

ASEE Multidisciplinary Engineering Division Business Meeting Minutes June 15, 2015

Meeting convened at 7:00 pm, during/following dinner, at the Icon Grill restaurant, 1933 5th Avenue, Seattle, Washington.

1. Circulation of sign-in sheet and introductions: 10 Multi attendees, one guest

Gayle Ermer	germer@calvin.edu	(Program Chair)
Jean Kampe	kampej@mtu.edu	(Secretary/Treasurer)
AJ Hamlin	ahamlin@mtu.edu	(Newly elected Sec./Treas.)
Chell Roberts	croberts@sandiego.edu	(Past Division Chair)
Catherine Skokan	cskokan@mines.edu	
Brian Gilchrist	brian.gilchrist@umich.edu	
Steve VanderLeest	svleest@calvin.edu	
C.V. Reddy	crvreddy@yahoo.com	
Jeffrey E. Froyd	froyd@tamu.edu	
Magda Lagoudas	m-lagoudas@tamu.edu	
Natasha Wilkerson	natashaw@cissa.org	(Guest)

2. Welcome from the Program Chair
 - In the absence of Division Chair Steven Northrup, the meeting was run by Program Chair Gayle Ermer.
 - Dr. Ermer explained that Dr. Northrup was unable to attend ASEE 2015 because he is teaching a summer 2015 class in China.

3. Introduction of officers
 - Dr. Ermer noted the next succession of officers to occur at the conclusion of the 2015 ASEE Annual Conference for terms of two years:
 - Steven Northrup moves to Past Division Chair
 - Gayle Ermer moves to Division Chair
 - Jean Kampe moves to Program Chair
 - AJ Hamlin, our newly elected officer, begins as Secretary/Treasurer

4. Business Meeting Minutes from June 16, 2014 were distributed and approved.

5. Chair Report – Delivered by Program Chair Gayle Ermer
 - Expected 4004 attendees at this conference, which is the largest ASEE attendance on record.
 - Division membership in October 2013 was 1140 (as per the \$1/member allocation by ASEE to the Multi Operating fund). This was an increase of 20 over the 1120 count used for the October 2012 allocation (\$1120). ASEE's estimate for our October 2014 allocation is \$1124, which indicates an estimated Multi membership count of 1124. Jean Kampe added that the Multi membership count at the ASEE website directory on May 8, 2015, was over 1200 [1232].
 - Future direction of the division was discussed. Suggestions included the following:
 - We strive for membership from all multidisciplinary programs

- A review of the Multi By-Laws is needed, with attention to the following items:
 - An update of the Multi awards procedures
 - Clarifications on officers' duties
 - Clarifications on transitions (timings) of officer changes/successions

6. Program Chair Report – Gayle Ermer

- Number of abstracts submitted (including re-assignments)– 73 [up from 45 last year; 53 in previous year], which were managed as follows: 7 rejected, 66 accepted, 6 withdrawn after review, and 19 with no associated paper submitted (i.e., “past due”)
- Papers submitted – 41, of which 3 were rejected and 2 were withdrawn
- Papers accepted and placed in sessions – 36 [last year 27; previous year 30]
- Multidisciplinary program/sessions:
 - 8 technical sessions sponsored solely by Multidisciplinary Engineering [6 last year; 7 previous year] with 32 papers
 - 1 Multi poster session with 4 papers
 - 1 technical session co-sponsored with Systems Engineering Division and others: Challenges in Systems Engineering Education[M548]
 - 1 technical session co-sponsored with Women in Engineering Division (WIED) and others: Interactive Theatre to Promote Difficult Dialogues about Inequities in Engineering Education [M551]
 - 1 technical session co-sponsored with LEES (Liberal Education/Engineering & Society) Division and others: ASEE-wide Session on Engineering & Liberal Education (E&LE) Integration [T234]
 - Sunday workshop [U213C] co-sponsored with Design in Engineering Education Division (DEED) and others: Integrating Systems Competencies into the Curriculum of Any Engineering Discipline
 - Sunday workshop [U448] co-sponsored with Systems Engineering Division and others: Integrating Systems Engineering into Engineering Education
 - Multi was a co-sponsor for the Interdivisional Town Hall Meeting [M534B]
- We could have reached out further:
 - to Design in Engineering Education Division (DEED) for a capstone session,
 - to First-Year Programs Division (FPD) for a first-year experiences session,
 - to LEES (Liberal Education/Engineering & Society) Division for a non-technical skills session
- Best paper award of 2015 was presented to Lagoudas and Froyd, “Multidisciplinary Vertically Integrated Teams Working on Grand Challenges.” Ms. Magdalini Lagoudas and Dr. Jeffrey Froyd, both of Texas A&M, accepted the award.
- Announcement of best diversity paper awards—a Multi paper on diversity was selected as the 6th paper for the special session Year of Action on Diversity: Best Diversity Papers [M499]: “The Summer Undergraduate Research Bridge Experience for Community College Students: Providing Connections from Community College to the Four-Year Institution” by Ms. Jeanne R. Garland (New Mexico State University), Ms. Michele A. Auzenne (New Mexico State University), and Dr. Ricardo B. Jacquez (New Mexico State University).

7. Financial Report – Jean Kampe

• **LAST YEAR (06/24/2013 – 06/16/2014):**

Account Type	BASS	Operating
Balance as of last meeting, 06/24/2013	\$0.00	\$1120.00
Debits 10/1/2012-09/30/2013	\$0.00	-\$30.96
Revenue 10/1/2012-09/30/2013	\$55.00	\$0.00
Interest 10/1/2012-09/30/2013	\$0.01	N/A
Ending fiscal year balance on 09/30/2013	\$55.01	\$1089.04
Carry forward to new fiscal year on 10/01/2013	\$55.01	\$0.00
ASEE allocation at \$1.00 per member on 10/01/2013	N/A	\$1140.00
Starting fiscal year balance on 10/01/2013	\$55.01	\$1140.00
Debits 10/01/2013-06/16/2014	\$0.00	-\$743.88
Balance as of 06/16/2014	\$55.01	\$396.12

Notes:

- BASS = Banking and Accounting Systems Service
- Operating debit of \$30.96 last year to cover 2013 Division Mixer table items and supplies
- BASS revenue of \$55.00 is from ticket sales to the 2013 Multi dinner division business meeting (M755 ticketed event at \$5 advance and \$10 on-site)
- Carry forwards: ASEE does not allow carry forward on operating accounts
- Operating debit of \$743.88 to cover costs of the 2013 Multi dinner division business meeting (M755)

• **THIS YEAR (06/16/2014 – 06/15/2015):**

Account Type	BASS	Operating
Balance as of last meeting, 06/16/2014	\$55.01	\$396.12
Debits:		
8/11/2014 Distinguished Speaker, Carl Mitcham	-\$50.00	-\$34.28
8/11/2014 Appetizers/drinks for 2014 business mtg		-\$309.66
Revenues:		
8/2014 Ticket sales (M755:\$10 advance, \$15 on site) to the 2014 dinner business meeting	\$150.00	
Interest: 10/1/2013-09/30/2014	\$0.03	N/A
Ending fiscal year balance on 09/30/2014	\$155.04	\$52.18
Carry forward to new fiscal year on 10/01/2014	\$155.04	\$0.00
ASEE allocation at \$1.00 per member on 10/01/2014	N/A	\$1124.00
Starting fiscal year balance on 10/01/2014	\$155.04	\$1124.00
Debits:		
10/15/2014 Dinner entrees for 2014 business mtg		-\$541.16
Balance as of 06/15/2015	\$155.04	\$582.84

Note: Highlighted items are estimates; yellow comes from ASEE (Alisa Graham) and pink from me.

8. By-Laws Change – Gayle Ermer

- The addition of a diversity statement is needed to allow Multi to have a representative on the ASEE Diversity Committee. A revised version of the Multi By-Laws to include a diversity statement was presented by Gayle Ermer. Earlier Gayle had sent the same proposed revision of the Multi By-Laws to the Multi membership along with an announcement that the proposed changes (to include a diversity statement) would be voted on by Multi members attending this meeting [see e-mail of 4/30/2015 9:38 AM EDT from Gayle Ermer to Multi membership]. Cathy Skokan reminded attendees that division by-laws need to be reviewed at least every ten years, and that perhaps we could do it all at once, i.e., we could update the Multi By-Laws to include a diversity statement and the awards procedures. A discussion of by-law revisions and the addition of awards procedures to the Multi By-Laws ensued. Gail Ermer requested that we consider only the presented changes regarding the diversity statement at this meeting and work on a general revision of the by-laws with an inclusion of awards procedures that could then be voted on at the 2016 ASEE meeting.
- Cathy Skokan moved to accept the presented revised Multi By-Laws (revised to include a diversity statement). Chell Roberts seconded the motion. Multi attendees then voted and passed the presented revised Multi By-Laws unanimously.
- An amendment was then presented to have the Multi By-Laws fully reviewed over the summer to meet ASEE's requirement for such a review at least every ten years, make any needed corrections, to add the Multi award procedures, and to add clarifications of officers' duties and of officer transitions (timings of changes). It was noted from previous discussion that an awards proposal was prepared and submitted to ASEE several years before and that that proposal could be used for the awards procedures language to be added to the Multi By-Laws. Cathy Skokan then moved to accept the amendment and Chell Roberts seconded the motion. In discussion that followed, the date of the next PIC Chairs meeting was determined to be in November, and Steve VanderLeest volunteered to initiate and help with the review and revision of the Multi By-Laws. The intent is to have the complete revision of the By-Laws presented to the Multi membership and voted on this fall, so that the complete revision (if approved by Multi membership) could then be provided to PIC Chairs in time to be considered at their November meeting. Multi attendees then voted and unanimously passed the amendment to fully review and revise the Multi By-Laws in time for a membership vote/approval and subsequent consideration at the PIC Chairs' November meeting.

9. PIC II Chair Report – Marjan Eggermont was unable to attend this meeting.

10. Other Business

- There was general discussion about ASEE's financial situation and the pre-conference announcement from ASEE of charging an overhead to BASS account transactions.
- Cathy Skokan spoke of the new ability to save on ASEE membership dues by renewing membership for multiple years (two or three).
- Cathy Skokan noted that there was free Wi-Fi available but only at the exhibit area and not in session and meeting rooms.

- It was noted by Jean Kampe that the draft document of the minutes from this meeting would be distributed to those in attendance for review and corrections.

Adjournment: 9:35 pm

Respectfully submitted,

Jean Kampe
Secretary/Treasurer (2013-2015)
Multidisciplinary Engineering Division
ASEE