

TO: Members of the MAA-NJ Section
FROM: Zhixiong Chen, Secretary
Date: January 29, 2012
RE: Minutes of the Executive Committee Meeting held on January 28, 10 am – 2 pm, 2012 at Middlesex County College, Conference Room, L'Hommedieu Hall, 2nd floor

In Attendance:

Siham Alfred, Carol Avelsgaard, Zhixiong Chen, Karen Clark, Larry D'Antonio, Paul von Dohlen, Bonnie Gold, Thomas Hagedorn, Mark Korlie, Aihua Li, David Marshall, Theresa Michnowicz, Sarita Nemani, John T. Saccoman, Dirck Uptegrove, Liz Uptegrove.

We congratulated Bonnie Gold for winning the Louise Hay Award for Contributions to Mathematics Education.

Reports

a. Minutes from the last executive committee meeting

Minutes of the Executive Committee Meeting held on September 10, 2011 at Middlesex County College University were amended and approved.

b. Treasurer's report

Karen will send out electronic copy of treasure report this coming Monday.

c. Book sales report

Committee comments:

- (1) MAA will not allow us to sell the books, but we have many books left from the past and the MAA does not want them back.
- (2) We can ask MAA for display copies in the future.
- (3) In the fall meeting, very gladly we sold many books. We used the buy one get one free strategy. Totally we made \$314.75 for MAA. For details, please see the book sales summary distributed by the book sale committee.

d. Governor's report /Awards Committee report

Mark Korlie presented the Governor's report on the Board of Governor's meeting during the Joint Meeting 2012 held in Boston, 2012. Here are the main points from Julie Forster, MAA office of secretary and discussions from our officials:

- Each section may submit one nominee for the Haimo award and that nominee may be the current recipient of the section award for distinguished teaching or a previous recipient of such an award.

Below are discussions:

- We are working on submitting the current recipient for the national award: Diana Thomas.
- For our section, currently no nominees. The committee will send out e-mail to liaisons and department chairs to encourage people to nominate candidates.
- In the future, for people nominated for section award, we should prepare more for the national award.
- We need to be careful about the criteria of the national award as they are very strict. If we don't follow, then they will not consider.

f. Nominating Committee's report

We will have election for Chair, Vice-Chairs and Secretary next fall.

Reflections on Fall 2011 meeting at Montclair State University

Annalisa Crannell's talk was cancelled due to the snow storm.

We have a success in attendance. 85 people attended the meeting. 15 are from Montclair.

a. Feedback from evaluation forms

For this meeting, more electronic response was turned in than the paper response. The following are some discussions:

- For faculty we will keep doing the electronic survey.
- We will try for students electronically this time. Paul will help Aihua to prepare for it.

b. Other issues

- For student workshops, maybe we should try the fall meeting too.
- GSUMC has spring student talks and poster sessions. Please send students in.
- Some schools like TCNJ have a capstone course that requires regional conferences. MAA meetings are good for that.
- We can split the workshops like one in spring with contributed paper session, one in fall with some students' activities.
- We can have either workshops or general contributed paper sessions for students. People who have done summer research can then report their results. Students really can use fall as a trial for the joint meeting.
- We should put an announcement of contributed paper sessions in the spring program.
- If we don't have many student papers, then we can put them in the general contributed paper session.
- Larry will think about the deadline for submission for papers. It should be after labor day.
- Paul needs to find how many students attended the fall meeting.
- We need more signs directing people to the parking lot and from the lot to the meeting. For spring meeting, signs should be separated for MAA and GSUMC.

Spring 2012 Meeting at Raritan Valley Community College on March 31

Siham Alfred provided information and here are the discussions for her materials:

a. Room requirements:

- Karen will provide the info about the Registration tables and exhibitors to the hosting school.
- There are 3 rooms with 150 seats. They are big enough for the students. But they need one room for lunch.
- We need one room for Project NeXT fellows.
- The lunch discussion topics go with registration, once we know them, we will let hosting school know.
- The lunch discussion table should have 10 people per table.

b. Food

- Try to make breakfast close to the students' place.
- There will be cookies for afternoon, so we don't want them to be included for lunch.
- Students tend to drink more juice than coffee while faculty members do the opposite. So prepare accordingly.
- Past experience showed us that we have more student vegetarians. This time we should prepare 25% of the lunch boxes for student vegetarians.
- Siham needs to check whether Bagel breakfast is \$3.95 or \$4.95.
- We should charge the price for lunch to at least \$15/person.
- Hosting school needs to know the counts for faculty, students and exhibitors.
- Cafeteria is closed that day but the building is open, so should not be a problem.
- We need to buy a huge cake for 100th birthday. The food service labor is \$75, but this time we don't have grant. Maybe we can contact a publisher to cover it.

c. Printing the program

- The hosting school has their printing room, so no need to send out.
- Beimnet needs to know when the hosting school needs the program.
- Hosting school needs to provide two types of folders: one for faculty and one for students.
- Siham needs to check if her school can print out on 3/21.
- Aihua will bring in the program for GSUMC on the meeting day.

d. Provide an introductory speaker from the hosting school.

- The Senior Vice President for Academic Affairs, Dr. Eileen Abel agrees to give a talk, but she needs to know the time: 9:30am.

e. Arrange for parking:

- Signs should be clear, better in colored paper.
- Make signs for MAA and GSUMC separately.

f. Other issues:

- Tom needs to know the hotel name, direction from airport to hotel. Siham will ask the hotel for that.
- Make dinner reservation for about 20 people.

1. Contacts: Lori Austin (laustin@raritanval.edu) and Siham Alfred (salfred@raritanval.edu).

Note: We need to add panel placement in.

2. Speakers: Francis Su, Harvey Mudd College; Joseph O'Rourke, Smith College.

Note: 2 presidors will be Tom and Sarita.

3. Workshops for spring meeting.

There is no workshop for the spring meeting. But we will have lunch discussion tables. Francis said he could run a table.

4. Recognition of 100th MAA-NJ Meeting.

- We need a big cake.
- We need a short speech about our section history to be delivered at the beginning of the meeting—we agreed that Larry will do it.
- We should give out some souvenirs. We settled with the changing color pencils marked with “MAA-NJ anniversary meeting”. Karen will order them and send them to the hosting school. They will be put in the folder.

5. Program schedule for MAA-NJ. Date for submitting papers for Fall, 2012.

Bonnie's panel issues:

- Since we have a panel on placement, we should have a lunch discussion table for that.
- So far, we are not sure how many panel speakers will come, but we can let them run 15 minutes longer by cutting the lunch break 15 minutes shorter.
- Here is the changed timetable:
9:45am-10:55am panel
10:55am-11:25am break
11:25am-11:40am chair/governor's report
11:40am-12:35pm talk
- Send Bonnie any question for the placement products.

For exhibitors:

- We can add 2 more tables for exhibitors.
- The exhibitors need power. The hosting school needs to arrange that.

- The exhibition needs to be near the food, and better in an open area, otherwise fewer people will come.
- We can put food, books and exhibition together in the same room.

6. Program schedule for GSUMC.

Comments from Aihua

- This year we don't have a grant. In 2013, it will be the 10th anniversary for GSUMC, if we get money, then we will do something.
- Last spring meeting, fewer students attendees for student talk and poster sessions. Please encourage students to do that. The deadline for the poster is 3/20 and talk is 3/17.
- Website needs to be ready soon with the schedule.
- Aihua requested to add one more co-director: Olcay Zlicasu. It is approved.

Discussions about the competition:

- The competition rules are too strict. The restriction of the 2 teams/school policy really turned students away.
- The competition should allow more students from the state of New Jersey.
- Maybe we can try additional team with additional help from the same school.
- Fees: graders: free lunch box; proctors: no free anything; both (proctor and grader): free registration and free lunch box.
- Aihua agreed to talk to the competition committee about the discussion.

7. Deadlines:

8 weeks February 2 – abstracts for contributed papers due (Larry D'Antonio).
 8 weeks February 4 – online registration information due to Paul VonDohlen.
 45 days February 10 – online registration open (Paul) and postcards mailed (Beimnet).
 3 weeks March 10 – all program information due to program editor (Beimnet).
 10 days March 21 – final draft of program sent to RVCC and website (Beimnet).
 preregistration deadline, registration count sent to RVCC.

- These dates are relatively accessible right now.
- Paul needs lunch price and lunch table titles –Terry will send to Paul soon.

8. Other issues:

Sarita's door price discussions:

- We should do door prizes for faculty and students separately.
- We will get books from the publishers.
- We will narrow down to 6 door prizes to make the meeting shorter.
- We can shorten the program by calling the names but don't pick up until the end.
- For NJ-NeXT fellows, John please provide the names.

Future meetings

1. Fall 2012 at Rutgers Sunday, November 4, 2012

- We will have a general contributed paper session.
Discussion:
 - a. Do we want to do an articulation session?
Since Amy is running it, Carol will contact her to see if she'd like to do it or she has somebody in mind that can do it. .
 - b. Or we don't have to do it, just put as a workshop, or invite a speaker or a panel discussion.
 - c. Or we can do a report.
 - d. Or we can do it separately, not add to MAA meeting.
 - e. If we do plan to do it, and the meeting does not conflict with the two year college meeting, then more people will come.
- **General speakers**
 - a. Somebody from Rutgers, Math Department will be good. They haven't had a speaker for a long time.
 - b. We need a MAA official. Is Rick Gillman a good choice?
 - c. We can definitely try one 1-hour long talk, then 2 small talks ½ hour each. The small talk will benefit local people especially.
 - d. Or we can do two long talks, and convert other sessions to parallel small talks. We can consider if small talks can be followed as sharing sessions.
 - e. We should keep intention to pay attention to MAA people's general interests.
 - f. Tom is willing to try the above next fall.
 - g. We can invite Annalisa Crannell back.

New Business:

- We should put Committee responsibilities online.
- Paul just started as the Webmaster. Any idea/input we should put online is welcome.
- Srabasti Dutta is still the public information official, she will also do the Liaison Coordinator job.
- MAA lost their liaison list. Carol is working on that list from our section. Please check your school's liaison person and email Carol.
- No funding from MAA to support officials to go to the meetings. We will reimburse \$300/meeting for attending the section officers' meeting.
- There should be a section officer's report after the Governor's report.
- Nominating Committee should put the elections on the website.
- What should be the term of the Nominating Committee chair be? Now is 1 year, can we have it longer?—whichever works, let the committee decide.
- Do we need to move some of our meetings to Southern New Jersey? Rowan should be a good place to have a future meeting.