

American Society for Engineering Education
MEMORANDUM

Date: May 16, 2008
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 4, 2008 IL/IN Executive Board Minutes

On April 4, 2007 from approximately 4:00 to 6:00pm, the Executive Board of the IL/IN Section met at the Rose-Hulman Institute of Technology.

Participants:

Patricia Fox, IUPUI, 2007 Conference Co-Chair	(PF)
Diane Hanson, RHIT, Conference Coordinator	(DH)
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)
Gary Steffen, IPFW, IL/IN Section Chair	(GS)
Kevin Sutterer, RHIT, on 2008 Conf. Program Committee	(KS)
Douglas Tougaw, Valparaiso University, Past Section Chair	(DT)
John Uhran, University of Notre Dame, Zone II Chair	(JU)

Highlights:

- Finances
 - Section is doing well, but we need to find more ways to put the money to good use in achieving the goals of ASEE and the Section.
 - Account balances:
 - BASS - \$14534
 - Operating - \$99
 - Conference budget update shows the current section meeting coming up slightly short, but several figures still very conservative. We expect to at least break even.
- Newsletter:
 - We will continue with paper distribution of newsletter in addition to electronic version. The board is of the opinion that the paper edition gets more attention.
- Future conference locations
 - Valparaiso in 2009
 - Rose-Hulman willing to be a recurring location at intervals of at least 3 years.
- Campus Representatives
 - Campus Representative participation still low.
 - New annual report form is much easier to complete. Once it is better publicized to Campus Representatives, a much better response rate is expected.

- Zone report.
 - JU term as Zone chair up in June. Denny Fallon of the Citadel to be new chair.
 - Overview from JU of what happens at national level.
- Section Conference Proceedings
 - Strong support on the board for getting ISBN for section proceedings – makes papers accessible, more valuable, credit for citations. This requires giving copyright to ASEE.
- Awards
 - There is ambiguity on who is supposed to select teaching award winner. ASEE national site directs people to send nominations to national.
- Officers
 - No changes in officers due to 2 year terms, but some prospective leaders for future were identified and discussed.
- ASEE National
 - Plan to have gathering of ASEE IL/IN officers at national meeting.

Decisions and Action Items:

- SS – Provide section conference photos to MJ to post on section web site with conference highlights.
- MCJ – Investigate option of having section web site hosted on ASEE national web site.
- SS – Ask RHIT president to contact UIUC about being host for section conference.\
- MCJ – Include new Zone Chair on minutes distribution.
- GS – Proceed with action on getting ISBN for section conference proceedings.
- JU – Check with national regarding ambiguity regarding selection of teaching award winners for section level.

Transcript of Discussion

- Call to Order – GS 4pm. Compliments to Sharon on the conference.
- Acceptance of the Agenda – nobody had anything to add.
- Introductions
- Old Business
- Officer's Reports
 - Secretary's Report - Mark
 - Approval of minutes of September 28, 2007 meeting – Doug moved to accept, Bob 2nd.
 - Draft of Sept. minutes were posted Oct. 16, 2007
 - Officer listed online are currently up to date

- Minor updates to web site to link to RHIT conference information
 - After conference, need photos, MCJ will post papers & materials from Rose Site – told SS, she took note. DT – was Dale also was taking pictures? ***
 - Any chance of still getting pictures from 2007 conference?
 - Consider hosting on national web site. JU – costs \$150. Not sure how much storage they would provide.***MCJ to investigate.
 - Treasure’s Report – CP
 - BASS - \$14534
 - Operating - \$99
 - Discussion – we need to spend more.
 - PF – can we fund board trip to national? JU – not allowed.
 - PF – need to dig into rules regarding how we can spend.
 - DT – section has consistently come out ahead on the conference. Could offer attendance scholarships to students who could come back.
 - Sharon has money for student awards. Carmine has gift cards. Sharon – we have 15 student papers and 13 student posters.
 - CP – perhaps money to best paper and gift cards to best posters.
 - SS had \$75/50/25 in award amounts.
 - JU – think that this will be well below thresholds with respect to tax considerations.
 - Newsletter Editor’s Report - DT
 - We sent 1000 newsletters out, spent \$450 total, mostly postage, \$55 copying, \$5 labels, learned some lessons about how to get photos to render well, centering items. Do we still want to send on paper?
 - GS, Sharon had people mention having seen the paper newsletter.
 - PF – too easy to bypass on email. Many commented – ASEE sends out too many “First Bell”.
 - GS to Doug – when will you start to solicit materials?
 - DT – found that you have to allow people plenty of time. Would start around start of fall semester. Would like to see a lot more photographs.
 - MCJ – suggest at least have color for online version
 - Some discussion of conference locations (was not on agenda)
 - JU – worst was Southern Indiana just because there were so few people. Problem may have been distance from rest of section.
 - DT – would be good to have back at Purdue. Want to see one at UIUC.
 - SS – have three grad Students from UIUC, saw one faculty member UIUC here.
 - DT – suggest visit UIUC in next 6 months. Recall that this was discussed in past. Essential that Dean supports it.
 - PF – how about get Jerry (Rose President) to call UIUC.
 - SS – Rose will be happy to host periodically in the future.
 - ***Sharon will ask Jerry to contact UIUC.
 - SS – RHIT conference coordinator would be willing to do as often as every three years.
 - GS – try to move the location around, but sandwich new locations between locations where we can expect good participation.
 - ***JU willing to talk to new dean at Illinois about this for 2011. Think it is a little soon to hit new dean with this just yet. Keep Sharon in loop. Doug – when was last at UIUC – John – Carl Larson did it in early 90s, problem is lack of interest at UIUC.
 - Section Representative’s Report – RP/PF
 - PF – found the new electronic format for campus rep report to be very easy.
 - GS – filled out online. DT likewise.
 - Only got four reports total. PF – don’t think it was advertised very well how easy the new form.
 - DT – complements to J.P. Mohsen on the new campus rep. report. It was J.P.s initiation.
- ASEE Headquarter Update – JU

- 2 meetings/year with entire board, 2 other meetings with executive committee. In Nov and Apr. Other meetings are national and in February.
- One thing decided, though not to everyone's satisfaction. Used to meet twice at national – all day Sunday and half day Thu morning. Then – did AM Sunday with old board. PM Sunday with new board. Have gone to Wed PM.
- John's term is up in June. Denny Falon, Dean at Citadel, will be new Zone 2 chair ***copy him on the minutes. Was elected 2 years ago.
- Also discuss financial report, before main meeting some committee reports. Nominating committee for next year meets. Start meeting in Feb. to filter out names, checking with candidates, etc. Typically 4 or 5 for each office, settled in June.
- JP met with all zone chairs. Separate meeting. Talked about how things going in each section. Make sure things coming along.
- John – support JPs effort to improve campus rep situation. Improved campus report form seemed to have increased campus rep reporting. Want to see more campus reps and Dean's at section meetings. How many faculty are also in the section that we ought to be recruiting, or at least let them know about the section meeting? Missing opportunity to contact a lot of people who might potentially come to a meeting.
- Encourage your Deans, make them aware of the Dean's program.
- JU – there will be some campus representative sessions at national. There will be a meeting of all campus reps. Don't know about panel, there was last year. Was let by MSU Campus Rep.
- Board wanted to increase voter turnout. Did some kind of IPOD giveaway promo.
- Approved some society bylaw changes.
- FIE – John didn't know about this – FIE has nurtured by ERM even though IEEE Education Society and Comp Soc were involved. ERM wants to get out from under FIE. Not because of any particular problem. Concern about liability if conference loses money. Wanted Frank of ASEE to sign for it but didn't get approved. People were unclear regarding the liability. Knew that IEEE-ES had cosponsored.
- PF – CIEC sponsored by 4 divisions of ASEE.
- RH– IEEE CS signs all contracts for FIE.
- DT – do you think there is a chance of FIE ending?
- JU – don't see it happening & FIE is very big.
- New Student constituent group bylaws approved.
- JU - Want to say – main awards of importance to sections and zones are teaching, best paper, campus rep. Teaching award goes to national.
- RH – teaching award needs to be straightened out.
- JU – campus rep, best paper award should go from section to Zone chair. One rep and paper go up from the zone. Campus Rep. needed by end of April because will be awarded at Natl. RH – turned in CR to Sandra this week.
- JU – interesting to see prices at diff sections. IL/IN late reg 150, SE was 250, another was 120. At NC – only 50 people registered, was in Charleston WV. It was a gamble geographically to put conference in Charleston. Papers were very good but not a lot of people. Last Northe Central meeting was at Dayton, there were 112 registrants, a lot were students.
- DT – had 130 the last time at Valpo.
- JU – SE about 2x bigger conference than IL/IN.
- DT – problem getting people from research universities. Section papers valued less than national, national less than journals.
- JU – they also look at citation counts.
- SS – unless national puts ISBN number on conference papers, it can't be cited. Sharon – we could do this as a section as well. *** Merits follow-up.
- New Business
 - Section Awards - Teaching Award and National - RH
 - RH - This year, is teaching winner giving a presentation?
 - SS – did you leave time? RH – national wanted teaching award winner before time of our section conference. Result is 1 year delay.
 - JU – there isn't any particular problem with 1 year delay.

- GS – go ahead and have this year’s award winner give presentation next year & gives them a chance to prepare. RH - the way things are written up on ASEE website, national seems to be doing selection at conference level, not just final winner from section.
- GS – apparently national is supposed to decide section winners also. RH – read this from printout of national web site.
- JU – if you remember these were at one time the Dow teaching awards, then ATT supported, then they pulled out. But, don’t think national picks the winners.
- SS – web site says that nominations are to be submitted to national.
- RH – needs to be clarified at national
- Gary – would like to see winner of this year talk next year. Would also like to see paper winner to do a highlighted form next year. Doug – could be a keynote. Gary – give them each a half hour.
- ***John will check with national regarding awards.
- RH – have to choose best paper. GS – monetary amount decided? Rh – no. IL/IN didn’t give monetary award prior to joint meeting with North Central.
- Discussion – monetary award appropriate for best paper and teacher, but probably not for service or campus rep.
- RH - More for best paper or for teacher? Apparent consensus or consent to more for teacher. How about \$1000 from BASS total for both. Discussed various breaks, settled on \$750 teacher, \$250 paper. Voted and accept unanimously.
- GS – there is now a total of \$1200 of awards counting \$200 for student posters.
- GS – re student papers. In past only had student posters.
- CP – do students pay registration? SS \$45/25.
- CP – how about using money from student registration to use for student awards? GS – also for student posters? CP – traditionally we have taken care of posters, no need to change. GS, ok.
- SS to RH – what will be done with certificates, giving awards? RH – need to ask winners to stay around. SS – when we find out who wins, give them a complementary banquet ticket to encourage them to stay.
- DT – when are student posters papers? SS – both at same time before lunch. DT – if we knew winners in time for lunch, could award them. SS – it has already been announced that this will be done at banquet.
- More regarding student award amounts: CP will give gift certificates to SS to divide among students as appropriate.
- DT – have found that honorable mentions mean something to students, even if just certificate.
- Copyright on Conference Papers
 - DT – like feature of ASEE site to search national conference papers, but can’t search section meetings. Would like to see section papers indexed there.
 - **JU will take to board. Hasn’t heard this brought up.
 - SS brought it up to someone, will forward to JU. With ISBN, library can purchase it. GS – think that would be ideal & would increase value of conference.
 - PF – could we do this with past papers? SS – don’t know.
 - PF – this brings up copyright ownership issue. SS – we haven’t required authors to sign copyright release. PF – national says they don’t own it.
 - DT – contacted JEE – they would consider item published at section conference.
 - SS – trouble with current system is that authors don’t get citation credit.
 - JU – glad to see K-12 at this year’s section conference.
 - At board, JEE, the last issue was printed/published in India. Running some experiments doing this & went fairly smoothly. Want to broaden readership and involvement internationally. Loman, editor of JEE is proactive on this. They will have some kind of anniversary celebration of the journal.
 - GS – re copyright – essential that we make a couple of determinations. Can’t retroactively have people sign-off. In the future, do we want to require this and make them sign. If they sign to section, we have right to publish in any form.
 - CP – why can’t we ask them to sign.

- Bob to Mark – haven't you been posting them. MCJ – yes.
 - DT – don't see it being a problem.
 - PF, GS - had some people ask about submission to more than one conference.
 - DT – nothing wrong presenting at both, but publishing at two conferences and claiming as publication wouldn't be right.
 - GS – can we go ahead and have people sign off, would be positive step for section.
 - DT – has a concern about 1 additional layer of bureaucracy.
 - SS – it depends on how you do the submission. For national, when you submit, but submitting, it automatically records your approval of copyright. For paper submission, we could just mandate that copyright form is mandatory along with the paper for it to be reviewed.
 - DT – this would make conference proceedings more accessible.
 - GS will proceed with this***
 - PF – see what other sections are doing. If every section wanted to do this, why couldn't be joint? GS – well, all sections have web sites.
 - SS – Bob, will you announce awards? RH – yes.
- 2009 Illinois-Indiana Section Conference
 - DT – will be March 26-28. Will be reserving hotel blocks. Picture on the flyer is artist rendering of new student union being built.
 - GS – leave some on tables. DT – will also leave most at registration table.
 - Have plenty of good rooms.
 - Deadline for papers Oct 31. Got special permission from University to get a good URL.
 - JU – good news – NC meeting will be after Easter.
 - Section Officers
 - GS – for Saturday business meeting, will lead. Regarding officer candidates: we need awards chair. RP – can continue as section rep but will be happy to have someone else do. We are currently in the middle of two year terms right now. Don't have to elect anyone until next meeting in Valparaiso.
 - DT – Eric Johnson – back from Germany, has interest in section leadership.
 - Barry Dupen from IPFW will be appointed as new awards chair. RH was agreeable. DT – how can we keep Bob (RH) involved?
 - GS – will state that Bob will be on awards committee but will call Barry the awards chair. Likewise, while Rich is campus rep chair, official chair elect (Carmine) is supposed to be this. However, we want to enlist as many as we can.
 - GS – by constitution Bob is chair of the nominating committee.
 - Meeting in Pittsburgh
 - GS – who is going to Pittsburg? Try to get together. Some discussion – can section pay for?
 - Items for Business Meeting?
 - Not much more than announce officers, mention Valpo location for 2009, Doug will encourage people to come.
 - JU to GS– encourage people to consider being conference host.
- Other Section Business
 - 2008 Spring Conference – SS
 - Budget (attach)
 - Provided preliminary budget update.
 - Most expenses are outstanding at this point. Some are still conservatively high. Right now shows conference coming up slightly short, but expect to come out slightly ahead.
 - DT – how much was each program copy?
 - SS – approximately \$12 to \$15 not including CD which was done in house.
 - Other Conference Business - SS

- Have about 12 to 15 K-12. SS seemed disappointed, but others pointed out that this is better than ever.
 - Thank RH for fact that officer registrations were covered. SS – think that this is nice idea for future.
 - Speakers, assessment panels, K-12 major presenters were complementary registration.
 - Regarding Deans, this was at a bad time because Dean's institute just ended.
 - GS to SS – will want to get her at next Oct. meeting for final report from conference.
- Adjournment 5:56pm.

P.S. from Carmine – suggest adding complementary conference registration to past chair and chair elect.

Supporting documents:

- Meeting Agenda distributed prior to conference
- Preliminary conference budget update

April 4, 2008 Meeting Agenda

- Call to Order
- Acceptance of the Agenda
- Introductions
- Old Business
- Officer's Reports
 - Secretary's Report - Mark
 - Approval of minutes of September 28, 2007 meeting
 - Treasure's Report - Carmine
 - Newsletter Editor's Report - Doug
 - Section Representative's Report – Rich/Pat
- ASEE Headquarter Update – John Uhan
- New Business
 - Section Awards – Bob
 - Monetary amounts
 - Teaching Award and National
 - Copyright on Conference Papers
 - 2009 Illinois-Indiana Section Conference
 - Section Officers
 - Meeting in Pittsburgh
 - Items for Business Meeting?
- Other Section Business
- 2008 Spring Conference – Sharon
 - Budget
 - Other Conference Business
- Adjournment