

**Minutes of the APICS Science Education Committee Meeting
held August 22, 2003 at UNB, Fredericton**

Present: Fred Smith (Chair and representing MUN), Dennis Tokaryk (UNB F), Shannon Fitzpatrick (UPEI), Merzik Kamel (UNB SJ), Lois Whitehead (Executive Director, APICS), Nancy Crowe (NSAC)

Welcome and Introductions

No new members were present.

Approval of the Minutes of the Last Meeting

The minutes of the meeting of June 8, 2002 were approved as circulated.

Business Arising from the Minutes

There was no business arising from the minutes.

6th APICS Science Education Conference

Dennis Tokaryk, site coordinator, reported that there are about 20 registrants in addition to the invited speakers and the YEC interns and their mentors. At the present time it appears as though the 2003 conference will be in a deficit position at the end of the conference.

A post-planning, pre-conference mortem was conducted by those present. The following comments may be useful in planning future conferences:

1. Check and verify that email addresses on web sites and mailing lists are correct.
2. Ideally 3-4 people from the hosting institution would work on planning the conference. At minimum, one person to deal with arrangements surrounding facilities and one person with institutional 'arm twisting' status is recommended. There should be one person (at the host institution, or from outside if committed volunteers are available) who is responsible for the flow of information and for keeping people accountable to their commitments and tasks in a timely manner.
3. Generally it was felt that there are 4 key areas: program, physical facilities, promotion and advertising, and solicitation (fund raising for the conference).
4. Each of these 4 areas would ideally have a small group of committed volunteers and a Chair who would be responsible for task and time keeping. The Subcommittee Chairs, would in turn, communicate progress/lack of progress to the Conference Coordinator.
5. In the future one might look at the benefits of paying a student salary to help with the minutiae of putting on a conference.
6. It was recognized that organizing a Science Education conference was different from that of a science 'discipline' conference (e.g., Chemistry, Biology, etc.). These conferences involve science undergraduates and are in some cases organized by the students --- or the major part of the conference presentation is focused on and around the students.
7. Lois will provide Fred with copies of several APICS Committees' "How to organize an APICS conference" documents. Fred will take into account the

- uniquenesses of our committee and will draft a 'list of considerations and tasks' for the next meeting of the Science Education Committee.
8. Long before dates are set, it is crucial that a theme/issue be identified and a list of potential contributors. Naturally speakers cannot be invited until dates are identified.
 9. Location seems to be important – Halifax was perceived as having a lot of things happening that drew people to the previous conference
 10. Timing of the conference – it should not conflict with other APICS events or events such as the Atlantic Undergraduate Teaching Showcase.
 11. What is the possibility of scheduling the APICS Science Education Conference to be a day 'added' to the meetings of another organization?
 12. Promotion solely by email is not effective; we no longer have the APICS newsletter. The information must be provided to Teachers Associations months in advance so that it can be put into the mailouts to the teachers. We should re-instate the use of a brochure for all stakeholders.

Science Fairs

The lack of interest in regional science fairs in some regions of the Atlantic was noted. In NB the NB Dept of Education gives \$15,000 to UNB to coordinate the regional science fair. UNB would like the school system to take ownership. In NS the regional school fairs are run by the school boards. In NL a committee composed of business, government, and school board reps is involved. Perhaps if more APICS members became involved this would kindle more interest. The lack of science fair entrants at the high school level was discussed.

Undergraduate Student Award

This year the Chemistry Committee gave one award. The Physics group operate on slightly different selection criteria. Psychology also gives awards periodically using their own criteria.

7th APICS Science Education Conference

The next conference would normally be at UPEI. Shannon, the UPEI rep, felt that this would not be a problem. Roger Gordon, Dean of Science at UPEI and present Chair of APICS, is very supportive of APICS. After some discussion, it was agreed that Fred Smith would coordinate the 2005 APCIS Science Education Conference and that Shannon Fitzpatrick would make physical arrangements on campus. Fred immediately recruited Nancy Crowe to work on the Program sub-committee and Merzik agreed to work on promotions and advertisement.

Report from APICS

The YEC group is highly motivated and excited about science. This has taken a lot of Lois' time and energies this summer. At the present she is spending a lot of time getting

short term contract funding. Discussions have started to examine longer term core funding that would give stability to APICS operations and new initiatives.

The highlights of the Strategic Planning process:

- continue the new initiative of APICS entry into the high schools
- look at fund raising strategies : 1) increase membership fees; 2) \$500 reduction of monies available to each APICS committee
- try to get funding for a Special Projects Officer – to develop promo materials
- to seek matching funding from the Atlantic Council of Premiers (goal of up to \$120,000/yr)
- go after another PromoScience grant
- Environmental Studies is planning a conference at BIO Oct 17th

Other

Generally a good idea to meet more than once a year; perhaps around the APICS meetings in October or November and then again in the spring (along with the Can Polar Awards?). Fred will make some phone calls regarding volunteers for the 2005 conference. If enthusiasm and support need to be generated, he will consider calling a meeting as early as this fall; otherwise it will wait until the spring, 2004.