

Draft Minutes of the CABE Virtual Meeting
January 26, 2024

Participants: Ngoc Bui, PhD, Ashley Waggoner Denton, PhD, Co-chair; Elizabeth Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD; Des Robinson, MS, Co-chair; Heather Schoenherr, MS; and Victoria Taylor, EdD. Guests: Karen Brakke, PhD, BEA Liaison; Hideko Sera, PhD, Board of Directors Liaison. APA Staff: Martha Boenau, Aliza Epstein, and Sue Orsillo, PhD.

1. Review of the draft minutes from the December 2023 CABE meeting

CABE members approved the draft minutes of the December meeting.

2. Review of the CABE Workplan: Continuing Initiatives

CABE reviewed the activities supporting continuing initiatives on the 2024 workplan and updated assignments and timelines. The full 2024 CABE workplan, timeline, and assignments are available to CABE members in their shared folder.

3. Nomination for the Raymond D. Fowler Award (Member)

The committee decided to nominate an educator and APA member for the 2024 Raymond D. Fowler Award. Liz Hammer and the co-chairs will coordinate the award nomination process and compile the required materials by March 31st.

4. APA 2024 Convention in Seattle, Washington

CABE reviewed the status of the planned convention events, identified outstanding tasks, and made assignments to finalize the convention program by **March 6, 2024**.

6. New item: Invitation to CABE to participate in a Virtual Summit on Addressing Population Health via Mental Health Technology

APA's Office of Health Care Innovation is hosting a virtual summit on Addressing Population Health via Mental Health Technology on Friday, March 8, 2024, from 12:00 pm – 4:00 pm (Eastern). APA boards and committees were invited to identify up to three members interested in attending the virtual summit. Victoria Taylor will attend on behalf of CABE, and staff will forward her contact information for her invitation.

7. Manuscript on Fostering Equity in Two-year College Psychology Education: Using the APA Guidelines 3.0 as a Path for Student Success

CABE members involved in drafting the manuscript for the special issue of the journal *Scholarship of Teaching and Learning in Psychology* have been discussing final edits to the article. Des Robinson plans to submit it by January 30th.

8. New item: Request from the BEA Liaison

Karen Brakke, BEA Liaison, attended the CABE meeting to learn more about the committee's pressing issues and concerns. In preparation for the BEA's upcoming meetings, she invited the committee to comment on items that CABE would like to share with BEA for information, feedback and potential opportunities to collaborate with their parent board. CABE commented that one of its new priorities in 2024 is to address AI Literacy and specifically, AI Literacy skills for undergraduate psychology students. CABE will be reaching out to other entities within APA to learn more about the work that is taking place across the Association.

9. New item: Opportunities to share CABE resources at upcoming meetings.

Julie Lazzara and Heather Schoenherr will attend Rocky Mountain Psychological Association (RMPA) and may have opportunities to share resources. Ngoc Bui will attend Western Psychological Association (WPA) and may have opportunities to share resources. The CABE members will reach out to the co-chairs and/or APA staff liaisons with a final plan.

Upcoming meetings:

- Friday, February 23, 2024, from 3:00 pm – 5:00 pm
- March 22-24, 2024 - Spring Consolidated Meeting in Washington, DC (SCM)
- Friday, April 19, 2024, from 3:00 pm – 5:00 pm
- Friday, May 24, 2024, from 3:00 pm – 5:00 pm

Draft Minutes of the CABE Virtual Meeting February 23, 2024

Participants: Ngoc Bui, PhD, Ashley Waggoner Denton, PhD, Co-chair; Elizabeth Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD; Des Robinson, MS, Co-chair; Heather Schoenherr, MS; and Victoria Taylor, EdD. Guests: Karen Brakke, PhD, BEA Liaison. APA Staff: Martha Boenau, MS, and Sue Orsillo, PhD.

1. Review of the draft minutes from the January 2024 CABE meeting

CABE members approved the draft minutes of the January 2024 meeting.

2. Update from the Center for Workforce Studies (CWS)

Karen Stamm presented an update on [CWS activities and presented data](#) specific to undergraduate students' skills and career outcomes. CABE would like to stay connected to CWS to learn more about these activities since they contribute to the committee's efforts to promote the value of an undergraduate degree in psychology. CABE was also interested to hear about APA's initiatives to monitor AI in the future of work and how this information could also advance their new AI Literacy initiative. CABE will receive Dr. Stamm's presentation slides as well as an [APA Advocacy Fact Sheet](#) on Artificial Intelligence.

3. Preliminary agenda planning for Spring Consolidated Meetings (SCM)

In preparation for the March 22-23, 2024 meeting, CABE reviewed a preliminary meeting agenda. In addition to meeting with the Board of Educational Affairs (BEA), CABE was interested in thinking about what other boards or committees could be contacted to learn more about their agendas and priorities for which there could be opportunities for collaboration. Sue Orsillo reported that two committees have already expressed an interest in meeting with CABE either at SCM or a subsequent virtual meeting. These groups include the Committee on Global Psychology (CGP) and the Office on Applied Psychology on behalf of the Committee for the Advancement of General Applied Psychology (CAGAP).

The CGP would like to meet with CABE for 15 minutes at SCM as part of its goal to build relationships with other APA boards and committees. CGP wants to "heighten awareness about integrating global issues and human rights across the APA governance system." CAGAP is interested in promoting climate-related initiatives and proposing teaching resources in addition to information for students about relevant careers.

To respond to these two specific requests, CABE recommended meeting with a representative from CGP at SCM. CABE recommended a meeting with a representative from the Office on Applied Psychology at a virtual meeting this spring when the committee could spend dedicated meeting time to these important issues. The SCM will provide other informal opportunities to meet with members of other boards and committees, particularly during meals.

4. Response to request from BEA Liaison

The BEA Liaison invited CABE to attend part of the BEA meeting to provide an update on priorities and any issues for discussion or consultation. If the visit includes an opportunity for the co-chairs to present a brief update to BEA, the co-chairs will be prepared to share some slides about the committee's priorities. Some members of BEA may not be familiar with CABE, and the committee would like to convey the importance of strengthening the undergraduate voice within the work of BEA and specifically, that education in psychology starts before graduate school with very important touchstone moments occurring in high school, community college and four-year college/university settings.

5. APA 2024 Convention in Seattle, Washington

CABE members coordinating 2024 convention sessions provided a brief overview about the status of convention planning. APA staff will coordinate with representatives from STP, TOPSS, and the Honor Societies to try to avoid scheduling conflicts.

6. Biennial APA Advocacy Priorities Survey

In response to the APA Advocacy Office request to rank advocacy priorities for APA, CABE received a copy of a survey and selected the following items as advocacy priorities for APA.

1. Application of psychological science to education
2. Technology and behavior at work
3. Human Rights and racial equity
4. Psychology workforce development across the lifespan

CABE was not entirely sure that they were interpreting the priorities in the way they were intended by the APA Advocacy Office. Accordingly, in addition to CABE's ranking of four advocacy items, CABE wanted to offer some additional comments as context for their ratings.

Specifically, given that CABE is charged with supporting students and educators at 2-year and 4-year educational institutions, committee members think that it is particularly important for APA to consider:

- how to infuse human rights and racial equity into psychology education and to use an equity frame to promote accessible teaching practices,
- how to prepare psychology majors, the majority of whom do not pursue graduate training in psychology, to use the skills they develop as psychology majors to be effective in using technology at work, and
- that psychology workforce development across the lifespan includes ensuring that psychology majors who are not pursuing higher education are workforce ready at graduation.

7. Appointment to the Psi Alpha Advisory Committee

CABE recommended Elizabeth Hammer to serve on the Psi Alpha Advisory Committee.

8. Nomination for the Raymond D. Fowler Award (Member)

CABE received an update on the status of the Raymond D. Fowler Award nomination. The completed nomination will be submitted by **March 31, 2024**.

9. Upcoming meetings:

- March 22-24, 2024 - Spring Consolidated Meeting in Washington, DC (SCM)
- Friday, April 19, 2024, from 3:00 pm – 5:00 pm
- Friday, May 24, 2024, from 3:00 pm – 5:00 pm

Draft Minutes of the CABE Meeting March 22-23, 2024

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD; Des Robinson, MS; Heather Schoenherr, MS; and Victoria Taylor, EdD. Guests: Thema Bryant, PhD, APA Past President; Cynthia de las Fuentes, PhD, APA President; Debra Kawahara, PhD, APA President-Elect; Hideko Sera, PsyD, APA Board of Directors Member at Large; and maybe Noelle Lefforge, APA Board of Directors. APA Staff: Martha Boenau and Sue Orsillo, PhD.

1. CABE 2023 Annual Report

CABE received the 2023 annual report for information.

2. Draft Minutes of the February 2024 CABE Meeting

CABE approved the minutes of the February 2024 virtual meeting.

3. 2023 CABE Workplan Update and Outcomes

CABE received the 2023 workplan and reviewed the outcomes to reflect on measures of impact used in this report. CABE had suggestions for future workplans and outcomes.

ACTION: CABE recommends thinking about ways to measure impact other than downloads of policy documents and teaching resources. For example, CABE suggested embedding surveys into the website and in conjunction with resources to invite reactions or responses to the content because the resulting feedback would serve as indicators of impact. CABE suggested that citations could be used as a measure of engagement and potential impact of *Guidelines 3.0*. A survey of department chairs and faculty could also provide data about the extent to which educators are familiar with and/or using the policy. When the committee creates a workplan for 2025 CABE will dedicate planning time to ensure that they carefully select measures of impact that are meaningful and feasible for the committee to collect.

4. APA 2024 Convention Programs

CABE members received an update on plans for the [APA Annual Meeting](#) in Seattle, WA, on August 8-10, 2024. CABE is sponsoring the following programs and a reception:

CABE Sessions at APA 2024

CABE Symposium: The Market Ready Psychology Major

Session Chair: Victoria Taylor, Prince George's Community College

Presenters:

Karen Naufel, Georgia Southern University

Skills in Guidelines for the Undergraduate Major 3.0 (And Implications for the Market Ready Major)

Janet M. Peters, Washington State University

Jhotisha Mugon, University of Victoria

Market Ready Psychology Majors: Instructional Resources from STP & CABE's Joint Working Group

CABE Invited Address: The Diane Halpern Lecture

Session Chair: K. Des Robinson, Tarrant County College

Presenter:

Michelle D. Miller, Northern Arizona University

Learning, Working, and Living with AI: What Psychology Can Contribute

CABE Symposium: Putting APA Policy to Work: Resources for Enhancing Undergraduate Education

Session Chair: David Kreiner, University of Central Missouri

Presenters:

Regan A. R. Gurung, Oregon State University

Transforming Introductory Psychology: Developments, Recommendations, and Resources

Jacqueline Goldman, Oregon State University

The Newly Revised 2023 APA Principles for Quality Undergraduate Education in Psychology

David S. Kreiner, University of Central Missouri

Dana S. Dunn, Moravian University

Five Unexpected Ways to Use the APA Guidelines for the Undergraduate Psychology Major 3.0

CABE Reception and Awards Ceremony

Co-sponsored by Psi Alpha, Psi Beta and Psi Chi

Session Chairs:

Victoria Taylor, Prince George's Community College

K. Des Robinson, Tarrant County College

ACTION: CABE members attending APA 2024 include David Kreiner, Des Robinson, Victoria Taylor, and possibly Julie Lazzara. These members will request information from the presenters by July 15th to prepare for chairing the CABE sessions and making introductions. In addition, CABE members at the convention will serve as “hosts” at the CABE reception to welcome guests from Psi Alpha, Psi Beta and Psi Chi. APA staff can provide a letter about CABE members’ role in attending APA 2024 if this would be helpful for travel funding.

5. CABE Nominations

CABE prepared a slate of nominees to fill two positions for representatives from the two-year college and one position for a representative from the four-year college/university.

ACTION: CABE will submit its slate of nominees to BEA to approve the appointment of three new members to join CABE for a 2025-2027 term of office.

6. Update on Precollege and Undergraduate Education Office Initiatives

Sue gave an update on activities specific to undergraduate education within the Precollege and Undergraduate Education (PCUE) office. Initiatives that support and advance CABE’s priorities include the following activities:

- Introductory Psychology Initiative (IPI)
- Book Circles (2022)

- Virtual Course Design Institute (2022)
- Early Adopters Conference for continued propagation of IPI (2023)
- Participation in NSF-funded conferences to strengthen engagement of two-year college faculty in disciplinary societies (2022 and 2023)
- NSF grant submission to learn more about the needs of educators at 2-year institutions.
- For 2024, the office will be working on a grant to develop a proposed online portal for Introductory Psychology similar to the [Living Physics Portal](#).

ACTION: CABA will continue to receive updates on office initiatives related to their work.

7. Identifying Artificial Intelligence (AI) Literacy Skills for Psychology Major

Elizabeth Hammer presented the item on planning to address AI Literacy. As featured in the agenda, CABA approved a proposed modification to the workplan and timeline. Specifically, the proposed change included removing the step “research AI-literacy to see how it is being discussed” from the plan and adjusting the timeline to allow for more time on drafting a statement and considering how AI literacy maps on to other skills that psychology majors are expected to develop. During the meeting CABA started drafting their statement and discussed sharing it with BEA or others within APA. They also brainstormed ways that their work can be shared with students and educators once it is completed. Some ideas included:

- PTN article to advise faculty about important considerations
- An infographic about AI Literacy
- A lesson plan on AI Literacy
- Revisiting Project Assessment and CABA resources to consider updates from an AI perspective. Add an “AI Alert” if resources haven’t been updated but there are important considerations to note.

ACTION: CABA members will review and comment on the statement in advance of the April meeting, discuss it further during the April meeting, and finalize it in the May meeting. Next, the committee will develop a plan as to how they will incorporate AI literacy into existing skills (i.e., the Skillful Psychology Student, Skills from Guidelines). The committee will revisit their brainstorming from SCM when developing a plan for the creation and dissemination of resources in 2025.

8. Value of a Psychology Degree

Ashley Waggoner Denton outlined key steps that have been taken to advance the work on promoting the value of a psychology degree. The *Psychology Teacher Network* (March 2024) included [an article](#) on the Market Ready Psychology Major. The next activities planned for this year include a [CABA webinar on May 15](#), a session at APA 2024, and an article for the *Psychology Student Network* (September 2024).

CABA members reflected on strategies to address concerns about psychology majors having difficulty finding well-paying jobs after graduation. One suggestion the committee considered was advocating for potential changes within the undergraduate curriculum specifically focused on skill development (e.g., UX, AI, data analysis). The rest of the discussion focused on ways to raise awareness about psychology-related skills and more broadly disseminate existing resources. The committee brainstormed a broad range of ideas including:

- Inviting submissions to PASS that include assignments that focus on the Market Ready Psychology Major.

- Creating a new repository of resources called Project EMPLOYMENT to house resources for students to understand career opportunities.
- Partnering with the Honor Societies to submit articles to their magazines and newsletters and/or offering to do a presentation on the topic to their members.
- Sharing Market Ready Psychology Major with authors of career preparation books and introductory psychology authors to see if there might be a way of adding these resources to publishers' learning platforms.
- Tapping into OER resources such as Open Stax and NOBA Project might offer new opportunities for sharing these materials and reaching faculty who are not already connected to APA, STP, or other national or regional organizations.
- Hideko Sera mentioned that the APA Minority Fellowship program could offer some unique opportunities for partnerships, particularly with respect to promoting pathways into psychology.

ACTION: CABE will proceed with the remaining planned activities included on the 2024 workplan: PSN article, webinar, and hosting a presentation at a convention. If the committee decides to maintain work on this initiative in 2025, they can use their initial brainstorming at SCM 2024 as a starting point to inform strategic planning.

9. Enhancing Career Knowledge Among Community College Psychology Students

Julie Lazzara reported on the career resources submitted to CABE in 2023 in response to a very broad call. These materials include a mix of older and newer materials, many of which are already available online. CABE was asked to reflect on what community college students most need to know about their career options as psychology majors and what are likely to be the most impactful methods of getting that information to students.

Much of the committee's brainstorming focused on developing a career module for students at 2-year institutions. Starting with the materials that APA and CABE have already developed, CABE discussed how they could create a career module for psychology students that would emphasize a skills approach rather than a job title approach. The initial set of career resources could include the Skillful Psychology Student, the Market Ready Psychology Major, the CWS Data Tools, PTN and PSN articles, and the APA Bachelor's Level Careers website and updated interviews of psychology graduates.

Julie volunteered to start putting together an OER chapter and create a Press Book which can be used on various platforms and Des volunteered to look into OER grants that could support this work.

CABE also suggested that APA staff could update the interviews of psychology graduates. New content that would be helpful to feature could focus on helping students to find jobs based on the skills they have acquired, helping students to be well prepared to market themselves, and using the *Guidelines 3.0* indicators to help students strengthen their skills.

ACTION: CABE will revisit this topic at an upcoming meeting to decide if there is a specific initiative they want to pursue and to choose the appropriate timeframe in which they can plan and implement the work (2024 or 2025). As a first step, CABE should clarify the goal of the project, conduct an environmental scan to identify existing resources and gaps in what is available, consider the potential effort and impact of different methods of resource dissemination, and select measurable indicators of impact.

10. Planning to Implement APA Undergraduate Education Policies

David Kreiner presented the agenda item on planning to promote and implement APA's undergraduate education policies including the APA Introductory Psychology Initiative (IPI) Student Learning Outcomes for Introductory Psychology (2022), the APA Principles for Quality Undergraduate Education in Psychology (2023) and the Guidelines for the Undergraduate Psychology Major: Version 3.0 (2023). CABE members brainstormed ideas for broadening dissemination and supporting implementation including the following:

- Draft a message that clarifies what the policy documents are and how they can be helpful (e.g., "Do you need help with" message). This could be used in an eblast to chairs and department heads or an announcement or ad in a conference program.
- Share this information in sessions at regional meetings through partnering with Psi Beta and Psi Chi. At a regional meeting, start a discussion group using the program app.
- To reach educators who do not attend meetings or conferences, consider offering a webinar or zoom session. Empower educators to tell their colleagues about how these policies can be useful.
- Create a student focused version of Guidelines 3.0 for the PSN newsletter.
- Create an infographic that demonstrates how these policies serve to enhance quality in undergraduate education in psychology and how they can be helpful.

ACTION: In an upcoming meeting, CABE will discuss whether they have the capacity to take any new actions on this initiative in 2024. If they do, the committee will be asked to engage in strategic planning to consider the potential effort and impact of different methods of resource dissemination, select measurable indicators of impact, and make committee member assignments.

11. Project Assessment (PASS)

Des Robinson and Sue Orsillo gave an update on [APA Project Assessment](#), an online repository of assignments and assessments aligned to *Guidelines 2.0*. As Sue reported, the website is being updated and will feature an alignment to the goals in *Guidelines 3.0*, along with some new features that will help to address known barriers. PASS is a popular resource with a high number of subscribers that increases each year. However, new contributions to the repository have been limited. CABE was asked to reflect on how important this is to the committee and whether CABE would like to assume a leadership role in maintaining and promoting PASS.

The committee discussed two ways they could demonstrate leadership and contribute to the maintenance of PASS. One idea was to have one or more members rotating off the committee serve as an editor. The other was to remember to direct new resources from CABE initiatives to PASS.

Committee members raised some concerns and questions. Some thought that requiring users to register and sign-in to access resources would be a barrier to some users. CABE members also mentioned that the assignments and assessments in future updates to PASS will need to include a focus on implications from AI.

ACTION: As a follow-up, CABE will formalize a role for a committee member to serve as a PASS Editor (or co-Editor). In this role, the PASS Editor will serve as a point person to work with APA Staff to oversee future updates to the site, to review new submissions, and work with CABE to encourage new submissions that will go through a peer-reviewed process. Ashley Waggoner Denton volunteered to serve as the next PASS Editor (or co-Editor). In addition, CABE members will be encouraged to mention PASS at meetings and conferences in addition to keeping an eye open for interesting content that could be invited as new submissions. The implications of AI for PASS assessments may also be considered.

12. Awards for Outstanding Educators

Elizabeth Hammer took the lead in discussing a plan for CABE to be proactive about making nominations for outstanding educators.

ACTION: CABE will prioritize the STP Wayne Weiten Award (due by January 15) and the APF Charles L. Brewer Award (due December 31). By the May 2024 meeting, CABE will brainstorm ideas for nominees that will be solidified at the June 2024 meeting. Julie Lazzara will take the lead in coming up with potential nominees for the Wayne Weiten award. CABE members will also review the PsychSessions podcast library to be reminded about other outstanding educators who could be nominated for either of the awards.

13. Communications: Newsletters and Listservs

CABE was asked to consider ideas for articles and book reviews for the PTN and PSN newsletters and topics for the listservs that would address readers' most pressing needs and/or further one or more of CABE's initiatives. Ngoc took the lead in facilitating this item and the discussion centered on recommendations to APA staff as to outlets they should use to disseminate information to educators and students. Specifically, CABE members suggested that APA staff should add to APA's social media presence to promote visibility and reach a larger audience, look into new opportunities such as podcasts, and evaluate the effectiveness of newsletters for teachers and students. CABE also reflected on the value of getting student perspectives about the information they would like to have and how they would most like to receive it. Contributing to the [APA Student Ambassadors program](#) was also mentioned but discussion focused on engaging graduate students who are pursuing careers in teaching.

ACTIONS: Des will reach out to Garth Neufeld about the PsychSessions podcast. In an upcoming meeting, CABE will clarify their goals related to these ideas and consider whether they have the capacity to add a new project to their workplan in 2024 and assess where these ideas rank relative to other ideas generated at SCM. If CABE moves forward developing a project on this topic, they will be asked to engage in strategic planning. Considerable planning in collaboration with APA staff will be required if CABE proposes conducting a survey aimed at APA members related to their experience with APA produced and distributed products.

14. Outreach and Support

CABE was asked to consider how the committee can more deeply engage with educators and students who have historically been underrepresented in disciplinary societies (including APA Community College Teacher Affiliates). Heather facilitated this discussion. The group engaged in a brainstorm session and identified several possible actions the committee could take including the following:

- Proposed in 2023, CABE could prepare a special mailing to educators at MSIs. This could be a message with links to APA education policies and other resources.
- To learn more about what faculty from HBCUs need, CABE proposed inviting a representative from the Association of Black Psychologists to one of the meetings for a listening session.
- Another approach would be to see if textbook authors could assist with outreach through OERs or Canvas Commons.
- CABE members suggested hosting small focus groups with colleagues to share information about APA policies, teaching resources, and other opportunities.
- As raised during the discussion about APA undergraduate educational policies, CABE could explore ways to package the education policy statements in a format that shows connections between them, potentially through an infographic.

- CABE could partner with Psi Beta and Psi Chi at regional association meetings to conduct outreach and provide support.

ACTIONS:

1. In an upcoming meeting, CABE will discuss whether they have the capacity to take on this new initiative in 2024. If they do, the committee will be asked to clarify their goals, engage in strategic planning to consider the potential effort and impact of different methods of outreach, select measurable indicators of impact, and make committee member assignments to implement their plan.
2. CABE members will also be attending the following meetings and will share information about CABE, CABE-related resources, and priorities:
 - SWPA – Des Robinson
 - MAESTRO Psych – Victoria Taylor
 - WPA – Ngoc Bui
 - ACT – Ashley Waggoner Denton
3. For 2025, CABE members suggested submitting proposals for a poster at all of the national and regional meetings if a committee member is planning to attend. CABE resources, the roadshow slides, and a list of reminders for presenting at meetings will be added to the Dropbox.

15. Committee Efficiency, Impact, and Dates for Future CABE Meetings

CABE recommended continuing with 2-hour meetings that may end early on occasion. Instead of appointing subcommittees CABE will appoint a point person to take the lead on each of CABE's projects.

With respect to CABE publications and resources developed by prior members, the committee recommended establishing a new process for evaluating these materials every December to make decisions about whether to update or archive these resources such as the Adjunct Faculty Guide, the IRB Guide, the Guide to Online Teaching, the Guide to College Teaching. CABE members will be assigned to review and report on each of the publications to help the committee make decisions about whether to update or archive these materials.

ACTIONS:

1. In an upcoming meeting, the committee will assign point persons to take the lead on CABE activities.
2. CABE set the following dates for virtual meetings for the remainder of the year:
 - Friday, April 19, 2024 (3:00 – 5:00 pm)
 - Friday, May 24, 2024 (3:00 – 5:00 pm) – *confirm at the April meeting*
 - Friday, June 14, 2024 (3:00 – 5:00 pm)
 - No meeting in July
 - Friday, August 16, 2024 (3:00 – 5:00 pm) – *scheduled August 23, 2024*
 - Friday, September 27, 2024 (3:00 – 5:00 pm)
 - Friday, October 25, 2024 (3:00 – 5:00 pm)
 - Friday, November 22, 2024 (3:00 – 5:00 pm) – *scheduled November 15, 2024*
 - Friday, December 13, 2024 (3:00 – 5:00 pm) – *New members will attend the first half of the meeting and the second half of the meeting will be used for the CABE resource review.*

16. Future Priorities

The committee spent time discussing future priorities and acknowledged the importance of keeping the enrollment cliff and AI in mind as a framework to view CABE's work in the coming years. Accordingly, CABE proposed the following items as important priorities for the future:

- A focus on the workforce. Through this priority, CABE will address the value of a psychology degree including the value of an associate degree. CABE also wants to keep a focus on adult learners, returning students, and the military as communities for whom support also is needed. CABE will continue to promote the skills acquired through psychology in addition to looking for evidence that students actually gain these skills.
- AI Literacy. As noted in the 2024 workplan, CABE believes that AI Literacy is an essential skill for all learners. The focus on AI Literacy needs to be inclusive and address global considerations.
- Project Assessment

ACTION: CABE will continue to work on the priorities and activities proposed for 2024 and determine which of these priorities should be added to the 2025 workplan. Given some of the new ideas suggested at the SCM, CABE will revisit these topics and ideas to consider in what ways and when these could be addressed by the committee.

Visit with the Board of Educational Affairs (BEA)

CABE visited the BEA meeting and gave an update on its activities and priorities for 2024 including efforts to promote the Market Ready Psychology Major, APA education policies and resources, and a new initiative to address the importance of AI Literacy as a key skill that undergraduate psychology majors need to acquire.

Visit with Committee on Global Psychology

A member of the Committee on Global Psychology visited with CABE to encourage efforts that will help people learn to about and accept the importance of education. Encouraging acceptance of psychology broadly by a global audience is important and CABE should be mindful of adding global perspectives when working on the AI Literacy statement and proposing updates to the Skillful Psychology Student.

Visit with Presidential Trio

The Presidential Trio visited the CABE meeting and received a brief update on CABE activities and current priorities. Debra Kawahara gave an update on her Presidential Initiative next year which will focus on engaging psychology's future. Although the initiative is still under development, Dr. Kawahara is interested in building a toolkit for local events at high schools and 2- and 4-year colleges/universities to get students excited about a career in psychology. The initiative is anticipated to have a secondary outcome of diversifying the workforce that will have a broad impact on society. Dr. Kawahara would like CABE to work with her team to advance this initiative in 2025. The committee remains interested in careers and workforce issues and for this particular project, CABE recommended that a 2-year college member of the committee should join the Presidential Task Force.

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April 19, 2024

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD; Des Robinson, MS; Heather Schoenherr, MS; and Victoria Taylor, EdD. Karen Brakke, PhD, attended as the BEA Liaison. APA Staff: Martha Boenau, Aliza Epstein, Sue Orsillo, PhD; and Beth Schwartz, PhD.

1. Review of Draft Minutes from the March 22-23 Meeting

CABE approved the minutes of the March 22-23, 2024 meeting.

2. Visitor from the Office on Applied Psychology

Beth Schwartz, Associate Director, Office of Applied Psychology, met with CABE and gave a brief report on this office's work. The purpose of this meeting was to hear ideas from CABE about how applied psychologists can help students understand the diversity of the discipline and its relationship to global issues that students may be passionate about like climate change. CABE members discussed some of the challenges with creating lists of possible careers psychology students can pursue and described their emphasis on developing and circulating resources focused on the skills of psychology (e.g., brief video clips) and providing materials to instructors, particularly those at 2-year schools, to help students learn about career options. These are priorities for the committee and are likely to remain on the 2025 workplan. Dr. Schwartz invited collaboration with the Office of Applied Psychology and the APA Communications team. CABE discussed ways that interested educators could share instructional resources on topics such as applied psychology (e.g., PASS submissions).

3. The Market Ready Psychology Major

Ashley Waggoner Denton provided an update on plans for the CABE Webinar on the [Market Ready Psychology Major](#) on May 15th at 11:00 am EDT. Through this webinar, she will be promoting the resources of the joint STP/CABE working group on <https://teachpsych.org/2023STP-CABE>. Ashley will follow up with staff to create an assessment to get feedback from webinar participants. CABE members were encouraged to share the webinar announcement with colleagues.

4. *International Competences for Undergraduate Psychology (ICUP)*

CABE discussed the opportunity to provide feedback on the *International Competences for Undergraduate Psychology (ICUP)*. The committee declined to review the report; David Kreiner will provide feedback on the document as an individual commenter.

5. Artificial Intelligence (AI) and the Future of Psychology

As a follow up to discussion at the SCM 2024 and a recent meeting with Cathi Grus, Chief Education Officer, Elizabeth Hammer provided an update about the meeting and some of the larger issues associated with AI. Liz invited additional commentary on the committee's [draft statement](#). At the May meeting, CABA will finalize the statement and make plans to review and supplement existing CABA resources.

6. CABA Awards

CABA Teaching Resources Awards

The committee discussed the CABA Teaching Resources Awards and recommended a similar timeline to last year's award, with a July 1st deadline and judging by the end of August. David Kreiner and Heather Schoenherr will review the proposed call for the 2024 awards, rubric, and judging strategy.

CABA Essay Competition

The committee discussed the Student Essay Competition and made decisions regarding plans for 2024. CABA recommended a similar timeline to last year's competition, with the announcement posted by late August 2024 and submissions due by mid-October. Ngoc Bui and Victoria Taylor will take the lead in reviewing the call for the essay competition or proposing a new prompt for 2024 (e.g., using a theme of climate change or AI and psychology). Ngoc and Victoria will provide recommendations for the rubric and judging strategy. Sue Orsillo will prepare a draft statement to share with the committee that will provide guidance to students about AI.

7. Submissions to National Conferences

CABA discussed some upcoming deadlines for proposals to national meetings and teaching conferences. Proposals for ACT 2024 are due 05/31 (later for virtual ACT). Proposals for NITOP 2025 are due 9/1 (later for posters, PIE, NI-TAPAS). Proposals for regional meetings will be due by early fall. Some initial suggestions included submitting a proposal to ACT (Ashley Waggoner Denton), to NITOP (Des Robinson), and to MATOP (Victoria Taylor). Submissions could be posters (How can CABA help you?) or a presentation expanding on points raised in the *Guidelines 3.0* paper submitted to the journal on Scholarship of Teaching and Learning in Psychology.

8. Follow up on activities related to current priorities

Due to time constraints, CABA was unable to address the brainstorming of ideas that CABA generated at SCM. In addition, CABA did not have time to discuss a limited set of activities that the committee could potentially implement in 2024. CABA will revisit these ideas at its

May 24th meeting and make recommendations about follow up activities that the committee could address this year or whether these would be more appropriate to add to the 2025 priorities.

Future meetings

- Friday, May 24, 2024 (3:00 – 5:00 pm)
- Friday, June 14, 2024 (3:00 – 5:00 pm)
- No meeting in July
- Friday, August 23, 2024 (3:00 – 5:00 pm)
- Friday, September 27, 2024 (3:00 – 5:00 pm)
- Friday, October 25, 2024 (3:00 – 5:00 pm)
- Friday, November 15, 2024 (3:00 – 5:00 pm)
- Friday, December 13, 2024 (3:00 – 5:00 pm)

**Draft Minutes of the CABA Virtual Meeting
May 24, 2024**

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD; Des Robinson, MS; Heather Schoenherr, MS; and Victoria Taylor, EdD. APA Staff: Martha Boenau and Sue Orsillo, PhD.

1. Review of draft minutes from the April 19, 2024 Meeting

CABA approved the minutes of the April 19, 2024 meeting.

2. Update on a meeting with Debra Kawahara, PhD, APA President-elect

Ashley and Des reported on a recent meeting with Debra Kawahara, PhD, APA President-elect, regarding her presidential initiative slated for 2025. Ashley provided an update on the proposed initiative that will support the hosting of local events, particularly at 2-year colleges. These events will provide opportunities for high school and community college students to get information about what it means to study psychology and what the field has to offer. Students will get to meet with psychologists through a planned mentoring model. Dr. Kawahara is convening a working group now and the co-chairs proposed Heather Schoenherr as the CABA representative to serve on this group where the main task will be to build a toolkit for educators offering these events at their local institutions. CABA members will be involved in spreading the word, sharing ideas for the toolkit, and possibly hosting events.

3. The Market Ready Psychology Major

Ashley Waggoner Denton provided an update on the CABA Webinar on the [Market Ready Psychology Major](https://teachpsych.org/2023STP-CABA) focused on sharing the resources of the joint STP/CABA working group on <https://teachpsych.org/2023STP-CABA>. Over 70 people attended the live webinar (79% from 4-year colleges; 21% from 2-year colleges). Staff will post a recording, transcript, and slides from the webinar on the APA YouTube channel.

4. APA Project Assessment (PASS)

CABA received an update on PASS and considered the application of a new reviewer for PASS. CABA approved Jhotisha Mugon as a reviewer who will work with the co-editors, Jennifer Thompson and Ashley Waggoner Denton, to provide feedback on new assignments for PASS. The committee suggested that the co-editors could be charged with adding additional reviewers moving forward as needed. Staff are working on 3-4 new submissions that need to be reviewed so that they can be featured on PASS before the fall semester. CABA discussed the possibility of evaluating the repository and identifying gaps to be filled with invited submissions as a future initiative.

5. Artificial Intelligence (AI) and Undergraduate Education in Psychology

Elizabeth Hammer facilitated discussion aimed at finalizing the CABA statement on AI. The objective for creating the AI statement is to issue a clarion call to the field about the importance of embracing AI. The statement follows below:

As we prepare the field of psychology for current and future global opportunities and challenges, CABA acknowledges that AI continues to transform the way we learn, teach, and work. Thinking critically about AI-generated content and utilizing AI tools ethically and effectively are essential for teaching and learning in psychology and the future of the field.

ACTION: As a next step, Liz will work with the co-chairs and staff to share the statement with BEA. At its June 14th meeting, CABA will lean into planning a process and workflow for incorporating AI literacy into CABA resources and specifically, the Skillful Psychology Student, as the highest priority and the first resource scheduled for an update. By the September 27th meeting, CABA will revisit the workflow and progress in accomplishing this work. Similarly, CABA could consider creating an AI resource aligned with the skills described in *Guidelines 3.0*.

6. CABA Teaching Resources Awards

David Kreiner and Heather Schoenherr provided an update on their review of the Teaching Resources Awards and recommendations for 2024 that included a proposed call for the 2024 awards, a revised rubric, and judging strategy. They proposed updating the call each year to include topics that CABA is currently addressing (e.g., integration of AI into the learning experience) or to address themes or topics that are recognized as a gap in the content available in PASS. David and Heather spoke about the need to balance streamlining the process and reducing barriers, with an emphasis on inviting high-quality, impactful submissions.

ACTION: Heather and David will update the call and the rubric and finalize these materials via email. CABA will determine a timeline for submissions and judging by the June 14th meeting.

7. CABA Student Essay Competition

Ngoc Bui and Victoria Taylor provided an update on their review of the CABA Student Essay Competition to include a proposed call for the 2024 competition, an AI statement, rubric, and judging strategy. An early draft of these resources has been posted to the CABA Dropbox.

ACTION: CABA members were invited to submit feedback and make edits by **June 10** to review in the June 14th meeting.

8. Award for educators

Julie Lazzara set up a spreadsheet to create a running list of candidates from 2- and 4-year colleges who could be recommended for the STP [Wayne Weiten Award](#) (due **January 15**) or the [APF Charles L. Brewer Award](#) (due **December 4**). The spreadsheet includes information about the awards criteria and a space for accolades.

ACTION: By the June 14th meeting, CABA will make recommendations about potential nominations for these awards. The objective is for CABA to begin the nomination process with support from 2 CABA members who will help to coordinate and compile the nomination statements and required materials by the deadlines.

9. Submissions to National Conferences

CABA was reminded that [ACT](#) submissions are due by May 31st. Ashley Waggoner Denton will be submitting a proposal for a symposium and a CABA poster on Project Assessment.

10. Follow up on activities related to current priorities

CABA received an agenda item to consider next steps to potentially address some of the brainstorming that occurred at SCM in case some of these ideas could be implemented this year.

- Ideas related to initiatives on the 2024 workplan are saved here: see [Other Follow-up](#) on Dropbox.
- Ideas related to CABA communication are saved here: see [Communication Follow-up](#) on Dropbox.

ACTION: At its August 23rd meeting, the committee will review the list of ideas generated in the spring to see if any could be addressed this summer, prioritized for the future, or planned for 2025.

Future meetings

- Friday, June 14, 2024 (3:00 – 5:00 pm)
- Friday, August 23, 2024 (3:00 – 5:00 pm)
- Friday, September 27, 2024 (3:00 – 5:00 pm)
- Friday, October 25, 2024 (3:00 – 5:00 pm)
- Friday, November 15, 2024 (3:00 – 5:00 pm)
- Friday, December 13, 2024 (3:00 – 5:00 pm)

**Draft Minutes of the CABA Virtual Meeting
June 14, 2024**

[CABA Dropbox](#)

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD; Des Robinson, MS; and Victoria Taylor, EdD. (Heather Schoenherr was unavailable.) Karen Brakke attended as the BEA Liaison. APA Staff: Martha Boenau, Aliza Epstein, and Sue Orsillo, PhD.

1. Review of draft minutes from the May 24, 2024 Meeting

CABA approved the minutes of the May 24, 2024 meeting.

2. CABA Student Essay Competition

Ngoc Bui and Victoria Taylor provided an update on the CABA Student Essay Competition. CABA proposed edits to the call for submissions and the rubric including the addition of points to indicate the relative weights used in scoring the essays. The committee approved a two-step review process for judging the entries. As in prior years, the committee would like to share the winning essays on the APA website.

ACTION: Ngoc and Victoria will prepare final copies with edits to circulate to CABA for approval. Staff will post the edited call, rubric, and AI statement, and begin to circulate the announcement by August 1st with an October 8th deadline. Winning essays will be announced by late October and posted on the APA website.

3. CABA Teaching Resources Awards

David Kreiner provided an update on the Teaching Resources Awards. CABA approved the announcement for the Teaching Resources Awards, instructions on how to apply, and a revised rubric.

ACTION: Staff will post the updated call for the 2024 Teaching Resources Awards, rubric, and application form by August 19th with a September 30th deadline.

4. Artificial Intelligence (AI) and the Future of Psychology

Elizabeth Hammer led the discussion about CABA's AI statement and incorporating AI literacy into CABA's resources. Although CABA

intended to start its work by focusing on how AI literacy fits in with the Skillful Psychology Student, there was discussion about the fact that some educators are calling for revisions to that document. CAFE briefly discussed potentially convening a group to move forward with revisions but tabled the discussion to refocus on next steps on the AI initiative. Rather than beginning immediately with revisions to CAFE's resources, CAFE may consider creating something like an overarching "companion document" addressing AI literacy in undergraduate psychology education. The committee will revisit this agenda item at its August meeting when CAFE will spend time articulating the goals for the AI literacy project.

ACTION: Elizabeth Hammer will reflect on next steps for CAFE's AI Literacy project. Elizabeth will do some thinking and make recommendations that address the needs and goals associated with this priority for discussion in August.

5. Community College Career Resources Project

Julie Lazzara provided an update on the Community College Career Resources Project proposed by CAFE in 2023. While CAFE has gathered a variety of resources and considered at SCM 2024 some potential ideas for creating a module, OER, or journal article as deliverables, before moving forward with a product, the committee needs to better understand what is currently available to students at two-year colleges, clarify the need the committee seeks to address, and take a data-informed approach to selecting the most efficient and effective method of addressing identified needs. Committee members discussed potentially starting their environmental scan by learning about how teaching about careers is handled at the four institutions represented by the 2-year college representatives on CAFE. CAFE also discussed the possible ways that the 2025 Presidential Initiatives may dovetail with this priority. The committee recommended putting this project on hold until they learn more about Dr. Kawahara's initiative through Heather Schoenherr who will serve as the CAFE representatives on the presidential a task force,

ACTION: CAFE will consider putting the Community College Career Resources Project on their 2025 workplan.

6. Award for educators

CAFE reviewed the spreadsheet of potential nominees for the STP Wayne Weiten Award and the APF Charles L. Brewer Award. CAFE recommended a nominee for both awards and suggested candidates to consider in 2025.

ACTION: David Kreiner will coordinate the nomination for the STP Wayne Weiten Award (due January 15). Elizabeth Hammer will coordinate the nomination for the APF Charles L. Brewer Award (due December 4).

Future meetings

- Friday, August 23, 2024 (3:00 – 5:00 pm)

- Friday, September 27, 2024 (3:00 – 5:00 pm)
- Friday, October 25, 2024 (3:00 – 5:00 pm)
- Friday, November 15, 2024 (3:00 – 5:00 pm)
- Friday, December 13, 2024 (3:00 – 5:00 pm)

Draft Minutes of the CABE Virtual Meeting August 23, 2024

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD; Des Robinson, MS; Heather Schoenherr, MS, and Victoria Taylor, EdD. Karen Brakke attended as the BEA Liaison. APA Staff: Martha Boenau, Aliza Epstein, and Sue Orsillo, PhD.

1. Review of draft minutes from the June 14, 2024 Meeting

CABE approved the minutes of the June 14, 2024 meeting.

2. 2025 CABE workplan: Discussion of high-level goals

As a follow-up to the survey circulated to CABE last month, the committee reviewed the summary of ranked initiatives and found broad consensus to continue the work that they have been doing, namely, to (1) focus on elevating the quality of undergraduate education and to (2) improve career outcomes for undergraduate psychology students. These goals will serve as a guide for creating the 2025 workplan and a launching pad for determining priorities and actionable items. According to Aliza Epstein, the APA Governance Office recommends 3-5 initiatives per year for each goal.

3. 2025 CABE workplan: Breakout discussions

CABE met in two breakout groups to focus more specifically on tactics to address CABE's two main goals.

Breakout Group 1: Elevating the quality of undergraduate education in psychology

In recent years, CABE has tried to meet this goal through promotion of new or newly revised APA undergraduate education policy documents (*IPI Student Learning Outcomes for Introductory Psychology*, *Quality Principles*, and *Guidelines 3.0*). In 2024, tactics included coordinating and/or participating in sessions that introduced/raised awareness of the newly revised *Quality Principles* and *Guidelines 3.0* at ACT (virtual) and APA. The goal in 2025 is to promote educator adoption of these policies.

Potential tactics to promote adoption could include conference sessions, webinars, newsletter articles, scholarly articles, and/or faculty discussion groups offering a “deeper dive” into specific components of the policies. Encouraging PASS

submissions and aligning CABE awards with this goal might also be effective.

CABE also discussed using an AI student literacy framework as a method of both promoting the goal of enhancing student AI literacy (Initiative 2) and increasing faculty interest in APA policy documents (Initiative 1). First, CABE would develop an AI student literacy companion piece for a specific policy (IPI, *Guidelines 3.0*, and *Quality Principles*). Next, they would solicit feedback from stakeholders (e.g., BEA, workgroup members). Finally, they would consider one or more tactics (newsletter or journal articles, conference presentations, podcast participation) to disseminate the piece.

Breakout Group 2: Improving career outcomes for undergraduate psychology students

CABE continues to have deep concern about the misconceptions that students, faculty, potential employers, and the general public hold about the workforce readiness of undergraduate psychology majors. Committee members discussed alternative methods of directly educating students about career options for psychology majors (e.g., using personal stories CABE could continue to work on broader marketing and dissemination about careers in psychology. Some specific ideas included updating the student interviews on the APA website about their employment following graduation from college and including students who have associate degrees. Members also discussed creating or compiling resources that educators at 2-year schools could use to incorporate career information into the Introductory Psychology course (e.g., CABE could create a module if one does not already exist). Another strategy would be to partner with the APA Communications team to brainstorm methods of educating potential employers about the skills acquired by psychology students.

After the committee reconvened to share discussions from the breakout sessions, Des Robinson encouraged CABE to consider potential workplan activities that would result in publications, conference presentations, or other indicators of scholarship.

4. 2025 CABE workplan: Refinement of a draft workplan

APA staff and the CABE co-chairs will use the information from the survey and breakout discussions to refine a draft workplan in early September to share with the committee.

ACTION: The CABE co-chairs will meet with staff on September 10th to review the draft workplan. CABE will finalize the workplan during its next meeting on September 27, 2024.

5. Artificial Intelligence (AI) and the Future of Psychology

Elizabeth Hammer shared an article that conceptualizes AI literacy

<https://www.sciencedirect.com/science/article/pii/S2666920X21000357>. She suggested that CABE could use this article to begin unpacking skills that make up AI literacy and show how these skills can be enhanced through adoption of APA's undergraduate education policies. Elizabeth elaborated on her proposal that CABE develop an AI student literacy companion document to connect to each undergraduate education policy document (e.g., *IPI Student Learning Outcomes, Guidelines 3.0., Quality Principles*), beginning with one to establish a template.

ACTION:

By August 30, Elizabeth will create a draft document related to the IPI Student Learning Outcomes to share with the committee for review and further discussion. CABE will use this framework to finalize their workplan for 2025.

6. Update on APA 2024

CABE members who attended APA 2024 in Seattle, WA, gave an update on the reception and programming sponsored by CABE. Comments from David Kreiner, Victoria Taylor, and Des Robinson included the following remarks:

- CABE Market Ready Psychology Major. This session had a great turnout with 33 attendees in the audience. The talks were engaging and participants left with handouts/resources from APA and CABE.
- CABE Reception. The reception also had a great turnout with more than 40 guests in attendance and all 3 of the Psychology Honor Societies together.
- CABE AI Session with Michelle Miller. This session was approved as a CE session and had a large audience of 41 attendees.
- CABE Policy Session. This program went very well but had a smaller audience of 16 attendees, most likely due to its scheduled time (8 am on Saturday, August 10).

ACTION:

CABE will explore opportunities to continue sharing this programming to broaden its impact. CABE proposed reaching out to the presenters for PTN articles, sharing presentations on the website, and through programming at NITOP 2025 or the 2025 STP Virtual Annual Conference on Teaching.

7. Update on Guidelines 3.0 dissemination efforts

David Kreiner provided an update on planning for a webinar on October 4, 2024, from 1:00 pm – 2:00 pm (Eastern time). The announcement follows below:

Guidelines 3.0: What Am I supposed to do with this document?

Join us for a webinar on Guidelines 3.0 on **Friday, October 4, from 1:00-2:00 pm** (Eastern time). This webinar will introduce participants to key features of the Guidelines 3.0 document and provide examples of how teachers of psychology can use those features to improve their courses and degree programs. In addition to identifying desired outcomes for the major, the Guidelines provide a wealth of guidance that teachers and programs can leverage to better prepare their students. [Register here](#).

David and Karen Naufel will be the presenters for this one-hour program that will serve as a very basic introduction to the *Guidelines* and how they can be used. This webinar will be recorded so that it can be shared and made widely available to other audiences. Additional webinars will serve as deeper dives into the *Guidelines*.

ACTION: As mentioned in Item 3, CABE suggested that collaboration with the BEA Task Force on Psychology Major Competencies will help with continued dissemination and engagement with the *Guidelines* and could be included in the 2025 workplan.

8. Update on the 2025 APA Presidential Initiative

Heather Schoenherr will be serving as CABE's representative on the 2025 Presidential task force under the leadership of APA President-Elect, Debra Kawahara, PhD. Heather Schoenherr provided an update on preliminary plans for the initiative which is still in the early planning stage. The initiative will focus on creating a toolkit to engage psychologists in hosting local events that will introduce students to the breadth and value of a psychology degree. Although the focus will be on high school rather than community college students, including 2-year schools that have dual enrollment could expand the audience for these events.

ACTION: Heather will provide updates to CABE as plans develop.

9. Other updates for information

Heather Schoenherr has taken on a new leadership role in Psi Beta. She will be serving as Psi Beta's national research director.

Submissions to the 2024 CABA Teaching Resources Awards are due by August 26. Staff will follow up with the compiled submissions for judging this fall.

Submissions to the 2024 CABA Student Essay Competition are due by October 8.

Regarding the CABA nominations for awards, Liz Hammer has been in touch with the nominee for the APF Charles L. Brewer Award and will work on organizing the nomination materials with the candidate by December 4. David Kreiner is coordinating the nomination process for the STP Wayne Weiten Award which is due by January 15.

Future meetings

- Friday, September 27, 2024 (3:00 – 5:00 pm)
- Friday, October 25, 2024 (3:00 – 5:00 pm)
- Friday, November 15, 2024 (3:00 – 5:00 pm)
- Friday, December 13, 2024 (3:00 – 5:00 pm)
- **NEW! Save the date for the 2025 Spring consolidated meetings: March 14-15, 2025**

Minutes of the CABA Virtual Meeting September 27, 2024

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Des Robinson, MS; Heather Schoenherr, MS, and Victoria Taylor, EdD. (Julie Lazzara, PhD, was unavailable.) APA Staff: Martha Boenau and Sue Orsillo, PhD.

1. Review of draft minutes from the August 23, 2024 Meeting

CABA approved the minutes of the August 23, 2024 meeting.

2. Update on the APA Presidential Initiative

Heather Schoenherr and Sue Orsillo gave an update on plans for the 2025 APA Presidential Initiative. The Presidential Initiative aims to increase the diversity and reach of psychology by connecting psychology professionals with high school and community college students through special events designed to foster awareness about potential careers in psychology. The current plan is to offer 100 events in 2025 for which modest funding will be available. The task force intends to collaborate with the psychology honor societies, TOPSS, CABA, and other groups to promote these events. Sue explained that CABA can be helpful in sharing information about careers and psychology skills; CABA added that it will be important to include resources about careers available with an associate and bachelor's degree rather than specifically focusing on doctoral level careers. CABA looks forward to learning more about plans for specific activities related to the Presidential Initiative.

3. 2025 CABA workplan: Discussion of potential initiatives for 2025

CABA members met in two breakout groups to engage in planning activities for the initiatives they intend to prioritize in 2025.

Breakout Group 1: David Kreiner, Heather Schoenherr, and Victoria Taylor proposed activities aimed at promoting the dissemination and implementation of *Guidelines 3.0*.

Breakout Group 2: Des Robinson, Elizabeth Hammer, Julie Lazarra, and Ngoc Bui proposed activities aimed at supporting educators in cultivating student AI literacy.

Each breakout group generated recommendations regarding:

- (1) the primary activity or activities that CABE can implement in 2025 to advance the initiative.
- (2) potential collaborators.
- (3) major steps timeline to advance the initiative.
- (4) methods of measuring the impact of the work.

4. 2025 CABE workplan: Refinement of a draft workplan

CABE members shared their preliminary recommendations with the larger committee and invited input and feedback.

ACTION: Staff will work with CABE members to use these recommendations to complete the 2025 workplan, including the major steps, timeframe, and measures of impact.

5. CABE Teaching Resources Award

CABE has received 5 submissions to be considered for the 2024 Teaching Resources award.

ACTION: Staff will compile and send the submissions for review at the conclusion of the CABE meeting and ratings will be due by **October 23, 2024.**

6. Update from PCUE Office on NSF grant

APA received NSF funding to host a virtual conference in 2025 to strengthen engagement of community college faculty with disciplinary societies. Sue Orsillo provided an update on the virtual conference and next steps in the planning process, including opportunities for CABE to be involved in the program. The first task will involve outreach to identify participants for a May 2025 conference that will bring together 50 community college educators. The intent is to recruit educators who are not already connected to STP or APA and those for whom professional development opportunities are limited. Presentations will focus on the needs and obstacles faced by community college faculty. Breakout sessions will feature presentations by Regan Gurung and

Garth Neufeld, STP, Psi Beta and CABE. In addition to certificates of participation, CABE members asked if attendees could be given complimentary APA memberships for one year and letters of thanks and appreciation for their participation.

7. STP Annual Conference on Teaching

CABE members attending the [STP Annual Conference](#) on October 10-12, 2024 shared their presentation plans and discussed connecting in Louisville, KY.

Future meetings

- Friday, October 25, 2024 (3:00 – 5:00 pm)
- Friday, November 15, 2024 (3:00 – 5:00 pm)
- Friday, December 13, 2024 (3:00 – 5:00 pm)
- **NEW! Save the date for the 2025 Spring consolidated meetings: March 14-15, 2025**

**Minutes of the CABA Virtual Meeting
October 25, 2024**

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD, Des Robinson, MS; Heather Schoenherr, MS, and Victoria Taylor, EdD. Karen Brakke, PhD, attended as the BEA Liaison. APA Staff: Martha Boenau, Aliza Epstein, and Sue Orsillo, PhD.

1. Review of draft minutes from the September 27, 2024 Meeting

CABA approved the minutes of the September 27, 2024 meeting.

2. CABA Teaching Resources Award

David and Heather presented the 2024 Teaching Resources award submissions and provided an overview of the results. CABA voted to recognize the submission on *Assessing AI Generated Reports of Psychological Disorders* as this year's award-winning teaching resource. Two other submissions were selected to be recognized as honorable mentions. These included the submission on the *Job Analysis and Resume Audit Assignment* and the *Unessay Assignment: Exploring Psychology through Creative Expression*. CABA will extend invitations to submit these resources to APA Project Assessment.

ACTION: APA staff will correspond with the instructors who submitted resources to the 2024 Teaching Resources Award. An award of \$250 will be sent to the author of the first-place award. The educators whose teaching resources received close ratings will be recognized as honorable mentions. All three of these instructors will be invited to submit their teaching resources to APA Project Assessment.

3. CABA Student Essay Competition

Ngoc Bui provided an update on the submissions to the 2024 Student Essay Competition.

ACTION: The committee will review submissions during an initial round of judging by November 13th. The second round of judging will begin on November 15th.

4. Plan to present at regional conferences.

CABE discussed plans for presenting at 2025 meetings and conferences. CABE members mentioned the following meetings as opportunities for promoting their work next year:

	NITOP Jan 3-6	SETOP Feb 21-22	EPA March 6-8	SWPA March 28-30	SEPA April 9-12	RMPA April 10-12	MPA April 10-12	WPA May 1-4	APA Aug 7-10	ACT Oct 16-18	NEPA TBD
Ngoc Bui								X			
Liz Hammer		X							X	X	
David Kreiner							X				
Julie Lazzara								X	X	X	
Darshon Reed				X							
Des Robinson	X			X					X	X	
Heather Schoenherr									X		
Victoria Taylor		X									

CABE discussed the importance of updating their informational “CABE Roadshow” resource slides to include CABE priorities for 2025. They also discussed potential opportunities to present on their 2025 initiatives.

ACTION: Staff will set up a Google Drive folder for CABE to facilitate the committee’s shared work updating the CABE Roadshow slides about the committee and CABE priorities for 2025 and a tracking sheet to describe the title and topic for a presentation (CABE update, a specific presentation that advances a CABE priority, etc.) and identify the status of proposals for next year’s meetings. The committee will revisit this topic in the November meeting.

5. Update on *Guidelines 3.0* webinar

David Kreiner provided an update on the October 4th webinar on *Guidelines 3.0*. David reported that 87 people attended and rated it as being quite useful; there were good suggestions for future events including recommendations for future events that would offer deeper dives into topics related to Goals 4 and 5 and how to incorporate them into their program. Other comments included programming about how to make assessment sustainable in small departments and related to international applications and EDI.

ACTION: To advance the 2025 workplan, CABE members will meet with members of the BEA Task Force on Psychology Major Competencies to explore their interest in collaborating on another webinar or convention programming to take a deep dive into one of these topics.

6. STP Annual Conference on Teaching

CABE members who attended the recent STP Annual Conference on Teaching (ACT) reported on the meeting. Ashley Waggoner Denton had a poster on PASS and gave a presentation on the last learning outcome of Goal 5 (developing direction on life after graduation). As always, members have found that ACT is a very inspiring conference.

7. Update on the 2025 APA Presidential Initiative

Sue Orsillo gave an update on the 2025 Presidential Initiative on *Engaging Psychology's Future* under the leadership of Debra Kawahara to develop a toolkit for how high school and community college students can learn about career paths in psychology. The update is the task force is planning for a mid-January launch. There will be much more information about the specific process and funding for local events.

8. Other items:

Elizabeth Hammer and Victoria Taylor attended the Fall 2024 Board and Committee Plenary Session and reported on the Update on Moving to a Multi-Tiered Profession: Master's and Doctoral Competencies in Psychology. Committee members acknowledged that these efforts have a lot of implications for student advising and CABE would welcome updates on this issue.

9. CABE Meetings

CABE is scheduled to meet on the following dates:

- Friday, November 15, 2024 (3:00 – 5:00 pm)
- Friday, December 13, 2024 (3:00 – 5:00 pm)
- SCM: **March 14-15, 2025** in Washington, DC

Minutes of the CABE Virtual Meeting November 15, 2024

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD, Des Robinson, MS; Heather Schoenherr, MS, and Victoria Taylor, EdD. Karen Brakke, PhD, attended as the BEA Liaison. APA Staff: Martha Boenau and Sue Orsillo, PhD.

1. Review of draft minutes from the October 25, 2024 Meeting

CABE approved the minutes of the October 25, 2024 meeting.

2. CABE Student Essay Competition

Ngoc Bui and Victoria Taylor provided an update on the student essay competition and a plan for the second round of judging.

ACTION: The committee will receive essays for the next round of ratings on **November 15th**. Those ratings will be due by **November 25th**. CABE will receive the 5 essays with the highest ratings by **December 2nd** and each member will be asked to rank order the five essays by **December 5th** so that the winners can be announced by **December 9th**.

In December, CABE will discuss the process and timing for this year's essay competition to facilitate planning for the 2025 essay competition. CABE will have an opportunity to propose modifications that could make it more manageable next year.

3. Dissemination Plans: Presenting at regional conferences and teaching conferences

CABE continued its discussion about presentations at meetings and conferences next year. To follow up on requests from CABE at the October meeting, a spreadsheet to track presentations is available in CABE's Google Drive. CABE members mentioned that they may attend MPA (David Kreiner), WPA (Ngoc Bui and Julie Lazzara), and MAESTRO (Victoria Taylor) and these will be added to the spreadsheet when more details are available.

ACTION: CABE members will work with staff to update the "Roadshow" to add the 2025 priorities from the workplan. The slide on Project Assessment also needs to be updated. This can be set up in a poster format and as a handout. CABE also requested that staff add various handouts to the CABE Google Drive and note which ones are freely available to use or adapt. A separate folder will be created for members who wish to share presentation slides for information only. CABE also asked for a tiny URL to the Associate and Baccalaureate web page for educators and students. Staff will follow up on these requests.

4. Brainstorming for APA 2025

CABE began preliminary brainstorming about potential speakers aimed at advancing their 2025 initiatives at APA 2025 on August 8-10, 2025, in Denver, CO.

Focus on AI Student Literacy

- Plan a session with CABE members to discuss challenges, opportunities, and ethical considerations. Issues could include cheating, plagiarism and guardrails; opportunities for research, writing, lesson planning; issues surrounding Privacy, security, and ethics.

Continued dissemination of Guidelines 3.0

- Plan a deep dive topic on Guidelines 3.0. Liz Hammer will reach out to Aaron Richmond to plan a symposium and/or a panel. Members of the BEA task force may also be available to join.

APA Invited Address: The Diane Halpern Lecture

- To be determined.

ACTION: CABE will propose members who could give the Diane Halpern Lecture at the December meeting.

5. Update on the 2025 APA Presidential Initiative

Sue Orsillo gave an update on the 2025 Presidential Initiative on Engaging Psychology's Future by Debra Kawahara to sponsor local engagement events to encourage high school and community college students to consider careers in psychology. Right now, the office is finalizing website materials, resources for hosts, high school teachers, community college educators, and psychology professionals. We are working on a dissemination plan and a kick-off webinar on **January 13, 2025 at 7:00 pm**.

6. Update on APA 2025 elections to boards and committees

CABE was informed about the forthcoming process for nominations to APA boards and committees from December 2 – January 30, 2025.

ACTION: CABE should encourage interested colleagues to self-nominate to participate in APA governance by January 31st at <https://at.apa.org/nominations>. In January 2026, CABE will be bringing in two new members from associate degree granting institutions and

one new member from a baccalaureate degree granting institution to join the committee.

7. Update on Nominations to STP and APF Awards

Elizabeth Hammer and David Kreiner provided a brief update on the status of CABE nominations for awards sponsored by STP and APF and discussed items still needed for the nominations. Elizabeth and Martha will work with the nominee for the APF Charles L. Brewer Distinguished Teaching of Psychology Award to submit by **December 2nd**. David is assembling materials for the STP Wayne Weiten Award that he will submit on her behalf by the **January 15th** deadline.

ACTION: David asked for feedback on the CABE nomination letter which has been uploaded to CABE's Google Drive.

8. Planning for reviews of PT@CC and CABE publications

Publications created by the PT@CC Committee and CABE are now several years old. At the last Spring Consolidated Meeting, CABE requested time in late fall to develop a plan for volunteers to review these resources and determine if there is still a need for these publications:

- Adjunct Faculty Resource Manual
- IRBs: A College Planning Guide
- Guide to College Teaching
- Guide to Online Teaching (old)

ACTION: CABE recommended adding this as an agenda item to address at the February 2025 meeting. CABE will look at each of these documents and determine whether they should be revised or archived. In the February meeting. If CABE determines that revisions are needed, the committee will work on these revisions at the Spring Consolidated Meeting on March 14-15, 2025.

9. CABE Meetings

CABE is scheduled to meet on the following dates:

- Friday, December 13, 2024 (3:00 – 5:00 pm)
- Friday, January 24, 2025 (3:00 – 5:00 pm Eastern) – **New!**
- SCM: **March 14-15, 2025** in Washington, DC

Draft Minutes of the CABE Virtual Meeting December 13, 2024

Participants: Ngoc Bui, PhD; Ashley Waggoner Denton, PhD; Elizabeth Yost Hammer, PhD; David Kreiner, PhD; Julie Lazzara, PhD, Des Robinson, MS; Heather Schoenherr, MS, and Victoria Taylor, EdD. Karen Brakke, PhD, attended as the BEA Liaison. Darshon Reed, PhD, attended as a guest. APA Staff: Martha Boenau, Aliza Epstein, and Sue Orsillo, PhD.

1. Review of draft minutes from the November 15, 2024 Meeting

CABE approved the minutes of the November 15, 2024 meeting.

2. Welcome and Introductions to Darshon Reed

CABE members introduced themselves to Darshon Reed who will join CABE in January 2025.

3. Brainstorming for APA 2025

CABE engaged in continued brainstorming about potential speakers and programs to sponsor at APA 2025 on August 8-10, 2025, in Denver, CO. Initial discussion generated ideas for sessions on these themes:

Focus on AI Student Literacy

- Plan a session with CABE members to discuss challenges, opportunities, and ethical considerations. Issues could include cheating, plagiarism and guardrails; opportunities for research, writing, lesson planning; issues surrounding privacy, security, and ethics. CABE members who are planning to attend APA 2025 include Elizabeth Hammer, Julie Lazzara, Des Robinson, and Heather Schoenherr.

Continued dissemination of Guidelines 3.0

- Plan a session that offers a deep dive focused on a topic related to *Guidelines 3.0*. Liz Hammer invited Aaron Richmond to plan a symposium and/or a panel. Members of the BEA task force may also be available to join.

CABE Invited Address: The Diane Halpern Lecture

- CABA proposed a session focused on the challenges within higher education related to inclusivity, equity, and diversity. Efforts aimed at dismantling of EDI in educational settings would be of particular interest.

ACTION: Victoria Taylor volunteered to reach out to a potential speaker for the CABA Diane Halpern Lecture.

4. CABA Student Essay Competition

Ngoc Bui and Victoria Taylor facilitated a discussion about the process and timing for this year's essay competition to facilitate planning for the 2025 essay competition to make it more manageable next year. The committee was generally supportive of the process used this year but suggested that it would be helpful to have a small group summarize the feedback to consider improvements for next year.

ACTION: Ngoc and Victoria will meet with staff to summarize some of the issues encountered this year to refine the process in 2025. For instance, members are encouraged to read all the essays first and jot down scores *before* doing the online rating form.

5. Dissemination Plans: Presenting at regional conferences and teaching conferences

CABA members provided an update on submissions to teaching conferences and regional meetings in 2025.

ACTION: CABA will continue to update the spreadsheet of 2025 meetings and conferences. Committee members were encouraged to add their abstracts to the spreadsheet.

6. Update on the 2025 APA Presidential Initiative

Sue Orsillo and Heather Schoenherr gave an update on the [2025 Presidential Initiative on Engaging Psychology's Future](#) by Debra Kawahara to sponsor local engagement events to encourage high school and community college students to consider careers in psychology. CABA members interested in learning more are invited to the kick-off [webinar](#) on **January 13, 2025 at 7:00 pm (EST)**.

7. Update on APA 2025 elections to boards and committees

CABA was informed about the process for nominations to APA boards and committees from December 2 – January 30, 2025.

ACTION: CABA should encourage interested colleagues to self-nominate to participate in APA governance by January 31st at <https://at.apa.org/nominations>. In January 2026, CABA will be bringing in two new members from associate degree granting institutions and one new member from a baccalaureate degree granting institution to join the committee. BEA also has an opening on the precollege and

undergraduate panel.

8. Farewell to off-going committee member

Committee members and staff extended thanks and appreciation to Ashley Waggoner Denton.

9. CABE Meetings

CABE is scheduled to meet on the following dates:

- Friday, January 24, 2025 (3:00 – 5:00 pm Eastern) – **New!**
- SCM: **March 14-15, 2025** in Washington, DC