

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

**October 23, 2009
Lyles College of Engineering
Fresno State University
Fresno, Ca**

Dean Michael Jenkins of the Lyles College of Engineering at Fresno State welcomed the Board to the campus. He also introduced GFI a biannual publication of ASEE which featured the Lyles College of Engineering on its back cover.

PSW Chair Gallagher called the meeting to order at 10:21 AM

Members Present: Gallagher, Macedo, Colvin, Enriquez, Phillips, Raeisi, Loscutoff, Little

Proxies: Larson & Parisay (Phillips), Breitenbach (Gallagher), Amin & Plotkin (Loscutoff)

Participating by Telephone: Members: Larson, Plotkin, Rezaei, Parisay

Participating by Telephone: Guests: Brian Self, Zone IV Chair, and Tom Impelluso, San Diego State University

I. Call to Order

a) Chair Gallagher welcomed all present and asked for general introductions.

b) A quorum was declared. (Phillips noted that 18 of potential 21 voting positions are filled.) Eight members were present. There were five proxies. A brief discussion resulted in agreement that the PSW bylaws do not address the question as to whether telephone attendance can be counted in a quorum determination. Until this is changed, those participating by telephone are asked to also designate a proxy. (Note: It was possible to access Board bylaws, minutes, etc. and display them on screen in the meeting room. A very nice feature.)

c) MSP. Minutes of 03/20/09 were approved.

d) The agenda was approved as presented.

e) Announcements: It was announced that the Zone IV meeting is to be held 03/25-03/27/09 at University of Nevada, Reno. This is posted on the PSW website. Raeisi then announced that the International Association of Journals and Conferences (IAJC) has proposed to join the Zone IV meeting in some capacity. We are to expect a call from a representative later in the meeting.

II. Section and Committee Reports

a) Chair Report: Chair Gallagher thanked those at Fresno who organized the meeting and who arranged for telephone participation. He welcomed Macedo as Chair Elect.

b) Past Chair Report: Larson apologized for not being able to attend in person. She also reported on the difficulty of getting the 2009/2010 PSW ballot out.

c) Chair Elect Report: Macedo asked for suggestions of potential action items for the Board. Gallagher suggested filling the vacant RWI positions, and increased Board visibility.

d) Zone IV Report: Self reported on some details for the upcoming Zone IV conference. The conference committee consists of Self, Wang, and Larson. To date, more than 40 abstracts have been received. There will be a reception Thursday evening, followed by a full day of papers (both full length and short papers) and workshops on Friday, with dinner in the evening. Saturday will be a half day. The paper deadline is December 6. The keynote speaker will be Pam Eibeck, President of UOP. Self commented that some Sections accept papers based on an abstract. Phillips asked about peer review if the papers are to be considered to be professional contributions.

e) Faculty Awards: No Report. Breitenbach was not present. Discussion followed regarding Board participation in producing nominees, and the deadline of January 15 was noted. Multiple nominations (5-10) are sought for review by January 2, 2010. A reminder will be sent by Gallagher before the holiday break. Gallagher will distribute the documentation describing the awards to the Board the week of Nov. 2.

At this point the order of the agenda was changed to permit the Treasurer's report to be presented.

j) Treasurer's Report: Plotkin had forwarded the October '09 Treasurer's Report to Gallagher. He briefly went over the report by telephone. He noted that he receives quarterly reports from ASEE National, and that the PSW Section had received a contribution of \$1,000 from National University

which represented excess income from the Spring '09 meeting. Plotkin said the he would make an effort to learn which institutions have been making \$50 annual contributions. MSP to approve the Treasurer's Report. Macedo asked about increasing PSW revenues. There was a general desire to see the final NU budget. Parisay commented that the goal of the Spring Conference is for a high quality conference.

f) Student Awards: No Report. Little is to contact Khoie to see if any work has been done in this area. There was discussion as to the nature of these awards, and a committee for undergraduate awards was formed. Committee members are Little, Colvin, and Macedo.

g) New Faculty: Colvin reported that he has again set himself a goal of recruiting 10 new faculty to PSW. Last year he had the same goal and recruited 8. Macedo will work with Colvin to recruit Community College members. The ASEE Deans Program was again noted in that if a Dean will pay the first year's membership for a new member, ASEE will pay for a second year.

At this point, 12:00 pm, the meeting was recessed until 12:45. The Board thanked Raeisi for a great lunch!

h) Membership: No Report. Loscutoff commented further on the ASEE Dean's program.

i) Community Colleges: Enriquez asked for Board help in recruiting CC faculty to ASEE. He will email a reminder to the Board. Enriquez then commented that CC attendance at he previous day's ELC Conference was very low, a result of CC budget cuts.

Loscutoff then pointed out that as a result of Four Year Universities pushing major courses ever further into the lower division, and the resulting lack of course articulation, CC transfers are graduating with an excessive number of credits. A lower division common core would be the answer. Little suggested, and Self agreed, that this would make an excellent topic for a session and/or workshop at the upcoming Zone IV meeting. Enriquez and Loscutoff agreed to look into the feasibility of scheduling something. Enriquez agreed to submit an abstract to help set something up.

At this point, 1:15 pm, Mark Rajai joined the meeting via telephone. He then described IAJC and its desire to participate in the upcoming Zone IV conference and its general objective of publishing conference papers.. After some discussion it was agreed that this was a Zone issue. Further discussion will be with Self, Zone IV Chair.

The regular meeting resumed at 1:30 pm.

k) Secretary Report: No Report

l) Nominating Committee: A Nominating Committee of Larson, Loscutoff, and Raeisi was appointed.

m) Director's Reports: No Reports. Little initiated a discussion on the use of technology to enhance the effectiveness of Board meetings for those unable to attend in person. A discussion followed on the merits of attendance in person versus virtual attendance. The idea of a subcommittee to look into this was brought up, but no action was taken.

n) Webmaster: No Report. It was suggested that the list of institutional members on the PSW website be updated, and include CCs if not already there. The cost of membership is \$1,000/year for Four Year Colleges and \$500/ year for CCs.

o) RWI Reports: RWI South, No Report.

III. Old Business

None.

IV. New Business

a) The importance of filling the RWI North and RWI East positions was stressed. Little has a potential candidate for RWI East, and Colvin has a potential candidate for RWI North. The Chair can appoint to vacant positions pending the next election cycle.

b) Spring 2010 Board Meeting: This will be scheduled as part of the Zone IV Meeting in Reno.

c) 2011 PSW Section Meeting at CSU Fresno: Raeisi and Loscutoff made a preliminary report on Fresno's plans and offered to show those interested their conference facilities. Macedo asked how meeting sites are determined, and a brief discussion followed.

V. Adjournment

The meeting was adjourned at about 2:34 pm.

Respectfully Submitted

Rich Phillips, Executive Secretary