

American Society for Engineering Education
MEMORANDUM

Date: November 15, 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: September 30, 2005 IL/IN Executive Board Meeting Minutes

On September 30, 2005 from approximately 1:00pm to 3:00pm, the IL/IN executive board met at Indiana University - Purdue University, Fort Wayne (IPFW). From 3:00pm to 5:30pm, the IL/IN and North Central executive boards met jointly to plan for the upcoming Spring 2006 joint section conference.

In attendance at the IL/IN board meeting were:

Hosni Abu-Mulaweh, Indiana University/Purdue University, Fort Wayne, IN, 2006 Paper Chair
Abul Azad, Northern Illinois University - Dekalb, IL, 2005 Conference Co-Chair
Radha Bala, Northern Illinois University - Dekalb, IL, 2005 Conference Co-Chair
Robert Hofinger, 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 Universtiy - Valparaiso, IN, Treasurer
Gary Steffen, Indiana University/Purdue University, Fort Wayne, IN
Doug Tougaw, Valparaiso University - Valparaiso, IN

The following notes have been re-grouped somewhat to match the topics in the agenda. Original, unedited notes are available from Mark Johnson. Items requiring action have been underlined. Key group decisions have been put in bold italics. Some comments pertaining to selection of

award recipients are deliberately omitted. Speakers are identified in most cases by first name and last initial. A summary of action items is included at the end.

Secretary's report & Website update

status on Web Site & using Google for search - Google search tools are available at no charge for non-profit organization, but require agreement to allow Google to use organization logo in publicity regarding users of Google search tools. Tried some time ago to get feedback from national ASEE regarding approval to do this. Mark J. need to follow up again with Sandy and contact at National

brought up matter of table at FIE (Frontiers in Education) coming up in October.

Volunteers to be at table: Gary S. (avail Wed - Thu), will bring display re 2006 section conf), Mark J. (avail Thu-Sat)

per Mike K - Heidi will be at FIE

Bob H - not a problem to get table at FIE - probably put it near registration or email stations. (Note: Bob is FIE 2005 exhibits chair, so he has the authority for this)

Mark J - should also think about a section booth at ASEE national (bring up to Sandy)

Bob H - at the brkfast meeting in Portland - statement that something has to be added to bylaws (has to be approved by national) that by-laws have to be approved by the Board of Directors" Renata Engels - Member Affairs, Univ of Penn. Mark J. to follow up

Treasurer's report

Carmine P.: Balances - \$546 in op acct, BASS \$11313 as of 9/29/05

Invoice to Jennifer Kimble at national - Northern Illinois needs invoice from us

Summary - virtual break-even for the year

Mike K. - think we need to find way to use the balance for something beneficial

Mike K. - what about putting towards Engineers Without Borders (EWB)

Mike K (later while Carmine was out of room since he is personally active with EWB) - have \$12k sitting for last year, propose using some of it for engineers without borders - some sponsorship of it.

Radha B - can we help them leverage what we give. Suggested \$2000 sponsorship, could be made a matching thing - for students raising money?

Gary S - how about using it to leverage a company's help.

Mike moves that we sponsor EWB in the amount of \$2000. Radha 2nds. Unanimous approval. Carmine P, Bob H need to take action to carry this out.

should be brought up in business meeting in spring (Bob H)

Doug T - one of the windmill's cost about \$850 - we could say that we sponsored two of them.

Gary S - can make a place for EWB related display at 2006 conference.

Newsletter update - No word from Robert Bloompott on this.

Officers 2005/2007

national web site still shows last year's officers - update needed (Bob H will send to National) New officers form in Zone Section op Manual

new officers effective after national conference

no officer changes this time because of change to two year terms

Current officers -

Bob H. - section chair

Gary S - conference chair

Carmine P - Treasurere

Mark J - secretary/webmaster

Mike K - ex-chair

Radha B - chair elect

need new section campus rep

introduce officers + campus reps at section business meeting

Section level campus rep - Abul willing to serve

(finish Bob's 2 year term since he is chair now)

nomination for next chair elect - Gary Steffen

who has travel paid to go to national? - one year (odd year) chair-elect gets sent, then chair (even year), alternating. I.e., whoever is going to be chair the next year gets travel paid.

Lessons learned from spring 2005 section meeting

Radha has info on allocation of expenses to pass on to Gary (distribute to all)

(broke even after returning \$1000 seed funds from ASEE national)

Re CD vs. paper - worked out well

lot of extra work for co-chairs if papers

Gary S - will have auto-upload of papers

Gary S - won't need seed money for IPFW

Gary S - will have sponsorships as last year - approaching 25-30 possible sponsors big ones - Zimmer in Warsaw, Navistar (have full rig up on shaker)

Doug T - portfolios last year were a very nice touch (made it seem more on par with national conference)

consensus - last year at Northern Illinois University was great

Locations for section conferences after 2006 (not in original agenda)

Valpo wants 2009 sect conf (happens to be Valpo sesquicentennial)

2008 tentatively for West Lafayette (Mark J. not enthused about doing this right after completing duties as general chair for Microelectronics Systems Education 2007)

Doug - Notre Dame (ND) would be a nice place for it - John Uhan

Some discussion of Evansville as location, but there was concern that it would be too far away from nearly all participants.

Doug - could consider joint meeting Gary S with north central on alternating years

Another idea for location - IUPUI (Indiana University, Purdue University at Indianapolis) per Bob H - good contact would be Pat Fox

Doug - propose to Bob - have three strong candidates

How about 2010 for Purdue (Mark J - more enthused about this date than 2008)

Suggestions for 2007/2008 - Notre Dame or IUPUI or RHIT (Rose-Hulman) Bob H will email representatives at these schools,

2009 Valpo, 2010 PuIPFW

Doug T - would be great to get RHIT in. RHIT tends to focus on national & FIE. On campus at RHIT might renew interest.

Carmin P - has UI Chicago ever been involved? Bob H - Northwestern? Bob H. - PUC?

Bob H - James Craddock at SIU - but his email there bounces - not sure where went

Summary: *2007/2008 ND, RHIT, or IUPUI, 2009 Valparaiso, 2010 Purdue*

Spring 2006 Section Meeting planning - deferred to IL/IN and North Central meeting to follow

One item came up before joint meeting: Sandra Y. will arrange for someone from ASEE board of directors to attend section conference Bob H. will follow up with Sandra

End of IL/IN board meeting, meal provided by IPFW prior to joint meeting

Beginning of joing IL/IN and North Central (NC) meeting

Introductions:

All people previously listed for IL/IN meeting

Clair Cook, Ferris State, Past Chair of NC

Robert Ward, Ohio Northern University, Vice Chair and Awards Chair NC

Alamgir Choudhury, Western Michigan University, Secretary NC

Hossain Mousavinezhad, Western Michigan University, Newsletter Editor NC

Ron Foster, Lawrence Technical University - Unit Director, Instruction NC

Paul John, University of Akron, Chair NC

Craig Gunn, Michigan State University - Unit Director, Administration NC
(apologies if I have ommitted anyone from NC in attendance)

Pauline Delong IPFW (Indiana University Purdue University, Fort Wayne)
Karen Wrigley IPFW
David Devine IPFW
Hosni Abu-Mulaweh, IPFW

In the following notes, most speakers are identified by first name and last initial. In some cases, North Central members are just identified by NC.

Spring 2006 section meeting items:

Announcement/call for papers

CFP abstract deadline Dec. 7 2005

Parking arrangements

not discussed, need details from Gary S.

Schedule of events

Salmon sheet and light blue sheets with alternative schedules

tracks per tech session - last year 4 - Gary S increasing numbers

Gary S - similar numbers at both section conferences

Gary S - estimate 125-130 papers, but can squeeze in more - 15 minute presentation slots

Gary S went through items on each schedule

reception - finger food with cash bar, but will get out early enough to go out elsewhere for dinner

social program - will just order off menu since numbers hard to predict

on Salmon - student posters right after lunch, end up with just one PC tech session PM, 2 in morning

on light blue - posters right before lunch, end up with two PC tech sessions after lunch, 1 in morning

Akron - consider paper judging logistics - Gary S will pre-eval papers for awards & will place Sat AM or Fri PM. Decisions can be made over long lunch

Gary S - not feasible to have judges make it to all candidate papers

NC - usually papers only on Saturday, MK likewise

Mike K - what about grouping papers by section? Gary S & others - really want to mix them.

Doug T - suspect that students will prefer early poster session to allow them to travel home on Saturday

Bob - if posters before lunch, would be able to talk about them at lunch

Clair C - will posters only be visible during poster session? Gary S - posters *can* be up early, but depends on individual students.

Clair C - will it be only posters for students? Any sessions for student presentations?

Gary S - personal feeling, students will not give presentations unless assisting a faculty member.

Hosni - what about grad students Gary S not sure.

Hosein M - grad students would usually be doing with a faculty member anyway

John P - have actually had student paper sessions in the past. Clair C - have give an award to students for best paper.

Gary S - awards have been for poster session.

Clair - could have two student awards - seperate for each section (seperate awards needed for sending on to National)

took vote - strong preference for light blue schedule (scanned copy will be emailed)

Board meeting time and place

not discussed, need clarification from Gary S., Bob H., Paul J.

Paper reviewers

see discussion of awards

Presentation chairs

Radha - are poster session chairs identified? Gary S. - maybe - self, Hosni, David Devine
(finalize)

Student poster session -

(see conference schedule discussion for additional information)

NC - required format? Abul/Radha took it in MS Word. NC recommended pdf. Abul - MS Word allows us to revise format.

Craig G - re rejected student posters Mike K/Gary S - don't reject, but request changes.
Craig G - problem with rejection is that
faculty has already needed to pay extra registration fee for the students.

Gary S - make due date for abstracts well ahead of early registration.

Clair C - will have poster instead of paper award for students.

Gary S - like poster because student gets to talk to a lot of people. In paper presentation they only present once & get questions from one or two people.

MK - wonders if should go ahead and have separate paper award for students other than direct competition vs. faculty (leave it up to awards chair - self). Gary S - think that student papers should not be mixed with faculty.

Consensus - students would need separate track. No plan to specifically call for student papers, just posters.

Gary S - is there someone at NC who was a student paper chair?

Gary S - if students submit papers, will create special section if needed, but no award.
Can recognize student in some way if needed.

there will be table for each poster

Food:

cream sheet - food list

Gary S - liked NC approach to banquet at end - nice meal, entertainment - will do this for joint

Akron - is buffet more expensive (it has been at NC) . IPFW - buffet cheaper.

Mike - accommodating vegetarians? NC - suggest veggie lasagna

Fish items - IPFW - fish harder to handle (temperature)

Gary S - will follow up on vegan

Consensus - overall menu looks good

IPFW - needed clarification on student lunches (reviewed previous discussion)

Lunch - Section Meeting and Keynote Speaker

Gary S - Keynote speakers, had talked about ASEE pres, no news from Sandy. Gary S - looking for keynote suggestions.

Gary S - need to have welcome from sections

Gary S - at lunch, have ballroom, business meeting, IL/IN extremely minimal. NC does have business to do - several positions to be elected & one motion to go before section & a by-law thing. 30 minute tops.

Gary S - how are we going to handle voting if everybody is mixed?

Bob H. - suggest just honor system that only members of that section vote.

Gary S - would be nice to see who other section officers are.

Clair - moving to another will tend to lose people.

Akron - even keeping people in room for the business meeting can be a problem. Akron - willing to trust attendees.

Gary S - does NC have any contested elections?

Akron - almost never. Discussion - start business while still eating (before desert finished) - works better.

Bob H - any special needs for presenter. Gary S/IPFW

Mike K - does order of business meeting Gary S matter (IL/In first) - Discussion - nobody cares.

Gary S - have short (20 min) speaker after business meeting Gary S (another reason to stay around). Speaker would have to be in ballroom.

Bob is going to check with Sandra re getting ASEE president

Mark J - suggested Leah Jamieson,

NC - what about ENE head Mark J. - follow up with Jamieson & Kamyar

NC - another idea Nick Alteriero from Tulane - research/education to hilt

Clair - ABET used to provide speakers at low cost when making assessment changes

Awards

Gary S - IL/IN - always give time for teach of year to give presentation, not just award, other awards: best paper, best poster, best campus rep.

Akron - for paper had 3 papers (2 runners up), no presentations.

MK - just have been having teacher speak last couple of times. Buys time for printing certificates.

Gary S - could give 10 minutes each to best teacher.

MK - gave best teacher complementary registration. MK - teacher award was \$100, NC has given \$750.

MK - can't move forward with \$750 without vote of board. Bob - follow up at next meeting.

Gary S - one more question on papers - NC had 3, MK - let's do 3 paper awards also.

Decision on time for best teacher? Clair C - will this set precedent for future confs? Paul J - propose decide via email.

Gary S. - re paper review - will come to central location. However, reviews will have to take place within each section. Paper submitters will have to specify the section the are submitting to. What about papers from outside both sections?

NC person - probably section should not give best paper to someone outside of section since person goes to ASEE national.

Mark J - probably ok for runners up to be from outside of section.

Gary S work with Sandra & prepare format criteria.

Seems to be consensus (or at least no objection) to restricting best paper award.

Paul J - what about judging criteria? Gary S - don't have to totally coordinate best paper since it is separate per section. In past, NC has focused on presentation rather than paper. MK - criteria up to awards chair.

NC awards chair is Alexia from Mercy (Sandy stepping in), ILIN awards chair is Mike K

Mike K - for tenure when submitting paper, need documentation of review process for the paper. current CFP doesn't mention review process. Helps him to decide to submit paper if review process is mentioned in CFP. ** Gary S will update to say that it is peer reviewed. Gary S Will forward update to Paul J and Bob H to distribute to sections.

Gary S - both abstracts and then papers will be reviewed.

Gary S - correction not "of", "for" in ASEE name

Mike K - will need printer from IPFW to print awards Gary S - make sure printer available

Preliminary budget

Gary S - parking is covered, no facilities charges, do have printing costs, getting a lot of free help from IPFW

NC scratch pizza for students

Radha - expect 25 posters at joint conf.

meal cost includes allowance for non-registered diners (e.g. speakers)

re CEU/PDU - have to wait and see.

very few questions on budget.

Attendee receipts - see registration process

Facilities

room we were meeting in is representative of all of the meeting rooms

NC - all sessions close together? Gary S - depends on number of papers. Initial plan is to be entirely in union, but could overflow if necessary.

Mike - wireless connection? Gary S - available in general, not sure about poster area

Registration Process

Gary - automated at IPFW continuing educ. gold sheet in packet is registration form, automated registration is \$10/person. Will email receipts, allow call-ins, faxes, take care of badges

NC - still have old fashioned mail-in - Gary S - yes & will be given hard copy rpt

Gary S - question - allow on-site reg? Has been allowed before.

Bob H is there penalty on-site? NC - have tried late reg fees different ways.

Gary S - early bird - 100 prior to 3/1/06 - after that 120. Raise it more on site?

NC - Hussain - Distinguish between members/non? Gary S - don't have an automated way to do this. Mike K - would rather not raise fee to discourage non-members. General consensus - no non-member penalty. Gary S - won't track member/non-member

Day of show also 120

regarding PE - for Ohio participants - need CEU credits? NC - not yet.

Mike K - how many CEU credits? Extra charge for CEU's? Abul - there was no extra charge.

CEU vs. PDU credits? Discussion - have both. NC - how documented - certificate? Radha - just certificate.

NC Ohio guy - enforcement is by occasional audit

Gary S will see if additional cost for CEUs or PDUs

Do CEU/PDU for everybody (Abul - last year did for all). Illinois also needs CEU/PDUs.

NC Ohio - how do you relate educ conf to PE credit anyway? Has to be discipline relevant credit. Educ confs usually hard to justify.

Hosein M - some technical workshops could qualify for credit.

Gary S - could have a session that qualifies, but then would have to track attendance.

NC (Ohio) only an hour of listening qualifies for credit. Gary S - can't manage this through registration system. Would have to track on-site. Gary S - considering not doing it at all. Or could post a particular session as PDU credit.

Gary S - strike PDU/CEU from registration, but look at program as develops and announce sessions for credit & give out credits after the fact.

MK could put in CFP (Gary S & others - too late) re qualifications for PDU/CEU regarding student attendance...

Bob H - want to encourage students, but cover cost of meals. Abul A - last year made it free to students. Students just get meals on day that they present.

Gary S - can we arrange special meal for students? General consensus on this - No.

NC - students were at final banquet. They just charged a registration fee for meals.

Radha B - propose just charge \$25 flat for dinner, otherwise free. Bob H - would need tickets. Radha B - had tickets last year

Gary S - *general agreement - modest fee for student meals.*

Bob H - not good idea to have blanket free sign-ups for meals. Group - small charge should prevent this.

Radha - don't want charges to prevent students from coming.

Doug - let it be free to students not at banquet.

NC - don't you think if student presenting paper - charge the faculty members instead?

Bob H - \$10 surcharge on faculty would be reasonable

Doug - how about a sponsorship for student's meal

NC - another comment - having some kind of cost makes students take more seriously, think \$20 is a reasonable figure

Mike - K - are budgets separate? Gary S - No - one budget - split "profit"

NC - how about a deposit/ return system for students? IPFW business manager - don't want to keep track of.

Gary S - point out - if charge students, registration office will want to take \$10 off the top

Doug - one registration form - have students listed on faculty registration form as sponsored by faculty member. Surcharge for student to faculty member for banquet.

General agreement with this proposal.

Ohio - make sure we get good dinner head count.

Conference Hotel (not in agenda):

Gary S - already identified - Guest House (primary) is least expensive, Marriott 2ndary & closer but more expensive

Attendee gifts

Gary S - open to ideas. Liked last years portfolio. NC gave mug.

Web site

Gary S showed it. has link to IL/IN. Gary S - does NC have web site? NC - in progress.

Summary of Action Items from IL/IN and joint board meetings

Joint Section Conference Chair - Gary S

- identify poster session chairs
- arrange conference sponsorships
- clarify parking arrangements
- add Vegan options to menu
- work with Sandra Yost on paper and judging format criteria
- update CFP to indicate peer review process and redistribute to sections
- have printer available for awards
- will there be wireless connectivity in poster area?
- will there be cost for CEUs or PDUs?
- strike CEU/PDU from registration, announce for sessions as appropriate

IL/IN Section Chair - Bob H

contact Notre Dame, IUPUI, and Rose-Hulman regarding possible hosting of 2007/2008 conference

contact Sandra Yost about getting member of ASEE national board of directors at section conference

- look into getting ASEE president
- get IL/IN board approval on \$750 teacher award
- bring up \$2000 for Engineers Without Borders at Spring meeting
- make sure national lists current officers

IL/IN Secretary/Webmaster - Mark J

contact Leah Jamieson, Kamyar Haghighi as possible speakers

check on getting table at ASEE 2006 national conference in Chicago
get national board of directors approval on by-laws and add statement to by-laws

distribute scanned copies of schedule and budget to IL/IN board via email

IL/IN Treasurer - Carmine P

send invoice from 2005 to Northern Illinois University
prepare \$2000 check to go to Engineers Without Borders

North Central Chair - Paul J

contact Nick Alteriero of Tulane as possible speaker

Radha B - IL/IN Chair Elect

give 2005 section conference expense allocation to Gary S