

American Society for Engineering Education  
MEMORANDUM

Date: Nov. 16, 2009  
To: ASEE IL/IN Executive Board  
From: Mark C. Johnson  
Secretary, ASEE IL/IN Section  
Phone: 765 494-0636  
email: [mcjohnso@purdue.edu](mailto:mcjohnso@purdue.edu)  
Re: October 23, 2009 IL/IN Executive Board Minutes

On October 23, 2009 from approximately 1:10pm to 3:30pm, the Executive Board of the IL/IN Section met at Purdue University.

**Participants:**

Col. Dennis Fallon, The Citadel, Zone II Chair	(DF)	
Robert Hofinger, Purdue University, Ex-officio member	(RH)	
Mark Johnson, Purdue University, Secretary/Webmaster	(MJ)	
Joanne Lax, Purdue University, Newsletter Editor	(JL)	
Bill Oakes, Purdue University	(WO)	
Sharon Sauer, RHIT, 2008 Conference Chair	(SS)	(By Telephone)
Gary Steffen, IPFW, IL/IN Past Section Chair	(GS)	(By Telephone)
Douglas Tougaw, Valparaiso University, Past Section Chair	(DT)	(By Telephone)

**Attachments:**

1. Financial report from 2009 section conference.

**Highlights and Action Items:**

(action items highlighted with **\*\*\* and bold text**)

1. 2010 Annual Meeting Program (Bill Oakes, Mark Johnson)
  - a. Budget -
    - i. Have total of \$6000 in commitments from Purdue College of Engineering (CoE) and School of Engineering Education (ENE). Anticipate similar commitment from College of Technology (CoT). Purdue faculty then wouldn't need to pay individual registration.
    - ii. Purdue conferences office will handle registration, food, use of facilities.
    - iii. Full budget not yet available, but with commitments from CoE, CoT, and looking at past budgets, finances are not expected to be a problem.
    - iv. Approximate fee structure: \$100 faculty registration, \$50 for graduate students, \$25 for undergraduates.
    - v. **RH to follow up on having industry booths, displays.\*\*\***



- a. JL with assistance from ENE graduate student Tamika (???) will **\*\*\*prepare 2009 newsletter to feature highlights of 2009 conference, information about 2010 conference, and other items noted in transcript of meeting. To be prepared and distributed electronically by mid-November.**
  - b. **Entice electronic newsletter readers by including invitation to put name into a drawing.\*\*\***
4. Update on National organization (Dennis Fallon)
  - a. **DT to forward best paper info to GS, DF.\*\***
  - b. **Newsletter should mention “Dean’s Program” – Dean pays ASEE membership for new faculty one year, gets one year free.\*\*\***
5. Approval of the March 2009 Executive Board Meeting Minutes.
  - a. **Corrections discussed. \*\*\*MJ. Revise and distribute final minutes.**
6. Approval of the March 2009 Section Business Meeting Minutes.
  - a. **Corrections discussed. \*\*\*MJ. Revise and distribute final minutes.**
7. Other business
  - a. **MJ - In future, record minutes from final dinner at section conference at which award winners are announced.\*\*\***
  - b. **MJ – add awards page to web site.\*\*\***

## **Transcript of Executive Board meeting**

Onsite attendees gathered for lunch at 12:30pm

Call to Order – SS 1:15pm, Oct 23, 2009.

SS - any more for agenda? All - no.

### **2010 Conference Plans**

WO -

Acknowledge that we are behind plans, but think that we are on track. Have cool building for conference, but room scheduling not accessible until next month.

We have to use Purdue Conference office, come at a cost. They are comparing budgets to Valparaiso 2009 results, don't see a problem.

If we can't get this building, Stewart Center (STEW) is backup, The last two section conferences at Purdue were in STEW.

We have tentative program to discuss here and will seek feedback.

We have 14 ENE graduate students on the organizing committee (very nontraditional & diverse) 3 have run conferences before, some at Purdue, others have run international conferences.

List of ENE graduate students is divided up into program chairs, etc, We plan to engage them and can see this making the conference very energetic and vibrant.

School of ENE is committed - \$3000 towards conference.

We don't have draft CFP for meeting for distribution, but we will have a draft & students will have one ready for approval within the week.

**What approvals are needed for CFP? SS - circulate among the board is appropriate.\*\*\***

Summary – we have guaranteed space, the date (April 9-10) works, we will know about ARMS availability in early November, we have plenty of people to make work.

Looking at our schedule:

If CFP is available next week, we can ask for abstracts during 1st 2 weeks of December or 1st week people are back in January.

We must consider that lots of things are due early Jan, e.g. FIE, ASEE, etc.

We can turn around abstracts in a week given number of grad students.

(Bonus) All grad students come with ENE faculty & you have 1/3 of ASEE ERM faculty mentoring these students. Those faculty are willing to help, they see this as a great opportunity for their students.

SS - would **\*\*\*go for December for abstract deadline**, DT agree, abstract doesn't take long.

WO - Dec 14 starts our finals week.

WO - how many abstracts were there last year? DT - 50

WO – We can notify people in Dec, gives them all of Jan for paper prep, paper review in Feb. By the end of Feb. or mid March we can have paper decisions back.

WO - help me understand - papers, opportunity for workshops? Do we want workshops on Friday? Offer a call for workshops? Or, just take an opportunity at Purdue?

SS - are you thinking only of a couple of workshops in sequence or in parallel?

WO - one intriguing idea for workshop - How could I do education research in my classroom?

SS - would be an excellent workshop? DT - great choice.

DT - offer call for workshops?

SS – We did a call for workshops for the 2008 conference at Rose-Hulman. We had quite a few. If we only want a few, maybe don't put out call, just drum them up locally.

WO - danger of workshop call, not getting many people at too many workshops.

SS – think it is ok either way.

**WO – We will go ahead and include wall for workshops\*\*\***

**WO – Do we include student poster section? SS - very important\*\*\***

WO – We should advertise after start of year because of student attention span.

DT – (Lesson learned) It is very beneficial to have different person in charge of student posters from papers because both hit at the same time. Also recommend a 3rd person in charge of facilities.

WO - We have 2 co-general-chairs, 5 program chairs, etc.

WO – Is there any preference where to put posters in program?

MJ - has to be mid-day for benefit of off-site students.

DT - worked well to do posters before lunch, have time to choose winners and give poster awards right after lunch.

DT - don't put anything opposite the student posters.

WO – regarding prizes - are we happy with how it has been done in the past?

DT - mainly certificates, gift cards such as to Barnes and Noble.  
Seemed like students were happy. On the order of \$50.

DT - only complexity is when there are multiple students on a poster. Last year one had 8 co-authors.

WO - re gift cards, get smaller denominations, can divide up among team members.

DT - purchase cards directly from ASEE account, otherwise ends up being taxable income.

DT - treasurer Eric Johnson can write a check.

WO - what about highlighting education research among students & in relation to undergraduate posters. One session? Two sessions?

SS - do both, but separate awards. WO - only sees there being awards for undergraduate posters.

WO – We see education research posters as a great way for students to connect with their community. Perhaps we should just have distinct area for graduate posters, another area for undergrads.

**DT, SS - support this idea - have one poster session combining grad and undergrad.**

WO - some hotel rooms are available on campus at Union club.

WO – Had earlier discussed program with Mark - a reception on Friday, light hors d'oeuvres, drinks, not dinner.

WO - alcohol expectations?

DT - no. Last year just ice cream.

RH - cash bar? Union can run cash bar.

WO - if do that, we have to pay a minimum & usually end up paying it.

Conclusion regarding reception - "Be creative, we don't care" what to do with alcohol for Reception.

WO - other meals, continental breakfast?

RH, ok but make sure has fruit.

WO – Regarding lunch. Not extravagant but nice. What else happens at lunch?

SS - poster awards at end of lunch. Have business meeting at end of lunch.

WO - in atrium with speaker & mic, ok?

RH - what is risk of distraction? WO - a little traffic, not too much.

SS - Carmine will be one to lead the meeting.

RH - is catering in atrium a problem? WO - no. it is done all the time.

DT - at the end of Valpo conference we had pizza, had to use campus concessions. WO - same at Purdue. Idea for final dinner is – be informal, here is food, mingle.

RH - some people will have already left.

DT - don't over order on pizza. WO - but you don't want to run out.

WO - when are section awards given? SS/DT - at pizza dinner

GS - suggestion about awards. Suggest **teacher, service, and section rep awards at lunch meeting\*\*\***. Paper awards at end. DT - student posters announced at lunch.

WO - what about **duration of paper?** RH - **12 min + 3 discussion or 15 + 3. Normally 5 papers/session.**

MJ - what about plenary speakers? WO - at lunch? Kick-off?

DT - either or both.

DT - last year wanted to get Cordova, but couldn't get her.

WO - concern that we may be featuring too many Purdue people.

RH - don't we always have somebody represent the campus?

SS - if two, choose one from Purdue, one from elsewhere. Often current president or president elect of ASEE .

GS - need to allow section chair time to intro teacher of the year presentation.

GS - last year had a teacher of the year parallel session.

RH - couple of years ago Carmine did great Engineers Without Borders presentation.

GS - Carmine was last year's teacher of the year.

WO - if want plenary speaker, we get Leah Jamieson or David Radcliffe.

SS - tried to get Leah at Rose in 2008, had schedule conflict.

WO - have dean of Tech give the welcome to campus in the morning, someone from ENE give talk on lunch. Talk about where they see the field of Engineering Education going.

WO – w see need for ENE to be better connected with other schools in section. Have toyed with trying to send ENE grad students down to Rose to teach...

DF - Leah Jamieson is leading Engineering Education for global initiative, think she would be great follow-up to last years talk.

**RH - will talk to CoT Dean about campus welcome.\*\***

**WO - will try to get Leah.\*\***

WO – Purdue conferences person - apologizes for absence from this meeting, was out of town.

WO – Are there hard guidelines or preferences re cost structure?

DT - last year was \$100, \$25 early discount,

SS - was \$125 at Rose.

WO - for students UG/Gr DT - \$25 covered meals.

SS - had grads at 50% disc, UGs \$25.

JL - what about conference perks (e.g. nice folder)?

WO – We have commitment from ENE \$3k, Dean \$3k. Anticipate similar amount from CoT. Part of that would cover students, Purdue faculty wouldn't have to pay registration..

WO - Regarding sponsors. Opinion – We do not want to try for sponsors this year. Afraid of getting in the way of what the development people are doing.

DT - having industry displays was a nice addition. WO - see displays as something different. **RH\*\* can do that.**

SS - do you have web site? WO looks at MJ.

**MJ – We can add to ASEE ILIN site\*\*\*.**

MJ - Does Purdue Conferences have online registration system? WO - yes.

MJ – I have an online system for receiving papers I could set up.

WO – We have grad students who may be interested in setting up paper management system.

WO - Long time ago when conference was at Purdue before, we set up ASEE account (asee@purdue) & everything that went there was for conference. We can route submissions to SharePoint server.



WO – We can have abstract sent as an email to ASEE account, distribute to organizers.

WO - do you want people to walk away with a copy of the papers? We don't want to print. If online, do we even need CD or memory stick?

RH - FIE did memory sticks, waiting on feedback. Only question, how do libraries store it?

JL - is there a difference in how to produce the proceedings?

RH - get a folder with a place for memory stick? GS - yes. At another conference they did that.

MJ - like that idea.

GS - it was like a small wallet. **WO – We will have conference chairs look into memory sticks and wallets\*\***

People seem to like memory stick & holder. WO - thinks will be expensive.

RH – we can get plastic bags from bookstore if needed.

WO – we still have spare bags from FIE that would give to those who need.

WO - FIE was BYOB (bring your own bag that is) had contest for oldest FIE bag, etc.

### **Report on 2009 Conference**

(See attachment containing financial report)

SS - time for Doug review of financials & lessons learned.

DT – we have already pretty well discussed lessons learned previously

We earned about \$5000 sponsorships which allowed setup of booths.

We put the coffee break in exhibit hall to encourage people to go there.

Registration total was about \$3000

... total expenses \$6500 (see 2009 financial report)

Would have given all but best paper at lunch.

WO - did you give separate best paper & best presentation? DT – it was a combination. Choose candidates from papers then use talks to choose the best. Spread best papers across sessions so that judges can see all contenders.

GS is awards chair (past section chair is always the awards chair). Reviewers will flag best papers. Don't schedule any best paper candidates during last session. You need that time to make selections.

DT - Defer student awards to those in charge of student posters.

DT – we tried to almost entirely eliminate paper from workshop, just the actual conference program was on paper. Everything else was electronic.

SS - thanks DT for fine job on 2009 conference.

## Newsletter Report

JL - re newsletter. was hoping for info on upcoming conference to highlight in the newsletter & WO will provide some info.

JL - request - do newsletter entirely electronically. Saves money, environmentally correct.

DT - had this discussion last year. Last year chose paper. Cost was about \$1000. Probably paper somewhat more effective, gets more attention.

SS - pros/cons both ways. Con - even easier to ignore electronic.

JL - shall we try it electronic?

DT - good thing, only have done newsletter twice, so not a lot of inertia. Found that B/W paper didn't work out well. Color on paper ok. Let's try it electronically this time. Ask for feedback. **We could even say that section has saved \$500. If you read this, put your name in a hat.\*\*\***  
**Consensus - like it.**

JL – I gather most information in past was regarding past and upcoming conference.

DT - list of what to include - blurb about looking for volunteers, list of current officers,

JL - what about information on nominating officers? DT - use blurb from last newsletter.

JL - other news? .... Quiet.

**DT - most benefit from newsletter is to encourage people to submit abstracts. Need to send at least 14 days before abstracts are due.\*\*\***

JL - do it mid-November.

**GS - circulating to group in advance would be a good idea. \*\*\***

DT - format last time was designed for paper, doesn't need to this time.

JL - Tamika will be helping. Was also appointed as co-editor. Is an ENE grad student.

### **ASEE Zone and National Update**

DF - Zone/National Update

National - quiet. In transfer of presidency to J.P. Mohsen. Encourage section to invite JP as he is just down in Louisville.

Reported to board in Austin that Valparaiso meeting was well done, appreciated hospitality of Carmine and Doug.

Need to get best paper and outstanding representative names ASAP.

Encourage us - when nominate rep, not just std format but get section chair to write up recommendation. DF gives to a committee to decide. Words & how expressed make a difference in the selection.

DF to GS – Are you nominating it?

GS - we are out of sync. We have best paper from 2009, won't have 2010 until March.

DT - 2009 is the one DF needs. Was Tom Mason et al.

**DT to GS - if you can't find it, I will forward it to you.\*\*\***

**DF - get word out about Dean's program that if new faculty joins & Dean agrees to pay for 1 year, National picks up 2nd year.\*\*\* something for newsletter.**

National membership hasn't increased or decreased.

Congratulations to Doug, elected to replace DF for next Zone II rep. Citadel II will be hosting 2011 conf, looking forward to showing similar hospitality to Doug.

DF - anything to take back to National?

DT - Last year Jim Melsa came. At National the current, elect, and immediate past president try to come to every conference. Doesn't have to be speaker, but at least have him/her give welcome.

### **Board Minutes approval from April**

SS - noted corrections (noted by MJ)

Correction James Reising from Univ. of Evansville was outstanding campus rep.

Motion to accept with corrections RH, 2nd DT.

Unanimously approved.

(RH found best paper info online for Tom Mason to give to DF, DT will email.

### **Section Meeting minutes**

Correction "acknowledgement" vs. "acknowledged".

DT – moved to accept with correction. GS 2nd (or vice versa)

Unanimous.

### **Secretary/Webmaster Report**

Old section website domain asee4ilin.org is no more. The domain registration was allowed to expire.

Site is now hosted on ASEE National website at domain ilin.asee.org.

### **Other Business**

SS - where do we keep a record of award winners?

RH - on web site?

GS - think this is only on national site & we haven't kept minutes of closing meeting of session where winners are announced.

**MJ \*\* keep minutes of closing meeting at section conference.**

**RH - what about an award winners page? \*\*MJ – will add awards page to web site.**

SS - is Eric with us. MT, DT - No. DT is on sabbatical and not even in building. Might not have known he was to give a report.

Oh no - Eric wasn't even on the mailing list for the meeting.

DT - think Eric would be happy to provide a report.

SS - will email Eric.

### **Section Campus Representative.**

Was looking for report - is Richard Pfile with us. No – he had emailed regrets.

### **Close of Meeting**

SS - any other business? <silence> Then thank you all for the participation.

Closed meeting at approximately 3:30pm.