American Society for Engineering Education
MEMORANDUM

Date: Oct. 16, 2007

To: ASEE IL/IN Executive Board

From: Mark C. Johnson
               Secretary, ASEE IL/IN Section
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Re: September 28, 2007 IL/IN Executive Board Minutes

On Sept. 28, 2007 from approximately 2:00pm to 4:30pm, the Executive Board of the IL/IN Section met at the Rose-Hulman Institute of Technology.

Participants:

Patricia Carlson, RHIT, on 2008 Conf. Program Committee   (PC)
Patricia Fox, IUPUI, 2007 Conference Co-Chair   (PF)
Diane Hanson, RHIT, Conference Coordinator   (DH)
Mark Johnson, Purdue University, Secretary/Webmaster   (MCJ)
Glen Livesay, RHIT, on 2008 Conf. Program Committee   (GL)
*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, Valpariaso University, Past Section Chair   (DT)
*John Uhran, University of Notre Dame, Zone II Chair   (JU)

*Participating by telephone

Highlights:

Decisions and Action Items:

Newsletter

DT to provide final newletter in electronic form for posting by MCJ on website

DT to get printing price, then assemble, print, and mail the newsletter, first send to GS for review

Several people to provide newlsetter content to DT including:
        MCJ - blurb regarding section website
        SS - provide RHIT conference information to DT.
        PF or Peter Hylton - provide IUPUI conference informationto DT.
        GS - will get award info to DT, past winners, and call for nominations.
        GS - put in a section about how to host a conference.

GS - to obtain address stickers for entire section membership and provide to DT for newletter mailing

2008 Conference

GS to get status from Robert Hofinger on past award winners

SS - 2008 conference should have attendee survey and should include question - "Did you receive the section newsletter?"

SS - during 2008 conference paper review process, identify 5 to 7 candidates for best paper. Final choice to be decided base on presentations at conference. Schedule those presentations to allow time for decision before awards banquet.

SS - include award nomination information on conference web site.

SS - organize judging an awards for student posters and papers for 2008 conference

GS, SS - depending on number of student posters, give up to 3 poster awards including financial awards

SS - to incorporate some elements of K-12 into 2008 conferenece (see section 7 in transcript)

GS,SS - will there be seperate pricing category for retirees? (resolve)

GS - once national sets policy on submission of same or similar papers, make sure section complies. Meanwhile, go with local policy of not allowing same or nearly the same paper on multiple submissions.

SS - incorporate suggestions on program schedule. See details in item 10 under "proposed program schedule alternatives"

GS,SS - send invitation to entire section to participate in 2008 conference review process.

Other Section Business

MCJ - find out what web hosting resources are available to section from national

GS - to send best paper info to JU from last conference

GS - send letters to Dean's, Get Jakubowski signature

Rich Pfile of IUPUI to provide 2007 conference pictures to MCJ to add to 2007 conference highlights

GS - see that DT and H. Diefes Dux on Bylaws rewrite makes it through proper review and approval process

Supporting Documentation

Copies of the following items are included at the end of these minutes:

Financial results from 2007 conference at IUPUI

2008 Conference planning documents from SS and DH including:
    2008 Conference planning agenda
    Budget (prior to changes discussed in this meeting)
    List of potential exhibitors/sponsors
    Description of sponsorship opportunities & levels
    Draft of registration form

2008 conference timeline (Program, Website Creation)
2008 conference program schedule alternatives

Zone II Section Considerations for 2007 from Zone II Chair, John Uhran

Acknowledgement:

Special thanks go to Rose-Hulman Institute of Technology President Gerald Jakubowsk for showing his support of the conference planning effort by providing an ample and delicious meal for those attending this meeting.

Transcript of Discussion

ASEE Illinois/Indiana Section Chair Gary Steffen opened the meeting at 2:00pm

1. New Business? GS

none put forth at this point in meeting

2. Secretary/Webmaster report - MCJ

posted papers from 2006/7 to section website
have pictures from Steffen for 2006 conference
** seeking pictures from Pfile for IUPUI highlights

3. Approval of past minutes

GS didn't see problems
no objections, so entered as official minutes

4. Treasurers report - GS/CP

Bass: 13663.21   last year 14850
Operating. 550.00

concern that we are leaving too much money lay around
need to put to good use

doesn't include final results from IUPUI

GS - what is financial goal for conference?
DT - usually aim for range: break-even to $1k over

5. Newsletter Editors report - DT

Newsletter - when do we want to get out? DT - aiming for end of Oct.

DT needs input, items such as IUPUI conf, upcoming Rose
feature, award winners, officers,

1 side B/W? multiple page color? email only?

DT - vaguely recall that from past meetings we had decide to print.

mcj - recall also & that feeling was that receiving print copy would get more

people's attention

(consensus seems to be to go with print copy)

DT - noticed deadline for abstracts Oct. 31 so would be good to get into hands of people in 2 weeks ahead

DT - chair of session can get printed sticker version of membership list for mailing

**GS - talked to Tim Manicum - will get back with him about mailing stickers.

GS - also asked Manicum about section chair reponsibilities & Manicum responded with 60 page manual

MCJ - be sure to mention web site on newsletter. ** MCJ to provide short blurb regarding website to DT for newsletter

DT - need guidance as to newletter budget.

GS - what is current membership? SS - 956 as of national conf. suggest extending list to include Dean's of schools, looking at 1000.

Thus: approximate $400 of postage.

** DT - will contact Staples & get price for reproduction of newsletter

GS - make a line item in 2008 section post-conference survey to ask: "Did you get the newsletter?"

GS - at IUPUI - didn't have a survey of attendees. Suggestion to SS - have a survey & include question about if people saw newsletter.

DT - summary of his job - put content together, get it printed, mailed.

**SS - provide RHIT conference information to DT.

**PF or Peter Hylton- provide IUPUI conference informationto DT.

**GS will get award info to DT.

**MCJ- glad to provide short blurb about web site.

**GS - put in a section about how to host a conference.

**DT will send newsletter to Gary for review.

GS - suggests that we have a number of directors positions to advise board and get new blood.

6. Awards - GS

GS - sent an email to Bob (Hoffinger) about awards situation & what happened last spring. Bob had classes all day today and couldn't attend)

GS - because of situation with board (loss of board member), awards didn't get taken care of

GS name of 2006 teaching award winner wasn't forwarded to national

and 2007 teaching award wasn't granted. So - 2006 winner was going
to be forwarded in this past years slot.

DT - didn't ND person actually win in 2005?

** GS will dig up status of award winners - Bob Hofinger is checking ***

GS - foresee problem with forwarding 2006 and 2008 teaching awards
to national simultaneously.

GS to SS - As we receive abstracts and papers, find 5 to 7 papers in best
paper category to be candidates for selection at conference. Make sure best
paper candidates not scheduled in last session so that awards committee
has time to make selection. Teaching award Bob willing to take care of.

GS - Do we have service award & outstanding campus rep? DT - haven't given
campus rep award routinely because haven't had active campus reps.

GS - invite nominations for teaching awards & provide guidlines for award.

DH - suggest - put award info into newsletter. **Gary will get with Bob on providing
award nomination info to DT.

SS - offered to include award nomination info on conference web site.

GS - re student poster award - will let Rose take care of that**. Most times the
conference chairs put someone in charge of it. Should form small award committee.

SS - question: - would like to add student paper presentation award.
(consensus - go ahead with this)

GS - encourage spending a little money on award. If at least 15 posters, give top
3 winners. SS support 1-3rd place award. DT, CP - agree.

7. ASEE Hdqtrs

*Before JU joined by telephone, GS gave the following highlights from a conversation
with JU the previous day.*

GS talked with JU. This year's national will have K-12 emphasis. They
really like to have section conferences pick up on this emphasis. Maybe invite
High School teachers to attend, present. Could tie in local science fair winners. Up to
local conference chair.

GS - recognize that K-12 involvement will be mostly local, hard to get K-12 from
outside area.

PF comment to JU (before JU joined by telephone)
JU was seeking Year of Dialog (YO) report feedback. PF didn't see much engr tech. language
in YOD, offered some words for this.

GS - news item: John Uhran going to run for VP of member services & JP is running for president.
Support for both is encouraged.

Later John Uhran joined by phone and the following discussion took place:

GS to JU - have already mentioned yesterday's conversation topics

JU sent GS itemized list, have added some other things

JU - websites - make sure aware that we should keep current, dates should
be current and appropriate. If you are going to have own website, be
aware that there is space on the national website**.

JU - awards are critical, best paper award from prev conf, send to JU along with
best paper to consider in choice for best Zone paper

JU - other two awards - teaching, campus rep, know that last year there was not
campus rep award, there were from other 2 sections.

JU - re teaching award - if need to get info from previous year, will do and send
on.

GS - Bob Hofinger is looking into this.

JU - Other thing - take a look at bylaws/constitution see if think necessary
to make changes. Good to do every 5 years or so.

JU - Section conf - critical, K-12 is an emphasis for the year, should at least
be a session, perhaps panel of teachers, any doing pre-engineering?
would be great to have them at conference and be involved in it. Suggest
not charging them anything. Maybe invite some HS studdents. Make sure
all Deans of Engr & Tech invited, all campus reps.

JU - **suggest chair write letter to each Dean about campus rep & what it is about,
duties, Dean should know who it is and is responsible for appointing. Tie up
that relationship.

JU - Looked at latest budgets, seemed alright. Operations buget has to be spent by
end of Oct.

JU - YOD (year of dialog) report from last year going through writing, drafting, sent copy to GS
about week ago, invited suggestions, edits. Will go to all zone chairs.

JU - Finally, one thing came up at natl conf - whether or not sections should try
to work together, what is appropriate. Know that out east, in addition to
section conferences they are doing a Zone conference. Most of their sect confs
are in fall & zone is in the spring. Response on this isn't mandatory.

PF - what sections are in Zone II - SE, ILIN, NC.

GS - what about going with SE conference as joint.

PF - think additional conf would just spread us thinner.

PF - like idea of GS writing letter to Deans. PF - suggest getting
Jakobowski signature on it as well to add weight to the letter. JU -
think this is a good idea. Gary - the letter to Deans was aimed at
campus rep issue.

MCJ - drew John's attention to work that was already done by Doug & Heidi
re by-laws. ** Make sure it happens per procedures.

JU **Sent something to include in minutes when published.

8. Re Bylaws and Constitution

GS - think that there are things there that we are either not doing or could be changed. Will bring up at spring meeting.

DT and Heidi Diefes Dux spent about a year updating the Bylaws. GSff - think that what he has is not latest, has 1977 date.

PF - Bylaws probably also have to be approved by ASEE nat'l board, probably has to go by zone person.

MCJ - what I have on asee4ilin is just link to national site with bylaws.

9. IUPUI - PF

See attached spreadsheet with 2007 conference results

income 15705
expenses 13649
net income 2056
3000 of income from industry
1100 of expense was travel wallets
88 fact, 57 studdents, 6 inust, 2 invit spkr, 4 vendors, 157 people

papers 67, sessions 13, student posters 39

GS - any lessons learned?

PF - had 4 or 5 people taking care of various things - posters, money, registration, papers, hotel

PF - some things that could have done differently but went well enough, keep up communications

SS - nice thing at Rose - have DH who focuses on conference coordination

GS - IPFW just added someone with this role

GS - complements to IUPUI, think it went very well

PF - was pleased to have Gerald Jakubowsk

10. 2008 Conference Planning

GS - turned meeting over to SS & DH to talk about 2008 conf

Budget: see attachment

SS - only facility expense is overtime pay for housekeeping

SS - estimating $1000 for proceedings

SS - awards based on last year's amounts

GS - section will pick up award budget, not to be a line item for Rose

GS - have discussed increasing awards relative to past

SS - what about accumulating an endowed teaching award, but takes $40

SS - Advertising - $175 flyer in folder

SS - Speaker travel - one who was local has moved to Florida, will put him up hotel - former Dean at Valpo - per DT this person splits time between Fla and IN.
SS - let's see if we can catch him while in Indiana.
(later determined that speaker won't already be in Indiana at time of conference)

GS to SS - subtract $400 given for awards since it will be covered by the section.

Some of program committee from Rose arrived - Patricia Carlson, Glen Livesay

Sponsorship levels and opportunities - see attachment

GS - encourage RHIT committee to list Rolls as "sponsor" because they were instrumental in getting the conference at RHIT

DH - **Potential Exhibitor list, ASEE members highlighted in blue, see attachment**

SS - would like from us - who has sponsored before? Are there activities in companies of interest?

GS - Agilent has usually been a sponsor. Purdue gave money. BSA.

DH - her husband is aware of programs particularly suited to exhibit, especially if they highlight key topic, in a targetted invitation. Some may want to submit for presentations as well.

SS - aiming for at least 4 out of sponsor/exhibitor list.

DH - don't need to set upper limit on exhibitors. Conf is during spring break so plenty of facility access.

GS - would like to see publishers, but they tend to bypass this conf because of small size.

DH - if able to get proceeedings on flash drive sponsored, can include video on flash drive from the sponsor

KS - beware of damage to flash drives.

GS - if we use flash drives, need to make sure flash drives are labelled to indicate that they have proceedings on them.

Draft of registration form. Actual registration will be electronic. See attachment.

SS - Base fee was set at 125

thoughts on fees?

for K-12 - GS - think small but non-zero price encourages people to come but only those who seriously intend to come.

PF - suggest check-off sheet for which meals people plan to actually be present

for. Get some meal no shows even from those who paid.

MCJ - how does fee compare? Pat - same as IUPUI's

PC - what about category for retired participants?
(no record of decision on this)

KS- what about full-time professionals who are just takiing classes,
not sure they should really get student fee.
(there seemed to be consensus in agreement with this)

Program

**SS, PF to send materials to sec in electronic form (DONE and included
by MCJ with these minutes)

GS - can people submit paper to more than one conf? Per SS - national doesn't have official
policy, but shouldd be dealt with this fall.

GS - in past this has been on a per conference basis.

PC - has quote from other conference, presenters could give "Work in Progress" at section and
present fuller paper at national conference . Kevin has seen something where only on CD permitted
publication elsewhere.

PF - national conference doesn't allow submission elsewhere.

SS - contacted Dwight at national

PF - think that there shoul be a standard policy for all section meetings rather than
a per section conference basis. GS - last year left for IUPUI to decide.

GS - what do you (CP, DT) think - DT's opinion. If it has been listed
in proceedings even in CD, consider it published. Journal of Education (JOE)
considers CD as having been published. JOE would expect significant
changes relative to section paper.

GS - if you have identical papers, he would question allowing it at National.

DT - allow prelim results at section, beef up for national, but not unchanged to
regional + regional or regional + National.

PF (PC?) - what about providing example of what is significant difference.

Debate over what is "significantly different" - PF - think example needed.

GL - will papers be on website? MCJ - yes. GL - that seems to answer it.

**GS - section is in agreement about policy about multiple papers, but want to
see what national will state, will fall in line with national policy once established.**

SS - Current status on program - open for abstract & workshop submissions.

See Attachment: Timeline for program

SS - Oct 31 is deadline, extension of abstract/workshop deadline if necessary. However,
manuscript etc. deadlines have to be firm since they are on short timeline.

SS - described workshop proposal requirements - well thought out proposal is required.

SS - have set dates for UG submissions

See Attachment: proposed program schedule alternatives

Yellow pages: Proposed program schedule, 2 options provided - 1st option:

SS - beginning on Thursday depends on workshop proposals. GS - in past, attendance of advance workshops has been a problem.

SS - in this case workshops is just part of the conference fee.
Even if we don't start Thu, we will have some workshop slots.

SS - Walesh agreed to be keynote speaker.

KS - has info Walesh won't already be back in Indiana at time of conf.

** GS - one concern. At noon on Saturday, people appear to be completely done with technical sessions. People will move out after noon. Nobody will sign up for afternoon workshops then. Suggest mixing tech sessions and workshops more. Also suggest moving dinner earlier for sake of people more than 2 hours away. 8pm late for many leaving. Perhaps 5-7pm.

SS - perhaps have speaker 1st. PF - people will eat and leave.

** GS - take one time period in late morning just for the students. If people just going session to session won't get over to see student work.

SS - had in their noon-2:15 was hoping lunch time would be time people could see posters. Not all would be at business meeting.

GS - the business meeting is likely to be very short because there are no offices up for election.

**GS - can easily use at least 1 hour for posters. Is also a good time for people to chat. Might want to consider - make one tech session student presentations and posters - One morning slot.

GS - need something in there for K-12. PF - IUPUI does a lot with Project Lead the Way. KS - what about afternoon workshop for teachers? SS - conference happens to be during Vigo Co's spring break, wouldn't get many.

SS - have 8 rooms can use for sessions. Will be in new Olin. Have the Union and new Olin available. DH - will give tour before go if we wish.

Manuscripts will be coming in January, seeking volunteers from board to review at least a couple of manuscripts. GS - can open up to the section as well. Ok to email to whole section. GS - how did IUPUI do it? PF - Rich Pfile organized, know that a lot ended up being done at IUPUI. GS willing. MCJ willing.

Other items?

GS - what about hotel?   DH - have 4 hotels lined up, more if needed. $109 (with $25 disc) Hilton Garden Inn on high end. Also, at low end $79 at Drury inn and Pear Tree. Hilton is

the closes at 5 mi, but really about same amount of time.

GS - going to need a meeting room on Friday for Exec board, will decide on time once program schedule is firm, probably during a workshop time or tech session. Discuss how things will go for awards.

PC - awards criteria? GS - section taking care of teaching, service. Review committee to identify best paper candidates. However, would like to establish consistent set of criteria

KS - will include on review forms a check box to flag papers people think are award quality. GS - note that award based on paper AND presentation.

Meeting Concluded at approximately 4:30pm

Supporting documents are included on subsequent pages in the following order:

Financial results from 2007 conference at IUPUI

2008 Conference planning documents from SS and DH including:
      2008 Conference planning agenda
      Budget (prior to changes discussed in this meeting)
      List of potential exhibitors/sponsors
      Description of sponsorship opportunities & levels
      Draft of registration form
      2008 conference timeline (program, web site creation)
      2008 conference program schedule alternatives

Zone II Section Considerations for 2007 from Zone II Chair, John Uhran