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| ASEE-LOGO-WideGreen | **Continuing Professional Development Division**Executive Board MeetingHilton Palm Springs, Palm Springs, CA (CIEC)Room: Plaza BMonday, February 1, 20101:00-4:00 p.m. |

Present: Julayne Moser, Chair (Purdue University)

 Lynette Krenelka, Past Chair (University of North Dakota)

 Nancy Kruse, Chair Elect (University of Tulsa)

 Paul Jewell, Director (Iowa State University)

 Lee-Ann Morton, Nominee for Director and 2011 CIEC CPD Program Chair

 (Missouri University of Science and Technology), Exhibition Chair

 Keith Plemmons, Director (The Citadel)

 Greg Ruff, Treasurer (Auburn University)

 Mark Schuver, Director (Purdue University)

 Kim Scalzo, Nominee for Chair-Elect (State University of New York)

 Ellen Elliott, Nominee for Director (Johns Hopkins University)

 Lynda Coulson, Director (Rolls-Royce)

 Rita Burrell, Nominee for Secretary (Mississippi State University)

Guests: Pat Hall, PIC V Chair (University of Tulsa)

 Nelson Baker, President IACEE (Georgia Institute of Technology)

* Call to Order and Introductions – Julayne Moser
1. Julayne Moser, Chair, called the meeting to order at 1:00 p.m.
2. New CPDD Board Members were welcomed:

 Lea-Ann Morton, Nominee for Director

 Ellen Elliott, Nominee for Director

 Rita Burrell, Nominee for Secretary

 Mike Gunther, Nominee for Membership Chair, not present

1. There are 3 meetings per year; for upcoming year:

Summer—ASEE, Louisville, KY, June 20-23, 2010

Fall Planning Meeting, Tulsa, OK, November 1-4, 2010

CIEC—San Antonio, TX, February 2-4, 2011

* Review and Approval of Minutes from Fall Planning Meeting at Purdue, September 27-29, 2009
1. Minutes were distributed and reviewed. On motion from Lynette Krenelka and second by Kim Scalzo, minutes were approved as presented.
2. Later noted that item 9) under Action Items should be corrected to IACEE from IECEE.
* Treasurer’s Report—Greg Ruff
1. Greg Ruff distributed the financial report for FY09. He indicated that the report includes dues from ASEE for 3 months ($256). A $526 profit is due to the $4,000 distributed to the divisions from CIEC. Note the distribution of two (2) Biedenbach Awards during FY09. These went to Linda Krute and payment of $1,000 due Ray Morrison as he could not accept the honorarium at the time of receiving the award in 2006.
2. Other financial issues discussed included:

1) Nancy Kruse asked for clarification of date for utilization of Board funds. Gregg Ruff indicated that funds must be expended by September 30, 2010.

2) Greg Ruff asked for an update for the increase of CPDD dues from $5 to $10. Per Julayne, the request was approved by the ASEE Board. The increase will go into effect for next year.

c. On motion by Nancy Kruse and second by Lynette Krenelka, the Treasurer’s report was approved as distributed.

* Nomination Slate Review

As noted by Lynette Krenelka, the nomination slate for 2010-11 is as follows:

Chair Elect, Kim Scalzo

Director, Lea-Ann Morton

Director, Ellen Elliott

Chair, Nancy Kruse

Secretary, Rita Burrell

Paul Jewell and Lynda Coulson will replace the two (2) directors whose terms have ended.

* The Board discussed committees within CPDD:

Publicity Committee

Evaluation

Membership

Marketing Committee

 **Action:** **Julayne Moser noted that Mike Gunther will be receiving additional responsibilities as Marketing Chair; information will be provided to Mike.**

* Please note that conference attendees must wear their name tag to gain access to conference events.
* The Board reviewed and approved the request from Julayne Moser to cover travel expenses to CIEC 2011 Planning Meeting in San Antonio, TX (April 21-23). This will set a precedent. Lynette Krenelka made the motion for approval; Keith Plemmons seconded. Motion passed unanimously.
* Keith Plemmons (Program Chair) distributed a draft schedule and provided a review of ASEE 2010—Louisville, KY

 Each board member is requested to review at least one paper submission.

* Paul Jewell (Program Chair) provided an update of CIEC 2010.

a. There are 214 attendees registered; the conference is 15 rooms/nights short of the contracted number; just short of the required 80%. There are 27 enrolled in workshops.

 b. Additional updates included:

 1) Expenses: Workshops – miscellaneous; easels - $100; Internet for workshop - $275

 2) CPD is the only division w/pre-conference workshops

 3) Hospitality event will be combined with CIP we are working with Pam Newberry, CIP’s Program Chair. The event is Thursday night from 6:00-10:00 p.m.; Division members should participate. The committee is planning for 60; $1000 allowed in budget; pooling resources now especially a good idea.

 4) Gift bags

 5) Wednesday-“Meet the Stars”—5:00-8:00 p.m. Plaza A; all Board members should attend

 6) Opening reception will be brief

 7) Logo breakfast for Business meeting; some Board members have brought door prizes. This will be an opportunity to share information.

* Fall 2010 Planning Meeting – Nancy Kruse

**Action:** **Nancy will explore date options and contact Board Members**

* Please note that ballots for the CIEC Awards (part of the Opening Reception) are available at the registration desk.
* Kim Scalzo provided an IACEE update on DAETE.
1. There will soon be a new version of self-assessment tool. Note that there is a Building Quality workshop on Tuesday. The session on Thursday will focus on engaging other institutions in this project. The project has received renewed funding for Part II of the study. Information will be available at the session.
2. The committee would like to expand the application beyond engineering. There are numerous questions to be answered: how do we provide this?; what are benchmarking tools to get value out of it?; who is like me? and how do I get something out of this? One indicator that has been determined is that institutions that scored themselves highly share best practices. The study is no longer just theoretical but now has an external focus. A lot of progress has been made but broader participation is needed. A net version should be available by 8/2011. In order to query and determine benchmarking, there will be a cost associated based on level of membership. There is no cost at the first level of membership. Future enhancements will require another level.
3. Nelson Baker also shared information about the project.

**Action:** **At the fall planning meeting, he would like CPDD to discuss/determine its role with IACEE. What are the differences and** **similarities? What is the relationship with IACEE? An audience should be identified.**

There will be a session at ASEE in June to raise awareness of continuing education within the international engineering community.

**Action:** **Greg Ruff will add Nelson Baker to the CPDD Board listserve. Nelson will develop and post a template to obtain feedback on our CE programs re: assessment (tracking); how to define quality education (value-not profit)-good pedagogy with outcomes; opportunities for graduate students (promotional, professional development, certificates, internships); impacts and benefits to faculty; include human elements plus data.**

* Pat Hall provided an update on PIC V.
1. Reminded the board of the election for a new PIC V Board Member in March; she will go off the Board in June. This member gives CPPD a vote on the ASEE Board. PIC members also play a role inthe scheduling and number of sessions, panels, abstracts, etc. that each division presents at ASEE. She currently serves on several nominating committees in ASEE.
2. Shared information on the operating budgets. Each division receives $1/member. Utilization of funds should be based on the activities of the division. The change from $5 to $10 membership fee for CPPD will begin on 9/10/10. Some divisions have operated with losses in the past few years due to international costs and downturn in investments. There will be a review of ASEE expenses.

The meeting adjourned at 4:20 p.m.

**CPDD Executive Board’s “TO DO” List:**

Action Items from 2009 Fall Planning Meeting at Purdue

All items completed (Items 1, 2, and 3)

1) The Board recommends seeking approval from ASEE to increase our membership fee from $5 to $10.

2) Lynda Coulson to send final report to Paul Jewell to use for a template for his

CIEC 2010 report.

1. Paul Jewell to remind Lea-Ann Morton to plan to attend the 2011 Kick-

off meeting.

Membership Report—Nancy Kruse, Chair Elect

Items 4 and 5 completed

1. Julayne Moser to request Alpha Report include institutions.
2. Julayne Moser to invite Mike Gunther from RPI to be new CPDD Membership Committee Chair.

**Item 6 Action/In process**

1. **Julayne Moser to investigate CPDD polo shirts**

2010 CIEC—Palm Springs—Paul Jewell, Program Chair

Item 7 completed

1. Paul Jewell to ask Don Hanna to go from ½ day to a full day

 **Item 8 Action/In process/Changing**

**8) Keith Plemmons to contact James Bernard, Distinguished Professor of**

**Engineering, Iowa State University, to publish in ASEE.**

**Keith: James Bernard, Iowa State University, will present at ASEE**

 **but will not publish.**

 **Item 9Action/In Process/Changing**

**9) Kim Scalzo to follow-up with Paul on IACEE presentation to go**

**in Wednesday. The IACEE presentation at CIEC will be in Plaza C**

CPDD 2009 Fall Planning Meeting—Purdue University

Item 10 completed

10) Paul Jewell to talk with Lee-Ann Morton about attending the Fall planning meeting.

ASEE—Louisville, KY—Keith Plemmons, Program Chair

Items 11 and 12 completed

11) Keith Plemmons to resend Call for Paper adding $500 Best Award for ASEE CPDD and link to Louisville, KY.

12) Keith Plemmons to make reservations for Workshop, Board Meeting, and Sessions.

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 **Item 13 Action/In Process/Changing**

 **13) Determine General Conference Chair and Program Chair.**

 General Conference Chair will be Julayne Moser.

 **A Program Chair will need to be identified soon.**

Nominations Committee Report—Lynette Krenelka, Past Chair

Items 14-18 completed

14) Lynette Krenelka to send Rita Burrell the CPDD Handbook.

15) Lynda Coulson to contact Lynette Krenelka concerning availability.

16) Lynette Krenelka to develop and send to Julayne Moser the Call for Officers.

17) Julayne Moser to include CPDD call for Officers in November Newsletter.

18) Lynette Krenelka to send nomination slate sent to Julayne by January 3rd.

The Board discussed the CPDD web site.

Paul Jewell noted the need to develop an interactive site that can be used as a tool to help address the issue of raising membership. Kim Scalzo noted the need for proactive involvement with the Chair regarding information posted on the web; perhaps interaction with the Past Chair is needed as well. Keith Plemmons recommended that the web site be expanded to include information about presentations given at conferences (PowerPoint, etc.). Ray LePine at Louisiana State is the web master. Several action items were identified:

 **-Nancy Kruse will get a description of what Sally Covert does relative to web updates.**

 **-Continue discussion regarding web site**

 **-Need for interactive site**

 **-How much control do we have over content (from ASEE)**

 **-Need for meta tags; ability to locate information**

 **-Need for a web master; can goals be achieved utilizing volunteers or is there a need to pay someone to maintain the site fully**

 **-Is there a need for a social media coordinator (You Tube, etc.)**

 **-Board needs to determine what will direct people to the CPDD site**

From SIG Report—Mark Schuver, Director

Items 19-21 completed

19) Mark Schuver to ask Chuck Baukal to be ADMIN-SIG Chair.

20) Mark Schuver to update position descriptions of SIG Chairs.

21) March Schuver to ask SIG Chairs to submit short article for newsletter.

**Item 22 complete with addition of names**

**22) Greg Ruff to set up listserv for SIG’s membership.**

Item 23 and 24 completed

23) Julayne Moser to develop topics and discussion points.

24) Paul Jewell to send Julayne Moser the CIEC CPDD all conference events.

 From PIC V Report—Pat Hall, PIC V Representative

Items 25 and 26 completed

25) Keith Plemmons to provide Pat Hall recommended time slots for ASEE

 conference in 2010.

 26) Pat Hall to provide JP Mohsen the names of Kim Scalzo and Keith

 Plemmons for commenting on SPEED Program.

 **Item 27 Action**

**27) Keith Plemmons to develop a checklist for authors based on the**

**Best Paper Award Summary Sheet.**

From Review Awards Criteria—Julayne Moser and Nancy Kruse

**Item 28 Action**

**28) CIEC Awards and CPD Divisional Awards:**

CIEC: Julayne Moser noted that 4 awards are given for CIEC: Best Paper; Best Session; Best Presenter; Best Moderator. **The Board needs to decide what awards should be given at the CIEC level.** Criteria should be set. All presenters must register for at least one day. The CIEC CPD Assistant Program Chair will make calculations for awards. The Board agrees that at least two awards will be made: Best Session and Best Presenter. The moderator will be recognized as a part of the process.

CPD: **Nancy Kruse to send Board the CPD awards announcement for review.**

Linda Krute has agreed to work with us on criteria for the reinstated CPD Best Paper Award.This will be discussed at the 2010 Fall Planning meeting.

 Item 29 completed

29) Paul Jewell to send CIEC Call for Papers. CIEC Best Paper Award to be

presented at the Awards Lunch by CPDD. Best Session and Best Presenters

are the only current CIEC awards. If CPDD wants to give their own Best

Paper Award for CIEC 2010, they need to inform CIEC of their intent.

Paul to send out information about CIEC Best Paper as highly recommended. This was tabled until the criteria can be set for this award.

**Item 30 Action/Pending**

**30) Lea-Ann Morton needs to submit the CPDD 2010 CIEC Award Winners to Julayne Moser and have this information ready by the planning meeting in San Antonio. (Best Paper, Best Session, Best Presenter, and Best Moderator)**

31) Linda Krute to draft a message to get feedback on articles, manuscripts

for the November newsletter. Paper must 1) be published in a peer-

reviewed publication or textbook, and 2) related to engineering education

and/or professional development. **This was tabled until the Fall 2010 Planning Meeting.**

 32) Julayne Moser to send message informing Linda Krute and Pam Newberry

that moderators will be evaluated separately from the session. Moderators

will be scored to determine moderators to be honored at the next annual

 CIEC Conference.

 33) Paul Jewell to send moderator information to CIEC moderators

34) Lynda Coulson to review moderator instruction in the CIEC Handbook.

From Strategic Planning

1. Kim Sclazo to add column for status (pending, in progress, done, etc.).
2. Julayne Moser and Kim Scalzo to update Plan Outline to reflect current

status.

1. Linda Krute to revisit the survey at a future meeting.