

ELD Extended Executive Committee Meeting
ASEE Annual Conference
Salt Palace Convention Center, Room 250A
Salt Lake City, UT
Wednesday June 27, 2018

PRESENT: Amy Buhler (Development), Amy Van Epps (Awards), Bernadette Ewen (Director, Membership Directory), Bruce Neville (Past Division Chair), Craig Beard (Nominating), Daniela Solomon (Scholarly Communication), David Hubbard (Secretary/Treasurer), Eric Schares (Member; Publications and Website Committees, Webmaster), Michelle Spence (Director), Julie Cook (Program Chair), Kari Kozak (Webmaster), Kevin Drees (Mentoring, Publications Committee), Kris MacCartney (Newsletter), Mel DeSart (E-Lists), Willie Baer (Division Chair)

Willie called the meeting to order at 3:20pm. Willie asked if EEC members had read the 2017 ELD EEC minutes and if there was a motion to approve the minutes. Bruce made the motion and Amy V. seconded. The motion passed.

New Business

Digitalization of Archives

EEC discussed digitizing the ELD archives stored at UMass Dartmouth. The cost is estimated to be \$5,000. It was suggested that we obtain one internal and one external vendor quote for the digitization. There was some discussion of who would host the digitized content, but no resolution. Zac Painter will be asked to investigate obtaining an outside quote in addition to UMass Dartmouth quote. Regarding what is in the archive, it was noted that the UMass Dartmouth website has a finding aid. Bruce mentioned that ASEE wants us to be spending our BASS accounts. Assuming a cost of \$5,000 for digitalization, this would leave at least \$5,000 in the BASS account. Amy V. mentioned that after the initial archival materials are scanned, ongoing costs for digitalization of new materials would be minimal since most new materials are born digital.

On a related note, it was mentioned that ASEE has a new guideline for each Division to maintain two years of operating expenses in reserve in the BASS account.

Bylaws Revision

Per ASEE, all divisions must now include any award involving money in their bylaws. The most recent ELD bylaws revision removed awards information, so that will need to be added back into the bylaws. Willie wants to form a bylaws task force to make that revision. ELD should make it clear to ASEE that we only have one monetary award and the others are travel stipends.

Members of the Bylaws Task Force will include: Willie, Amy V., Craig, Bruce, and Mel. Willie asked that the Bylaws Task Force clarify the revisions needed for monetary awards, as well as review the bylaws overall for any other revisions that may be needed, then bring the proposed bylaws changes back to EEC prior to comment and vote by ELD members.

Getting New Members Involved

Willie proposed going through ELD directory and website to check and update committee memberships.

At the very least, each committee chair should be doing this after annual meetings. Willie asked that the chairs let him know if there are any open positions on their committees and he will put out a call for volunteers. Julie mentioned tenure limits on committee membership to provide more volunteer opportunities, but in the interest of time ECC decided not to explore the idea at the meeting. As a point of clarification, there are no limits to the size of committee membership. Willie asked to make the aforementioned committee membership updates and to let him know of any committee openings by July 31, 2018. Willie will then put out a call for volunteers. The Publications Committee, under Scott Curtis, was one example of a committee that expanded in order to conduct the increasing amount of peer reviewing. Amy V. mentioned that other ASEE divisions open up the peer reviewing process to the entire division. There was no decision to change the peer reviewing process; though opening it up to the entire division is an option.

With respect to involving more ELD members, Kris mentioned that the committees could tell a compelling story that goes beyond just a description of the committee.

Willie reiterated letting him know about any open committee positions via email. Amy V. asked if the committee chairs could just send out the calls themselves since needs arise throughout the year. It was agreed that committee chairs will forward any openings to Willie for an initial call and committees are free to put out calls of their own as needed.

Committee Reports

Accreditation & Standards – David H. (outgoing committee chair). Julie Ardent is the incoming committee chair. The committee has been discussing any needed changes to ELD's Information Competency Standards for Engineering in light of the new ABET EAC criteria. The committee may want to obtain ELD member feedback on the issue, maybe through a panel discussion next year. A poster presentation, like mentoring did a few years ago, was also mentioned as a way to obtain feedback.

Archives – Zac Painter (Chair) was not present. Zac initiated an email exchange prior to the annual meeting that led to the Digitization of the Archives discussion above.

Awards – Amy V. discussed some of the questions the Awards Committee has regarding the Best Publication Award. More specifically, whether to include new forms of scholarship (e.g., E-science), meaning of "publication," and whether author affiliation or publication content determined eligibility for the award. Amy V. discussed this issue with the ELD membership during the ELD Business Meeting and the conversation will continue. Two clarifying points were mentioned regarding the Best Publication Award: (1) Awardees do not need to be ELD members, and (2) the publication can be an article or book.

Development – Amy B. reported that there were 16 sponsors supporting ELD activities at this year's annual meeting and 3 other organizations are interested in providing support in the future. Most vendors want to sponsor technical sessions, but there are more sponsors than ELD technical sessions resulting in co-sponsorship for each technical session. There was some discussion of exploring other sponsorship opportunities (e.g., co-branded ELD swag, monetary best poster award, more travel stipends, new member travel stipends in addition to needs based random drawings, first time attendees, etc.). We might consider raising sponsorship rates, especially if membership grows and event costs increase.

Amy B. stated that Elsevier wants to go back to direct pay for the banquet versus placing the money into the conference account. IEEE and SPIE are currently direct pay for the social events they sponsor. Amy B. said that it would make things easier and less complicated and several EEC members concurred based on their experience. One ramification that Amy B. mentioned is that the two complimentary tickets for each of the sponsors may become an issue. ELD may have to send Elsevier a check to cover cost of the complimentary tickets. A guest list and numbers would need to be given to Elsevier.

Listserv – Mel said there was nothing much to report. He will be updating EEC email list by adding Julie Ardent (Accreditation & Standards Chair), Lisa Ngo (Publications Co-Chair), Michelle Spence (Director), as well as removing Craig Beard (Outgoing Past Chair), Scott Curtis (Outgoing Publications Chair), and John Napp (Outgoing Director).

Membership – Dave Schmidt was not present and his term ended in 2018. Willie will check to see if he is interested in being reappointed for another term. It was noted that appointments are the responsibility of the Executive Committee and not the EEC as a whole. Bruce said that Teri Reed (PIC IV Chair) reported that the 2018 ELD membership is 213. Divisions with membership below 200 are considered being borderline for dissolving. We are the smallest division in PIC IV. Amy V. mentioned that ASEE members often belong to more than one division. She thought we might be able recruit ELD members by encouraging members in related divisions to add ELD to their membership. There was a question about the accuracy of the figure reported. There was some discussion about ELD members having trouble with their ELD membership being recognized when they renewed while registering for the conference. This happened to at least three members this year. Several EEC members mentioned that if you wait to join or renew until you register for the conference, the registration system will not recognize (or count) you as an ELD member. One cannot join or renew divisions when registering for the conference, it must be done after the conference and that may result in ELD membership appearing lower than it actually is. Bruce stated that we need to get out of the yellow zone (i.e., ~ 200 members). We may need to remind members about this issue as registration nears in 2019. Kari will add something to the registering webpage about this issue. Amy B said she would ask all of our sponsors, as individuals, to consider joining ELD.

Membership Directory – Bernadette will wait to update the directory until after July 31, 2018, so the committees have time to update membership.

Mentoring – Kevin reported that the Sunday workshop, The Fundamentals of Engineering Librarianship, was well received. The Wednesday workshop, Advice for Mid-Career Librarians, went well too. There was some additional discussion about the Peer Mentoring Expertise Profiles mentioned at the Annual Business Meeting, but based on feedback it probably will not be pursued. Willie and a few other EEC members thought the ELD listservs serve a similar purpose that the Peer Mentoring Expertise Profiles would serve, though Mel didn't think someone new to the profession would feel comfortable asking for help on the listserv, (Kari) especially if your boss was also on the listserv. After some discussion, it was decided that the Mentoring Committee could post questions on the behalf of members if they were uncomfortable posting themselves.

Newsletter – Kris said she is having a "grand old time" and thanked everyone for the helping and contributing over the last year to the Newsletter. All agreed that that the addition of conference pictures has improved the appearance and layout of the Newsletter.

Publications –Kevin stated that he and Lisa Ngo are ready for the challenge.

Scholarly Communication – Daniela mentioned the ELD Google Scholar Profiles, which she had presented and discussed at the Annual Business Meeting. She said the committee was starting to write a best practices document to help ELD members increase visibility of their publications. Scholarly Communication is thinking about a panel discussion at next year's annual conference. Daniela will discuss the possibility of a panel with Julie. There are links to the ELD Google Scholar Profiles under Quick Links and at the footer of the ELD webpage.

Webmaster – Kari stated that the new ASEE-ELD website is up and the EEC (and their committee members) were “awesome” with providing assistance for the transition. Kari said there is a problem with the new website, which is hosted on WordPress, in that it can only handle up to 100 MB files. Kari was wondering if we could subscribe to a service such as DropBox so we could host larger files (mainly conference presentations). There was discussion regarding the use of an institutional repository and merits of just using DropBox. Bruce made a motion to subscribe to DropBox (\$99/year), which was seconded by Amy B. The motion passed. Kari will follow-up on the DropBox subscription.

2019 ASEE Annual Meeting

Julie said she has received the ASEE packet for the 2019 ASEE Annual Meeting.

Regarding the 2019 ELD Programming Committee, it was suggested that Julie go out and ask ELD members to join the Programming Committee. The Programming Committee should include the two Directors and Development Chair. Amy V. suggested targeting ELD members with potential as future ELD officers. Amy V. mentioned that the members of the Planning Committee should appear on the front of the tri-fold. If not there, it should be captured and recognized somewhere (e.g., webpage).

The ELD moderator packet needs to be updated and shared. ASEE has a moderator packet, but it is too general for ELD to use. Julie will update and post moderator packet to the ELD website. Amy V. stated that there is also a need for a Best Poster Award packet for the moderator and presenters, indicating that the award is based on the content of poster and not the paper.

Willie said panels work well, but be sure to set them up early and then remove later if not needed since you don't know how many papers will be submitted to technical sessions.

It was suggested having meals at the same time is helpful and less confusing (e.g., 6:00pm for both the Welcome and Banquet). All agreed that was good idea, but adjustments might need to be made to accommodate a late exhibit opening (e.g., 6:00-7:30pm this year) or a special banquet venue (e.g., evening cruise).

Mel asked about the titles of the 2018 ELD technical sections. Willie said that it wasn't possible to group and title papers into various themes this year due to presenter schedules, as some presenters were not able to attend Sunday or Wednesday. Willie said that the numbers in the technical session titles could have been renumbered.

With respect to another Sunday workshop, several EEC members mentioned assessment and methods. Willie said there is an option for half and full day workshops on Sunday. The EEC thought such a workshop would be good and half day (Sunday; 9am-Noon) most appropriate, David H. mentioned that

the Educational Research and Methods Division (ERM) division might be interested in co-sponsoring or lending help, but Amy V. said they tend to be busy and may not be interested. Amy V. will try to identify an individual(s) for to lead workshop.

Discussion then turned to lightning talks and the possibility to add a second session. Mel mentioned that some of the introductory content had been dropped from the lightening talk session due to time constraints (e.g., new member welcome). We might consider two lightning talk sessions back-to-back. It will give more time to mingle and other stuff. It was mentioned that vendors need to be sponsors to present and the focus should be on training or engineering education. If there are two sessions, it was decided that two different individuals would moderate each session. There were 23 lightning talks submitted and 18 presented this year. Bruce said that a presenter didn't hear back about their lighting talk despite repeated attempts. Kari suggested that an online form could be created that goes directly to a DropBox, generate an email, and keep submissions in one place so things don't get lost or dropped. Kari will set-up the submission using DropBox for the 2019 lightning talk submissions. .

Initially it was suggested that if there were two lightning talk sessions, one could be for librarians and another for vendor presenters, but later Kris suggested not splitting the sessions into vendor and librarian talks. There seemed to be general consensus to not divide into librarian/vendor presentations sessions (i.e., maintain a mix of librarian/vendor presentations in each session).

Julie said she will try to avoid having any technical sessions on Sunday.

Mel and Julie noted that there is no calendar overlap between ASEE and ALA annual conferences for the next two years, though there is overlap with SLA in 2019.

Bernadette mentioned communicating pricing options through consortia as a possible workshop, some thought maybe a panel or lighting talk might be better.

Diversity Activities

Bruce said there is an opportunity for ELD to appointment a delegate (ex-officio) to the ASEE Diversity Committee. Bruce recommended that we take that opportunity to appoint someone.

On a related note, Bruce asked if ELD needs to create its own Diversity Committee. The delegate appointed to the ASEE Diversity Committee could serve as the chair of that committee. Amy V. noted we would need to revise Bylaws to add the delegate to the EEC. Mel mentioned that it could be done as a working group.

Bruce mentioned that some papers involving diversity were submitted last year, but many did not fit into existing Divisions' missions, so could not be presented. This year, these papers were accepted under the ASEE Diversity Committee, but that will not be an option in the future. There were no ELD papers designated as diversity papers this year. For the PIC IV Meeting, Bruce learned that there may be additional divisions added to ASEE to accommodate under-represented groups and accommodate related papers.

Willie asked if there was a motion to adjourn. Bruce made the motion to adjourn and Amy V. seconded the motion. The motion passed and the meeting adjourned at 5:03pm.

Respectfully submitted,
David E. Hubbard, Secretary-Treasurer