

Minutes  
**Executive Board Meeting of the Four-Year College Section**  
**National Association of Biology Teachers - Milwaukee, Wisconsin - October 5, 2005**

The Executive Committee met on Wednesday, October 5, 2005, at 8:30 p.m. in the Oak Room of the Hilton Hotel, Milwaukee, Wisconsin. In attendance were Sharolyn Belzer (Chair), John Moore (past-Chair), Connie Russell (Vice-Chair), Jacqueline McLaughlin (Secretary/Treasurer), Terry Hufford, Donald French, Judy Day, William Kroen, Teddie Phillipson-Mower, and Kelly Bohrer.

### **I. Review of 2004 Business Meeting Minutes**

Sharolyn Belzer called the meeting to order and asked all present to review '2004 Executive Meeting' minutes. Discussions ensued:

- A. The actual name/title of the Faculty Development Committee. Name of committee needs to be amended from "Faculty Preparation Committee" to "Faculty Development Committee." (Motion Connie Russell; second John Moore). Motion will be brought forward for a vote at the 'Four-Year College Annual Breakfast & Business Meeting.'
- B. Voting rights discussed. John Moore reminded everyone that last year's Committee Chairs needed to attend the Executive Committee meeting. Reminded all present that Committee Chairs are advisory and all committee reports go to the Executive Committee. Committee Chairs do not vote at executive session.
- C. 'Pre-College Teacher Preparation Committee' Chair, Judy Day, questioned the name/title of her committee. She felt there are needs for in-service and pre-service teachers, but her committee only works with in-service. Executive board members made a recommendation to add/create a standing committee called the "Pre-College Outreach Committee" at the business meeting to address in-service needs (motion John Moore; second Jacqueline McLaughlin).

Following the above discussions and motions, the secretary was asked to revisit proper titles and names. The minutes were then approved as amended.

### **II. Officer Reports**

- A. **Chair (Sharolyn Belzer)** – Stressed the need to see committee reports in a more timely fashion, and that officers who take over their new post also need to review their responsibilities in the 'Four-Year College Section Procedural Manual.' 'K-12 Outreach Mini-Conference' was held from 1-5 p.m. at the Monarch Ballroom, Hilton Milwaukee City Center on October 5, 2005 prior to the NABT Conference. This conference was provided by the Four Year College Section of NABT. It had a great showing, and the efforts of Judy Day were commended. This year's new program entitled, "Getting to Know the Four-Year College Section," on Friday, October 5, 2005, at 8:30 a.m. promises to be rewarding as well.
- B. **Vice-Chair: (Connie Russell)** no report
- C. **Secretary: (Jacqueline McLaughlin)** no report. Jackie will report finances to Sharolyn and Connie after requesting information from NABT's main office.

### **III. Reports of Committee Chairs or Representatives**

- A. **Pre-College Chair: (Judy Day)** The first 'K-12 Outreach Mini-Conference' was held from 1-5 p.m. at the Monarch Ballroom, Hilton Milwaukee City Center on October 5, 2005 prior to the NABT Conference. The purpose of the Mini-Conference was to gather representatives from universities, government agencies, and informal science centers from across the U.S. to review and discuss successful K-12 outreach projects. Attendees contributed poster presentations describing their pre-college outreach efforts. The Mini-Conference provided an avenue for networking and future collaborations on K-12 outreach projects for increasing scientific literacy and meeting the National Education Science Standards. It was a great success with 17 posters and over 40 people in attendance. Lisa Walker wants a full day next-year. Next year, Judy will be looking for additional financial support and adding an 'invited speakers' component sponsored by Vernier Software and Technology, Texas Instruments, and Wards Natural Science. Terry Hufford made the suggestion to write-up the poster session for 'News & Views.'

**B. Faculty Preparation/Professional Development (Teddie Phillipson-Mower and Kelly Bohrer)** A college teacher program

(Chautauqua Short Course) for inquiry-based teaching was run at the University of Dayton, Ohio. Funding may continue next year by

NSF. 'Inquiry-based' list-serve started and hopes that it will be expanded. Teddie and Kelly highlighted sessions that will be presented on Thursday at the conference.

**C. Awards Committee (Chair John Moore)** John announced the 2005 award winners: Four-Year College Biology Teaching Award –

Angela R. Porta, Kean University, Union, New Jersey; Four-Year College Biology Research/Teaching Award – Nancy Elwess, Plattsburgh State University of New York, Plattsburgh, New York.

**D. Convention Committee (Chair William Kroen)** – Bill stated that the division of labor on this committee still needs to be worked out;

sponsors need to be better aligned; and, duplication of sessions is still a problem.

**E. Publicity/Webmaster Committee (Chair Jewel Reuter)** Chair not in attendance. John Moore is concerned about the four-year

College Website. John will move forward to update Website.

**F. Nominating Committee (Chair Terry Hufford)** – Terry stated that he has essentially been the nominating committee because at the

present time there are no other committee members. He advised that we ask the other Four-Year College members to enlist to create an

active and complete committee. The name brought forth by Terry to fill next year's open board slot for Secretary/Treasurer was Bill Rogers.

**G. Undergraduate Certification (ad hoc, Co-chairs Steve Burton and Peter King)** – Co-chairs not present. Sharolyn reviewed history. Basically, in 2004 committee strongly recommend undergraduate education certification and the guidelines that need to be followed. Their report was forwarded to NABT board by John Moore. The board still has not responded.

**H. Bylaws Committee (Chair Terry Hufford)** – Charged to review the Four-year College Bylaws on an annual basis. Sharolyn pointed out that according to the "Procedural Manual," we need to identify areas of by-laws that are out of date and make suggestions to change them. This needs to be done desperately. She appointed an ad-hoc committee whose members include John Moore, Terry Hufford, and Donald French to revisit Bylaws. The ad-hoc committee was charged with a) examine the procedural manual and insure that it follows the bylaws and b) perform a bylaws revision.

**I. Add Hoc Finance Committee** – 'drop dead' as per Donald French's French.

## **V. Old Business – none mentioned.**

## **VI. New Business**

A. Chair, Sharolyn Belzar, again pointed out that we need improved record keeping and documentation within Four-Year Section. She suggested that we set deadlines for submission of committee minutes following yearly 'Four-Year College Annual Breakfast & Business Meeting' – say, all reports should be submitted within thirty days after meeting. John Moore recommended that we also have committee members sign in at the annual breakfast so we know who has contributed.

B. There appears to be an issue/problem with checking box for section affiliation when renewing NABT membership . John Moore recommended that we alert Wayne Carley, Executive Director of NABT, about this.

C. Four-Year College Section needs to find members of the 'Nominating Committee' and new chair, since Terry Hufford is stepping down.

- D. A motion was made and accepted to nominate Bill Rogers as the 2006 Four-Year College Secretary/Treasurer.
- E. Plans for Albuquerque Convention 2006 – One day “K-12 Poster Session.”
- F. Agenda for “Four-Year College Section Breakfast & Business” meeting to be held on October 7, 2005 at 7:30 a.m. was revised by executive committee members.
- G. Judy Day came up with a name for a new committee, the “Pre-College Outreach Committee” to alleviate mentioned above (Section I). Its charge should be to review and disseminate best practices in K-12 outreach programs for students and teachers in the life sciences. A motion was made and passed to support these changes. The issue of the already existing ‘Pre-college Teacher Preparation’ committee and its need to serve a pre-service audience still needs to be addressed. This committee also needs a Chair.

#### **IX. Announcements, Comments, and Suggestions**

A reflection for Dr. Charlie Drewes, University Professor in the Department of Ecology, Evolution, and Organismal Biology at Iowa State University, and dear friend and colleague to many a NABT member, will be made at the ‘Four-Year College Section Breakfast & Business Meeting’ on October 7, 2005 at 7:30 a.m. Charlie died on July 4, 2005. May he rest in peace and know that the hearts of the Four-Year College Section will always hold onto his memory.

Respectfully submitted,

Jacqueline McLaughlin, Ph.D.  
Director, CHANCE  
Assistant Professor of Biology  
Penn State Lehigh Valley, 8380 Mohr Lane, Fogelsville, PA 18051  
Phone - 610-285-5109 email - JShea@psu.edu