

ASEE PSW Executive Board Meeting

Friday, September 10, 2010

11:00 am – 3:00 pm

Fresno State University

Chair Jose Macedo called the meeting to order at 11:04 a.m.

Interim Associate Dean Manoochehr Zoghi of the Lyles College of Engineering at Fresno State welcomed the Board to the campus

Members Present: Macedo, Wang, Impelluso, Loscutoff, Breitenbach, Schlemer, Raeisi, Enriquez
Participating by Telephone: Members: Tester, Bingham, Phillips, Parisay, Rezaei, Abbaschian, Simeus
Guests: Maria Sanchez (Fresno State ME faculty), Michael Adam (FSU student who developed the 2011 ASEE PSW Conference website); By Phone: Brian Self (Zone IV past chair)

I. Call to Order

- a) Chair Macedo welcomed all present and asked for general introductions.
- b) A quorum was declared.
- c) Approval of minutes: There were 2 sets to be approved because no quorum from last meeting
 - October 23, 2009 minutes approved.
 - March 27, 2010 minutes approved.
- d) Approval of Agenda: Phillips pointed out that a spot for secretary's report should be added; Agenda was approved

II. Section and Committee Reports

- a) Chair's Report:
 - Not much to report; no quorum from last meeting
 - Chair Macedo thanked all members who have been with the Board for a while, and encouraged new ones to consider staying longer
- b) ASEE Report:
 - A letter from Zone IV Chair Habib Sadid – recommending to revise by-laws; letter to be discussed under “New Business”
- c) Secretary Report: no report
- d) Past Chair Report: no report. Past Chair Gallagher will not be attending this meeting but will attend the conference
- e) Chair-Elect:

Wang reported that the 2010 Zone IV Conference had a \$230 profit. \$1600 came from deans, and no industry sponsors. The conference cost about \$10,000.
Self will send Macedo and Raeisi a copy of email sent to deans requesting for support.
Wang had a question regarding his role as Section Campus Rep.
Campus Reps list available on website and Self will send to Wang. Wang will contact all campus reps.
- f) Section Membership – no report
- g) Director Reports:

Reza Raeisi – report on planning the next conference will be addressed under Old Business
Loscutoff – has been working with 7 community colleges near Fresno State to address community college problem with enrollment/divergence of curriculum. He suggested that a special session on this issue be done at the 2011 conference
Abbaschian – no report

- Rezaei – no report
 Impelluso – no report
- h) RWI – no report
 Simeus asked about the tasks that RWI should take on
 Macedo suggested that industry groups sponsor awards or travel for students/faculty.
 Self suggested a panel session to discuss what industry is looking for from graduates.
 Wang suggested sponsorship of workshops (e.g. Textbook Publishers sponsored ranking task session in Reno.)
 Simeus suggested industry involvement through internship positions and coop.
 Raeisi suggested a letter that campus reps can send out to local industry to ask them to get involved in ASEE.
 Loscutt, Raeisi and Simeus will take on the task of preparing a draft of this letter.
- i) Webmaster Report – Parisay requested that any information about the next conference be sent for posting on the website
- j) Community College Report
 Enriquez reported that the ELC Community College Segment has a request for a joint meeting in Spring 2012.
 The ASEE Two-Year College Division is requesting that ASEE PSW institutions participate in the annual Robotics competition sponsored by ASEE TYCD at the Annual ASEE national meetings.
 As a result of the Community College paper and workshop on the erosion of the lower-division core curriculum, a regional collaboration among several Bay Area community colleges and three four-year institutions (San Jose State, San Francisco State, and UC Davis) has started. An initial meeting was held in August, and a follow-up meeting in October.
- k) New Faculty – no report
- l) Student Awards
 Tester asked when the last student competition was.
 Phillips indicated that there used to be student design competition but no student awards have been given in the last two years. He suggested that the graduate student award be revived.
- m) Faculty awards – Breitenbach will be sending descriptions and a call for nomination in November.
- n) Treasurer Report
 Although Plotkin was unable to attend he had submitted his Treasurer's Report for March 27, 2009. Chair Macedo summarized the report for the members, noting that expenses were mostly for awards, and income was mostly from conferences, memberships, and from deans.
 Both October 23, 2009 and March 27, 2010 Treasurer's reports were approved. (The October 23, 2009 Report had not been previously approved due to lack of a quorum.)

Took a lunch break at 12:40

Meeting resumed at 1:00 p.m.

III. Old Business

- a) Spring 2010 ASEE PSW conference at UNR
 Wang noted that he found hosting a Zone meeting is easier than hosting a section meeting because of the help he received from other sections.
- b) Raeisi reported progress on 2011 conference
 Banquet will be at a restaurant
 Conference website: www.csufresno.edu/asee2011/main
 "Call for papers" document presented
 Wang suggested that one person in charge of paper reviews, and another for registration.

The Board decided the following deadlines:

Abstract Submission: Nov. 5th (Nov. 19th)

Abstract acceptance – Dec. 3rd

Draft deadline – Jan 21st

Review / acceptance Feb. 25th

Final Paper – March 11th

Format will be copied from last year

Workshops:

Community College

Call for workshop abstracts together with paper abstracts

Include call for works in progress

Budget:

Deans to be contacted to cover part of expenses

Sponsorship should be sought

Board authorized up to \$1,0000 to cover losses

\$125 registration

IV. New Business

a) Fall 2011 Board Meeting – Cal Poly SLO

b) Spring 2012

- Chair Macedo proposed that Cal Poly SLO will host. Board approved
- Will explore a joint meeting with ELC. Enriquez will provide details of what is involved in hosting ELC, and Macedo will try to attend the next ELC meeting at UC Santa Cruz on October 27th.

Spring 2013 – UCR will host

Spring 2014 – NAU will host

c) Board ratified the \$200 travel incentive grants for board members; up to 3 (maybe 4 – at the Chair's discretion).

d) Money for best section paper: Self will investigate if other sections give monetary awards

e) Other new business:

- Email from Zone IV Chair Habib Sadid recommending that PSW review its by-laws, specifically the term limit of one year, and establish a Section Campus Representative Board Position.
Board decided not to take action.
- Section campus rep job functions performed by the chair elect
- Board members interested in helping plan the ASEE PSW 2011 conference should email Raeisi.
- Impelluso expressed his desire to explore informal engineering education, and will explore having a workshop/panel on this topic at the 2011 conference

Meeting adjourned at 2:30 p.m.

Board Members were taken to a tour of the building that will be the venue for the 2011 conference.

Members who went on the tour were impressed with the facility.

Respectfully Submitted

Amelito Enriquez,
Acting Secretary ASEE/PSW