:

<https://docs.google.com/document/d/11g0omBZ4z8cDuZygX7LMVAGqyUyVfACnKlx0DfLLW6g/edit#heading=h.a2l05zx9i5bl>

Debi stated that these came from the May 2020 Board meeting:

- 1) Broaden the diversity of membership and leadership in ASTE
- 2) Provide a leading voice in conversations about science teacher education research, policy, and practice

Each committee should fill out the [linked chart](#) with how they work, or plan to, toward these priorities. This is the first step toward a strategic plan. Committee chairs should report out at the May 2021 Board meeting.

Discussion:

- If we don't have demographic data now, how will we know if we're improving? We do have some data from the Grand Member Survey. Could consider gathering demographic data when members sign up or renew.
- Can Survey results be shared with graduate forum and other groups? Not yet, but can ask Membership chair Xavier for specific information.
- Can the Equity committee look at the Survey data to assess where we are? Debi will check SOPs to ascertain and follow up.

Board members reminded to fill out contact information sheet:

<https://docs.google.com/spreadsheets/d/1YOzIFnm8JL7r5gYulZwzwZjXCSLIJDNU3eo3NvhIRJU/edit#gid=0>

Board members reminded to fill out May calendar to find days for Board meeting (virtual):

[https://docs.google.com/spreadsheets/d/1939DZK\\_a8wZs5gPVynEsFFxWnEzTkrZptvf6REkD5\\_o/edit#gid=0](https://docs.google.com/spreadsheets/d/1939DZK_a8wZs5gPVynEsFFxWnEzTkrZptvf6REkD5_o/edit#gid=0)

Debi suggested that we make a master calendar for all things that happen in ASTE. Board agreed. A Board calendar, and a member calendar should be created.

Debi asked that members think about how Board meetings can be opened to all ASTE members, especially as they may be virtual for quite some time. Meetings could still move into closed session if needed.

Board meeting adjourned at 3:05 PM EST.

## Appendix A: [Process for hosting an annual conference](#)

### **Hosting an ASTE International Conference**

ASTE encourages any member(s) interested in hosting a conference to submit a proposal to the Executive Board of ASTE. Hosting an ASTE annual meeting requires both a commitment and a great deal of responsibility. A lot of time, energy and effort are needed during the proposing, planning, and implementing phases of hosting a conference. All questions concerning the proposal process should be addressed to the ASTE Executive Director, [executivedirector@theaste.org](mailto:executivedirector@theaste.org).

#### **1. Choosing the Location**

##### **A. The Location**

The ASTE Board will not pursue a location for the annual international conference in a jurisdiction that enacts legislation or regulations that have the effect of discrimination based on factor(s) including gender, disability, race, color, ancestry, national origin, marital status, age, disability, gender identity, genetic testing results, religion, military service, or sexual orientation. In the case where a conference venue is already under contract prior to new discriminatory policy/regulation/law in that jurisdiction and voiding the contract is not feasible, the ASTE board will work to address the impact of such discrimination on teaching and learning through purposeful selection of keynote speaker(s), special conference session(s) and/or workshop(s) for the annual conference.

##### **B. The Host Site**

A number of factors need to be considered when selecting the host site. The host site should be able to accommodate the ASTE membership with respect to both accommodations and conference facilities. It should be near a major airport with adequate ground transportation to the hotel. In addition, the location should offer a number of attractions including, but not limited to, educational, cultural, and recreational as well as restaurants, nightlife, and other places of interest for leisure and off-site excursions.

##### **C. Choosing a Host Hotel**

The ASTE annual meeting has traditionally been held at a hotel with a conference center. The proposed hotel/conference center must have the facilities needed to accommodate attending ASTE members during all aspects of the conference. For example, the hotel/conference center needs to have the following:

- At least 375 guest rooms (typically 500 conference attendees)
- At least 12 breakout rooms
- A large meeting room to hold general sessions and the Saturday Awards and Business Luncheon
- A pre-function area that provides adequate space and seating for socializing and breaks
- An area for registration,
- An office area, preferably a room where computers and registration materials can be placed and secured during off-hours
- An area to serve as exhibit space (roughly 10 exhibitors)

In addition, the proposed hotel/conference center must have the resources and personnel needed to ensure that all arrangements are met and the conference runs smoothly. It is a good

idea to also enlist the help of the local chamber of commerce, specifically the Visitors and Convention Bureau.

## **2. Guidelines for Proposals**

Any ASTE member can submit a request to hold the ASTE International Conference in a city of their choice. Certainly, there is much time and energy associated with being a conference chair.

Proposals to host are to be submitted in two steps. Step one is the submission of a preliminary proposal that includes pertinent information allowing the ASTE board to determine the appropriateness of the proposed site. Step two is the submission of a full proposal, which includes more detail, such as hotel contract information and preliminary conference budget. The Executive Director helps at all stages and will negotiate the final contracts.

### **A. Procedure for submitting:**

1. Compile *Preliminary Proposal* conference information (see below).
2. Submit information to the ASTE Executive Director at [executivedirector@theaste.org](mailto:executivedirector@theaste.org)
3. Executive Director will review and ask for revisions/additional information as needed before forwarding to the president.
4. Executive Director will forward preliminary proposal to the President & President will disseminate to the executive board for discussion.
5. After the full board meets and discusses the proposal, the President will contact the author to discuss the board decision.
6. If the proposal is approved, the Executive Director and conference chair(s) will work together to collect additional information (see full proposal details). The Executive Director will negotiate all contracts.

### **B. Preliminary Proposal**

The preliminary proposal should be submitted to the Executive Director ([executivedirector@theaste.org](mailto:executivedirector@theaste.org)) at least two full years prior to the date of the proposed meeting. Include the following information on the preliminary proposal.

1. Name and Contact information as well as previous experience for Conference chair(s)
2. Name and Contact information as well as previous experience for Program chair(s)
3. Other key personnel and roles
4. Location of conference: City, State
5. Proposed year(s) and January dates to host conference
6. Potential host hotels (at least 2 hotels)
  1. Area in city (include maps as needed)
  2. Number of guest rooms
  3. Estimate of guest room rate
  4. Number of conference rooms, size, and capacities (include floor map and room capacity charts)
  5. Hotel facilities; restaurants, bars, coffee shops, lounge areas, *etc.*
  6. Contact information for hotel sales staff
  7. Catering menu and pricing
  8. A/V department information and pricing
7. Attractions within walking distance of hotel
8. Potential tours/field trips

9. Information about availability of sign language interpreters and other support services
10. Airport(s) and major airlines at location
  1. Distance from hotel
  2. Price for transportation from airport to hotel
11. Typical weather in January
12. Provide any other information that would be of value for the ASTE board deliberations

### **C. Full Proposal**

Full proposals should include all the information included in the preliminary proposal plus the following:

1. Proposed hotel contract for at least two hotels
2. Conference program schedule (outline)
3. Conference budget (be sure to use real catering and AV costs from hotel)
4. Keynote speakers
5. Detailed transportation plan to/from airport
6. Conference Theme (if desired)

There will likely be additions to this information based on the specifics of the proposal, location, and personnel. Conference Chair(s) will work with the Executive Director to gather all information needed in the full proposal.

## **Appendix B: Motion from Professional Development committee**

Motion from PD Committee:

We move that member-submitted ‘workshops’ be reviewed according to the same process and procedures (using appropriate criteria) as other sessions, as part of the annual conference.

Rationale:

The PD committee is already using a similar process, which could easily be integrated into the proposal submission and review system. Given membership feedback led to the scheduling of workshop opportunities concurrently (versus before and after the conference), integration of the process would be beneficial for the conference program coordinator to receive information for all session proposals in one system.

Removing workshops from the responsibility of the PD committee would enable the committee to focus on providing professional development opportunities to members throughout the year—including webinars.

Considerations:

This motion would require that a ‘thread coordinator’ be appointed and reviewers recruited. Given there are 100+ members currently indicating a willingness to serve, and approximately 20 committee applications received beyond the available committee positions, there is capacity within the organization for this to be done.