

ELD Extended Executive Committee Meeting

ASEE Session W533

Wednesday, 13 June 2012

Welcome new EEC members and returning chairs

Megan Sapp Nelson (Secretary-Treasurer, 2012-2013)

Aleteia Greenwood (Director 2012-2014)

Julie Cook (Webmaster 2012-2014)

Larry Thompson (Development Chair 2012-2014)

Dannianne Mizzy (Accreditations and standards chair)

Paige Gibbs (Archivist)

Craig Beard (Publications Chair 2012-2014)

Dave Schmitt (Membership Chair 2012-2014)

Approval of 2011 EEC Minutes – A. Van Epps moved; M. White Seconded

Conference review –

Generally, the EEC received good feedback on the conference, as noted by Mel. The program chair/new officer orientation was problematic (due to the brevity of the training and lack of detail), and our concerns will be forwarded to the ASEE administration.

New ideas that were tried this year met with success.

The virtual speaker program was very well received by the membership although sound levels need to be accounted for next time prior to the session.

The SWOT team was successful as well.

The mixer turned out well, and was enjoyed by those who attended.

Every session room had enough seats although a few chairs were added for Monday's sessions. ASEE accommodated moving rooms for one session. (The conference attendance was down 10-15 people from typical numbers.)

The mobile schedule was a great addition that we would like to see continued in the future.

Online feedback form was very convenient. We should put the URL on the programs ahead of the conference next time. (ASEE let us know about the online forms on Sunday, just prior to the beginning of the conference.)

A major concern for this year was the number of papers that were submitted and the fact that no posters were submitted at all. Amy would like to survey the membership to find out why people aren't submitting papers and posters. We brainstormed potential reasons for falling interest:

Many administrators don't see ASEE/ELD as an advancement society: Perhaps we could survey administrators of libraries to determine how ASEE is perceived.

We concluded with a course of action. A post conference survey regarding barriers to paper submission should be carried out. Additionally, a random survey of administrators of ELD members (library deans) should be developed and sent out to understand perception problems for our division.

**Action Item:** Amy will do a quantitative analysis of previous ASEE conferences regarding the number of posters/publications submitted.

Note: ASEE will automatically assign sessions based on past two years of historical data and submissions this year. Therefore, this is an issue that we will need to return to in the future.

Was there too much food this year? While too much food is generally considered to be a good problem to have, we identified potential other methods of sponsorship:

Sponsored workshops instead of food;

Homer Bernhardt award with travel stipend/ lodging or a stipend.

There are concerns about ASEE rules and regulations to make monetary awards possible.

The awards committee will investigate adding a monetary award for the Homer Bernhardt award.

Can sponsorships be used to pay submission fees?

**Action Item:** Amy will contact the Graduate Student Division to find out their guidelines for poster submission – "reviewed posters" don't have a submission fee.

Development report:

An emerging issue is handling sponsor requests for marketing opportunities (providing lists of attendees, etc.) ASEE ELD needs a written agreement from each sponsor completed by December that spells out what the sponsor can reasonably expect from ASEE. ASEE changed their policy dramatically regarding handing out participant lists – vendors no longer have an automatically generated list of

participants. Elsevier requested a list of conference attendees last year as well as this year. An existing option allows vendors to pay for membership in ASEE and access the membership directory as well. Sponsors want to brand events. We currently do recognize the sponsors at the beginning of sessions as well as in the business meeting. Other professional societies handle vendor marketing literature differently. ACRL STS allows the distribution of marketing literature during the session while ASEE ELD does not. Development committee handles contingencies that arise; executive committee confirms agreement with development decisions. Development committee wants to hand out marketing policies to vendors. The policies need to be rewritten with a change in the “opt out” policies.

We potentially have 14 vendors for next year. Vendors will leave early (on Tuesday) in Atlanta. Vendors want more time in vendor hall, but ASEE has shortened available window of time.

We can't anticipate vendor questions ahead of time.

**Action Item:** Larry will revise vendor guidelines for development liaisons to approach vendors for fall

**Action Item:** Doug will request a list of conference participants from Patty

Currently, we are dependent upon banquet registration or a doodle pull on ELD-L to determine conference attendance ahead of time.

Bylaws update:

Amy entered the Preamble to Committee and Appointed position descriptions and template for committee descriptions/charges for approval. The committee has developed models for committee descriptions. Committee chairs and officers are asked to produce current, accurate description based on template.

**Action item:** deadline agreement - July 31<sup>st</sup>, 2012

How will it be submitted? Google docs – The extended executive committee will share the template with the committee chairs.

Executive Committee will approve the descriptions; the descriptions can then be presented to membership for input.

**Action Item:** Amy – send out reminder to ECC list after conference

Taskforces: Executive Committee and/or the chair of the division can designate taskforces. Standing committees have documentation in the bylaws; taskforces do not have documentation and/ or publications in the bylaws.

Are task forces a part of the EEC?

Appointed positions are part of the Extended Executive Committee for the duration of the task force. Paige asks that all committees and taskforces please deposit documents in the ELD archives at the end of taskforce/committee.

Update from Danianne on the ABET initiative:

Currently the ASEE/ABET committee is deliberating on the ELD proposal regarding improving the library description. The term "engineering research" was removed from the criteria going forward as not all programs do research for undergraduates. The proposal may be sent back for changes or adopted with the language regarding research struck out. The proposal will go to the Criteria committee in July 2012 or in July 2013.

Need for ELD-L and ELDNET-L policy for ILL/doc delivery requests

Individuals who are misusing the list-servs need to be addressed directly. Mel will send out a message clarifying that they may ask if someone has a copy of an item, but not to ask for the item directly. Mel and Craig will refuse inappropriate requests to users based upon a policy.

Paige moved that the ELD listserv committee draft a common subject line for holdings information requests. Information requests should be limited to which institutions own the item. Mel suggested coming up with criteria and common subject line language before implementing a new listserv specifically for materials requests.

Larry seconded Paige's motion.

Annie suggested a friendly amendment: Moderators will reject requests for copies. Messages that specifically ask for photocopies will be returned to authors for revision. EEC will approve and enact policy. This group will review the policy periodically.

Motion with friendly amendments carried.

2013 conference planning:

Willie Baer and Lisha Li (both of Georgia) will serve on conference planning committee. Adriana will issue a call for volunteers to ELD.

Suggestions for sessions:

Biomedical engineering information workshop

We are also interested in combined sessions with the Liberal arts division.

Open Access session with a Scholarly Communication panel : This could potentially be a distinguished lecture. Specific interest expressed was in the topic of the intersection of Information Literacy and scholarly communication.

The development committee will decide how the directors handle the events for this year.

Committees need a method for rotating out members and reconstitution. The EEC will consider dismissing all committee members and bringing select members back or chairs will have discretion to take measures as needed.

Do we need a second time block for EEC for next year? We could use the email group to follow up if the agenda does not get fully covered.

Amy moved adjournment.

Annie seconded.

Meeting adjourned 4:00 pm.