



**Continuing Professional Development Division (DRAFT)
Fall Planning Meeting – Meeting Minutes
Purdue University
September 27-30, 2009**

Call to Order and Quorum Check

J. Moser, Chair, called the planning meetings to order on Monday, Sept. 28, 2009 at 9:30a.m.

Present – Board Members:

Julayne Moser, Chair (Purdue Univ.)
Lynette Krenelka, Past Chair (Univ. of N. Dakota)
Nancy Kruse, Chair Elect (Univ. of Tulsa)
Lynda Coulson, Director (Rolls-Royce)
Paul Jewell, Director (Iowa State Univ.)
Keith Plemmons, Director (The Citadel) – acting as secretary for this meeting
Greg Ruff, Treasurer (Auburn Univ.)
Mark Schuver, Director (Purdue Univ.)
Linda Krute, Research and Publications Chair (NC State Univ.)

Guests:

Pat Hall, PIC V Chair (Univ. of Tulsa)

Monday, September 28, 2009

Review of Board Meeting Minutes – at ASEE meeting in Austin June 2009

The meeting minutes of the board meeting on June 14, 2009 at the ASEE conference in Austin, TX were reviewed. K. Scalzo motioned to approve the minutes as distributed; L. Krenelka seconded the motion.
Vote: All in favor – minutes were approved as distributed.

Review of Action Items from June 2009 ASEE Board Meeting in Austin

- 1) The Board recommends seeking approval from ASEE to increase our membership fee from \$5 to \$10. **Status:** Pat will pursue detailed information on how to proceed from ASEE and provide details to J. Moser. Action Pending
- 2) Presenting awards at the breakfast business meeting at CIEC. **Status:** Presenting award at Thursday breakfast business meetings. This has been planed - Action Closed.
- 3) Financial issues from previous conferences. **Status:** Action Closed
 - a. AV expenses - no action
 - b. Asked for compensation for 1 ½ delay in getting IT working. Overcome by events. Linda Krute financial chair for CIEC resolved this.
- 4) Lynda Coulson to send final report to Paul Jewell to use for a template for his CIEC 2010 report. **Status:** Action Pending
- 5) Paul Jewell to remind Lea-Ann Morton to plan to attend the 2011 Kick-off meeting. **Status:** Action Pending
- 6) CIEC Executive Board meeting was conducted on June 15th. **Status:** Action Closed.
- 7) Julayne Moser to check website for September meeting information. **Status:** Action Closed.

Treasurers Report

Greg Ruff presented the Treasurer's Report

- Greg – working to find source of \$204.77 income to BASS account.
- Discussion on the \$4,171.06 from CIEC Conference Activities. Shown on Greg's report.
- Julayne discussed CIEC expenses – best paper awards, PIC V-CPD portion.
- Compensation of workshop or guest speaker's travel expenses? What is fair? Our only income is from workshops, dues and events. Discussion on cost/benefit of workshops. Cover registration for workshop speaker(s)? Inform incoming program chair on need to bring expenses to Chair. Discussion on giving CIEC and ASEE program chairs authority to spend up to a maximum amount above the allotment (old \$1,500 – now approximately \$1,000 or one full comp.) with only approval by CPDD Chair. To cover speaker fees, internet expenses, etc. for workshops. Agree in principle on saving money where possible, but spend it where necessary. Resolution: Handle case by case.
- Linda Krute reported that due to additional funds in the CIEC account, each sponsoring division of CIEC will receive \$4,000 for foundational funds (e.g. use to improve workshops).
 - Greg Ruff motioned; seconded by Kim Scalzo - Up to \$1,000 expense may be approved by joint agreement between the CIEC Program Chair and the CPDD Chair to cover Division conference expenses above the approved CIEC conference budget allotment. Is this a fundamental policy shift on covering speaker fees and registration. This motion was triggered by question on covering speaker fees, which in the future remains a discretionary option. The Program Chair has flexibility to maximize income and freedom to request money to cover speaker and related expenses. Approved unanimously.
 - Nancy Kruse motioned to approve the Treasurer's report as presented; Lynette Krenelka seconded the motion. Vote: All in favor –report approved.

Membership Report – Nancy Kruse

- New member, Pam Dickrell, attended the CPD Business meeting in Austin and wants to be more involved.
- Membership is down 9 members from 255 to 246.
- Action Items:
 - Julayne Moser
 - ✓ Request Alpha Report include institutions.
 - ✓ Invite Mike Gunther from RPI to be new CPDD Membership Committee Chair
 - ✓ Investigate CPDD polo shirts (preferred color is green, use ASEE/CPD logo)

Conference Reports/Updates

2009 ASEE – Austin, Keith Plemmons, Program Chair

- Keith presented the Austin results in spreadsheet format
- Group comments to Pat Hall.
 - Try to avoid 7:00 AM sessions
 - Spreadsheet with session attendee comments was excellent
 - Request for written comments be added to the report
 - Speaker schedule conflicts

2010 CIEC – Palm Springs, Paul Jewell, Program Chair

- Plaza B will be CPDD's spot for the conference.
- Marie-Pierre's Workshop is entirely new (Web 2.0 Tools, Techniques, and Technology), half day at \$75.
- Action Items:
 - Paul to ask Don Hanna to go from ½ day to a full day
 - Keith to contact James Bernard, Distinguished Professor of Engineering, Iowa State University to publish in ASEE.
 - Kim Scalzo will follow up with Paul on IACEE presentation to go in Wednesday.
 - Paul to talk with Lee-Ann about attending the CIEC 2011 planning meeting on the last day of CIEC 2011.
- Discussion on CIEC CPD Program
 - Added a continental breakfast, Wednesday 7:35 – 8:45 which will be combined with the SIG meeting
 - Plenary session by Dr. Anne Colby, Dr. Ray Haynes, and Albert Winn.
 - General discussion on individual sessions, AV support, etc.
 - Wednesday will be Industry Day
 - Hotel cost = \$159/night -
 - Session moderators are needed.

2010 ASEE – Louisville – Keith Plemmons, Program Chair

- Keith presented the 2010 ASEE CPPD Call for Papers.
- Focus on global culture and diversity, JP Mohsen's SPEED program, best practices in teaching effectiveness.
- Discussion on possible Sunday AM Workshop on Best Practices, Barriers, and Issues for Quality DE Programs
 - i. Panel discussion - Linda Krute, Kim Scalzo (Lead), Lynette
 - ii. See Sloan Pillars, quality matters, funding models
- Action Items:
 - Keith to resend Call for Paper adding \$500 Best Paper Award for ASEE CPDD and link to Louisville, KY.
 - Keith to make reservations for Workshop, Board Meeting, and Sessions.

2010 CIEC – San Antonio – Lea-Ann Morton, CPD Program Chair

- Lea-Ann Morton could not attend – no report.

2011 ASEE – Vancouver, B.C. – Keith Plemmons volunteered to be Program Chair

- Looking forward to an increased CPDD involvement in Vancouver.

2012 CIEC – Orlando, FL. – CPD is hosting

- Action Item:
 - General Conference Chair and Program Chair to be determined
 - i. (later note – J. Moser will be Gen Conference Chair for CIEC for CPD).
 - ii. No ideas for CPD Program Chair at this time.

Nominations Committee Report – Lynette Krenelka

- Report Submitted
 - Chair-Elect – Kim Scalzo
 - Secretary – Rita Burrell
 - Director (2010 – 2013) – Lea-Ann Morton
 - Director (2010 – 2013) – Ellen Elliott
 - Replacement Directors
 - For Ray Fujioka (2009 – 2012) – Paul Jewell
 - For Kim Scalzo (2009 – 2012) – Lynda Coulson

- Lynette will send Rita the CPDD Handbook
- Linda to get back to Lynette concerning availability
- Lynette to develop and send to Julayne the Call for Officers
- Julayne to include CPDD call for Officers in November Newsletter
- Lynette to send nomination slate to Julayne by January 3, 2010.
- General discussion on Julayne’s CPD Board Member Rotation Chart.

- Motion: By Mark Schuver to accept the Nomination Slate of Officers, second by Nancy Kruse.
Vote – unanimous approval of the nomination slate as presented by Lynette Krenelka.

SIG Report – Mark Schuver

- General Discussion
 - Wiki is not getting traffic
 - CMC SIGs are very active and accomplishing results. Monthly conference call. SIGs plan the annual conference programs. SIGs given specific tasks/projects. SIGs may have few members, but conversations center around ASEE goals.
 - Ideas: SIGs can be a social networking group. Job affinity can be a factor. Recommend doing something similar to Orlando. Consider adding a follow-up activity where SIG members can interact again.
- Action Items
 - Mark to ask Chuck Baukal to be ADMIN-SIG (later note – C. Baukal agreed)
 - Mark to update position descriptions of SIG Chairs
 - Mark to ask SIG Chairs to submit short article for newsletter.
 - Greg to set up listserv for the SIGS’ membership
 - Julayne to develop topics and discussion points
 - Paul to send Julayne the CIEC CPDD all conference events

PIC V Report – Pat Hall

- Get a lot of abstracts so CPDD can have enough session rooms.
- November 12 PIC Meeting to discuss double booking of speakers.
- 45 meeting rooms available in Louisville.
- Discussion on Best Paper criteria.
- Action Items:
 - Keith to provide Pat recommended time slots
 - Pat to provide JP Mohsen the names of Kim and Keith for commenting on SPEED program.
 - Keith to develop a checklist for authors based on the Best Paper Award Summary Sheet.
- The CPDD Executive Board recognized Pat Hall for her efforts in representing the Division and keeping CPDD Board informed.
- CIEC Orlando. Julayne as General Conference Chair for CPD.

- Pat presented planning report for CIEC Orlando 2012. Hilton Walt Disney World Resort. Booked 940 sleeping rooms with 80% filled. \$180 per night. Refundable up to 5 days before. 1:40 for comps. Food and beverage is \$40,000 plus. 4 parlor suites for division activities.
- CIEC 2013 Phoenix. Meeting at The Arizona Golf Resort.

Tuesday, September 29, 2009

Opening Topics

- Conference call set for Wednesday November 18, 2:00 EST.

Review Awards Criteria - J. Moser / N. Kruse

- General discussion on the awards and the awards process.
- CIEC Best Paper
 - Plaque Only
- ASEE Best Paper - \$500 and plaque; then will go into competition for best PIC award.
- Best Paper from published work
- Review of Award Criteria noted in the F08 planning meeting October 12-15, 2008 minutes. Motion related to best research/public paper award. Input from papers being published at large.
- Discussion on the previous decision that CPDD would not give a Best Moderator award, except that the moderator would receive recognition for Best Session. Moderator should be evaluated separately from each session.

Action Items

- Nancy Kruse to send Awards committee the awards announcement for review.
- 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.
- Lea-Ann Morton needs to submit the CPDD award (Best Paper, Best Session, Best Presenter, and Best Moderator) information to the Planning Meeting in San Antonio. As Asst Program Chair in 2010, she will handle evaluations, tally for determination of awards.
- Linda Krute to draft a message get feedback on articles, manuscripts for the November newsletter. Papers must 1) be published in a peer-reviewed publication or textbook, and 2) related to engineering education and/or professional development.
- 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.
- Paul Jewell to send moderator information to CIEC moderators.
- Lynda Coulson to review moderator instructions in the CIEC Handbook

Strategic Plan

- General discussion
 - After much discussion, it was decided that attendance certificates at CPDD workshops/sessions would be handled by exception.

Action Items

- Kim Scalzo to add column for status (pending, in progress, done, etc.) on strategic planning spreadsheet.
- Julayne Moser and Kim Scalzo to update Strategic Plan Outline to reflect current status.

Strategic Planning Action Items

- Presentation by Linda Krute about Goal 5 Strategy 2 related to Continuing Education Study.
 - Old benchmarking study focused on questions related to number of programs, on campus, trends, funding, etc.
 - New benchmarking research study questions were presented:
 - Which ASEE member universities have CEE programs for adult learners and hybrid students
 - What units are administering these programs (centralized units or decentralized in COEs)
 - Determine the types of engineering education programs being offered.
 - Online
 - Online grad courses and degree programs
 - Online credit
 - (Added Online non-credit)
 - Plans for the future – growth or reduction
 - What are the greatest challenges today in administering DE or CE programs at off-campus sites?
 - What mediums are being used for non-credit programs, short courses, seminars, etc.?
 - What additional mediums are used to credit classes – LMS, Elluminate, etc.
 - Online degree programs (graduate only)
 - How would the survey be put on the CPDD website?
 - Board agreed that the survey would be worthwhile.
 - Linda Krute to revisit the survey at a future meeting.

Paul Jewell made a motion to adjourn and Keith Plemmons seconded the motion. All members were in agreement. The meeting adjourned for members to tour MAHA Power Fluids Lab.

Respectfully submitted,
Keith Plemmons
(Volunteer for vacant Secretary of the Board position.)

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Action Items

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From Membership Report – Nancy Kruse

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- 5) Julayne to Invite Mike Gunther from RPI to be new CPDD Membership Committee Chair
- 6) Julayne to investigate CPDD polo shirts

From 2010 CIEC – Palm Springs, Paul Jewell, Program Chair

- 7) Paul to ask Don Hanna to go from ½ day to a full day
- 8) Keith to contact James Bernard, Distinguished Professor of Engineering, Iowa State University to publish in ASEE.
- 9) Kim Scalzo to follow up with Paul on IECEE presentation to go in Wednesday.

CPDD Fall Planning Meeting (Purdue Univ.)

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

From 2010 ASEE – Louisville – Keith Plemmons, Program Chair

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

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

From 2012 CIEC – Orlando, FL.

13) Determine General Conference Chair and Program Chair.

From Nominations Committee Report – Lynette Krenelka

14) Lynette to send Rita the CPDD Handbook

15) Linda to contact Lynette concerning availability

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

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

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

From SIG Report – Mark Schuver

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

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

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

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

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From PIC V Report – Pat Hall

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.

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From Review Awards Criteria - J. Moser / N. Kruse

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33) Paul Jewell to send moderator information to CIEC moderators.

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From Strategic Planning

35) Kim Scalzo to add column for status (pending, in progress, done, etc.)

36) Julayne Moser and Kim Scalzo to update Strategic Plan Outline to reflect current status.

37) Linda Krute to revisit the survey at a future meeting.