

American Society for Engineering Education
MEMORANDUM

Date: Jan. 6, 2009

To: ASEE IL/IN Executive Board

From: Mark C. Johnson
Secretary, ASEE IL/IN Section
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Re: October 31, 2008 IL/IN Executive Board Minutes

On October 31, 2008 from 12:00pm to 3:49pm, the Executive Board of the IL/IN Section met at Valparaiso University.

Participants:

Dennis Fallon, The Citadel, Zone II Chair	(DF)	by teleconference
Eric Johnson, Valparaiso University	(EJ)	
Mark Johnson, Purdue University, Secretary/Webmaster	(MCJ)	
Rich Pfile, IUPUI, Section Campus Representative	(RP)	
Carmine Polito, Valparaiso University, Treasurer	(CP)	
Sharon Sauer, RHIT, 2008 Conference Chair	(SS)	by teleconference
Gary Steffen, IPFW, IL/IN Section Chair	(GS)	
Douglas Tougaw, Valparaiso University, Past Section Chair	(DT)	

Decisions and Action Items:

MJ – Make fresh archive of IL/IN website, migrate site to ASEE national servers.

Use BASS account for some kind of incentive to K-12.

Waive conference fee for campus representatives, section officers.

DT, EJ – announce section conference to K-12 teachers after Christmas break.

Need to identify someone to prepare or assist on newsletter while DT is on sabbatical during Fall 2009

GS – Obtain ISBN numbers for conference proceedings – one per year for next 5 years. Check with ASEE national.

MJ – Discuss possibility of hosting section conference with Purdue School of Engineering Education.

GS – Get answer regarding ambiguity on national website regarding teaching award winner nominations and selection.

GS – Make sure outstanding teaching award winner from 2008 will go to national 2009

Sharon Sauer nominated to be new chair elect. She indicated willingness to serve.

DT – post tentative program on 2009 conference site

Numerous plans for 2009 conference were discussed. See “2009 Section Conference” notes on pages 5-8.

Notes:

12:00 Lunch:

DT – newsletters went into the mail just a day or two ago. Total cost \$0.40 each.

Meeting called to order 12:45pm EDT: Gary

April Executive Board and Business Meeting Minutes approved

Secretary Report: Mark

Discussed web hosting – contacted national re hosting and about google search. MCJ – mentioned option of hosting at Purdue.

Gary – would prefer National hosting if possible. All – but Purdue hosting ok as long as keep archive easy to post.

Gary, Doug – can MJ give suggestions to schools how site ought to be formatted?

MCJ – as long as CD and web version work the same, should be easy to host.

**MCJ – to make fresh archive of section web site.

Treasurer: Carmine

Carmine – op budg July 31 \$550, spent approx \$600 on newsletter but can take rest out of BASS account. \$14663 BASS account

Doug – section gave Rose-Hulman \$1000 seed money, they will be giving back \$1050.

MCJ – any risk of BASS being taken? Gary – national can't take BASS, just operating.

Eric joined us briefly. Eric will be leading K-12 effort at conference.

K-12: Eric

Doug – context for Eric. Section conference is mainly for Engr/Tech faculty & grad students, but we want to include K-12 community. Some common sessions, some special.

Doug provided proposed conference schedule.

Gary – will you have good contact in community?

Eric – yes because we have done a lot of outreach already. However, it could be challenging to get people to come on Saturday. We definitely can't charge much if anything.

Doug – we have plenty of contacts.

Gary – ** propose using the BASS account for some kind of incentive for K-12 faculty and counselor involvement. Consensus was to do this. Also propose waiving conf fee for campus reps**.

Eric – want K-12 folks see what we do. Have them at poster session. Identify ASEE members as mentors.

Eric – heard that in past there has been a K-12 emphasis, but not a large return. Aiming for 20-30. Gary – dozen or so would still be suggest.

Rich – perhaps a gift card to B&N. Doug – could even offer modest \$50 stipend to get teachers there. Won't publicly advertise but will advise teachers. Limit to the first 30 people.

Doug – announce to teachers after Christmas break**. Suggest to Eric – tour/demo back in Gellerson. Eric – only about an hour.

Newsletter:

Doug – found good place to print newsletter. Will need to choose next conference site for after Valpo. Note – next fall I will be on sabbatical, might not be able to do the newsletter. May need to team up on newsletter next fall**.

Section Reps: Rich

Rich – we get 5 reports/year from section reps. Think need to contact section reps to ask if they are “still there”

Doug – say that we will waive fee if you submit campus report.

Carmine – are we waiving fee for officers. **Consensus to do again. Doug – can't do at national but can do for regional.

Rich – for conference publicity, will ASEE provide email list? Doug/Gary – we can send it to email list kept by ASEE.

Doug – abstract deadline is month from tomorrow.

Old business: Gary

ISBN numbers for proceedings

re ISBN for conference proceedings 242-242 phone text to Cha-Cha, Cha-Cha has hired people to get answers. Will get pack of 5 ISBN numbers – one per year for next 5 years. Don't know cost yet, don't think it is large. Takes 15 days to get. *** Will check with national on this.

Future conference sites

Gary – any word from Rose re president contact to UIUC? Doug – no word.

Rich – UIUC did sect conf about 15 years ago.

Doug – several good choices – Bradley, IIT, NIU, Northwestern has never hosted, Southern Illinois is far from population. UI Chicago.

Gary to Rich – in contact to campus reps – that we are looking for host campuses.

Rich – when was it last at WL?

**MCJ – will be glad to float idea by ENE people having at Purdue.

Gary – hoping for IL in 2010.

Doug – another school to consider – Triune.

Teaching Awards

Re teaching award selection process ambiguity – national web site made it sound like section award went through national ** Gary will follow up with Bob, John, Dennis to get answers.

Carmine – another open question was regarding the timing of when the section winner would go to national.

Awards:

Gary – outstanding teaching award winner from 2008 will go to national 2009. Gary will check to make sure that this gets taken care of**.

Doug – had also discussed having teaching award and best paper award give a presentation at next section conf.

2008 Section Conference: Sharon Sauer

DT Called Sharon at 1:43, Doug reported status of meeting.

SS – attendance was good, a lot from Rose, hope that this will lead to greater participation from Rose in future. Many who had never been to section attended.

SS – budget – ran very close. Reason, had to do with booklet printing, late getting it out, had to pay premium. Have a check in her office for seed money + a few dollars to return to section. Who to return to? Doug – send to Carmine.

SS – need address to send. Carmine gave address.

SS – meals cost the most, but were only able to do because of the sponsorships.

SS – keep in mind favors for participants. By not putting ASEE logos on things like mugs, they were able to sell left-overs on conference. However, bags really need ASEE on them. Donated rest to local charity. Apparently T-shirts didn't sell well. People did like the mugs. Spent some money for keynote speaker travel, hotel was covered by donation. Awards were as discussed at last board. Questions?

Gary – no.

SS – conf evals – didn't get out early enough. Limited response, but ratings were high. Fair amount of conflicting comments – one person's favorite thing was another's need to change.

Gary – complements again to SS for how well the conference went.

SS – plan to stay involved in the section.

Doug – were thinking about Rose for 2012 or 2013.

Rich – re K-12 attendees, what were they? SS – had 8 to 10 actual teachers, others were administrators related K-12, 4 were from Rose who are involved in K-12 including those in PRISM program. Was disappointed in turnout, but it was spring break, so no one in local district came. Need to find better way to get word out. Used Rose PRISM organization to contact, but people at private schools didn't receive contact. Also would help to contact earlier. Not sure how far in advance teachers have to plan to attend this kind of event. Doug – recall Christmas break was a good time to start K-12 contacts.

Section officers:

At end of conf, Gary will become past char, Carmine will become chair. Chair elect is 6 year commitment – 2 C.E., 2 Chair, 2 Past Ch.

Doug – have list of people who had expressed interest in supporting ASEE, may contact them.

Rich – will also contact section reps – re treasurer and chair elect

Doug – impression that treasurer isn't huge commitment. Carmine – about 1 hour/year (not counting meetings).

Re items for spring business meeting.

Doug – biggest thing is officer elections. How about getting Sharon as treasurer & and chair elect.

Doug – on phone individually with Sharon. Advised her as to level of commitment. Chair about 10 hours/year. Don't recommend chair and conf chair at the same time. Can we nominate you as chair elect? The answer was yes**

Some suggested treasurer candidates

Marina Miletic – an instructor at UIUC

2009 Conference:

Re 2009 conf: Doug (have papers with proposed schedule, map)

Focus conference on one day. People come Friday evening, return Sat evening, no meal on Friday, just dessert reception.

Conf hotels are very close. Have booked blocks at four hotels close by. At the same time the Lutheran basketball tournament will be happening. Have reserved 80 rooms & got in ahead of tournament.

Looking over schedule:

J.P. Mohsen is national chair elect, hoping to get as breakfast speaker.

15 minute talks at 15 minute intervals, 15 minute between sessions. coffee break.

Meals, poster session will be in ballrooms.

won't use small conference room (see handout) except maybe for business meetings, probably use the others for sessions. Or – could go next door to Christiansen center.

Gary – can determine when we see how many papers there will be.

Consensus – the conference rooms will probably be ok for sessions.

Trying to get France Cordova as keynote, no news yet.

Hope to give student poster awards right after Keynote so that they can get home.

Gary – concern that 30 minutes too short for student posters & they tend to be popular.

Carmine – what if we start 7:30 and give hour for posters?

Gary – would have posters judged before poster session, require students to be ready hour ahead.

Gary – an hour too long? Carmine – no, also allows people time to talk, phone calls, etc.

Carmine – should leave the coffee items out.

Gary/Doug – remove “coffee break” after Tech session 2 before posters.

Lunch could be 11:15-12:15. Put coffee break after keynote speaker.

Doug – depending on number of papers, might not need 5 tech sessions. Have time in schedule for 45 papers.

Gary – who is handling student posters? -> Carmine. Gary – who handles judging?

Doug/Carmine – usually the home institution.

When to feature award winner as speaker? Doug – wait and see how many papers, might put winner in a tech session.

Doug – for lunch – prefer plate lunch served in order to get everyone at once. Breakfast & dinner probably buffet.

Lunch options – pork roast, fancy apples, red potatoes, etc.? Gary – make sure there is vegan option.

Carmine – meat option that is not pork?

Doug – know a faculty who is allergic to chicken.

Doug – will grab menu options from office & tell us.

Gary – can choose meal want to serve & there will be one vegetarian option.

Gary – will there be meal pref option given up front? Doug – yes.

Rich – think beef a safe choice.

Proposed budget:

Doug – don't think that we can get quite the sponsorships that Rose did, but expenses will be less that was at Rose.

Doug – only plan to put ASEE logos on items, just be careful on amounts that are ordered. Nice portfolios available about \$8 each.

Doug – propos – USB drive instead of CD for proceedings. About \$13 each, 128M. Don't know about tote bag.

Rich – think portfolio eliminates need for port.

Doug - 4 function rotating clock. Think would put on desk. Rich, Carmine – what about simple plastic bag?

Gary – could have best item be something that people can retrieve at the awards session.

Doug – don't need tote bag.

Gary – re the name tag lanyard – not sure like them. Clip on is fine.

Rich – problem is lanyard gets upside down.

Doug – just have a few generic lanyards on hand for those who need.

Doug – what about timer with logo, e.g., for timing student presentations? All – sounds good. Is useful.

Doug – with USB, don't need full printed papers, but printed abstracts helpful. Printed abstracts at most \$5 ea.

Carmine – can we email abstracts to attendees ahead of time?

Mark – suggest just emailing link to version on conf web site.

Doug – one of first observations – get program on the web early.

Doug *** post program on conf site as soon as available.

Gary – will there be copyright form? Doug – yes

Rich – when will they sign the copyright? Doug – email to them, fax back.

Doug – meal will go closer to \$4000.

Rich – not sure that copyright form is needed if paper clearly indicates the ASEE copyright.

Doug – there were 106 non-Rose people at Rose, expect about 100 for 2009.

Carmine → Doug - make sure fee waivers for K-12 and section reps are accounted for.

Gary - \$75 registration fee is a great deal.

Gary – no workshops? Doug –yes. Likewise, no student papers, just posters.

Doug – registration form will be posted on conf web site, fax it back to Valpo. Processing credit cards electronically very expensive.

Carmine – better if Gary signs seed money check since he is not from Valparaiso.

Doug – likely sponsors or exhibitors? IUPUI had feedback Inc. Doug knows someone there. Textbook publishers.

Gary – what companies do you have here. Doug – listed an unusual range of products. fruit/veg canning, ball bearing company.

Doug – offer sponsorship of specific events.

Doug – Purdue ENE could sponsor for as little as \$100 or \$200 ***mcj.

Mark – suggest National Instruments.

Rich – perhaps Autodesk.

Mark – the math tool companies, e.g., Matlab, Maple, etc.

Carmine – what about officer's meeting? 3:30-4:30 Friday, dinner on campus, then dessert reception.

Gary – suggest best paper candidates go early

Doug – brought menu from campus catering to consider alternatives

Doug – any opinion – would it be good to have university president at breakfast to welcome people?

Rich – not mandatory, but it is a plus. Carmine will check with pres.

Doug – not sure if big heavy lunch before tech sessions is a good thing. Read off menu options & discussed. Came up with a list of acceptable choices.

Doug led us on a tour of some rooms in new union, coffee breaks in exhibition room, reception possibly in VUCA (?) – nice atrium at entry to theater and recital hall. Christopher hall has nice large meeting room.

Carmine – should we have a rubric for papers?

Suggest having award committee just look at the best papers identified during review process.

Adjourned 3:49