

ASEE Industrial Engineering Division Business Meeting
Wednesday, June 18, 2014
Indianapolis, IN
Prepared by Tish Pohl

Call to Order

Rick Olson called the meeting to order at 3:00 p.m. and welcomed everyone to the Industrial Engineering Division (IED) Business Meeting. He passed around a sign-in sheet for the attendees and asked those present to introduce themselves. The following members were present.

Name	Institution
Rick Olson	University of San Diego
Tish Pohl	University of Arkansas
Jane Fraser	Colorado State University - Pueblo
Justin Kile	Quinnipiac University
Lawrence Whitman	Wichita State University
Jessica Matson	Tennessee Tech University
Matt Carr	U.S. Naval Academy
Kim Needy	University of Arkansas
Ed Pohl	University of Arkansas
Eric Specking	University of Arkansas
Kate Abel	Stevens Institute of Technology
Jill Wilson	Northwestern University
Jessica Heier Stamm	Kansas State University
Gene Dixon	East Carolina University
William R. Peterson	WRP Associates
Bill Schell	Montana State University

Rick introduced the officers in attendance. The officers for the year ending June 2014 were:

Division Chair:	Rick Olson
Program Chair:	Heidi Taboada
Program Chair-Elect:	Leonardo Bedoya-Valecia
Secretary/Treasurer:	Letitia Pohl
Awards/Past Division Chair:	Lesley Strawderman
PIC I Chair:	Adrienne Minerick
Directors:	Lawrence Whitman (2014) Jane Fraser (2015) Jessica Matson (2015) Terri Lynch-Caris (2014)
Newsletter Editor:	Rick Olson
Webmaster:	Lawrence Whitman

Approval of 2013 Minutes

The minutes from the 2013 business meeting were distributed for approval. It was noted that Jessica Matson's name was misspelled twice in the "Installation of New Officers" section. Jane Fraser made a motion to approve the minutes, with those corrections. Justin Kile seconded the motion. The minutes, with corrections, were approved unanimously.

PIC I Chair Report – Rick Olson and Adrienne Minerick

- Membership
 - Overall ASEE membership is 12,049 (+20 from 2013)
 - PIC I membership is 4,928 (-223 from 2013)
 - IED membership is 282 (+20 from 2013)
 - IED is the only division in PIC I that increased in membership
- Finances
 - ASEE is eyeing the BASS accounts
 - IED has \$21,900, the 3rd highest in PIC I
 - Adrienne Minerick, PIC I Chair, has argued that the BASS accounts belong to the divisions, not the society, and therefore they have no right to take those funds.
- Diversity is a major initiative for ASEE and they are forming a diversity committee
 - A formal invitation to serve on the committee will be sent out by ASEE, so consider representing IED on this committee.
 - Adrienne mentioned that we may need to update our Bylaws to include a diversity clause.
 - Rick feels that IED may be well positioned to take advantage of this initiative because we are one of the more diverse disciplines.
- Special Project Funds
 - ASEE is willing to award divisions up to \$500 for projects designed to increase membership
 - We could write a proposal requesting funds for next year, although Adrienne said that she can't promise that ASEE won't peek at our BASS account, see that it is high and fail to give us funds.
 - In the last round there were more requests than funds, but they were able to at least partially fund all proposals
- Membership dues are increasing
 - Registering online saves about \$30/year, but this discount may not be available after the conference ends.
- Division Feedback
 - There were general complaints about the cost of the conference, especially the \$100 paper charge.
 - Monolith, the system used to manage the papers, is universally reviled because of its unreliability. The ASEE staff (Brianna and Wayne) were not very responsive to requests for help because they were overwhelmed with problems. Heidi experienced numerous problems managing the paper submissions this year, and lost one paper and dealt with a very unhappy author because the system would not process his paper after it had been accepted.
 - The Best Paper Rubric is flawed. The group discussed the desire to have our own division rubric, although we need to use a common rubric if our papers

are going to be competitive for the division and ASEE-level awards. Adrienne shared her WIE division experience, where they use two rubrics: one for research papers and one for best practices papers. Kim proposed that an ad hoc committee be formed to draft a better rubric or rubrics to be submitted to ASEE. Jane offered to provide the grant rubric as an example. It was suggested that the group communicate with the other divisions about what they feel needs to go into a good rubric and consider submitting one to ASEE for adoption. Rick Olson agreed to spearhead this activity.

- ASEE has a new logo. We are using the old logo on the website, newsletter and IED Bylaws; these need to be updated.
- Questions for Adrienne
 - Jane asked about ASEE finances and Adrienne replied that they are back in the black, but financial troubles are why they have been looking at the balances in the division BASS accounts. A major portion of ASEE work is administering fellowships. Divisions have the option to endow ASEE awards.

Program Chair Report – Rick Olson on behalf of Heidi Taboada

Heidi Taboada and Leonardo Bedoya-Valencia were not in attendance because they were attending training for new Division and Program Chairs.

Rick presented an account of this year's program from IED

- 26 Papers were submitted
- 11 papers were in the program, one author was a no-show
- We have one paper per about 14 members, which is average when compared to divisions of similar size, particularly when you consider that we have considerable membership/topic overlap with other divisions (Engineering Economy, Engineering Management, Systems Engineering).

Heidi asked Rick to solicit input from the membership on whether we would like to host a panel or tutorial at next year's conference. Heidi suggested possible topics such as where is the IE profession/education going in 5-10 years? For tutorials, she suggested something that might be geared towards new faculty. There was general discussion and sharing of ideas:

- Some noted that we were prohibited from hosting a workshop during a session slot; workshops are supposed to occur on Sunday. We could do a panel session, however. Bill Peterson mentioned that the Engineering Economy Division has done round-table sessions.
- Some liked the idea of having session themes. Kim Needy indicated that the contributed papers that didn't fit the themes could go into the poster session, which is normally used for overflow papers. One suggestion was that we have one invited session on a particular topic and two general sessions.
- Rick pointed out that the Program Chair is too busy to handle additional work and needs to find someone to organize a special panel. Kim suggested that the program committee can form a subcommittee.
- The organizer of the panel could identify a topic of interest to the membership and find panel members who could speak to those topics. Suggested topics included:

- Flipped classrooms
 - How to handle large classes effectively
 - How to be successful as a junior faculty member
 - How to be more efficient and effective as what we do
- Jane Fraser suggested a panel of department heads who would address the topic “Stupid things my Provost and President Do and Ways to Fight Back”
- Action item for Leonardo: Make one of our three sessions a panel, but Heidi will find someone else to organize it.

Tish Pohl noted that the teaching tips from members that were forwarded by Lesley via email were very good, but that she recalled only two of them. Others agreed that it was a good idea and suggested that the authors of good papers from this year be asked to contribute.

Financial Report – Tish Pohl

As of March 31, 2014, the balance of the IED accounts are:

Ending BASS account balance = 21,900.27
 Operating account balance = 266.00

Recent charges include \$337.74 for the 2014 awards and \$467.60 for 2013 expenses.

Old Business – Rick Olson

Rick reviewed issues surrounding our current IED awards.

- New IE Educator Outstanding Paper Award
 - We haven't been able to give this award out recently because we have so few authors who are eligible. We have many senior members who are already tenured, non-tenure track members and graduate students.
 - Rick suggested that we might need to relax the criteria that this be given to a tenure-track faculty member, and allow new non-tenure track members to be eligible. It could be an early career award.
 - Another proposal was that we could leave this award as is and create another award – possibly a New Educator Award at \$500.
- The IE Division Best Paper Award is currently at \$250; maybe we should consider raising the award amount.
- Distinguished Service Award and Lifetime Achievement Award. It was acknowledged that these awards are not the types of awards that need to be awarded each year. There were no proposed changes.
- No resolution on any of the proposed changes was reached.
- Kim Needy suggested that Rick, who is now the Past Division Chair and has the responsibility for awards, use the Board of Directors to review and comment on proposed changes. Rick took an action item to review the current awards and make recommendations.

Installation of New Officers – Rick Olson

Because the Bylaws provide for orderly transition of officers, only a new Secretary/Treasurer needed to be elected. Just one candidate was proposed for the position: Gene Dixon from the East Carolina University. Gene was elected by acclamation.

Kim Needy nominated Larry Whitman for a second two-year term as a director. Gene Dixon nominated Terri Lynch-Caris for a second two-year term as a director. The membership elected them to office. The IED officers for the coming year will now be:

Division Chair:	Heidi Taboada
Program Chair:	Leonardo Bedoya-Valencia
Program Chair-Elect:	Letitia Pohl
Secretary/Treasurer:	Gene Dixon
Awards/Past Division Chair:	Rick Olson
PIC I Chair:	Adrienne Minerick
Directors (year term expires):	Lawrence Whitman (2016) Jane Fraser (2015) Jessica Matson (2015) Terri Lynch-Caris (2016)
Newsletter Editor:	Rick Olson
Webmaster:	Lawrence Whitman

New Business – Rick Olson on behalf of Heidi Taboada

Members reviewed and discussed the proposed new IED award, the “Industrial Engineering Travel Grant for New Attendees.” Jessica Matson proposed eliminating the requirement to give the recipient a plaque of recognition. Others discussed whether the awardee should be an IED member. Jane moved to approve the award with the following changes:

- Strike the phrase “a plaque of recognition and” from item III
- Change “industrial engineering” to “IED members” in item V

Larry Whitman seconded the motion and the membership unanimously approved the motion to adopt the new award.

Larry needs the minutes and the award winners from 2013 to update the website. It was mentioned that these items are in the Division Dropbox.

Miscommunication concerning the start time for the EMD/EED/IED/SED dinner was discussed. The Engineering Management Division organizes the dinner, but they announced a start time at their business meeting that was one hour earlier than previously advertised to the other divisions. Kim Needy recalled that these four divisions used to work very closely together on paper calls and coordinating their programs. For example, if a paper didn’t fit well within one division, then they could forward it to another division for consideration. She remembered having joint sessions, where there might be two IED papers and two EMD papers presented. Kim suggested that Leonardo reach out to the other divisions to coordinate their paper calls and the division dinner. As a minimum, they could have a teleconference.

Adjournment

Gene Dixon made a motion to adjourn. Larry Whitman seconded the motion. All were in favor of adjourning. Rick adjourned the meeting at 3:45 pm.