**American Society for Engineering Education**

**Continuing Professional Development Division**

**Fall Executive Board Meeting**

**Monday, November 1-Thursday, November 4, 2010**

**Post Oak Lodge \* Tulsa, OK**

**Attendees:**

Nancy Kruse, Chair (Un Tulsa)

Kim Scalzo, Chair-Elect (State Un of New York)

Greg Ruff, Treasurer (Auburn Un)

Lynda Coulson, Director (Rolls-Royce)

Paul Jewell, Director (Iowa State Un)

Keith Plemmons, Director (The Citadel)

Mark Schuver, Director (Purdue Un)

Ellen Elliott, Director (Johns Hopkins Un)

Lea-Ann Morton, Director (Missouri Un Science and Technology)

Pam Dickrell, Program Chair, CIEC 2012 (Un Florida)

Pat Hall, Site Selection Representative (Un of Tulsa)

Rita Burrell, Secretary (Mississippi State Un)

**Absent:**

Julayne Moser, Past Chair (Purdue Un)

Patty Bazrod, PIC V Chair (Georgia Inst Technology)

**Guest:**

Dr. Norman J. Hyne

**Call to Order and Introductions**

N. Kruse called the meeting to order at 9:05 am and welcomed board members to Tulsa.

**Review and approval of minutes from June 20, 2010, Executive Board Meeting and June 22, 2010, Business Meeting, ASEE 2010—Louisville, KY**

-Minutes from June 20, 2010, Executive Board Meeting and the June 22, 2010, Business Meeting were reviewed.

**-K. Scalzo made the motion to approve the minutes; motion seconded by M. Schuver.**

**-Vote: motion passed.**

**Review of “Action Items” list**

-Committee reviewed and discussed the action item list.

**Update Board of Directors Listing (corrections/additions)**

-N. Kruse circulated the list of current board members and requested update of contact of information.

-R. Burrell will make updates and circulate via email.

**Treasurer’s Report**

-G. Ruff provided the treasurer’s report. Note: has not received official FY10 financial reports from ASEE; an unofficial report was provided.

-Noted Division income and expenses from CIEC 2010.

-The board discussed session reconciliations from 2010 ASEE including the cost of presenting workshops at ASEE, which in one case resulted in a financial loss, but determined that visibility is worthwhile to the division.

-Additional information is needed from ASEE in order to fully understand workshop revenue and expenses.

 -The Division will have approximately $5K profit from last year.

-The current balance in the BASS account is $44, 649.24. All income is not yet in—usually in November; we are awaiting transfer of funds from CIEC.

**-P. Jewell motioned to approve the treasurer’s report; K. Plemmons seconded; motion carried.**

-The board discussed the need for a treasurer’s assistant. G. Ruff recommended Jim Brandt (Auburn). The board approved G. Ruff’s recommendation and would like for Greg to discuss this with Jim.

**Additional Budget Items**

-N. Kruse suggested establishing a budget in order to meet financial obligations and address goals outlined in the strategic plan. This would include establishing a minimum balance in the BASS account and guidelines for managing the budget.

 -P. Jewell suggested establishing a percentage income dedicated toward increasing membership which is critical to success of the division.

 -The board discussed the need for some budget flexibility by the program chair in order to make timely decisions.

**Nominations Report**

-J. Moser was absent; N. Kruse distributed the nominations report.

-Currently all positions are filled.

-In 2011 there will be two directors’ positions open as well as the treasurer’s position. Directors

K. Plemmons and M. Schuver are willing to serve again as is Treasurer G. Ruff. Elections will be held at CIEC; the ballot has to be distributed 30 days prior to the election.

**PIC V Report**

-P. Bazrod was unable to attend the meeting. P. Hall distributed the PIC V report and provided details about the functions of the PIC Committee. The PIC Committee provides division representation to ASEE; PIC V represents 3 divisions (CIP, CED and CPD).

-The Monolith submission system was used in the submission of the 2011 ASEE abstracts (replaced Smooth Paper).

-Any issues of concern or questions for information should be submitted to Patty for November meeting in Washington, DC (11/9-10).

-Each division was sent the Best Paper Rubric.

-There were 4 submissions for the PIC Special Project Funds. PIC chairs will review and make a decision on funding requests.

-The evaluation system for ASEE annual conference is being reviewed and reformulated.

-CIP is requesting a By-Laws update.

-The PIC V luncheon will be held on Monday, February 1, 12:00 to 1:00 pm at CIEC. Details will follow.

-A division can still submit a panel session request to ASEE via their PIC representative (w/out paying $75/fee). ASEE decides which to include; CPDD has a panel session proposed for ASEE.

-K. Scalzo noted the need for continuing education representation at the ASEE annual meeting.

-Additional information included:

-P. Hall is on the search committee for Executive Director for ASEE position; committee has not reviewed any applications; the application period is still open.

**Guest Speaker:** Dr. Norman J. Hyne

 *Glenn Pool Oil Field and the Start of the Oklahoma Oil Boom*

**Conference Recaps/Reports/Updates**

CIEC 2010 Recap (Feb 3-5—Palm Springs, CA)—Paul Jewell, CPDD Program Chair

-P. Jewell presented the report. A complete report was emailed to board members.

-Registration for the two workshops was good with good attendance.

-Information regarding financial reports will be passed down to incoming program chairs.

-Final attendance at CIEC was 226; 42 were designated as CPD registrants.

-CPDD should no longer pay for internet service; P. Jewell can assist if needed.

CIEC 2011 Report/Update/Action Items (Feb 2-4, San Antonio, TX)--Lea-Ann Morton, CPDD

Program Chair

-Distributed planning book to committee; walked through program and supporting information.

-There will be 2 pre-conference sessions, CPD242 and CPD243.

-Hospitality Event will be at 9:00 on Wednesday, February 2, in Presidential Suite 416.

-The board discussed hosting a poster session to allow additional interaction during designated exhibit times.

-P. Jewell will serve as AV person.

-Let L-A. Morton know of AV needs so that she can communicate this.

-M. Schuver and P. Jewell will each bring a projector.

-L-A. Morton will send an email to presenters noting standard AV provided; presenters should let her know if anything different is needed by December 1.

-Most CPDD sessions will be held in Salon 5.

-The planning meeting for CIEC 2012 will be on Friday afternoon which Pam D. should attend.

-Additional discussion included:

 -Shipping items--no mechanism in place

 -Gifts for presenters--hotel deliver to rooms; contact Convention center for possibilities;

 -Complimentary registrations-CPDD supports comp registration for Sue Bray; P. Hall would like to invite a corporate participant;  **K. Scalzo made a motion to provide two comp registrations; motion was seconded by E. Elliott.** The topic of hotel accommodations was introduced. **The motion was amended by M. Schuver to allow CPDD to provide one night’s lodging for the industry guest, if needed; motion seconded by G. Ruff; motion approved as amended.**

-L-A. Morton suggested using Meet and Greet as a part of the Hospitality Even to garner new member interest.

-P. Dickrell will develop posters for the University and for the industry group in order to inform new comers about benefits of CPDD; quotes from membership survey will be helpful in developing the posters. Pam will contact Lynette Krenelka to get that information.

-There are 17 presenters and 12 sessions.

-P. Dickrell will send POG to N. Kruse; she will forward to CPDD members.

-CPDD will have a table in the exhibit area. If board members have access to giveaways, please provide those. L. Coulson (RR) will contribute to expense of CPDD table.

CIEC 2012 Report (Feb 1-3, Orlando, FL)—Julayne Moser, General Conference Chair

-N. Kruse distributed the report.

-Gayle Elliott (CEED) is Assistant Conference Chair.

-CPDD is in charge of 2012 CIEC meeting in Orland, FL.

-P. Dickrell is CPDD Program Chair.

CIEC 2012 Planning Meeting (April 20-22, Orlando, FL)--Pam Dickrell, CPDD Program Chair

-P. Dickrell will contact engineering schools with distance learning programs that are not currently participating in CPDD.

-L-A. Morton will talk to J. Moser regarding distribution of call for papers.

-J. Moser (General Conference Chair) is requesting funds to attend the planning meeting. It was noted that it is important for the program chair and assistant program chair to attend the planning meetings. **On motion by G. Ruff and second by K. Plemmons, the board approved financial support for Julayne to attend the planning meeting.**

-The need for guidelines for budget issues to be handled consistently within divisions of CIEC was noted. The CPDD Handbook needs to be updated to include information regarding covering expenses etc. for program chairs and asst program chairs.

-There is also a need for K. Scalzo to attend the CIEC 2012 planning meeting in April as the CIEC Executive Board Chair/representative. This idea will be brought to the CIEC Executive Board during their meeting at CIEC 2011 in San Antonio.

-N. Kruse noted that J. Moser is working on a brochure for CIEC; Julayne, as general conference chair, suggests developing a standard logo with a graphic designer; save time and money; create brand and use on-goingly. In the past, each year’s general conference chair has created a logo; consistency is needed. The CPDD Board reviewed proposed logo options; a decision should be made by February by the CIEC Executive Board.

ASEE 2010 Recap (June 20-23, Louisville, KY)—Keith Plemmons CPDD Program Chair

-The meeting went well. The workshop on Sunday morning was well attended. The afternoon workshop was not well attended and will not be offered again.

-K. Plemmons will request session evaluations from Patty Bazrod.

-K. Plemmons expressed thanks to Marie Pierre for conducting her workshops over the years.

ASEE 2011 Report/Update/Action Items (June 26-29, Vancouver, BC)--Keith Plemmons,

CPDD Program Chair

-Distributed list of abstracts and CPDD schedule.

- 13 abstracts accepted; organized into 4 sessions, including one panel discussion, plus one workshop.

-One submission will be resubmitted (originally rejected) as a Distinguished Lecture.

-There will be one workshop on Sunday, June 26, 9-12 am.

-CPDD Executive Board Meeting is Sunday, 6/26, 2-5 pm.

-CPDD Business Meeting Luncheon is Tuesday, 6/28, 12:30– 2:00pm.

-Distributed a list of topics of interest for paper submissions.

-P. Dickrell should attend at least one of the ASEE Program Chair orientations (on Sunday and Wednesday) during the 2011 ASEE annual meeting, since she’s going to be the CPDD Program Chair for ASEE 2012.

ASEE 2012 (June 17-20, San Antonio, TX)--Pam Dickrell, CPDD Program Chair

-P. Dickrell will serve as Program Chair.

-K. Plemmons provided input on session topics and asked board to add topics.

CIEC 2013

CIEC 2013, Feb 6-8, Phoenix, AZ—E. Elliott agreed to serve as the CPDD Program Chair

Need to identify CPDD Program Chairs for:

ASEE 2013, June 23-26, Atlanta, GA

CIEC 2014

ASEE 2014 Indianapolis

CIEC 2015 Palm Springs

ASEE 2015 Seattle

**CIEC Executive Board Update**

-Request for CIEC Financial Chair Assistant: N. Kruse asked for interest among board; it is important to have a backup person. P. Jewell volunteered to serve as CIEC Financial Chair Assistant. Nancy will take recommendation to CIEC Executive Board.

- Ideas/suggestions to take to CIEC Executive Board from CPDD: submit additional questions for Board to K. Scalzo or N. Kruse.

**SIG Report, Mark Schuver**

-M. Schuver received a SIG report from Ed Boberly about the international SIG activities of the past year.

-M. Schuver requested input from Board on how to engage SIG members more and how to keep dialogue going after the conference.

-Will work to get website updated; there has been little activity with Wiki.

-How do we motivate people to participate? K. Scalzo noted need to identify pressing issues with audience defining agenda and topics and set expectation for a deliverable. SIG could be an opportunity to launch solutions. We should provide division support and facilitate solutions.

-P. Dickrell will request feedback/input for CIEC sessions on form.

-Suggestion: use business meeting as time to distribute call for papers.

**CIEC Site Selection Report, Pat Hall, CIEC Site Selection Chair**

-2012 CIEC-Orlando, FL—everything is in place.

-2013 CIEC-Phoenix, AZ--Golf Resort; CED in charge; good facility but has recently come under new management; will need some hotel overflow and provide shuttle service; booked $169; owner now offering $155; new contract being drafted; needs Patty Greenwald’s approval.

-2014 CIEC-TBD; Charleston did not work out; possibilities: Savannah or South Padre Island, Tampa,; $180 in Orlando will be highest rate ever paid; Las Vegas Hilton w/monorail—just off strip; Fort Worth-Sundance Square Area; hopes to have suggestion of repeat of cities on CIEC agenda in Feb.

-2015 CIEC-Palm Springs; CIP in charge; $159 rate; smaller number of rooms blocked; some renovations to facility in contract.

- Long term looking at Tampa; may go back to a 5 year cycle with repeat cities: Orlando, San Antonio, Palm Springs, New Orleans and possibly somewhere on east coasts.

**CPDD Best Paper Awards**

-Established guidelines are needed for CIEC and ASEE (separately).

-K. Plemmons will assume lead; a committee will be formed and develop written guidelines.

-E. Rutz will be asked to serve on the committee as well as E. Elliott.

-P. Jewell suggested utilizing ASEE criteria and the Monolith system in the development.

-CPDD proceedings are not published in ASEE but are available on CD.

-CPDD did sell “papers” in the past—publications.

 CIEC Best Paper Award

 -Plaque only.

 -Need for established, written guidelines.

 ASEE Best Paper Award

 -$500 monetary award and plaque.

 -Need for established, written guidelines.

 -Submit to PIC for best paper.

**CPDD Research and Publication Awards**

-N. Kruse noted need to establish a coordinator and committee.

-Written guidelines are needed.

-Linda Krute initiated but now is asking for someone else to take on the project; defining scope of research and education; not necessarily tied to meeting; sales is not driver; more about recognition of published research accomplishments; significance of peer review; provide submission information on where authors can make submissions.

-Ellen and Keith will take on; ASEE/CIEC/CPDD.

-Paul noted this could help differentiate CPD from other divisions.

- This will be combined with the CPDD Best Papers Awards committee (Keith, Ellen and Eugene). The committee will make a presentation at next board meeting; guidelines for this and the Best Paper Awards will be included in the CPDD Handbook.

**CIEC/CPDD Rotation Chart Update**

-N. Kruse distributed the chart.

-The board discussed the archivist position. R. Burrell will contact Helene Demont to determine if she wishes to continue in this position.

-K. Plemmons volunteered to serve as Photographer.

-E. Elliott agreed to serve as the CIEC Program Chair for 2013

-K. Scalzo is updating rotation chart with term updates; she will distribute via email.

-As new board members P. Dickrell, L-A. Morton, E. Elliott and R. Burrell will put together a list of “things that I wish I had known.”

**CPDD Finance Committee**

-The board discussed the need for a Finance Committee. **G. Ruff made a motion to establish a Finance Committee with CPDD Treasurer as lead and 2 additional committee members chosen by treasurer and approved by board. Each committee member would serve a 1-year term but would not be limited to one term. E. Elliott seconded the motion.** The board discussed committee formation. It was also noted that the committee should not be all made up from members from the same institution. Jim Brandt (Auburn) and M. Schuver will serve on the Finance Committee. Greg and Jim Brandt will bring a proposal of scope and roles of the committee to the next board meeting. **L-A. Morton made a motion to approve the committee as amended; K. Plemmons seconded the motion; motion approved.**

**CPD Website Update**

-Currently housed @ LSU by Ray LaPine.

- L. Coulson volunteered to be the website coordinator; send updates to Lynda; she will forward to Ray; December 1 deadline to update.

-As discussed, there is a need for interactive web site. N. Kruse noted that as a board/division we need to define what we need out of website-K. Scalzo noted that the 1st step is keeping it current and accurate; 2nd step options for getting it done.

-Is a dedicated webmaster needed? IACEE has contracted with Veith (website company) for creation and maintenance of its website. Lynda will contact Ed Boberly to get information about Veith.

-Is there a need for a social media coordinator?

-L. Coulson and P. Jewell will work on the design and functionality of the CPDD website; will request input from P. Dickrell and K. Scalzo. Lynda and Paul will create a list of the functional specification for what the division from the website. Options can then be reviewed.

**CPD Division Awards Report, Kim Sclazo, CPDD Chair-Elect**

-To be given out at CIEC during the CPD Business meeting/breakfast on Thursday

 -Biedenbach Award

 -Certificates of Merit

 -Certificates of Appreciation

-Solicitations for the Biedenbach Award (not necessarily given every year) and certificates will go out this week.

-L. Coulson and R. Burrell volunteered to serve on the Review Committee with Kim.

**ASEE PIC Special Projects Funds Report – FOCUS ON MEMBERSHIP – Phase I**

-N. Kruse distributed ASEE Professional Interest Councils Projects Fund, 2010-1022—CPDD project submitted for membership drive.

-N. Kruse, P. Hall and J. Moser developed the proposal that focused on increasing CPDD membership.

-Awards should be determined next week when the ASEE Board meets in Washington, DC.

**FOCUS ON MEMBERSHIP**

-N. Kruse distributed membership information from ASEE

-M. Gunther, Chair of the Membership Committee, is having a problem receiving institutional support to remain active in CPDD.

-Action item for all: determine why schools should be involved and what action items could come about by involvement for benefits; how members justify involvement.

-The board discussed how to market membership; Action item for all - send phrases to N. Kruse re: how to market CPDD--deadline Dec 1; benefits to being in CPD; why I joined?

- The board discussed the need for a marketing committee to be comprised of M. Gunther, L. Coulson and K. Plemmons.

- The board discussed ASEE Corporate Membership Council (CMC) and whether these corporations are members of CPDD? Lynda will get info on CMC and try to garner interest.

-K. Scalzo noted that a lot can be done between conferences for people who cannot participate, e.g., recording sessions; posting and streaming. This could include webinars after conferences by folks who were top presenters; need to create value beyond the conference providing additional professional development. Pam asked if evaluations could be modified in order to determine which sessions would be good for webinar development. CPDD could charge for participation.

-Membership and marketing—they should work together—be interchangeable

-The board discussed the need to enlist new ideas for our programs which would likely bring those presenters in as members. As a part of this discussion, the board discussed paying travel expenses for speakers, establishing budget changes to enhance membership and providing webinars for members and non-members.

-P. Jewell noted that SIG leaders can take on-posting of sessions, etc.

-Audience must be defined with focus on membership.

 -Discussion focused on the 5-year Strategic plan (developed 2 years ago)-how to implement; identified goal about marketing membership development (K. Scalzo will distribute to committee) to be reviewed at upcoming board meetings.

-Noted need to focus on emeriti members, as well as university, industry and newcomers to CIEC.

-N. Kruse distributed membership list

**Marketing Committee**

- The board discussed the need for a marketing committee to be comprised of M. Gunther, L. Coulson and K. Plemmons.

**IACEE Update, Kim Sclazo**

-WCEE and WEEF were held in Singapore with approximately 100 WCCEE attendees and approximately 500 attendees for the Global colloquium. K. Salzo and P. Dickrell attended.

-Need more diversity outside the US in the IACEE Council elections for 2010-2012.

-There is a new IACEE Strategic Plan

 Products and Services; Communication and Member Engagement; Membership;

 Organizational Sustainability

-Update provided on DAETE Project. The project provides quality standards for continuing education organizations and professional development for staff.

-P. Hall, heading up IACEE committee regarding role of Continuing Education manager training, discussed the growth of IACEE out of CPDD.

-The Board discussed opportunities for CPDD and IACEE to support each other with regards to joint efforts and synergy of CPDD and IACEE.

-Sessions at CIEC and ASEE will feature these organizations.

-IACEE has contracted with Veith (website company) for creation and maintenance of its website. Lynda will contact Ed Boberly to get information about Veith.