



CPDD Executive Board Meeting
Tuesday, February 5, 2013
8:00am – 12:00 pm

Arizona Golf Resort, Mesa, Arizona
Fairway 3

Attendees:

Rita Burrell, Secretary (Mississippi State Un)
Lynda Coulson, Director (Rolls-Royce)
Pam Dickrell, Program Chair (Un Florida) Skype
Ellen Elliott, Director and Program Chair
Candace Hall, 2015 CIEC Program Chair, Palm Springs, CA (Un Southern CA)
Pat Hall, Director and Site Selection Representative (Un of Tulsa)
Paul Jewell, Director and Chair Elect (Iowa State Un)
Nancy Kruse, Membership Chair (Un of Tulsa)
Cath Polito, 2014 ASEE Program Chair, Indianapolis, IN (Un TX-Austin)
Greg Ruff, Treasurer (Auburn Un)
Eugene Rutz, CPDD Newsletter Editor (Un Cincinnati)
Kim Scalzo, Chair (State Un of New York)
Mark Schuver, Director (Purdue Un)

Guest: Pat Fox, Candidate, ASEE President-Elect (IN-Un-Purdue Un)

Action Items are indicted in bold.

1. Kim Scalzo, Chair, called the meeting to order at 8:15 am and welcomed new Program Chairs, Candace House, CIEC 2015 Palm Springs, CA, and Cath Polito, ASEE 2014 Indianapolis, IN.
2. Rita Burrell, Secretary, presented minutes from the Fall 2012 Board Meeting in Syracuse/Albany, NY for review. On motion by Mark Schuver and second by Lynda Coulson, the minutes were approved as amended.
3. Greg Ruff, Treasurer, presented the CPD Treasurer's Report. The board discussed the following items:
 - Note the \$185 spent by ASEE for catering.
 - Pat Hall clarified the use of operating accounts.
 - Greg noted the balance increase is from the operating income from CIEC.
 - There is a \$100 charge by ASEE to support the CPDD website.On motion by Nancy Kruse and second by Paul Jewell, the Treasurer's Report was approved as distributed.

4. Ellen Elliott, Program Chair, presented the CIEC 2013 Report. Documents distributed included: Division Update; CIEC Registration Report; CPDD Program at a Glance; List of Presenters and Moderators; and CPD Division Income and Expense Estimate for CIEC 2013.
 - Attendance is down slightly from 2012.
 - There are 18 registered for the CPDD Workshop.
 - All conference events include:
 - Golf Event – Ellen indicated that the golf event needs to be re-energized if the event is to continue.
 - Tuesday night Opening Reception – Thank you to CPDD Ambassadors for escorting Red Stars.
 - Plenary session is on Wednesday morning. Dr. Nancy Zimpher, Chancellor, SUNY, is the plenary speaker. Ellen thanked Kim for her success in securing Dr. Zimpher as speaker.
 - Volunteers are needed to man the CPDD Table. The sign-up sheet is being circulated, so please sign up.
 - Ninety percent of CPDD presenters turned in slides several weeks in advance; the intent was to include slides CD handed out at registration, but because presenters from other divisions did not submit materials, CDs were not prepared.
 - Four of 18 session presenters and 2 of the 6 workshop presenters come from industry. Six of 11 Red Stars are presenters. Kim noted that normally Red Stars are presenters; it is important to connect them to the appropriate division.
 - Kim will send out an announcement when conference materials are online.**
 - Ellen noted that copyrighting of papers will be done by ASEE.
 - CPDD-customized 4 GB flash drives will be given as thank you gifts for speakers and moderators, including Workshop presenters.
 - Please be reminded to invite attendees to the CPDD “Chip and Dip” event on Wednesday evening.
 - CPDD’s Hospitality Dessert will be held on Thursday evening in Linda Krute’s suite.
 - Lynda will work with IACEE to co-sponsor the 2014 CPDD Hospitality event.**
 - CPD Division Awards for CIEC 2012 follow:
 - Best Session CPD 543 Operational Excellence in Professional Education: Assessing the Present, Sharing Good Practices, and Charting the Future; Moderator: Ellen Elliott, Johns Hopkins Un; Presenters: Nelson Baker (GA Inst Tech), Kim Sclazo (SUNY), and Ed Borbeley (Un MI)
 - Best Presenter: Wayne Pferdehirt, Un WI-Madison; CPD 444 Optimizing Group Projects for Practicing Engineers in an Online Environment: Lessons Learned
 - Best Moderator: Rita Burrell, MS State Un; CPD 443 Vietnam Higher Engineering Education Alliance Program (HEEAP)
5. Kim provided the following updates for other 2013 CIEC meetings.
 - CIEC Executive Board Meeting
 - Based on the financial report, CPDD is doing very well. The division has been able to attract new memberships.
 - As Chair-Elect, Paul will be auditor for this year’s conference and provide the report at ASEE 2013. Linda Krute will provide the financial information.
 - The CPDD rotation chart has been updated. Cath Polito will chair ASEE 2014 in Indianapolis.
 - Pat (Site Selection) has booked facilities through 2017 and is starting to look at venues for 2018-2020. Rates for facilities are better due to the economic downturn. CIEC 2017 will be in Jackson, FL, at a Hyatt facility.
 - The CIEC Board is holding discussion regarding planning for future meetings. Pat will represent CPDD on that committee. The committee is led by Patty Bazrod; Maureen Barcic, Linda Krute

and Ken Rennels are also on the committee. Kim reminded everyone that based on guidelines, meetings must be in the Southern US.

- Divisions may set individual submission deadlines for conferences. The initial deadline is 3/15 but the CIEC Conference Chair can set a later deadline.
- Discussion regarding the CIEC logo has been deferred to next year.
- A new logo is under development for ASEE.
- Ken Rennels has created 3 variations of session evaluations. The conference chair can select the version s/he wishes to use. Please provide feedback on the evaluation to the next conference chair, Linda Krute.
- There is discussion regarding defining the Finance Chair of the Finance Committee which was formed by the CIEC Executive Board. Candidates for the position will be identified. The committee is comprised of Patty Bazrod, Kim Scalzo, Ken Rennels and Linda Krute. Responsibilities have been outlined which exclude working with the conference hotels. Kim asked the board to think about a person active in CIEC who would be a good candidate.
- Pat Hall, Patty Bazrod, and Linda Krute will create a CIEC Handbook in which roles are defined. Ken Rennels will host a website where this will reside.
- The board discussed how division membership is assigned to attendees who are not ASEE members. A motion was passed to be consistent with this process: program chairs will notify Registrar (Mike Matthews) with division affiliation. Candace House and Lynda Coulson should use this process. If the attendee is not "claimed," s/he should be placed into the "other" category.
- The CPDD board discussed session awards which are decided by the division. Up to 3 awards may be given: Best Session; Best Presenter; Best Moderator. The question was posed regarding whether the moderator/facilitator award should be redefined. Nancy noted the need for engagement on the part of the moderator. As program chair, Cath may redefine this if she wishes.

-PIC V Meeting

-Kim will email the PIC report.

-Terri Morse will provide an update on CMC at the ASEE meeting. International and K-12 SIGs are being emphasized.

-A break will be co-hosted with CIP. The event is ticketed but at no cost. Kim encouraged board members to participate.

-Lynda and Mark have been participating in conference calls with CMC.

-Lynda provided an update from the January 22 call, with Roger Olsen, RR, regarding discussion of the need for a SIG for collaboration in engineering education.

-Kim noted that per Terri Morse, CMC is working with 3 other ASEE Councils that have corporate members and activities.

-There are currently 3 initiatives under consideration:

- 1) small businesses and how to engage
- 2) broadening industry participation in ASEE beyond Aerospace
- 3) address the need to emphasize engineering in the STEM areas

-Pat noted that there are approximately 120 CMC members; CMC members who attend CIEC are normally CIP members.

-Please be reminded that PIC Chair candidates are on the ballot. Linda Krute and Lea-Ann Morton are running for the PIC V position.

6. Patricia Fox, candidate for ASEE President-Elect, introduced herself to the board and discussed her qualifications and vision for the office.
 - Member ETD since 2000
 - More interaction with the divisions and councils is needed.

Kim thanked Patricia for her willingness to serve in this capacity. Elections will be held in March; the process is still handled via paper ballot as required in the constitution. **Kim will send an email to CPDD members as a reminder to vote.**

7. Pam Dickrell gave the ASEE 2013 Report.
 - Updates on session/papers
 - There were 15 submissions; deadline for paper submission is March 29. Registration must be paid before submissions are finalized.
 - CPDD meetings/events for board members to be aware of
 - The division mixer is Sunday, 6/23, 4:30-6:00pm, Thomas Murphy Ballroom. **Board members will be needed to man the CPDD table; please bring university give-a-ways.**
 - The Exposition Welcome event will be held 6:00-7:30, Exhibit Hall A1.
 - The CPDD Board Meeting is Monday, June 25, 7:00am-12:00pm, Georgia World Congress Center, A 410. This is at the same time as the Main Plenary I.
 - The CPD Division Lunch is scheduled for 12:30-2:00pm on Monday, June 24, Georgia World Congress Center, A410. This is a ticketed event (\$25, supplemented by division) that will be used to promote CPPD.
 - Other program/schedule information
 - A breakfast for faculty who are interested in continuing professional development will be hosted by the division on Tuesday, June 25, 7:00-8:30 am, Omni CNN Center Hotel, Omni – International Ballroom A. This is a free ticketed event.
 - Topics for discussion will include the role and benefit of SIG
 - Involvement and the benefits of online learning.
 - Nancy encouraged promoting faculty for the best paper award, as well as attendance at the ASEE banquet by CPDD members.
 - Pat noted the need to nominate CPDD members for ASEE awards.
 - Pam should let Cath know what she needs input on regarding ASEE 2014.**

8. Nancy Kruse led discussion on the 2012 Nomination Slate for leadership roles in CPDD.
 - The board will discuss the topic at the Thursday morning breakfast meeting.
 - Greg will continue as Treasurer.
 - Lynda Coulson will continue in a director's position; Wanda Lambert has agreed to serve as a director. Some online votes have been received.
 - Thought should be given to filing the 2016 CIEC Austin Program Chair position and the 2015 ASEE Seattle Program Chair position.
 - Pam noted the need to recruit program chairs at the ASEE meeting.**

9. Greg Ruff provided the Finance Committee Report and distributed a document outlining the CPDD Bylaws with recommended revisions in order to establish a Finance Committee.
 - The committee will be composed of the Treasurer and two other members who shall be appointed by the CPDD Chair with recommendations by the Treasurer at the CPDD Board of Directors meeting at the CIEC for indefinite terms to serve at the pleasure of the Chair. It is the duty of the committee to prepare a budget for the next fiscal year and submit it at the Board meeting at the ASEE summer convention for approval by the Board.

- The CPDD Handbook will need to be updated to reflect the formation of the committee and associated duties.
- The committee will develop a budget document that is an average over the last three years that the program chair will use as a guide. The committee should meet with the program chair and the past program chair the year prior to the meeting to make the report accessible.
- Kim reported on the formation of the Finance Committee at the CIECE Executive Committee meeting.
- The Board discussed the need for a Marketing Committee. **This will be discussed at ASEE 2013.** Discussion should include who will lead the recruitment of committee members to address the issue of succession planning.
- The board discussed how to get credit for online presentations. Our presentations are not peer reviewed but may want to consider this.

10. Mark Schuver provided the SIG Report and distributed the updated SIG Leader list.

- All SIG leader roles have been filled and all leaders are in attendance at the CIEC meeting.
- An orientation is scheduled for the group on Thursday afternoon.
- Greg will update the mailing list to include new leaders.**
- Pat noted that IACEE also has a SIG Industry leader; tips for universities working with industry are available in the IACEE newsletter.
- The board discussed the use of social media to enhance experiences with CPDD. **This will be a topic for discussion.**

11. Upcoming Conference Reports/Info

- Rita noted that Richard Corey (MSU) is available to assist Paul with A/V needs at CIEC conferences.
- CIEC 2014, Savannah – Lynda Coulson, CPDD Program Chair
 - Kim noted that Ken Rennels will be General Conference Chair for the conference; this will be Ken's 3rd time to serve in this role.
 - Lynda distributed the initial call for papers/sessions/ workshops. Proposals are due to one of the division program chairs by March 15, 2013.
 - Paul noted that an online form is also available.
- ASEE 2014, Indianapolis – Cath Polito, CPDD Program Chair
 - Submissions to ASEE must be peer reviewed.
 - Time allocations are in 90 minute increments.
 - Interactive, current, and relevant sessions are encouraged.
- CIEC 2015, Palm Springs – Candace House, CPDD Program Chair
 - Candace noted the need to utilize virtual program and activities.
 - Paul provided a brief update on the new CPDD website.
 - Kim noted that CPDD has entered into a formal agreement with IA State for website maintenance.

-ASEE 2015, Seattle – need a CPDD program chair

-CIEC 2016, Austin – need a CPDD program chair, Kim Scalzo and Pam Dickrell (General Conference Co-Chairs)

-ASEE 2016, New Orleans – need a CPDD program chair

-Consider a member of the Faculty SIG as a potential program chair

12. Review of 'Action Item' list from Fall Meeting – Rita Burrell

Rita will email the Action Item list to board members for review and updates between now and the fall planning meeting.

13. Fall 2013 Executive Board Planning Meeting – Kim Scalzo

The likely date for the fall planning meeting will be October 14-16 and will be held in NYC.

14. Other Business

The next CPDD Newsletter will be available in May. Kim asked the group to consider how to tie the newsletter and the web together.

Greg made a motion to adjourn the meeting; seconded by Mark. The motion carried and the meeting adjourned at 12:05 pm.