

FINAL

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

September 13, 2013

FND-104

California State University, Long Beach

I. Call to Order

a. PSW Chair Raeisi called the meeting to order at 11:09. He welcomed all present and called the roll.

Members Present: Raeisi, Enriquez, Marayong, Macedo, Gossage, Bangs, Orwin, Parisay

Proxies: Abbaschian to Raeisi

Telephone: Tester, Lanning, Gallagher

Guests: Forouzan Golshani, CSU LB College of Engineering Dean; (Phone) Neb Jaksic, Zone IV Chair

b. A quorum was declared.

c. Dean Golshani welcomed the Board members, and thanked Marayong and Gossage for the work they do for the board and for engineering education. He reported that CSU LB has record number of applications.

d. **MSP** to approve Minutes of Fall 2012 meeting with minor corrections.

e. **MSP** to approve the agenda.

II. Section and Committee Reports

a. Chair: Chair Raeisi reported on a \$5,000 donation to the Board received by Director Abbaschian from Southern California Edison.

b. Jaksic reported that the 2012 PSW Section Conference Best Paper which was selected as the Best Paper in Zone IV also received the Best Paper award at the Council of Zones competition at the 2013 National Conference in Atlanta. He also thanked Marayong and Gossage for agreeing to host the 2014 Zone Conference.

c. Past Chair: Enriquez reported attending the Zone IV meeting in Atlanta in June where preliminary plans for the 2014 Zone conference were made. He also thanked the Board Election Nomination Committee Wang, Macedo and Gallagher. He reported a high level of interest to serve on the Board among ASEE PSW members.

d. Chair-Elect, Campus Rep: No Report

e. Treasurer report: **MSP** to accept the Treasurer's report as presented.

f. Membership: Macedo reported that ASEE headquarters' records indicate that there are currently 1037 active members. He will investigate whether there has been a drop in membership in the section. Jaksic will provide membership data that he has.

g. Directors: Orwin and Bangs had no report. Gossage reported that she will reach out to WEPAN members (representing 180 institutions) at their upcoming meeting.

Chair Raeisi forwarded to the Board members a report on the 2013 ASEE PSW Conference previously submitted by Abbaschian.

h. Relations with Industry (RWI): Gallagher reported that he is now working for a bigger company (Analytik Jena), and that this may provide potential opportunities that can benefit ASEE PSW. He continues to be involved in reviewing ASEE papers and supporting conferences. Macedo asked a question regarding what would motivate a company to support ASEE. Gallagher indicated that ASEE provides opportunities to meet students and future hires, as well as potential for formal projects. Gallagher added that he has been learning about fundraising activities.

i. Webmaster: Parisay reported that she has recently completed revamping the ASEE PSW website that is now hosted by the ASEE headquarters' server. Her approach is to make sure that the website serves to preserve the history of ASEE PSW. She also indicated that Section information duplicated at both the ASEE national website and the PSW website is probably a good thing. There was also a discussion on a broken link to the Section website in the ASEE national website.

j. Community College: Dal Bello reported (through an email he sent to Enriquez) that he is updating the ASEE PSW Community College contact list. He also reported that two community college faculty received the \$200 travel grant at the 2013 Section conference. He suggested that the Board considers increasing the travel grant amount to encourage more participation.

k. New Faculty: Lanning reported that his main activity is maintaining a database of contact information for Department Chairs and sending them an email asking for the contact information of any newly hired engineering faculty.

l. Student Awards: Marayong reported she for the 2013 award, she received 17 nominations but only 3 were for teams. She also commented that it is very difficult to judge an individual student's work compared to a student team's work. She suggested that the Board reconsiders this issue of individual versus team awards.

m. Faculty Awards: Tester reported that he only received one nomination for the Community College Educator award, partly because of the requirement that the nominator be an active ASEE member. It was noted that the Board has previously approved that nominations for this award can also be made by the ASEE PSW Chair, the VC for Faculty Awards, or by the VC for Community Colleges. Tester also suggested that the call for nominations explicitly states that support letters from a student and a faculty are required.

The Board took a lunch break at 12:45 p.m.

The meeting resumed at 1:25 p.m.

III. Old Business

a. Spring 2013 PSW Conference: The Board thanks Director Abbaschian and his team from UCR for a very successful conference. There was some discussion about serving wine and Macedo indicated that no part of the registration can be used to purchase wine,

and he suggested asking sponsors/wineries donate wine for the banquet, as was done at the Cal Poly conference.

b. Revisit 2014 awards:

1. There was a discussion on possibly increasing the community college travel award. MSP to keep the award at \$200, up to a maximum of 5 awards.
2. MSP to keep the \$500 award for the Best Paper award.
3. MSP to allot \$250 cash prize for the student award plus a maximum of \$500 for travel (if needed).
4. The discussion on the \$5000 donation from Southern California Edison has been tabled since it was not clear whether the funds should be awarded as scholarships for students. Chair Raeisi will investigate if there are any specifications/ restrictions regarding the use of the funds.

IV. New Business

a. 2014 Zone IV Conference

MSP that the spring 2014 conference be a Zone conference co-chaired by Gossage, Marayong and Jaksic, with tentative dates of April 24-16, 2013, and registration fees tentatively set at \$130 for early-bird and \$150 for regular registration.

The conference theme will be related to student success. Gossage expressed that the CSU LB paper submission and payment management system will be used. The call for abstracts and conference website will be available by mid-October. CSU LB will seek funding from NSF (up to \$30,000) to sponsor the conference. To encourage industry sponsorship, Macedo suggested that a session/panel for industry will be organized, and representatives from high-profile companies will be invited as key-note speakers. Other ways to involve industry were suggested: advertising in the conference webpage, program, and proceedings; tables for a fair; encourage paper submission from industry.

b. Ideas for strengthening ASEE PSW membership and conference attendance

To encourage wider participation, advertise in the ASEE national website and the websites of the three ASEE sections in the Zone. A Career Fair was also suggested to encourage participation of students. Chair Raeisi will send a reminder to Campus Reps to follow up with deans.

c. Revisiting student awards.

MSP that the student award includes individual nominations only. No team nominations will not be accepted.

V. Adjourn

Chair Raeisi adjourned the meeting at 2:50 p.m.

Respectfully Submitted

Amelito Enriquez,
Acting Secretary ASEE/PSW