Minutes
ERM Division Executive Board Meeting
FIE2002 - 8 November 2002
5:45-7:30 PM
Submitted by Dave Voltmer, ERM Secretary

0. Call to order. Dan Moore opened the meeting at 5:47PM with contact before work. Introductions were made via "most interesting excuse for failure to do homework," while we waited for a computer projector to arrive. Those in attendance were as follows:

Emily Allen	San Jose State	elallen@email.sjsu.edu
Ted Batchman	Univ Nevada Reno	batch_t@unr.edu
William C. Beston	Austin Comm College	wbeston@austin.rr.com
Dan Budny	Univ Pittsburgh	budney@pitt.edu
Don Carpenter	Lawrence Tech.	carpenter@ltu.edu
Sandy Courter	Univ Wisc-Madison	courter@enger.wisc.edu
Marie Dahleh	UC Santa Barbara	mdahleh@engineering.ucsb.edu
Cindy Finelli	Kettering	cfinelli@kettering.edu
Duncan Fraser	Univ CapeTown	dmf@chemeng.uct.ac.za
Jeff Froyd	Texas A&M	froyd@tamu.edu
Trevor Harding	Kettering	tharding@kettering.edu
John Heywood	Trinity College Dublin	inseredu@ecd.ie
Joe Hughes	Georgia Tech	joe.hughes@ece.gatech.edu
P.K. Imbrie	Purdue	imbrie@purdue.edu
John Krupczak	Hope College	krupczak@hope.edu
Hillel Kumin	Univ. Oklahoma	hkumin@ou.edu
Dan Moore	Rose-Hulman	dan.j.moore@rose-hulman.edu
Terri Reed Rhoads	Univ. Oklahoma	teri.rhoads@ou.edu
Larry G. Richards	Univ Virginia	lgr@virginia.edu
Bill Oakes	Purdue	oakes@purdue.edu
Matt Ohland	Clemson	ohland@clemson.edu
Mike Pavelich	Colorado School Mines	mpavelic@mines.edu
Jim Richardson	Univ. Alabama	jrichardson@coe.eng.ua.edu
Ronald Roedel	Arizona State	r.roedel@asu.edu
Tim Skvarenina	Purdue	tskvaren@purdue.edu
Lynne Slivovsky	Purdue	lynnes@purdue.edu
Eric Soulsby	Univ. Connecticut	eric.soulsby@ucon.edu
Ruth Streveler	Colorado School Mines	rstrevel@mines.edu
Mark Urban-Lurain	Michigan State	urban@msu.edu
Dave Voltmer	Rose-Hulman	voltmer@rose-hulman.edu
Alisha Waller	Georgia State	alisha_w@bellsouth.net
Charlie Yokomoto	IUPUI	yokomoto@iupui.edu

1. The minutes as posted on the ERM website were approved via a motion by Alisha Waller and a second by Larry Richards.

2. Treasurer's report by Dave Voltmer shows an ERM BASS account balance of about $44,000 with several outstanding payments of undetermined status.

3. Committee Reports

   A. *Nominating Committee*

   Alisha Waller reported that nominations needed for next year include ERM Chair and two directors for the ERM Board. In addition, an appointment for the chair of the Nominating Committee is needed following the completion of the election in June 2003. It is planned that ballots will be sent electronically to all members in early February. Last year's electronic balloting had several problems due to incorrect or non-existent email address of some ERM members. ASEE headquarters maintains the mailing list so that all we can do is inform them of errors or omissions and urge them to make the corrections quickly. If any ERM members didn't receive a ballot last year, they are probably not correctly entered in the database. Let Alisha know of this problem. In addition, the ERM Program Chair for ASEE 2004 is needed.

   B. *Appointments*

   Dan Moore solicited volunteers for any and all appointed positions.

   C. *Awards*

   Dan Moore reported for Susan Lord, Ben Dasher Award chair, who was unable to attend the Board meeting. 45 papers were nominated for the Dasher award by the three program chairs. Last year the committee determined none of the papers were of sufficient quality to receive the award and there was no Dasher award for FIE2002. This years evaluations are proceeding with no problems.

   D. *Apprentice Faculty* – no report.

   E. *Teacher Development*

   Mike Pavlich gave a brief history of the publicity for the Teacher Development program. The "word of mouth" campaign has been revised recently with a more active publicity campaign. This year only two programs were presented—one at University of Michigan and one at the University of Utah (with over 300 in attendance). Mike suggests that a committee be formed to review and reconstitute this program. Dan requested volunteers to work on this committee; please notify him by the end of November. Alisha added that traditionally the workshop volunteers have been compensated by the sponsoring school paying travel and by ERM paying an honorarium.

   F. *FIE Steering Committee*

   Mike Pavlich, current FIE Steering Committee chair, ask Bill Oakes to explain the proposed Memo of Understanding (MOU) with the IEEE Education Society and the Computer Society. Bill reported that this is the 2nd year of discussion of the MOU, but the details are still being ironed out. Mike asserts that the MOU will be completed and approved before the end of his service as steering committee chair.

   FIE2001 returned a surplus of $18000+ to each of the three sponsoring societies. The surplus seem excessive to some, but Dan Moore suggested that no host is trying to make a profit. Rather they do not want to be the first host to lose money in a number of years.

   New, more restrictive, guidelines have been approved for works in progress (WIP). These new guidelines require that upon submission a WIP must be explicitly declared as such.

   In an effort to inject more life into FIE and to keep the sessions from becoming identical with 5 papers in a 90 minute session, the steering committee has decided to create a 4th program chair. The Special Session Chair will solicit proposals for non-traditional formats.

   Workshop attendance has become problematic as several have been canceled in recent years due to lack of attendees. Perhaps there are too many repeat workshops from year to year. In earlier years workshops were scheduled within the regular program, but were moved to a pre-conference schedule so as not to conflict with added numbers of paper sessions. ERM intended to make them

free, but this reduces the commitment to attend and makes on-site cancellation of workshops even more likely.

The current paper selection process no longer assigns papers to chairs according to the paper's topic and the areas represented by the chair's parent society. There are just too many "ERM" type of papers to do this, so potential papers are just divided equally among the three program chairs.

G. *ASEE 2002*

Larry Richards reported on ASEE2002. The four of the pre-conference workshops went well, but a fifth was cancelled well before the conference as it competed with a free workshop on the same topic sponsored by another society.

Two hundred papers were presented in 12 sessions. One session was in conflict with business lunch and received enough negative comments to rule this out for future conferences. One session was at 7AM. More than 100 members served as reviewers. All of the sessions were well attended. The Brouhaha, Breakfast of Champions, and Forum and Agin'em were well attended. However, the Distinguished Lecture session had problems. For nearly 20 years ERM has held a well-attended mini-plenary on Wednesdays at 10:30AM. But, ERM was denied a mini-plenary last year so the session for the Distinguished Lecture conflicted with several others and attendance was down. However, the other "mini-plenaries" fared no better. One was a true mini-plenary with about 100 in attendance; the other two were just normal workshops with about 50 in attendance at each. A one year advance commitment is marginal (two is better) for the quality of the speakers we seek. If we seek speakers this early and then are not granted a mini-plenary slot, ERM and the ASEE conference get a bad reputation. This issue must be resolved in order to schedule top quality speakers and avoid conflict with other sessions. ERM must exert all possible influence on ASEE program planning. Our PIC chair (Barbara Olds) must be proactive on our behalf. There is very stiff competition for mini-plenaries again this year and our chances are becoming less. A stirring round of applause for Larry's efforts concluded his report.

H. *ASEE 2003*

Sandy Courter reported that the planning process for ASEE 2003 has given her a new respect for program chairs. To date ERM has received 190 direct and 30 redirected (from other divisions) abstracts. Consequently, she needs abstract reviewers very shortly and in early January paper reviewers. Twelve ERM technical sessions have been requested. Workshops requested (in prioritized order) include in prioritized offering: women's pedagogical issues (repeat from 2002), support systems for research in engineering education (NAE), student misconceptions, making the transition to active learning, and case studies in engineering education. ERM will try to co-sponsor a teaming workshop with the Entrepreneurial division. The cost of each workshop is $25.

I. *Distinguished Lecture*

Terri Reed-Rhodes reported that the original lecturer is already listed on the ERM website. Unfortunately, he misunderstood the date of our request and has a conflict. Other names that he suggested are unknown. A decision on an alternate lecturer is needed within a week due to the ASEE program deadlines. The Brouhaha is requested for usual time on Tuesday evening. Art Broderson of Vanderbilt University has been contacted to assist with an off-site location to save cost. It appears that we can use ASEE conference publications for the event even if it is off-site. A variety of comments on the number of workshops, conflicting sessions, and co-sponsorship concluded the discussion of this issue.

J. *Mini-Grants*

Terri Reed-Rhodes announced this year's three ERM mini-grant winners as Kelly Wardlow and Wojciech Misiolek of Lehigh University, "Fostering Engineering thought in Young Minds," Brad Kinsey, Christopher Bauer, and Edward O'Brien, University of New Hampshire, "3D Spatial Visualization," and Donald Carpenter (Lawrence Tehnological Univ), Trevor Harding and Cynthia

Finelli, Kettering University, "A Comparison of Factors that Influence Cheating by Engineering Undergraduates".

K. *FIE2002*

P.K. Imbrie reported on FIE 2002. 600 abstracts were submitted; 397 were accepted. There are 8 parallel tracks compared to 7 last year. There are 6 ½ non-traditional sessions. The most difficult part is organizing the program prior to the ASEE Annual Conference. Papers that are rejected should be encouraged to submit to FIE.

L. *FIE2003*

Cyndi Finelli has accepted the position of ERM Program chair. Alisha Waller has accepted the new Special Sessions Program chair. She invited bids for special sessions. The bids should include details of format, audience, and session objectives; details are needed or the proposals will be returned for more information or rejected.

M. *FIE2004*

Joe Hughes is the general chair and is eagerly awaiting the appointment of program chairs by the societies.

N. *FIE2005*

Bill Oakes reported that he and the co-chairs, Charlie Yokomoto and Dave Voltmer, have secured a hotel for the dates of October 19-22. No program chairs have been named yet.

4. Announcements

The next ERM Executive Board meeting will be held at the ASEE Annual Conference in Nashville. The location and time are yet to be determined.

Dan Bundy requested annual payment of $1000 for maintenance of the ERM website as approved at the last ERM executive board meeting.

The meeting was adjourned 7:47PM.