

# **ASEE - Engineering Libraries Division**

## **Extended Executive Committee Meeting Minutes**

### **EEC Meeting Minutes, Portland, Wednesday, June 15, 2005, 4:30-6:30 PM**

Present: Karen Andrew, Craig Beard, Jay Bhatt (recorder), Carol Brach, Mel DeSart, Kevin Dreese, Paige Gibbs, Bob Heyer-Gray, Sandy Lewis, Linda Martinez, Jill Powell, Orion Pozo, Andy Shimp, Stephen Stich, John Teleha, Kate Thomes, Amy Van Epps, Jim Van Fleet, Jill Powell, Larry Thompson, Linda Whang

#### **Agenda:**

#### **Part I (chaired by Jill Powell)**

##### **A. Portland Conference Review**

1. Questions, comments, complaints
2. Do we like having the Annual Meeting at breakfast time?
3. Banquet –procedure of inviting guests that ELD pays for (vendors, ASEE employees). Director has to pay up front with credit card.
4. Electronic voting - how did this go
5. Funding for travel - several requests, nothing to offer

##### **B. Committee Reports & Updates**

1. Standards Archive Task Force (see Linda Musser's May 2005 report)
2. Punch List Task Force (should it become a standing committee called ELD Scholarly Communications Committee or remain as a task force?)
3. Best Poster Award - should we pursue this idea?

#### **Part II (chaired by Kate Thomes)**

##### **Chicago conference planning**

1. Session topics to consider
2. Scheduling ideas

## **Part I (chaired by Jill Powell)**

### **A. Portland Conference Review**

#### **Questions, comments, complaints:**

The new 3-fold ASEE ELD conference program was very well liked by members and it was decided that Jill Powell will send the template to Kate Thomes for planning the Chicago conference.

Andy will be sending revised bylaws that will need to be approved by the ASEE Board of Directors.

#### **Annual Meeting:**

Annual Business Meeting slot will be in the morning during the breakfast time since it was generally perceived to be the ideal time for the meeting. Morgan and Claypool will sponsor it again next year.

#### **Banquet:**

ASEE Credit card? Jill to contact ASEE to see if we can charge catering fees to ASEE directly instead of using member credit cards. This credit card could be used to support expenses of those attending the Banquet who are not members of ASEE ELD Division. If the ASEE credit card is not approved, the organizers of the banquet and reception may request personal checks from those not covered by ELD to cover their expenses.

In the past years anywhere from \$450 to \$1500 is required to charge for the Welcome Reception and the Banquet, causing the officer to float this charge until they are reimbursed. The first year director, Carol Brach was notified that such a charge may be necessary if we aren't allowed to charge it to ASEE directly. Amy said she has had use her personal credit card for Welcome Receptions. The total cost was \$8600 this year on the banquet, but Elsevier pays the bulk of that.

Jill has since contacted Sae Park at ASEE about this. ASEE can't offer us a credit card, but she did offer what seems to be a useful solution - coordinate all the catering events through Charla Copp, their meeting planner ((202) 331-3517), c.copp@asee.org, who will handle the finances as well. She sets up an account with the restaurant so that ASEE is charged and not an individual member. Then our ASEE ELD Bass account can be charged the appropriate amount later on. We can still pick an off-site restaurant and caterer. The organizers of these events should contact Charla when the time comes and still keep the events **not-ticketed**. Liz commented favorably on the non-ticketed system this year.

A note about logistics: each year at the banquet, more than two participants from some sponsors attended. Since ELD supports only two persons/sponsor, the additional attendee(s) will need to be charged. The liaison should make sure the sponsors understand this when inviting them.

Banquet receipts - Jill asked Carol Brach to have a receipt typed and prepared to give to people at next year's banquet. Vendors who have to pay for themselves often ask us for a receipt so they can get reimbursed.

The EEC thought that it is still useful to extend invitations to ASEE staff (Conference Planner, Membership Chair, Treasurer, and Program Chair) from PR perspectives.

### **Electronic Voting:**

It worked fine and went without any major problems. 47% of the total ELD members voted.

### **Bylaws:**

There was a discussion on whether we amend bylaws electronically and whether those amendments can be approved electronically. Mel stated that we amended the bylaws a while ago so that the votes on changes don't have to take place at the annual meeting. From the bylaws: "Amendments to the bylaws shall become effective upon the affirmative vote of two-thirds of the members voting" and it doesn't say whether it needs to be electronic or paper. He felt we should leave it "fuzzy" on purpose.

Proposed changes can be made at the annual conference (including the EEC meeting), discussed on ELD-L, and votes can be taken either electronically or in paper.

Changes to the addendum, however, can be made by a majority vote of the Executive Committee. From the bylaws: “Amendments to the addenda to the bylaws shall become effective upon the affirmative vote of a majority of the Executive Committee.” So the Best Poster Award, which is discussed below, can be approved and awarded next year if EC approves.

### **Funding for Travel:**

Neither BASS (Banking and Accounting Services) nor Operating Account can be used for travel by ASEE/ELD members. Home institutions may support their members who are presenting at the conference.

### **Hot Topic Survey:**

Jill will let Ginny Baldwin know that ELD is willing to continue participating in the hot topic survey. This type of participation in other organizations increases ELD’s visibility in those organizations.

## **B. Committee Reports and Updates:**

### **ELD-ILit List:**

ELD-ILit list - Jill will notify Angie Locknar that this list may be discontinued. It was not getting traffic, and requires work to delete the spam. Since Information Literacy is most likely of interest to most ELD members, use ELD lists to have conversation on that topic. If Information Literacy topic or any other topics such as Collection Development gets a huge traffic on ELD-L, another list for those topics can be considered. The information literacy SIG will continue.

### **Standards Task Force:**

Jill will notify Linda Musser that ELD will discontinue the Standards Task Force.

### **Punch List Task Force:**

It was recommended that role of the The Punch List Task Force be broadened and that it be renamed the ELD Scholarly Communication Committee (thanks to Mary Steiner for the suggestion). Mel DeSart will be the new chair. The EEC decided to hold off renaming for the time being since the current members signed on specifically to fulfill designated objectives of the Punch List Task Force. There will be a discussion among the Executive Committee and the Extended Executive Committee on defining and recasting those parameters which are beyond those of the Punch List to determine the content of a charge for the expanded Scholarly Communications Committee. Once the Executive Committee approves the charge, the Scholarly Communications Committee will become official. At this point, Mel DeSart will discuss with the existing Punch List members to see if they would like to remain on the new committee, given that the scope and responsibilities will be broader than what the current members originally agreed to participate in.

### **Awards Committee:**

#### **Best Poster Award**

Earlier, the Awards committee had unanimously approved for originating the Best Poster Award in future ASEE ELD conferences. Jill will apply to ASEE Board of Directors (via the Pic IV chair) to be allowed to offer a best poster award for ELD. She will coordinate any wording with John Teleha and the awards committee.

At present, Criteria for the Best Reference Work Award include ‘Work must have been published during the year prior to the year in which the award will be made’. A suggestion was made to change this to ‘Work must have been published during the *previous two years* prior to the year in which the award will be made.’ Jill will work on revising the criteria wording on the awards web page and getting the executive committee’s approval.

## **Mentoring Committee:**

The Mentoring Committee met during the conference and is considering creating a web page which will be called 'ENGR101'. This will be a dynamic page where members can be able to add ideas on wide range of topics such as instruction, career opportunities, management, and outreach, etc. It is envisioned that this page will be some kind of electronic mentoring consisting of contributed comments and informational tips. The concept is based on Wiki Community Portal where one can edit and create articles.

## **Additional Items:**

**ASEE Blog** - Jill to contact John Hunter, Information Technology Program Manager, ASEE regarding ELD's involvement in the new ASEE blog.

**Get Acquainted news** - Filling this out in Excel is very labor intensive. Amy will investigate the possibility of finding a webform so that each ELD member can fill out his or her individual information.

## **Part II (chaired by Kate Thomes)**

### **Chicago conference planning**

1. Session topics to consider
2. Scheduling ideas

Kate has received several suggestions for the session topics to consider for the Chicago conference next year. She will identify potential items from this list and will post on ELD lists for more feedback later.

This year there were 24 new members attending the conference. Mentoring is crucial for the new members and therefore she is considering a session on that topic. New members will also be encouraged to become moderators for various sessions during

the conference. They can also provide some insights into issues and concerns they are facing on the job that they can seek guidance from experience members.

Some sessions can use an interactive format such that part of the session time can be used for discussion. Jill suggested that during the call for papers guidelines may include a statement like, We are looking for interactive papers for one session, one where the audience actively participates in a live discussion on the subject(s) related to the presentation.

Scheduling a tour of a local library in the location of the conference is an important recommendation that the Program Chair may want to consider for future conferences. This year the program chair focused on getting an event at Powell's bookstore so members would have a chance to go there.

Collaborating with other ASEE Divisions such as the ERM (Educational Research Methods) can increase ELD's visibility among other divisions. One suggestion was to continue encouraging ELD members to present in other division sessions when possible, and publicize it on ELD-L to make members aware.

All divisions will be allocated fewer technical sessions for the Chicago conference but are invited to request additional sessions. We will need to justify additional sessions in writing to the PIC IV chair. Partnering with other divisions may be helpful in that process.

Notes submitted by Jay Bhatt, [bhattjj@drexel.edu](mailto:bhattjj@drexel.edu)