Chapter Advisory Committee
Report to Council – Summer 2018

Mari K. Hopper, PhD
CAC Chair
Associate Professor of Cellular and Integrative Physiology
Indiana University School of Medicine
mkhopper@iu.edu

Thanks Dennis for sharing these slides at EB business meeting!

Arizona – APS grant support to involve high school teachers
Greater DC – science policy speaker; “Minute to Win It” poster ads
Indiana – multiple session tracts including Teachers as Learners & Networking
Iowa – invites neighbor states; over 70 abstracts and 160 attendees
Kentucky – targets large, small, public and private colleges and universities
Michigan - High School Teachers Workshop - collaboration with national office
Nebraska - 20th Anniversary Meeting featured “The Great Debates”
Ohio – 6 trainee awards to support attendance at EB 2018
Oklahoma – 36th Annual Meeting!!!
Puerto Rico – REBUILDING – post hurricane
*Birmingham Network – Managed completely by trainees

<table>
<thead>
<tr>
<th>CHAPTER ACTIVITY SUMMARY - 2017</th>
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<tbody>
<tr>
<td>Meetings</td>
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<td>Attendees</td>
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<td>Trainee Oral Talks</td>
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<td>Trainee Posters</td>
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<td>Postdoc Awards</td>
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<td>Grad Student Awards</td>
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<td>Undergrad Student Awards</td>
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<td>High School Awards</td>
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<td>National Lecturers</td>
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INTRODUCTION

During the fiscal year July, 2017 through June, 2018, the Chapter Advisory Council met three times. Discussions included a vast array of topics including: methods of best practice, mission impact, assisting newly forming Chapters, and improving connections with the APS (Appendices A, C, & D).

When asked by the APS to describe what Chapters bring, the following list of vital services was compiled:

- **LOW COST – HIGH IMPACT**: Chapters operate as independent 501c3s, but produce outcomes in direct alignment with the APS mission: Chapters share the APS goals of fostering education, scientific research, and dissemination of information in physiological sciences, and are able to reach faculty and students who do not currently engage at the national level. (Participation in Chapter annual meetings exceeds 1,000 participants with fewer than 50% being current APS members)
- **APS assistance with Chapter meeting registration** will provide contact lists for potential membership, and easy access to data important to furthering the mission of the APS
- **Chapters provide local contacts for “grassroots” organization promoting advocacy efforts**
- **Chapters advertise and promote the benefits of APS membership at annual meetings and on websites**
- **Chapters provide opportunities for trainees of all levels (high school through post-doctoral) to develop scientific presentation skills, network with colleagues, practice leadership skills, and establish mentorships and support as they prepare for futures in academia and healthcare**
- **Chapters draw from small and regional colleges and universities, as well as high schools. Therefore, Chapters provide a mechanism to reach students early, and encourage careers in physiology (science in general)**
- **Chapters are willing to work closely with APS education staff to expand training of educators and students. For example, Chapters could be mobilized to increase participation in training teachers, developing new and expanded community outreach (Phun week, science fairs) and support for all APS initiatives**

CAC Goals for coming year:

1. **Build collaborative and integrative relationship with the APS**
   APS for legal reasons has established Chapters at “arms length”
   Chapters wish to remain independent 501c3s for financial reasons – but want to work collaboratively with APS to fulfill mission.

2. **Establish a strategic plan that informs all APS members of Chapter work and value**
   – Dust vs Gold Report
   - Chapters Usage 24% - *same percentage of states that currently have Chapters*
   - 72% aware that Chapters exist – *don’t know if they are aware of WHAT CHAPTERS DO & IMPACT*
   - **Staff time and financial investment both LOW**
   - *Described as “moderate importance and limited usage (24%)” – but audience of Chapter meetings is LARGELY non-APS members (reaching a new audience – those who do not otherwise attend EB, and engage in APS events)*

3. **Establish Chapters serving members in all 50 states**
   - Broaden impact of important outcomes accomplished by Chapters
   As CAC establishes a GROWTH MODEL to increase number of Chapters, it recognizes the following challenges and opportunities:
   - Table at EB 2018 - New Chapter Interest: Texas, Utah, Alabama, Missouri, East Coast (New Hampshire), Minnesota, Illinois, New Mexico, North Dakota, and Wisconsin

   1. **Challenge**: Establishment of new Chapters and two of the existing Chapters as non-profits
Opportunity: APS for assistance with this process. Access to legal counsel, or funds to seek counsel locally for establishment of NEW Chapter/new 501c3
Model where all 50 states have a Chapter
View this as an investment opportunity for the APS
BUDGET neutral in the future as Chapters collect new member fees shared with APS

2. Challenge: Institutional memory of Chapters and assistance for new leaders
Opportunity: CAC will establishment procedural documents common for all Chapters
APS provide a site for storing information. Chapters will be required to populate the site to receive their funding. Site will include task oriented timeline – reminders will be sent to Chapters according to the timeline. (items such as meeting planning, nomination and elections, tax filing)

3. Challenge: Chapters “unknowingly” at risk of making critical errors
Opportunity: APS counsel to help establish guidelines for Chapter operation:
1. Signing contracts
2. Writing checks over certain amount
3. Partnering/affiliating with other organizations
4. Bank accounts in excess of $____ amounts
5. Providing travel to meeting attendees

4. Challenge: Cost of registration management – cost is passed on to attendee or absorbed by Chapter
Opportunity: APS manage meeting registration – keep list of registered members, most of which are not currently APS members. With this opportunity, CAC would like to propose a new level of membership. This level would be for those who wish to be APS Chapter members only.

Proposal: New membership’s structure – Chapter Member of the APS
Chapters collect Chapter membership fee
Give back a certain amount to APS (suggest $5.00 per registrant minimum – or set amount annually)
Broaden the scope of what it means to be an APS member – more inclusive of members who do not “fit” the traditional member profile

5. Challenge: Up-to-date web presence
Opportunity: APS already has pages devoted to Chapters. Refresh these pages, and either provide links directly to Chapter website, or allow at least one page for each Chapter to be able to update (with password).

4. Finalize recommendations for Chapter governance

Although the report is lengthy (demonstrating that Chapters are organized and engaged in APS mission), highlights are noted below:

Specific CAC activities
Sept, 2017 CAC Convenes Fall Meeting via Zoom online
January, 2018 Chapter Annual Reports Submitted to CAC Chair
• Highlights noted in table above, full reports available upon request
January, 2018 2017 Grant Progress Reports Submitted to CAC Chair
(Highlights below)
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Report to Council – Summer 2018
MK Hopper, CAC Chair

- **Nebraska** - Purchase the Backyard Brain open-source tool, the SpikerBox Neuron and Muscle units for use in outreach (https://backyardbrains.com/experiments/muscleSpikerBox).
- **Michigan** – Support for concurrently programmed Life Sciences High School Science Teacher Workshop at annual meeting. 14 representatives of high-schools across the state participated. Margaret Stieben from APS helped sponsor and coordinate.
- **Arizona** - Teachers from the Tucson and the Phoenix area received $200 awards, a one year membership and meeting registration. The teachers participated in the poster judging and discussion sessions. Funds will also support HS teacher involvement in the coming year.

March 2018  
CAC Convenes Spring Meeting via Zoom online  

April, 2018  
CAC Convenes at Experimental Biology

April 2018  
CAC Promotional Table at EB 2018  
New Chapter Interest: Texas, Utah, Alabama, Missouri, East Coast (New Hampshire), Minnesota, Illinois, New Mexico, North Dakota, and Wisconsin

May 15, 2018  
Chapter Grant Proposals received  
Four proposals – ALL outreach including high schools/K-12:  
- Indiana  
- Nebraska  
- Kentucky  
- Puerto Rico

June 15, 2018  
Review of Chapter Grants  
Wasana Sumanasekera – Sullivan University, Kentucky  
Thad Wilson – Marian University School of Osteopathic Medicine  
Mari Hopper – Indiana University

<table>
<thead>
<tr>
<th>CAC Grant Applications 2018</th>
<th>Score</th>
<th>Outcome</th>
<th>Award</th>
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<tbody>
<tr>
<td>1. Indiana</td>
<td>2.2</td>
<td>Awarded</td>
<td>$2,000</td>
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<tr>
<td>2. Puerto Rico</td>
<td>2.25</td>
<td>Awarded</td>
<td>1,800</td>
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<tr>
<td>3. Kentucky</td>
<td>2.9</td>
<td>Awarded</td>
<td>2,000</td>
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<td>4. DMV</td>
<td>3.25</td>
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June – present  
Establish Chapter Governance Subcommittee – Chair Mari Hopper  
CAC Representative Volunteers:  
- Karen Sweazea, PhD – Arizona Chapter  
- Robert Baer, PhD – Missouri Chapter  
- Harold Schultz, PhD – Nebraska Chapter
Chapter Advisory Council (CAC)
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CAC Budget Requests:

<table>
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<th>Funding requests:</th>
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<tbody>
<tr>
<td>Chapter Grants – funding for 3 @$2,000</td>
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<tr>
<td>Past two years 8 grants received, ALL focused on outreach</td>
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<tr>
<td>Travel for CAC chair</td>
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<tr>
<td>CAC chair will attend and assist with two Chapter meetings in 2018-19</td>
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<tr>
<td>airfare, hotel, per diem</td>
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<tr>
<td>*Funding for legal fees to establish new 501c3 Chapters</td>
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<tr>
<td>5 new 501c3 Chapters, $2,000 each</td>
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<td>To be distributed by CAC similar to Chapter grants</td>
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| TOTAL | $18,500 |

*Recognize loss of budget neutrality
Current total Chapter funding is LOW (Dust vs Gold)
Investment in increasing number of Chapters -one time expenditure for each new 501c3 Chapter
Offsetting income to be considered – Proposal for Chapter membership fee to APS

*Proposal: New membership’s structure – Chapter Member of the APS
Chapters collect Chapter membership fee
Give back a certain amount to APS (suggest $5.00 per registrant minimum – or set amount annually)
Broaden the scope of what it means to be an APS member – more inclusive of members who do not “fit” the traditional member profile

Non Funded Requests:

1. Consideration for Chapters to conduct a two hour session at EB 2019
   - Aims:
     1. Share best practice
     2. Assist new Chapters
     3. Increase number of Chapters – recruit APS members to guide establishing new Chapters

2. Input as APS website is revised – dynamic web presence
   Chapters would like to be able to offer a dynamic online presence – ability to edit a section of the Chapter page at the APS site and/or external link to Chapter website
   Current system – those who search are confused and find “dead end.”
   APS also provide a site for storing information. This will ensure “institutional memory” for Chapters as leadership turns over annually.
   Chapters will be required to populate the site to receive their funding. Site will include task oriented timeline – reminders will be sent to Chapters according to the timeline. (items such as meeting planning, nomination and elections, tax filing)
   Also, Chapter reporting will be deposited here as completed (no longer gathered by CAC chair)
3. Assistance with web based state Chapter meeting registration
   - Chapter’s current contract with third party vendors to manage state meeting registration and submission of abstracts. (current cost to Chapter is ~$5.00 – 8.00/registrant)
   - APS management of registration would be cost saving, and at the same time allow APS to gather valuable data
   - Registration site could also promote the APS with links to benefits of APS, opportunities to donate, and other APS resources.

4. APS counsel to help establish guidelines for Chapter operation:
   1. Signing contracts
   2. Writing checks over certain amount
   3. Partnering/affiliating with other organizations
   4. Bank accounts in excess of $____ amounts
   5. Providing travel to meeting attendees
Appendix A

Chapter Advisory Committee
Zoom Meeting Notes
September 6, 2017

Attending:
Mari Hopper (CAC Chair); Alan Rouch (Oklahoma); Nikki Posniack (DMV); Wasana Sumanasekera (KY); Dan Halm and Noah Weisleder (Ohio); Cindy Norton, Alicia Schiller and Mathew Zimmerman (Nebraska); Pat Mueller and Karen Ball (Michigan); Rudy Ortiz (CA); Robert Baer (MO), Thad Wilson (Indiana).

Next CAC Meeting is March 2018 (pre-EB)

APS Staff Contact information:
Ann Marie Bocus: 301-634-7976
Linda Allen: 301-634-7172

Agenda – Fall CAC Meeting Via ZOOM Wed Sept 6 at 1 pm Central

1. Plans for EB 2018
   (a) Tables
   (b) Posters
   (c) Contact attendees in our state (sort using APP and send message)
      • Support for hosting a table for an extended period of time; alternating manning the table. Bring a handout (8.5x11 of poster if available), or other means to promote each Chapter
      • Target a couple of states to “renew” or expand. Host a morning event
      • Each state try to identify an individual or group to bring a poster for the Outreach Poster Session. Details will be forwarded as they become available.
      • Contact EB attendees in your state using the app – invite to visit table, or appropriate posters/sessions

2. Strategic Plan - specific ways to integrate/communicate with APS – committees and council
   • Letter from Executive Director
      • All Chapters in favor of including a letter in meeting program from Executive Director
   • CAC report for the Physiologist in the program
      • Chapters encouraged to promote their work in the program – provide data to attendees
   • Advocacy speakers
      • Chapters reminded to utilize advocacy speakers – at no cost to the state Chapter
      • Contact APS directly if interested – topics not available at APS website
   • $1,500 support from APS – acknowledge APS support on awards/certificates
   • Outreach and engagement – ideas from Marsha Matyas at APS
      • Chapters would benefit from sharing of ideas. CAC Chair will seek a site to post and share resources. Michigan (Pat) willing to take the lead on this as they have well developed outreach activities.
      • Ask for and share ideas with APS Education office - Marsha Matyas
   • Phun Week activities
      • “Packages” materials for sharing with Chapters would be useful. Will request from Marsha at APS Education office.
      • Phun Week Activities submit activities to Marsha
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- Pre-package activities. Find someone within your state who has done this before. Check with APS National
- Share file/Power Point Presentation

3. Chapter Annual reports – adding additional metrics to report (Dust vs Gold report)
   - Impact at state level/what chapters do
   - Important to complete the Annual Reports – provide information on attendees, students, graduate students etc.
   - How do you see your Chapter’s impact/significance of your work – be sure to include this in your reporting

4. Chapter Grants
   - Timeline for submission and award – council meets in summer (July) so follow academic year August through next July
   - We need to establish a calendar year where everything happens at the same time. It is hard to keep track with the current.
   - It was decided that all reporting will be done on a Calendar Year (end of January),
     - Chapter Grants
     - Annual Reports etc. (for the previous year) beginning January 31, 2018 for the previous year.
     - Elected President and CAC rep

5. Chapter membership
   - Should cost be similar between Chapters?
     - Most Chapters has a set membership fee and must be a member to attend their meetings
     - Disparity between chapters on membership fees. Have a base membership fee or not? Consensus was to leave this up to the state
     - Membership fee should be left up to the States
     - Will investigate the possibility of State Membership fee being applied to the national APS as membership requirements change
     - Nikki Posniak - DMV –Bylaws state that you have to be a member to attend meeting. Reduced fee structure to join APS (Mari will look into this for the Chapters)
   - Ask APS to apply state membership fee to national membership, at least for first year
   - Membership guidelines – what does it mean to be a Chapter member? What benefits do Chapters offer in addition to annual meeting?
     - Promote this at the annual meeting – what benefits there are to membership
     - Promote APS national membership

6. Chapter continuity procedures
   - Digital File Storage
     - All Chapters will develop an organized means to archive important documents and procedures
     - Chapter reps will ask their leadership councils if they would be willing to share as a means to support other Chapters (especially new or renewing Chapters)
     - CAC chair will continue to seek a site/means for posting digital archives for all Chapters
     - Michigan offered accessibility of their archived files
     - Stay organized
     - Define elected officers roll in order to keep the Chapters running
   - Webmaster – links to APS national
   - Meeting Checklist
   - Notebooks with “Sample” documents, tax filing procedures, bank account information, etc.

7. Chapter elections
• Terms vary greatly – very difficult to keep up with President and CAC reps. Could we have all offices from January through Dec, or August through July?
• All reporting of Chapter officers and reps will occur in January

Chapter Elections:
• Need backup plans in case someone vacate office sooner
• Need past information in orienting new leaders,
• Need successful passing of the baton, tax filing, and non-profit information. Etc.
• Need support for effective leadership

8. Annual Report
• All due at same time – when is the best time?
• End of January with all other reports
• Summary to President before EB – and then report to council in June – January 1 deadline for previous calendar year seems ideal
  • Share ways that your Chapter uniquely promotes education and research in your state
Appendix B

CHAPTER ROSTER 2018

Current Chapter Advisory Committee Members
Chair: Mari K. Hopper, PhD., Indiana University School of Medicine, Evansville, IN
Sage: Michael Sturek, PhD., Indiana University School of Medicine, Indianapolis, IN
Ex Officio: Ann Marie Bocus, APS, Rockville, MD
Ex Officio: Linda Allen, APS, Rockville, MD

Chapter Representatives:
Arizona: Layla Al-Nakkash, Midwestern University Glendale, Glendale, AZ
CA: Martha E. O'Donnell, Ph.D., Univ California, Davis School of Med, Davis, CA
dmvCAPS: Matthew Kay, PhD., The George Washington Univ. Washington, DC
dmvCAPS: David Mendelowitz, Ph.D., The George Washington Univ. Washington, DC
Gulf Coast: Milton Hamblin, PhD, Tulane University, New Orleans, LA
Indiana: Thad E. Wilson, PhD, Marian Univ College of Osteopathic Med, Indianapolis, IN
Iowa: Rasna Sabharwal, PhD, University of Iowa, Iowa City, IA
Kentucky: Wasana Sumanasekera, PhD, Sullivan University, Louisville, KY
Midwest: No Chapter Representative named
Michigan: John J. Durocher, PhD, Michigan Technological University Houghton, MI
Missouri: Robert W. Baer, PhD, A T Still University of Health Science, Kirksville, MO
Nebraska: Alicia M. Schiller, PhD, University Nebraska Med Center, Omaha, NE
Ohio: Dan Halm, PhD, Wright State University, Dayton, OH
Oklahoma: Alexander J. Rouch, PhD, Oklahoma State Univ. Center for Health Sci., Tulsa, OK
Puerto Rico: Gladys Chompre-Gonzalez, PhD, Pontific Univ Catholic of Puerto Rico, Ponce, PR
Tennessee: Eric Delpire, PhD, Vanderbilt University School of Medicine, Nashville, TN
Appendix C

Chapter Advisory Committee
March 5, 2018 Zoom Meeting
Meeting Minutes

Attending (Meeting Date if Stated):
CAC Chair: Mari Hopper
Arizona: Karen Sweazea
California: Rudy Oritz (no annual meeting yet)
Greater DC: Matthew Barberio (October)
Iowa: Rasna Sabharwal (September/October)
Indiana: Thad Wilson (February)
Kentucky: Wasana Sumanasekera (April 7)
Michigan: Karen Ball (June)
Missouri: Rob Baer
Nebraska: Alicia Schiller (October)
Ohio: Dan Halm (October)
        Bryan McKenzie
        Noah Weisleder
Oklahoma: Not attending
Puerto Rico: Not attending (February)
Birmingham Network: Ijeoma Obi

Student/Teacher Workshop at Chapter Meetings

Margaret Stieben: APS K-12 Program Manager addressed the group about an opportunity for chapters to include a
Student/Teacher workshop at their chapter meetings.

- EB features all-day teacher-student workshop that includes:
  - Keynote address
  - Career talk
  - Poster viewing

- There is funding to duplicate this at the chapter level
  - Stieben is working with Michigan, Indiana and Puerto Rico to duplicate and wants to know if any other
    chapters are interested.
    - One room is needed: set classroom style.
    - No manpower needed from chapters: all logistics and costs covered by APS.
    - Coordination with chapter is needed if interested.

- Contact Margaret Stieben if you are interested: mstieben@the-aps.org
- Contact Karen Ball, Michigan for information on their Teachers Workshop

Chapter Table in APS Connection Zone

- APS will have an informal area next to the physiology poster boards during Experimental Biology 2018.
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Report to Council – Summer 2018
MK Hopper, CAC Chair

- Although Living room will be set for casual interaction. - Chapters want a presence in a HIGH FLOW area of the conference
- Would ideally like to be near posters or registration table
- Obi brought up how the table will be advertised. Suggested that we ask sections to send notification in their e-mail distributions.
- The app also has a way to contact attendees by state – easy to send a message
- Dual needs – Rob Bauer is also working to re-invigorate the Missouri Chapter. Rob and Mari will discuss the best strategies for connecting with APS members from Missouri during the EB meeting.

• Mari will distribute a Google Doc to solicit volunteers to man the table
  - Chapter reps are encouraged to contact attending members in their state to have them drop by
  - Chapters are encouraged to print and bring postcards to distribute (attendee writes in home address – after meeting, card is sent to them)
  - Matt suggested that all postcards contain same essential elements – discussion included social media
  - Mari will “mock-up” a post card and send to all CAC reps
  - Wasana Sumanesekera stated she can staff the APS Table on Monday, others will look at the Google Doc schedule

• Linda brought up questions about availability of table in high traffic area:
  - Need clarity about needs/goals of the area
  - How large a space?
  - How much traffic is anticipated?
  - Allen suggested Chapter reps staff APS booth to answer questions.

Questions From APS Council - Governance Committee

• Do chapters prefer to remain unique entities with their own 501C3 or would they be open to being governed by APS to open up opportunities for more support from APS.
  - Ortiz: would prefer APS govern Chapter rather than all being 501c3 independent organizations
  - McKenzie: centralization would help with continuity of records and services.
  - Barberio: Not opposed to being folded into APS but wants to maintain authority on some level such as organizing program content and materials. Wants to retain autonomy of how chapter funds are disbursed.
  - Baer: Having the APS govern would help grow and re-vitalize Chapters. However, the more successful chapters have the most to lose by being under the APS umbrella. What happens to existing chapter funds?
  - Wilson – what about corporate sponsorship? Hopper indicated that this would have to be discussed, and policies established – perhaps funds raised stay with Chapter, and a small overhead/administrative cost is given to APS.
  - Allen – APS and legal issues, use of logo for example are not currently aligned.
  - Ball: Fees and standardization of fees/fundraising are the main issues. It is unclear what percentage of chapter members are members of APS. Immediate concern is if APS will mandate registration fees/levels; fees can vary from year-to-year based on location.
  - Halm ask how the APS manages conferences via Conference Committee.
  - Hopper: chapter membership could be the same for all chapters; chapters should remain autonomous on fundraising;
  - Hopper: helpful services APS might provide: meeting registration; dynamic web presence; file storage and sharing; and tract at EB for Chapters.
• Straw Poll – ALL attendees stated they would be in favor of entering into a conversation with APS Council to explore options for Chapter Governance (perhaps moving under the umbrella of APS and forgoing the independent non-profit (501 c3) status).
• Mari will distribute the questions posed by the taskforce again today – need feedback by tomorrow. She will then draft a report to APS Governance Task Force – and Distribute to CAC members prior to finalization

**Member Attendance at Chapter Meetings**

- There is currently no easy way to track national society membership of registrants at chapter meetings.
- Hopper asked for estimated member attendance at chapter events:
  - Ohio: most attendees are students and not members of APS
  - Indiana: most are not APS members.
  - Kentucky: 40% are not members.
  - Arizona: Most are not members
  - Most all Chapters agreed – they are serving/involving physiology educators, scientists and industry that are not currently APS members

**Chapter Grants**

- Deadline extended to April 15, 2018.
- Reviewers: Mari Hopper, Karen Sweazea, Thad Wilson, Wasana Sumanasekera (will recuse herself on the Kentucky grant application).
Appendix D

April 23, 2018, 12:00 PM
San Diego Marriott Marquis and Marina Hotel, Balboa Room
APS CHAPTER ADVISORY COMMITTEE MINUTES

Attendees:

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<thead>
<tr>
<th>State</th>
<th>Name</th>
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<tbody>
<tr>
<td>CHAIR</td>
<td>Mari Hopper</td>
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<tr>
<td>AZ</td>
<td>Ron Lynch</td>
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<tr>
<td>AZ</td>
<td>Karen Sweazea</td>
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<tr>
<td>CA</td>
<td>Rudy Ortiz</td>
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<td>DC/MD/VA</td>
<td>Nikki Posnack</td>
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<td>IA</td>
<td>Francesco Disole</td>
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<td>IN</td>
<td>Thad Wilson</td>
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<td>MI</td>
<td>Karen Ball</td>
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<td>Bryan MacKenzie</td>
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<td>Al Rouch</td>
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<td>APS STAFF</td>
<td>Linda Allen</td>
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<td>APS STAFF</td>
<td>Jessica Taylor</td>
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<td>APS STAFF</td>
<td>Margaret Stieben</td>
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<tr>
<td>GUEST</td>
<td>Sue Barman</td>
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Welcome

Mari Hopper, CAC Chair, opened the meeting and thanked the group for the work the chapters perform in mentoring the next generation and supporting the discipline of physiology and the goals of APS.

Impact of Chapters

The Chair provided data on the impact of chapters:

- 1200 attendees in 2017 at APS Chapter meetings
- 50% of attendees at chapter meetings do not engage in the national society.
- There is no question chapters have an impact on physiology both at the trainee and faculty level.

Need for Continuity

The Chair emphasized the need to archive information in order to secure institutional memory. A barrier to chapter performance is when chapter leadership move out of state or rotate off/retire. The Chair encouraged the group to create operational guidelines and timeline documents to ensure a smooth transition when leaders change.

Annual Reports

The Chair will request chapters to provide additional annual reporting data.

Chapter Support and Resources

Linda Allen, Director Scientific Meetings and Section/Chapter Relations, lallen@the-aps.org

Ann Marie Bocus, Sections Administrator, abocus@the-aps.org

- Point of contact for chapter assistance at APS.
  - Provide promotional materials for chapter meetings
  - Provide invited speaker ($1,000) and awards ($500) payments.

Intrammediate School Physiology Quiz

Sue Barman, Michigan State Univ., barman@msu.edu

Barman presented a proposal for an Intramedical School Physiology Quiz which is a competition among teams of physiology majors started at the University of Malaysia.

- APS Council asked the MI Physiological society to beta-test the quiz at their chapter meeting.
- Barman would like other chapters to hold a quiz the day before their respective chapter meetings.
- Teams are comprised of:
  - 3-5 undergrads that have completed a physiology course;
  - 1 faculty member coach
  - 1 team per institution.
- There is an existing question bank which will be expanded as chapters get involved.
- Competition is Jeopardy style
- Just prior to the EB meeting, all chapters who held quizzes will have their winners compete at the Intermedical School Physiology Quiz.
- Further details can be found here: http://www.the-aps.org/mm/Publications/Journals/Physiologist/Archive/2017-Issues/November-2017-Vol-
Frontiers in Physiology

Margaret Stieben, APS K-12 Education Program Manager, mstieben@the-aps.org

Stieben presented an overview of the Frontiers in Physiology program which could be expanded to have a presence at chapter meetings. Funding exists to bring high school teachers to chapter meetings.

- Goal is to connect teachers with university faculty in order to educate teachers on careers and resources available to students.
- Stieben can arrange to bring local high school teachers and students to chapter meetings as a mini PhUn Week event.
- Grant funding exist to cover cost of bringing teachers to chapter meetings.
- Requirements for chapters are to designate one meeting room to host the event.
- Recommendation to start by inviting high school teachers and then build a network that expands to students.
- Program can include workshop, career panels, institutional information, etc.

Undergraduate Research Award in Physiology

Jessica Taylor, Higher Education Programs Manager, jtaylor@the-aps.org

Allison Hood, Program Coordinator for Undergraduate Programs, ahood@the-aps.org

Taylor presented an overview of the UREP award that showcases presentations at chapter meetings. There is an online application process that must be completed 4 weeks prior to the chapter meeting. The APS Education Department provides certificate, award payment and will handle all logistics.

- Local Undergraduate Research Award in Physiology (UREP)
  - Promotes physiology on home campuses.
  - A panel of 2 judges evaluate poster presentations:
    - One of the judges must be an APS member.
    - Judges must be willing to present the award in person, on behalf of APS, to best physiology presentation.
  - Award requirements
    - Awardee must be a matriculated full-time undergraduate student.
    - One award provided per event
    - Awardee receives certificate, APS T-shirt or other APS paraphernalia and a 1-year complimentary undergraduate membership to APS.
  - Further information can be found by contacting Taylor/Hood or online at: http://www.the-aps.org/mm/Education/Undergraduate/Student-Awards-and-Events/LURAP/Award-Information

Science Policy Speaker at Chapter Meetings

Alice Ra’anan, Director of Science Policy, raanan@the-aps.org

- APS Science Policy Department can arrange for a member of the APS Science Policy or Animal Care and Experimentation Committees to speak at chapter meetings on a topic related to science policy and/or advocacy.
  - Topics of previous presentations have included:
Chapter Advisory Council (CAC)
Report to Council – Summer 2018
MK Hopper, CAC Chair

- Advocacy for Science: Making a Compelling and Understandable Case
- Research Advocacy: Why your voice matters
- Advocacy in Your Own Backyard
- Challenging Topics in Research Advocacy: Animals in Research
- Animal Data Reproducibility Issues
- Science Policy Careers

Small Group Discussion

There are two options regarding the relationship between chapters and APS: 1) Chapters remain autonomous and retain 501c3 status; 2) chapters fall under the governance of APS. The Chair provided a series of questions for the group to discuss in smaller groups. After several minutes of subgroup discussion the issues were brought to the larger group. Below is a summary of the large group discussion.

QUESTIONS POSED TO THE GROUP:

➢ WHY SHOULD A STATE CONSIDER STARTING OR RENEWING A CHAPTER?
  - What are the advantages and disadvantages of the APS Chapter Program?
  - What are the advantages and disadvantages of retaining autonomous 501c3 status?

General Group Discussion and Questions:

- Chapters don’t know what would have to happen to make affiliation work.
- How do other national organizations manage their chapter programs?
- Chapters are concerned with keeping costs lower for trainees and faculty who attend their meetings.
- There is concern with some about how to maintain the chapter after a leader retires. Having APS administer chapters would allow for more seamless continuation.
- If APS manages registration they would retain the attendee list?
- Many chapters have their own websites: how would that be managed?
  - Websites are a major means of communication to members and there is concern that APS will regulate what is allowed on a chapter website.
- Is there a minimum requirement of members for chapters to maintain in order for APS to manage?
- The target audience for chapters is not the target audience of APS.
- How do chapter members who do not want to be APS members fit in?
- Could students present the same abstract at a chapter meeting as at EB (common practice) if APS manages chapters.
- Managing your own contact list and advertising for meetings (i.e.: where it takes place; the dates; program; vendors, etc.)
- Advantage is inviting high school students: APS has stricter rules and regulations.

Membership and Dues Questions:

- There is concern that membership and participation would go way down at least for the first few years if managed by APS.
- Almost every chapter has chapter members who are not members of APS.
  - Would chapter members be willing to become members of APS to stay in the chapter?
  - Concern that the dues structure of APS is more rigorous than chapters which would pull members away.
  - Would APS require members of chapters to be members of APS?
  - A possible scenario is that if dues for APS are prohibitive then chapter attendees register as non-members: maybe dues are not a problem then?
Could dues structure be a separate fee?
  - Would there be a fee if APS processes chapter dues?

Financial Questions:

- Finances are handled within institutions and APS would have to handle the finances which would dramatically increase the difficulty.
- How would APS handle local meeting funding?
- Loss of institutional funding from local universities and colleges.
  - If a chapter does get funding from institutions would they give the money to APS?
    - Institutions currently are amenable to give money to a local entity but probably would not give funds to a national association.
- Relationships among chapter meeting sponsors may change if APS manages chapters.
  - Some chapters view having APS handle finances is a huge plus
  - Some chapters have established endowments, there are concerns what would happen to that fund?

501c3 Status Questions:

- Can APS manage a chapter program that has some with 501c3 and some managed under APS? Why does it have to be all or none?
- Those who have 501c3s would have to dissolve their organizations if APS takes over management of chapters.
- There is a comfort level in staying as 501c3 for those chapters that have this already.
- Chapters with 501c3 should be managing their own money; not all chapters have 501c3 and that is where the issue of finances, etc. come in to play.
- For those chapters without 501c3 APS is liable for their activities.
- Some chapters due to leadership turnover don’t submit the appropriate state filings.
  - This is where having SOPs is key importance
- Some states require a cumbersome two-step reporting process; would be good to have APS manage that rather than the chapter.
- There are subtle differences in the tax code among different states.
  - If APS takes chapters under its management would all reporting be for Maryland?
  - Can the APS offer chapters legal assistance in establishing new chapters?
    - What business reporting is required,
    - how to set up a 501c3 in each state,
    - send reminders such as “taxes are due”.
    - Could APS provide this for a fee which each chapter pays?
- A more structured reporting mechanism must be maintained by APS and chapters must provide information.
- At some point it is likely there will be some unintentional mismanagement of funds when chapters are all operating independently. Having APS manage chapters will help avoid this.
- Volunteer leaders do not have the knowledge base to know tax code, reporting requirements.

Specific Advantages to APS Management (no individual 501c3):

- Avoid problems before they occur.
- New chapter development runs smoother.
- Clarity in advertising: informing members that the chapter is related and aligned with APS.
- Question how the chapter identity would work long term if chapter is not managed by APS:
  - Could an independent chapter become so powerful as to be viewed as an entity that really has no ties to APS?
Longevity of chapters is ensured; long-term sustainability.
APS members may be more likely to get involved in chapters.
Chapters perhaps have access to APS members in their states.
The idea of individual state chapters may be overwhelming to some people in individual states so regional chapters may work.
  - However the APS Gulf States chapter was not able to sustain regional chapters.
  - The issues are distance of travel so New England chapter may work better than Gulf Coast.
APS would have to create a chapter available to all members if they administer all chapters:
  - What to do when a member from a state that does not have a chapter wants to join a chapter?
  - Would APS just create chapters across all states?
Chapter leaders spend a lot of time on tasks such as: selecting website, selecting and running registration software and abstract submission as well as reporting taxes.
  - Biggest advantage if APS manages such as: APS connect sites, registration support, abstract support, etc.
May improve continuity when leadership is across multiple institutions within a state.
Need data for how finances will work.
Drug company money may not be as informal a process if APS manages chapters.
  - Currently chapters just contact their reps and get funds.
Chapters need to survey donors to find out if APS manages a chapter would the donor still provide funds?
Disadvantage is quick local funds transfer: checks for awardees can be written on site, supplies can be purchased immediately.
What is the price tag for having APS manage chapters?

Additional Action/Discussion Needed:

- Chapters must survey their members to determine the desire of the membership.
- Chapters should request Council create a proposal that outlines what being administered by APS would look like and that addresses the questions raised?
- Chapters could use more support from APS. What would it take to petition the APS for a full or half-time staff support 100% dedicated to chapters.
- Chapters need formalized options for APS management of chapters.
- Council should provide the financial implications for chapters to be administered by APS.
- Council charged that a subcommittee of CAC be formed to address the issues raised.
  - Robert Price would be a member of the subcommittee.
- There will be an online fall meeting of CAC.
**Chapter Activity Grant Program**

**Purpose:** This program is intended to strengthen the Chapters’ role in accomplishing the mission of the APS. It is designed to intensify a chapter’s activities in the areas of local outreach, communication and networking, collaboration and expansion, and public affairs. APS Council allocates $6,000 annually for the program with the expectation that the maximum request would be $2000. If your APS chapter is interested in soliciting funds from the Chapter Activity Grant Program, please complete the following application.

### Chapter Activity Grant Program Funds Application

**Please note:** As a condition of funding, a detailed report on the success and use of approved funds is expected either in your Chapter’s Annual Report or under separate cover within 60 days from the date funds have been expended. Completion of the following form does not guarantee funding. All requests will be subject to the review process determined by the APS Chapter Advisory Committee.

<table>
<thead>
<tr>
<th>Chapter Name:</th>
<th>Greater Washington D.C. Area Physiological Society</th>
<th>Date:</th>
<th>5-11-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter President Name:</td>
<td>Sarah Kuzmiak-Glancy, PhD</td>
<td>Chapter Pres. Institution:</td>
<td>University of Maryland</td>
</tr>
<tr>
<td>Total Funds Requested:</td>
<td>$ 1,500</td>
<td>(Amount not to exceed $2000)</td>
<td></td>
</tr>
</tbody>
</table>

**Chapter Contact Name and Address to which correspondence should be directed:**

Full Name: Sarah Kuzmiak-Glancy  
Address: University of Maryland, School of Public Health, Room 2134B  
Phone: 301-405-2502  
Email: sglancy@umd.edu

**Purpose of Funds:**  
Please explain the background and need of the requested funds.  

**Proposal:**  
Explain how the Chapter will use the requested funds. Please be specific.

**Funds will be used to offset the cost of attendance (registration, food/drink, travel) for local high school students,
their faculty representative, and undergraduate students. Registration expense reimbursement will be limited to the cost of annual meeting registration for each individual attendee. As part of our annual meeting we offer coffee, snacks, and lunch to each attendees. Funds will be used to offset chapter expenses associated for each high school student, faculty representatives, and undergraduate attendee for food and drink. Travel expenses reimbursement will be limited to reimbursement of group travel vehicles (vans and shuttles) and local parking.

Use:
What will the use of funds accomplish? What goals will the requested funds help your chapter meet?

The American Physiological Society works to foster excellence in science education, research, and career development. As part of this effort, the Society works on projects such as Frontiers in Physiology, PHUN Week, and EB Techer/Student Workshop. The DMVCAPS will expand on these efforts by engaging local high schools and undergraduate students in their early scientific development by exposing them to their first professional scientific conference. Similar to the EB Teacher/Student Workshop, this will allow students and teachers to explore physiology and become familiar with local/regional scientist.

Cost:
What is the cost of the proposed program? Please give specifics.

We estimate that the total cost will be approximately $1,500.
This includes the conference registration fee and additional cost associated with food/beverages ($38/attendee), additional poster board holders ($350), and parking validation ($300) for approximately 20 – 22 additional students/teachers.

Other:
Please include any other information that you would like considered in the box below.

REQUIRED INFORMATION:

Address and Contact (Person or Institution) where the fund check should be mailed if request is approved.
Pay to the Order of (full name): David A. Brown, PhD
Full Address: 1981 Kraft Drive, 2035 ILSB, Blacksburg, VA 24060
Contact Phone: 540-231-8146
Contact Email: brownda@vt.edu

Make sure all portions of the application have been completed. Incomplete applications may not be considered for review. Please submit completed forms to abocus@the-aps.org or via fax to 301-634-7264. Thank you!
# Chapter Activity Grant Program

**Purpose:** This program is intended to strengthen the Chapters’ role in accomplishing the mission of the APS. It is designed to intensify a chapter’s activities in the areas of local outreach, communication and networking, collaboration and expansion, and public affairs. APS Council allocates $6,000 annually for the program with the expectation that the maximum request would be $2000. If your APS chapter is interested in soliciting funds from the Chapter Activity Grant Program, please complete the following application.

## Chapter Activity Grant Program Funds Application

**Please note:** As a condition of funding, a detailed report on the success and use of approved funds is expected either in your Chapter’s Annual Report or under separate cover within 60 days from the date funds have been expended. Completion of the following form does not guarantee funding. All requests will be subject to the review process determined by the APS Chapter Advisory Committee.

<table>
<thead>
<tr>
<th>Chapter Name</th>
<th>Indiana Physiological Society</th>
<th>Date</th>
<th>May 4th, 2018</th>
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</thead>
<tbody>
<tr>
<td>Chapter President Name</td>
<td>Mikaela L. Drake, Ph.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Pres. Institution</td>
<td>Department of Health Sciences, Butler University, Indianapolis, IN</td>
<td></td>
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</tr>
<tr>
<td>Total Funds Requested</td>
<td>$ 2,000</td>
<td></td>
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**Chapter Contact Name and Address to which correspondence should be directed:**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Mikaela L. Drake, Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>College of Pharmacy and Health Sciences, Butler University, 4600 Sunset Avenue, Indianapolis, IN 46208</td>
</tr>
<tr>
<td>Phone</td>
<td>(317) 940-9706</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:midrake1@butler.edu">midrake1@butler.edu</a></td>
</tr>
</tbody>
</table>

**Purpose of Funds:**

Please explain the background and need of the requested funds.
Chapter Advisory Council (CAC)
Report to Council – Summer 2018
MK Hopper, CAC Chair

This past year the Indiana Physiological Society’s (INPhys) 8th annual meeting focused on, among other scientific items, the media presence of physiology. Besides a keynote address (“SciComm and Social Media”), we also hosted a more focused breakout session on this topic. The efforts made possible by funding this chapter activity grant would follow up on these outreach efforts in serving our INPhys communities and members.

Proposal:
Explain how the Chapter will use the requested funds. Please be specific.

These funds will be used to train a small team of INPhys Councilors in science communication. This team will then travel to some of the campuses of our INPhys members to improve their laboratory and/or classroom media presence and make suggestions of how they can best link to other labs/classrooms and to the greater community. We see these efforts as a benefit to all involved – from the trainers, to the laboratories and classrooms visited, and to the field of physiology on a national, state, and local level. While dedication and drive are present with the Chapter Councilors, we need assistance in launching this program.

Use:
What will the use of funds accomplish? What goals will the requested funds help your chapter meet?

Our goal remains in line with our Chapter’s mission which is “to promote the increase of physiological knowledge, its dissemination, and its utilization in the state of Indiana.” We want to increase the visibility of physiology at the national, state, and local level and improve communication between physiology focused laboratories and classrooms in Indiana. A number of the physiology professors and laboratories are not part of the national APS membership, so these efforts could also broaden the scientific and student reach of APS and INPhys.

Cost:
What is the cost of the proposed program? Please give specifics.

One of the costs will be to train 4-6 INPhys Councilors & Trainees (self-selected) and then send them out as small teams (2-3 per team) to do onsite training with physiology focused laboratories and classrooms in the state of Indiana to increase their social media and media presence.

Team Training
The initial training will be completed through a program hosted by the American Association for the Advancement of Science (AAAS). The Communicating Science: Fundamentals for Public Engagement Workshop is $59 per individual. With the desire to train up to 6 INPhys members, the AAAS training will cost $354 ($59 x 6). ([https://careerdevelopment.aaas.org/course-catalog/communicating-science-fundamentals-public-engagement/](https://careerdevelopment.aaas.org/course-catalog/communicating-science-fundamentals-public-engagement/))

The second part of the training involves a self-study of The Message Box Workbook followed by online coaching and feedback from the Message Box team ($400). The Message Box is a free tool which was developed to help scientists communicate to policy makers and the general public. Our self-study will also include review of the book, Escape from the Ivory Tower by Nancy Baron ($28/book x 6 = $168).

These items will form the core of the derived program, but additional study is possible with many AAAS and online social media development sources.

Travel
It is then expected that the teams’ auto travel and meals will be covered when visiting the physiology focused labs and classrooms (e.g., mileage reimbursement is $.55/mile, meal reimbursement, etc. = ~$1000). INPhys is committed to match in-state travel costs for the first year up to $1000.
Supplies
Handout and similar additional supplies budget of ~$100.

Other:
Please include any other information that you would like considered in the box below.

Our first commitment is to identify those Councilor volunteers who will undergo the aforementioned training curriculum. Our newly developed skills will then be used in our own labs and classrooms to increase outward communications. Each team member will commit to working with one additional Indiana physiologist prior to our annual meeting in February 2019. At our annual meeting we will host a breakout session for attendees interested in learning more about science communication. During this session our team will share our experiences, successes, and pitfalls. Here we will be able to identify more Indiana physiologists who wish for us to visit their campuses in order to help them in their communication and community engagement efforts.

We view this as physiology outreach and as a way to strengthen the communication within the physiology community in Indiana. It is also a way that we can add value to being a member of the INPhys and physiology community along with increasing awareness of our state chapter and APS.

REQUIRED INFORMATION:

Address and Contact (Person or Institution) where the fund check should be mailed if request is approved.

Pay to the Order of (full name): Indiana Physiological Society c/o Thad Wilson, Ph.D.

Full Address: Marian University College of Osteopathic Medicine, 3200 Cold Spring Road, Indianapolis, IN 46222

Contact Phone: (If different from above) (317) 955-6256

Contact Email: (If different from above) twilson@marian.edu

Make sure all portions of the application have been completed. Incomplete applications may not be considered for review. Please submit completed forms to abocus@the-aps.org or via fax to 301-634-7264. Thank you!

For questions re: the application form please contact:
Mari H. Hopper, Chapter Advisory Committee Chair - mkhopper@usi.edu or
Ann Marie Bocus APS Section Administrator – abocus@the-aps.org, Tel: 301-634-7976

For internal use:
To be completed by APS staff.

Request of Funds (date):
Fund Approval/Disapproval (date): Approved? (Y/N)
Proposed Event/Use of Funds (date):
Rec’d. Report on Use of Funds (date):
Chapter Activity Grant Program

Purpose: This program is intended to strengthen the Chapters’ role in accomplishing the mission of the APS. It is designed to intensify a chapter’s activities in the areas of local outreach, communication and networking, collaboration and expansion, and public affairs. APS Council allocates $6,000 annually for the program with the expectation that the maximum request would be $2000. If your APS chapter is interested in soliciting funds from the Chapter Activity Grant Program, please complete the following application.

Chapter Activity Grant Program Funds Application

Please note: As a condition of funding, a detailed report on the success and use of approved funds is expected either in your Chapter’s Annual Report or under separate cover within 60 days from the date funds have been expended. Completion of the following form does not guarantee funding. All requests will be subject to the review process determined by the APS Chapter Advisory Committee.

Chapter Name: Puerto Rico Physiological Society

Date: May 15, 2018

Chapter President Name: Dr. Valance Washington

Chapter Pres. Institution: University of Puerto Rico

Total Funds Requested: $1,800.00 (Amount not to exceed $2000)

Chapter Contact Name and Address to which correspondence should be directed:

Full Name: Dr. Valance Washington

Address: MRSB-UPR, 1309 Ponce de Leon, suit 1-7, San Juan PR 00926

Phone: 7875235337

Email: anthony.washington@upr.edu

Purpose of Funds:

Please explain the background and need of the requested funds.

Public education in secondary and high schools in Puerto Rico, have for many years, had serious issues. The issues have grown to the point that the government has enlisted help from outside of the country to initiate education reform. Accordingly, retention of Science Technology, Engineering, and Math (STEM) students in Puerto is lower than national averages. Many of our students do not have the opportunity to have science labs in their high school and outside of being a physician our students do not understand the that there are other opportunities to develop careers in science. For this reason, we have teamed up with the Science in Action Program to help develop scientific identity in Puerto Rican high school students. The Science in Action Program reaches out to high school students that have interest in STEM topics (mainly biology in this case). This program gives them weeklong research experiences on cutting-edge topics. This summer groups of students will visit the best laboratories on the island to ask real questions and interpret real results. We hope to be able to extend the experience of these students by having them interact with scientists at all levels by including them in our annual physiology conference. The students will be invited to the conference to hear her/his seminar, view the poster session, and final sit with a panel of invited and local speakers to talk career options for students in science.
Teacher training is also in this conference. Professor Margaret Shain, Program Manager of the American Physiology Society K-12 Education Program will join us to make a workshop for teachers entitled: **Student-Centered Instruction: Engaging Students to Enhance Learning.** In this workshop the high school teachers will able to learn better ways to teach science using **The Next Generation Science standards** (NGSS). The NGSS workshop will impact the teacher to use different learning styles such as visual, auditory, verbal, and kinesthetic Styles.

We will have student evaluations of the three stages (keynote lecture, poster session, and career panel) of the conference.

**Proposal:**
Explain how the Chapter will use the requested funds. Please be specific.

**The funds will be used as follows:**
To bring in a keynote speaker from the United States that will give a talk on research and interact with the high school students in a small group to discuss careers in science.
Lunch for the high school students and participants (other than the teachers which is covered by Dr. Shain).

**Use:**
What will the use of funds accomplish? What goals will the requested funds help your chapter meet?

These funds will help us to complete outreach to two important groups on the island. The high school students and high school teachers. In our program we will have both teachers and high school students from some of the same school present. Here the students will witness teachers getting hands on training and the students will be engaged in scientific activities as well. We are hoping that this follow up intervention will be important for helping the teacher become more inspiring to their students and to retain more of our young students in the sciences.

In summary the funds will provide:
An intervention for high school students, allowing us to meet how main goal of community outreach.
Help with the continuing education of our high school teachers
Provide interaction for science at all levels with well-known scientist from the United States. It will benefit professors, teachers high school, undergraduate, and graduate students that attend the program (with the added modalities of teachers of students we expect approximately 150 persons)

**Cost:**
What is the cost of the proposed program? Please give specifics.

Plane ticket $500.00
Room and Board: $500.00
Honorarium for keynote speaker: $300.00
Food for High school students and participants of the conference: $500.00
Total: $1800.00

The cost and expenses of the Prof. Margaret Shain will be covered by a grant from of Prof. Shain.
Chapter Advisory Council (CAC)
Report to Council – Summer 2018
MK Hopper, CAC Chair

Other:
Please include any other information that you would like considered in the box below.

Tentative Program for students and teacher in the Puerto Rico Physiological Society:
8:30 a.m.  Break fast and check in for assignments. Pre-test
9:00 a.m.  Welcome to the Puerto Rico Physiology Society
9:30 a.m.  Keynote Conference (45 minutes and 15 minutes questions)
10:30 a.m.  Break
10:45 a.m.  Panel – Physiologists share their experience to follow a career in sciences. Can be a Physiologist, Graduate Student, Post Doctoral student
11:45 a.m.  Splits students and teacher with the physiologist to networking during the lunch and them to a tour guided for the scientists
12:00 p.m.  Lunch with the Physiologists
1:00 p.m.  Guided tour for the posters
1:45 p.m.  Return to the classroom
2:00 p.m.  Teacher Workshop – Student-Centered Instruction:

Engaging Students to Enhance Learning.
2:00 p.m.  Student Work Shop – Science Careers in Puerto Rico
3:00 p.m.  Post test and Evaluations
3:15 p.m  Depart.

REQUIRED INFORMATION:

Address and Contact (Person or Institution) where the fund check should be mailed if request is approved.

Pay to the Order of (full name):  Anthony V. Washington
Full Address: 
Contact Phone: 
(If different from above)
Contact Email: 
(If different from above)

Make sure all portions of the application have been completed. Incomplete applications may not be considered for review. Please submit completed forms to abocus@the-aps.org or via fax to 301-634-7264. Thank you!

For questions re: the application form please contact:
Mari H. Hopper, Chapter Advisory Committee Chair - mkhopper@usi.edu or
Ann Marie Bocus, APS Section Administrator – abocus@the-aps.org, Tel: 301-634-7976
For internal use:
To be completed by APS staff.

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<tr>
<td>Rec’d. Report on Use of Funds (date):</td>
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<td>Approved? (Y/N)</td>
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</table>
Chapter Advisory Council (CAC)
Report to Council – Summer 2018
MK Hopper, CAC Chair

Chapter Name: KY-American Physiological Society (KY-APS)  
Date: 01-08-2018

Chapter President Name: Lee Winchester (at the time of application, current president is Dr. Sumanasekera)  
Chapter Pres. Institution: Western KY University (at the time of application, current president’s institution is Sullivan University College of Pharmacy)

Total Funds Requested: (Amount not to exceed $2000) $ 2000

Chapter Contact Name and Address to which correspondence should be directed:
Full Name: Wasana K. Sumanasekera, Ph. D.
Address: Sullivan University College of Pharmacy, 2100 Gardiner Lane, Louisville KY 40205
Phone: 502-413-8954
Email: wsumanasekera@sullivan.edu

Purpose of Funds:
Please explain the background and need of the requested funds.

KY chapter of APS was established in 2012. Since the beginning, our chapter has been involved in outreach activities such as mentoring high school students in Physiology research and recruiting them for regional KY-APS meetings. For instance, high school students from several areas of KY presented their Physiology research in KY-APS meetings during 2015 – 2017. In addition, KY chapter members have guided undergraduate research and middle school science projects. Some of these projects won KY-APS awards, state, and national awards. Since funding is limited through the mentor’s institution, currently we can only sponsor a few high school student projects. Therefore, we would like to seek funding to continue and further improve our chapter’s main outreach activity, which is guiding our young scientists in Physiology research.

Proposal:
Explain how the Chapter will use the requested funds. Please be specific.

Our chapter will use the requested funds to help KY high school students to conduct Physiology research projects. Three different high school student groups will be selected from DuPont Manual high school (Louisville, KY), Dunbar High school (Lexington, KY), and Gatton Academy (at Western KY University). Three KY-APS members will mentor these students in completing their Physiology Science Fair projects. Students will perform experiments in Sullivan University, University of KY, and Western KY University where faculty mentors work. The funds will be used to purchase supplies, and poster printing. In addition, we will reach out to couple of high schools in rural areas of KY (Pulaski and Bullitt East High Schools). Funds will be given to these schools to purchase supplies for the labs and to attend KY-APS meeting. If needed project guidance will also be provided.

Use:
The use of these funds will accomplish following goals for students: The science fair students will be able to conduct Physiology research under the guidance of faculty mentors and present their research in professional conferences in the state of KY including KY-APS, and KY Academy of science. The students from the rural areas of KY will receive laboratory supplies, guidance, and travel funds to attend Physiology meetings. The requested funds will help our chapter to meet following goals:

• Local outreach – helping KY high schoolers with their Physiology-related science projects.
• Collaboration and networking among KY-APS members, high school teachers, and students.
• Recruitment of these high school students and teachers to annual meetings.

Cost:
DuPont Manual High School students / group projects: $700 (supplies for the student projects & posters & Travel to KY-APS meeting): Mentor, Dr. Sumanasekera, Sullivan University College of Pharmacy (SUCOP). Dunbar High School students / group projects: $500 (supplies for the student projects & travel to the KY-APS meeting): Mentor, Dr. Cooper, UK. Gatton Academy Student Project: $300 (supplies for the student project & travel to the KY-APS meeting): Mentor Dr. Jill Maples, WKU. Rural KY schools: Pulaski High School: $250 (Lab supplies for the school or a student project & travel to KY-APS): Mentor, Dr. Cooper, UK. Rural KY schools: Bullitt East High School: $250 (Lab supplies for the school or a student project & travel to KY-APS meeting): Mentor, Dr. Sumanasekera, SUCOP.

Other:
Since 2012, about 20 high school students and around 150 undergraduates participated in KY-APS meetings. In addition to KY-APS awards, some middle and high schoolers, who conducted projects under KY-APS mentors received awards such as in-vitro Biology award, places in regional and state science fairs, and placed among semi-finalists nationally. We have a middle and high school science and engineering fair network in the state of KY and would like to encourage more student participation in life sciences by directly working with students and their teachers. These activities will open many doors for our young Physiologists. In addition, currently we are mentoring students in rural KY schools (Pulaski) by visiting the school.

REQUIRED INFORMATION:
Address and Contact (Person or Institution) where the fund check should be mailed if request is approved.
Pay to the Order of (full name): Wasana K. Sumanasekera, Ph. D.
Full Address: 2100 Gardiner Lane, Sullivan University College of Pharmacy, Louisville, KY. 40205
Contact Phone: same as above
Contact Email: same as above