

**Executive Board Meeting**

Webinar/Conference Call

Thursday, September 6, 2012

2:00 – 3:15 pm (ET)

Participants:

Rita Burrell, Secretary (Mississippi State Un)

Lynda Coulson, Director (Rolls Royce)

Pam Dickrell, Program Chair (Un Florida)

Pat Hall, Site Selection Representative (Un of Tulsa)

Paul Jewell, Chair Elect (Iowa State Un)

Nancy Kruse, Membership (Tulsa Un)

Cath Polito, Program Chair (Un TX – Austin)

Greg Ruff, Treasurer (Auburn Un)

Kim Scalzo, Chair (State Un of New York)

Absent:

Ellen Elliott, Director (John Hopkins Un)

Mark Schuver, Director (Purdue Un)

Note: Action Items are indicated in Bold.

Kim Scalzo, Chair, called the meeting to order at 2:05 pm and thanked Paul Jewell for setting up the webinar/conference call. Roll call was conducted in order to determine participation.

I. Review of minutes from June 2012 Executive Board Meeting in San Antonio, TX –

Rita Burrell

-On motion by Nancy Kruse and second by Lynda Coulson, minutes were approved as amended.

II. Review/update of Action Items – Rita Burrell

CIEC

-Kimdiscussed the development of a group logo for CIEC with CIEC Executive Board at San Antonio. The CIEC board will review the request.

-Kim discussed the CIEC evaluation process (evaluation is based on the ASEE template) with the CIEC Executive Board at San Antonio. This is now an Action Item for CIEC.

-Paulsent Ellen and Pam the CIEC financial report for tracking expenses.

-Kim discussed the need for divisions to be able to set their own submission deadlines, as long as they meet required timeframe, with Ken Rennels. **This will be discussed at the CIEC spring planning meeting.**

-Kimsent Ellen the addendum to the Program Chair notebook that includes the financial report.

-The Division Report of Income and Expenses for 2012 that Greg Ruff distributed via email on September 6, 2012, explained how the cost of the SIG breakfast is being charged back to CPD.

Future Conferences

-CIEC 2014 Savannah – Lynda Coulson

-ASEE 2014 Indianapolis – Cath Polito

-CEIC 2015 Palm Springs – Candace House

**(Kim has checked with Candace but is awaiting a response.)**

-ASEE 2015 Seattle – Doug Ernie

-CIEC 2016 Austin – Perhaps Cath Polito

-Once all chairs are confirmed **Rita** will make updates to the rotation chart.

-Ellen sent Pam the list of topics that has been accumulated; these were distributed with the call for papers.

Website

-Paul made updates and edits to the new web site, including a link from the CPDD site to the IACEE site. All CPD awards are listed.

-Paul indicated that the new CPD website is ready to go live. He has spoken with Ray LePine about the new site. **Paul will ask Ray to contact ASEE to request that the domain be given to CPD so that the URL can be pointed to the new site.**

-Paul noted that Buddy Press will be the social media piece of the new site and a tab will be setup to a limited number of options. Time will be dedicated at the fall planning meeting to allow board members to learn to use Buddy Press.

-Pat clarified that Chuck Elliott developed a hard copy of the CPD history (1965-2001). Rita located the document in the archive and forwarded Pat and Paul a copy.

-The CPDD Executive Board will award Tom Brumm a Certificate of Merit in support of CPDD for hosting the CPDD website. The certificate will be awarded at CIEC 2013.

Fiscal

-The Finance Committee discussed the tailoring of the Duties of a Non-profit Finance Committee document for CPD needs; additional discussion will be held prior to the fall planning meeting. The document will be tailored to fit CPD. **Greg will update the CPD Handbook to include the role and functions of the Finance Committee.**

-Kim coordinated a conference call with the Finance Committee to formalize expectations of the committee and what will be tracked.

-Greg suggested that the Finance Committee meet with program chairs after conferences in order to develop conference planning budgets. **Greg will schedule meetings with the Finance Committee and program chairs following conferences in order to get information to establish budgets.** Information will be provided based on the Income and Expense Report.

Membership

-Pat and Kimdeveloped an online orientation for incoming CIEC board members and program chairs. **Kim will share a plan for what the presentation will include at the fall planning meeting.** Pat noted that at this time there have been no newly elected officers. The orientation will be implemented at CIEC 2013 Phoenix. As a new program chair, Cath Polito will participate in the orientation.

-**Nancy requested that board members submit names and contact information of any potential CPD members.**

-Kim indicated that the CPD items would not be separated from the CIEC items since all items are relevant.

SIG

-All SIG Chair positions have been filled.

-Mark emailed SIG Chairs and requested that they send emails to division members requesting submission of Best Practices that are being developed and utilized in their respective areas. Mark may have an update at the fall planning meeting.

-**Rita** **will send Paul information for the website for Pasquale Cinnella, SIG Administration Chair.**

-Pam has continued to explore opportunities for an activity at ASEE 2013 to garner interest in CPD by faculty. This likely won’t be a session but perhaps inclusion in a luncheon, reception or some other activity.

-Mark emailed the board a copy of the SIG article that he submitted to the newsletter.

Fall Planning Meeting

-Kim reviewed the draft agenda for the fall planning meeting which includes the following:

-Update of the CPDD Handbook

-Focus on membership—will include another mailing to members and perspective members

-Strategic Plan

Attachments:

Minutes 2012 ASEE San Antonio

Action Item List

Agenda for Fall Planning Meeting

Division Reports of Income and Expenses for 2012 CIEC (distributed via email 9/6/2012 by Greg Ruff)