

**TO: Members of the MAA-NJ Section**  
**FROM: Zhixiong Chen, Secretary**  
**Date: September 10, 2011**  
**RE: Minutes of the Executive Committee Meeting held on September 10, 10 am – 2 pm, 2011 at Middlesex County College, Conference Room, L'Hommedieu Hall, 2nd floor**

**In Attendance:**

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

**1. Reports**

**a. Minutes from the last executive committee meeting**

Minutes of the Executive Committee Meeting held on January 29, 2011 at Middlesex County College University needs some minor changes. Bonnie will email Zhixiong about it and then Zhixiong will distribute to the group by email and also the minutes should be posted online.

**b. Treasurer's report**

(i) A draft of the Treasurer's Report was distributed.

Comments from Karen:

- (1) This spring the food expense was \$500 more than usual because the breakfast for the meeting was very expensive.
- (2) The ECC math dept paid \$400 for their students, which we can count as donation.
- (3) A generous donation from Cengage paid for part of the breakfast.
- (4) In the future we should get a commitment from the hosting college about what to expect for the breakfast and lunch costs, not simply some rough idea.
- (5) We got \$1200 from MAA for GSUMC. MAA paid directly for the students' lunches.

Comments from committee members:

- (1) For several years we did not lose money; this time we paid a lot for the registrations and lunch for the faculty for GSUMC.
- (2) Postage of the postcards needs to be added in the report, and printing of the program.
- (3) Discussion: Should we pay \$500 toward expenses for the section officer who represents us at the section officers meetings (Joint and Mathfest)?

Conclusion: we will pay up to \$300 for each meeting, it is better for the incoming chair to go first, then we rotate elected officers. Chair can ask who wants to go.

Vote: approved unanimously.

**c. Book sales report**

One book is sold during the meeting.

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. We can use them at silent auction or door prizes in the future, and may try offering “buy one new book, get an old book free”.
- (2) We can ask MAA for display copies in the future.
- (3) In order to help the sales of the books, we can use left-over MAA-NJ anniversary bags.

#### **d. Governor’s report**

Mark Korlie presented the Governor's report on the Board of Governor's meeting during the MathFest, 2011 held in Lexington, Kentucky, 2011. Here are the main points:

- Bob Devaney of Boston University was elected the next President of MAA.
- The Executive Director of the MAA Tina Straley will retire in Dec 2011.
- Michael Pearson will replace her as Executive Director of the MAA.
- John Kennelly, the Treasurer of the MAA, reported that the MAA is financially sound, but there have been recent repeated operating deficits.
- Jim Daniel was elected to succeed John Kennelly as treasurer of the MAA.
- Amy Cohen of Rutgers University was elected as the chair of the Council on the Profession.

Below are discussions:

- Budget cuts: expenses will be cut, stipend for Governors will decrease from \$600 to \$500.
- The membership fees will not be increased as the number of the members is decreasing.
- MAA has money set aside, but they want to balance the operating budget.
- The MAA webwork is free for 3 years for members, host cost is free too. Tom gets email from them and if people are interested, ask him to forward the email.
- Whoever wants to serve the national committees, email Mark.

#### **e. Section Officers’ meeting report**

- We are asked to find our section flag, update our history. (Our flag resides with the current section chair, and Larry D’Antonio is the section historian.)
- New rules of the book sales are discussed.
- Many sections have experienced difficulties in completing the packet required for the MAA teaching award. (This year, since we already have a nomination remaining from last year, we will be strict about the deadline, the first Friday after the fall section meeting.)
- MAA websites has been redesigned to improve communication among sections.
- The attendees split into small groups to discuss three questions:
  - a. What is the purpose of the section officer’s meeting?
  - b. What should the frequency of the section officer’s meeting be?

- c. What should the format of section officer's meeting be?
- To improve attendance suggestions were made such as encouraging beginning faculty to give a talk and forming student teams to participate in jeopardy games.

**f. Committee's report**

- MAA needs more Haimo award applications. But they need more supporting documents from the applicants.
- For national Teaching award, Brian's name did go in this time. From the past, we can generalize the pattern of the winners: (1) they are winner of their state (2) they serve for national committee (3) they published paper(s) in MAA. We can look into this in the future.
- Committee has selected Pat Kenschaft as the Sr. Stephanie Sloyan Award for Distinguished Service for 2012.
- The service award has two parts: national and sectional. The sectional award is normally given annually; the national award is every five years.
- For people who got the award before and still are active, we need to ask them to serve on the committee.
- We need two candidates for the governor, Bonnie is one. Also Paul volunteered.

**2. Reflections on Spring 2011 meeting at Essex County College**

**a. Feedback from evaluation forms**

For the meeting, only 5 evaluation forms were handed in. The following are some discussions:

- To encourage the people to hand in the form, maybe we can try electronic survey after the meeting.
- We ask people to give their email address when they do the registration, then send the survey.

**b. Other issues**

- Like discussed before, we need to find the cost of the food from the host college in order to avoid losing big money. For this coming meeting, Mark needs to find from the Montclair food service how much a person cost to be including setting up, cleaning up charges. Also the price of coffee, cookies, drinks and fruits, etc.
- We need more signs directing people to the parking lot and from the lot to the meeting.
- Feedbacks from students: Aihua will send out email. Students need more maps and soda; also there are complains about transitions between talks are confusing.

**3. The Fall 2011 meeting at Montclair State University on October 29, 2011**

**a. Speakers**

Diana Thomas, Montclair State University, "The Mathematics of Losing Weight: Translating Mathematical Modeling to a Patient's Bedside"

Keith Weber, Rutgers University, “Effective strategies that undergraduates can use to read justifications and proofs”

Annalisa Crannell, Franklin & Marshall College, “Math and Art: The Good, the Bad, and the Pretty”

Three speakers: one applied math, one math education, one pure math. Topics are balanced.

b. Workshops

- Two speakers will offer workshops: Annalisa Crannell, “Your Name in Space!”, Keith Weber, along with Pablo Mejia-Ramos and Evan Fuller, topic to come soon.
- No special request for rooms, times, etc. Annalisa needs more space.

c. Program Schedule

- We don’t want workshops back to back with the speakers’ talks. Some can be before lunch, some can be after lunch.
- Suggestions: Diana’s talk, workshops, lunch, Weber’s talk, Annalisa’s talk. We need to check Annalisa’s traveling schedule.

d. **NJ-NExT**

- About 15 fellows attended. Very good session and they connected very well.
- Kaaren needs to send us the list of the fellows. We can also post their names and affiliations online.
- For the second meeting, we can have one workshop common to everybody (most voted) and one workshop for 2 year colleges and one workshop for 4 year colleges.
- In the ECC meeting, assessment is the topic that most people were interested. We will talk more of it in the future.
- Will ask fellows about the topics they would like to discuss in the future, but Kaaren also has a list of previous topics, if the fellows don’t come up with anything, we can always use some of them.
- Mark needs to recommend a restaurant for the speakers after the meeting, and let the NExT directors know so they can choose a different one.
- At NExT meeting, new applications will not be accepted: people not already in the current cohort will have to wait in 2 years for the next cohort to start.
- Any one wants to be a consultant for national project NExT should let Mark know. But if your school has a fellow then you are not qualified. You don’t have to be a fellow to be a consultant.

e. **Lunch discussion tables**

Currently we have 4 table topics. NExT fellow table does not count as one.

Since we like to have five, Carol suggested that we can discuss about the expense of the textbooks. We agreed on “The cost of the textbooks” as the title.

f. **Online registration**

Lunch will cost \$9 (actual cost \$9.25: given the usual fairly small number of attendees, this will just cost the section \$10 to \$20, which Bonnie agreed to donate). We need to find out about cost of set-up, clean-up, breakfast and breaks before setting a definite registration fee, but since we raised it last time, we probably cannot do that again. So it will probably remain at \$15 members if preregistered, \$18 non-members, preregistered. Registration on site is \$3 more.

g. **Deadlines**

- We should send email 3 weeks before the deadline and put the link in it to section members publicizing the meeting.
- We need to publicize the meeting to Metro NY, first get permission from them.
- Since postcards only get to members, we should also send to liaisons. Bonnie will put together the flyer and give to Zhixiong, Zhixiong will send to the liaisons.
- We need deadline for food count, which will allow us to set the deadline for preregistration. (Usually 7 to 10 days)
- We need deadline for the printing shop.
- 3 weeks before the meeting, everything must get to Beimnet for the program. Nothing can be changed except errors in the preliminary version of the program after that.

h. **Food**

- Again, the cost of the food is very important.
- Need to know the cost of breakfast, lunch, morning and afternoon snacks, drinks, setting up/cleaning up fees.
- For breakfast, \$5.25 per person. We should order less than the number registered as people don't have one of everything.
- For afternoon snacks, we still need to order small amount of coffee.

i. **Insurance costs**

School may need insurance covering accidents. MAA has insurance to cover accident. We need to get a copy from the MAA. Mark needs to check on that.

j. **Other issues:**

- Registration fees will still be \$15 (online) and \$18 (at the meeting).
- Parking is \$7 a day. There is a free lot- Montclair Heights. Meters are free on Saturdays. Mention on the registration website that while there is a fee for parking, lunch is \$6 less expensive than at the previous meetings.
- We should list parking options on the website.
- Host school should post enough signs to the parking and from parking to the building.

#### 4. Future meetings

##### a. Spring 2012: Raritan Valley Community College, 3/31/2011

###### 1. Speakers

We have Francis Su, we will find topic later

Other possibilities:

- We can form a panel of 3 people on math ed. If so, need a moderator, better he/she is not a speaker.
- We can focus on 2 year college's wide range of remedial courses and how students are placed in them.
- Susan Forman from NY is a possible panelist.
- We can get somebody from Accuplacer or Maple to be a panelist.
- Tom will find a third possibility.

##### b. Fall 2012, spring 2013

- We have a site for the 2012 meeting, Rutgers, and three possible meeting dates. We hope we can get Manjul Bhargava, who we have invited in the past, but who is usually booked up years in advance. Terry will contact him with the dates.
- Saint Peters College is a good place for fall joint meeting with NY people. We will contact the MetroNY section chair to suggest a joint meeting in fall 2013. If they want the next joint meeting to be there, it will need to be in the fall, since we have GSUMC in the spring. And we'd prefer Manhattan or Staten Island.
- For spring meetings, we can do workshops, for the fall meetings we can do contributed paper session. OR special topic session for spring plus workshop, and general session plus one workshop for the fall. We decided for next year to try doing one workshop at each meeting, concurrent with contributed paper sessions: a general contributed paper session in the fall (possibly several concurrent) and specific topics in the spring.
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#### 5. Old Business:

We should cross off the "possible meeting with 2-year college group" as the old business as we cannot do it either in spring or fall. We will try to put together a session for the fall 2012 meeting that will follow up on the articulation session held several years ago at Rutgers, which attracted two-year college faculty as well as four-year college faculty - perhaps both a speaker/panel, a workshop, and lunch discussion tables, as well as two regular speakers.