

American Society for Engineering Education  
MEMORANDUM

Date: Jun 21, 2007

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: March 30, 2007 IL/IN Executive Board Minutes

On March 30, 2007 from approximately 3:30-5:30pm, the IL/IN executive board met at the Brickyard Crossing Hotel, Indianapolis, IN which was the site of the IL/IN Section conference meeting hosted by Indiana University Purdue University Indianapolis (IUPUI).

**Section Officers Attending (listed offices are for the date of the meeting)**

Pat Fox, Indiana University/Purdue University Indianapolis,  
2007 Conference Co-Chair

Pete Hylton, Indiana University/Purdue University Indianapolis,  
2007 Conference Co-Chair

Robert Hofinger, Purdue University - Columbus, IN,  
Section Chair

Mark C. Johnson, Purdue University – West Lafayette, IN,  
Secretary/Webmaster

J.P. Mohsen, University of Louisville, Louisville, KY  
ASEE VP for Member Affairs, standing in for Zone II Chair  
John Uhran who was attending another ASEE section meeting

Rich Pfile, Indiana University/Purdue University Indianapolis,  
2007 Program Chair

Carmine Polito, Valparaiso University, Valparaiso, IN  
Section Treasurer

Gary Steffen, Indiana University/Purdue University - Fort Wayne, IN,  
2006 Conference Chair

Doug Tougaw, Valparaiso University, Valparaiso, IN  
2003 Conference Chair

**Other attendees:**

Gene Harding, Purdue South Bend, ECET  
Dorine Perez, Illinois Valley Community College (IVCC), Oglesby, IL  
Jim Gibson, IVCC, Oglesby, IL  
Charles Yokomoto, IUPUI, Indianapolis, IN

## Summary of action items from Executive Board Meeting:

(MJ) Check status of posting of office names. (missing as of date of this memo)

(RH) Get backup material for last years teaching award to give to national.

(RH) Contact Litchfield at Univ. of Illinois about being conference site.

(DT) Provide newsletter info to MJ to post on web.

(PF/PH) Provide pictures & materials from 2007 conference to MJ to post.

(MJ) setup some kind of communication board on web site, counter, log IP addresses of hits, site search. Post previously listed items to come from DT, PF, PH

(MJ) Send section conference papers to national if not already done by PF/PH

**Notes:** \*\*\* indicates an action item

### 1 - Introduction (Robert Hofinger)

made introductions. A little bit of history of IUPUI & IU/PU system & regional campuses.

### 2 - Secretary's Report (Mark Johnson)

prepared/distributed last 2 board meeting notes, need to post the last one on web site

\*\*\*check status on posting of officer name

DT – move to accept the minutes, RH – 2<sup>nd</sup>.

### 3 - Treasurer's Report (Carmine Polito)

Operating account \$500

BASS account \$14850 (came out well ahead on IPFW hosted conference)

### 4 - Spring Conference Introductory Report (Pete Hylton)

PH – think going extremely well, think that location helped.

PF - Having Jerry (Gerald Jakubowski) probably helps. Did reasonably well on sponsorship.

40 student posters from 11 schools.

Expect \$2k surplus on conference, especially good considering it is at a commercial facility.

RH – notice a lot of people from eastern half of US.

PH - About half of registrants are already here.

PH – who is the awards chair, have certificates. RH – would have been award chair. Unfortunately Radha unable to serve any more.

DT – is award structure in place? Pete – yes.

JP Two years ago Gary was listed as chair elect? GS – correction – was conference chair. Willing to be new chair.

RH: Abul was to bring outstanding service award. PH – also outstanding teaching award. Doug – don't think call for teaching award went out.

Bob \*\*\* needs to get backup material for last years teaching award to give to national.

JP – who would have that info? How about contact Steve Stillman from ND directly.

DT – would it reflect negatively on section not to have teaching award? JP – yes.

DT – in absence of applications already, could choose this weekend, could collect names here at conference & decide in a couple of months.

PH – have faced this situation before & chose to do it on the spot.

GS – when does national need the info for this year's award?

DT – we are blending two issues. It is last year's award winner that gets forwarded to national this year. Unfortunately, program already says we are giving outstanding teaching award.

GS – concern that changing process for award selection sets a bad precedent.

CP – bite bullet and don't give award this Saturday.

DT - shares concern about appearance of impropriety.

a) Attendance

over 170 registrations, about 110 faculty, rest are students on posters & some presentations

b) Section Awards

DT – how do we select the service award?

DT – would like to nominate Bob.

CP - 2<sup>nd</sup> that.

MJ – called question for Bob for service award, voted, unanimous.

5 - Section Campus Representative Report – Abul Azad (not present)

PH – don't have certificate for section campus rep.

RH – another thing to work on – get all things in order.

JP to DT – would you be section campus rep? DT – what is involved? RH – make contact with schools in section on quarterly basis.

DP – what is campus rep?

RH – contacts new faculty re ASEE, promotes organization.

JP – have chaired a committee (mentioned two others) to rework campus rep report, much more concise.

RH – current report about 7 pages.

JP – all this will be revised in Hawaii at national.

PH – who presents service award to RH? DT will do.

JP noticed that newsletter editor Bob Bloompott inactive on it last couple of years.

GS was supposed to do a newsletter last year. RH/GS had talked about doing an electronic version. Proposed last year that each section conference chair prepare letter from last conference.

JP – think this won't work, person from last conference won't do it. DT – point out that newsletter is one or two pages. JP – have money in account, still a good thing to have paper newsletter. Gets more attention.

6 - Zone II Chair Report – (J. P. Mohsen for John Uhran)

JP to section – are the problems, concerns?

RH – continuity of officers & getting new blood on board a problem. Has been heavy on Purdue people

PF – what are the 22 institution members? RH – looked back at list, mentioned many in Illinois.

## 7 - New Business

### a) Slate of Officers for 2007 – 2009

PF – term of offices? RH – went to 2 year terms.

Office to be filled:

section chair	GS is willing
chair-elect	CP is willing
secretary	MJ willing to continue to serve
treasurer	CP – willing to continue to serve
awards	RH (GS – awards chair can be the chair-elect)
section campus rep	RP
newsletter editor	DT
webmaster	MJ willing to continue to serve
2008 Conference program chair	– pending***

DT – what does past chair do?

GS – last year Mike was really involved in the awards

JP – there are campus and individuals would like to host meeting. Telling them that now you are treasurer & newsletter editor – probably not what they had in mind.

PF – what about getting some Rose people in? How about ask Jerry? DT – problem, have to have slate for meeting on Saturday.

RH – who else did a lot of work in section? John Uhran, but is very tied up with zone office.

GS – someone from IUPUI? RH – what about CY.

JP – Bruce Hardin.

CP – should be someone involved last couple of years.

DT – how about CP? – be treasurer and chair-elect & would drop treasurer when becomes chair.

CY – know someone who might be interested. Siva (?)

CP – on sabbatical next year.

JP → Doug – what about both newsletter and campus rep

.

CP – suggest putting new person on newsletter – chance to get to know campuses well.

RP – willing to help.

PF is running for a national office (in ASEE).

RH found campus rep interesting, learned who the schools are.

DT – do you have to be a campus rep to be section campus rep? RH – no, but can be.

RP – willing to serve campus rep. Does this obligate you to go through chain of command? DT & others – no. Further discussion of section campus rep job.

JP – elaborated on potential importance of section campus representative.

DT – will do newsletter.

JP – recommend recruiting ahead for future years. DT – campus representatives can be good source for this.

b) 2008 Spring Conference Site Suggestions

re Notre Dame – because of new president & dean, don't think can swing it.

RH – would be nice to have back in Illinois.

DT – how about Rose-Hulman? Jacobowski would be supportive. Even so, Illinois would be good.

DT – think IIT would be supportive. RH – went well a few years ago when at IIT.

RH – another school not attending – U of Illinois

JP – some time back had talked about going there.

JP – present a proposal to U of Illinois. Plan on making that contact, but have a backup plan. We would need champion on campus. RH – who would that be? JP what about campus rep? RH – has name of Bruce Litchfield assistant dean at Ill. \*\*\*RH will try to get in touch with Litchfield. JP – suggest also contacting new Provost Katehi.

Gene – suggest asking Rose for next year or two.

DT – Valparaiso especially wants 2009 because of sesquicentennial

DT – if agrees to it tomorrow, can announce at banquet.

Summary:

07 IUPUI

08 Rose-Hulman (aim for)

09 Valparaiso  
10 U of Illinois (aim for)

c) Website Update

- corrections
- suggestions
- chat room
- special interest groups
- e-mail (links to ASEE National)
- update profiles

from last year – would like to use web site as means of communication between schools

\*\* MJ, check into how to do. \*\* MJ (from GS) – add a counter and IP addresses.

RH – would a list of IL/IN membership be of importance? DT – probably don't want to post.

MJ – pictures being taken? Materials from 2007 conference. \*\*\*PF will ask PH about getting pictures taken. \*\*\*MJ – will get newsletter info collected by DT to also put on web site.

JP – some uniformity between sections on vendor fees needed. GH – uniform? Or should it be based on size of conference.

Someone – how did IL/IN end up as section?

JP – realignment of sections was considered, but options didn't prove of interest.

JP – noteworthy that Purdue ENE not here.

JP – national has started archiving all papers from section meetings. Send papers to Keith Mount at headquarters.

JP – creating student division at national level.

There is student chapter at Purdue West Lafayette.

Pat – new student chapter at IUPUI – very active so far.

JP – are there any other concerns with respect to ASEE national? RH – no problems/complaints. DT – we submitted two papers for national conference, paper was declined but no comments were provided. GH – have seen some rather unprofessional comments.

RP does national have packet of information such as forms required for section conference?

JP – no, but there is a paper available on how to run section conference. What about conference management software?

JP – national has experience running conference for 4000 people, but section experience is on much smaller conferences.

JP – re smooth paper – difficult to run, not appropriate at section level. Are exploring options of other software? Would you be willing to pay between \$500 to \$1500 per year to run this? DT – especially if it could accept credit cards if it handled registration and credit cards. JP – Mark is involved in national committee on this. RP – could charge per # registrants?

RH – some conferences at schools with continuing Ed group (PF – or IUPUI has payment system via IU). GS – think per person would be best.

JP – national wouldn't be doing this. Looking for a 3<sup>rd</sup> party vendor.

MJ – some vendors do per person. JP – yes, but there is also a flat up front fee.

JP – some sections only have 30 to 60 papers, don't need package to manage it.

JP – re granting PDHs (Professional Development Hours) at nation conference – helpful?

DT/PF – yes, though since Indiana doesn't require PDH's, not so much of an issue. DT – a good service to members who needed. JP – members would need to request, cost \$5.