



Continuing Professional Development Division
Executive Board Meeting
Neal Kocurek Memorial Austin Convention Center
Austin, TX
Room 4C
Sunday, June 14, 2009
1:30 – 3:30 pm

Approved Sept. 28, 2009

Call to Order and Introductions

Julayne Moser, Chair, called the meeting to order at 1:30 pm.

Roll Call and Quorum Check

Board Members present: Lynda Coulson, Paul Jewell, Lynette Krenelka, Nancy Kruse, Julayne Moser, Keith Plemmons, and Mark Schuver.

Board Members Absent

Greg Ruff was advised not to attend due to the swine flu threat.
Kim Scalzo was unable to attend due to an economic travel restriction.

TOTAL PARTICIPATING: 7

Amendments to Agenda

Chair – Julayne Moser added the following sub-tier items to the prepared agenda:

- IVa. CPD CIEC 2009 Board Report
- VIa. 2012 CIEC General Conference Chair from CPD (also serves as Assistant Conference Chair 2011).
- VIb. Replacement and nominations for Secretary (RE: Helene Demont)

Review and Approval of Minutes from Orlando Board Meeting

The following revisions were suggested to the February 3, 2009 Executive Board Meeting Minutes (Orlando):

- Under the Strategic Planning Assignments section, Goal #4, correction - the 2010 ASEE CPD Program Chair is Keith Plemmons not Lea-Ann Morton. Lea-Ann Morton is CPD Program Chair for CIEC 2011.
- Under the Conference Reports/Update section, Certificate of Merit, add note for Eugene Rutz. Eugene was unable to attend; award will be presented at ASEE, Austin, TX.

Mark Schuver made a motion to approve the minutes with revisions. Keith Plemmons seconded the motion. Board members voted. Minutes approved with revisions.

CPDD Exec Board Mtg Mins (Austin, TX)
L. Coulson

Treasurer's Report – Greg Ruff

On behalf of Greg Ruff, Julayne Moser distributed the CPDD Treasurer's Report for Fiscal Year 2009 to date.

The expense item listed under the BASS account of \$1,000 for the Biedenbach Award to Ray Morrison distributed in February 2009. It was noted that Ray Morrison was awarded this in 2006; however, due to a Lockheed Martin requirement, Ray was unable to accept the award at that time. Julayne relayed to the group the gratitude expressed by Ray Morrison for the reinstatement of this award to him.

Next there is a \$204.77 item in the ASEE BASS account. Greg will seek clarification on this item and expect it to be reflected in the next report.

Our balance is \$43,034.40. We have spent more for exhibits this year than before. Greg has some additional ideas on this to express at the Fall Planning Meeting.

Julayne mentioned she plans to have minimal expenses for the upcoming Fall Budget Planning Meeting.

The Board members discussed raising the CPDD membership fee from \$5 to \$10. The other division's membership fees are:

CEE = \$10 (formerly CED)
CIP = FREE
ETD = \$10
GED = \$2.00

***ACTION** - The Board recommends seeking approval from the PIC V Chair, Pat Hall, to increase our membership fee from \$5 to \$10.

The Board discussed how our account grew to \$40K. Membership replied we have generated income in the past by workshop fees during CIEC and by selling research publications.

Board members expressed concern that many of the publications are outdated now and sales would be minimal if repeated.

Other concerns raised include escalating hotel food and AV costs are exceeding revenue received during CIEC.

Nancy Kruse suggested presenting awards at the breakfast business meetings where CIEC covers the cost of food stuffs. In addition, this breakfast is well attended which would better highlight the award recipients.

***ACTION** – The Board recommends that Nancy's suggestion be implemented at CIEC 2010 in Palm Springs.

Lynette Krenelka made a motion to accept the treasurer's report as presented. Nancy Kruse seconded the motion. Treasurer's report was approved.

Review of Action Items from Orlando Board Meeting (See disposition after each item)

TO-DO

1. Demont will have the approved minutes from the October 2008 meeting held at Purdue uploaded to the CPDD website. (6/14 – Julayne to follow-up).
2. Greg will check into reimbursement for Kim Scalzo for the 2008 CIEC. (6/14 – Done).
3. Lynda Coulson will work with Keith Plemmons to coordinate a “logo party” at the Annual Conference in Austin, TX. (6/14 – Lynda and Keith did discuss in advance, but conference timing in Austin didn’t allow facilitation. Will consider for next ASEE).
4. Keith Plemmons will report on his research “Unlocking Hidden Value in Adult Education: Models for Improving Success” (6/14 – Keep on ‘to do’ list. Per Keith, the Citadel just began (spring semester) a Masters Degree in Program Management and also added 20 courses (overall). At this time, there are no data points to review. Expect by the Fall of next year to have data to evaluate).
5. Linda Krute, as CIEC Financial Chair will invoice CPD for the PIC V lunch expense. The cost was \$106.22. (6/14 – Julayne to follow-up).
6. Kim Scalzo will report on “Development of a CEE Manager Training Program”. (6/14 – Keep on ‘to do’ list, Kim Scalzo not in attendance at this meeting to report).
7. Greg will cut a check payable to Ray Morrison for his 2006 Biedenbach Award. (6/14 – Done).

Review of CIEC 2009 – Lynda Coulson

Lynda provided to membership a copy of her final report for CIEC 2009 (Orlando) as CPDD Program Chair. This report covers the planning, organizing, program and financial items.

Report Highlights:

- 246 Registrants (2008 = 269)
 - CED = 82
 - CIP = 29
 - CPD = 46
 - ETD = 65 (correction of minus 4 per Mike Matthews)
- 78 First time attendees
- 21 Companion registrations
- Award Winners for CIEC 2008 (New Orleans) were presented awards during the CIEC 2009 (Orlando). Rewards were tabulated from session evaluations. A listing of award winners was provided in Lynda’s report.

- CPDD presented 1 Workshop and 11 Sessions (which includes 2 joint sessions). A total of 186 participants attended these sessions (not including the count for the CIP/CPD 423 – Moving to Anywhere, Anytime Learning). **See Attachment A of the Final Report** for detailed registration data.
- Lynda noted that CPD provided \$1,025 in comp'd registrations out of the allowable \$1,500 to Paul Jewell, Heather Santa Maria-Coggins and Joe Soltis.
- Attendance for each CPDD Event (Workshop and Sessions) included:
 - Workshop – Effective Tools, Techniques and Technologies for the Distance Classroom (15 attendees)
 - Let's Have a Potluck! Sharing Successful Partnership Experience (34 attendees)
 - EMCI & ASEM: Building the Bridge between Engrg. & Mgmt. (14 attendees)
 - Stakeholder Perspectives & Cooperating Interest (Lessons Learned) (20 attendees)
 - Marketing Programs for the Working Professional (16 attendees)
 - Kick-Start Continuing Education with E-Mail Marketing (15 attendees)
 - Forecasting Open Enrollment in Non-Credit Courses (16 attendees)
 - Global Perspective on Qlty. Mgmt. & Ops. In Continuing Ed (Part I – Newcomers) (20 attendees)
 - Intentional Instruction of Engrg. & Employee Skills (12 attendees)
 - Building Blocks – Creating & Maintaining Modular Courses (10 attendees)
 - Global Perspectives on Qlty. Mgmt. & Ops. in Continuing Ed (Part II – Advanced) (14 attendees)
 - Additionally, CPDD had one Board meeting, a Cracker Barrel & Logo Theme Breakfast, a Business Meeting Breakfast, Division Luncheon & Plnng. Meeting and a CPD Award Reception (35 paid-in).
See Attachment B in report for a complete listing of CPDD activities for CIEC 2009.
- Lynda's report included a Financial report tallying division income and expenses leaving CPDD in the green with a profit of \$4.61. **See Attachment C of the Final Report** for a complete listing of all income and expenses.

***ACTION** – Julayne and Lynda noted to inquire with Linda Krute regarding two items which might have an impact on the overall report. These items are:

- AV Expenses (Internet) charges from the hotel of \$673.08 appear high for 1 workshop.
- Compensation promised by the hotel for CPDD Workshop. There was a 1 and ½ hour delay in getting the IT working properly. Compensation for breakfast food was promised at the time by RoAnna, hotel conference manager. Hotel charges for the workshop food were \$380.24.

***ACTION** – Lynda gave herself an action item to send the final report to Paul Jewell to use for a template for his report for CIEC 2010.

- Lastly, Lynda made a special thank you to all volunteers that helped with AV, served as moderators and collecting session evaluations. All her volunteers are listed in her report. Lynda also encouraged those present to serve as a volunteer to Program Chair, Paul Jewell for CIEC 2010.

(Note – Please contact Lynda for a copy of the report at lynda.m.coulson@rolls-royce.com).

Update for CIEC 2010 – Paul Jewell

Paul reported 2 workshops and 9 sessions are scheduled. The workshops are scheduled back to back. There was a concern with having Marie-Pierre Huguet present a workshop again since she's been a frequent presenter; however, she plans to develop a new workshop.

Paul reported the ticket price for workshops will remain the same as previous year; that is, \$50 per ticket.

Paul intends to ensure the Internet is working for Marie-Pierre Huguet considering the difficulty and delay we encountered with Marie's workshop in Orlando.

One positive item about the Industry/Expo area – the area designated to be set-up for Exhibits can be set-up the entire time. Lea-Ann Morton is the Exhibits chair for 2010.

Paul noted that there are no concurrent sessions (at the same time), but rather they are subsequent and CPDD will have the use of Plaza B (all-day). This helps with AV support especially since the allotted amount of comp dollars has been reduced starting 2010.

Paul reported that the comps allocated to the Program Chairs has been reduced from \$1,500 to \$1,000.

Paul has delegated his comp dollars to Jim Bernard of Iowa State. A full conference value or 1-day depending on Jim's schedule (to be determined). In addition, Paul has decided that Marie-Pierre and Don Hanna won't have to pay the \$50 to attend the workshop that they are presenting.

Due to the popularity of the Logo theme breakfast at CIEC 2009, CPDD will try to repeat for 2010.

Paul's boss at Iowa State will be a presenter on "Technology Globalization & Culture" (CPD435). Currently, this is scheduled for Thursday, but there is some consideration to move it earlier in the conference. Paul asked Board members to try to attend if possible.

Paul noted the awards were tabulated from the 2009 CIEC session evaluations and were turned into Joe Tidwell.

Paul relayed that Joe Tidwell has requested that moderator awards be presented only along with the Best Session Award for Palm Springs.

The tabulated awards for CIEC 2009 are as follows:

Best Workshop – Effective Tools, Techniques & Technologies for the Distance Classroom, Marie-Pierre Huguet

Best Session – CPD554 – Global Perspectives on Quality Management - (Advanced) by John Klus (Presenter) and Ed Borberly (Moderator)

Best Speaker – CPD 554 (Same as above) by John Klus

***ACTION** – Paul to remind Lea-Ann Morton (Program Chair 2010) to plan to attend the 2011 Kick-off Meeting on Friday, February 5th, 2010 from 1:00 – 2:00 pm.

Paul passed around the brochure for CIEC 2010 (Palm Springs) to the Board Members. There was a discussion about the CPD Business Meeting and SIG planning meeting being left off the schedule. Board members were concerned and suggested that these meetings still be included in the schedule.

***ACTION** – Julayne to mention the need for the CPD business meeting and planning session (SIG) at the CIEC Executive Board meeting tomorrow, June 15.

Everyone gave Paul a round of applause to show their appreciation for his work. Good job Paul!

Review of ASEE 2009 and Update ASEE 2010 – Keith Plemmons

Keith encouraged attendance to the following events and CPD sessions on Monday, June 15th:

- o #1122 – Programs that Serve Industry and Academia, 7:00 – 8:15 am, page 58
- o Breakfast at Expo Hall
- o Main Plenary I – Diversity and Int'l Relations in Engineering, page 62
- o #1322 – Assessing the Efficacy of Non-traditional Programs, 10:30 am, page 66

And these CPD meetings and sessions on Tuesday, June 16th:

- o #2422 Business Meeting Luncheon, 12:30 pm, page 123
- o Main Plenary II – Engineering Education Innovation, page 111

Keith noted that two planned sessions were cancelled due to lack of attendance.

Mark Schuver also mentioned and encouraged participation in the Graduate Studies Division (GSD) session on Tuesday, June 16th:

- o #2155 – Educating Students for Professional Success 7:00 am, page 108

Keith mentioned presenters paid \$75 to submit a paper. Presenters were not allowed to give a presentation without submitting a paper. He requested a motion to award \$500 to the Best paper. Motion passed.

2012 CIEC General Conference Chair from CPD – Julayne Moser

Julayne asked the Board members to start thinking about CPD members for nominations. This could be a dual-role with two persons serving equally. The target date is the upcoming Fall Planning meeting in October at Purdue. The role doesn't require a membership vote.

CPDD Exec Board Mtg Mins (Austin, TX)

L. Coulson

Board Secretary Replacement – Julayne Moser

Julayne reported that Helene Demont has stepped down from her role as Board Secretary. Helene has a job that no longer supports travels for this role.

Julayne expressed her appreciation to those that have volunteered to help with the minutes.

Helene's term ends at CIEC 2010 therefore volunteers are needed to fill in as Secretary for the Fall Planning Meeting in October and the CIEC meetings.

Julayne recommends the person in the Secretary role should not be someone new to the Board. This role is best filled with a veteran.

Julayne noted at this time we are looking for someone to fill the role in interim until Helene's term ends (February 2010). Thereafter, the Board will seek a person to accept the full term of the Secretary position at the 2010 CIEC..

Keith Plemmons volunteered to take minutes for the Fall Planning Meeting (September), Eugene Rutz will be taking the minutes at the CPD Business meeting later this week.

Lynette made a motion to request that volunteers from the Board fill in the gaps through the remainder of Helene's terms. Mark seconded the motion and all members agreed in vote.

Fall Planning Meeting – Julayne Moser

Julayne gave a brief update for the plans for the upcoming Fall Planning Meeting at the Purdue West Lafayette campus. Julayne asked Board members to review the logistic information she had sent out by Email previously.

Julayne noted there is a Big Ten Expo at the same time as our meeting. Julayne recommended that we arrive on the Sunday.

Julayne added that due to the economy, we will be cutting back on expenses for the meeting. She will be careful to select economic restaurants where we will be paying for our own expenses.

Julayne reminded all of the new airport in Indy. Give yourself some extra time as it is much larger and requires a lot more walking.

***ACTION** – Julayne gave herself an action to check the website to see if the September meeting information is shown.

AOB (Any other Business) – Julayne Moser

Julayne reminded all that some Board members terms are coming up; therefore, the Nominations Committee will be looking for:

- Chair-Elect
- Secretary
- 2 Directors

CPDD Exec Board Mtg Mins (Austin, TX)

L. Coulson

Keith Plemmons made a motion to adjourn and Paul Jewell seconded the motion. All Board members were in agreement. The meeting was adjourned.

Respectfully submitted,

Lynda Coulson
(Volunteer for vacant Secretary of Board position)

=====

Action Items:

- 1) **ACTION** - The Board recommends seeking approval from the PIC V Chair, Pat Hall, to increase our membership fee from \$5 to \$10.

- 2) **ACTION** – The Board recommends that Nancy’s suggestion be implemented at CIEC 2010 in Palm Springs. Nancy Kruse suggested presenting awards at the breakfast business meetings where CIEC covers the cost of food stuffs. In addition, this breakfast is well attended which would better highlight the award recipients.

- 3) **ACTION** – Julayne and Lynda noted to inquire with Linda Krute regarding two items which might have an impact on the overall report. These items are:
 - o AV Expenses (Internet) charges from the hotel of \$673.08 appear high for 1 workshop.
 - o Compensation promised by the hotel for CPDD Workshop. There was a 1 and ½ hour delay in getting the IT working properly. Compensation for breakfast food was promised at the time by RoAnna, hotel conference manager. Hotel charges for the workshop food were \$380.24.

- 4) **ACTION** – Lynda gave herself an action item to send the final report to Paul Jewell to use for a template for his report for CIEC 2010.

- 5) **ACTION** – Paul to remind Lea-Ann Morton (Program Chair 2010) to plan to attend the 2011 Kick-off Meeting on Friday, February 5th, 2010 from 1:00 – 2:00 pm.

- 6) **ACTION** – Julayne to mention the need for the CPD business meeting and planning session (SIG) at the CIEC Executive Board meeting tomorrow, June 15.

- 7) **ACTION** – Julayne gave herself an action to check the website to see if the September meeting information is shown.