ELD EEC Meeting
Wednesday, June 26, 2024
3:45 PM – 5:15 PM
Hyatt Regency Portland, Columbia 1

Present: Chelsea Leachman (Division Chair), Lisa Ngo (Past Division Chair), Erin Rowley (Secretary/Treasurer), J. Denice Lewis (Director), Denise Wetzel (Director & Outgoing Communications), Mel DeSart (Scholarly Communications & Listservs), Sylvia Jones (Awards), Sarah Barbrow (Communications), Jentry Campbell (Communications), Marina Zhang (Outgoing Director), Sarah Over (Publications), Willie Baer (Publications), Zach Painter (Archives), Kevin Drees (Professional Development), Matt Frenkel (Accreditation and Standards), Yuening Zhang (Web), Ashley McNeil, Shelby Hallman, Kari Kozak

Chelsea Leachman called the meeting to order at 3:52 PM.

APPROVAL OF THE 2023 EEC MEETING MINUTES

The EEC approved the 2023 Extended Executive Committee meeting minutes.
https://sites.asee.org/eld/wp-content/uploads/sites/7/2024/06/ELD-Business-Meeting-2023.pdf
- Sylvia Jones motioned to approve. Sarah Over seconded. Minutes approved.

NEW BUSINESS/UPDATES

- Mid-year ELD event standing committee (Kari Kozak & Shelby Hallman)
  - A summary of the first mid-year event, ELD: The Gathering, was provided at the ELD Business Meeting
  - Feedback was positive, especially for new ELD members as it helped introduce them to current members ahead of the ASEE Annual Conference.
  - The plan continues to be to have the Mid-Year Event to be open to only ELD members as it's a member perk (especially for those who cannot attend ASEE in person).
  - Discussion regarding timing/scheduling
    - Tricky to find a good time with semester vs quarter scheduling.
    - Time was needed to plan as planning started in October.
    - February and October/November were fairly evenly split in terms of survey responses.
    - Question raised – should this group be merged with the Professional Development Committee?
      - Professional Development has a full plate already with webinars and mentoring program.
      - Suggestion to ensure that there is a member on the ELD Mid-Year Committee who is also on the Professional Development Committee.

- Willie motioned to make the Mid-Year Event Planning Committee a standing ELD committee. Denise W. seconded. All in favor. None opposed. Motion passed.
- Chelsea to work with Kari regarding drafting the Committee information.

- Diversity Travel Grant (Lisa Ngo)
  - Worked with several people: Sylvia, Bernadette, Sarah Lester.
  - AAAS agreed to sponsor $1500 USD.
    - Not quite enough so Lisa worked with Patti from ASEE to waive the registration fee for the recipient
      - Question was raised: Will this be noted anywhere in case there are personnel changes within ASEE? Lisa will check on this
  - The Diversity Travel Grant will launch in 2025 (before travel stipends are announced so if applicants don't receive it, they can still apply for travel stipends).
  - Guaranteed slot in the Lightnings Talks if they so choose.
  - Current committee chairs have already seen the criteria.
  - This is only one year so far as we weren't sure this would really happen.
  - Question: How this will be promoted?
    - Traditional listservs (STS, etc.).
    - Open to non-ELD members but they would have to join ASEE.
    - There is a spreadsheet of library school listservs Lisa is aware of, as well. And ELD members can help promote with library school students as well.

COMMITTEE REPORTS

Accreditation and Standards, Matt Frenkel (Chair)
- Survey sent last year about updating the LibGuide for ABET. About 2-3 dozen people responded.
- Working on developing a framework for teaching AI to engineering students.

Archives, Zach Painter (Chair)
- Planning to go visit Kari Mofford to visit archives at U Mass. No longer need to mail things to California.
- OSF project for committee information. This project started last year so this is the first year to rotate ownership by committee chairs.
  - There is a recording from when Daniela, Yuening, and Marina conducted a training. Lisa can send this out for new chairs.
  - Chelsea to set up a meeting in August.

Awards, Sylvia Jones (Chair)
- Changes could be forthcoming to criteria to make things clearer when people submit nominations.
- Suggestion to name ELD Early Career Award after member Christine Drew. This will be discussed separately to figure out the details.

Communications, Denise Wetzel (outgoing Chair), Sarah Barbrow, Jentry Campbell (Incoming Co-Chairs)

- 4 newsletters sent out this year.
- Big thank you to everyone who contributes and sends updates on time. It's a fast turnaround and it makes a big difference.
- The new Gmail account for updates has been wonderful.
- Sarah and Jentry are excited to do this and do this together.
- Will be getting together to set a checklist for each month.
- Denise did a great job moving editing to Canva for live editing/corrections.
    - Michigan will be hosting on their account
- Question – has anyone ever redesigned the ELD logo? A colleague of Sarah's agreed to help if we decide to try redesigning.
    - Per Mel, a redesign would be at the discretion of the membership, but first the EC and EEC to grant permission to do so. But it's been quite a while since we designed it.
    - Question was asked about a copy of the logo with a transparent background. Erin said Awards Drive folder has a copy with a transparent background.
    - Per Chelsea – not opposed to a redesign.

Development

- Not present, no updates beyond May newsletter.

Diversity, Equity, and Inclusion, J. Denice Lewis

- Survey to be sent out to the membership to develop content, programming, etc. related to DEI
    - Hope to send out an update before the end of summer
- Best DEI Conference Paper – documented the process but the committee wants to communicate that information to members so they are aware.

Electronic Discussion Lists, Mel DeSart (Chair)

- No update beyond May newsletter.

Electronic Voting Administrator (Not present)

- Not present, no updates beyond May newsletter.

Membership (Not present)

- Not present, no updates beyond May newsletter.

Membership Directory (Not present)

- A new membership directory will be released after the conference.

Professional Development, Kevin Drees (Chair)

- Session on AI to be held in July.
- Fall – Planning a session on data (data management and storage). And another on how to purchase datasets.

- Spring 2025 – session on promotion packets.

Publications, Sarah Over (Outgoing Chair), Willie Baer (Incoming Chair)
- Sarah is stepping off after 3 years; Willie Baer is taking over.
- Thank you to those who volunteered – 6 new volunteers to the committee.
- ELD is growing again so more papers are being submitted and therefore more reviewers are needed.
- There is some worry regarding the new timeline for abstract and paper submissions that was announced at the Business Meeting and how that will impact things.
  - But it could be included in the September newsletter if it's earlier

Scholarly Communications, Mel DeSart (Chair)
- Planning to add AI policies to existing OA policies (as mentioned at Business Meeting).
- The committee revises every 6 months.
- Any publishers who are going to revise license agreements are going to do it in the fall. So there will be more content in a few months.

Web, Yuening Zhang (Chair)
- Michael White presented an idea to host an area on the website related to engineering librarian biographies. This is still being worked on.

2024 ASEE ANNUAL CONFERENCE FEEDBACK
- Marina provided numbers on the Banquet from last night.
  - 107 pre-registered. 96 attended in person, 19 no-shows, and 9 on-site registrations.
  - Cost covered by Elsevier (typically Elsevier paid ELD and then ELD paid the bill). This was much easier having Elsevier pay directly.
- Positives:
  - Teaching exchange for AI was great. 6 minutes was the sweet spot.
    - Question: Could we make the regular Lightning Talks longer? This has been discussed before and can be re-visited.
    - Small negative: Having the Lightning Talks and Teaching Exchange back-to-back it was a lot of content to absorb in a short amount of time. Chelsea agreed. This will be noted with the Conference Planning Committee for 2025.
  - Question: In the past, there was mention in the tri-fold of plenary, but not this year. Is there a reason? ITH (Interdivisional Town Hall) wasn't included either but it usually clashes with our own ELD sessions.
    - It has varied in the past but it's getting increasingly difficult with how much information there is to communicate in the tri-fold.
    - Communications offered help. Other options could be discussed such as changing the size (8.5 x 14 size instead) or making the tri-fold digital. People like the physical copy usually. Other suggestions were offered as well.
  - Other than the first session (which had lunch included), the rooms were a fairly good size.

- We include anticipated attendance and Chelsea over-estimated, but we still were assigned the smaller room for that first session.
    - In Minneapolis there was an open office session. Maybe not every year but it was really useful for new engineering librarians.
    - Suggestion to also include information from committees and EC
        - Could be a Professional Development session a month before the conference so as not to take up a conference session slot.
            - Could be a recording especially just on the structure of ELD
    - There hasn't been a great way to identify who is a new member attending
        - ASEE has not wanted to share who is coming to the conference with divisions because members are often members of multiple divisions
        - Membership will be notified of a new list of members in July.
            - If you register for the conference as a non-member at a higher rate, some of that rate goes toward one year of membership. Then the new members don't know they have to pay the additional $5 to join ELD.
        - If we advertise on the ELD listserv then we will hit the majority of folks.
        - Need to advertise the conference buddy program right before the conference too (in addition to newsletter as it can be overlooked).
            - Same for friendly review service too – it's often missed.
    - ELD Food was great! Especially for vegetarians.

- Negatives:
    - Food from ASEE non-existent.

2025 ASEE ANNUAL CONFERENCE PLANNING
- In Margaret's absence, Erin provided the planning committee roster for 2025:
    - Margaret Phillips
    - Erin Rowley
    - Michelle Spence
    - Denice Lewis
    - Denise Wetzell
    - David Hubbard
    - Tara Mawhinney
    - Kari Kozak
    - Sarah Parker
    - Willie Baer
    - Jodi Bolognese
    - Ibironke Lawal

GENERAL ANNOUNCEMENTS
- Per Lisa Ngo – Updated following the ELD Business Meeting – our PIC Chair did the math if they reduced conference registration by $100 they would need an additional 600 people to register to break even.
    - P12 Division got someone elected as PIC Chair and that got a little more visibility and traction to get a reduced rate

- - - Michael White of ELD previously ran for PIC Chair
    - o On the IT side they lost all of their developers and can't get them back.
    - o Lisa to send out this info shared by the PIC Chair to the listserv.
        - - New ELD members likely were confused as no back story was included. Lisa will include this information as well.
        - - We did a report a couple of years ago and that can be included.

- Chelsea will send out a notice about OSF.

- Sarah Over sits on ASEE IT Advisory Committee
    - o They would like to replace Peer but they don't have the bandwidth at this time.
    - o Please be patient with things like DOIs being added, but they should be caught up from last year's conference.
    - o Code on the backend is custom for ASEE, so this makes thing tricky and time-consuming.
        - - NeMo is also custom.
    - o If they decide to replace, Sarah will tell them that ELD needs to be involved because of our knowledge of database systems.

- Question: Do we have representatives in other ASEE groups?
    - o Interdivisional Town Hall rep is the Division Chair
    - o We also have a rep for Scholarly Publishing which is currently Mel
    - o CDEI representative that's tied into DEI Committee (think this is also wrong – check with Lisa)
        - - They do something with local schools where the conference is held
        - - Ashley McNeil volunteered to do this

- Denise Wetzel created a GIS Storymap about past Bernhardt Award winners. Should we add it to the website?
    - o Yes. Denise W. will work with Yuening to add to website.

- Lisa asked Communications about a repository for photos taken at conference.
    - o They are added to OSF.

Jentry motioned to adjourn the meeting; Sarah B. seconded.

Meeting adjourned by Chelsea Leachman at 5:09 pm