

ASEE BED Minutes, June 2024

BED Business Meeting, Wednesday June 26th 2024 Annual Conference

1. Call to Order. Sarah Rooney, BED Division Chair, called the meeting to order at 8:00 am, local time. There were roughly 60 people in attendance. Sarah welcomed attendees and acknowledged their early attendance post-banquet.

- Sarah welcomed new members and introduced the new member interest form.
- Sarah recognized Tanya Nocera (Past Chair) for 4+ years of service and encouraged attendees to sign a thank-you frame.

2. ASEE PIC Chair Report – Elliot Douglas

2.1 Role of the PIC Chair

- As liaison between the ASEE Board and divisions (each PIC chair oversees 10–12 divisions).
- Collaborated with program chairs (Rachel Childers) throughout the year to offer support.
- Collected division feedback for the ASEE Board and shares society-wide updates.

2.2 Strategic Plan Update

ASEE was finalizing a new **strategic plan**, with priorities building on one another:

- Improve **member experience** to better understand and meet member needs.
- Strengthen **member retention** to reverse declining trends.
- Achieve **financial sustainability** through better value and retention.
- Feedback can still be provided (QR code was shared).

2.3 Financial and Operational Health

- **ASEE Finances:**
 - Despite receiving ~\$10M in grants, ASEE faced financial strain.
 - Headquarters staff reduced from 55 (2022) to 34 through layoffs and attrition.
 - Services remained largely unaffected thanks to remaining staff's dedication.
- **Audit Challenges:**
 - Delays due to issues with a previous auditing firm.
 - Now catching up, with audits moving faster due to electronic records (from ~2019 onward).
 - Goal: All audits complete by **September 2025**.
- **Federal Indirect Cost Recovery Uncertainty:**
 - ASEE must repay the federal government due to overestimated provisional indirect rates.
 - Final repayments depend on audit results, especially for FY18–22.
 - Estimated repayment: **several hundred thousand dollars**.

2.4 BASS Account Clarification

- **Myth Busted:** BASS account funds are **not frozen**. They are **gone**, having been lost when operational and division funds were co-mingled.

- New safeguards:
 - Division funds now held in **separate, firewalled accounts**.
 - Repayment plan to divisions will begin **after federal liabilities are resolved**.
 - Total owed: **~\$1 million** across divisions.
- **Current Funding Streams:**
 - Division **membership dues** deposited monthly since October.
 - **\$1 per member allocation** reinstated starting October 1, based on March 31 membership count.

2.5 Membership Trends

- **Stabilized after years of decline** (from peak ~13,000 in 2004).
- ASEE gains ~200 new members/month, but attrition offsets gains.
- Retention is the main challenge.
- Strategic focus: Increase **perceived value** of membership.
- **New Honorific Membership Tiers:**
 - **Senior Member:** 10 years of membership + attendance at 6 ASEE events.
 - **Distinguished Member:** Same criteria + 6 ASEE publications and service.
 - No fee changes; goal is to encourage long-term retention.

2.6 NEMO System and Conference Enhancements

- **NEMO submission platform:**
 - Improved compared to previous years.
 - Still limitations due to staff capacity; minor fixes only.
- **Program Chair Limitations:**
 - Some issues viewing accepted papers for scheduling.
 - Divisions encouraged to flag system bugs for improvement.
- **Distinguished Lecture Series:**
 - Reinstated per member request.
 - Each division may now designate one annually.
- **New Sessions:**
 - Introduced to highlight special topics:
 - Instructional Showcase
 - Ethics Town Hall
 - Engineering Mindset Report
- **Deadlines moved ~1 month earlier:**
 - Abstract decisions by Nov 1
 - Full paper submission: Jan 15
- Motivation: Improve ASEE's **cash flow** during low-revenue months (Jan - April).
- **Author registration and final paper upload deadlines separated** again to reduce confusion.

2.7 Broad-Level Reforms, Governance Updates & Pathways to Leadership

- 34 financial policy updates approved recently.
- Increased oversight: Board members (including VP Finance) now have **direct bank access**.
- New **cash accounting** added to complement standard accrual system.

- Proposed eligibility expansion: **Program chairs** and **commission chairs** may become PIC chairs (currently limited to division chairs).
- Encouragement for members to get involved and move up leadership ladder.

2.8 Best PIC Paper Awards

- Best overall PIC paper awarded to **First-Year Engineering Division**.
- Selected from five division-nominated best papers.

2.9 Closing Notes

- Divisions are encouraged to **fundraise**, pursue **external sponsorships**, and contribute ideas for ASEE programming.
- Elliot is open to ongoing feedback via program chairs and can be contacted year-round.

3. Approval of 2023 Minutes

- The 2023 meeting minutes were shared with members in advance via email and accessible through a QR code at the meeting.
- A motion to approve the minutes was made and seconded.
- The minutes were approved unanimously without any objections.

4. State of the Division

Speaker: Dr. Sarah I. Rooney (Division Chair)

- **Division Status:**
 - Mid-to-high submission tier in PIC I.
 - Steady decline in membership (~400 in 2024).
- **Key Initiatives:**
 - Mandatory IRB statement for paper acceptance.
 - Special session on BME funding opportunities.
 - Ongoing Speed Networking and BME Education Showcase events.
 - Collaboration with:
 - **BMES CoC Educational Summit** (NJIT, May 2024)
 - **BEEC Share-and-Learns**
 - **BMES Meet-and-Greet**
 - Initiatives supporting members: Mentorship Program and BE NSPIRE.
 - Published **Workforce Development white paper** (Aug 2023).

5. Awards Announcements

Speaker: Dr. Yanfen Li (Awards Chair)

- **Best Paper Award:**
 - Rebecca A. Scott, Alex N. Frickenstein, Stefan Wilhelm (University of Oklahoma)
 - *Title:* “Longitudinal Analysis of Strategies for Improving BME Student Knowledge of Career Paths and Desired Skillsets”
- **BED Nominee for ASEE Best DEI Paper:**

- Jennifer Hatch, Steven Higbee, Danka Maric, Sharon Miller
- *Title:* “A Multi-level Undergraduate Curricular Approach to Exploring Health Equity in BME Solutions”
- **Best WIP Award (Tie):**
 - Michael Gordon Browne, Anthony E. Felder, Adrian P. Defante
 - *Title:* “Development of a Domain-Agnostic Standards Curriculum”
 - Sarah Ilkhanipour Rooney, Shameeka M. Jelenewicz
 - *Title:* “Development of a Medical Devices Course for Sophomore BME Students”
- **Teaching Award:**
 - Dr. Huiliang (Evan) Wang, University of Texas at Austin
- **Theo C. Pilkington Outstanding Educator:**
 - Dr. Miiri Kotche, University of Illinois Chicago
- **Lifetime Faculty Mentor Award:**
 - Dr. Ann Saterbak, Duke University

6. DEI Commission Update

Speaker: Dr. Jennifer Leight (BED CDEI Delegate)

- **Activities:**
 - Unified DEIJ Agenda Report to ASEE Board.
 - 4 virtual learning sessions and a DEI curricular panel.
 - 18 sessions at the ASEE 2024 Conference.
- **Resources:**
 - Blog, YouTube channel with 31 recorded workshops.
 - Rubrics, scoresheets, and DEI award tools.
 - Volunteer opportunities across 6 committees and 5 teams.

7. P12 Commission Update

Speaker: Dr. Loay Al-Zube (BED CP12 Delegate)

- **Progress:**
 - Participation in 4 CP12 meetings (Sept, Dec, Feb, March).
 - AI Brainstorming sessions for Pre-K to Grade 12 education.
- **Resources and Actions:**
 - Interactive map of engineering outreach.
 - Monthly Spotlights, PD endorsements, and K–12 teacher training programs.
 - Seeking broader division collaboration for CAREER grants and P12 visibility.

8. Mentorship Program Recap

Speakers: Dr. Jennifer Leight & James Long

- **2024 Pilot Year:**
 - 37 participants in 8–9 groups.
 - 78% reported a positive impact.
 - 100% agreed the group was supportive.
- **Challenges and Improvements:**
 - Scheduling difficulties.
 - Plans for smaller groups, defined leaders, and time zone awareness.

- Future ideas include recognition for “stellar teams” and larger group meetings.

9. B-Inspired Graduate/Postdoc Group

Speakers: Antanjot Kaur, Marla Hilderbrand-Chae, Deepthi Suresh

- **Mission:**
 - Support graduate students/postdocs interested in BME education careers.
- **Actions:**
 - Career panels, teaching tips, and virtual/in-person networking.
 - Slack channel launched for ongoing collaboration.

10. Treasurer’s Report

Speaker: Dr. Joseph Towles

- **Balance Overview:**
 - ~\$11,000 remains inaccessible due to ASEE financial crisis.
 - Available: ~\$710 post-awards and banquet (\$1,710 spent).
 - Recovery expected via 2024–2025 dues and allocations.

11. Program Chair Report

Speaker: Dr. Rachel Childers

- **Submissions:**
 - 83 initial submissions; drop in final papers attributed to new IRB policy.
 - 18 WIPs (poster), 6 best-of WIPs (postcard), 17 full papers.
- **Events:**
 - Speed Networking, Education Funding Panel, Education Showcase.
 - Initiated BED community funding resource & contact database.
- **Feedback & Issues:**
 - NEMO frustrations for moderator/judge assignment.
 - Poll on BED merchandise launched via Slido.

12. Incoming Program Chair Remarks

Speaker: Dr. Alexis Ortiz-Rosario

- **Goals for 2025 (Montreal):**
 - Greater engagement with new members, students, and leadership pipeline.
 - Continue high-impact events: Speed Networking, Showcase, Mentorship.
 - Improve clarity around IRB expectations.
 - Encourage member feedback (QR code/email).

13. Announcements

- Special issue on computing in BME education (AI, coding, K-12, data science).
- Final technical session: Wednesday, June 26 at 11:30 AM, B113.

14. Elections

- Facilitated by Tanya Nocera (Past Chair)
- Results:
 - Program Chair-Elect: Brian Helmke
 - Secretary/Web: Nicole Ramo

- Events Chair: Doug Yung
- Member-at-Large: Cameron Kim

15. Closing Remarks

- Thank you to authors, moderators, judges, and all 119 reviewers.
- Appreciation to outgoing officers and welcome to new leaders.
- Safe travels and see everybody in Montreal 2025.
- The meeting was adjourned at 9:30 am local time.

Minutes submitted by Doug Yung