

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

October 17, 2014

National University Board Meeting Room
La Jolla, CA

I. Call to Order

a. PSW Chair Rezaei called the meeting to order at 11:05 am., and declared a quorum. He welcomed all present.

Members Present: Rezaei, Gossage, Tester, Plotkin, Enriquez, Piroozan, Orwin, Abbaschian (phone), Tehrani, Gallagher (phone), Parisay, Rajput.

Proxies: Marayong to Enriquez; Anderson to Piroozan; Raeisi to Rezaei; Lanning to Tester.

Guests: Mohammad Amin, National University; Paul Nissenson, Cal Poly Pomona

b. **MSP** to approve Minutes of Spring 2014 meeting

c. **MSP** to approve the agenda as presented.

II. Section and Committee Reports

a. Chair Rezaei reported that the main topic of meeting is the 2015 Section conference.

b. ASEE Report.No Report. Enriquez noted that at the ASEE Zone IV Board meeting, it was discussed that ASEE is promoting the year of action for diversity, and that sections are encourage in incorporate one aspect diversity in their conferences.

c. Past Chair: Chair Rezaei reported that the reports submitted by Past Chair Raeisi have been received by Board members including information on minutes, election results, and unit report.

d. Chair-Elect, Campus Rep: Gossage requested that her report be moved to the afternoon session after lunch.

e. Treasurer report: Plotkin reported that the ASEE headquarter has been slow in responding to requests because there is a new person in charge. He also reported a change in the way interests in the BASS account are computed. He also noted that donations from deans, which used to be a significant source of revenue has shrunk in recent years. Revenue from conference has increased in recent years. He also indicated that Board members can request reimbursements for travel expenses by sending him a request by email.

MSP to accept the Treasurer's report as presented.

Before the group took a break for lunch, Enriquez pointed out that since Director Impelluso can no longer serve in the Board because he is no longer an active member of ASEE, the Chair can appoint a replacement who will serve until the next election cycle in June 2015. Chair Rezaei suggested Paul Nissenson from Cal Poly Pomona. Nissenson indicated that he will give his decision after the lunch break.

The Board took a lunch break at 11:45 a.m.

The meeting resumed at 1:25 p.m.

An additional guest, Pradip Peter Dey joined the meeting. Lanning joined the meeting by phone.

f. Membership: No report

There was a discussion on an update on the number of members in the section and how we may need increase the number of active members, including student members. Chair Rezaei will request a members from the headquarters.

g. Directors Reports: There were no Directors reports

Paul Nissenson agreed to serve as a Director.

h. Relations with Industry (RWI): Gallagher reported that he has been involved in the conference review process both in the section and national conferences.

i. Chair Elect Report: Gossage reported that there was no industry involvement at the Zone IV conference, and that among the lessons learned were that not enough Board members were directly involved in organizing the conference. She indicated that the difficult situation was probably because of the last-minute change of hosting institution. She reported that the conference expenses was \$28,856.03, without the Queen Mary banquet. From the conference profits, \$1000 was given to PSW, \$500 to Rocky Mountain, and \$100 to PNW, based on the proportion of conference attendees from the three sections. She will follow up with a 1-2 page report the Board on the exact numbers.

Gossage volunteered to contact the deans again to solicit support for the upcoming conference. There was a discussion on the lack of industry participation, including suggestions on how they can be involved. Among the suggestions were: provide venue/space for companies to table; invite students who are potential hires for these companies; approach local industries/organizations connected to the host institution. Amin indicated that National University is already planning to involve industry to donate funds. Two of the key-note speakers are from industry, and that they have contacted publishers as well.

g. Relations with Industry (RWI):

h. Webmaster: No Report.

i. Community College: No report.

j. New Faculty: Lanning reported that he continues to maintain a database of department chairs of PSW institutions to ask them about any new faculty members. Chair Rezaei suggested that the Dean's Program be promoted as well to help recruit new members.

k. Student Awards: No report.

l. Faculty Awards: Tester reported that there were 8 nominations for the Outstanding Faculty award but only one for the Community College award.

There was a discussion on how to increase the number of nominees for the Community College award. Amelito will send the contact information for California engineering faculty in the Engineering Liaison Council, as well as the data base of contacts for other states.

There was also a discussion on how the Board members, especially the Directors, could be more involved in the review of nominations for faculty awards.

MSP that Tester will ask 3-5 volunteers from to Board members to form subcommittee on faculty awards.

The student award will be discussed at the next Board meeting

III. Old Business

a. Spring 2015 PSW Conference Summary:

Date: April 10-11, 2015

Venue: National University (south campus)

Theme: Emerging Paradigms in Engineering Education

Conference webpage: <http://psw2015.org/>

Conference Co-Chairs: Mohammad Amin and Pradip Dey

The conference will be handled by NU's Conference Service Department

There will be 3 reviews for each paper. Amin will send an email asking for volunteers for the Conference Committee.

There was a discussion on the recognition of Rich Phillips at the conference. National University will provide transportation, accommodations, and an honorarium. Parisay and Gossage will be in charge of getting a plaque for Rich Phillips.

At this point, 2:50 pm, Enriquez had to leave the meeting. Tester acted as Executive Secretary for the remainder of the meeting.

b. Spring 2016 ASEE/PSW will be at Cal Poly, Pomona

c. Revisit 2015 Conference Awards

1. Travel grants for Community College faculty to attend ASEE PSW conference: will be discussed later

2. \$500 Best paper award: For a conference paper with multiple authors, the primary author will be paid the award. This should be stated clearly in the website

for abstract submission.

IV. New Business

a. Rajput brought up the fact that we should take advantage of industry ASEE members; they pay memberships, but we do nothing with those contacts. He suggested engaging them for faculty recruiting, student employment, sponsorships, etc.

b. 2016 PSW Conference and beyond. Rezaei will send an email to the members on hosting 2017 conference for PSW.

Gossage stated that UC Boulder expressed interest in hosting after Pomona in 2016, since UC Boulder dropped the ball on the Zone IV conference. Though a puzzling concept (Colorado is not in the PSW zone), Gossage will check with Beverly Louie to get confirmation that they could host the 2017 PSW conference. If the timing for another Zone conference is correct for 2017, then this idea makes sense to pursue.

V. Adjourn

Chair Rezaei adjourned the meeting at 3:00 p.m.

Respectfully Submitted

Amelito Enriquez

Executive Secretary, ASEE PSW Section