

**American Society for Engineering Education
Pacific Southwest Section
Executive Board Meeting Minutes**

**April 8, 2005
Loyola Marymount University**

PSW Chair Tom Kanneman called the meeting to order at 1:45 pm

Members present:

Borbor, Hile, Kanneman, Khoie (ex. Officio), Little, Loscutoff, Macedo, McCurdy, Mendelson, Phillips, Plotkin, Wells

Guests: Robert Marley, Zone IV Chair, Sima Parisay, Section Webmaster

I. Call to Order

- a) A quorum was noted. McCurdy served as proxy for Breitenbach and Walsh; Moretti served as proxy for Tsai.**
- b) Resignations: Carol Muller resigned as RWI North.**
- c) Minutes of 10/22/04 meeting of the Board were approved as presented.**
- d) Agenda was approved as presented.**

II. Section and Committee Reports

- a) Chair Report – the Chair led in thanking Mel Mendelson for planning and executing the successful 2005 ASEE / PSW Conference at Loyola University. He also set the stage for a Board discussion of planning timelines for the upcoming conference in 2006 at Cal Poly at Pomona.**
- b) Society Report – Zone IV Chair, Robert Marley, reported on Zone IV section activity. He indicated that the Northwest Section had just completed their annual conference. He informed us that a best student paper will be selected from the meetings of the sections within Zone IV and that the winner will receive a \$1000 prize and go to the national competition. He also mentioned that there is national interest in the concept of joint annual conferences among sections of particular zones. There appears to be interest from some Zone IV sections in this issue. He suggested that PSW consider a joint meeting with other Zone IV sections in the future.**
- c) Past Chair Report – No report.**
- d) Chair Elect Report – No report.**
- e) Treasurer's Report – Treasurer Plotkin distributed his report to the members (Attachment A). A discussion followed on the status of the Dean's Voluntary Contribution Program. Allen noted that three or four Dean's had responded in Spring 05 and that six to eight had done so in Fall 2004. The report was accepted.**
- f) Membership Committee Report – No formal report; however, a discussion on how to increase membership was initiated by Rahim Khoie. Reference was made to a previous proposal by Rich Phillips which suggested that that each Board member**

resolve to recruit at least one new member. The Board expressed concern about the relatively inactive participation in the PSW conferences of leading research universities. Rich Phillips noted that, nationally, various universities have established departments of Engineering Education. He suggested that these departments be identified and asked to participate in future PSW conferences. Pat Little and Jose Macedo volunteered to work together on increasing the participation of more Ph.D. graduate students in the 2006 PSW conference. **[Rich, would you fill in details on your suggestion to diversify Board membership to include more young faculty members from Ph.D. granting institutions?]**

g) Director Reports – No report.

h) Relations with Industry (RWI) Report – No report.

i) Webmaster Report. Sima Parisay will serve as section webmaster and will update the website. A motion was made that all material to be posted on the website will go through the Section Chair. The motion passed.

j) Community College Report – Vincent Moretti reported that the gathering of information on the Community Colleges in the PSW sections is ongoing with some progress made.

k) New faculty Report – No additional information beyond the previous discussion on membership in II. (f) was reported.

l) Student Awards – Lloyd Hile reported that he is working with Rich Phillips to obtain more information on these awards.

m) Faculty Award Report – No awards were given this year. Stacy's comments were given by Chairman Kanneman. It was suggested that information about these awards should be provided to faculty via the Campus Representatives. Rich Phillips made the motion: PSW will make the decision on faculty awards from simple forms consistent with national ASEE criteria and forward to ASEE for national competition. The motion passed with one abstention. Zone IV Chair, Marley, will check with national on the legitimacy of this procedure.

III. Old Business

a) PSW 05 Conference Report – Conference Chair Mendelson reported that 34 papers were received and there were 40 attendees. There were two sections on nanotechnology and a panel on ethnics. Reception financial support was provided by the IEEE and \$ 1000 was received by the host institute from the PSW Board. Mel thanked the Board for their support in assisting in the paper reviews and serving as moderators. A committee (formed by Board member and the host institution) will select the best papers. Lyle McCurdy will collect information for the committee and Zone IV Chair Marley will obtain national ASEE criteria for best paper award.

b) Update on Spring 06 ASEE/PSW Conference at Cal Poly Pomona – Sima Parisay and Lyle McCurdy distributed a work sheet describing plans for the conference (Attachment B). Sima asked for Board feedback on the plans. A motion was made that the Board send comments, suggestions, etc. to Sima by April 22, 2005. Following this, the revised proposal will be sent electronically to the Board for approval. The motion passed.

c) Nominations Committee Report – Rich Phillips distributed the results of the Nominations Committee he chaired (Attachment C). He noted that Carol Muller resigned her position as RWI North. He also noted that Sima Parisay has been added to the Board as Ex. Officio member.

d) Section Revenue Enhancements – This was discussed under the Treasurer Report.

IV. New Business

a) Fall Board Meeting – Initial discussions suggest the Fall 2005 Board meeting will be held at Cal Poly Pomona in the morning of either October 14 or 21, 2005.

b) Planning for Spring 2007 Conference – Chairman Kanneman asked for suggestions for a host for the Spring 2007 Conference. These suggestions should take into consideration the idea posed by Zone IV Chair Marley relative to the possibility of a joint meeting of the sections in Zone IV. More discussion is slated for the Fall 05 meeting of the Board.

c) Host Planning Guidelines – Rahim Khoie distributed a draft of Proposed Guidelines on Hosting and Organizing ASEE/PSW Conferences (Attachment D). The Board members were asked to review the proposal and send comments to the Board Chair.

d) Other New Business – None.

V. Adjournment

The meeting was adjourned at 4:15 pm.

Respectively Submitted

William R. Wells, ASEE/PSW Executive Secretary