

## **FUN 2023 Annual Business Meeting**

13 November 2023

18:30-20:00

### **Society for Neuroscience**

Marriott Marquis Washington

Cherry Blossom Room

Washington, DC

**In attendance:** 12 in-person, 7 virtually

### **AGENDA**

- 1. Welcome to all**
  - a. Welcome to new officers**
- 2. Brief retrospective of the year**
  - a. Strategic Planning Report**

Report back from the Outgoing President, Erin Rhinehart

- 3. Standing Committee Reports**
  - a. Elections (Kang)**

Report of the new officers and applause from the floor to congratulate the new members

- b. Travel Awards (Kang)**
- c. Education (Donley)**
- d. Website (Banks)**
- e. Faculty Awards (Illig)**
- f. PDCS (Wiertelak)**
- g. Social Media (Bates)**
- h. Public Policy (Shah)**

Outgoing President Erin Rhinehart then gave brief summaries from the reports of each of the committees above. See reports from each committee for details.

- i. Treasurer (Leussis)**

Treasurer Melanie Leussis reported on the 2023 budget and spending, and also gave a review of the proposed budget of 2024.

Some discussion from the floor about fundraising ideas and opportunities, including selling t-shirts at regional conferences. While there was interest and desire to do this, there were

concerns about the need for additional labor (Conference organizers who are FUN members can't also be the ones that run the booth, e.g.).

Treasurer stated that if there were any interest and ideas to simply contact her.

*President Erin Rhinehart called a vote for approval of the 2024 proposed budget after the budget review.*

**VOTE CALLED:** Do you approve of the 2024 Proposed Budget?

**VOTE OUTCOME:** Unanimous approval

- j. **Equipment Loan Program (Neuwirth)**
- k. **JUNE (Reynolds)**
- 4. **Other Reports on FUN Initiatives**
  - a. **DEI (Tan)**
  - b. **Fun Final Fridays (Stavnezer)**
  - c. **Mentoring (Nahmani and Jewett)**

Discussion and reporting of ELP, JUNE, DEI, FUN Final Fridays, and Mentoring were skipped for time. See reports for details.

- 5. **New Business**
  - a. **Proposed FUN Bylaw changes**
    - i. **DEI standing committee**

Report of the by-law revision.

No discussion or questions from the floor.

- ii. **Website committee change to Communications Committee**

Report of the by-law revision.

No discussion or questions from the floor.

- iii. **Updated Membership Bylaw**

Report of the by-law revision.

Questions/Discussion:

- Request to show/share a redline version
- Question from the floor: Was there discussion about changing the name of FUN away from Faculty to reflect the more open
  - There was discussion, and "Friends of Undergraduate Neuroscience Education" was suggested but disagreed.
  - Suggestion that the potential new Communications Committee could work on branding.

- Comment about finding ways to include undergraduates in FUN, though not necessarily as members.
  - Suggestion about how to include undergraduates in having a say in the organization
  - This has been discussed under the broader question of how we define the organization: Are we “delivering” UG education or are we people who are broadly interested in neuroscience education?
    - These goals don’t have to be mutually exclusive.
    - Suggestion to brand or market opportunities for undergraduates directly to undergraduates.
      - Member commented that social media marketing would help reach more students
  - An incoming member of the Executive Committee named being a strong advocate for including undergraduates, not necessarily as members but as playing a role
- The President called a close to this discussion and charges the potential new Communications Committee will continue to discuss and plan this.

#### **iv. Updated Elections Bylaw**

Report of the by-law revision.

No discussion or questions from the floor.

#### **v. Removal of Brain Awareness Initiative**

Report of the by-law revision.

No discussion or questions from the floor.

#### **vi. Proposed JUNE Bylaw Changes**

Comment from JUNE Editor-in-Chief that there were extensive changes due to a desire to be as clear and transparent as possible about the process, particularly for promotion to editor and editor-in-chief.

(DEI Committee reviewed the bylaw changes for transparency reasons)

*All bylaw changes need to be voted on by the full membership and these changes will be sent out as an online survey/poll via email.*

#### **b. Vote on Proposed 2024 Budget.**

Voted earlier after the Treasurer’s report.

### **6. Issues for the Good of the Order**

Treasurer brought up a call for a need for a Treasurer-Elect (4-year position usually, but this year 3.5 years this cycle) and invitation to speak with the current Treasurer with a desire to serve.

## **7. Adjourn**

Meeting Adjourned!

Faculty for Undergraduate Neuroscience  
Agenda  
and  
Committee Reports

For the FUN Annual Business Meeting  
November 13, 2023

FUN 2023 Annual Business Meeting  
Agenda:

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  - a. Welcome to new officers
2. Brief retrospective of the year
  - a. Strategic Planning Report
3. Standing Committee Reports
  - a. Elections (Kang)
  - b. Travel Awards (Kang)
  - c. Education (Donley)
  - d. Website (Banks)
  - e. Faculty Awards (Illig)
  - f. PDCS (Wiertelak)
  - g. Social Media (Bates)
  - h. Public Policy (Shah)
  - i. Treasurer (Leussis)
  - j. Equipment Loan Program (Neuwirth)
  - k. JUNE (Reynolds)
4. Other Reports on FUN Initiatives
  - a. DEI (Tan)
  - b. Fun Final Fridays (Stavnezer)
  - c. Mentoring (Nahmani and Jewett)
5. New Business
  - a. Proposed FUN Bylaw changes
    - i. DEI standing committee
    - ii. Website committee change to Communications Committee
    - iii. Updated Membership Bylaw
    - iv. Updated Elections Bylaw
    - v. Removal of Brain Awareness Initiative
    - vi. Proposed JUNE Bylaw Changes
  - b. Vote on Proposed 2024 Budget
6. Issues for the Good of the Order
7. Adjourn

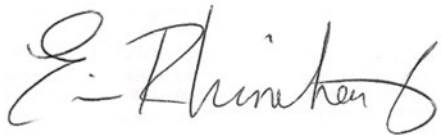
## **FUN 2023 Strategic Plan Final Report**

From the President:

Strategic planning is a very important component for an organization to maintain viability and relevance over time. FUN leadership has been interested in engaging in strategic planning for several years, but the pandemic and other obstacles made such a process nearly impossible. Fortunately, the right circumstances allowed the leadership to conduct a strategic planning process to determine what is necessary to modernize how FUN functions and make sure that it is as useful as possible to the entire community interested in undergraduate neuroscience education.

The committee was mindful of requesting feedback from a broad array of individuals in a variety of settings to be as inclusive as possible as they determined the things that should be given the highest priority in the strategic plan. The goal was to create a process where transparency and inclusion creates a culture where people believe their contributions matter. However, there is still a great deal of work to be done, and there are many opportunities for every member of the society to be involved in improving how the society works to make it the valuable resource that it was meant to be.

FUN's mission is to support neuroscience faculty, enhance undergraduate participation in neuroscience research, disseminate innovations and recognize excellence in undergraduate neuroscience education, and develop national and regional networks to enhance undergraduate neuroscience education, research, and faculty development. The committee intends their work to facilitate a better alignment of current practices with the mission of the organization.

A handwritten signature in black ink, appearing to read "Erin Rhinehart". The signature is fluid and cursive, with a large initial "E" and a stylized "R".

Erin Rhinehart

President, Faculty for Undergraduate Neuroscience

## **Introduction**

In the spring of 2023, the Faculty for Undergraduate Neuroscience (FUN) organization began a strategic planning process. The strategic planning committee, made of individuals appointed by the current president, met every 2 weeks throughout the year with the goal of assessing how the organization functions currently, where improvements are needed and strategies that we should employ to best serve our membership in the future. The process was designed to be data-driven, inclusive and specific to the needs of the FUN membership community. During their bi-weekly meetings over the past year, the committee conducted a SWOT (strengths, weaknesses, opportunities and threats) analysis, a workshop during the summer meeting, a survey of the general membership and an overall assessment of the organization's bylaws. Where improvements to the function of the organization could be implemented immediately, they were, but a variety of improvements required reworking the bylaws.

## **Where we succeed:**

The Faculty for Undergraduate Neuroscience (FUN) is the premier professional organization focused on the development and implementation of best practices in undergraduate Neuroscience education. FUN is a long-standing professional organization with a great deal of historical knowledge and resources, originally derived from the Society for Neuroscience (SfN) organization.

FUN does a variety of things well in support of the organization's mission. FUN provides the opportunity for building community and social capital within the community of Neuroscience-focused educators through workshops, meetings and other professional development opportunities. In addition, FUN hosts the Journal for Undergraduate Neuroscience Education (JUNE), the primary professional journal that serves as an outlet for sharing pedagogical innovations in Neuroscience education. Because the roots of FUN stem from SfN, a large proportion of the organization's efforts revolve around promoting research at the annual society for neuroscience meeting. FUN has been integral in ensuring that undergraduate students have a designated venue for presenting their research, and in providing travel support for undergraduate students to attend the meeting. In addition, FUN has developed several annual programs to support the membership in research, professional development and pedagogical innovation, including pedagogical workshops, mentoring programs, the equipment loan program as well as awards programs and social events. FUN also maintains a system to help members with the educational review of neuroscience content and programmatic curricular review.

## **Areas for Improvement:**

While FUN does a variety of things well, the strategic planning process revealed several key areas that require improvement for FUN to continue to grow and develop optimally to ensure the current and future success of the organization. This is especially important given that the organization is completely developed and managed by volunteers who have limited resources to devote to the management of the organization. In addition, certain aspects of the management of FUN require individuals participating in the administration of the organization to have particular skill sets, such as financial planning, social media campaigns, public relations, website design, data management, etc. Therefore, several areas of the organization would benefit from reorganization, streamlined procedures and/or redeployment of existing resources for the organization to function in the most effective manner possible.



Key areas that would benefit from some restructuring or additional focus included:

- Creating an inclusive sense of belonging, opportunities for building relationships, etc.
- Ensuring coordinated, uniform and pervasive communication strategies
- Onboarding new members to get them familiar with the organization and what it does
- Optimizing the organization's governance structure, its transparency and sharing its unified vision and purpose
- Effective financial management and oversight
- Creating and maintaining archives of policies, procedures, initiatives and general institutional knowledge.
- Providing sufficient opportunities to build personal relationships (Community of practice)
- Building the capacity for regional communication pipelines and robust regional activity (chapters)
- Data management: demographics, organizational climate, awardee information, sponsors, etc.
- Highlighting the accomplishments of individual members via social media and other outlets
- Maintaining organizational history, archives an informational timeline
- Maintaining excellence in JUNE's performance and perception as well as staffing and funding

#### **What we learned from members:**

The current demographics of the Faculty for Undergraduate Neuroscience (FUN) organization have shifted significantly since its initial inception more than a decade ago. Our organization currently serves a very broad community of educators with diverse roles at a wide array of institutions, compared with the original members who conceived of the organization and who it would serve. Therefore, the membership category definitions are insufficient for being inclusive of our current community.

The membership noted that the organization is inconsistent, erratic, etc. in providing timely and effective communication. It was suggested that all communications be managed by one group within the organization to ensure that communications are complete, coordinated and presented across as many platforms as possible, simultaneously to maximize the ability of the organization to reach as many members as possible in their most native environment. In addition, the lack of effective communication from the organization to its membership has generated some distrust in the governance structure due to lack of transparency.

#### **Common Suggestions from Workshop and Survey Data:**

1. Members are very interested in professional development opportunities
2. Members suggest that it would be good to have FUN presence at conferences in addition to SFN
3. Members would like a more robust Job board on the website
4. Members would like email announcements at least twice a month in a bundled format, which would require coordinated communication across different groups and committees in the society (Communications).
5. Members would also like to see the newsletter revitalized (Communications)
6. Members seem very interested in regional meetings of research or teaching interest groups.
7. Members seem to want social media highlights of things FUN members are doing – this could be an email post and/or part of the newsletter (Communications)

8. Members seem very interested in DEI efforts that focus on inclusive teaching practices and the development of a repository of teaching resources.
9. There is an interest in having workshop meetings every other year instead of every 3 years, and more than 2/3 of the survey respondents say they might or definitely would attend
10. Currently, only about 1/3 of members who responded to the online survey attend SfN
11. When members go to SFN, they reportedly attend the Undergrad poster session, booth, social and other FUN posters (in that order).
12. Data indicate that good number of members seem unaware of the informal sessions at the FUN booth or the business meeting. (Communications)
13. Members are interested in developing their Bios and information on the FUN website and want to know more about others.
14. In the online survey, members reported that they mostly buy t-shirts, but made suggestions of nearly everything under the sun to sell (though there are strong memories for the scarves and the notecards)

#### **Data-Informed Strategic Initiatives:**

Ultimately, several initiatives were deemed critical for the continued success of the organization. These initiatives served as the basis for the immediate actions taken by the committee to improve how the society functions. The key themes present in these initiatives were communication, inclusivity, membership and transparency.

#### **Initiatives Implemented Immediately:**

1. Development of a permanent standing Diversity, Equity and Inclusion Committee
2. Development of a Communications Committee
3. Reinstatement of the Monthly Organizational Newsletter
4. Development and consistent delivery of an Onboarding/Welcome letter to all current and new members.
5. JUNE bylaws update to match the current practices of the journal
6. Redefining the membership categories and their organizational privileges and responsibilities

#### **Initiatives currently in progress:**

1. Committee chair drafting of onboarding and standard operating procedures for all current and new committee members.
2. Drafting of explicit descriptions of responsibilities for all elected positions and committees currently involved in governing the organization.
3. Creating a document repository/archive on the back end of the website
4. Creating space on the website for each committee to access information and collaborate with each other to facilitate their ability to conduct business for the organization.
5. Expanding the current mentoring program to be more diverse, equitable and inclusive.
6. Collaboration with regional organizations.
7. More revenue generation and grant writing.
8. Develop a mechanism to have regular climate surveys and member feedback.

**Initiatives being investigated for the future of the organization:**

1. Develop an Organizational Policy and Procedure Handbook, driven by an ad hoc Policy and Procedure Committee that gets all necessary policies approved by the executive board.
2. Hiring a financial planner to assess current financial state of the organization and optimal directions for the future.
3. Investigation of the potential to hire an administrative assistant to combat the lack of resources available due to the volunteer nature of the individuals responsible for governing the organization.
4. Investigating the current state of the online FUN store and how it should evolve to become profitable in the future.

## Elections Committee Report Connie Kang

This year's election committee consisted of the president elect (Connie Kang), past president (Kurt Illig) and councilor (Mathew Abrams). The committee sent out a call to the full membership to seek nominations for the president elect, secretary, three councilor positions in August. Subsequently, the committee received and confirmed 3 nominations for the president elect, 2 nominations for the secretary, 6 nominations for the councilors. The election ballot was sent out to all active members with unique links to vote, at the end of September. After two weeks, the election was closed. A total of 150 votes were casted, accounting for ~33% of the active membership. Here are the election results:

President elect: Jackie Rose, West Washington University

Secretary: Jennifer Wilhelm, College of Charleston

Councilors:

- Monica M. Gaudier-Diaz (first term), University of North Carolina at Chapel Hill
- Marc Nahmani (second term), University of Washington
- Aparna Shah (first term), Virginia Tech

Congratulations to our new officers and special thanks to every candidate who put their names in for the election.

## FUN Travel Award Committee Report Connie Kang

### Undergraduate travel awards

FUN travel awards (up to \$1000) are given annually to undergraduate students who are accepted to present at the SfN conference to sponsor their travel. The 2023 FUN undergraduate travel award committee formed in April and held the first meeting on May 8. The committee sent out a call for application to the full membership and posted the call on the FUN website and social media at the end of May. By the July deadline, the committee received 48 travel award applications from ~ 40 institutions. Among them, 19 travel awards were given. All awardees were notified by early September. You can find the list of awardees and their sponsors on the FUN website.

Congratulations to all the award winners and their faculty sponsors. Special acknowledgement and gratitude to our generous sponsors.

### 2023 Committee members:

Laura Grafe: Bryn Mawr College (Councilor)

Elaine Reynolds: Lafayette College (General membership)

Lorenz Neuwirth: SUNY Old Westbury (Councilor)

Ryan Mruczek: College of the Holy Cross (General membership)

Elda Rueda: University of Houston-Downtown (General membership)

Lora Becker: University of Evansville (Executive committee)

Susan Banks: Florida Southern College (General membership)

Lauren Williamson: Northern Kentucky University (General membership)

Marc Nahmani: University of Washington (Councilor)

Connie Kang: University of Houston-Downtown (Chair, president elect)

## **FUN Education Committee Report**

FUN Education Committee Report Nov 2023

Committee Membership:

Co-chairs – Jackie Rose and David Donley

Members – Alo Basu, Brinda Bradaric, Monica Gaudier-Diaz, Tari Tan

Additional Members for Workshop Planning – Jeff Grimm, Josh Kaplan, Elaine Reynolds

Report:

The major accomplishment of the Education Committee in the last year was the 2023 FUN Pedagogical Workshop at Western Washington University. Proceeding from this conference will be featured in a special issue of JUNE early next year. The Western Washington University planning team successfully organized the on-ground experience while the Education Committee developed the conference themes, agenda, and organized presenters. The Education Committee has learned a lot as a result of conference planning. Going forward, a priority is to develop more specific recommendations and resources for future conference planning committees. This effort has begun with the JUNE editorial written by Jackie Rose and Alo Basu and the rest of the Education Committee with input from Jeff Grimm and Josh Kaplan of the Local Planning Committee, as well as Elaine Reynolds (JUNE editor) and Marc Nahmani (Workshop Attendee).

The next priority for the Education Committee is to develop a solicitation for the 2026 Pedagogical Workshop. The goal is to select a conference host by late-spring of 2024. This will provide a full two years for planning efforts. The call for conference host will be sent to the FUN membership soon. Complete applications for the conference host will be due in spring 2024. Once applications are received, the Education Committee will review and rank the applications then pass a recommendation for conference host to the Executive Committee for final approval.

In the next year, the Education Committee will also consider ways to support the FUN strategic planning and initiatives that result from that process. Specifically, the committee will brainstorm ways to increase the presenter diversity at the next FUN workshop. Long-term, this will also include pursuing external funding for FUN conferences.

## **FUN Website Report**

Chair: Susan Banks

Members of the website committee this year included Erin Rhinehart (FUN President), Susan Banks (Chair and Co-webmaster), Kurt Illig (Co-webmaster) and Ryan Mruczek (FUN member).

The committee maintained the website (<https://www.funfaculty.org/>) and login information for all social media and digital accounts for FUN. Based on our continued positive experience, the committee recommends continuing to host the website with Naylor Membership Management.

Throughout the year, the website served as a place to share resources, learn more about FUN events (such as the FUN Final Fridays), purchase FUN merchandise through the ecommerce store, get information about the Equipment Loan program, find out the winners of the Undergraduate Travel Awards, and so much more! We were also excited to provide support for the FUN Summer Workshop at Western Washington University. Information about the workshop was posted to the website and participants registered through the website. It was the first time we used the conference registration features of the website and, overall, it was successful. Now that we have some experience with the system, we look forward to supporting any future workshops or events.

As I continued my training on the backend of the website this year, Kurt and I transitioned into sharing duties and functioning as co-webmasters. Keeping in mind the webmaster position is a volunteer position and with the increasing demands on the webmaster, the website committee is recommending that we always have two co-webmasters. This structure will help share the work and ensure changes to the website or moderation of the listserv can continue even if one person is unavailable (vacation, illness, emergency, etc.). When we receive requests to update the website, some are relatively minor. However, others can be more challenging than they may initially seem. While we are able to handle most requests within a day or two of receiving them, it may take us longer to address any requests to post information or adjust the website. As such, it will be helpful to have all website related requests as early as possible to make sure we can meet any needed deadlines. The webmasters will continue to organize materials and update information about how to engage with the website, especially for members of FUN committees. Where needed, we will provide training on how to use different front end features of the website.

The website committee will continue to follow best practices regarding security of information stored on the website, including personal information about members. Protocols are in place to notify the executive committee and membership as soon as notification is received of any possible security breaches. Naylor has many systems in place to provide enhanced security and monitor for any suspicious activity. We will also continue to improve the website based on the recommended best practices as we make updates throughout the year. For example, instead of listing email addresses for FUN officers directly on the website, they will be hyperlinked. To further ensure the website is secure, all changes to the website are accurate, modifications don't impact functionality, and all posts are seamless with existing content, the website committee is recommending that only the webmasters have access to the backend of the website. The webmasters will compile any necessary reports for members of the executive board, help facilitate elections, and provide any other support as needed.

We want to continue to work with FUN committees to set up their Committee pages through the website. The goal of this initiative is to provide a mechanism for improved communication within committees, archiving of documents produced by each committee, and ensuring the information about previous work is shared to any newly elected officers or members appointed to a committee. Through the website, each committee can share and store documents (e.g. meeting agendas, minutes, protocols, guidelines, etc.). As this feature is tailored to each committee, it will require us to work closely with each committee to set-up the website for them. We look forward to connecting with the committees throughout the year to ensure it is set-up to meet their needs and function as seamlessly as possible.

## 2023 FUN Faculty Awards Committee Report

Committee Members: Kurt Illig (Past President, Chair); Erin Rhinehart (President); Tari Tan (Councillor); Stefan Pulver (FUN member)

Thank you very much to the committee members for reviewing this year's nominations and selecting the awardees. The initial call for nominations was sent by email on September 13, 2023 and a reminder call was sent on September 27, 2023. Nominations were solicited through direct emails to members, advertisement on the FUN Website, and an email to the FUN Listserv. Nominations were collected through October 15, 2023. Nominations received from the 2023 call were combined with nominees who were not selected in 2022 and all supporting materials were made available to Committee members. The FUN Faculty Awards Committee met on October 23, 2023, and awardees were selected from this combined pool after discussion of all nominees.

This year's FUN Faculty Awardees are:

**Carol Ann Paul Educator of the Year:** Chris Swart, Trinity College

**FUN Mentor Award:** Shubhik DebBurman, Lake Forest College

**FUN Service Award:** Raddy Ramos, New York Institute of Technology and Rachael Murdock, Davidson College (2 awards)

**FUN Award for Fostering Diversity and Inclusivity:** Veronica Martinez Acosta, University of the Incarnate Word

**FUN Career Award:** Barbara Lom, Davidson College

Below is a brief collection of comments from each awardees' nomination letters:

**Carol Ann Paul Educator of the Year: Chris Swart, Trinity College**

Chris is a dedicated teacher and popular mentor and advisor to over 50 neuroscience and pre-health students. Chris designed and oversaw building of the first lab dedicated to teaching neuroscience at Trinity College, creating a lab space that engages students in hands on neuroscience experiences. He is particularly adept at teaching these labs and has created several unique exercises, including tract tracing the visual system using Asian shore crabs, measuring EMG in snails and crickets, and measuring the effects of nutritional supplements on acetylcholinesterase levels in invertebrates. He has also created several lecture and seminar courses, including one specifically designed for Psychology majors who are not comfortable with the biology course. In addition, he has continued to be actively involved in research exploring fundamental questions about invertebrate ecology, behavior and neurophysiology, and has mentored approximately 50 undergraduates in independent research projects in the neuroscience lab, leading published research papers with undergraduates and more than dozen student poster presentations at neuroscience symposia.

**FUN Mentor Award: Shubhik DebBurman, Lake Forest College**

Dr. DebBurman (or "Dr. D" as we all know him) is an incredibly dedicated educator. He teaches his students practical skills and goes above and beyond mentoring students both in and out of the classroom. He teaches students to critically appraise scientific literature while he sparks their curiosity for the unknowns in the field of neuroscience. Dr. D is not only a fantastic educator within the classroom, he also is an outstanding career mentor. He makes himself abundantly



available to his students and alumni, offering late evening meetings with students and reaching out regularly to alumni to offer support. He created a paid summer undergraduate research program in collaboration with Rosalind Franklin University that has now trained over 190 undergraduates in scientific research expanding research opportunities, and he created a Teacher Scholar collaboration with Rosalind Franklin and Northwestern University for graduate students and postdocs that has provided mentored undergraduate teaching opportunities to seventeen trainees. Dr. D has been, without a doubt, one of the most important influences in my life and that of many, many students at Lake Forest College. His outstanding commitment to mentorship makes him most deserving of the FUN Mentorship award.

#### **FUN Service Award:**

**Raddy Ramos**, New York Institute of Technology and **Rachael Murdock**, Davidson College  
Raddy Ramos has been an excellent editor for *JUNE* and steered our journal through some rough waters. Raddy was the editor through the pandemic period which created upheaval at multiple levels for the journal. There was a reduction in the number of submissions and even more difficulties in finding people to review papers. Despite the problems associated with this, Raddy continued to curate issues and met publication deadlines. A bright spot of the pandemic was the fact that the FUN community responded to the pandemic with a host of innovations that help everyone navigate the new teaching environment we now find ourselves in. This response culminated in the online workshop where ideas and innovations were shared, and Raddy worked hard with special editor Bruce Johnson to make it possible for *JUNE* to develop an extra issue to disseminate these innovations. His efforts kept *JUNE* alive through the pandemic times.

The heroic efforts outlined above were supported by the dedicated work of Rachael Murdock. As administrative assistant for *JUNE*, she performs copy editing duties and works with the editor and the authors to get the articles in good shape for publication. She also handles the website and the PubMed submissions. In addition, she offered important advice for some of the touch decisions that need to be made, while having her own experience of the pandemic. Her work kept *JUNE* available to faculty through the pandemic, and should be honored for her dedication and commitment to *JUNE*.

#### **FUN Award for Fostering Diversity and Inclusivity:**

**Veronica Martinez Acosta**, University of the Incarnate Word

Veronica has served many important roles in FUN, as Treasurer and more recently as a member of the DEI Self-study Committee. Veronica has co-authored three papers published in *JUNE* directly related to DEI, including a 2015 paper on improving recruitment and retention of underrepresented faculty. Veronica also has served as a mentor to junior faculty and senior postdocs through the BRAINS (Broadening the Representation of Academic Investigators in NeuroScience) initiative, improving the prospects for underrepresented scientists in our field. She continues to have positive impacts on DEI efforts at her home campus of University of the Incarnate Word, which is a Hispanic serving institution. Veronica serves on the President's Council for Diversity, Equity, and Inclusion, and is a Co-PI on an NSF REU that serves underrepresented students at the Marine Biological Laboratory in Woods Hole. Consecutive Sloan Foundation grants have helped to support her efforts to create a post-baccalaureate program at Woods Hole. In addition, she was recently awarded an NSF-LSMAP (Louis StokesAlliances for Minority Participation) at UIW to increase retention and graduation rates of

historically underrepresented students in STEM. Veronica's continued efforts toward improving access, supporting retention and improving success for underrepresented students in STEM is simply impressive. In 2020 Cell Press and Cell Signaling Technology, Cell MENTOR named Veronica one of the top 100 inspiring Hispanic/Latinx scientists in America. FUN should honor Veronica as well by awarding her the 2023 Award for Fostering Diversity and Inclusivity.

#### **FUN Career Award:**

**Barbara Lom**, Davidson College

It would be difficult to identify a person who has contributed more to the development of undergraduate neuroscience education over the past 2 decades, and with greater dedication towards catalyzing systemic change, than Barbara. In 2003, Barbara was a Founding Steering Committee Member for SYNAPSE: Symposium for Young Neuroscientists & Professors of the Southeast, a regional organization through which many FUN members promote undergraduate neuroscience research. She has continued as a member of the steering committee up to the present. Also since 2003, Barbara has been a Staff Facilitator for the Associated Colleges of the South Summer Teaching & Learning Workshop, serving as the Director from 2009-2014. Barbara has served on Society for Neuroscience committees, as the FUN-appointed liaison to the Committee on Neuroscience Departments & Programs (cNDP) and an appointed member of the Scientific Rigor Working Group (2013-2015). Barbara currently is the PI of the HHMI Inclusive Excellence Grant that supports the Fostering Inclusivity and Respect in Science Together (FIRST) program, of which Barbara serves as Program Director. FIRST supports professional development toward inclusive pedagogy, increased opportunities and success for first generation and historically marginalized college students and increasing leadership opportunities for students.

To speak of her varied and continuing contributions to FUN, Barbara served on the Education Committee from 2001-2011 and again from 2019-2021, making critical contributions to the ability of the organization to launch the FUN 2020 Summer Virtual Meeting after the planned in-person workshop at Davidson had to be canceled due to the pandemic. Barbara served as the founding Editor-in-Chief of JUNE from 2002-2006, continuing as Senior Editor from 2007-2010 and remaining active as an Editorial Board Member from 2011 up to the present. She has also been keeping up the spirit of pedagogical discussion and exchange as a member of the FUN Final Fridays organizing committee member since 2021.

In summary, Barbara's support of students and colleagues through her decades-long efforts in classroom innovation, her success in forging professional development opportunities in support of inclusive Neuroscience education, and her continuing commitment to FUN, make her an ideal candidate for this award.

## FUN Program and Department Consultations Service (FUN-PDCS) Report Eric Wiertelak

In 2023, FUN-PDCS continued service to the undergraduate neuroscience community without requirement of a budget or staffing beyond the director. As in previous years, in 2022-2023 through use of the FUN directory, internal networking, and visiting members' individual and laboratory websites, qualified candidates were identified to provide institutions seeking consultations through our service with potential consultants well suited to their expressed needs.

This practice has two benefits: 1) It works well to promote as great a range of the FUN membership as possible for consideration as potential consultants, which increases the diversity of experienced external reviewers and the inclusion of new consultants with each new year. 2) It helps institutions and administrations to interact with those most dedicated to promoting effective curricular development in inclusive and student-centered classes and labs: FUN members. Personally, researching potential reviewers for institutions brings this member in touch with the continually expanding, amazing, and incredibly hard-working FUN membership-- and never fails to remind me of the value of our organization to the world we live in.

As I work to assemble potential reviewer/consultant lists, I contact our members to verify that they are indeed willing to serve if requested by an interested institution. I want to share that our FUN members have always responded positively. Through the PDCS and by their responses to direct contacts from interested institutions, FUN members are America's undergraduate neuroscience curriculum consultants.

In 2022-2023, 11 requests for information regarding consultations were received, which ultimately resulted in 4 separate recommendations (i.e, lists of 4-6 potential consultants) offered. We are now receiving more requests for information than prior to the COVID-19 pandemic.

It is my great pleasure to have served as Director for the FUN-PDCS since its inception. I am happy to remain doing so in 2023-24 and beyond as a continuing service to FUN if that is desired by the incoming President and Executive Committee.

I'm sorry to miss attending SfN and our great FUN events this year due to my position leading study away in Tokyo for AY 23-24. Happy to answer any questions regarding the PDCS via email as they arise. All the best, hope to see you all in person in 2024!

## Special Committee for Social Media

Shawn Bates

The Social Media Committee has been busy this year increasing the social media presence for FUN.

### Social Media.

We have been focused on the social media aspect of our committee. We are working to continue building FUN's presence on social media. We currently have 753 followers on Twitter and 523 followers on Facebook. We also started a page on Instagram and have 52 followers there. My plan is to figure out how to get a Bluesky page, the new social media outlet for scientists. We have tried to increase our visibility by having weekly posts that include spotlighting past FUN travel awardees, FUN officers, FUN members, and undergraduates. The other posts have mostly been about FUN events (FUN Final Fridays, SfN events, FUN mentoring, and FUN travel awards). We also drafted a social media policy for posting and commenting that can be used by future chairs of the committee in 2022, and implemented it this year. We are looking forward to working to increase FUN's social media presence in the upcoming year, and need more individuals to spotlight, so please reach out!

**Faculty for Undergraduate Neuroscience Education Public Policy  
2022 Annual Report  
Date: Feb 10, 2023**

Our committee is composed of 5 members (Mark Basham, Regis College; Melvin Rouse, Jr., University of Puget Sound; Cecilia Fox, Moravian University; Aparna Shah, Virginia Tech; Kitty Tryon, University of Richmond).

As the FUN Public Policy Committee seemed to be defunct/nonexistent prior to when our group formed in July of 2022, Aparna and Kitty first met as co-chairs to clarify and discuss the mission with which the FUN Public Policy committee had been charged. We reviewed this mission, “the promotion of the public's understanding of neuroscience education and research at the undergraduate level, to enhance the education and research capability of neuroscientists at undergraduate institutions, and to inform the membership of governmental actions bearing on neuroscience education and research,” and also met with the former (then the current) FUN President who also provided us with suggestions. Based on our charge and the suggestions of the former president, we decided to focus on the following specific tangible and actionable goals:

- 1. Establish an interview-style blogpost by undergraduate students to share their recent findings or experience in their neuroscience labs and to have a “spotlight” showcasing neuroscience undergraduate student alumni who have previously conducted research as undergraduate students and how they have benefited from this experience.**
- 2. Communicating policies and resources from government/science/national agencies that pertain to undergraduate neuroscience education and research to members**

After meeting with all members of the Public Policy Committee in August 2022, we included in the scope of the above goals the additions of:

- Considering creating the blogpost/interview for undergraduate students on the SfN FUN website, social media platform, etc.
- Focusing on neuroscience outreach for communities

In early 2023, our committee met to propose a timeline for the above goals and a means of providing instructions and tips for the undergraduate neuroscience blogspot. In also meeting with the current FUN President, we thought the SfN travel awardees may be students who could pilot the first try at the science communication blogpost that highlights undergraduate student neuroscience research. We also discussed two more initiatives to pursue for spring of 2023 that we will also focus on this year:

- 3. Creating and disseminating an outreach and/or advocacy packet/manual for undergraduate-led neuroscience outreach activities to increase the scope and awareness of undergraduate neuroscience**
- 4. We discussed the possibility that, at SfN in DC, we could encourage students to enroll as advocacy ambassadors and we would meet with them online beforehand to prep and work towards a common message - an opportunity to visit congressional leaders.**

**We also discussed possibly holding an advocacy session at the summer/July SfN FUN workshop to “train the trainers” so that they could then help their respective students prepare for the advocacy ambassadorship at SfN in DC.**



# Faculty for Undergraduate Neuroscience

2023 Treasurer's Report

Submitted by Dr. Melanie Leussis, Treasurer

## Highlights

### Membership:

As of November 1, 2023, we have 496 members overall.

Regular members: 430

Pre-faculty members: 32

Emeritus members: 3

Institutional Members: 31

This is roughly consistent with 2022, where we ended the year with 503 members overall. Further, this marks an increase in the number of institutional members, which had decreased to only 3 at the end of 2022. Thus, plans to reinvigorate this membership category appear to have worked. Increases in intentional communication efforts with members and proposed bylaw changes to membership categories are all being undertaken to support the future growth of our organization.

### Detailed View:

Tables 1 and 2 outline the financial state of the organization. In Table 1, it can be observed that the overall financial health of the organization has maintained a steady course, with a solid post-COVID recovery. As explained in previous treasurer reports, the summer workshop often provides a boost to our operational income, which helped offset some previous losses from 2022, when we faced higher than expected costs for the SFN meeting due to changes in SFN policies that significantly curtailed their support of FUN events at the annual meeting.

<b>TABLE 1: End-of- Year Summary</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023 (Nov 1)</b>
End of Year Assets	\$261,194.74	\$274,467.93	\$293,308.53	\$ 278,541.83	\$ 292,341.32
Oppenheimer	\$118,737.71	\$117,293.74	\$123,844.64	\$ 123,276.17	\$ 123,836.51
First National Bank	\$119,550.92	\$155,505.84	\$165,274.45	\$ 150,003.42	\$ 167,106.83
Paypal	\$ 22,906.11	\$ -	\$ -	\$0.00	\$0.00
Stripe	\$ -	\$ 1,668.35	\$ 4,189.44	\$ 5,262.24	\$ 1,397.98
Change in assets from previous year	\$ 4,937.30	\$ 13,273.19	\$ 4,216.10	\$ (14,766.70)	\$ 13,799.49

As we approach the close of 2023, we see a gain of almost \$13,800 in assets (Table 2), largely due to an increase in annual income from the summer workshop, which offset numerous expenses that have increased compared to years past (e.g. credit card fees). However, this is likely to drop to an increase of about \$1255 by the end of the year, due to anticipated expenses. This leaves our total assets, as of November 1 at \$292,341.32. Based on predicted income and expenses for the remainder of the year (Nov and Dec), this increase in assets is expected to hold steady, but could increase or decrease if the anticipated expenses or income differ significantly from current predictions.

<b>TABLE 2: Detailed view</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Operational Income</b>					
Member Dues	\$ 20,870.00	\$ 20,900.00	\$ 17,999.00	\$ 23,990.00	\$ 20,665.00
Travel Award Donations	\$ 7,500.00	\$ -	\$ 8,000.00	\$ 2,000.00	\$ 5,200.00
Workshop Income	\$ -	\$ 3,280.00	\$ -	\$ -	\$ 67,583.00
JUNE Page Charges	\$ 590.00	\$ 1,960.00	\$ 810.00	\$ 2,510.00	\$ 1,590.00
Gifts	\$ 2,000.00	\$ 2,200.00	\$ 767.00	\$ -	\$ -
Dividends & Interests	\$ 713.63	\$ -	\$ -	\$ -	\$ -
Capital Gains	\$ 6,707.00	\$ 372.65	\$ -	\$ -	\$ -
Gross Fund Raising Income (booth)	\$ 11,443.82	\$ -	\$ -	\$ 9,672.04	\$ -
<b>Operational Income Total</b>	<b>\$ 49,824.45</b>	<b>\$ 28,712.65</b>	<b>\$ 27,576.00</b>	<b>\$ 38,172.04</b>	<b>\$ 95,038.00</b>
<b>Operational Expenses</b>					
Fund Raising Expenses (booth merchandise + sales tax)	\$ 6,870.65	\$ -	\$ 4,799.26	\$ 8,172.51	\$ 7,656.18
Professional Fees (tax/legal)	\$ 2,572.00	\$ 1,451.00	\$ 700.00	\$ -	\$ 1,750.00
Other					
JUNE	\$ 5,117.14	\$ 3,306.50	\$ 5,794.00	\$ 4,322.50	\$ 3,729.24
Annual Meeting	\$ 16,663.61	\$ 1,148.32	\$ 1,600.00	\$ 12,461.56	\$ 9,435.09
Travel Awards	\$ 12,000.00	\$ -	\$ 149.90	\$ 15,000.00	\$ -
Workshop Expenses	\$ -	\$ 1,974.04	\$ -	\$ 869.11	\$ 51,002.15
Website	\$ 5,549.15	\$ 2,966.95	\$ 2,936.56	\$ 3,000.71	\$ 2,736.63
Miscellaneous (e.g. Zoom)					\$ 1,713.08
Bank/Stripe/PayPal Fees	\$ 1,217.49	\$ 2,357.13	\$ 1,207.00	\$ 1,284.40	\$ 3,846.37
Foreign Tax	\$ 184.69	\$ -	\$ -	\$ -	\$ -
Total Other	\$ 40,732.08	\$ 11,752.94	\$ 11,687.46	\$ 36,938.28	\$ 72,462.56
<b>Operational Expenses Total</b>	<b>\$ 50,174.73</b>	<b>\$ 13,203.94</b>	<b>\$ 17,186.72</b>	<b>\$ 45,110.79</b>	<b>\$ 81,868.74</b>
<b>Net Income: Operational</b>	<b>\$ (350.28)</b>	<b>\$ 15,508.71</b>	<b>\$ 10,389.28</b>	<b>\$ (6,938.75)</b>	<b>\$ 13,169.26*</b>

\*Note that the Net Operational Income is expected to decrease to \$1255, based on predicted additional income of \$21,600 (for total income of \$116,638) and predicted additional expenses of \$33,515 (for total operational expenses of \$115,383). However, these figures will not be confirmed until the close of the fiscal year on December 31, 2023 and represent an estimate based on predictions of both income and expense for the remainder of the year.



Travel Awards: We will award 19 undergraduate travel awards of \$1000 each at the annual SFN meeting. There were donations in the amount of \$250-\$7500 from 10 different organizations for a total of \$17250 in donations, with FUN also covering \$1750 towards travel awards.

Summer Workshop: As is traditional for FUN, we were able to host an in-person summer workshop once again for the first time since the planned 2020 meeting was changed to a virtual meeting. The meeting was held at Western Washington University in Bellingham, WA. The meeting was a huge success, with highlights discussed in the October 2023 newsletter. The workshop expenses (space rentals, catering, housing, honoraria, etc) totaled \$51,002 and income from registrations, housing, and t-shirt sales of \$67,583. This resulted in a net gain of \$16,581 for the organization.

JUNE: The expenses for JUNE were relatively higher than usual for two reasons this year. First, as a workshop year, JUNE will publish 3 issues instead of the two issues published in a typical year. Appropriately, these extra expenses are easily offset by some of the extra income generated by the workshop. Second, there were some delayed costs from several efforts necessary to elevate the functionality of the journal that are in the process of being paid in 2023. Both of these

2023 Year-to-date: As shown in Table 3, the approved budget for 2022 from last year's business meeting projected a deficit of \$1750. This proposed budget failed to take into account the beneficial financial impact of the summer workshop, thus our actual budget for 2023 is expected to show a surplus of over \$13,000. Overall, the budget was in line with spending from previous years, with an increase in funds spent on credit card processing fees (Stripe), something we have budgeted for in 2024.

Once again, we utilized Palermo & Kissinger & Associates, PC as a professional accounting firm for the purposes of submitting taxes. Unfortunately, there were issues with the 2021 tax submission, and FUN currently has an IRS penalty of \$3500 pending. We have requested an abatement, but do not yet have an answer from the IRS. Thus, the professional expenses budgeted for 2024 include the \$3500 fee, in addition to the fees for the accountant time. If the abatement is awarded, then this would represent an area of significant savings in the proposed budget. The organization's income taxes for 2021 and 2022 have both been filed successfully with the IRS and only the decision on the abatement is pending.

**Table 3: Adopted 2023 Budget; Year-to-Date (actual + encumbered), and 2023 Detailed Budget, and the Proposed 2024 budget**

<b>Operational Income</b>	<b>2023 Budget</b>	<b>2023 Actual (Nov 1)</b>	<b>Difference</b>	<b>2024 Budget</b>
Dues payments	\$ 20,000.00	\$ 20,665.00	\$ 665.00	\$ 22,000.00
Travel award donations	\$ 15,000.00	\$ 5,200.00	\$ (9,800.00)	\$ 16,000.00
Booth/ Workshop/ Web Sales (Gross)	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ 12,000.00
Charitable Donations/Grants	\$ -	\$ -	\$ -	\$ -
JUNE page charges	\$ 1,800.00	\$ 1,590.00	\$ (210.00)	\$ 1,650.00
Other Income (Workshop)	\$ 4,000.00	\$ 67,583.00	\$ 63,583.00	\$ -
<b>Total Operational Income</b>	<b>\$ 60,800.00</b>	<b>\$ 95,038.00</b>	<b>\$ 34,238.00</b>	<b>\$ 51,650.00</b>
<b>OPERATIONAL EXPENSES</b>				
Annual Meeting	\$ 22,950.00	\$ 17,476.27	\$ (5,473.73)	\$ 20,350.00
Merchandise	\$ 5,000.00	\$ 7,656.18	\$ 2,656.18	\$ 6,500.00
Booth Cards	\$ 350.00	\$ -	\$ (350.00)	\$ 350.00
Executive Meeting JUNE/FUN	\$ 3,000.00	\$ 1,098.00	\$ (1,902.00)	\$ 3,000.00
FUN Business Meeting	\$ 3,000.00	\$ 1,540.95	\$ (1,459.05)	\$ 2,000.00
FUN Social	\$ 5,000.00	\$ 385.00	\$ (4,615.00)	\$ 1,000.00
Furniture and Booth Rental	\$ 6,000.00	\$ 6,548.05	\$ 548.05	\$ 6,500.00
Other expenses	\$ 600.00	\$ 248.09	\$ (351.91)	\$ 1,000.00
FUN Workshop	\$ 4,000.00	\$ 51,002.15	\$ 47,002.15	\$ -
Travel awards	\$ 15,000.00		\$ (15,000.00)	\$ 16,000.00
JUNE	\$ 9,200.00	\$ 3,729.24	\$ (5,470.76)	\$ 6,000.00
Tax prep/legal	\$ 1,400.00	\$ 1,750.00	\$ 350.00	\$ 4,300.00
Miscellaneous	\$ 1,000.00	\$ -	\$ (1,000.00)	\$ 1,000.00
Website + Ecommerce	\$ 5,000.00	\$ 2,736.63	\$ (2,263.37)	\$ 3,500.00
Bank/Stripe fees	\$ -	\$ 3,846.87	\$ 3,846.87	\$ 3,500.00
Travel budget	\$ 4,000.00	\$ -	\$ (4,000.00)	\$ 4,000.00
<b>Total Operational Expenses</b>	<b>\$ 62,550.00</b>	<b>\$ 80,541.16</b>	<b>\$ 17,991.16</b>	<b>\$ 58,650.00</b>
<b>OVERALL YEARLY NET</b>	<b>\$ (1,750.00)</b>	<b>\$ 14,496.84</b>	<b>\$ 16,246.84</b>	<b>\$ (7,000.00)</b>

Proposed 2024 budget:

**Overall, a budget deficit of \$7000 is recommended.**

Member dues have been relatively consistent at about \$20-22K for the past several years; we expect the membership dues earned for 2024 will be similar but encourage more effort in recruitment of new members. The budget predicts increased expenses, including legal/professional fees (including anticipated IRS tax penalty of \$3500), ecommerce costs, credit card processing fees, and higher costs for SFN meeting (e.g. booth charges). Overall, the financial health of the organization has held steady over the past five years, with a slow but steady increase in the overall assets of the organization.

The proposed 2024 budget also continues to support numerous monthly or annual fees for our website, website support, and ecommerce venture. It should be noted that ecommerce expenses have exceeded incoming money from sales through the website. However, the ecommerce platform has not been advertised to the membership at all. This is an area that could provide beneficial income to the organization, but only if appropriate resources are dedicated to making the FUN online store a successful venture. This will be an area of discussion for the financial committee in 2024.

Critical to ensuring the long-term financial health of the organization, we will need to consider how best to diversify our investments and revenue streams so that we are able to better support the mission of the organization. To this end, the financial committee will be reconvened in 2024 and is strongly urged to consider how best to increase the revenue of the organization (e.g. investment of assets, alternative revenue streams, etc) so that FUN can continue to be a financially healthy organization for many years to come.

## **2023 FUN Executive Committee Meeting 2023 FUN Business Meeting**

### **Officer/Committee Reports**

#### **1. Equipment Loan program Updates:**

- a. Dr. Lorenz S. Neuwirth (SUNY Old Westbury) will continue to serve as the Co-Chair for the FUN 2-year equipment loan program. He has Co-Chaired this committee since 2016. Dr. James H. Peters (Washington State University) was self-nominated and elected by the committee in Fall of 2022 and has continued since. We established an organizational meeting with the new committee members shortly after the Fall 2022 semester and sent out the ELP call. We then tried to orient new faculty to the program and delegate tasks for the upcoming year. We had a committee of 11 faculty conducting the reviews for the ELP applications, but many were not available. All faculty that served on the ELP were appointed for 1-year.

### **Equipment Loan Report**

1. During the 2022-2023 calendar year we had eleven vendors that agreed to be part of the equipment loan program (*i.e.*, this was four more than the prior year). The announcements went out in the Fall of 2022/Winter 2023 and the deadline to apply was initially March 15<sup>th</sup>, 2023. However, we had little applications and we made more announcements and extended the deadline to April 15<sup>th</sup>, 2023. Award decisions were determined between late April and early May of 2023 and awardees were notified by end of May of 2023. We had 7 applications and all were awarded for the 2022-2023 cycle.
2. The 2023-2024 call will go out at the end of November 2023 with a submission deadline of March 15<sup>th</sup>, 2024. Please spread the information to faculty who may be interested in this program within your campuses and networks. This is a great opportunity for junior faculty in FUN to consider applying for equipment to help them with startup or other resource constraints upon hire.
3. Anyone can apply (*i.e.*, at all levels of experience and multi-PI applications are acceptable; especially for educational laboratory/applied learning programs). However, helping new investigators begin their teaching/research career remains the central priority of this program.
4. The ELP committee will make certain all information is up to date on the webpage regarding the call and has obtained. Also, the ELP will ensure as much data as possible is accessible on the webpage to compile a historical record of posters and publications that came about through the support of the program (*i.e.*, Lorenz and James will send the updated documents to Kurt/website committee in a month). This was requested by both current participating and newly solicited vendors for advertising. New committee members will continue to work on archiving this database.

5. Vendors have made it clear that they want more recognition from FUN. For example, the FUN President and the Executive Committee should endorse a thank you letter for each vendor that participates in the program annually. Some FUN swag and/or other perks should be negotiated (i.e., advertising on our webpages to promote their products, promoting their products for the FUN ELP through our social media networks and listserv, a lottery from FUN to give a \$200 or \$500 discount to purchase a piece of equipment from a vendor to direct business to them from FUN members could be another possibility).
6. If the President of Fun can reach out to current longstanding vendors and let them know that FUN is here to collaborate with them and build deeper more meaningful relationships, this may help improve and strengthen current relationships (i.e., some vendor feel they give a lot to FUN and do not get much in return).
7. The ELP will update the FUN webpages with Kurt/website committee to give more information of the history of the ELP and how it has translated into publications, supported undergraduate, Ph.D., and postdoctoral students under the awarded PI.

#### **2022-2023 FUN-ELP Vendors That Agreed to Participate**

- ADInstruments – (Wes Colgan & David Riem – Project Manager)
- ENZO Life Science – (Jada Arena – Market Manager)
- Noldus Information Technology - (Yvonne Humphrey & Colleen McSweeny– Market Manager)
- Kent Scientific – (David Poldiak & Sophia Santovasi – Market Manager)
- Stoelting Co. – (Trent Lund – President/ Richard Mills – Market Manager)
- Nikon Instruments – (Joseph Lobiondo - Market Manager)
- San Diego Instruments – (Thersea Licher – Market Manager)
- Nanoscale Labs - (Serge Kaddoura - CEO)
- Conduct Science – (Shuhan He – CEO/ Louise Corscadden – Market Manager)
- iMotions – (Peter Hartzbech – CEO/Kieu Wong – Market Manger)
- Med Associates – (Bridget Garibay – Market Manager)
- Behavior Cloud – (Derek Edwards – CEO)

The following vendors were contacted to join the program, but were unable to participate:

- Data Sciences International
- Thermo Fischer Scientific
- Proxima Centauri Technologies
- Kinder Scientific

8. We are always interested in expanding our array of vendors. If you know of any new vendors and their specific contact information, please email Lorenz and James at [NeuwirthL@oldwestbury.edu](mailto:NeuwirthL@oldwestbury.edu) and [james\\_peters@wsu.edu](mailto:james_peters@wsu.edu).

9. 2022-2023 FUN Equipment Loan Winners:

**Raddy Ramos** (New York Institute of Technology) - Awarded two Elements IC-patch clamp amplifiers/AD Board for a 1-year loan from **Elements IC/Nanoscale Labs**.

**John Tullai** (Boston University) – Awarded an Inverted/Phase Fluorescence Microscope for a 2-year loan from **Nikon**.

**Deranda Lester** (University of Memphis) – Awarded the EthoVision XT Behavioral Tracking Software for a 1-year from **Noldus**.

**Craig Myrum** (Loyola University Maryland) – Awarded the Anymaze Behavioral Tracking Software for a 2-year loan from **Stoelting, Co.**

**Timothy Schoenfeld** (Belmont University) – Awarded the ENZO Plate Reader for a 1-year loan from **ENZO Life Sciences**.

**Jennifer Berry** (Butler University) – Awarded the Stereotaxic Package for a 2-year loan from **Stoelting**.

**David Donley and Jerimiah Sullins** (Harding University) – Awarded the iMotions Core Module for a 2-year loan from **iMotions**.

11. Review of the past distribution of awardee's and equipment vendor supports. Unfortunately, not a single application was submitted for the following vendors and we encourage people to apply next cycle: AD Instruments, San Diego Instruments, Med-Associates, Conduct Science & Behavior Cloud (Combo Group).

**Table 1.** Number of FUN equipment loan awards and the percentage of vendors used.

FUN Award Year	iMotions	Nikon Instruments	Kinder Scientific	AD Instruments	Noldus Information Technology	Data Science International	San Diego Instruments	Stoelting	Kent Scientific
(N = # of Awards)	(% of Awardees Requested Vendor)	(% of Awardees Requested Vendor)	(% of Awardees Requested Vendor)	(% of Awardees Requested Vendor)	(% of Awardees Requested Vendor)	(% of Awardees Requested Vendor)	(% of Awardees Requested Vendor)	(% of Awardees Requested Vendor)	(% of Awardees Requested Vendor)
2023 (n = 7)	14.29% (n = 1)	14.29% (n = 1)	N/A	0.00% (n = 0)	14.29% (n = 1)	N/A	0.00% (n = 0)	28.58% (n = 2)	14.29% (n = 1)
2022 (n = 2)	N/A	50.00% (n = 1)	N/A	50.00% (n = 1)	N/A	N/A	N/A	N/A	N/A
2021 (n = 4)	N/A	N/A	N/A	25.00% (n = 1)	25.00% (n = 1)	N/A	N/A	25.00% (n = 1)	25.00% (n = 1)
2020 (n = 5)	N/A	20.00% (n = 1)	N/A	20.00% (n = 1)	20.00% (n = 1)	20.00% (n = 1)	20.00% (n = 1)	0.00% (n = 0)	N/A

2019 (n = 1)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	100.00% (n = 1)	0.00% (n = 0)	N/A
2018 (n = 1)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	100.00% (n = 1)	0.00% (n = 0)	N/A
2017 (n = 6)	16.66% (n = 1)	16.66% (n = 1)	0.00% (n = 0)	16.66% (n = 1)	16.66% (n = 1)	16.66% (n = 1)	16.66% (n = 1)	0.00% (n = 0)	N/A
2016 (n = 7)	N/A	0.00% (n = 0)	0.00% (n = 0)	14.29% (n = 1)	14.29% (n = 1)	14.29 % (n = 1)	57.14% (n = 4)	N/A	N/A
2015 (n = 7)	N/A	14.29 % (n = 1)	0.00% (n = 0)	0.00% (n = 0)	14.29 % (n = 1)	14.29 % (n = 1)	57.14% (n = 4)	N/A	N/A
2014 (n = 4)	N/A	0.00% (n = 0)	0.00% (n = 0)	50.00% (n = 2)	0.00% (n = 0)	0.00% (n = 0)	50.00% (n = 2)	N/A	N/A
2013 (n = 3)	N/A	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	100.00% (n = 3)	N/A	N/A
2012 (n = 3)	N/A	0.00% (n = 0)	0.00% (n = 0)	33.33% (n = 1)	33.33% (n = 1)	0.00% (n = 0)	33.33% (n = 1)	N/A	N/A
2011 (n = 4)	N/A	0.00% (n = 0)	25.00% (n = 1)	25.00% (n = 1)	0.00% (n = 0)	0.00% (n = 0)	50.00% (n = 2)	N/A	N/A
2010 (n = 3)	N/A	0.00% (n = 0)	33.33% (n = 1)	0.00% (n = 0)	0.00% (n = 0)	0.00% (n = 0)	66.67% (n = 2)	N/A	N/A

**\*N/A:** indicates that the vendor did not participate that year. The table does not show an additional two columns for the two new vendors that joined this year (Nanoscale Labs & ENZO Life Sciences). They will be added into the table next year.

**Note:** The FUN Equipment Loan Program with the following distribution of vendor support has supported 52 faculty since its inception in 2010 (approximately 5 faculty per year):

- San Diego Instruments (22/57 awards supported = 38.60%)
- AD Instruments (9/57 awards supported = 15.79%)
- Noldus Information Technology (7/57 awards supported = 12.28%)
- Nikon Instruments (5/57 awards supported = 8.77%)
- Data Sciences International (4/57 awards supported = 7.02%)
- Kinder Scientific (2/57 awards supported = 3.51%)
- iMotions (2/57 awards supported = 3.51%)
- Stoelting (2/57 awards supported = 3.51%)
- Kent Scientific (1/57 awards supported = 1.75%)
- Nanoscale Labs (1/57 awards supported = 1.75%)
- ENZO Life Sciences (1/57 awards supported = 1.75%)

## Report for the FUN Board Meeting from the JUNE editor-in-chief November 3, 2023

Documents attached to the report: Bylaw changes, Proposed Budget

### I. Status of Issues

I took over editorship in mid May 2022 and the first issue I edited was Fall 2022, published December 9, 2022. The fall issue had 10 papers and one editorial. We accepted 10 out of 12 submissions and the initial review time was less than 8 weeks. The Spring 2023 had three editorials and 10 articles (10 out of 13 submissions). The Fall 2023 issue is mostly complete with 12 articles accepted, and we hope to publish that issue end of November or early December. We currently have 10 papers in that issue. We also have submissions for the spring issue. We are also in the initial stages of the workshop issue. Bruce Johnson and Alo Basu are special editors on this issue. We have 9 papers undergoing review and additional papers that will be submitted shortly. We hope to publish this issue in the early spring.

II. In reviewing the FUN bylaws associate with JUNE and in discussions with past editors, it became clear that the journal is not being run in accordance with the bylaws. In particular, the bylaws have not been followed for the appointment of editors and there hasn't really been a transparent path to appoint a new editor-in-chief. I changed the bylaws in discussion with representatives of different FUN committees to more accurately reflect how the journal has been running and to improve transparency. I also have sent these changes to the editorial board for comment. I am asking that the changes to the bylaws be voted on during the FUN executive and business meetings.

### II. DOIs and PubMed

We assigned DOIs to each article in the 2022 issues and the Spring 2023 issue. All the references for these issues also have DOIs if they were available. We will be also assigning DOIs and requiring reference DOIs in all articles going forward. Bill Grisham was instrumental in initiating and carrying through on this project and I thank him for those efforts. We had to change the structure of the webpage a bit to accommodate a landing page for each individual article and their supplements. There will be a yearly fee for Crossref and a \$1 an article charge going forward that are already part of the JUNE budget. I also had asked for additional funds in the budget to support the additional work that Rachael did in converting and reloading these issues (see below). These extra labor expenses are for 2023 only. At this point all of our issues are registered with CrossRef and have been submitted to PubMed.

### III. Some changes and a new process.

We welcome Ashley Juavinett as new editorial board member and Sally Seraphin as a new associate editor on the board. We would also like to thank Leah Rosche and Kristen Frenzel for their work these last few years on case studies. We will no longer have that specific feature at JUNE. We would also like to thank Kurt Illig who will step down from the board after many years of service.



The editor-in-chief in the past has done all the work of getting an issue together. They have also helped to manage logistics of the journal, prepared the materials and reports given to FUN and other activities during SfN. They also represent the journal to SfN and the larger community. They oversee accuracy and revisions of the website. Given these responsibilities they have had to work many hours beyond expected for a voluntary position and had little time to work on moving the journal forward. I believe the editorial work needs to be distributed better with the associate editors. A benefit of this approach is to have many people who better understand how the journal works and to build this journal as a community. Beginning in 2024, associate editors will assume some of the editor responsibilities, including assessment of the article for publication, sending out and following up on reviews, and participation in decision-making and revision in consultation with the editor-in chief. Having the associate editors participate in the editorial process improves the transparency of the journal's operations and provides training for future editors-in-chief. It also makes for a better decision-making process and for better manuscripts. The JUNE editorial board has discussed these changes and there was good support.

IV. At the FUN social this year, I will announce a paper of the year and reviewer of the year awards for JUNE.

#### V. Budget

I attached a budget for the years 2023-2026 with an acknowledgement that we will still be spending some funds from our 2022/2023 budget due to the delay in production this year. There were some additional costs associated with 2023 for initiating the DOI process that will only be for that year.

Briefly the budget contains the following items:

Web hosting and cloud storage space (new): We currently do not have an archive for the journal that is accessible to the editor or board. My plan is to create that in our Google Drive but we will need additional storage space going forward.

Issue preparation, PubMed fees, CrossRef fees (new for DOI), Copyright fees: These items of the budget are essential for publishing the journal

Support of the Editor: These budget items support the editor-in-chief in doing the work of the journal and attending the SfN meeting.

Wages for the production manager

JUNE Budget Proposal 2023-2026		Costs/Year			
Line items	2022 budget	2023-2 regular issues +workshop	2024-2 regular issues	2025-2 regular issues	2026-2 regular issues +workshop
	still pending	some still pending			
Integrative-TLG Web hosting		300	300	300	300
Issue preparation		4200 (1400/issue plus workshop)	2800	2800	4200
PubMed Processing	150	150 (50/issue)	50	50	150
PubMed DCL fee	900	900 (300/issue)	600	600	900
SfN Abstract Fee		155	155	155	145
SfN Poster Printing		50	50	50	50
Copyright Fees		200	200	200	200
Miscellaneous expenses*		250	250	250	250
SfN meeting support for editor-in-chief		1000	1000	1000	1000
JUNE business cards		0	35	35	35
Gmail Storage (100 GB) billed yearly		20	20	20	20
Cross ref DOI membership fee		275	275	275	275 <a href="https://www.crossref.org/fees/#annual-membership-fees">https://www.crossref.org/fees/#annual-membership-fees</a>
DOI article registration fee - \$1/per article		50	25	25	50 <a href="https://www.crossref.org/fees/#content-registration-fees">https://www.crossref.org/fees/#content-registration-fees</a>
DOI registration of retro JUNE articles (~500 articles)		75	0	0	0
Retro issue preparation costs		1500 (300 per issue for 5 issues)			
Totals		9115	6000	5750	7575

\* for example, award plaques

Income-page charges                      about \$900 per issue, workshop issues don't have page charges

## 2023 DEI committee report

### Committee Members

Tari Tan ([Taralyn\\_tan@hms.harvard.edu](mailto:Taralyn_tan@hms.harvard.edu)) and Princy Quadros Mennella, [pmennella@westfield.ma.edu](mailto:pmennella@westfield.ma.edu), Co-chairs  
Marc Nahmani, [mnahmani@uw.edu](mailto:mnahmani@uw.edu)  
Michelle Tong, [mtong@macalester.edu](mailto:mtong@macalester.edu)  
Melanie Leussis, [leussism@emmanuel.edu](mailto:leussism@emmanuel.edu)  
Sally Seraphin, [sally.seraphin@trincoll.edu](mailto:sally.seraphin@trincoll.edu)  
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Lisa Maeng, [Lisa.Maeng@umb.edu](mailto:Lisa.Maeng@umb.edu)  
Daniel Tobiansky, [djtobiansky@gmail.com](mailto:djtobiansky@gmail.com)  
Rachel Penton, [pentonre@email.unc.edu](mailto:pentonre@email.unc.edu)

This is the third year of the DEI committee as an ad hoc committee (pending membership vote to become a standing committee). During 2023, the committee continued to define structures and processes to support ongoing committee activities, such as establishing a regular meeting schedule and creating space for synchronous working time among task groups. The committee established a pattern of quarterly meetings, with two “redundant” meeting times scheduled in close proximity within each quarter to provide maximum scheduling flexibility for committee members. These meetings include both time to share information with the entire committee and working time for members to work within their task-specific groups. The committee is currently organized around tasks including the mentoring program, the climate survey, developing “diagnostic tools” to improve DEI in FUN activities and processes, and facilitating accountability and coordination among different FUN committees. Additionally, for 2023 the committee had a subgroup focused on the FUN Summer Workshop.

During the spring 2023 meetings, the committee reviewed the FUN DEI Committee Annual Report and discussed approaches (such as Google Drive and Slack) to facilitate committee work and communications. Members discussed the need for more frequent meetings, transparency, and openness to engage the general membership in committee activities, and also discussed preparations for the FUN SUMMER Workshop.

The summer meetings centered on a comprehensive review of the previous “climate” survey, which was initially an engagement survey, and discussed the lessons learned to improve inclusivity and data collection for future surveys. The committee outlined a plan to summarize and publish data from the previous survey and to develop a more extensive climate survey to distribute among FUN membership.

In the October meetings, the DEI committee began discussing possible new directions and projects for the committee in the coming year. One specific project discussed was "Project Divine," an initiative that was started in FUN and which might benefit from being led by the DEI committee moving forward. The committee also discussed the development of a new climate survey, one of the major planned initiatives for 2024. The committee is meeting two additional times in November to crystallize the goals and priorities for 2024 and to discuss an outreach strategy to recruit new committee members. Overall, 2023 DEI Committee activities emphasized how to retain momentum within the committee to achieve high-impact goals.

## **FUN Final Friday Report November 6, 2023**

Organizing committee: Amy Jo Stavnezer, Barbara Lom, Shannon Eaton, David Donley

Since the last FUN Executive Board meeting, FUN Final Friday has hosted ten FFF sessions with an additional four planned for the spring of 2024. In our last ten sessions we have attracted nearly 300 participants (some are repeat attendees), and after each session we post the recording to the FFF FUN members page (behind the log in requirement). We presented our framework for creating and maintaining the FFF pedagogical professional development sessions at the FUN summer workshop so that others can implement similar opportunities in their own networks or institutions. We have also submitted a manuscript for the special issue of JUNE that focuses on the workshop.

We have been successful in finding FUN members as well as other colleagues to facilitate the sessions and are very grateful to them all for taking their time to share their expertise during our sessions.

The strategic planning survey responses indicate a strong desire to keep FFF active, and as close to monthly as possible, and provide some topics for future sessions.

### **Spring 2023 – Fall 2023 Sessions:**

- Inclusive Syllabus Workshop – with Monica Linden and Sarah Brownell
- So you want to be a neuroscientist? – with Ashely Juavinett
- Inspiring Curiosity – with Hannah Ruehl
- How we might use ChatGPT rather than react to it – led by David Donley
- Engaging in cross and inter-disciplinary thinking and teaching – with a variety of FUN member facilitators
- Re-imagining neuroscience education, a discussion and overview of the FUN summer meeting – with Jackie Rose and David Donley
- Gender and racial representation in textbooks – with Rachel Bristol and Shannon Eaton
- Storytelling strategies in the undergraduate curricula – led by Barbara Lom and David Donley
- Preventing and recognizing faculty burnout – with Britta Kunezli and Marc Fager
- Developing open-access textbooks – with Liz Kirby

### **Future Spring 2024 sessions:**

Crowd source a problem – led by Barbara Lom

Core Concepts unpacked – with Audrey Chen Lew and Jennifer Schafer

Rigor – with Jane Lubisher

Possibly an NSF/NIH program officer, discussion of preparing discipline based education research and IRB

## **Proposed Bylaw Change to Add a standing Diversity, Equity and Inclusion Committee:**

**DEI Committee:** The DEI Committee, with at least a Councilor as the co-chair, is responsible for maintaining and revising the FUN statement on diversity, equity and inclusion (DEI), for conducting and analyzing climate surveys, for ensuring that FUN provides resources and support to integrate DEI best practices throughout all FUN society initiatives, for working with other committees to verify that all FUN processes are transparent, inclusive, and accessible to all members, and for soliciting and accepting input from the overall FUN membership about potential areas for DEI improvement, while annually assessing FUN's progress toward meeting the society's DEI goals. The committee shall consist of the President-elect, representatives from appropriate standing committees, and regular FUN members. The DEI committee members from standing committees are determined by the appointed chairs of the standing committees. Volunteers interested in serving can express their interest by sending an email to the FUN President and President-elect.

**Original:**

**Section 5. Website Committee.** This committee, chaired by a Presidential appointment from the membership (webmaster), has the responsibility of developing and maintaining all aspects of the organization's website. The Website Committee will also maintain social media account login information. The Chair shall be assisted in the fulfillment of these duties by the President, and at least one member at large appointed by the Chair from the general membership of regular members and fellows.

**Revision:**

**Section 5. Communications Committee.** This committee, co-chaired by a Presidential appointment from the membership (Webmaster), and the secretary, is responsible for maintaining timely organizational communications with FUN members. These include developing and managing the organization's website, sending announcements to the full FUN membership, drafting and distributing a monthly newsletter and posting regular updates on social media. The Communications Committee will also retain and update login information for administrator access to the FUN website, social media, zoom, and email accounts, and all other online resources used by FUN. Further, the Communications Committee shall be responsible for ensuring proper usage (including providing any necessary training) and account security for all online accounts. In addition to the webmaster and the secretary, the committee will comprise the President, and at least one additional regular member of FUN.

**Recommendations and Ideas for Implementation of this Committee:**

1. The official communications with the whole FUN membership include emails sent through the Naylor system (i.e. [president@funfaculty.org](mailto:president@funfaculty.org) or [secretary@funfaculty.org](mailto:secretary@funfaculty.org)) or emails sent to all members. These should be the channels for nomination, election, SfN travel awards, SfN undergraduate poster presentations, equipment loan program, mentoring programs, or any other member benefits.
2. FUN website, newsletters, Listserv, slack, facebook or social media are not limited to FUN members and shall be used as supplementary communications in sync with each other.
3. By the end of the first 4 weeks after the new term takes effect, FUN officers and committee chairs shall be updated on the website. All committee chairs shall be granted access to upload meeting minutes and other documents to the FUN website permanent storage space.
4. Google drives can be used as working documents for the committee, but will not be the permanent storage sites for FUN documents. Within a month after each committee's charge is concluded, the committee chair shall upload meeting minutes and finalized documents to the FUN web server.

5. The communication committee shall work with the executive committee and other committees to establish a timeline to ensure efficient and effective communications with the whole FUN membership.
6. When new members join FUN, they should automatically receive a welcome letter to outline all FUN programs and member benefits. This letter will be reviewed and/or updated annually by the communications committee.
7. Monthly newsletters or updates are recommended and fall under the purview of the communication committee.

## **ARTICLE III - MEMBERSHIP**

**Section 1. Members.** The membership categories of FUN shall consist of Regular Members, Affiliate members, Undergraduate and Graduate Institutional Members, and Sponsoring Members.

**Section 2. Regular members.** Regular Members shall consist of faculty who teach a course or part of a course in any area of neuroscience to undergraduates at 2-year and 4-year colleges and universities, and individuals not currently holding such appointments who are otherwise qualified to do so by holding advanced degrees in related fields, including post doctorates. Regular dues-paying members are voting members, shall be eligible to hold office in FUN, sponsor nominations for travel, faculty and other awards, have full privileges on the FUN website, present at the FUN social, receive discounts to FUN workshops, and, in general, participate in the activities of FUN.

**Section 4. Affiliate members.** Affiliate members shall be any individual who has an interest in neuroscience education, including but not excluded to graduate students, K-12 teachers, professionals working for profit or non-profit organizations. Affiliate members may participate in meetings and programs, but may not vote or hold office. Undergraduate students are not eligible to join as affiliate members, but can join the FUN Facebook group and participate in FUN events.

**Section 5. Undergraduate Institutional Members.** Undergraduate Institutional members shall be colleges and universities that have departments/programs supporting undergraduate neuroscience activities. Undergraduate institutional members may designate one representative (who is not a student) with voting power but who may not hold office in FUN. The institution member will be allowed to list jobs and advertise their program on our website and newsletters, and will be allowed an additional presentation at the FUN social.



## **ARTICLE VI - Nominations and Elections**

**Section 1.** At least three months before the Annual Meeting, the President-elect shall issue a call ~~by the FUN listserv~~ to all voting members of FUN for nominations for the office of President-elect and such other officers and members of the Executive Committee to be elected for the following year. Each Regular Member may nominate up to three persons for each office. The completed nominations shall be returned directly to the ~~President-Elect election committee~~. Two weeks after issuing the nomination, the Election Committee shall close nominations and shall make a preferential count of nominees for the President-elect and any other officers and members of the Executive Committee to be elected. The Election Committee shall certify to the President-elect the names of the three Regular Members named most frequently for each office on the nomination ballot.

**Section 2.** The President-elect shall then contact each via electronic mail, and obtain a written statement of willingness to serve before his/her name is placed on the election ballot. The Election Committee shall determine the eligibility of nominees, and if any nominee is found to be ineligible or unwilling to stand for office, the name of the person ranking next on the preferential count shall be contacted and asked if they wish to serve. To be eligible for inclusion on the election ballot, each nominee must be a Regular Member or Fellow of FUN.

**Section 3.** Not longer than one month after closing the nomination ballot, the Election Committee shall have the President-Elect will distribute an electronic survey/ballot to all voting members of FUN. The final ballot which shall include nominees for President-elect and may include the names of nominees to such other offices as may be appropriate.

**Section 4.** Two weeks after opening electronic voting, the Election Committee shall close the election and shall make a preferential count of the election ballot. Tie votes shall be determined by lot. The election results shall be reported by the Elections Committee to the Executive Committee at least one month prior to the Annual Business Meeting.

**Section 5.** The results of the election shall be announced by the Executive Committee at the Annual Business Meeting.

## ARTICLE VII

**Section 9. Brain Awareness Week Travel Award Committee.** ~~The Brain Awareness Travel Award represents a joint initiative between FUN and the Society for Neuroscience. The award offers aid for expenses associated with attending the Society for Neuroscience meeting for an undergraduate student who is presenting a poster in Theme H: History, Teaching, Public Awareness, and Societal Impacts in Neuroscience. All undergraduates who have made a significant contribution to the development of an outreach activity for SfN's Brain Awareness Week are eligible to apply. Only dues-paying members of FUN may sponsor nominees. The committee will be chaired by the President of FUN. The chair will ask two councilors and one member of the general membership to serve on the committee.. The award(s) will be presented by the President of FUN at the Society for Neuroscience Brain Awareness Week event at the annual meeting of SfN. The President of FUN will announce the winner(s) at the FUN Social and Poster Session that is held in conjunction with the annual meeting of SfN.~~

**Section 1: Official FUN Publications.** The publications of the Society will include The Journal of Undergraduate Neuroscience (JUNE) and such other publications as may be authorized by the FUN Executive Committee. The FUN Executive Committee will work with the Editor-in Chief in making policy decisions about the journal and will review a report annually from the JUNE Editor-in-Chief.

**Section 2: JUNE Purpose.** JUNE, the Journal of Undergraduate Neuroscience Education, is an official on-line, open-access publication of the Faculty for Undergraduate Neuroscience (FUN). JUNE publishes authoritative peer-reviewed articles and practical information for a world-wide audience of professionals interested in advancing undergraduate neuroscience education. The content of the Journal will reflect at least three strategic priorities of FUN, namely: advancing knowledge, disseminating curricular innovations, and supporting educators and scientists who train future/potential neuroscientists at undergraduate colleges and universities.

**Section 3: JUNE Publication.** JUNE will publish at least two issues annually electronically at [www.funjournal.org](http://www.funjournal.org). One digital copy of each publication shall be distributed to each member of the JUNE Editorial Board and the FUN Executive Committee, and the FUN Advisory Board. ~~At least two members of JUNE's Editorial Board shall have electronic access to JUNE's website at all times.~~ The distribution of publications to others shall be determined by the Editor-in-Chief in consultation with the JUNE Editorial Board and FUN Executive Committee.

**Section 4: JUNE Editorial Board Composition, Selection, Qualifications, and Terms of Service.** The JUNE Editorial Board will consist of one Editor-in-Chief, one or more past editors to serve as Senior Editor(s), and six Associate Editors. In addition, the FUN President, President-Elect, and Past-President will serve on the JUNE editorial board, if not currently appointed JUNE Editorial Board members. The Editor-in-Chief position is for three years and renewable for one second term of up to three years at the discretion of the JUNE Editorial Board. The Senior Editor and Associate Editors shall be appointed for three-year initial (and renewable) terms with staggered terms of service to ensure that the membership of the JUNE Editorial Board does not experience a complete turnover at any one time. Guest editors outside the editorial board may be appointed by the Editor-in Chief to help all stages of processing manuscripts as needed for additional special JUNE issues, such as the JUNE workshop issues.

The JUNE Editorial Board, is responsible for overseeing the reappointment of the current Editor-in-Chief or appointment of a new Editor-in-Chief for a three-year term at least six months prior to the end of the current Editor-in-Chief's term. The Editorial Board will entertain nominations for the next Editor-in-chief from the Board and then will vote on the nominations. The Editor-in-chief will notify the FUN executive committee about the outcome of the vote. Nominations for Editor-in-chief will normally be made from the pool of experienced Associate Editors familiar with the operation of the journal and therefore most likely to be able to step into the editor position.

The Editorial Board will also vote on nominations made for membership on the Board. Individuals may be invited to serve, or can self-nominate to the Editorial board, but the Editorial Board members will consider their track record of reviewing for the journal and their commitment to undergraduate neuroscience education in

approving their service on the Board. Reviewers are invited from the FUN membership, through self-nomination, or are suggested by the author to review manuscripts in their areas of research or pedagogical expertise. An annual call will be made to review for the journal by the Editor-in Chief to the general FUN membership.

Any JUNE Editorial Board member who is found to neglect the position's duties, compromise the integrity of the Journal, and/or carry out the duties in a manner counter to the interests of FUN may be immediately removed from the position upon recommendation of the Editor-in-Chief or by majority vote of the FUN Executive Committee.

**Section 5: JUNE Editorial Board Responsibilities.** The JUNE Editor-in-Chief will be in charge of the Editorial Board and responsible for the timeliness and quality of all Journal content and delivery. The Senior Editor(s) is(are) responsible for assisting and advising the Editor-in-Chief with all aspects of operating the Journal. Should the Editor-in-Chief become disabled or absent, one of the Associate Editors will immediately assume the Editor-in-Chief's responsibilities until the Editor-in-Chief's return or until a time at which the FUN executive committee has appointed a new Editor-in-Chief is elected by the editorial board. With the consent of the FUN Executive Committee, The JUNE Editorial Board will undertake all appropriate activities necessary to administer the responsibilities of the office. Specific Editorial Board duties include (but are not limited to): submitting, soliciting, and assessing manuscripts; evaluating the Journal; and promoting the journal. The Editor-in-Chief is further responsible for delegating responsibilities to the Editorial Board members, supervising publication decisions, fostering communication with authors, reviewers, FUN, and JUNE Editorial Board members; maintaining JUNE files, website, and records; overseeing the final editing, copyright, and delivery of accepted manuscripts. Many of the publication responsibilities are carried out by the paid production manager under the supervision of the Editor-in-Chief. The Editor-in-Chief is JUNE's official representative to FUN, other authors, indexers, and others. The Journal, Editor-in-Chief, Senior Editor, and Associate Editors are subject to performance review by the FUN Executive Committee as necessary. Financial commitments entered into on behalf of FUN and/or JUNE by any member of the JUNE Editorial Board must be based upon a financial plan approved in advance by at least half of the JUNE Editorial Board and the majority of the FUN Executive Committee. To facilitate communication, continuity, and transition, the Editor-in-Chief shall prepare an annual report that describes the current status of the Journal to be delivered to the JUNE Editorial Board, and then to the FUN Executive Committee, and FUN Advisory Board.

**Section 6: JUNE Editorial Board Meetings.** The JUNE Editorial Board shall meet at least once per year to discuss and vote on Journal policies, procedures, and operations. The Editor-in-Chief is responsible for calling, developing the agenda for, and presiding at JUNE Editorial Board meetings. The Editor-in-Chief shall give notice of the annual Editorial board meeting to the membership of the JUNE Editorial Board and the FUN Executive Committee no later than one month in advance. A quorum for transaction of business shall be those JUNE Editorial Board members in attendance. The conduct of the meeting shall adhere to standard parliamentary procedure. This meeting will usually be held in conjunction with the annual convention of the Society for Neuroscience (SfN) and/or the annual FUN Executive Committee Meeting. The JUNE Editorial Board will also meet at other times and places as it deems necessary. The JUNE Editorial Board may also transact business by land mail, fax, and/or e-

mail. ~~provided that not less than half the members of the Editorial Board shall approve in writing any proposed transaction. Final approval of all transactions is required by the FUN Executive Committee.~~

**Section 7: JUNE Publication Policies.** JUNE shall publish pieces including but not limited to Editorials, Essays, Interviews, Articles, Reviews, Case Studies, Amazing Papers used in teaching, and Technical Notes. All pieces published in JUNE shall be reviewed before publication. All pieces shall be received electronically by the Editor-in-Chief who will determine if submitted manuscripts are appropriate in content and format for consideration in JUNE. Manuscripts deemed inappropriate for consideration will be promptly returned to the corresponding author by the Editor-in-Chief. ~~Articles and Technical Note manuscripts~~ of appropriate form and content will be forwarded to at least two peer reviewers with experience in the field, ~~at least one of whom is not a member of the JUNE Editorial Board.~~ The Editor-in-Chief ~~or an Associate Editor designated by the Editor-in-Chief~~ will arrange for such reviews, communicate guidelines and deadlines for peer reviews, and receive the reviews electronically. The Editor-in-Chief shall use the peer reviews to make a publication decision. In cases where peer reviews are unclear and/or inconsistent the Editor-in-Chief may solicit additional peer reviews and/or consult appropriate JUNE Editorial Board Members to reach a publication decision. The editor will communicate publication decisions, deadlines, and reviewer comments to the corresponding authors in a timely and confidential fashion via electronic mail. Editorials, Essays, Interviews, and Reviews of appropriate form and content will be reviewed by at least one member of the JUNE Editorial Board ~~before being published~~ to advise the Editor-in-Chief in making a publication decision. Moreover, JUNE shall maintain up-to-date information for authors on manuscript submission procedures and Journal policies including but not limited to copyright, conflicts of interest, publication decision appeals, and adherence to appropriate ethical guidelines at [www.funjournal.org](http://www.funjournal.org) . Any substantial changes to such Journal publication procedures or policies require approval by ~~at least half of the JUNE Editorial Board members and the FUN president.~~ Any Editorial Board Member with a conflict of interest with any author, reviewer, or manuscript topic because of a previous relationship and/or commercial interest shall recuse ~~themselves~~ of all responsibility for decisions related to that manuscript's review or publication. Should the Editor-in-Chief have a conflict of interest, ~~an Associate or Senior the Senior Editor who does not have a conflict of interest will immediately assume~~ ~~be appointed by the Editor-in-Chief to assume all~~ responsibilities for that specific manuscript's review or publication decisions.