

American Society for Engineering Education
MEMORANDUM

Date: May 20, 2005

To: ASEE IL/IN Executive Board

From: Mark C. Johnson
Secretary, ASEE IL/IN Section
Phone: 765 494-0636
email: mcjohnso@purdue.edu

Re: April 1, 2005 IL/IN Executive Board Meeting Minutes

On April 1, 2005 from approximately 4:00-5:00pm, the IL/IN executive board met at Northern Illinois University, DeKalb, IL, immediately prior to the beginning of the 2005 IL/IN section conference.

In attendance were:

Winfred Anakwa, Bradley University, Peoria, IL
Abul Azad, Northern Illinois University - DeKalb, IL, 2005 Conference Co-Chair
Radha Bal, Northern Illinois University - DeKalb, IL, 2005 Conference Co-Chair
Heidi Diefes-Dux, Purdue University – West Lafayette, IN, Section Ex-Chair
Robert Hoffinger, Purdue University - New Albany, IN, Section Campus Rep.
Mark C. Johnson, Purdue University – West Lafayette, IN, Secretary/Webmaster
Michael Kozak, Purdue University - Richmond, IN, Section Chair
Carmine Polito, Valparaiso University - Valparaiso, IN, Treasurer
Gary Steffen, Indiana University / Purdue University, Fort Wayne, IN
Doug Tougaw, Valparaiso University - Valparaiso, IN
Sandra Yost, University of Detroit Mercy, Detroit, MI, Zone II Chair

The following notes have been re-grouped somewhat to match the order of topics in the agenda. Original, unedited notes are available from Mark Johnson. Items requiring action have

been underlined. Some comments pertaining to selection of award recipients are deliberately omitted.

Secretary/Communications report from Mark Johnson

Updated section web site to eliminate Java - less features, but loads much faster and avoids browser/OS compatibility issues.

Email discussion re searchable documents - is Google domain search sufficient - can we link to it? Arrange for searchable paper archive - MCJ

Abul & Radha's online proceedings format for 2005 conference is very convenient for migration to main section web site. Put 2005 papers on section web site MCJ

Still need to put 2003 papers online - titles have been up several months MCJ

*Heidi - will check paper archives from last time section conference was at Purdue University, West Lafayette.

MCJ - reported on status of ConfMan web based conference management system. Has worked well so far for Microelectronics Systems Education 2005. SY - don't need to prepare/submit report on results for ConfMan.

SY - Another option - in redesign of CAPS system, it may be possible to make CAPS available to sections.

SY - ASEE 4th colloquium has an abstract submission system may be appropriate

Treasurer's Report - Carmine Polito

Operating Account \$768

BASS Account \$11,220

there will be slight update to numbers after section conference CP

Regarding 2005 conf - RB thinks we will roughly break even, but approx \$500 in the hole right now

MK to CP - re awards, bought 4 \$50 Barnes and Noblegift certificates for poster awards, for teaching awards, CP will request National to send teaching award check

Awards - Dennis Kroll

Carmine - are we giving a teaching award (cash)? Yes. \$100 for best paper will have to go through national for check.

Need 2 people besides him (Dennis) to view best paper candidates. Has conflict with his own paper on one session.

presentation is a factor in paper award

Have best paper and honorable mention

Question - whose signature on certificates?. MK - typically the chair

Student poster coord needs 2-3 student paper judges, have 13 posters, 19 students

RB - can muster judges during this evening's social, MK - opportunity to involve new people

Awards are given 4:30-5:00, pizza at 5:00

RH - suggest completely recruiting judges from social, use exec board members just as backups

2005 Conf issues - Abul Azad, Radha Bala

Radha - has conference script ready, have cash bar at 5pm

Bylaws - Heidi Diefes-Dux, Doug Tougaw

Made 30 copies to at tables over lunch, will have to do aye/nay/pass. Abul - can make copies for everybody else.

AA - Should have 80 in attendance

Heidi - will need a motion in the business meeting to pass the bylaws

Election Slate - Mike Kozak

RB - willing to be chair elect, MK can still solicit nominations & give a last call for any positions - chair elect, treasurer, secretary

2 yr terms for char/chair elect/past chair/treasurer/secretary

DT - have to approve bylaw changes before election

Summary of candidates

RB - chair elect

MCJ - Secretary

CP - treasurer

MCJ Communications officer (appointed not elected)

ASEE National Conference / Section reps - MK, RH

MK - There is Wed morning section breakfast, want MK/RH there

SY - picking up all but \$5 of breakfast cost for Wed. (in her budget)

2006 Conf - Gary Steffen

re 2006 meeting - Gary has flyer to handout on Saturday & mentions joint with North Central, have registration process set up, \$8-\$10 fee to campus for registration per person

will need to have joint fall planning meeting - GS

have to resolve issues of seperate section business meetings - GS

Fall meeting date - Mike Kozak

will resolve meeting date with north central - GS

HDD - fall meeting is usually last week Sep. or early Oct.

MK - tentatively Sept 30 Fri 4pm? Some - is that too late. Bob - suggest 10am. Heidi - will be longer with combined meeting.

Other business:

Mike Kozak - how can we engage campus representatives better?

re Campus Reps - RH checks reports submitted to national (supposed to send a copy to campus exec board rep, but most don't)

Heidi - need to get campus representative or substitute from each institution

RH - after conf will send email to all institutional representatives telling them how meeting went, missed you, etc.

DK - part of problem is that if Ph.D. candidates aren't interested, you won't get the faculty, Dennis learned a lot of what he knows about teaching at ASEE, problem is that there isn't credit towards promotion and tenure

Radha - is this a common problem at other sections? - SY, yes. Helps to get a personal invitation.

RH - he had someone decline to be campus rep - was only person on his campus in ASEE

RH has been trying to reach people at various campuses

MK - to GS - can we teleconference (or even video conference) at IPFW meeting?

Gary - new facility is going in, may be able to video conference, but at least will be able to voice conference