**CPDD Executive Board Meeting**

**Sunday, June 26, 2011**

**Vancouver, BC, Canada**

**12:30 – 2:00 pm**

**Vancouver Int’l Conference Center – Room 208**

**Attendees:**

Nancy Kruse, Chair (Un Tulsa)

Kim Scalzo, Chair-Elect (State Un of New York)

Greg Ruff, Treasurer (Auburn Un)

Lynda Coulson, Director (Rolls-Royce)

Keith Plemmons, Director (The Citadel)

Mark Schuver, Director (Purdue Un)

Ellen Elliott, Director (Johns Hopkins Un)

Pat Hall, Site Selection Representative (Un of Tulsa)

Julayne Moser, Past Chair (Purdue Un)

Rita Burrell, Secretary (Mississippi State Un)

**Absent:**

Paul Jewell, Director (Iowa State Un)

Lea-Ann Morton, Director (MissouriUn Science and Technology)

Pam Dickrell, Program Chair, CIEC 2012 (Un Florida)

**Call to Order and Introductions**

Nancy Kruse called the meeting to order at 12:40 pm.

**Review and approval of minutes from January 31, 2011, CPDD Board Meeting at CIEC 2011, San Antonio, TX**

On motion by Kim Scalzo and second by Mark Schuver, the minutes were approved as distributed.

**Review and update of “To Do” List**

ASEE 2011

-Since the submission to the Distinguished Lecture Series was received late, it will not be included in the program.

-“Giveaways” should be taken to the CIEC table at the exposition.

CIEC 2012

-Call for papers has gone out.

-Pam Dickrell (Program Chair) will ensure that presenters select CPDD membership when registering for the conference.

CIEC 2011

-Nancy thanked CPD members for ensuring that CPDD 242 Pre-Conference Workshop *Preparing for the Challenges of Global Work Teams* ran smoothly.

Financial/Treasurer

-Nancy notified Linda Krute that Paul Jewell will serve on the Finance Committee.

-Travel for Site Selection Chair will be at the discretion of the General Conference Chair.

Awards

-Keith Plemmons and Ellen Elliott have reviewed the ASEE criteria for Best Awards (distributed by Patty Bazrod) and recommended that CPDD adopt ASEE criteria for CPDD awards. **Keith will distribute the document prior to the fall meeting so that the board can review and make a formal adoption.**

Research and Publications Committee

-Based on discussion with Linda Krute, Ellen noted that this activity does not have to be tied to sales but utilized as a means to raise awareness. Ellen suggested redefining the committee. **She (Ellen) will review and make a recommendation at the fall planning meeting.**

SIG

-The board discussed the use of SIGs to generate ideas and add value to the division.

-Kim noted that conference can be used as a kick-off and culmination for SIG activity. Activities should be developed based on SIG dialogue.

Strategic Plan

-Kim, Nancy, Pam, and Julayne have met as a committee regarding the strategic plan. An update will be sent to the Board.

Membership

-The board continued discussion regarding the development of a proposed budget with broad guidelines in order to meet financial obligations and address goals outlined in the strategic plan.

-The board discussed the need to increase membership.

-Mark posed the question on how meeting attendees select division affiliation. It is important to ensure that conference attendees are able to select the appropriate division affiliation when registering. The process is somewhat confusing; we, as a board, want to ensure that registrants are selecting CPDD when appropriate. As noted, Pam will ensure that CPDD presenters make the appropriate division selection when registering.

-Nancy requested and received an extension of 9/30 to spend ASEE RFP funds on Membership-Phase 1. Recruitment will focus on universities. **Nancy will develop a letter to send to universities regarding CPDD membership.**

**-**The board discussed expanding recruitment to include companies. **Board members should develop a list and submit to Nancy for discussion at fall planning meeting. The list will late be expanded to include industry.**

-Kim noted the need to target IACEE members as CPDD members.

-As part of the discussion regarding benefits of CPDD membership, **Greg will resend the email: how to use the SIG list.**

IACEE

-Kim and Nancy continue discussion with IACEE regarding benefits of collaboration with CPDD.

Web site

-Updates are still needed. **Board members should review and send updates to Lynda Coulson. Nancy will also check.** Ray LaPine is willing to continue maintaining the CPDD web site.

Archives

-Rita Burrell has assumed the role of archivist; documents have been transferred from Helen Demont. Rita has a list of archived documents. **Board members should email Rita a list of documents that should be included in CPDD archives.**

-**Nancy will check with Patty Bazrod regarding whether ASEE has guidelines for archiving (specific documents and required length of time).**

-CPDD minutes should be maintained on the web for two years. **Lynda will ask Ray LaPine to remove old minutes from the web site.**

**Treasurer’s Report**

On motion by Julayne and second by Ellen, the Treasurer's Report was approved as distributed.

**Membership**

-A division must maintain a membership of 200. CPDD is close to losing membership.

-Increasing membership is a goal in our strategic plan.

**Strategic Plan**

-Individuals need to take ownership of segments of the strategic plan.

-Five areas were noted with members assigned to those areas of responsibility; plans for each area should be developed for discussion at the fall planning meeting.

 1) Membership – Lynda and Nancy

 2) Enhance professional development opportunities – Keith

 3) Increase networking value – Kim and Lea-Ann

 4) Establish succession planning for leadership – Mark

 5) Contributions to field of engineering education and research publications - Ellen

**CIEC 2011 Recap – Lea-Ann Morton**

No report.

**ASEE 2011 – CPDD session information, etc. and other ASEE events – Keith Plemmons**

-The workshop was cancelled due to low interest.

-Please submit any ideas for next year to Pam.

-Kim suggested emailing CPDD members via SIG for topics for ASEE 2012.

-Keith suggested trying again next year for a Professional Development Workshop in support of the professional development initiative.

-Keith encouraged attendance in Session T517 Fostering the Implementation of Best Practices (panel discussion).

-Keith noted that more papers are needed and suggested that each SIG submit a panel discussion for next year.

**CIEC 2012 Booth assistance during ASEE 2011 – Julayne Moser**

-Thank you to Keith, Greg, Lynda and John for assistance with transporting the materials and assistance in setting up the booth.

-Would like to pack up Tuesday night and will need assistance.

-The program-at-a-glance for CIEC 2011 in Orlando will be available for distribution.

**CIEC 2012 Report – Julayne Moser and Pam Dickrell**

-Julayne distributed the program to the board.

-Nancy distributed a copy of the program for CPDD. There are two pre-conference workshops and 11 conference presentations.

-The hotel (Hilton) is now accepting room reservations. The hotel conference planners have been wonderful to work with.

-Everything is going well; program chairs are doing an excellent job.

-There are four pre-conference workshops.

-Nancy and Pat will be in charge of the opening reception. It is planned that the event will be poolside but there will a backup location in case of bad weather.

-Everything is in place for the golf outing. Thank you to those who volunteered to coordinate and manage this event.

-The plenary has not been finalized.

**ASEE 2012 Update – Pam Dickrell**

-Pam will provide the update at the business meeting.

**ASEE PIC Special Funds Project “Focus on Membership” Update**

-We have received an extension to 9/30 for utilization of funds.

-Efforts will initially focus on recruiting university membership but will expand to industry membership.

**2011 Fall Planning Meeting – Tulsa, OK – Post Oak Lodge – October 3-5, 2011**

-Board members should plan to arrive Sunday 10/2.

-Meeting will end at noon on Wednesday 10/5.

**Other Business**

-Kim distributed IACEE brochures and asked that board members consider membership.

Greg made the motion to adjourn at 3:20 pm. So moved.