

**AMATYC Executive Board Meeting  
Conference Call  
Wednesday, December 14, 2016**

The meeting was called to order at 3:02 PM EDT by President Jane Tanner. The following members of the Executive Board were present:

Jane Tanner	President	Nancy J. Rivers	Southeast Vice President
Jim Ham	President-Elect	Nicole Lang	Central Vice President
Michelle Duda	Secretary	Kathryn Kozak	Southwest Vice President
David Tannor	Treasurer	Liz Hylton	Northwest Vice President
Ernie Danforth	Northeast Vice President	Mark Harbison	West Vice President
Dan Fahringer	Mid-Atlantic Vice President		

Also present was: Wanda Garner, Executive Director

**MOTION:** That the 2016 Fall Board Meeting minutes be approved as submitted.  
Made by Ham and seconded by Danforth.

**Motion approved**

**The Board went into Executive Session at 3:03 PM.** Wanda Garner was asked to stay for Executive Session.

**The Board returned from Executive Session at 3:08 PM.** At that time Secretary Duda reported out the following appointments pending membership verification:

- Lisa Feinman (lfeinman@ccbcmd.edu) as AMATYC Historian, effective January 1, 2017, through December 31, 2021
- Project ACCESS Team members effective January 1, 2017, through December 31, 2019: Tammy Louie (tammy.louie@pcc.edu) as Program Assistant, Maureen Maikner (mmaikner@lccc.edu) as Project Assistant, Thomas Sundquist (Thomas.Sundquist@normandale.edu) as Listserv Assistant, Amber Rust (arust1@aacc.edu) as Fellow Selection Committee Member, and Matthew Prigel (mepregel@hacc.edu) as Fellow Selection Committee Member

**MOTION:** That the attached changes to PPM Section 2.11, Questionnaires or Surveys, be adopted effective immediately. (ATTACHMENT A)

Made by Ham and seconded by Rivers.

**Motion approved**

**MOTION:** That the board approve the concept of working with McGraw-Hill Education to create professional development online modules which support AMATYC's standards.

Made by Ham and seconded by Danforth.

**Motion approved**

**MOTION:** That a task force be established to oversee the discussion about the possibility of a McGraw-Hill Education/AMATYC partnership to promote professional development opportunities for our members.

Made by Danforth and seconded by Kozak.

**Motion approved**

**Task Force: McGraw-Hill/AMATYC Education Partnership**

Charge: Oversee the discussion about the possibility of a McGraw-Hill Education/AMATYC partnership to promote professional development opportunities for our members.

Chair: Nancy Sattler

Members: Wanda Garner, Mary Beth Orrange, Peter Georgakis, Liz Hylton, Ernie Danforth, Julie Gunkelman, George Hurlburt, Evan Evans

**MOTION:** That effective with the 2017 Conference and the 2017 calendar year, the deadline for right of first refusal of previous advertising or sponsorships be changed to February 1 with the date of payment changed to March 15. The updated policy, PPM Section 8.8.3.3, will appear as in the attached. (ATTACHMENT B)

Made by Ham and seconded by Danforth.

**Motion approved**

Liz Hylton will collect responses from the Board on the PowerPoint Rikki Blair presented at the recent CBMS meeting. The PowerPoint presented a draft of the data from two-year colleges collected during the CBMS 2015 survey of mathematics departments. Liz will send the responses to Rikki by January 1, 2017.

Meeting adjourned at 3:42 PM EDT.

Michelle L. Duda, Secretary 2016-2017  
Date: 12/14/2016

Jane D. Tanner, President 2016-2017  
Date: 12/14/2016

## ATTACHMENT A

### 2.11 ~~Questionnaires or~~ Surveys

~~Questionnaires and s~~ Surveys should exhibit professional standards. They should have a central focus or a main theme. They should be non-biased and should solicit the desired information in a non-intrusive and neutral manner. They should be grammatically correct, direct, and exhibit an easy-to-follow layout.

#### Guidelines for submitting ~~questionnaires or~~ surveys

The ~~survey and the~~ following information should be submitted to the ~~AMATYC Editing Director with the proposed questionnaire or survey through the~~ AMATYC President:

1. Identify the committee or group collecting the data and the name, ~~email~~ address, and phone number of a contact person.
2. Clearly state why the information sought is significant and what broad educational or organizational purpose that it will serve. Also identify:
  1. The audience to which the ~~questionnaire or~~ survey will be sent.
  2. Who will have access to the data.
  3. How this information will be used. If it will be published or distributed, explain how and where.
3. Accurately estimate the total cost of ~~gathering, interpreting, and recording the information sought~~ ~~administering the survey~~. Include:
  1. The method used to administer the survey (online or mailed). If using an online survey method, specify the person responsible for creating and managing the online version of the survey.
  2. The time involved in conducting the survey including the tentative date the survey will be sent out and the date the data collection will end.
  3. The costs associated with conducting the survey, including costs for duplication, paper, and postage, costs for organizing, summarizing, and interpreting the data, and the cost of distributing the results.
    1. ~~The method and cost of collecting the data such as duplication, paper, postage, etc.~~
    2. ~~The method and costs of recording and interpreting the data.~~
    3. ~~The method and cost of distributing the results.~~
4. Outline efforts verifying that the information is not available from other sources such as AMATYC, MAA, or NCTM.

#### Timeline for ~~approving submitting questionnaires or~~ surveys

~~Allow at least six weeks for the AMATYC Editing Director to review the questionnaire or survey and the supportive documentation and to reply. Another six weeks may be necessary if there is a revision cycle. Also consider the schedule of the AMATYC Board (meeting in the spring and at the fall conference) which must act on the AMATYC Editing Director's recommendation.~~

1. If the President approves the concept of the survey, it will be forwarded to the Executive Board, Executive Director, and Editing Director for review.
2. After sufficient time has been given to review and improve the survey, the President or Executive Board will decide whether or not to approve the survey.
3. If approved, the survey will be administered following the guidelines submitted to the President.

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## 2.11 Surveys

Surveys should exhibit professional standards. They should have a central focus or a main theme. They should be non-biased and should solicit the desired information in a non-intrusive and neutral manner. They should be grammatically correct, direct, and exhibit an easy-to-follow layout.

### Guidelines for submitting surveys

The survey and the following information should be submitted to the AMATYC President:

1. Identify the committee or group collecting the data and the name, email address, and phone number of a contact person.
2. Clearly state why the information sought is significant and what broad educational or organizational purpose that it will serve. Also identify:
  1. The audience to which the survey will be sent.
  2. Who will have access to the data.
  3. How this information will be used. If it will be published or distributed, explain how and where.
3. Accurately estimate the total cost of administering the survey. Include:
  1. The method used to administer the survey (online or mailed). If using an online survey method, specify the person responsible for creating and managing the online version of the survey.
  2. The time involved in conducting the survey including the tentative date the survey will be sent out and the date the data collection will end.
  3. The costs associated with conducting the survey, including costs for duplication, paper, and postage, costs for organizing, summarizing, and interpreting the data, and the cost of distributing the results.
4. Outline efforts verifying that the information is not available from other sources such as AMATYC, MAA, or NCTM.

### Timeline for approving surveys

1. If the President approves the concept of the survey, it will be forwarded to the Executive Board, Executive Director, and Editing Director for review.
2. After sufficient time has been given to review and improve the survey, the President or Executive Board will decide whether or not to approve the survey.
3. If approved, the survey will be administered following the guidelines submitted to the President.

## ATTACHMENT B

### Original PPM:

#### 8.8.3 Process for Consideration and Implementation of Conference Advertising Opportunities <SPO 2007>

1. Beginning at 8 a.m. eastern time on December 1 of the year before the conference, advertisers may complete the request for special conference advertising and submit the contract by fax or email to the AMATYC Advertising Chair.
2. Although requests will be handled on a first come first serve basis, if an item was used at the previous annual conference, the previous advertiser has the first right of refusal unless extraordinary circumstances (such as slow payment, lack of cooperation in completing the business transaction, etc.) would cause it to be in the best interest of AMATYC to do otherwise.
3. If the previous advertiser wishes to exercise this first right of refusal and repeat the advertising opportunity, the advertiser must complete and submit the form by December 1 and pay the AMATYC fee by January 15.

### New PPM:

#### 8.8.3 Process for Consideration and Implementation of Conference Advertising Opportunities <SPO 2007>

1. Beginning at 8 a.m. eastern time on December 1 of the year before the conference, advertisers may complete the request for special conference advertising and submit the contract by fax or email to the AMATYC Advertising Chair.
2. Although requests will be handled on a first come first serve basis, if an item was used at the previous annual conference, the previous advertiser has the first right of refusal unless extraordinary circumstances (such as slow payment, lack of cooperation in completing the business transaction, etc.) would cause it to be in the best interest of AMATYC to do otherwise.
3. If the previous advertiser wishes to exercise this first right of refusal and repeat the advertising or sponsorship opportunity, the advertiser must complete and submit the form by February 1 and pay the AMATYC fee by March 15.