ELD EEC Meeting Agenda
Session 3641, 4:30-6:00 pm
Wednesday, June 25, 2008
Pittsburgh, PA

Present: Michael White, Paige Gibbs, Danianne Mizzy, William Baer, James Van Fleet, Nancy Linden, Cecilia Mullen, Alice Trussell, Mel DeSart, Craig Beard, Bruce Neville, Tracy Gabridge, Stephen Stich, John Teleha, Jay Bhatt, Amy Van Epps, Julie Cook, Bob Heyer-Gray (rec.)

Selected comments from evaluations of Richard Sweeney's presentation from non-ELD members were posted. There was a brief discussion on the popularity of the session and that far too many people were unable to attend the session because of the small room size. ASEE had photographer on hand to document session [
http://www.asee.org/conferences/annual/2008/slideshow/index.php?category=4] and current ASEE President Sarah Rajala and former ASEE President Ron Barr were on hand as well, so hopefully the popularity of the session and the lack of seating were noted.

Meeting officially called to order by Amy Van Epps: 4:39 p.m.

Minutes from the June 27, 2007 EEC meeting in Honolulu, HI approved.

AGENDA

1. **Discussion of Best Practices for Electronic Resources, punch list idea (20 minutes)**
   a. Tracy Gabridge will join us for this discussion about a potential new project/task for ELD endorsement

Tracy discussed the stewardship and long term access issues for conference proceedings. Two ideas initially discussed were to update the ELD Punch List, which currently is geared more towards licensed electronic resources, to incorporate at-risk conferences or to create a separate guide for conference organizers.

Discussion: Many areas of Punch List would in fact pertain to conference proceedings. We would need to identify what areas need to be fleshed out, whether conference proceedings are incorporated into the Punch List or a separate document is produced. Perhaps a call could go out to the ELD-L list soliciting others interested in collaborating. Where would a group investigating this fit in…as part of Scholarly Communication or as a separate ad-hoc committee, or task-force?

Action: Subset of the Scholarly Communication group will look at updating the Punch List with an eye to the at-risk conference issues brought forward by Tracy.

2. **Stewardship of ELD funds (10 minutes)**

   a. Reprise from 2007 EEC meeting

Amy felt more specific guidelines were needed for how ELD funds could be spent. ELD receives ~$500 in funds from ASEE for operating account that does not roll over and generally has ~$10,000 in BASS funds.

b. A. Van Epps requested to gather information through 2007-08 and report back
c. Report sent out in advance (`FundsGuidelines.doc`)

Guidelines for use of ASEE Division funds (BASS account)

These guidelines were developed in response to a question raised at the EEC meeting in 2007 at the Honolulu Conference by Amy Van Epps at the end of her year as Treasurer.

Uses for the ELD BASS account which don't need discussion/approval by some group of people:
- Reimbursement for membership materials
  - Balloons, new member ribbons, ELD buttons, etc.
- Reimbursement for framing and shipping (if necessary) of division awards certificates
- Reimbursement to program chair for gifts given to session moderators, outgoing division chair and special thank yous (local experts for locations, etc who are thanked)
- Snacks during the EEC meeting on Wednesday afternoon
  - In the event of a small sponsorship and willingness on the part of the sponsor to support an event for a sub-set of ELD, this can be covered by sponsor funds.

Uses which have been approved in the past, but still should have some conversation among the EC before funds are approved:
- Small gifts/thank yous for workshop presenters and guest speakers
  - In the event of no honorarium request a small thank you gift and/or letter of appreciation should be considered
- A/V, food and transportation expenses for Sunday workshops
  - Discussion of whether or not ticket prices for the workshop should be increased to cover these costs. Ticket costs need to be set well in advance of knowing how many people will register. There is already a mandatory $25 administrative fee set by ASEE for all workshop registrations.
    - It was agreed to make workshop ticket price decisions on a case by case basis, as the costs can vary considerably if the session is on-site or off. Careful consideration to acceptable costs should be made when increasing costs above the mandatory $25.
- Spending more than a sponsor has provided for a particular event/meal
  - Including for special room arrangements
- Extra A/V costs for a session, such as an internet connection or extra microphones
  - Value of the extra A/V may be a significant part of the discussion, extra microphones are much cheaper than a live Internet connection

The following items are typically covered through sponsorships. Expenses up to and including the sponsorship amount do not need approval, but should have the

agreement of the development liaison and development committee chair. Below are some examples of sponsorship opportunities. These do not necessarily occur at all conferences:

- meal costs during fully booked days
  - e.g. box lunches after the SIG/Get acquainted session on Mondays
- travel, and 1 night lodging for distinguished lectures
  - ASEE covers registration for Distinguished Lecturers
- travel, 1 night lodging and registration (sometimes) for guest speakers

These items were discussed and agreed upon during the Extended Executive Committee meeting on Wednesday, June 25th, 2008 in Pittsburgh, PA. This document reflects revisions which resulted from discussion during the EEC meeting.

Additional Discussion: There was also discussion on sponsors providing funds for new librarians to attend the ASEE meeting. ASEE is opposed to scholarships. Because ALOHA/IOP sponsorship was a one time deal ASEE allowed it to go through. Sponsors could perhaps fund the pre-conference workshop and not individuals. ELD members can bring a student where registration is covered, however lodging and travel are not covered.

Action: Amy will revise based on comments (see above) and the document will be included in the Treasurer's Survival Kit.

3. **Publish to Present status (20 minutes)**
    a. ELD response
        i. Use of panel presentations
        ii. Effects on poster session
    b. Information regarding copyright transfer changes???

Discussion: We should see this as a way to encourage more ELD members to submit papers and to help promote ELD's profile within ASEE and with our own faculty. Not all ELD members are faculty and all may not have the same publication requirements. ELD members may need support on both ends of the publication process, both with mentoring and writing. Posters and presentations in the past have wound up being published later.

Action: Amy will write up a description of what she presented on Publish to Present at the Professional Issues Forum (see: http://depts.washington.edu/englib/eld/conf/08/publish-present.docx)

4. **Paper submission process – a subset of item 2? (10 minutes)**
    a. Quality of submissions, enhancing

Discussion: Do we want to create guidelines for the paper submission process? Guidelines for reviewers already exist, and ELD authors should be made aware of what reviewers are looking for. Mentoring wiki can host guidelines. Mentoring should be promoted more, perhaps an ad for mentoring/paper review service can be posted in the ELD newsletter.

5. **Other issues & conference wrap-up**
Discussion included:

- Get acquainted session: some new members didn't understand what SIG meant. Always good to be clear in communications and that get acquainted session is meant for all members.
- Get acquainted handout came out too late for people to have at the meeting.
- Some of the new members did not want to be singled out at the new member reception.
- Conference Buddies didn't happen this year, but will return. The program has been well received and found to very useful in the past.
- We do want to make sure that we do not try to guide new members too much and create an ELD bubble…part of the conference experience is to meet with faculty and other ASEE members outside the division.
- Should ELD have a booth at registration?
- Perhaps we could have a vendor sponsored hospitality suite post picnic on Sunday to help welcome new members. Again communication would be key, making sure new members understand they are encouraged to attend.
- Picnic issues: there were not enough stations/lines, and food was not covered when the wind started blowing. ASEE was worried that food had become contaminated.
- ELD poster session bubble: we would lose face time with faculty and broader impact of our posters if our poster session became an ELD panel session and was not part of the division poster session.

6. **Planning for 2009 in Austin, TX (30 minutes)**
    a. Meeting chair switches to J. Teleha

2009 ASEE Austin Program/Session Ideas

Ideas are based on feedback from ELD members during the 2008 conference.

Distinguished Lecture or Guest Speaker:

- Karen Andrews – contact with astronaut/aerospace engineer
- Kristen Eschenfelder – DRM policies SAE and others – focused toward all ASEE – University of Wisconsin, Madison – Library School Faculty
- Jay Bhatt - Jean-Claude Bradley – Open Notebook Science – Professor of Chemistry at Drexel

Workshops:

- International Patents – cosponsor with Entrepreneurship Division
- Boot Camp on Writing and/or Presentation Skills (or include cheat sheet on presentation skills in a speaker's survival kit) – Nancy Linden
- Library 2.0 – use and misuse in engineering libraries (Second Life, Meebo, Facebook, etc.)
    Open Notebook Science and John-Claude Bradley (Drexel) was mentioned as a potential topic/speaker.

Collections:

- Weeding of print volumes when you hold access to the electronic version through JSTOR or another such archive
- Collections at Risk: technical reports, microfiche/film, and their preservation
- Engineering collections competing with other collections in small libraries
- Electronic vs. print collections management
- e-books – usage through citation analysis of undergraduate papers

Space planning:

- Architecture and space planning issues

- Retaining space – Can the physical library and digital library coexist?
- Space selection / deselection / library space repurposing

Data:

- Data handling – collecting, cataloging, archiving
- E-science / Data curation Panel Discussion
- Data manipulation – GIS and other types of applications collaboration
- Data management for engineers

Digitization Projects Updates:

- GWLA Project / TRAILs Project (and other technical report archives)
- Google Books Project
- Legacy resources – status of digitization efforts – backfiles, data, etc.
- What's available?
- Government information – what changes can be anticipated / expected in the next decade?
- What State or Local government portals do you find useful?

New Models for Engineering Libraries:

- Technical changes and digital publications are creating new challenges and opportunities for engineering libraries
- Session will examine opportunities that members can effect to bring about constructive change in their libraries

Disasters – Can you ever be prepared?

Session similar to Bioinformatics but on a different "new" research focus (Julia will e-mail)

Boot Camp (with different topics):

- Very positive verbal feedback!
- Negotiation skills and practices
- Outreach
- Copyright and its implications
- Support of K-12 education
- Technical Reports and Gray Literature
- Materials properties – good panel discussion session – solicit specific papers or speakers
- That was then, this is now. How do we teach the standard resources in the electronic age?

From the New Librarian's View:

- Experience as a new engineering librarian
- Making successful connections with faculty
- Creating liaison opportunities
- Library to faculty outreach and visibility
- Marketing e-Resources and e-books

Successful uses of Second Life or other Virtual World in Engineering Education

- evidence of learning
- promotion of library or university programs
- challenges, pros and cons, best practices, etc.

Panel Discussion – Students and Librarians Face to Face –

- Panel or Round Table - asking questions of each other – awareness of resources and services

- "let's do this every year!" – ELD member interviewing a panel of students – wealth of information
- What activities engineering librarians doing with library schools? Giving talks? Teaching classes? And what impact are they making on the engineering library profession?
- Creative way to engage non-ELD folks at the conference (no specifics)

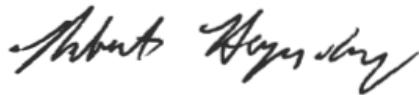**Information Literacy – are we ready for a break?**

- Nothing suggested, but we will probably still receive abstracts

Suggestions:

- If it is very likely that our division might lose technical session slots, maybe a partnership with another Division. Possibilities suggested: the Liberal Education Division or ERM Division or Women in Engineering Division/WEPAN
- To encourage more faculty and engineers to attend our sessions, we need to give our sessions a more generalized title – one that does not use the word "library" in the title.
- Loved the Boot Camp!
- Patent workshop great! Repeat with specific issues or skills to focus on. International Patents.
- (SIG) Encourage group leaders to break groups up if there are more than 10 people. Loses the benefit of the small group discussion - which is the best part – if groups too large.
- Encourage presenters to think about how their project will be useful, usable by the larger group.
- Cheat sheet on good presenting / presentation skills?
- Person in the Women in Engineering division – particularly someone involved with WEPAN, which is Women in Engineering ProActive Network, who wants to develop a stronger relationship with the librarians in ASEE, find ways to help WEPAN, among other things.

Meeting adjourned by John Teleha: 6:05 p.m.

Respectfully submitted,

Robert Heyer-Gray
ELD Secretary/Treasurer