



Minutes of the Business Meeting

held during the ASEE 121st Annual Conference and Exhibition
Indianapolis, Indiana
Monday, June 16, 2014

Division Officers in Attendance:

- Chris Greene, ECE Division 2014 Vice Chair, University of St. Thomas
- Steve Williams, ECE Division 2014 Program Chair, Milwaukee School of Engineering
- Russ Meier, ECE Division 2014 Secretary/Treasurer, Milwaukee School of Engineering

Members and Guests in Attendance:

- Leonard Bohmann, Michigan Technological University
- Ray Bachnak, Pennsylvania State University – Harrisburg
- Dale Buechler, University of Wisconsin - Platteville
- Ed Jones, Iowa State University/University of St. Thomas
- Agnieszka Miguel, Seattle University
- Mani Mina, Iowa State University
- Hossein Mousavinezhad, Idaho State University
- Diane Rover, Iowa State University
- Dennis Silage, Temple University
- Stu Wentworth, Auburn University
- Nicolas Younan, Mississippi State University

A table of **Action Items** can be located on the last page of these meeting minutes.

1. Welcome and Introduction
 - a. Chris Greene welcomed the group on behalf of the officers.
 - b. Each person introduced themselves by name and affiliation.
2. Agenda Approval
 - a. Chris Greene asked for additions to the agenda.
 - b. Hossein Mousavinezhad asked to add collaborations between sister societies to the agenda. The item was added to new business.
 - c. Motion to approve: Leonard Bohmann
 - d. Second: Agnieszka Miguel
 - e. The question was called and the **motion carried**.
3. Minutes of the 2013 Meeting
 - a. Russ Meier presented handouts of the minutes taken by 2013 Secretary/Treasurer Steve Williams.
 - b. Motion to approve: Leonard Bowmann
 - c. Second: Agnieszka Miguel

- d. The question was called and the **motion carried**.
4. Treasurer's Report
- a. Russ Meier presented the Treasurer's report with the most current data (2014 Q1 and Q2 ending on March 31, 2014)
 - b. Beginning balance in 2014 Q1 was \$36,798.73 in the BASS-ECE account and \$912 in the ECE-Division account.
 - c. Revenue of \$2200 is distributed into the BASS-ECE account from membership fees paid in Q1 and Q2.
 - d. Expenses of \$0 were charged against the Division in Q1 and Q2.
 - e. Final balance at the end of Q2 was \$38,998.73 in the BASS-ECE account and \$912 in the ECE-Division account.
 - f. Motion to approve the Treasurer's Report as presented: Hossein Mousavinezhad
 - g. Second: Leonard Bowmann
 - h. The question was called the **motion carried**.
 - i. Discussion from the floor noted that this healthy balance should allow the Division to do a few special projects. The Board is encourage to brainstorm ideas for using some of this money.
5. Professional Interest Council 1 (PIC 1) – Adrienne Minerick (minerick@mtu.edu)
- a. The new ASEE logo will be announced at the Monday plenary session.
 - i. The new logo will be slowly adopted throughout ASEE.
 - ii. Divisions are asked to integrate the new logo into Division logos that adopted the old logo as part of Division branding.
 - iii. If the Division logo does not use the ASEE logo in Division branding then no requirement is placed on Divisions to adopt it now.
 - b. Website improvements
 - i. Search functionality is being added to the website right now.
 - ii. This was a suggestion from last year that ASEE is implementing.
 - c. Diversity
 - i. Each Division is asked to brainstorm a year of activities in diversity.
 - ii. Please integrate diversity activities into your yearly plan and begin executing them now.
 - d. Online membership
 - i. It is less expensive to be an online member because you do not get the printed version of Prism. Members should be reminded of this option by Divisions as one technique to encourage continue ASEE membership and growth.
 - ii. Multi-year bundles are available here at the registration booth. Significant savings are possible with multi-year membership bundles and Divisions are encourage to inform their members of these options.
 - iii. Membership fees are going up at the start of the next fiscal year. Thus, Divisions should encourage members to consider multi-year bundles. Divisions should also contact grace-period members and encourage them to rejoin now before the price increases.
 - e. Officers
 - i. July 15 is the deadline for updating the officer list and submitting it.

- ii. Program chairs must attend the orientation during this ASEE meeting.
 - iii. **Action Item:** Russ Meier will attend the program chair orientation.
 - iv. **Action Item:** Chris Greene will update the officer list at the end of this business meeting and submit it to ASEE.
- f. PIC special programs fund
 - i. There is a special program fund available for Divisions.
 - ii. Requests can be submitted as a proposal for funding.
- g. Awards
 - i. There is an ASEE wide effort to ensure that the website is accurate and up-to-date.
 - ii. Be sure all the awards for your Division are listed on the website.
 - iii. Proposals for new awards must meet the guidelines.
- h. Best Paper Competition
 - i. Best paper candidates must be identified after the first round of reviews.
 - ii. Reviewers can identify best paper candidates in Monolith.
 - iii. The Program Chair or an ad-hoc subcommittee can identify the candidate.
 - iv. The Division must meet the best paper candidate deadline because a PIC committee then reviews the candidates and identifies the candidate put forward by the PIC.
 - v. The PIC committee must meet the deadline because an ASEE committee then completes a review for the entire conference.
 - vi. Thus, the timeline is tight and difficult to achieve.
 - vii. Dennis Silage noted that a best paper might need to be revised a bit and the process doesn't really account for that.
 - viii. Adrienne Minerick responds that by the time the reviewers examine the paper it might already be uploaded in revised form.
 - ix. Chris Greene noted that when he was Program Chair he only had 4 papers through review by the time the best paper identification was required.
 - x. Adrienne Minerick responds that this year the deadline was adjusted to one week after the paper review deadline.
 - xi. Steve Williams noted that this year reviewers didn't complete their reviews by the deadline and it was again tough to identify a candidate.
 - xii. Adrienne Minerick responds that there has been talk about increasing the author time and decreasing the reviewer time to encourage reviewers to complete reviews rather than procrastinate.
 - xiii. Dennis Silage suggests that the Division offer its own best paper award. This allows the Division to submit one into the overall conference best paper category but also identify one of its own to give during the business meeting, at the paper session, or at the Division-wide networking event.
 - xiv. Adrienne Minerick responds that best paper authors can be contacted to let them know that they are under consideration and should finish any updates immediately. Additionally, if the Program Chair or an ad-hoc subcommittee identifies the paper in advance of peer review then the peer reviewers can also be contacted and encouraged to finish their reviews immediately.
- i. Comments from the Division to PIC

- i. Mani Mina provides feedback that the manuscript process should allow you to resubmit a paper up to the submission deadline. The old version should be replaced with the new.
 - j. Diane Rover notes that we have low membership at this business meeting this morning because of the department heads meeting of Electrical and Computer Engineering Technology programs is going on right now. Is there a way to check the program for conflicts like this?
 - i. Adrienne Minerick responds that Program Chairs from Divisions should cooperate. In March, the original assignments of sessions allow you to select other Divisions for co-sponsorship. It is also an appropriate time to note conflicts of interest and request adjustment.
 - ii. **Action Item:** Russ Meier will contact the Program Chair from the Engineering Technology Division and either co-sponsor it or request collaboration on placement next year.
6. Program Chair Report
- a. Stephen Williams provided an overview of the ECE Division program and acknowledged efforts by all officers provided in submission and review process. The 2014 program data was given as:

	2012	2013	2014
Abstracts submitted	131	109	106
Abstracts/papers rejected	37	24	27
Abstracts Accepted/Papers never submitted	15	12	15
Papers withdrawn	20	18	19
Papers published	59	55	45
Number of Reviewers/Paper	3	At least 3	2-3
Number of Reviewers	152	182	181
Number of Workshops	1	1	0
Number of Technical Sessions	12	11	11
Number of Poster Sessions	1	1	0
Number of Panel Sessions	1	2	1

- b. There was a small reduction in abstracts submitted.
- c. The number of papers is much lower than in 2012.
- d. Ten of the sessions have four papers and one session has five papers.
- e. Because of the smaller number of papers, no poster session papers were included.
- f. The database of reviewers was updated and is comparable to the number of reviewers in 2013.
- g. At least two (2) reviews were completed on every paper. We did not get three (3) reviews on every paper.

- h. No workshop proposals were received this year.
 - i. One panel session allocated to the Division and there were three submissions. The Board chose the panel session for this year. Susan Lord is moderating the panel and it discussing ECE student demographics. It is co-sponsored by the Women in Engineering Division and the Minorities in Engineering Division.
 - j. Russ Meier, as 2015 Program Chair, asks if it is okay to send a call for reviewers to the members of our sister society, the IEEE Education Society. The consensus is that yes this should indeed be done.
 - k. Mani Mina notes that the criteria of reviews should be included in the call for reviewers email. Steve Williams created a more detailed set of reviewer guidelines this year.
 - l. **Action Item:** Russ Meier will write a new call-for-reviewers that will be sent to both Division members and IEEE Education Society members.
 - m. Mani Mina asks if we have ever investigated why there are so many withdraws. He notes he withdrew from over-commitment. But, is it due-date, are they too busy, is it funding? The general consensus is “all of them are factors.”
 - n. Discussion then moved to creating a new initiative that would provide financial assistance through a competitive process to allow new ECE faculty or graduate students to attend this event. They would be ASEE ECE Division sponsored to attend the ASEE National Conference and Exhibition.
 - i. Diane Rover notes that there was PIC Special Funds for this a couple of years ago and the Division didn't do it. She thinks it is a great idea and we should follow through with this next year. She believes it should be identifying young faculty and young faculty authors. It could even be part of our diversity initiative.
 - ii. **Action Item:** Russ Meier will work with Diane Rover as an ad-hoc subcommittee to develop this program and present a proposal to the Board for approval.
 - o. Denis Silage notes that we should have a workshop every year. We need to be more proactive at this. Division sponsored workshops are on Sunday, corporate sponsored workshops can be any day.
7. Awards Report – Ed Jones
- a. The Division is a sponsor of three awards.
 - b. The Hewlett-Packard Frederick Terman award is given at the FIE conference. This person has been identified and will be announced at the conference in October.
 - c. The ASEE ECE Division Meritorious Service Award is normally given at this meeting. No nominations were received this year.
 - d. The ASEE ECE Division Distinguished Educator Award is normally given at this meeting. No nominations were received this year.
 - e. Ed Jones recommends that if the networking dinner continues then the Meritorious Service and Distinguished Educator awards should be given there to increase the prestige and recognition to a larger audience.
 - f. Ed Jones notes that the Division needs to start thinking of a co-chair as he begins phasing into full retirement.

- g. There was group consensus that the Division must actively seek nominations. We should have a winner every year. We need to work with sister societies like ECEDHA and Education Society to identify candidates for all of our awards. ECEDHA has an awards committee as does Education Society. We should also request time at their business meetings to announce the awards and seek nominations.
8. Division Membership Statistics
- a. These minutes record the official membership roster given to the Division Secretary by ASEE on 4-June-2014. Membership fluctuates continually and these numbers may not reflect additional membership growth as people paid ASEE dues and registered for the conference. The ECE Division currently has 804 active members.
 - b. The ECE Division currently has 58 recently lapsed (grace period) members.
 - c. The total ECE Division membership is 862 active and recently lapsed members.
9. Discussion on Special Projects
- a. No discussion occurred on this agenda item except for the Year of Action on Diversity documents in the next agenda line.
10. Year of Action on Diversity
- a. ASEE is asking all Divisions to identify and complete at least one activity.
 - b. ASEE did not give true expectations of the activities. This leaves the Division open to brainstorm its own attempts to raise awareness, document best practices, and encourage participation.
 - c. Leonard Bowmann suggests the technical program next year specifically include a call for papers category related to diversity in students, diversity in faculty, etc.
 - d. **Action Item:** Russ Meier will incorporate diversity issues into the 2015 call-for-papers.
 - e. Diane Rover also notes that it is a year of action. We need more than just a program track at the conference. We need to take other actions. Brainstorming resulted in this initial list for discussion by the Division Officers.
 - i. Creation of an award.
 - ii. Recognition of departments that are leaders in diversity.
 - iii. Encouraging departments to integrate an activity and report back.
 - iv. Offering Panel Webinars on diversity issues.
 - v. Panel at the ECEDHA meeting funded by the ECE Division.
 - vi. Integrating the Year of Action into the Young Faculty Fellows program action item documented earlier in these meeting minutes.
 - vii. Inviting a distinguished speaker in this area as a Keynote speaker at our dinner next year.
 - viii. Collaborating on a Mini-plenary with other Divisions.
 - ix. **Action Item:** Russ Meier will work with the Officers to identify items from this list that the ECE Division will pursue as part of the 2015 technical program.
 - x. **Action Item:** The Officers will continue brainstorming and identify on-going activities to offer throughout the year.
11. ECEDHA – Agnieszka Miguel

- a. The Electrical and Computer Engineering Department Heads Association (ECEDHA) is a membership organization where institutions pay membership fees.
 - b. About 2/3 of North American universities with ECE departments are members.
 - c. Membership allows departments to access collected data about ECE demographics, employment, diversity, etc.
 - d. There is an annual ECEDHA conference that brings together the entire membership.
 - e. There are also regional meetings that are smaller settings for more regional discussions.
 - f. Agnieszka Miguel asks meeting attendees to encourage their department chairs to sign their institution up and attend the annual conference of ECEDHA.
12. Election of Officers – Hossein Mousavinezhad
- a. The nomination committee received three nominations for the Secretary/Treasurer position.
 - b. The nominees were told that the expectation is a four-year rotation cycle that includes Secretary/Treasurer in year 1, technical Program Chair in year 2 responsible for the content at the ASEE National Conference and Exhibition, Vice Chair working on strategic planning in year 3, and finally Division Chair in year 4.
 - c. One nominee withdrew their name from consideration.
 - d. The two remaining candidates submitted biographies and agreed to serve through the rotation.
 - e. Both candidates were present at the meeting, introduced themselves, and gave a short presentation on why they want to serve the Division.
 - f. The Division elected Dr. Stuart Wentworth from Auburn University as Secretary/Treasurer.
13. Adjournment
- a. The meeting adjourned at 8:30 a.m. on June 16, 2014.
14. Time and place of next meeting
- a. Division Officers will conduct business electronically throughout the year.
 - b. A report on business conducted electronically will be given at the next general business meeting open to the membership.
 - c. The next general business meeting open to the membership will be held during the 122nd ASEE National Conference and Exhibition in Seattle, Washington, June 14-17, 2015.

ACTION ITEMS

ITEM	RESPONSIBLE	DATE COMPLETED
Attend Program Chairs Orientation	Russ Meier	June 18, 2014
Update Officer List	Chris Greene	
Avoid conflicts with department chair meetings at ASEE 2015	Russ Meier	
Write Call-for-reviewers	Russ Meier	
Send Call-for-reviewers to ECE Division	Russ Meier	
Send Call-for-reviewers to IEEE Education Society membership	Russ Meier	
Ask FIE steering committee for permission to send the Call-for-reviewers in both directions (ECE → FIE, FIE → ECE)	Russ Meier	
Develop a program for ECE New Faculty	Russ Meier Diane Rover	
Identify items from the diversity brainstorm that should be included in the 2015 technical program.	Russ Meier Division Officers	
Continue brainstorming and offer multiple diversity activities throughout the year.	Division Officers	