



Business Meeting Minutes

Date: 26 June, 2018

Location: Salt Lake City, Utah

Attendance: Gail Hohner (Chair), Robert Nagel (Chair elect), Jes Kuczenski (Program Chair), Bob Rhoads (Program Chair Elect), Shawn Jordan (Director), Beshoy Morkos (Director), Kim Talley (Director) + 24 Attendees

1. Chair's greeting, call to order, attendee introductions
2. Chair's Reports on ASEE Policy Items – Gail Hohner
 - a. Code of Ethics for the Conference
 - b. ASEE financials (IRS issue resolved, \$350K allocated for FY17 & 18 5eserve, ASEE has secured a new line of credit)
 - c. ASEE membership (DEED at 893 members with \$5 membership fee)
3. Treasurers Report – Robert Nagel
 - a. FY 2017 Revenue: \$2,914
 - b. FY 2018 YTD Revenue: \$1,960
 - c. Current Balance: \$14,485
 - d. Current balance on par with FY 2016 balance indicating that dues increases counters new overhead charges on BASS Account
4. Program Chair's Report – Jes Kuczenski
 - a. Panel – 1,
 - b. Technical Sessions (5-6 papers each) – 10,
 - c. Papers Published – 52,
 - d. Business Meeting – 1, and
 - e. Social Event -1.
 - f. DEED publication numbers on par with prior year publications.
 - g. Best Paper Winner: Kristen Bergsman, "The 'Structured' Engineering Design Notebook: A New Tool for Design Thinking within a Studio Design Course"



5. Discussion of ASEE DEED Schedule
 - a. 36 papers + Post Card with 15 papers allows for a nearly single track.
 - b. Post Card sessions are perceived as valuable by attendees.
 - c. Parallel sessions could be very different to allow people options.
 - d. Discussion of quality is requested: Information given based on the DEED Paper Guidelines.
 - e. Rejection rates are tricky; how close are we to rejecting papers that we would want accepted. See f below.
 - f. Parallel sessions vs non-parallel sessions; attendees seem to believe parallel tracks okay if tracks are significantly different themes.

6. Dinner: transitioning to ticketed dinners
 - a. Should we subsidize dinner?
 - b. Poll of the people is to NOT subsidize the meal.
 - c. Just package into conference fee is the general consensus.

7. Other ways to spend DEED BASS Account funds discussed.
 - a. Subsidize travel for students in addition to Essay Competition
 - b. Award for winners of best papers
 - c. Award for student essay winners in addition to travel
 - d. Transition the meal to subsidized (see 6.b above)

8. Key Votes:
 - a. Program chair award/honorarium funding recommended. Call to Vote: Should we do this? YES. Approval unanimous.
 - b. Vote on Bylaws Update: Approval of diversity update unanimous.
 - c. Vote on Minutes: Approval of minutes from June 2017 unanimous.

9. PIC II Chair Report – Peter Schmidt
 - a. Feedback will be requested on Conference for ASEE corporate; watch for emails requesting feedback.
 - b. Request to Peter: Session feedback forms are non-obvious compared to old paper forms; review and improvement desired.
 - c. ASEE membership and conference attendance is down from prior years' conferences.



10. Election of Officers:

- a. Program Chair Elect
 - i. Zahed Siddique (zsiddique@ou.edu), sole nominee, approval unanimous
- b. Directors
 - i. Kris Jaeger-Helton (bkjaeger@coe.neu.edu)
 - ii. Gul Kremer (gkremer@iastate.edu)
 - iii. Cory Schimpf (cscimpf@concord.org)
- c. Diversity Representative
 - i. Sindia Rivera-Jimenez (rivera.jimenez@eng.ufl.edu)

11. Shawn Jordan recognizes our essay winner in attendance. Essay award winners for 2018 Annual Conference follow:

- a. *Graduate division winners*

Hadi Ali, Arizona State University. "Educated Human Judgement: Design and Analysis: Where to probe, and where to pass-by?" Richard J. Aleong and Molly H. Goldstein, Purdue University. "Beyond integration: Transcending analysis and design for engineering learning"
- b. *Undergraduate division winners*

Jack Ruggless, Western Michigan University. "Better Integrating of Engineering Design and Analysis into Engineering Education" Trevor Christy, Purdue University. "Creativity Required"