

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

Tara Jo Holmberg, Northwestern Connecticut Community College
tholmberg@nwcc.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	5-7
Two Year College Section: Description of Committees	8
Descriptions of the Two Year Section Teaching Awards	8
Teaching Award Selection: Timeline and Activities	9
Sample award nomination letter	10-11
Sample evaluation rubrics	12-13
Sample award notification letter	14
Chair: Pre-Conference Information	15
Sample letter to 2Y members	16-17
Format for Meeting Minutes: Sample	18-19
Sample Luncheon Survey	20
NABT Committee/Section Yearly Activity Report	23
Two Year (2Y) Section Luncheon - Agenda	21
Two Year (2Y) Section Business Meeting - Agenda	22

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 are committed to the professional growth and development of biology and life science educators.

- We believe pedagogy should be learner-centered and reflect empirically tested best practices.
- We affirm that all instructional content must be relevant and scientifically validated.
- By empowering the individual educator and by fostering a supportive professional environment, we have created a community of educators who continually improve and enhance biology education.
- We advocate as biology teachers on behalf of biology teachers, their students, and the profession.

Our Goals

- To provide expertise and opportunities for members to enhance their professional performance.
- To advocate the teaching and learning of the biological sciences based on the nature and methods of science and the best practices of education.
- To attract and represent the full spectrum of educators in biology and the life sciences.
- To operate with benchmark levels of organizational effectiveness and efficiency.

CONSTITUTION of NABT

https://www.nabt.org/files/galleries/NABT_ConstitutionBylaws_2017_May11Rev.pdf

NABT POSITION STATEMENTS

<https://www.nabt.org/About-Position-Statements>

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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">Board Appointed Representatives</p> <ul style="list-style-type: none"> • Outstanding Biology Teacher Award National Coordinator • Sustainability Education • Introductory Biology Task Force 	<p style="text-align: center;">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 Annual Conference schedule when the annual conference was Nov 8-11, 2018 (San Diego, CA)

Abstracts due	Teaching award nominations due	Early bird registration	Advance registration	On site registration
Mid-March	June*	End of July	Mid-to-late October	Day of Conference

*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 Luncheon 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 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. 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.
9. Oversee the steering committee activities with the chair elect.
10. 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 20 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 <https://www.nabt.org/Two-Year-College-Section>

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 including online and through the awards process.
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 mid spring months (Feb, March, April) 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 examples on pages 12-13).
 - 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.
 - i. Send congratulatory messages to award winners and invite them to the Honors Luncheon.
 - ii. Send messages to all applicants who did not receive awards thanking them for their 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.

Adjunct Outreach Committee

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 *early June*. *Online Nomination Form Link:*

<https://nabt.wufoo.com/forms/prof-chan-award-for-engaged-teaching-of-biology/>

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 courtesy of Cell Zone to attend the NABT Professional Development Conference, a recognition plaque, and one year of complimentary membership to NABT. The nomination deadline is *early June*. *Online Nomination Form Link:* *<https://nabt.wufoo.com/forms/twoyear-college-biology-teaching-award/>*

TEACHING AWARD SELECTIONS: TIMELINE of EVENTS and ACTIVITIES

- General Timeline:
 - Contact NABT staff to update website link for awards instructions and applications - April.
 - Contact 2Y award committee volunteers - May.
 - Receive applications - June (or due date).
 - <https://nabt.wufoo.com/forms/prof-chan-award-for-engaged-teaching-of-biology/>
 - <https://nabt.wufoo.com/forms/twoyear-college-biology-teaching-award/>
- Specific Tasks and Deadlines:
 - Determine the timeline of events for the Awards Committee and submit to the Executive Director (April).
 - 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) (April-May).
 - Inform the section officers if replacements for teaching award committee members are needed (May).
 - Update the evaluation rubric for each teaching award (see pages 12-13 in this handout guide for examples) and sends the evaluation rubric(s) to the teaching award selection committee (May).
 - Receive the nominees' application materials from the executive director. The current online format is sent in a spreadsheet. Recommendation letters are emailed directly to the Award Committee Chair (early June).
 - Provide a specific deadline for the award selection winners and provides instructions on how to access the teaching award nominees' application materials (use sample language on pages 10-11 if needed) (early June) .
 - Collect the evaluation results from the selection committee by a specific due date (late June).
 - Send the teaching award results to the executive director (late June).
 - 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 (early July).
 - The Award Chair informs both the winners and applicants who were not selected via email (see page 14 for sample language).
 - Send updates about the teaching award process to the section officers (early July).

SAMPLE NOMINATION 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 Secretary of the Two Year Section for NABT. You've been nominated for the Two Year NABT 2017 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 2017 Professional Development Conference (November __, 2017, ___ 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:

<https://nabt.wufoo.com/forms/twoyear-college-biology-teaching-award/>

If you have any questions about the application, please email me 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 you and receiving your materials.

Sincerely,

NABT 2Y Section Secretary

SAMPLE NOMINATION EMAIL: 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 Secretary of the Two Year Section for NABT. You've been nominated for the 2017 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 2017 Professional Development Conference (November ____, 2017, ____ 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:

<https://nabt.wufoo.com/forms/prof-chan-award-for-engaged-teaching-of-biology/>

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

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

I look forward to hearing from you and receiving your materials.

Sincerely,

NABT 2Y Section Secretary

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)	

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

Rank of the Candidate: _____

EVALUATION FORM:

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)	

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 2017 recipient of NABT's _____ Award!

In the coming days, you will be contacted by Jaclyn Reeves-Pepin, Executive Director of NABT, regarding specific details related to announcing your award. NABT and our generous sponsors will also recognize all 2017 recipients of NABT awards at a special *Honors Luncheon* being held at this year's NABT Professional Development Conference. The conference will be held in St. Louis from November 9 -12, and the honors luncheon is planned for Saturday, November 11th from 11:30 to 2:00pm. We hope you will be able to join us.

The NABT Awards Committee was impressed by both the number and quality of applications that were received for this award and we are honored to recognize your contributions to biology education.

Congratulations again,

NABT 2Y Section Secretary

SAMPLE AWARD NOTIFICATION EMAIL (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 2017 recipient of NABT's _____ Award. Thank you for taking to the time apply for this years award.

We hope you will still be able to attend this year's NABT conference in St. Louis, MO (<https://www.nabt.org/Events-2017-Conference>)! Early bird registration ends July 31st.

Thank you again for your application and for your contributions to biology education.

Sincerely,

NABT 2Y Section Secretary

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
 - Emails to be sent to section members with announcements, invitation to conference, requests for awardees, etc. (see page 16 for sample language)
 - Presence on social media for NABT.
- 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 (or virtual folder) 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 25, 2017

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 2019 NABT Annual Conference is November 14-17, 2019, in Chicago, IL 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 _____. Daily registration is available for November 13-16. 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 2019 Professional Development Conference Program (Will be updated periodically);

On the go? Download our app to stay up-to-date on sessions!

Register Now for NABT 2019! <https://nabt.org/Events-2019-Conference>

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 2017 Professional Development Conference Program link):

- Thurs, Nov 14 First Timer's Breakfast, Free Ticket Required, Indicate "first timer" at registration
- Fri, Nov 15 Two Year Section Luncheon, Meal Ticket Required, \$10 advance with registration/\$15 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. The secretary for 2019- 2020 will be elected so interested candidates should attend.
- Sat, Nov 16 (11:30 – 2PM) NABT Honors Luncheon, Meal Ticket Required, Free Tickets for Award Recipient
- Sun, Nov. 17 (9 am-10 am) **NEW THIS YEAR:** The Two-Year Section will have a business meeting on Sunday, November 12 from 9:00am - 10:00am in Wabash Cannonball. This is an open forum for all two-year and community college educators. Items to be discussed are procedures for the two section awards, getting section members helping plan the conference and/or other conference events, increasing manuscript submissions to the ABT from community college instructors, etc.

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, attended the second 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. Stacey is the Co-Vice-Chair for this year's Gordon Research Conference.

From Anna Hiatt (Four Year College and University Section Chair, University of Nebraska Lincoln):

From Lindsey Carter (Two Year Section Chair, Butler Community College, KS): The new secretary of the 2 Year section will be elected at the November conference in Chicago 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. Andrew Corliss (Vincennes University, IN) will become the 2 Year Section Chair in 2020 and Vedham Karpakakunjaram (Montgomery College, MD) will be the Chair Elect for 2017- 2018.

In closing, I encourage you to stay connected with our organization and its members using the NABT website, 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. 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.

**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 _____ (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.

VIII. Volunteers for Committees

A. Awards Selection Committee (Secretary is Chair of the Awards Committee)

(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 June or published deadline on the NABT website so this selection committee is most active during the summer. 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 onto _____ (name) as the new Chair.

X. Adjournment

_____ (Chair) motioned that the meeting be adjourned, _____ (name) seconded, and by acclamation the meeting adjourned at _____ (time)

SURVEY (SUBJECT TO CHANGE): 2017 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 2017 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 2017 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 AND BUSINESS MEETING – AGENDA

12:45PM - 1:45PM NOV 2019 Chicago, IL \$10 per lunch ticket

Luncheon Preparation

1. Attendance sheets and virtual survey (Secretary)
2. 2Y welcome team (Officers)
3. Moderate luncheon event (Chair and Vice-Chair)
4. Prepare a 2-3 sentence introduction for each winner of 2Y award winners (Secretary)

AGENDA

- 12:45 PM Welcome Team Volunteers and Section Officers
Greet 2Y members as they get food
- 1:00 PM Welcome by the Chair and Section Officer Introductions
- 1:05 PM Virtual icebreaker/survey
- 1:15 PM Recognition of Teaching Award Winners and Sponsors - Secretary
Two Year College Teaching Award
Prof. Chan Teaching Award
Representative's Presentation Comments
- 1:20 PM Business Meeting
NABT Board Report - Chair
Old Business - Chair
New Business - Chair
Announcements from the floor
Election of 2YR Section Secretary for 2019-2020 - Chair
Call for Volunteers for Committees
Awards Committee
Other
For the Good of the Order: Transfer of Leadership - Chair to New Chair
- 1:45 PM Adjourn*

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 surveys from each table*