

NABT

Two Year Section Officer Guide

Authors

Sharon S. Lee-Bond, Northampton Community College
slee-bond@northampton.edu

Lindsey D. Carter, Butler Community College
lcarter13@butlercc.edu

Mary Phillips, Tulsa Community College
mary.phillips@tulsacc.edu

NATIONAL ASSOCIATION OF BIOLOGY TEACHERS (NABT)

12100 Sunset Hills Road, Suite 130 Reston, VA 20190

E-mail: office@nabt.org | Fax: (703) 435-4390

Toll Free (888) 501-NABT or (703) 264-9696.

TABLE of CONTENTS

Topic	Page Number
Mission, Values, Constitution and Position Statements	3
Leadership Organization of NABT	4
Two Year College Section Officers: Roles and Responsibilities	5-8
Two Year College Section: Description of Committees	8
Descriptions of the Two Year Section Teaching Awards	9
Teaching Award Selection: Timeline and Activities <ul style="list-style-type: none">• Sample award nomination letter• Sample evaluation rubrics• Sample award notification letter	10-18
Chair: Pre-Conference Information <ul style="list-style-type: none">• Sample letter to 2Y members	19-21
Format for Meeting Minutes: Sample	22-25
NABT Committee/Section Yearly Activity Report	23
Two Year (2Y) Section Luncheon - Agenda	27-28
Two Year (2Y) Section Business Meeting - Agenda	29-30

About NABT

Since its establishment in 1938, the National Association of Biology Teachers (NABT) has been

the recognized "leader in life science education." Thousands of educators have joined NABT to share experiences and expertise with colleagues from around the globe; keep up with trends and developments in the field; and grow professionally.

Our Mission

The National Association of Biology Teachers empowers educators to provide the best possible biology and life science education for all students.

Our Values

As the recognized leader in life science education, the National Association of Biology Teachers represents and supports teachers, students, scientists, and allied professional organizations to enhance and improve biological literacy for all. We believe that...

- ...biological science education at all levels is essential and fundamental for all in a global society.
- ...teachers are professionals entitled to respect, recognition and opportunities for growth in discipline knowledge and pedagogical excellence.
- ...teachers are the best advocates for their students, colleagues and the profession.
- ...the science of biology and the practice of pedagogy are dynamic and linked.
- ...all biology learning experiences should be engaging, meaningful, holistic, and immerse students in the nature and practices of science particularly with application to other sciences, society and world issues.

CONSTITUTION of NABT

[https://www.nabt.org/websites/institution/File/pdfs/About%20ABT/NABT%20Cont%20&%20Bylaws%20\(Aproved%202013\).pdf](https://www.nabt.org/websites/institution/File/pdfs/About%20ABT/NABT%20Cont%20&%20Bylaws%20(Aproved%202013).pdf)

NABT POSITION STATEMENTS

<https://www.nabt.org/websites/institution/index.php?p=35>

LEADERSHIP ORGANIZATION of NABT

Executive Director

NABT Office Staff

Board of Directors:

- President, President Elect, Past President, Secretary/Treasurer
- Director-at-Large (s)
- Director/Coordinator(s)

<p>Regional Coordinators</p> <ul style="list-style-type: none"> ● Region I (CT, ME, MA, NH, RI, VT) ● Region II (DE, DC, MD, NJ, NY, PA, VA) ● Region III (IL, IN, MI, OH, WI) ● Region IV (IA, KS, MN, MO, NE, ND, SD) ● Region V (KY, NC, SC, TN, WV) ● Region VI (AL, FL, GA, LA, MS, PR) ● Region VII (AZ, AR, NM, OK, TX) ● Region VIII (CO, ID, MT, NV, UT, WY) ● Region IX (AK, CA, HI, OR, WA, Pacific Territories) ● Region X (Canadian Provinces & Territories) 	<p>Standing Committees</p> <ul style="list-style-type: none"> ● <i>ABT</i> Journal Advisory Committee ● Archival Committee ● Awards Committee ● Conference Committee ● Constitution & Bylaws Committee ● Finance Committee ● Global Perspectives Committee ● Honorary Membership Committee ● Long Range Planning Committee ● Membership Committee ● Nominating Committee ● Past President Advisory Council ● Professional Development Committee ● Retired Member Committee
<p>Board Appointed Representatives</p> <ul style="list-style-type: none"> ● Outstanding Biology Teacher Award National Coordinator ● Sustainability Education ● Introductory Biology Task Force 	<p>Sections</p> <ul style="list-style-type: none"> ● AP Biology Section ● NABT BioClub ● Four-Year College Section ● Two-Year College Section

TWO YEAR COLLEGE SECTION OFFICERS: Roles and Responsibilities

The following leadership roles have been traditionally transitioned into the other by first being elected as the section secretary by the member votes at the business meeting of the annual conference. It is essential that section officers and committee members inform the 2Y section leadership about their unavailability to attend scheduled meetings or to discontinue their responsibility to serve the 2Y section so other members can be selected to fulfill these roles. It is expected the section officers will attend the annual conferences during their years of service.

Chair - The chair elect transitions into the chair position at the time of the annual conference. The chair provides the gavel to incoming chair at the business meeting to symbolize the transfer of leadership.

The following responsibilities through the year of service may change as needed.

The responsibilities of the chair are to:

1. Represent the 2Y section in different ways and responds to questions and concerns after consulting the section officers and if needed, the executive director.
2. Discuss relevant NABT news, initiatives, and concerns with the section officers to plan and implement action items.
3. Prepare and send periodic 2Y section letters (that include updates and reminders) to the 2Y membership with the help of the executive director to (e.g., timing of letter should be prior to important due dates, such as conference abstract submissions, teaching award nominations, etc). See Table 1.

Table 1. NABT event schedule when the annual conference was Nov 11-14, 2015 (Rhode Island)

Annual conference abstracts due date	Teaching award nominations due date	Annual conference early bird registration	Annual conference advance registration	On site registration
Mid-March	Mid -March*	Early August	End of October	Conference start date

*All the due dates are subject to change with the timing of the annual NABT conference

4. Be proactive in planning and preparing in advance of the conference and other events.
5. Receive updates from the executive director about the schedule for the following annual conference events as the program events are being finalized.

- a. 2Y Executive Officers Meeting (such as Wednesday or before the 2Y business meeting)
 - b. 2Y Networking event (lunch or evening social)
 - c. 2Y Morning business meeting (“bring your own breakfast” format)
6. Attend the annual conference events that the 2Y section is invited or expected to attend, such as the Open Meeting for the NABT Board of Director Meeting (usually the first day of the conference) then provide brief highlights of the NABT Board Open Meeting at the 2Y business meeting.
 7. Attend the NABT Honors luncheon (usually Saturday afternoon but subject to schedule change) to present the 2Y section teaching awards, unless another 2Y section officer or member can attend instead.
 8. Prepare the agendas of the 2Y events to review with the section officers to finalize details.
 9. Lead and moderate the 2Y conference events, such as the 2Y business meeting, unless these roles are delegated to another section officer to other member if unavailable.
 10. Oversee the steering committee activities with the chair elect.
 11. Prepare and submit the 2Y section reports to the NABT board (usually receives an online survey link for a pre-conference section update, or an end of the year report); *See page 23* for an example of a survey in this handout guide.

Chair Elect - The secretary transitions into the chair elect position at the time of the annual conference. The following responsibilities may change through the year of service as needed.

The responsibilities of the chair elect are to:

1. Represent the 2Y section in different ways.
2. Undertake specific responsibilities of the chairperson when he/she is not available.
3. Record the meeting minutes for the 2Y business meeting at the annual conference so the chair elect can prepare for the following year as the chair.
4. Send the meeting minutes of the 2Y business meeting and summary/reflections of the 2Y events attended, and make suggestions to change or modify activities for next year.
5. Oversee when and how periodic “virtual” meetings with the section officers will take place, such as in January to discuss teaching nomination details, summer to discuss

mid-year updates., and early fall to discuss pre-conference details.

6. Oversee when and how “virtual” meetings with the steering committee members will take place as needed to discuss specific agenda items.
7. Prepare agenda items for the “virtual” meetings with input from the section officers.
8. Learn more about how the 2Y section can serve its member and inform the section officers.
9. Contact NABT staff to update the Two Year Section information on the website <http://www.nabt.org/websites/institution/index.php?p=619>

Secretary -The secretary is elected into this leadership role at the time of the annual conference at the 2Y business meeting. The following responsibilities through the year of service may change as needed.

The responsibilities of the secretary are to:

1. Represent the 2Y section in different ways.
2. Undertake specific responsibilities of the chair elect (or chair) when not available.
3. Promote membership involvement and provide updates to the section officers.
4. Oversee the teaching award selection process during the early spring months (Jan, Feb, March) after being elected.
 - Determine the timeline of events so that the names of the selected award winners can be submitted to the executive director, who will directly notify the winner(s).
 - Contact the teaching award committee members about their responsibilities and timeline of events (confidentiality, receipt of nomination materials, submission date of selected award winners to the two 2Y section teaching awards).
 - Inform the section officers if replacements for teaching award committee members are needed.
 - Write and send nominees letter to notify them of the nomination with instructions how to complete the application.
 - Receive the nominees’ application materials from the executive director.

- Update the evaluation rubric for each teaching award (*see pages 13-16* in this handout guide for examples).
- Provide a specific deadline for their award selection winners, send the evaluation rubric(s) to the teaching award selection committee and provide instructions on how to access the teaching award nominees' application materials.
- Collect the evaluation results from the selection committee by a specific due date.
- Send the teaching award results to the executive director
- Upon confirmation from the executive director that selection results were received and to proceed, send out "thank you" email messages to all of the teaching award nominees for their great work
- Send updates about the teaching award process to the section officers.

TWO YEAR SECTION COMMITTEES: Descriptions and Responsibilities

Teaching Award Selection Committee - Our 2Y section members are asked to volunteer for this committee usually at the 2Y business meeting; however, other interested volunteers can contact the current section chair. These members are most active from April - June after the teaching award nominations have been submitted to NABT by mid-March or the published deadline. Confidentiality about the selected teaching award winners is expected until the NABT organization makes the official announcements. This committee will work closely with the section secretary, who provide the evaluation rubric(s), provide instructions to access the nominees' application materials, and deadline when evaluation results must be sent to the secretary.

Steering Committee (Formed as Needed) - Our 2Y section members are asked to volunteer for this committee depending on a specific initiative or focus as requested by the 2Y section membership or the NABT Board. Interested volunteers can contact the current section chair. Members will be contacted by the chair elect about scheduling "virtual" meetings, sending out agenda items, and doing follow up. The secretary and chair may also participate in the steering committee meetings.

TWO YEAR COLLEGE SECTION SPONSORED TEACHING AWARDS

Prof. Chan Two-Year College Award for the Engaged Teaching of Biology

Sponsored by Sarah McBride and John Melville, the Professor Chan Two-Year College Award for the Engaged Teaching of Biology will be given to a Two-Year College faculty member who has successfully developed and demonstrated an innovative, hands-on approach in the teaching of biology and has carried their commitment to the community. This award includes \$500 toward travel to the NABT Professional Development Conference, and \$1500 of Vernier equipment. The recipient also receives a recognition plaque to be presented at the NABT Professional Development Conference and one year of complimentary membership to NABT. Nominations are due by *April 15, 2015*. *Online Nomination Form Link :*
<http://www.nabt.org/websites/institution/index.php?p=631>

Two-Year College Biology Teaching Award

Sponsored by NABT's Two-Year College Section and Swift Optical, this award recognizes a two-year college biology educator who employs new and creative techniques in his/her classroom teaching. The primary criterion for the award is skill in teaching, although serious consideration will be given to scholarship, usually demonstrated through publications or innovative techniques relating to teaching strategies, curriculum design, or laboratory utilization. Nominees must be current members of NABT, and the award includes a \$500 travel honorarium to attend the NABT Professional Development Conference, a recognition plaque, and one year of complimentary membership to NABT. The nomination deadline is *April 15, 2015*. *Online Nomination Form Link: <http://www.nabt.org/websites/institution/index.php?p=631>*

TEACHING AWARD SELECTIONS: TIMELINE of EVENTS and ACTIVITIES

- Contact NABT staff to update website link for awards instructions and applications - January.
- Contact 2Y award committee volunteers - March.
- Receive applications April (or due date).
- Determine the timeline of events so that the names of the selected award winners can be submitted to the executive director, who will directly notify the winner(s).
- Contact the teaching award committee members about their responsibilities and timeline of events (confidentiality, receipt of nomination materials, submission date of selected award winners to the two 2Y section teaching awards).
- Inform the section officers if replacements for teaching award committee members are needed.
- Receive the nominees' application materials from the executive director- Current online format is sent in a spreadsheet. Recommendation letters are emailed directly to the Award Committee Chair.
- Update the evaluation rubric for each teaching award (see pages # 13-16 in this handout guide for examples).
- Provide a specific deadline for their award selection winners, sends the evaluation rubric(s) to the teaching award selection committee and provides instructions on how to access the teaching award nominees' application materials.
- Collect the evaluation results from the selection committee by a specific due date.
- Send the teaching award results to the executive director.
- Upon confirmation from the executive director that selection results were received and to proceed, send out "thank you" email messages to all of the teaching award nominees for their great work (see pages # in this handout guide for examples).
- Send updates about the teaching award process to the section officers.

SAMPLE LETTER - Two-Year College Biology Teaching Award

Dear Professor _____,

Congratulations on your nomination for the Two Year NABT College Biology Teaching Award!

My name is _____ and I'm the chair of the Two Year NABT College Biology Teaching Award Committee. You've been nominated for the Two Year NABT 2016 award honoring outstanding teaching at the community college.

Two-Year College Biology Teaching Award

Sponsored by NABT's Two-Year College Section, this award recognizes a two-year college biology educator who employs new and creative techniques in his/her classroom teaching. The primary criterion for the award is skill in teaching, although serious consideration will be given to scholarship, usually demonstrated through publications or innovative techniques relating to teaching strategies, curriculum design, or laboratory utilization. Nominees must be current members of NABT.

The Two-Year College Biology Teaching Award includes _____ and a recognition plaque to be presented at the [NABT Professional Development Conference](#), and a one-year complimentary NABT membership.

It will greatly help the Awards Committee if you will acknowledge receipt of this email, along with your intention to submit the application and attend NABT's 2016 Professional Development Conference (November ____, 2016, ____City_____, _____State_____) if you are selected as the winner. While attending the Conference is not required, it is a wonderful opportunity to receive the recognition you will have earned.

To be considered for this award, please complete the online form by _____, showing evidence of your excellence in teaching, including a lesson plan and a letter of reference discussing how you employ new and creative techniques in your classroom teaching. The complete instructions are found on the following links. I have also attached instructions for your convenience. Thank you.

Two Year College Biology Teaching Award information and application instructions:

<http://www.nabt.org/websites/institution/index.php?p=641>

If you have any questions about the application, please email NABT at

Congratulations on your nomination and thanks for taking the time to go through the application process! NABT appreciates good teaching, and we are proud to sponsor this award.

I look forward to hearing from and receiving your materials. If you have questions, please email me at:

Sincerely,

NABT Two-Year Biology Teaching Awards Committee Chair

SAMPLE LETTER - Professor Chan Two Year College Award

Dear Professor _____

Congratulations on your nomination for the Professor Chan Two Year College Award for the Engaged Teaching of Biology Award!

My name is _____ and I'm the chair of the Professor Chan Two Year College Award Committee. You've been nominated for the 2016 Professor Chan Award honoring outstanding teaching at the community college.

Prof. Chan Two-Year College Award for the Engaged Teaching of Biology

Sponsored by Sarah McBride and John Melville, the Professor Chan Two-Year College Award for the Engaged Teaching of Biology will be given to a Two-Year College faculty member who has successfully developed and demonstrated an innovative, hands-on approach in the teaching of biology and has carried their commitment to the community. This award includes \$500 toward travel to the [NABT Professional Development Conference](#), and \$1500 of Vernier equipment. The recipient also receives a recognition plaque to be presented at the NABT Professional Development Conference and one year of complimentary membership to NABT.

It will greatly help the Awards Committee if you will acknowledge receipt of this email, along with your intention to submit the application and attend NABT's 2016 Professional Development Conference (November __, 2016, __ City ____, __ State ____) if you are selected as the winner. While attending the Conference is not required, it is a wonderful opportunity to receive the recognition you will have earned.

To be considered for this award, please complete the online form by _____, showing evidence of your excellence in teaching, including a lesson plan and a letter of reference discussing how you employ new and creative techniques in your classroom teaching. The complete application and instructions are now online. I have also attached instructions for your convenience. Thank you.

Prof. Chan 2-Year College Teaching Award information and application instructions:

<http://www.nabt.org/websites/institution/index.php?p=738>

If you have any questions about the application, please email NABT at _____

Congratulations on your nomination and thanks for taking the time to go through the application process!

I look forward to hearing from and receiving your materials. If you have questions, please email me at:

Sincerely,

Professor Chan Two Year College Award Committee Chair

EVALUATION FORM: TWO-YEAR COLLEGE TEACHING AWARD

Sponsored by the NABT 2 Year College Section

Award Description: The Two-Year College Biology Teaching Award recognizes a two-year college biology educator who employs new and creative techniques in his/her classroom teaching. Nominees must be

current members of NABT and the primary criterion for the award is skill in teaching, although serious consideration will be given to scholarship, usually demonstrated through publications or innovative techniques relating to teaching strategies, curriculum design, or laboratory utilization.

Name of the Candidate: _____

Name of the Judge: _____ Date _____

TWO YEAR COLLEGE AWARD SELECTION CRITERIA	POINTS EARNED 1 = Weak 2 = Average 3 = Excellent
I. Provides evidence of superb classroom performance, mastery of effective and diverse teaching techniques, and adaptations to non-traditional students	
II. Demonstrates integrity and accuracy in teaching the subject matter	
III. Provides evidence of best practices in science teaching.	
IV. Provides evidence of generosity with personal time, easy access, and continuing concern for individual students' intellectual growth, and a commitment to help students reach high standards, particularly through individual interaction; local (school or community) involvement as a science educator.	
V. First letter of support that evaluates teaching effectiveness Written by: Supervisor, student, parent, community member, teacher/colleague	
VI. Second letter of support that evaluates teaching effectiveness Written by: Supervisor, student, parent, community member, teacher/colleague	
VII. Personal Essay: Brief essay (1000 words or less) covering your personal philosophy on ... a. Teaching Technique, b. Scholarship and Professional Growth c. Student Services, and d. Academic Standards and Student Performance	
TOTAL POINTS EARNED BY THE CANDIDATE (21 points)	

TWO-YEAR COLLEGE TEACHING AWARD EVALUATION (Page 2)

Name of the Candidate: _____

JUDGE'S NOTES : Include the noteworthy accomplishments and supporting evidence that the candidate has fulfilled (or exceeded) the selection criteria; especially important information for deciding on possible tiebreakers

Rank of the Candidate: _____

PROF. CHAN TWO-YEAR COLLEGE AWARD FOR THE ENGAGED TEACHING OF BIOLOGY

Sponsored by Sarah McBride and John Melville

Award Description: The Dr. Chan Two-Year College Award for the Engaged Teaching of Biology will be given to a Two-Year College faculty member who has successfully developed and demonstrated an innovative, hands-on approach in the teaching of biology and has carried their commitment to the community.

Name of the Candidate: _____

Name of the Judge: _____ Date _____

PROF. CHAN AWARD SELECTION CRITERIA	POINTS EARNED 1 = Weak 2 = Average 3 = Excellent
I. Demonstrates innovative techniques and materials developed by the candidate and that can be replicated easily by other	
II. Provides evidence of the candidate's commitment to disseminating his/her techniques and materials to others	
III. Provides evidence of commitment to continuous professional development to stay current in the field of evolution education	
IV. Demonstrates integrity and accuracy in teaching the subject matter	
V. Uses best practices in the use of investigative, inquiry-based methods	
VI. Provides evidence of benefits to students, particularly in increasing their enthusiasm for, and knowledge of, biology and its relevance in their lives	
VII. Demonstrates a passion and vision for the value of biology education through local (school or community) involvement as a science educator	
VIII. First letter of support that evaluates teaching effectiveness Written by: Student, parent, community member, teacher/colleague	
IX. Second letter of support that evaluates teaching effectiveness Written by: Student, parent, community member, teacher/colleague	
X. Personal Essay: Brief essay (1000 words or less) of the personal philosophy on	

a. biological science education in the classroom and community, b. the content or concept you have found particularly difficult for students to grasp and how you have attempted to help students in this area, c. your challenges and successes in promoting the understanding of biological issues among students and members of your community	
TOTAL POINTS EARNED BY THE CANDIDATE (30 points)	

PROF. CHAN TWO-YEAR COLLEGE AWARD

Name of the Candidate: _____

JUDGE'S NOTES : Include the noteworthy accomplishments and supporting evidence that the candidate has fulfilled (or exceeded) the selection criteria; especially important information for deciding on possible tiebreakers

Rank of the Candidate: _____

SAMPLE AWARD NOTIFICATION EMAIL

Winner:

Professor _____ ,

On behalf of the National Association of Biology Teachers I would like to inform you that you have been selected as the 2016 recipient of NABT's Two Year College Biology Teaching Award!

You will receive your award at the Awards Ceremony at this year's NABT conference in Providence, Rhode Island (<http://www.nabt.org/websites/institution/index.php?p=10>). I do hope you will be able to attend! Please do let me know.

Best wishes for the rest of the school year.

Sincerely,

Award Committee Chair
NABT 2-Year College Section

Non-winner:

Professor _____ ,

On behalf of the National Association of Biology Teachers I regret to inform you that you have not been selected for the 2016 recipient of NABT's Two Year College Biology Teaching Award. Thank you for taking to the time apply for this years award.

We hope to see you at this year's NABT conference in Providence, Rhode Island (<http://www.nabt.org/websites/institution/index.php?p=10>). I do hope you will be able to attend! Early bird registration ends July 31st.

Best wishes for the rest of the school year.

Sincerely,

Awards Committee Chair
NABT 2-Year College Section

PRE- CONFERENCE INFORMATION TIMELINE and ACTIVITIES

Chair

- 6 MONTHS, 3 MONTHS and 1 MONTH BEFORE THE CONFERENCE: Ask the chair elect to schedule virtual meetings with the section officers and prepare agenda items
- 3-4 MONTHS BEFORE THE CONFERENCE: Contacts the 4Y section chair and other 2Y members to request updates to include in the 2Y section letters and/or conference meeting agenda items
- 3-4 MONTHS BEFORE THE CONFERENCE: Contacts the executive director for the deadline to submit the chair's 2Y section letter that NABT will send to 2Y membership
- 1 MONTH BEFORE THE CONFERENCE: Prepares and sends out meeting agenda(s) for the 2Y business meeting and events to the section officers for review and feedback
- Receives schedule updates from the executive director; informs the the section officers:
 - 2Y Executive Officers Meeting (Wed or before 2Y business meeting)
 - 2Y Networking event (lunch or evening social)
 - 2Y Morning business meeting ("bring your own breakfast" format)
- Prepares print copies of the previous year's meeting minutes of the 2Y business meeting for approval at the annual conference
- Discusses with the section officers who will introduce and present the 2Y teaching award recipients at the 2Y section social event (e.g., lunch)
- Makes travel plans to attend the NABT Board Opening Meeting (first day of the official conference, such as Wednesday) and NABT Honor Luncheon (usually Saturday)
- Brings gavel to the annual conference

Chair Elect

- Assists the Chair with pre-conference responsibilities as requested
- 6 MONTHS, 3 MONTHS and 1 MONTH BEFORE THE CONFERENCE: Schedules the virtual meetings for the section officers (and steering committee as needed) and takes meeting minutes to share with the section officers

Secretary

- Confirm that the teaching award recipients will attend the NABT conference and is informed about the scheduled 2Y section events, such as attending the 2Y social event to be recognized by peers and NABT Honors Luncheon

SAMPLE: PRE-CONFERENCE LETTER SENT FROM THE CHAIR

The NABT Executive Director will edit the chair's message to fit the newsletter or e-letter format

October 2, 2015

Dear Colleagues,

I hope you, your family, and your students are doing very well. As the current Two Year Section Chair, I would like to inform you of some updates and future opportunities for our current and prospective NABT members. The 2015 NABT Annual Conference is November 11 – 14, 2015, in Providence, Rhode Island so read about some conference highlights as described below. If you have not already registered, there is still time to receive a discount with the advance registration by October 31st. Daily registration is available for November 11 -13 and Saturday is free. Preview the conference program schedule to learn what speaker events, professional development activities and networking opportunities you can attend. Please contact me if you are a first time visitor to the NABT conference or you would like me to help you to meet other Two Year Section members at the November conference.

NABT 2015 Professional Development Conference Program (Will be updated periodically);
http://www.nabt.org/programs/2015_programs/index.php?p=Home

Register Now for NABT 2015!

<https://www.nabt.org/registrations/nabt2015/index.php?p=Reg.login>

Hotel Information in Providence Rhode Island

<http://www.nabt.org/websites/institution/index.php?p=756>

Travel Info to Providence: Planes, Trains, Rental Cars, Driving Directions and More

<http://www.nabt.org/websites/institution/File/pdfs/Conference%20Forms/2015%20Conference/NABT%202015%20Travel%20Information.pdf>

I would like to highlight some of the group meetings that you might be interested in attending this November (For specific details, such as room locations, see the NABT 2015 Professional Development Conference Program link):

- Wed, Nov 11 (5:30 – 7:00PM) Meet and Greet

- Thurs, Nov 12 (7:00 – 8:15AM) First Timer's Breakfast, Free Ticket Required, Indicate "first timer" at registration

- Fri, Nov 13 (7:30 – 8:15AM) Two Year Section Business Meeting is Bring Your Breakfast. All two-year, junior, community college and other instructors are invited to attend. Various updates and opportunities will be discussed. The secretary for 2015- 2016 will be elected so interested candidates should attend.

- Fri, Nov 13 (11:45 – 12:45PM) Two Year Section Luncheon, Meal Ticket Required, \$5 advance, \$8 on site. Share your challenges, epiphanies, and best practices with other two-year and community college educators who "get it." The winner of the Two-Year College Biology Teaching and Prof. Chan Teaching Award will also be announced. This luncheon replaces the Two Year evening social reception, which was held in previous conferences. Hayden-McNeil Publishing is the lunch event sponsor.

- Sat, Nov 14 (12 – 2PM) NABT Honors Luncheon, Meal Ticket Required, Free Tickets for Award Recipients

2 YEAR SECTION UPDATES

From Stacey Kiser (Past 2014 NABT President, Lane Community College, Oregon): Several NABT members, including people from the two year section and past presidents, attended the first Gordon Research Conference on Undergraduate Biology Education Research. We heard about current biology education research and potential policy in Introductory Biology. During the Q&A sessions after the talks, and during the poster sessions, we reminded people of the role of two year colleges in teaching half of undergraduates nationally. Given the very positive reaction to this first conference, plans are in the works for another conference in 2017. For more information and the schedule, see the web site at <https://www.grc.org/programs.aspx?id=16908>

From Steve D. Christenson (Four Year College and University Section Chair, Brigham Young University-Idaho, christensons@byui.edu): The 2 Year section members are invited to attend the research symposium (Thursday, 1:15 to 4:00 pm) on biology education research and to submit future proposals. Also volunteer judges are needed for the NABT Poster Session (Thursday 4:00-6:00 pm), which will be on display in the exhibition hall during and after the Thursday night exhibit hall reception; please contact Kathy Gallucci (gallucci@elon.edu) to judge the posters.

From Sharon Lee-Bond (Two Year Section Chair, Northampton Community College, PA): The new secretary of the 2 Year section will be elected at the November conference in Providence so nominations can be emailed to me or submitted at the conference. One of the primary roles of the secretary is coordinating the 2 Year Section award selection process in the late spring. The secretary will become the Chair Elect the following year. Please email me if you would like to know more about this leadership role and other volunteer opportunities within the 2 year section. Mary Phillips (Tulsa Community College, Oklahoma) will become the 2 Year Section Chair and Lindsey Carter (Butler Community College, Kansas) will be the Chair Elect for 2015-2016.

In closing, I encourage you to stay connected with our organization and its members using the NABT website, the NABT Facebook and Twitter. Consider submitting an article or read the *American Biology Teacher* publication. Download the new app to read a free monthly article from the *American Biology Teacher* on your tablet or cell phone. It's never too late to plan ahead to attend or to think of your next presentation abstract ideas because the **2016** annual conference will be held in **Denver, Colorado, November 3- 6**. If you're interested in volunteer opportunities, such as reviewing future presentation abstracts and other activities, please contact Jaclyn Reeves-Pepin, NABT Executive Director, at jreevespepin@nabt.org or (888) 501-NABT x 102. Tell friends and colleagues about the various NABT membership opportunities for full members, internationals, adjuncts, retired members, students, and spouses. Please stay informed, get involved, tell us about your professional development needs, and send us 2 year section updates. NABT recently celebrated its 75th year anniversary so thank you for being a part of what we, as biology educators, can achieve now and in the future for our students and communities.

Sharon S. Lee-Bond, NABT 2 Year Section Chair, 2014 -2015

Northampton Community College, slee-bond@northampton.edu

To Future Section Officers from Past Officers: [SUGGESTED TEMPLATE FOR BUSINESS](#)

MEETING MINUTES

(Recorder – Please send final copy to all current section officers as soon as possible after the conference. The new chairperson can prepare the end of the year report for the NABT Board, which sends out the survey questions. Also the chair will submit the meeting minutes to NABT contact person to post on the 2Y section web page.)

Two-Year Community College Section of NABT Minutes

Year of _____ Business Meeting

City, State of the Conference: _____

Month, Date, Year _____

I. Minutes prepared by _____(name of 2Y section officer, such as secretary)

II. Call to Order

_____ (name) welcomed the members and called the meeting to order at

_____ a.m. (time).

III. Approval of Minutes

Minutes of the _____(year) business meeting in was moved to be accepted as is

_____ (name) and seconded by _____ name).

The motion to accept by and accepted by acclamation.

III. Chairperson's Report

A. Sponsor List

(List the names of the conference events, names of the companies or persons, and their company email, if available)

B. New Members

(Record the number of new members who acknowledged their presence via raised handout. Also include from which colleges or other info about the new members, if available).

C. Future Annual NABT Conferences

(List the years and the conference locations based on what has been posted on the NABT website)

D. General Reminders:

1. Prepare abstract presentation proposals for next annual conference (e.g., March)
2. Nominate colleagues for NABT Teaching Awards in early spring (e.g., Mid-March)
3. Other information

E. Other Announcements and Requests

IV. Board Report by _____ (name of presenter)

V. Old Business

(List the names of the speakers and highlights of info presented)

VI. New Business

(List the names of the speakers and highlights of info presented)

VII. Election of Officers

A. Secretary

_____ (name) was nominated by _____ (name).

_____ (name) closed the nomination.

_____ (name) seconded and _____ (name of nominee) was voted in as Secretary by acclamation.

B. Chair Elect

_____ (name) was nominated by _____ (name).

_____ (name) closed the nomination.

_____ (name) seconded and _____ (name of nominee) was voted in as Chair Elect by acclamation.

C. Chair

_____ (name) was nominated by _____ (name).

_____ (name) closed the nomination.

_____ (name) seconded and _____ (name of nominee) was voted in as Chair by acclamation.

VIII. Volunteers for Committees

A. Awards Selection Committee (Secretary is Chair)

(List names of volunteers in the meeting minutes)

(Circulate signup sheet – names and email addresses)

(Info to explain at the business meeting or the volunteers specifically: Nominations for the NABT teaching awards are submitted by mid-March or published deadline on the NABT website so this selection committee is most active during April - May/early June. The 2Y section secretary will oversee the award

selection process: provide instructions to the committee, the evaluation rubric(s), and the application materials to select the winner(s) by a specific deadline to be determined. Confidentiality of selected winners is important until NABT makes the official announcements of the teaching award winners.)

B. Other Committees (e.g., Nominating Committee, Steering Committee, Other)

(List the names of volunteers and committees in the meeting minutes)

(Circulate and collect the signup sheet – names and email addresses)

IX. For the good of the Order

_____ (name), current Chair of the _____ (location or year) conference,
passed the gavel

on to _____ (name) as the newly elected Chair.

X. Adjournment

_____ (name, such as the chair person) motioned that the meeting be adjourned,
_____ (name) seconded, and by acclamation the meeting adjourned at
_____ a.m. (time)

SURVEY (Subject to Change): 2015 NABT Committee/Section Yearly Activity Report

1. For which NABT Committee or Section does this report apply? *Two Year Section*
2. Contact Information of Committee/Section Chair
3. Name and email address of person completing this report (if different from Chair)
4. Committee Members (Name and email address)

5. Please provide a summary of Committee/Section activities and accomplishments during the 2015 program year.

6. Does your work relate to one of the four strategic goals identified by NABT?
 - Membership: Increasing membership through retention and the targeting of new members from demographics with high growth potential.
 - Branding & Recognition: Introducing NABT to a broader range of organizations and clientele as a scientifically rich professional society that represents biology education.
 - Communication: Cultivating organizational communication that fosters unity of purpose, maximizes involvement, and generates a great sense of community.
 - Finances: Develop and implementing financial practices that support robust programs.

Please Describe:

7. Reflecting upon the 2015 activities and accomplishments of the committee/section, did outcomes meet expectations? Please identify reasons for missing target expectations as well as describe strategies that enable target expectations to be achieved.
8. Please provide recommendations for resources and information that you would find useful in an NABT Leader Manual.
9. Does the Committee/Section require input from the NABT Board? Does the Committee/Section have a request for Board action? Does the Committee/Section have a recommendation to make to the NABT Board? Please explain.

TWO YEAR (2Y) SECTION LUNCHEON – AGENDA

11:45am - 12:45pm, Narragansett Ballroom C (Omni Providence Hotel).

Friday, Nov 13, 2015 Providence, Rhode Island **\$5 per lunch ticket**

*Lunch event is sponsored by Macmillan New Ventures

Sponsor Representative's name is _____ and email

(Sharon will find out)

Luncheon Preparation

1. Sharon - Will bring attendance sheets and printed questions for each table and extra pencils/pens
2. 2Y welcome team volunteers (e.g., sticker?)
3. Sharon and Mary – Will plan to moderate luncheon event
4. Lindsey – Prepare a 2-3 sentence introduction for each winner of two 2Y teaching award winners

AGENDA for Buffet Luncheon

11:35AM – 12 noon Welcome Team Volunteers and Section Officers – Greet 2Y members as they get their buffet food

12 Noon Welcome by the Chair and Section Officer Introductions

12: 10 PM Sponsor Recognition of Macmillian New Ventures

Representative's Presentation Comments

12: 20 PM Recognition of Teaching Award Winners - Lindsey Carter,
Secretary

Two Year College Teaching Award

12:30 – 12: 45PM
Professor Chan
Networking and Table Questions - Sharon Lee-Bond and
Mary Phillips

ICEBREAKER - List three things on your bucket list you would like to do - personal and/or academically is OK.

2Y SECTION:

1. Do you have any suggestions to make the 2Y section more effective?
2. What would you like the 2Y section to include at the next annual meeting?

VISION & CHANGE

1. Are you or your division implementing Vision and Change recommendations?
Briefly share what you are doing personally, or as a division.
2. Do you have Student Learning Outcomes that reflect V&C Core Concepts and Competencies? Would you be willing to share?

**Collect attendance sheets (names and email addresses) and Susan Finazzao's surveys from each table*

TWO YEAR (2Y) SECTION- BUSINESS MEETING AGENDA

Bring Your Own Breakfast Meeting: 7:00am - 8:15am, Narragansett Ballroom C (Omni Providence Hotel)

Friday, Nov 13, 2015 Providence, Rhode Island

- I. **Welcome, Section Officer Introductions, and Call to Order – Sharon Lee-Bond**
- II. **Approval of Minutes from Nov 2014**
- III. **Chairperson’s Report – Sharon Lee-Bond**
- IV. **NABT Board Report – Sharon Lee-Bond**
- V. **Old Business – Sharon Lee-Bond**

- VI. **New Business**
 1. **Stacey Kiser (kisers@lanecc.edu) – July 2015 Gordon Research Meeting**
<http://www.grc.org>
 2. **Sharon Gusky (SGusky@nwcc.commnet.edu) - Update on PULSE and Vision and Change**
 3. **Dennis Gathmann ((mpidig@yahoo.com) - Adjunct outreach proposal by the NABT Retired Members Committee**
 4. **Sharon Lee-Bond – From Jacqueline McLaughlin (jxm57@psu.edu), NABT Global Perspectives Committee: Friday Poster Session 10:15AM Exhibit Hall & 8:30AM Saturday Workshop**
 5. **Mary Wells (2Y Chair Elect; mary.phillips@tulsacc.edu)– New 2Y Section Officers Guide**
 6. **Announcements from the floor**

- VII. **Election of 2Y Section Officers for 2015 - 2016**
 1. **Secretary**
 2. **Chair elect**
 3. **Chair**

- VIII. **Call for Volunteers for Committee**
 1. **2Y Teaching Award Selection Committee**

2. Other Committees

**IX. For the Good of the Order: Transfer of Leadership from Chair 2014- 2015 to New Chair
2015-2016**

X. Adjournment