

AMATYC 2024 Spring Executive Board Meeting

Saturday, February 23, 2024; Thursday, March 28, 2024; Friday-Sunday, April 19-21, 2024.

February Monthly Meeting

Friday, February 23, 2024 (Virtual via Zoom)

Note: All times are EST

The meeting was called to order at 1:03 pm by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Alvina Atkinson	Southeast Vice President
Laura Watkins	Past President	Brandon Bartley	Midwest Vice President
Eddie Tchertchian	President-Elect	Dale Johanson	Central Vice President
Jonathan Weisbrod	Secretary	Jennifer Travis	Southwest Vice President
Kyle Kundomal	Treasurer	Lindsey Gerber	West Vice President
AJ Stachelek	Northeast Vice President		

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator

President Hurlburt reviewed the rules of conduct.

Motion: Approve the meeting's Rules of Conduct. (Attachment A)

Made by Johanson and seconded by Bartley.

Motion approved

Motion: Approve the Agenda provided on the previous pages. (Attachment B)

Made by Tchertchian and seconded by Stachelek.

Motion approved

EXECUTIVE SESSION

The Board went into Executive Session at 1:12 pm. Anne Dudley and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 1:21 pm. At that time, Secretary Weisbrod reported out the following:

The Board made the following appointments, pending membership verification: (Attachment C)

The Board appointed Rochelle Beatty to the Mathematics Pathways ANet Chair position pending member verification.

The Board reviewed the Staff Performance Evaluation of Executive Director, Anne Dudley.

New Business

Motion: Approve the attached PPM changes to 6.10.3 Conference Exhibits, 6.10.5 Conference Program, and 8.7.3 Commercial Presentations effective immediately. (Attachment D)

Made by Tchertchian and seconded by Atkinson.

Motion approved

Motion: Approve the changes to PPM sections 10.6 Mu Alpha Theta and 6.9.3, effective immediately. (Attachment E)

Made by Hurlburt and seconded by Bartley.

Motion approved

Motion: Direct the President or Executive Director to approve the Reciprocity Agreement between Mu Alpha Theta and AMATYC (Attachment F)

Made by Hurlburt and seconded by Kundomal.

Motion approved

Parking Lot

Discussion: SML Test Developer and SML Review Team Search Committee

Committee formed comprised of Johanson (chair), Travis, and Weisbrod

Discussion: Involvement Fair at the conference

(Sat. after the breakfast in the Exhibit hall during dedicated Exhibit time, 45 minutes or an hour)
We have not yet asked the leaders to be a part of this (their duties need to be explained). Create a template of a flyer for leadership (office).

ANet Exchange? Network?

Discussion: Using Chat during Debate

Leave hand up for follow up questions (Anne will not lower hands.)

Questions don't count towards times speaking to a motion.

Motion: To suspend the 2024 AMATYC SBM Board Meeting.

Made by Atkinson and seconded by Tchertchian.

Motion approved

Next board meeting is March 28, 2024.

The 2024 AMATYC Spring Executive Board Meeting was suspended at 3:14 PM.

March Monthly Meeting

Thursday, March 23, 2024 (Virtual via Zoom)

Note: All times are EDT

The meeting was called to order at 6:01 pm by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Alvina Atkinson	Southeast Vice President
Laura Watkins	Past President	Brandon Bartley	Midwest Vice President
Eddie Tchertchian	President-Elect	Dale Johanson	Central Vice President
Jonathan Weisbrod	Secretary	Jennifer Travis	Southwest Vice President
Kyle Kundomal	Treasurer	Jessica Bernards	Northwest Vice President
AJ Stachelek	Northeast Vice President	Lindsey Gerber	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator

President Hurlburt reviewed the rules of conduct.

Motion: Approve the meeting's Rules of Conduct. (Attachment A)

Made by Atkinson and seconded by Kundomal.

Motion approved

Motion: Approve the Agenda provided on the previous pages. (Attachment G)

Made by Johanson and seconded by Stachelek.

Motion approved

EXECUTIVE SESSION

The Board went into Executive Session at 6:05 pm. Anne Dudley was asked to stay for the Executive Session.

The Board exited Executive Session at 6:37 pm. At that time, Secretary Weisbrod reported out the following:

The Board made the following appointments, pending membership verification: (Attachment H)

The Board approved continued dispersal of reassigned funds to Conference Coordinator Turi Suski in a second term contingent upon approval by the Executive Board.

The Board appointed Jillian Kiefer as the Reno Local Events Coordinator, pending member verification, effective immediately. This term ends on 11/16/2025.

New Business

Motion: Approve the Board Minutes from SPO effective immediately.

Made by Weisbrod and seconded by Tchertchian.

Motion approved

ANets

ANet leader reports were received and reviewed.

Next board meeting is April 19, 2024.

The 2024 AMATYC Spring Executive Board Meeting was suspended at 8:07 PM.

Spring Board Meeting (SBM)

Friday, April 19, 2024 (Memphis, TN)

Note: All times are CDT

The meeting was called to order at 9:17 am by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Alvina Atkinson	Southeast Vice President
Laura Watkins	Past President	Brandon Bartley	Midwest Vice President
Eddie Tchertchian	President-Elect	Dale Johanson	Central Vice President
Jonathan Weisbrod	Secretary	Jennifer Travis	Southwest Vice President

Kyle Kundomal	Treasurer	Jessica Bernards	Northwest Vice President
AJ Stachelek	Northeast Vice President	Lindsey Gerber	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator

ANets

Remaining ANet leader reports were received and reviewed.

Services, Coordinators, Publications, and Grants

Services, Coordinators, Directors, Publications, and Grants reports were received and reviewed.

New Business

Motion: Set the full Conference Discount Registration Rate as \$465, effective with the Annual Conference

Made by Kundomal and seconded by Bernards.

Motion approved

Consent Calendar Motions and Reports

Expenditure Approval Committee (EAC) and Tax and Audit Reports were received and reviewed. (Attachment I)

Motion: Approved the adjustment of institutional member dues to \$636 effective July 1, 2025 – June 30, 2026.

Motion approved on consent

New Business Continued

Motion: Approve the changes and updates to the “Distance Education in College Mathematics in the First Two Years” as attached (Attachment J)

Made by Tchertchian and seconded by Bartley.

Motion approved

Motion: Approve the spirit of the revision of the Dual Enrollment Position Statement effective immediately. (Attachment K)

Made by Ebersole and seconded by Johanson.

Motion approved

Executive Director Report was received and reviewed

Treasurer and Budget

Motion: Approve the expenditures from the cash account register from September 1, 2023 through February 29, 2024.

Made by Kundomal and seconded by Bernards.

Motion approved

Treasurer’s Report was received and reviewed

Next board meeting is April 20, 2024.

The 2024 AMATYC Spring Executive Board Meeting was suspended at 4:45 PM.

Saturday, April 20, 2024 (Memphis, TN)

Note: All times are CDT

The meeting was called to order at 9:00 AM by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Alvina Atkinson	Southeast Vice President
Laura Watkins	Past President	Brandon Bartley	Midwest Vice President
Eddie Tchertchian	President-Elect	Dale Johanson	Central Vice President
Jonathan Weisbrod	Secretary	Jennifer Travis	Southwest Vice President
Kyle Kundomal	Treasurer	Jessica Bernards	Northwest Vice President
AJ Stachelek	Northeast Vice President	Lindsey Gerber	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator

ANets Continued

Motion: Approve the updates to the Initial Placement of Students into the Mathematics Curriculum position statement effective immediately. (Attachent L)

Made by Weisbrod and seconded by Bartley.

Motion returned to committee

Motion: Approve the attached PPM changes to PPM 8.13.9 ASA Joint Committee Conference Registration. (Attachment M)

Made by Stechalek and seconded by Bartley.

Motion approved

EXECUTIVE SESSION

The Board moved to Executive Session at 9:50 AM. Anne Dudley and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 10:42 am. At that time, Secretary Weisbrod reported out the following:

The Executive Board discussed the rankings of proposed keynote speakers for the 2025 Reno Conference and 2026 Philadelphia Conference.

The Executive Board approved the motion to approve that Linda Zientek and Vilma Mesa receive the Mathematics Leadership Excellence Award at the 50th AMATYC Annual Conference.

The Executive Board discussed the search and hiring process for the upcoming opening of Executive Director.

Conference

Conference Committee reports were received and reviewed

Other Conference

The 2023 Conference Evaluation report was received and reviewed

Administrative Committees

Administrative Committee reports were received and reviewed

Ad Hoc Committees

Ad Hoc Committee reports were received and reviewed

Next board meeting is April 21, 2024.

The 2024 AMATYC Spring Executive Board Meeting was suspended at 5:00 PM.

Sunday, April 21, 2024 (Memphis, TN)

Note: All times are CDT

The meeting was called to order at 9:00 AM by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Alvina Atkinson	Southeast Vice President
Laura Watkins	Past President	Brandon Bartley	Midwest Vice President
Eddie Tchertchian	President-Elect	Dale Johanson	Central Vice President
Jonathan Weisbrod	Secretary	Jennifer Travis	Southwest Vice President
Kyle Kundomal	Treasurer	Jessica Bernards	Northwest Vice President
AJ Stachelek	Northeast Vice President	Lindsey Gerber	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator

Partnerships / Miscellaneous Reports

Partnerships / Miscellaneous reports were received and reviewed.

Parking Lot

Discussion: Fall Board Monthly Meeting

Suggested Meeting time: Thursday, 4:30 – 6:30 ET

Discussion: Question from ANet Chair: The "sharing" sessions by the various ANets are so very valuable - the comments on the evaluations often reflect just how important and valuable they are -- so, would it be possible for the Board to designate them as standard meetings for those who want to use them so that we don't have to use our "not for review" session, please?

Opinion of previous boards: this would create too many Not for Review (NFR) talks focused on ANets. Have the speaker for the NFR talk submit a stand-alone proposal and use the NFR for a sharing session – ANet chairs gets to review the stand-alone talk and can comment on how important it is. The board affirmed the opinion of previous boards.

Discussion: Should/when should we put webinars behind a paywall?

- Consider having a few recordings open as a teaser but put the rest behind the firewall. Have non members give contact information to watch to gather non-member information
- Have a list of webinars available that takes people to a sign-in which would encourage them to join
- Unlimited webinars for members and give limited numbers on webscription
- Need data – how many attend per year, how many watch the recording, how many webscriptions, how many registrants are AMATYC members vs. non-members, how many register late, etc.
- Maybe have referral codes for non-members

Discussion: Role of Newsletter – frequency, purpose, length, etc

- Plays important role in recording history of organization
- timing is an issue. we write articles that come out a month or so later
- charge a fee for those who want hard copy
- maybe need to change default to digital rather than hard copy
- Need to look at the Journal and consider making that digital only
- Do upcoming events belong in the newsletter? Maybe we need a newsletter update that is digital for things happening soon. can make the newsletter more of a history keeping document. We would need to think about maybe a monthly digital blast with current articles. Other newsletter for more historical information

A Task force for Newsletter was formed

- Decide what stays in the Newsletter, how many per year, when they come out., guidelines for inclusion, review timeline from submission to publication
- May need a 2nd taskforce to decide how to push out items that have been removed (communication methods)

Discussion: Staffing for AMATYC's present and for AMATYC's future

- "Association Management Companies" – consider starting small with some marketing and/or website support and building according to our needs if the relationship seems to work

Discussion: Marketing / Internet services task force

- Do we actually need something like Higher Logic, what parts of it are essential and necessary? We have been focused on finding a "better" replacement, but the first question may be whether we need it before we start looking for a replacement.
- Look at Associate Management Companies for marketing / online services

Discussion: Affiliate Travel let's make this fairer for VPs

- Currently travel funds are divided between people. Each VP is allotted \$800 (\$850) for travel along with key AMATYC officers (\$640)
- Issue: Some VPs have 3 or 4 active affiliates while others have 7 active affiliates. Yet both VPs receive the same allocation of funds.
- Possible Solution: Divide funds by the number of affiliates. This will not present a change in the budget line item, and it presents a win-win for everyone.
- EXAMPLE: \$10,000 in the budget for travel. Across 45 affiliates, this amount results in roughly \$220 per affiliate. This means that each VP is allotted more funds for travel. This is an improvement as traveling is becoming more expensive for everyone.

Discussion: Should speakers be allowed to zoom into the conference?

- No.

Discussion: Restructure SBM

- It feels strange to get in a room together to sit in a conference room behind our computers to look at the same document.
- Create instead a Spring Board Retreat with a focus on Strategic Planning, Membership, team building, and things requiring a face-to-face experience
- Move G to Jan. or maybe annual
- Only have H and N once per year or move into consent
- Move H and N into a Slack community

Discussion: 50th Anniversary Celebration Ideas

- Using the hashtag #AMATYC50 or #AMATYCi50
- Starting a trend of taking pictures next to the number "50"
- Having cake (just kidding!) Lol

Jonathan Weisbrod, Secretary 2024 – 2025
April 21, 2024

George Hurlburt, President 2024 – 2025
April 21, 2024

ATTACHMENTS

	Title	Page
A	Rules of Conduct	10
B	Order of Business – Meeting Agenda (February 23, 2024)	11
C	AMATYC Appointments (February 23, 2024)	14
D	PPM 6.10.3, 6.10.5, and 8.7.3	16
E	PPM 10.6 and 6.9.3	21
F	Reciprocity Agreement between Mu Alpha Theta and AMATYC	25
G	Order of Business – Meeting Agenda (March 28, 2024)	26
H	AMATYC Appointments (March 28, 2024)	29
I	Expenditure Approval Committee (EAC) and Tax and Audit Reports	30
J	Position Statement: Distance Education in College Mathematics in the First Two Years	31
K	Position Statement: Dual Enrollment	37
L	Position Statement: Initial Placement of Students into the Mathematics Curriculum	42
M	PPM 8.13.9	48

Attachment A: Rules of Conduct



RULES OF CONDUCT AMATYC February 2024 Meeting February 23, 2024

- A. Robert's Rules of Order are used. The parliamentarian is **Brandon Bartley**.
- B. Additions or deviations to Robert's Rules:
- Motions submitted after the deadline must have at least one co-sponsor.
 - Motions related to extended time will not be recorded in the minutes.
 - Motions that do not make it to the floor will not be noted in the minutes.
 - Motions that were discussed but withdrawn will be noted in the minutes.
 - Instances when gavel is passed back and forth are not mentioned in the minutes.
 - Attachments to the motions that are approved by the Board, but require slight modifications, will be edited by the person who wrote the motion and he/she will send the clean copy as well as one with track changes to the secretary after the board meeting.
 - Attachments of withdrawn motions will not be included in the minutes.
- C. The following time limits will be applied unless otherwise noted:
- | | |
|---|---|
| Reports (R) - 5 minutes | Times on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is Dennis Ebersole |
| Discussion items (D) – 10 minutes | |
| Motions involving discussion (M) – 15 minutes | |
- D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display the "thumbs up" or "thumbs down" signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order, if appropriate. **Please silence all cell phones.** Refrain from computer use other than board business.
- F. The following individuals are asked to track items throughout the meeting.
1. Items relating to Conference: **Jessica Bernards** and **Dale Johanson** (Report to Turi at the end of SBM.)
 2. Items relating to Budget: **Brandon Bartley** and **Alvina Atkinson**. (Report to Kyle Kundomal prior to SBM so the information can be incorporated into the budget).

3. Items relating to the Office: **Jennifer Travis** and **Lindsey Gerber**. (Report to Anne Dudley at end of SBM).
4. Items relating to VPs: and all VPs.
5. Items to address at a future board meeting: **Laura Watkins** and **Kyle Kundomal**. (Report to the President at the end of SBM.)
6. Items related to the PPM: **Eddie Tchertchian**.

Attachment B: Order of Business (February 23, 2024)



Order of Business – Meeting Agenda
AMATYC Executive Board
February 23, 2024

Page	Agenda Item	Who
	Call to Order	Hurlburt
Section A: Meeting Agenda		
A1	Order of Business	Hurlburt
A2	Rules of Conduct	Hurlburt
A3	(M) Adopt Rules of Conduct	Hurlburt
A4	(M) Adopt Order of Business	Hurlburt
Section L: Executive Session		
L1-L2	(M) Appointments	Hurlburt
L3-L5	Executive Director Evaluation	Hurlburt
Section M: New Business		
M1-M8	(M) Commercial Presentations Update	Suski
M9-14	(M) Updating the Description of the Mu Alpha Theta Liaison	Hurlburt
M15-M16	(M) Reciprocity Agreement between Mu Alpha Theta and AMATYC	Hurlburt
Section O: Parking Lot		
O1	Items for Discussion	Hurlburt

O2	(M) Motion to Adjourn	Hurlburt
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Attachment C: AMATYC Appointments (February 23, 2024)



AMATYC Appointments

Meeting: February 2024

Appointee's Full Name	Term Begins	Term Ends	Term Length	Committee or ANet	Position Description	Appointee's College
Celisa Counterman	11/13/23	11/22/26	3 years	Conference Committee	Philadelphia Local Events Coordinator	Northampton Community College
Curtis Mitchell	01/12/24	11/17/24	last year of a three year term	Program Proposal Review Committee	Omaha/Central Region Rep - (completing Rochelle Beatty's term)	Kirkwood CC
Jillian Miller	02/15/24	12/31/27	4 years	OCAC - Online Community Assistant Coordinator		Roxane State CC
Rachel Saidi	02/15/24	12/31/25	2 years	TYC DataFest Director		Montgomery College

ANet Reps

Appointee's Name	Term Begins	Term Ends	ANet (Academic Network)	Position	Appointee's College
Frank Marfai	01/01/24	12/31/25	International Mathematics	Southwest	Phoenix College
Whitney Turner	01/01/24	12/31/25	Quantitative Reasoning	Central	Johnson County CC
Debora Rimkus	01/01/24	12/31/25	Quantitative Reasoning	Northeast	Quinebang Valley CC
Lindsey Gerber	01/01/24	12/31/25	Quantitative Reasoning	West	Utah Valley U
Michael Filsinger	01/01/24	12/31/25	Quantitative Reasoning	Mid-Atlantic	Virginia Peninsula CC
George Alexander	01/01/24	12/31/25	Quantitative Reasoning	Midwest	Madison College

Attachment D: PPM 6.10.3, 6.10.5, and 8.7.3.**Track Changes Version**

6.10.3 Conference Exhibits <Email Motion Summer 2019>

Exhibit Booths

The following exhibiting booth fees are effective with the 2020 Spokane conference. The exhibitor fee is per 10 x 10 booth.

Booth Type	Continuing Exhibitors	First-time Exhibitors*
Regular In-line	\$1,050 each	\$650 each
Corner	\$1,200 each	\$750 each
Prime Booth**	\$1,300 each	\$800 each
Super Prime Booth***	\$1,500 each	\$1,000 each

*In order for an exhibitor to qualify for the First-time Exhibitor Rate at an AMATYC annual conference, the exhibitor must not have exhibited at any AMATYC conference during the past five years. <FBM 2009>

**Prime Booths are booths near the entrance of the exhibit hall that have higher visibility.

***Super Prime Booths are booths that stand out from the rest of the booths and have extreme visibility, i.e., all must pass by them to get into the exhibit hall. This would be a minimal number of booths only and would depend upon the layout of the exhibit hall.

Commercial Presentations

Presentation Length	Cost	
<u>75-50-minute presentation</u>	<u>\$1200</u> <u>\$1000</u>	<u>\$1200</u> <u>\$1000</u>
<u>25-minute mini presentation</u>	<u>\$600</u>	<u>\$600</u>

If a company offers to exhibit in a way not currently in policy, the Exhibits Chair and Conference Coordinator, in consultation with the Executive Director, the President, and the Treasurer, will decide whether or not the idea is appropriate and what the proper fee will be using existing fees as a guideline.

This new or novel exhibiting opportunity, if approved, will be offered on a trial basis. The Exhibits Chair should inform the Board of this trial as part of his/her next Board report.

To continue the opportunity for more than one year, a motion should be submitted to the Board to update Policy 6.10.3 accordingly to ensure consistency in the fees.

6.10.5 Corporate Partner Program

***Core Benefits <SBM 2020>**

Item	Value to Corporate Partner
1 discount conference registration	\$400 <u>\$465 (in 2024)</u>
Special recognition in conference program	Priceless
<u>Saturday morning breakfast-Thursday or Saturday keynote session</u> greetings	Priceless
Logo on AMATYC home page	Priceless

1 prime booth	\$1300
1 additional booth at 5% discount * <u>5% discount on purchase of a second booth</u> <u>5% discount on purchase of a second booth*</u>	\$1235 <u>\$65</u>
1 commercial presentation	\$1100 <u>\$1000</u>
1 additional commercial presentation at 5% discount * <u>5% discount on purchase of a second commercial presentation*</u>	\$1045 <u>\$50</u>
1 bag insert	\$300-750
*Communication (Choose 2)	
1 page ad in each of Winter & Spring journal	\$700-800
1 page ad in each of Fall journal & conference program	\$700-800
1 membership email list	\$792
Ad in conference app	\$1000
3 additional focus groups at the conference	\$600
*Event Sponsorship (Choose 1)	
Breakfast Sponsor (Friday or Saturday)	\$5,000
Web seminar for members	\$750
Traveling Workshop	\$750
Pre-conference Workshop	\$5,000
Other event (Fri, Sat at conference)	TBD

<SBM 2007>

*Extra booths and commercial presentations (beyond the 2nd one) are at the regular rates.

The sole sponsorship of the conference app, if one is used, will be offered as an option in event sponsorship in the Corporate Partner Program effective January 2014. In the event that more than one Corporate Partner opts for the sole sponsorship option, it will be offered to the Corporate Partner who applies and pays the required fee first. <FBM 2013>

Corporate Partners who purchase additional conference sponsorships not contained in the Corporate Partner program receive these reductions: <SBM 2015>

For items with a fee of \$1000-\$1499, Corporate Partners receive a discount of \$250.

For items with a fee of \$1500-\$2499, Corporate Partners receive a discount of \$500.

For items with a fee of \$2500 and above, Corporate Partners receive a discount of \$750.

8.7.3 Commercial Presentations

1. A maximum of twenty **1 1/2 hour** commercial presentations will be accepted for any given annual conference. In the event that all commercial presentation slots are sold, and some firms are willing to stand by in case of cancellations at the conference, a waiting list of those vendors will be established. Beginning with the 2015 New Orleans Conference, Commercial Presentations will be 75 minutes in length. <Email Motion 14> Beginning with the 2024 conference, Commercial Presentations will be 50 minutes or 25 minutes in length.
2. Refunds will be allowed for cancellation of presentation reservations as follows:

- a) 65% of rental cost ONLY IF there is a vendor willing to take the space.
- b) No refund if any time slot will remain unfilled.
3. ~~Mailing labels, in the form of paper labels or a word file, or~~ Email addresses will be provided for Commercial Presenters for a one time use to advertise the commercial presentation. The advertisement to be sent must be approved by the Exhibit Chair and the Conference Coordinator prior to the ~~labels or~~ emails being sent to the company. Attendees have the option to opt out when they register. This change would take effect for the 2011 conference. <SBM 2007><FBM 2010>

Clean Version

6.10.3 Conference Exhibits <Email Motion Summer 2019>

Exhibit Booths

The following exhibiting booth fees are effective with the 2020 Spokane conference. The exhibitor fee is per 10 x 10 booth.

Booth Type	Continuing Exhibitors	First-time Exhibitors*
Regular In-line	\$1,050 each	\$650 each
Corner	\$1,200 each	\$750 each
Prime Booth**	\$1,300 each	\$800 each
Super Prime Booth***	\$1,500 each	\$1,000 each

*In order for an exhibitor to qualify for the First-time Exhibitor Rate at an AMATYC annual conference, the exhibitor must not have exhibited at any AMATYC conference during the past five years. <FBM 2009>

**Prime Booths are booths near the entrance of the exhibit hall that have higher visibility.

***Super Prime Booths are booths that stand out from the rest of the booths and have extreme visibility, i.e., all must pass by them to get into the exhibit hall. This would be a minimal number of booths only and would depend upon the layout of the exhibit hall.

Commercial Presentations

Presentation Length	Cost
50-minute	\$1000
25-minute mini	\$600

If a company offers to exhibit in a way not currently in policy, the Exhibits Chair and Conference Coordinator, in consultation with the Executive Director, the President, and the Treasurer, will decide whether or not the idea is appropriate and what the proper fee will be using existing fees as a guideline.

This new or novel exhibiting opportunity, if approved, will be offered on a trial basis. The Exhibits Chair should inform the Board of this trial as part of his/her next Board report.

To continue the opportunity for more than one year, a motion should be submitted to the Board to update Policy 6.10.3 accordingly to ensure consistency in the fees.

6.10.5 Corporate Partner Program

Core Benefits <SBM 2020>

Item	Value to Corporate Partner
1 discount conference registration	\$465 (in 2024)
Special recognition in conference program	Priceless
Thursday or Saturday keynote session greeting	Priceless
Logo on AMATYC home page	Priceless
1 prime booth	\$1300
5% discount on purchase of a second booth*	\$65
1 commercial presentation	\$1000
5% discount on purchase of a second commercial presentation*	\$50
1 bag insert	\$300-750
Communication (Choose 2)	
1 page ad in each of Winter & Spring journal	\$700-800
1 page ad in each of Fall journal & conference program	\$700-800
1 membership email list	\$792
Ad in conference app	\$1000
3 additional focus groups at the conference	\$600
Event Sponsorship (Choose 1)	
Breakfast Sponsor (Friday or Saturday)	\$5,000
Web seminar for members	\$750
Traveling Workshop	\$750
Pre-conference Workshop	\$5,000
Other event (Fri, Sat at conference)	TBD

<SBM 2007>

*Extra booths and commercial presentations (beyond the 2nd one) are at the regular rates.

The sole sponsorship of the conference app, if one is used, will be offered as an option in event sponsorship in the Corporate Partner Program effective January 2014. In the event that more than one Corporate Partner opts for the sole sponsorship option, it will be offered to the Corporate Partner who applies and pays the required fee first. <FBM 2013>

Corporate Partners who purchase additional conference sponsorships not contained in the Corporate Partner program receive these reductions: <SBM 2015>

For items with a fee of \$1000-\$1499, Corporate Partners receive a discount of \$250.

For items with a fee of \$1500-\$2499, Corporate Partners receive a discount of \$500.

For items with a fee of \$2500 and above, Corporate Partners receive a discount of \$750.

8.7.3 Commercial Presentations

1. A maximum of twenty commercial presentations will be accepted for any given annual conference. In the event that all commercial presentation slots are sold, and some firms are willing to stand by in case of cancellations at the conference, a waiting list of those vendors will be established. Beginning with the 2024 conference, Commercial Presentations will be 50 minutes or 25 minutes in length.
2. Refunds will be allowed for cancellation of presentation reservations as follows:
 - a) 65% of rental cost ONLY IF there is a vendor willing to take the space.
 - b) No refund if any time slot will remain unfilled.
3. Email addresses will be provided for Commercial Presenters for a one time use to advertise the commercial presentation. The advertisement to be sent must be approved by the Exhibit Chair and the Conference Coordinator prior to the emails being sent to the company. Attendees have the option to opt out when they register. This change would take effect for the 2011 conference. [<SBM 2007>](#)[<FBM 2010>](#)

Attachment E: PPM 10.6 and 6.9.3

Marked-up Version

10.6 Mu Alpha Theta

AMATYC is a sponsor of Mu Alpha Theta. An AMATYC member is appointed by the President as the liaison to Mu Alpha Theta for a two-year period beginning at the end of the conference in odd-numbered years. This representative should attend the Mu Alpha Theta Board Spring meeting, and the Summer Conference. The liaison's conference registration is paid for by the Mu Alpha Theta national office. AMATYC sponsorship is conditional upon a community college student's membership depending solely on that student's community college record. <SBM 2009>

The AMATYC Executive Board endorses the creation of an associate level for two-year college membership to Mu Alpha Theta. The requirements are as follows:

Two-year college students who have completed at least one college level mathematics course with a grade of B and have a 3.3 cumulative GPA in all courses. Associate members do not pay the initiation fee, but may be registered with the national office so that they may attend the National Convention or compete in Mu Alpha Theta National Contests. However, they are not entitled to vote on national policy. They are entitled to attend and be heard at meetings and presumably are likely candidates for full membership.

The AMATYC Executive Board endorses the following criteria for two-year college membership of Mu Alpha Theta:

Two-year college students who were members of Mu Alpha Theta in high school are eligible for membership in their college's chapter. Students are also eligible if they have had at least one mathematics course at or above the College Algebra/Precalculus level and a 3.0 GPA overall in all two-year college mathematics courses at or above the College/Precalculus level.

POSITION	Transpo rtation	Single Room Lodging Nights	Double Room Lodging Nights	Meals - \$41/day
AMATYC Executive Board				
President	1	8	0	0
President-Elect	1	8	0	0
Past President	1	8	0	0
Secretary	1	8	0	0
Treasurer	1	8	0	0
Regional Vice Presidents (8)	8	64	0	0
Conference				
Conference Coordinator	1	8	0	0
Assistant Conference Coordinator	1	6	0	0
Local Events Coordinator <SPO 2007>	1	6	0	0
Next Year's Local Events Coordinator <SPO 2007>	1	4	0	0
Program Coordinator	1	6	0	0
Assistant Program Coordinator	1	6	0	0
Exhibits Chair	1	6	0	0
Advertising Chair	1	6	0	0
Office				

Executive Director	1	8	0	9
AMATYC Staff (4)	4	4x6* =24	0	28*
ANet (Chairperson)				0
Adjunct Faculty Issues	1	1**	4***	0
Developmental Mathematics	1	1**	4***	0
Division/Department Leadership	1	1**	4***	0
Equity	1	1**	4***	0
Innovative Teaching and Learning	1	1**	4***	0
International Mathematics	1	1**	4***	0
Mathematics and its Application for Careers	1	1**	4***	0
Mathematics for Liberal Arts	1	1**	4***	0
Mathematics Intensive	1	1**	4***	0
Mathematics Pathways	1	1**	4***	0
Placement/Assessment	1	1**	4***	0
Research in Mathematics for Two-Year Colleges	1	1**	4***	0
Research Mentoring Experiences for Students and Faculty (RMESF)	1	1**	4***	0
Statistics and Data Science	1	1**	4***	0
Teacher Preparation	1	1**	4***	0
Services				
AMATYC Standards Team Chair	1	1**	4***	0
Representative to Mu Alpha Theta	1	1**	4***	0
Student Mathematics League Coordinator	1	1**	4***	0
Student Mathematics League Test Developer	1	1**	4***	0
Student Research League Coordinator	1	1**	4***	0
Grants Coordinator	1	1**	4***	0
Legal Advisor	1	4	0	0
Professional Development				
Professional Development Coordinator	1	1**	4***	0
Assistant Professional Development Coordinator	1	1**	4***	0
Traveling Workshop Coordinator	1	1**	4***	0
Online Community Coordinator	1	1**	4***	0
Online Community Assistant Coordinator	1	1**	4***	0
Webinar Coordinator	1	1**	4***	0
AMATYC Project ACCESS Coordinator	1	1**	4***	0
Publications				
AMATYC News Editor	1	1**	4***	0
Journal Editor	1	1**	4***	0
Journal Review Editor	1	1**	4***	0
Journal Production Manager	1	1**	4***	0
Website Coordinator	1	1**	4***	0
Other				
Thursday Keynote Speaker	1	4	0	5
Breakfast Keynote Speaker	1	4	0	5
Mathematics Excellence Recipient	1	4	0	5
Up to 60* ACCESS Fellows			4 x 60 fellows = 240	0
TOTAL	6263	200 plus 32**	128 plus up to 240 for ACCESS	52

Clean Version

10.6 Mu Alpha Theta

AMATYC is a partner with The Mu Alpha Theta National High School and Two-Year College Mathematics Honor Society. The AMATYC Executive Board encourages the creation of two-year college chapters of Mu Alpha Theta.

10.6.1 The AMATYC Representative to Mu Alpha Theta Appointment Process

The Representative to Mu Alpha Theta is recommended by the President and appointed by the AMATYC Executive Board. This position is supported to attend the AMATYC annual conference.

Term of Office

The term length is two years. The starting date of each term is January 1 in an even year and the end date is December 31. The term limit is three consecutive terms; exceptions to waive the term limit may be granted by the board for extenuating circumstances by a 2/3 vote of AMATYC Executive Board.

Duties

1. Serve as a liaison between AMATYC and Mu Alpha Theta.
2. Attend the Mu Alpha Theta Governing Council Meetings, most of which are virtual. The summer meeting requires travel to the Mu Alpha Theta National Convention.
3. Participate in Mu Alpha Theta scholarship and award selection voting.
4. Review two-year college chapter petitions for approval.
5. Serve on Mu Alpha Theta committees as appointed.
6. Submit Spring and Fall Board Reports to AMATYC.
7. Attend the AMATYC Annual Conference to promote Mu Alpha Theta.

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AMATYC Executive Board				
President	1	8	0	0
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Past President	1	8	0	0
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Treasurer	1	8	0	0
Regional Vice Presidents (8)	8	64	0	0
Conference				
Conference Coordinator	1	8	0	0
Assistant Conference Coordinator	1	6	0	0
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Exhibits Chair	1	6	0	0
Advertising Chair	1	6	0	0
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Executive Director	1	8	0	9
AMATYC Staff (4)	4	4x6* =24	0	28*
ANet (Chairperson)				0
Adjunct Faculty Issues	1	1**	4***	0
Developmental Mathematics	1	1**	4***	0
Division/Department Leadership	1	1**	4***	0
Equity	1	1**	4***	0
Innovative Teaching and Learning	1	1**	4***	0
International Mathematics	1	1**	4***	0
Mathematics and its Application for Careers	1	1**	4***	0
Mathematics for Liberal Arts	1	1**	4***	0
Mathematics Intensive	1	1**	4***	0
Mathematics Pathways	1	1**	4***	0
Placement/Assessment	1	1**	4***	0
Research in Mathematics for Two-Year Colleges	1	1**	4***	0
Research Mentoring Experiences for Students and Faculty (RMESF)	1	1**	4***	0
Statistics and Data Science	1	1**	4***	0
Teacher Preparation	1	1**	4***	0
Services				
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Traveling Workshop Coordinator	1	1**	4***	0
Online Community Coordinator	1	1**	4***	0
Online Community Assistant Coordinator	1	1**	4***	0
Webinar Coordinator	1	1**	4***	0
AMATYC Project ACCESS Coordinator	1	1**	4***	0
Publications				
AMATYC News Editor	1	1**	4***	0
Journal Editor	1	1**	4***	0
Journal Review Editor	1	1**	4***	0
Journal Production Manager	1	1**	4***	0
Website Coordinator	1	1**	4***	0
Other				
Thursday Keynote Speaker	1	4	0	5
Breakfast Keynote Speaker	1	4	0	5
Mathematics Excellence Recipient	1	4	0	5
Up to 60* ACCESS Fellows			4 x 60 fellows = 240	0
TOTAL	63	200 plus 32**	128 plus up to 240 for ACCESS	52

Attachment F: Reciprocity Agreement between Mu Alpha Theta and AMATYC



Reciprocity Agreement

This agreement is made the _____ day of _____, 2024, by and between the American Mathematical Association of Two-Year Colleges hereinafter called AMATYC, and Mu Alpha Theta hereinafter called MAT.

Scope of Reciprocity

AMATYC and MAT agree to the following reciprocity of services:

- AMATYC will promote MAT during Project ACCESS (possible ways include MAT postcard, information slide in presentation, encourage ACCESS Fellows to have their college join MAT).
- MAT will include a short informational message about joining AMATYC (provided by AMATYC) in welcome emails to new two-year college sponsors.
- AMATYC will provide a \$50 gift card as a door prize for a two-year college sponsor that attends MAT's national convention.
- MAT will provide a \$50 gift card for the winner of the Faculty Math League at the AMATYC Annual Conference.
- AMATYC will support (transportation, 2 nights lodging) the MAT AMATYC representative to attend the AMATYC Annual Conference.
- MAT will pay all expenses for the MAT AMATYC representative to attend the MAT Winter and Summer Governing Council meetings.
- AMATYC and MAT will supply reciprocating organization with the copy, picture, date to be shared, and platform preference for up to five social media posts each year.
- AMATYC and MAT will supply reciprocating organization up to two email messages to share with their membership throughout the year.

Dana Wade, Executive Director MAT

Anne Dudley, Executive Director AMATYC

Attachment G: Order of Business (March 28, 2024)



**Order of Business – Meeting Agenda
AMATYC Executive Board
March 28, 2024**

Page	Agenda Item	Who
	Call to Order	Hurlburt
Section A: Meeting Agenda		
A1	Order of Business	Hurlburt
A4	Rules of Conduct	Hurlburt
A5	(M) Adopt Rules of Conduct	Hurlburt
A6	(M) Adopt Order of Business	Hurlburt
Section L: Executive Session		
L1-L2	(M) Appointments	Hurlburt
L3	(M) Dispersal of Reassigned Time Funds	Johanson
L4	(M) Appoint Reno LEC	Suski/Watkins
Section M: New Business		
M1-M52	(M) Approval of SPO Mintes	Weisbrod
D. Academic Network Reports and Motions		

D1	(R) Adjunct Faculty Issues	Barrientos/ Tchertchian
D4	(R) Developmental Mathematics (DMC)	Granger/Atkinson

D8	(R) Division and Department Leadership*	Ward/Bartley
D9	(R) Equity Committee	Aschenbrenner/ Ebersole
D15	(R) Innovative Teaching and Learning (ITLC)	Ackerman/ Tchertchian
D19	(R) International Mathematics	Leitherer/Watkins
D24	(R) Mathematics and its Applications for Careers (MAC)	Postrigan/ Johanson
D25	(R) Mathematics Intensive (MIC)	Cappetta/Ebersole
D28	(R) Mathematics Pathways	Beatty/Atkinson
D30	(R) Placement and Assessment (PAC)	Mirbaha/ Weisbrod
D34	(R) Quantitative Reasoning	Foley/Johanson
D38	(R) Research and Mentoring Experiences for Students and Faculty	Clahane/Watkins
D41	(R) Research in Mathematics Education for Two Year Colleges (RMETYC)	Marfai/Stachelek
D45	(R) Statistics	Wong/ Stachelek
D48	(R) Teacher Preparation	Van Harpen/ Gerber
E. Services / Coordinators/ Directors / Publications / Grants		
E1	(R) <i>AMATYC News</i> Editor	Mutlu/Watkins
E5	(R) Grants Coordinator	Breit-Goodwin/ Ebersonle
E9	(R) <i>MathAMATYC Educator</i> Editor	Debrecht/Gerber
E10	(R) <i>MathAMATYC Educator</i> Production Editor	Nabb/Gerber
E12	(R) <i>MathAMATYC Educator</i> Review Editor	Alexander/Gerber
E14	(R) Mu Alpha Theta	(vacant)/Travis

E15	(R) Online Community Assistant Coordinator	Miller/Bernards
E19	(R) Online Community Coordinator	Gaines/Bernards
E22	(R) Position Statement Editor	(vacant)/ Hurlburt
E23	(R) Professional Development Coordinator	Rouhani/Bartley
E26	(R) Project ACCESS Coordinator	Feinman/ Bernards
E28	(R) SML Coordinator	Pragel/ Weisbrod
E29	(R) SML Test Developer	Duda/ Weisbrod
E30	(R) SRL Coordinator	Chellamuthu/ Travis
E32	(R) Standards Chair	Earley/ Tchertchian
E35	(R) Student TYC DataFest Director	Saidi/Stachelek
E37	(R) Teaching for PROWESS	Dudley
E40	(R) Webinar Coordinator	Menard/Ebersole
E43	(R) Website Coordinator	Pescosolido/ Kundomal

Section O: Parking Lot		
O1	(M) Motion to Adjourn	Hurlburt

Attachment H: AMATYC Appointments (March 28, 2024)

ANet Representatives

Appointee's Name	Term Begins	Term Ends	ANet (Academic Network)	Position
Luci Minglia	01/01/24	12/31/25	Innovative Teaching and Learning	Standards Representative
Bukerie Gjoci	01/01/24	12/31/25	Innovative Teaching and Learning	Northeast
Marshall Stuart	01/01/24	12/31/25	Innovative Teaching and Learning	Central
Sandra Wildfeuer	01/01/24	12/31/25	Innovative Teaching and Learning	Northwest
Carol Hannahs	01/01/24	12/31/25	Innovative Teaching and Learning	At Large
Luke Walsh	01/01/24	12/31/25	Innovative Teaching and Learning	Southeast

Expenditure Approval Committee (EAC) and Tax and Audit Reports
Kyle Kundomal, Treasurer
SBM 2024

Members of the 2022-2023 EAC Committee: Barbra Steinhurst (chair), Laura Watkins, Kate Kozak, and George Hurlburt

EAC Activity from September 15, 2023 to December 31, 2023

- APPROVED: Approve \$2,104.92 over budget to Global Event Specialists for Omaha setup
- APPROVED: Approve \$1,370 over budget for worker's comp insurance. Approved with reservations and interest in seeking quotes.
- APPROVED: \$145.24 over budget in Foundation expense for purchase of luggage tags with 50th anniversary logo for distribution at Omaha conference

Members of the 2024-2025 EAC Committee: Kyle Kundomal (chair), Laura Watkins, George Hurlburt, and Eddie Tchertchian

EAC Activity from January 1, 2024 to February 15, 2024

EAC Committee did not convene between January 1 and February 15, 2024.

Federal IRS Documents Review and Audit Review Committee Report
Kyle Kundomal, Treasurer

Members of the 2024-2025 Tax and Audit Committee: Kyle Kundomal (chair), Laura Watkins, Eddie Tchertchian, George Hurlburt, Christy Hunsucker, and Anne Dudley

Tax Review and Audit Committee did not convene between September 15, 2023 and February 15, 2024.

1 Track Changes:

2 Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES on
3 **Distance Education in College Mathematics in the First Two Years**
4

5 For the purposes of this position statement, Distance Education (DE) shall be defined as follows:

6 "Education that uses one or more technologies to deliver instruction to students who are separated
7 from the instructor and to support regular and substantive interaction between the students and the
8 instructor synchronously or asynchronously."¹¹

9 The American Mathematical Association of Two-Year Colleges (AMATYC) provides leadership in
10 improving mathematics education regardless of the delivery method. AMATYC's *IMPACT* advocates for
11 "increased student engagement to boost retention and provide more productive and successful online
12 learning environments."¹²

13 Recognizing that DE mathematics courses are becoming more prevalent in the first two years of college,
14 institutions must maintain high standards and use research-based practices when designing DE courses.
15 While DE courses provide students with learning opportunities that may not have previously existed,
16 these courses may not be appropriate for all students nor all instructors.¹³ DE requires alternative
17 teaching and learning methods. Special attention must be directed to the needs and abilities of both
18 students and faculty.

19 To this purpose AMATYC makes the following recommendations.

20 **Planning, Support, and Maintenance**

21 Colleges should provide:

- 22 ■ Ongoing training and support for faculty and students as an integral part of the DE program.
- 23 ■ Proper infrastructure, including accessible testing centers and well-trained support staff for the
24 Learning Management System (LMS) and other DE-specific systems.
- 25 ■ Support for innovative tools and best practices.
- 26 ■ Equivalent supports for students in DE courses when compared to students in on-campus
27 courses.

28 **Expectations for Instructors**

29 Instructors of DE courses should strive to:

- 30 ■ Stay informed of and implement current best practices in DE through professional development.
- 31 ■ Interact with and support students through regular and substantive [interaction \(Defined in a
32 footnote below\) that occur on a predictable and scheduled basis.](#)~~communication.~~
- 33 ■ Work to continuously improve the DE course and student experience.
- 34 ■ Give timely and relevant feedback on student learning.
- 35 ■ Clearly convey course expectations to students.

36 **Expectations for Students**

37 Students enrolled in DE mathematics courses should:

- 38 ▪ Be active learners who are strongly motivated and self-disciplined.
- 39 ▪ Participate in class activities consistently.
- 40 ▪ Interact with the instructor and other students regularly in a substantive way.
- 41 ▪ [Regularly interact with the course content.](#)
- 42 ▪ Turn in course assignments on time, [as directed by the course instructor.](#)

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43 **Instructional Design**

44 [Instructional and c](#)Course design should be informed by a wide variety of resources and best practices
45 for DE. Well-designed DE mathematics courses will have these attributes:

- 46 ▪ The course design addresses established course competencies with appropriate quality and
47 mathematical rigor.^[4]
- 48 ▪ Course objectives and instructor expectations are clearly communicated.^[5]
- 49 ▪ ~~Assessments measure student achievement of the learning objectives.~~^[6]
- 50 ▪ A variety of activities and instructional materials promote frequent and substantive engagement
51 with the content, other students, and faculty.
- 52 ▪ Course tools and activities support the learning objectives.
- 53 ▪ ~~Assessments measure student achievement of the learning objectives.~~^{[6]/[9]/[10]}
- 54 ▪

Field Code Changed

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Field Code Changed

55 **Access and Equity**

56 Since mathematics is an integral part of so many programs of study, it is especially important that all
57 students who could benefit from distance education opportunities in mathematics have access to them,
58 [such as students who are parents, students with irregular work schedules or who have transportation](#)
59 [challenges.](#) Efforts should be made to maximize student access to DE mathematics courses, [including](#)
60 [the provision of technical support and resources.](#) ~~and a~~ All such courses should be ADA compliant to
61 ensure they are fully accessible to all students enrolled in the course.

62 **Standards and Integrity**

63 Mathematical thinking and processes aid in the problem-solving skills needed for success in many
64 programs and disciplines. To this end, DE courses must maintain the same rigor and scope of work as
65 mathematics courses of the same title, regardless of delivery format. [The integrity of student work must](#)
66 [be assured](#) ~~Security measures such as the proctoring of exams,~~ as outlined in the AMATYC Position
67 Statement on Proctored Testing [and Controlled Assessments](#) for Courses Taught at a Distance,^[7] ~~should~~
68 [be implemented.](#)

69

70 Approved at the Delegate Assembly

71 November 16, 2019

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80

81

[Footnote](#)

[For purposes of this definition, substantive interaction is engaging students in teaching, learning, and
assessment, consistent with the content under discussion, and also includes at least two of the following—](#)

- (i) [Providing direct instruction;](#)
- (ii) [Assessing or providing feedback on a student's coursework;](#)
- (iii) [Providing information or responding to questions about the content of a course or competency;](#)
- (iv) [Facilitating a group discussion regarding the content of a course or competency; or](#)
- (v) [Other instructional activities approved by the institution's or program's accrediting agency.](#)

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- 82
83 **Sources**
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107
108 ^[1] National Center for Education Statistics (NCES) (2018). *Digest of Education Statistics, 2016, Appendix B*. Washington, D.C.:
109 NCES, https://nces.ed.gov/programs/digest/d16/app_b.asp#d.
110 ^[2] American Mathematical Association of Two-Year Colleges (AMATYC) (2018). *IMPACT: Improving Mathematical Prowess And*
111 *College Teaching*. (Memphis, TN: AMATYC), 47.
112 ^[3] Heather Kauffman, "A review of predictive factors of student success in and satisfaction with online learning," *Research in*
113 *Learning Technology*, 23: 26507 (August 2015), <http://dx.doi.org/10.3402/rlt.v23.26507>.
114 ^[4] Quality Matters (QM) (2015). *Course Design Rubric Standards, 2nd edition*. Annapolis, MD: QM.
115 ^[5] Quality Matters.
116 ^[6] Quality Matters.
117 ^[7] American Mathematical Association of Two-Year Colleges (AMATYC) (~~2012~~2021). *Position Statement: Proctored Testing and*
118 *Controlled Assessments for Courses Taught at a Distance*. Memphis, TN: AMATYC.

1 Clean Version:

2 Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR
3 COLLEGES on

4 **Distance Education in College Mathematics in the First Two Years**

5
6 For the purposes of this position statement, Distance Education (DE) shall be defined as
7 follows: "Education that uses one or more technologies to deliver instruction to students who are
8 separated from the instructor and to support regular and substantive interaction between the
9 students and the instructor synchronously or asynchronously."^[1]

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11 The American Mathematical Association of Two-Year Colleges (AMATYC) provides leadership
12 in improving mathematics education regardless of the delivery method. AMATYC's *IMPACT*
13 advocates for "increased student engagement to boost retention and provide more productive
14 and successful online learning environments."^[2]

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16 Recognizing that DE mathematics courses are becoming more prevalent in the first two years of
17 college, institutions must maintain high standards and use research-based practices when
18 designing DE courses. While DE courses provide students with learning opportunities that may
19 not have previously existed, these courses may not be appropriate for all students nor all
20 instructors.^[3] DE requires alternative teaching and learning methods. Special attention must be
21 directed to the needs and abilities of both students and faculty.

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23 To this purpose AMATYC makes the following recommendations.

24 **Planning, Support, and Maintenance**

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26 Colleges should provide:

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29 program.
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34 campus courses.

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39 development.
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41 in a footnote below) that occur on a predictable and scheduled basis..
- 42 ▪ Work to continuously improve the DE course and student experience.
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53 **Instructional Design**

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55 Instructional and course design should be informed by a wide variety of resources and best
56 practices for DE. Well-designed DE mathematics courses will have these attributes:

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58 and mathematical rigor.[4]
- 59 ▪ Course objectives and instructor expectations are clearly communicated.[5]
- 60 ▪ A variety of activities and instructional materials promote frequent and substantive
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- 62 ▪ Course tools and activities support the learning objectives.
- 63 ▪ Assessments, not solely done with automation measure student achievement of the
64 learning objectives.[6][9][10]

65 **Access and Equity**

66 Since mathematics is an integral part of so many programs of study, it is especially important
67 that all students who could benefit from distance education opportunities in mathematics have
68 access to them, such as students who are parents or students with irregular work schedules or
69 transportation challenges. Efforts should be made to maximize student access to DE
70 mathematics courses, including the provision of technical support and resources. All such
71 courses should be ADA compliant to ensure they are fully accessible to all students enrolled in
72 the course.

73

74 **Standards and Integrity**

75 Mathematical thinking and processes aid in the problem-solving skills needed for success in
76 many programs and disciplines. To this end, DE courses must maintain the same rigor and
77 scope of work as mathematics courses of the same title, regardless of delivery format. The
78 integrity of student work must be assured, as outlined in the AMATYC Position Statement on
79 Proctored Testing and Controlled Assessments for Courses Taught at a Distance.[7].

80

81 Approved at the Delegate Assembly
82 November 16, 2019

83

84 **Footnote**

85 For purposes of this definition, substantive interaction is engaging students in teaching, learning, and
86 assessment, consistent with the content under discussion, and also includes at least two of the following—

- 87 (i) Providing direct instruction;
- 88 (ii) Assessing or providing feedback on a student's coursework;
- 89 (iii) Providing information or responding to questions about the content of a course or competency;
- 90 (iv) Facilitating a group discussion regarding the content of a course or competency; or
- 91 (v) Other instructional activities approved by the institution's or program's accrediting agency.

92

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COVER SHEET for the POSITION STATEMENT on

Robert Cappetta

Submitted by: Math Intensive ANET

Email of Sponsor: Bob.Cappetta@amatyc.org

Reasons for Initiation of a NEW Position Statement*When revising an existing position statement, these questions need not be answered.*

Include brief but complete answers to the following:

- What is the rationale for the position statement?
AMATYC should clarify best practices for this growing population of students.
- Why is this position statement needed?

Many are concerned about equity issues. Others are concerned that standards for instructors are being relaxed.

- What is the hoped for impact of this statement?
More students will take dual enrollment courses, and those courses will be of high quality.
- Who will the recommendations of the position statement empower?
Math faculty. Math students in high school.
- What recommendations might be included in the position statement?
Equity should be a primary concern.
Faculty must have credentials.
Assessment must be the same as college classes

Standard Timeline

The Standard Timeline is detailed in the Cover Sheet available on the internal site.

The dates specified in the timeline are deadlines and work is encouraged in advance of these dates. However, there may be times when these dates may need to be modified for a specific position statement. While these dates may change, all activities need to be followed and met.

Completed (Indicate with "X")	Activity	Year <i>(insert year 1)</i>	Deadlines
X	Sponsor and appropriate group develop/revise the position statement and submit it, with cover sheet, a DRAFT watermark, and line numbers, to the liaison for consideration at the SBM. Liaison submits motion.		March 1
	First review by the Executive Board. The Executive Board will consider the motion to endorse the "concept of" a new position statement being proposed or the "spirit of" the revision of an existing position statement. Suggested edits sent to Sponsor.		SBM
	Sponsor and appropriate group review suggestions and modify the position statement as appropriate. Sponsor sends draft, with cover sheet, DRAFT watermark, and line numbers, to the President. Electronic first hearing is scheduled. Hearing Scheduling Link		June 28
	President sends draft to Editing Director		June 29
	First Review by the Editing Director who sends the edited version to the President and the Sponsor.		July 22

	Members of AMATYC via email notification, are invited to review the position statement and are invited to the first electronic hearing. Draft posted on the AMATYC website.	July 31
	First electronic hearing is held, providing Sponsor with feedback. Facilitated by Sponsor/Proxy.	Aug 21
	Sponsor and the appropriate group consolidate comments from hearing and reviews and prepare the next draft.	Sept 10
	Sponsor submits the position statement with cover sheet, a DRAFT watermark, and line numbers to the liaison for consideration at the FBM. Liaison submits motion.	Sep 15
	Executive Board review: The Executive Board will consider the motion to endorse the "concept of" or "spirit of" the position statement. Feedback is provided to the Sponsor.	FBM
Completed (Indicate with "X")	Activity	Year <i>(insert year 2)</i>
	Sponsor and appropriate group refine draft position statement and send it, with cover sheet, a DRAFT watermark, and line numbers to President and President-Elect.	Jan 15
	Draft sent by President-Elect to Affiliate Presidents for solicitation of feedback.	Feb 1
	Sponsor and appropriate group continue to develop the position statement and submit it, with cover sheet, a DRAFT watermark, and line numbers to the liaison for consideration at the SBM. Liaison submits a report on position statement work.	March 1
	Executive Board review: The Executive Board may suggest changes that are then sent to Sponsor.	SBM
	Sponsor and the appropriate group consolidate comments from hearing and reviews and prepare a new draft, with cover sheet, a DRAFT watermark, and line numbers that is sent to the President.	June 28
	The President sends second draft to Editing Director.	June 29
	Electronic final hearing is scheduled. Hearing Scheduling Link	July 15
	Second Review by the Editing Director who sends edited version to the President and the Sponsor.	July 22
	Members of AMATYC via email notification, are invited to review the position statement and are invited to the electronic final hearing. Draft posted on the AMATYC website.	July 31
	Electronic final hearing is held, minor changes may be made as necessary. Facilitated by Sponsor/Proxy.	Aug 21
	Sponsor and the appropriate group consolidate comments from hearing and reviews and prepare the final draft.	Sep 1
	Statement, with cover sheet, a DRAFT watermark, and line numbers is sent to the President for inclusion in the delegate packet. Draft statement posted on the AMATYC website for review.	Sep 1
	Sponsor and appropriate group submit the position statement, with cover sheet, a DRAFT watermark, and line numbers to the liaison for consideration at the FBM. Liaison submits motion.	Sep 15
	Executive Board will consider the motion to endorse the statement, either the "spirit of" or "as presented".	FBM

	Proposed position statement brought before the Delegate Assembly (DA) for approval. If the Executive Board endorses the draft a simple majority is needed to approve the position statement. Otherwise, the sponsor may present the position statement draft to the DA. In this case, a vote of 2/3 of the delegates present is required for approval. The President sends the approved position statement to the Editing Director.	DA
	Grammatical editing and review by Editing Director (no content or intent changes); Final version is sent by Editing Director to the Sponsor, President, AMATYC Office, and Website Coordinator.	Dec 1
	Position Statement formatted and posted on the AMATYC website.	Dec 15

Dual enrollment programs provide an opportunity for high school students to take college-level classes for credit. This is an exceptional opportunity for mathematics students. Research shows that dual enrollment increases that likelihood that students will graduate from high school, enroll in college, and successfully complete degree requirements.

Some additional benefits include the following:

1. Students gain early exposure to advanced mathematics courses that may be unavailable at the high school level. These challenging courses provide a stronger preparation for students who plan to study STEM.
2. Students develop improved study skills. Advanced mathematics courses require students to be more organized, independent, and self-motivated, and improved study skills will benefit future college students in ALL classes.
3. Students earn college credits that may increase the likelihood of students completing degree requirements in a shorter time, thus reducing overall costs.
4. Students will be able to make informed decisions about future study. In particular, early exposure to challenging courses may encourage students to consider a mathematics or science major.

Sadly, there have been inequities in dual enrollment programs with students from historically underrepresented racial/ethnic groups and those from low-income backgrounds. To address these concerns, the CCRC and Aspen Institute make the following recommendations.

1. Set a shared vision and goals that promote equity.
2. Expand equitable access.
3. Provide advising and supports that increase the likelihood of equitable student outcomes.
4. Provide high-quality instruction that build students' competence and confidence.
5. Organize teams of educators to develop best practices.

Definitions

- Dual enrollment: In this document dual enrollment means that a high school student is taking both high school courses and at least one college credit course concurrently.
- Dual credit: Dual credit refers to a student receiving credit towards high school graduation and college credit for the same course.
- Qualified mathematics educator: An instructor who meets the minimum requirements to teach the dual enrollment course at the college that is granting credit for the course.

Recommendations

AMATYC proposes that two-year colleges.

- Look for ways to reduce the cost of dual enrollment courses by
 - Asking the state/local government to pay a portion or all of the student costs.
 - Using college or non-profit foundation funds to offset costs.
 - Offering reduced tuition for some or all dual enrollment courses.
 - Offering scholarships to students with financial need.
- Advertise dual enrollment courses to targeted audiences in their preferred language.
- Offer dual enrollment courses at the high school or provide transportation to the college.
- Provide live online options for students at great distances from the college.
- Provide various options to meet eligibility requirements for dual enrollment courses.

- 49 • Review course prerequisites to ensure they are necessary.
- 50 • Encourage college faculty to teach dual enrollment courses.
- 51 • Ensure that high school faculty who teach dual enrollment courses have academic preparation
- 52 levels equivalent to community college faculty teaching the same courses.
- 53 • Ensure that sufficient sections of dual enrollment courses are offered to meet demand.
- 54 • Allow home-schooled students and private school students to enroll in dual enrollment courses.
- 55 • Encourage faculty to use best practices such as active student learning.
- 56 • Ensure that the eligibility requirements are equitable.
- 57 • Establish assessment protocols that are the same as those performed in the college.
- 58 • Encourage collaboration among faculty.
- 59 • Assess effectiveness by evaluating future performance of dual enrollment students.
- 60 • Disaggregate the reporting of results to recognize any inequities.
 - 61 ○ Percent of dual enrollment students who are Hispanic, Black, etc.
 - 62 ○ Percent of each group that passes their dual enrollment course.

63

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88

COVER SHEET for the POSITION STATEMENT on*Initial Placement of Students into the Mathematics Curriculum*

Submitted by: Placement and Assessment ANet

Email of Sponsor: Christine Mirbaha, cmirbaha@ccbcmd.edu**Reasons for Initiation of a NEW Position Statement***When revising an existing position statement, these questions need not be answered.*

Include brief but complete answers to the following:

- What is the rationale for the position statement?
- Why is this position statement needed?
- What is the hoped for impact of this statement?
- Who will the recommendations of the position statement empower?
- What recommendations might be included in the position statement?

Standard Timeline

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X	First review by the Executive Board. The Executive Board will consider the motion to endorse the "concept of" a new position statement being proposed or the "spirit of" the revision of an existing position statement. Suggested edits sent to Sponsor.		SBM
X	Sponsor and appropriate group review suggestions and modify the position statement as appropriate. Sponsor sends draft, with cover sheet, DRAFT watermark, and line numbers, to the President. Electronic first hearing is scheduled. Hearing Scheduling Link		June 28
X	President sends draft to Editing Director		June 29
X	First Review by the Editing Director who sends the edited version to the President and the Sponsor.		July 22
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X	Sponsor and appropriate group refine draft position statement and send it, with cover sheet, a DRAFT watermark, and line numbers to President and President-Elect.		Jan 15
?	Draft sent by President-Elect to Affiliate Presidents for solicitation of feedback.		Feb 1
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Position Statement for the American Mathematical Association of Two-Year Colleges (AMATYC)

Initial Placement of Students into the Mathematics Curriculum

Rationale

Appropriate placement into entry-level mathematics courses is a concern for many in higher education. Placement policies must be used to encourage access to a college education, and ensure that all students who enroll in a mathematics course have the opportunity to achieve success.

Definitions

~~First year: one calendar year starting with date of entry into the college.~~

~~Gateway course: first credit bearing mathematics course required for an undergraduate degree.~~

Multiple measures: could be the use of multiple criteria to determine placement or it could include a al carte placement criteria.

Social and emotional attributes: growth mindset, motivation, family and work obligations, special needs, educational, career, personal goals, etc.

Institutional Responsibilities

AMATYC recommends that all colleges develop policies for the initial placement of students into the mathematics curriculum. Placement policies should ensure students are placed in the most appropriate math pathway aligned to their program of study. The placement policy should include multiple measures of college readiness, align to multiple mathematics pathways, and ensure that the vast majority of students can should be able to access be are successful in their first mathematics gateway courses within their first year of enrollment the first half of their academic plan as early as possible in their academic plan.

Policies for the placement of all college students entering the mathematics curriculum must include recommendations from the mathematics department. These policies must be applied equitably to all students and should incorporate the use of multiple measures.

Multiple measures could include the following:

- High school GPA
- Math specific high school GPA
- GED scores or equivalance
- Scores on college entrance examinations

- 32 ▪ Scores on placement tests and related assessments
- 33 ▪ Guided self-placement
- 34 ▪ Social and emotional assets.

35 **Faculty Responsibilities**

36 Review of the placement process should be ongoing. Colleges should continually evaluate
37 placement procedures as content, pedagogy, and technology evolve. Mathematics faculty must
38 be involved in the evaluation process of the institution's placement practices and processes
39 used for initial placement into the mathematics curriculum.

40 Placement processes are paramount for student success. As such, institutions must design
41 structures to support students in pursuit of their academic path.

42

43 Approved at the Delegate Assembly, November 6, 2021

44 *Placement and Assessment Committee. Adopted by Delegate Assembly Fall 2002*

45 *Reaffirmed by the Placement and Assessment Committee, Spring 2013*

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42 *Reaffirmed by the Placement and Assessment Committee, Spring 2013*

8.13.9 ASA/AMATYC Joint Committee on Statistics and Data Science

Purpose

The purpose of the ASA/AMATYC Joint Committee on Statistics and Data Science is to

- improve the quality of statistics and data science education in two-year colleges by planning workshops, conference presentations, and other effective forms of professional development for two-year college statistics instructors;
- promote consistency and transferability between statistics and data science courses offered at two-year and four-year colleges;
- foster communication between two-year and four-year colleges relative to the statistical and data science preparation of two-year and four-year faculty members;
- ensure ongoing communication between the American Mathematical Association of Two-Year Colleges (AMATYC) and the American Statistical Association (ASA) with the objective of identifying changing trends in undergraduate statistics education;
- communicate with two and four-year colleges relative to the statistical preparation of elementary and secondary teachers;
- collaborate with K-12 mathematics educators to address the effect of pre-college statistical education on statistics courses taught in two-year colleges.

Composition:

The Joint ASA/AMATYC Joint Committee on Statistics and Data Science is composed of three appointed members from the ASA and three from the AMATYC. The term of appointment as a committee member is three years. Each organization holds the chair for two years, and rotates between the ASA and AMATYC. The liaisons from the AMATYC Executive Board and from the ASA leadership are ex official members.

Semiannual Report:

A report from the ASA/AMATYC Joint Committee on Statistics and Data Science will be submitted to the Fall Board Meeting and the Spring Board Meeting.

Conference Registration

The three members of the ~~ASA/AMATYC/ASA~~ Joint Committee on Statistics and Data Science who are appointed by the ~~ASA American Statistical Association (ASA)~~ are provided with complimentary discount registrations to AMATYC annual Conferences. The three members of the ~~ASA/AMATYC/ASA~~ Joint Committee on Statistics and Data Science who are appointed by AMATYC would have to pay their own registration to the AMATYC conference.