

DRAFT Subject to approval at March IL/IN section board meeting

American Society for Engineering Education
MEMORANDUM

Date: January 22, 2012

To: ASEE IL/IN Executive Board

From: Mark C. Johnson
Secretary, ASEE IL/IN Section
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Re: November 14, 2011 IL/IN Executive Board Minutes

On November 14, 2011 from 1:00-3:00pm CST the Executive Board of the IL/IN Section met at Valparaiso University.

Participants:

Marcelo Caplan, Columbia College, Chicago - IL/IN Chair Elect	(MC)
Eric Johnson, Valparaiso University - IL/IN Treasurer	(EJ)
Mark Johnson, Purdue University - IL/IN Secretary/Webmaster	(MJ)
Carmine Polito, Valparaiso University - IL/IN Past Chair, 2012 Conference Co-Chair	(CP)
Sharon Sauer, Rose-Hulman Institute of Technology, IL/IN Chair	(SGS)
*Gary Stephen, Indiana Univ./Purdue Univ. Fort Wayne	(GS)
Sonja H. Streuber, Valparaiso University - IL/IN 2012 Conference Poster Chair	(SHS)
Douglas Tougaw, Valparaiso University - Zone II Chair	(DT)
*Thomas Trusty, Trine University - 2012 Conference Chair	(TT)
Karl Zimmerman, Valparaiso University - 2012 Conference Co-Chair	(KZ)

Decisions and Action Items

- EJ to make sure reimbursement is made to NC for 2010 board dinner.
- EJ to account for \$50 charge and credit mentioned in April 1, 2011 minutes.
- EJ see if we can use Paypal to collect credit card registration fees.
- CP/KZ - determine who will manage 2012 registration process.
- CP/KZ - On 2012 registration form – need to be able to identify registrant as section officer
- CP/KZ - 2012 registration form needs to identify ASEE member (affects eligibility for awards)
- CP/KZ - finalize conference registration fees, but they are to be in \$50 to \$100 range depending on registration category. Consider break for authors.
- Next section board to be Friday 7:00pm March 16, day before conference
- DT – this time around can we make the university an advance \$2000. Consensus – yes.
- DT - to determine availability of current or past ASEE president to speak at section conference.
- DT - find out if Dwight Wardell wants section minutes copies.
- DT - find out if we can put Google search on section site.
- DT - enlist Pat Fox's help in finding section conference in Illinois
- SGS - send conference announcements to members outside IL/IN if possible.

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- SGS - review current bylaws, compare to current practice.
- MJ - strike "*" from next to Gary Stephen's name in April 1, 2011 minutes.
- TT - have flier about 2013 conference in time for 2012 conference

Transcript of Executive board Meeting (action items marked by *)**

SGS – thank you to all for stepping up to lead conference (in place of a single institutional host committee)

Secretary report, Review & Approve Minutes –

April 1 Section minutes approved – moved by Marcelo, 2nd Sharon, unanimous

Board minutes – what is "*" by Gary's name?

MJ – no purpose that I can remember.

Strike the "*". Accept with this modification. DT – moved, SGS 2nd, approved unimously.

Webmaster report:

Several updates to website: creation of 2012 conference site, posting of 2010 and 2011 proceedings, minor updates to format of some pages

MJ - Can we put Google search on section site? DT will check. ***

Treasurer's report

CP in place of EJ to be arriving shortly

BASS \$13537.31, Op \$550

CP Questions? DT – no, but when NC hosted joint session, they arranged our board dinner, they have asked for reimbursement. \$344.04 was the expense. To be paid to NC section. Consensus agreed.

***Eric to make sure reimbursement is made and I follow up regarding the \$50 charge and credit from last meeting minutes.

Newsletter Editor

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MJ – on behalf of newsletter editor Joanne Lax– newsletter was posted on website and announced.

SGS – to group, did you look at newsletter? All – looks great.

Updates from ASEE national - DT

Fortenberry has been executive director now a year. Can see some changes. Creation of an audit committee. 2 members of board + DT. This is particularly important given the federal grants. They are working on code of ethics (COE). 1st ever ASEE COE, draft to present in January. Studied numerous professional codes of ethics. Have been about only engineering society not to have COE. NC is planning conf in Northern Ohio. SE section is in Mississippi State.

SGS – when are these other section conferences? DT will look it up – North Central (NC) is March 23-24. Southeast (SE) is on April 1 in Starkville.

MC - Spring conference – although organized by NC, the part concerning us is that we only had 8 abstracts including students.

DT – wonder if problem will continue into this year. Maybe format of section conferences need to change.

MC – NC did nice job, 150 attendance. Many students from Central Michigan participant.

SGS – count of IL/IN attendees? MC – Kumar's registration info didn't facilitate that, but roughly proportional to number of papers.

MC – lessons to learn. Need to know location sooner to get on people's calendar. Was unable to persuade his institution (Columbia) to host.

DT – heard from Pat Fox. She is off national board and has been asking what she can do to help. One thing – try to help get conference hosted in Illinois.

MC – pointed out that he is only current board member from Illinois.

Discussion – there have been many attempts to get U of Illinois, to no avail.

SGS – going to try to get Bradley onto calendar

EJ – need to get exec committee members from Illinois.

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DT – SE section has 20 members on exec board.

DT – in past ASEE has attempted to add states to IL/IN, but too many hard feelings about being removed from existing section.

SGS – what about splitting IL/IN? DT – National wants 4 zones 3 sections each.

2012 Conference

CP – KZ & CP to be listed as co-chairs

Given late location identification, a lot of details not in place, but

Will be in Harre Hall, have long list of rooms, same as last time we were at VU

Conference is at end of VU spring break

SHS – one issue for student participants – student housing closed over break, problem for students participating, will have to make arrangement

Meals:

Breakfast – “Crusader breakfast” – Doug listed ingredients \$10.95/person

1st snack “south of border package” - \$7.55/person

Lunch – Lazagna – veg & meat, etc. - \$11.95/person

2nd snack “Gardettos, MMs, etc”

Dinner (optional) pizza – approx \$190.

100 people approx total cost \$3800.

No charge for rooms. Approximate overall food & facility cost \$40/person

SGS – will there be scholarships for students? DT – student rates not set yet.

CP – what if reduced rate for paper presenters to encourage people to present, maybe \$50 for presenter & \$75 or \$100 for other participants. Seems like conference gets smaller just about every year. Thoughts?

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SGS – ok with author reduction. Have looked at other conferences and have seen this done.

CP – further discount for early registration?. Student reg 100, Speaker early 50. No early registration. 100 vs. 75? 100 vs. 50?

DT, SGS – regarding perks. Stick to very limited gifts, avoid VU logo on gifts, eliminates need for VU marketing.

DT – token gifts have to be ordered 6 weeks in advance.

EJ – could label things just as ASEE IL/IN, bag.

CP – what kind of bag? Others – tote bag/fabric grocery bag. MJ – I don't mind getting a lot of that kind of bag. SHS – has a place to order bags from.

MC – what about student registration?

CP – can't make it free. Students come like locusts on the registration and then don't come. \$25 for students in general for undergrads.

SGS, DT – graduates – normal pricing \$100/50.

DT – who is handling registration? CP/KZ Haven't actually delegated registration process. ***

DT – last time at Valpo, accepted registrations on paper, credit card acceptance process was inconvenient.

SHS – can set up on web site to use Paypal. SGS – how do we “IL/IN” get it. SHS – Paypal account can be transferred to regular account. ***EJ to look into this.

MC – we want to increase number who show up to meeting. What about collect larger registration & give refund.

DT – could be a large amount of cash changing hands. SGS – think students who have paid will show up.

EJ – in last meeting – is officer waiver on the books? SGS – yes.

On registration form – need to be able to identify officer.***

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DJ – also putting aside \$1000 for campus reps scholarships. SGS – mentioned in newsletter, told campus reps to contact here.

DT – could have special code field, let officers know what it is.

SGS – to TT – are you coming in 2012?

DT – this time around can we make the university advance \$2000. Consensus – yes.***

SHS – student poster competition – will awards be cash? CP – issues with giving money, so give gift cards.

DT – suggest Amazon gift cards

SGS – \$750 teaching award, \$500 best paper, \$200 for students.

DJ – for students, did increments of 20. DT – usually 3 poster winners.

CP – may do poster awards at lunch.

CP – invited speakers – Scott Duncan who was year's teacher of year. Have offered to give lunch talk. Is doing a solar furnace. Has also offered to give a tour. Also have a new building, the Fites Center.

SGS – usually have a president or past president of ASEE speak. ***DT will check on.

GS – suggest getting Walt Buchanan, president elect, a lot of connections with Purdue, might be interested.

CP – need two speakers – 1st keynote session, 2nd at lunch lighter speaker Scott Duncan at end of lunch

SGS – right after business meeting? CP – yes.

CP – need any more invited? DT – no.

DT – national would appreciate 30 minutes for “year of dialog two”

SGS – how about doing that at a break. CP – or after a break. SGS – would be great in same area as snacks.

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DT – one ballroom for meals, one ballroom for posters, 3rd space available. Or might want to put meals with poster session.

SGS – schedule? CP – thinking of 8am to 4pm. DT – building staff do not start before 8am.

CP: Put “best paper” candidates in one session? SGS – have seen announced “best paper” sessions go very badly. Best papers are not always best presentations.

SHS – how many concurrent sessions? CP – depends on number of papers coming in. Probably 2 parallel sections at most. MC – each session should be 3 or 4 papers

DT sketched schedule on marker board:

8:00	Registration opens, breakfast begins
8:45	Welcome/Opening Plenary
9:30	Technical Session #1 (9)
10:30	Snack/YOD(?)
11:00-11:45	Posters
12:00	Begin lunch
12:30	Business meeting
12:45	Keynote
1:30	Technical Session #2 (9)
2:30	Snack
2:45	Technical Session #3 (9)
3:45	Awards Ceremony
4:00	Optional Tours
5:00	Pizza

SHS – what about an industry speaker?

DT – John Uhran – would like to do K-12 workshop? DT said – would bring to board.

All – don’t see people coming on Friday. Could do at 4:00 on Sat. in parallel to tours. 4-7pm

MC – don’t see people wanting to stay 3 hours after 4pm for workshop

CP – how about wait & see # of papers & see if room for tech session.

CP – who is intended audience? Doug – think it is for faculty.

SHS – seems like it just ought to be one of the sessions.

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SGS – have had 2 from Rose talk about submitting

SGS – reg. form needs to say, are you an ASEE member (affects eligibility for awards)***

Re Submissions – KZ, DT, CP– will vet the abstracts. If people want to get involved, that is fine to.

CP – will be contacting people about reviewing. Reviewed deadlines for papers, reviews, etc.

CP – do we have plan to get nominees for teacher or year, etc. SGS – put it in the newsletter.

DT – an email reminder could go out regarding nominations.

CP – is Nov. 18 abstract submission ok? SGS – like national, could extend 1 week.

All – discussed other dates.

How many abstracts so far? MJ checked – just 3.

DT – suggest sending to nearby surrounding states outside of section, but not sure if there is a way to send on this basis. ***SGS to look into.

KZ – what about Dec. 2? DT – could we make abstracts due 4pm CST/5pm EST Friday Dec. 2?
SGS - yes.

SGS – will send out email tomorrow morning.

MUPEC (Midwest Undergrad Private Engineering Colleges) has dean list serve.

SGS – when at Purdue, had separate grad & UG poster session, but don't typically get that level of grad participation.

SHS –also contacting community colleges

SGS – just notice, that panel session wasn't scheduled. All – could be in a tech session.

DT – When is spring exec board meeting?

Sharon – have to be here Friday night? Doug is reserving suites of hotel rooms.

SGS – how about 7am? DT to MJ – ok for me.

All – could do on Friday?

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DT – leaning towards Friday night.

SGS – dinner meeting 7pm? DT – yes.

Office nominations for spring election

Only one up for election is secretary. Newsletter mentions that this is open & that there is one nominee (MJ)

DT – secretary & other positions are out of sync on 2 year cycle?

2013 – TT

TT - Meeting with Dave Finely Wed. regarding date.

SGS – always avoid Easter weekend. DT – often most convenient date is Saturday of your spring break.

DT to TT – events don't always have to be in the same building. Often lunch has been in another location.

SGS – flyer by March conference with dates would be great.

Tom – how do you brainstorm the theme? At school? DT – honest answer “what was the last theme...”?

SGS – suggest checking out website and newsletters for past themes. Also may take a look at theme at national.

Doug – sometimes theme can make tie in to host university or city.

SGS – any questions for us? TT – meeting was informative. Have to take off.

Section campus representatives

MC – to find out who the campus reps are, encourage them to come to conference, etc. SGS – you can find names on ASEE site.

DT – could be as simple as 3 emails/year.

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SGS – re Bylaws

SGS - Would be good to go over bylaws & make sure current practice and bylaws agree. Have seen them get out of sync in other orgs.

SGS - When last revised? DT – Heidi Diefes-Dux & he worked on about 5 to 10 years ago.

***SGS will read through and see if we are practicing according.

CP – discuss at spring meeting?

SGS – one thing is expanding the board to make sure have IL representatives. May want to discuss earlier so that can approve in the spring.

Doug – might be good to have IL/IN alternate on chairs.

MJ – brought up inconsistencies in bylaws re secretary duties –

Checked bylaws & noticed that apparently all this time I was supposed to also be sending minutes to headquarters in addition to zone & section which I have always done. If so, to whom should I send it.? Doug – will ask Dwight Wardell if he wants section minutes copy. ***

Also in bylaws, “notifying members of the time and place of meetings” is listed in secretary’s duties. Odd since secretary doesn’t normally have access to the email list. As a result, section chair has usually taken care of this.