

# ANNUAL BUSINESS MEETING

Engineering Libraries Division  
2021 Annual Business Meeting  
Wednesday July 28, 2021, 8:00-9:30 pm (PDT)  
Location: Online

David Hubbard called the meeting to order at 11:00am. Rules for the meeting: be respectful of each other, mute yourself, and use the raise hand feature or ask questions in chat.

Report from the PIC I Chair, Christi Patton Luks

## Updates from the Board meeting:

- Awards nominations were down overall society-wide. The new papers management system is changing how people nominate papers. Training video for the use of new system coming soon.
- Future in-person meetings hosted by the ASEE will require vaccination proof. This rule may represent a point of controversy amongst ASEE members but it is necessary.
- Also for the future meetings, ASEE will accept recommendations for local charities that promote STEM K-12 programs or DEI programs. Divisions are invited to make financial donations to these organizations or reach out for collaborations as they see fit.
- The Ethics Committee that was formed last year adjudicated two and a half cases this year; one was related to abstract review process, one for self-plagiarism, and the other one is still in progress. The two cases were treated as educational and growth opportunities that resulted in some changes to the abstract review process and discussions about adding plagiarism software, i.e., IThenticate, to the paper management system. Discussions to be continued.
- There is a new Committee on Scholarly Communications with the goal to help the community maintain high publishing standards. Divisions will be invited to send a representative to this committee, probably starting in winter.
- There is an updated rubric for evaluating proposals for the Distinguished Lectures.
- There are new ASEE reviewer expectations guidelines, which include the requirement to agree to read the entire submission, provide constructive feedback based on professional judgment, use respectful language, and submit review on time.

## Conference Updates:

- The 2021 conference has a lower number of attendees, and the number of papers was down. There is one year access to the online presentations. Presentations are not downloadable, but they are viewable.
- The 2022 conference will be in-person in Minneapolis. The new paper management system launches in October. Program Chairs will get access in September and training will be offered. The transition to the new system will impact the normal timeline and the transition to the new system may not be completed before the call for papers is sent out.

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## Financial update:

- Academic Institutions memberships are up and the non-academic institutions memberships are down. we hope to bounce back when the conference will be in person again.
- Individual membership continued the decreasing trend observed over the last ten years, currently being down 33 percent from the peak. This is a common issue for many professional organizations.
- The membership variation affected ASEE budget severely. To compensate, ASEE applied to management contracts for grants and fellowships to help with finances. The first PPP loan has been forgiven. The second PPP loan is not eligible to be forgiven yet but ASEE assumes that it will get forgiven, which means that ASEE may be on track to be within the budget.

## ELD Division updates:

- Membership seem to be slightly down, but it is difficult to really ascertain the reasons.
- The DEI statement is buried in the bylaws and the recommendation is to make it more prominent.
- The division had 23 abstracts submitted for this year's conference but only 14 papers were published, which were divided between three technical sessions. The ELD program included many panels.
- The Best Paper selected by the ELD division was "Raising Algorithm Bias Awareness among Computer Science Students through Library and Computer Science Instruction."
- The Best Paper Award for PIC 1 was the paper from the Liberal Education/Engineering & Society Division. PIC 1 Best Paper was recognized as best overall and will be recognized next year at the conference.
- Questions for the Division: Would Best Paper selection guidelines be helpful? ASEE is interested in standardizing the process and ideally this would be included in the bylaws.

## Feedback to the PIC Chair:

- David Hubbard noted that the updated ELD bylaws were voted on and will be sent to ASEE shortly.
- Amy Van Epps – guidelines for best paper selection process would be welcome. Raised the issue of reduced conference registration rate for ELD. Christi answered that there are two commissions that should analyze this issue. It is understood that there is a need for reduced registration fee but it is difficult since ELD members are not a special class of members. Christy will take this issue to the Executive Committee after the conference. Amy offered that ELD can provide current data if needed. The report from 2015 will be updated.
- Michelle Spence asked how is ASEE planning to check vaccination status at future in-person events and what is the status of the discussion of joint membership with the Canadian Association of Engineering Education. Christi answered that it will be just a check box on the registration form. Vaccination requirement may impact participation of the international members. Christi has not heard recently about any discussions about the joint membership.
- Marina Zhang asked if there is a way for the non-registered co-authors to watch the recordings. Christi answered that the registered author can watch it together with the non-registered one.
- David Hubbard made the observation that the requirement/recommendation to reaffirming the bylaws every five years should be clearly documented.
- Debbie Morrow asked for further comments about the two Ethics Committee cases. One was self-plagiarism – the authors received training. ASEE is planning to train reviewers and the program chairs on what to do in case this happens in their division.

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- David Hubbard commented that would be best to have procedural document for selecting the Best Paper. This does not have to be included in the bylaws.
- Mel DeSart commented that the new ASEE Scholarly Communication Committee stemmed from the ASEE Task Force on journals he has been on for the past year. The task force recommended to form a committee that would look at some publishing related issues. The Committee will have two co-chairs.

## Agenda

### 1. Approval of Minutes of 2020 Business Meeting

The Minutes of the 2021 Business Meeting were shared by email. Amy Van Epps, moved, and John Teleha seconded. The minutes were approved.

### 2. Division Chair Report, David Hubbard

Thank you to Kari Kozak and her Conference Planning Program Committee for this year's program. Things are going great, enjoying the program.

ELD has two incoming Executive Committee Members: Lisa Ngo, Secretary/Treasurer and Ibironke Lawal, Director. Many thanks to Eric Schares for serving as a Director. The Executive Committee appointed Sarah Lester as the ELD delegate to the ASEE Commission on Diversity, Equity, and Inclusion. Sarah is replacing Bruce Neville. Thank you to Bruce for getting ELD connected with the CDEI. The new Committee Chairs, appointed for the 2021-2023 term are: Directory – Paula Johnson; Newsletter – Denise Wetzel; Publications Co-Chair – Sarah Over. Thank you to the Committee Chairs who have completed their terms: Bernardette Ewen – Directory; Kristen MacCartney – Newsletter. A big thanks to all the committee chairs that accepted reappointments, to those continuing in their appointments, and to all their members.

The Executive Committee formed a Task Force charged with updating/reaffirming the bylaws and writing the DEI statement. The Task Force did a really great job drafting those amendments and an EDI statement. David and the EC thanks Mel DeSart for chairing the Task Force and the members: Denice Lewis, Sarah Lester, Anamika Megwalu, and Sarah Jane Dooley. ELD voted and accepted the amended bylaws. The EC is still reviewing the feedback on DEI received from the membership. Both documents will be moving forward very soon by the new ELD Chair Kari Kozak and the incoming Executive Committee.

Thanks to the EC members: Kari Kozak, Daniela Solomon, Eric Shares, and Julie Arendt, for all their support and help over the last year, and to the previous leadership on previous Executive Committees Michelle Spence and Bernadette Ewen.

Please thank our sponsors for their generous support of the events and travel stipends. Thank them if you get a chance by visiting them virtually.

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## 3. Program Chair Report, Kari Kozak

Thank you everybody that helped with this year's conference. It was difficult again because of uncertainty of the conference will be in-person or virtual. Great turnout with 118 participants. There were fourteen new members attending the conference. Thanks to the amazing ELD Annual Conference Planning Committee: Julie Arendt, Bernardette Ewen, Hema Ramachandran for finding the delicious chocolate, Eric Schares, Daniela Solomon, Michelle Spence, John Teleha, and Amy Van Epps – for everything. Thank you to all the authors and the panelists. Kari thanked Sylvia Jones and Mel DeSart for organizing and moderating the Lightning Talks sessions: 28 member talks and eight sponsor talks. Thank you to Eric Schares and Sarah Over for the Overleaf workshop. Thank you to Amy Van Epps for helping with Congregate and organizing the round tables discussions, and to the panels' organizers Jay Bhat, Julia Gelfand, and Nasser Saleh. Thank you to Marina Zhang for keeping the website updated. Thank you to all moderators that made sure everything went smoothly: Holly Surbaugh, Jennifer Long, Aman Kaur, Zac Painter, Kate Mercer, Chelsea Leachman, Bruce Neville, Kristyn Caragher, Christina Mayberry, Renee Romero, Kelly Durkin Ruth, John Teleha, Denise Wetzal, Aleshia Huber, Willie Baer, Leena Lalwani.

Thank you to Michelle Spence and the Development Committee for working with the sponsors and clarifying sponsorships status - refund or use for this years' boxes. Getting the boxes ready has been very challenging because of the short deadline. A big thank you to the staff from University of Iowa, James, Keegan, Alex and Daniel, for the help with making the buttons and assembling and shipping the boxes. Thank you to the awesome sponsors for making this happen.

## 4. Secretary/Treasurer's Report, Daniela Solomon

The BASS account is in good standing. Currently, there is still a substantial balance in the Conference account. If the funds are not refunded by Sept 30, the balance will be transferred to the BASS account and be charged a 30% fee.

## 5. Committee Reports

Comments were limited to changes and updates since the May newsletter.

- Accreditation and Standards: Alison Henry – they received a suggestion to send a survey to investigate the subscriptions of the engineering libraries .
- Archives: Zach Painter – no updates.
- Awards: Erin Rowley – no updates. Best poster award will be presented later, after the poster session.
- Development: Michelle Spence - No updates. Big thanks to all vendors for everything. Please visit their booths to thank them directly.
- Electronic Discussion Lists: Mel DeSart – no updates but stay tuned for an email about one of the lists.
- Electronic Voting Administrator: Eric Schares – successful officer election in March and bylaws in June.
- Membership: Jean Bossart – increase in membership to 224 in July, which is right in the middle between a low in 2009 and the high in 2017.
- Membership Directory: Bernadette Ewen– no updates.
- Mentoring: Kevin Drees – n/a.
- Newsletter: Denise Wetzal – no updates.

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- Publications: Amani Magid - Sarah Over starts as new Co-Chair. The committee reviewed 14 papers and selected one as the best paper.
- Scholarly Communications: Mel DeSart – no update.
- Webmaster: Marina Zhang – use OSF to archive presentations. She asked authors to self-deposit their presentations.

## 6. Awards and Recognitions

### *Long-term Member Recognitions, Jean Bossart, Membership Committee*

This year, there are 27 members recognized for their service to ELD. These members represent a geographically diverse group from universities and colleges across the U.S., Canada, and Puerto Rico. Current membership includes 224 members representing 137 universities – 122 US colleges and universities, eleven members from Canada and one each from Puerto Rico, the Philippines, Spain, and the United Arab Emirates. Long-term Membership Recognition: 25 years: Andrew Shrimp, Lisa Dunn; 30 years: James Clasper; 45 years – Dorothy Byers. We want to thank all of our members for their support.

### *Awards Presentation, Erin Rowley, Awards Committee*

Erin Rowley presented Awards, beginning with the Homer I. Bernhardt Award. She noted that the Committee received a record number of recommendations for the 2021 award recipient, Tom Volkening. One nomination letter stated that Tom had a tremendous impact on engineering librarianship and engineering education. Tom has been an ELD member for 35 years and a librarian for 43 years. Tom has served ELD in multiple roles during his time as a member as Director for ELD Chair of the Liaisons Program Committee, as a member of many other Committees including the ELD 50th and 75th Anniversary, the Mentoring Committee since 2000, and the Scholarly Communications Committee since its inception in 2005. In addition, he has presented dozens of times including at this very conference at the ABET accreditation panel. I would be remiss if I did not mention his contributions to produce ELD position documents, including one of the earliest documents - the **Punch List for Best Practices for Electronic Resources**. Many of Tom's letters of support described him as being welcoming and supportive to all.

Thank you to everyone who submitted nominations for papers. The committee received eight submissions this year. The ASEE ELD 2021 Best Publication Award went to the article “Current usage patterns of open educational resources in engineering mechanics classrooms and barriers to adoption.” by Jacob P. Moore and Thomas Reinsfelder, published in *Issues in Science and Technology Librarianship*. The committee unanimously agreed that this article represents a significant contribution to the field of engineering information and used a very clear, succinct, and easy to replicate methodology.

Best poster award will be announced at a later time.

Many thanks to the Awards Committee members: Jay Bhatt, Julie Gelfand, Cari Lyle, Chelsea Leachman, Lisha Li, Sarah Parker, Hema Ramachandran, and Mindy Thuna. A special thank you to Sue Wainscott who stepped down last year after the annual.

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## *Travel Stipends, Bernadette Ewen, Stipend Coordinator*

Due to the generosity of our sponsors and reduced registration fee, ELD has been able to provide additional stipends. Thank you to ASTM, IEEE, Morgan & Claypool, and SPIE. A few of our members delayed using their 2020 stipend award and chose to use it this year. The winners of the random drawings in 2020 were Julie Cook, Holly Surbaugh, Paul Hottinger, and Kristyn Caragher. The four alternates were – Erin Rowley, Cari Lyle, Sarah Over, and Anamika Megwalu.

The winners of the 2021 travel stipends were: ASTM – Leena Lalwani, Ana Munandar, Sara Huber, Sarah Wagner; IEEE – Willie Baer, Ven Basco, Jean Bossart, Bill Bowman (2020), Lisha Li, John Napp, Anna Ren, Anamika Megwalu; IET - Paula Johnson, Denice Lewis; McGraw Hill – Graham Sherriff (2020); Morgan & Claypool: Linette Koren, Sarah Parker, Alfred Wallace; SPIE – Aja Bettencourt-McCarthy, Amanpreet Kaur, Aleshia Huber.

For the 2022 ASEE Annual random drawing winners, there will be four winners and four alternates. The sponsors are McGraw-Hill and Morgan & Claypool. Winners – Douglas McGee, Aleshia Huber, Hema Ramachandran, Denise Wetzel. Backups are Chelsea Leachman, Mindy Thuna, Mark Reese, and Mathew Frenkel.

## 7. Announcements

- Kari Kozak - The poster session will be interesting /interactive. Each poster has its own Zoom room, paper is already uploaded, and authors will share their screen with the poster.
- David Hubbard – Daily emails have been great.
- Kari Kozak – Remember the trivia later today, sign card for David. Tomorrow three different platform for three different events.
- Amy VanEpps - Padlet is still live if anyone wants to add any topic for the roundtable discussions.
- Sheeree Fu how many papers submissions for the conference? Kari: 23 abstracts and 14 papers submitted.

David: It's been an honor to serve as an ELD officer. It's been a professional stretch but really rewarding.

Motion was moved and the meeting adjourned at 9:24 am PDT.

