

American Society for Engineering Education Pacific Southwest Section Executive  
Board Meeting Minutes  
April 11, 2015

National University, 9388 Lightwave Avenue, San Diego, California, 92123

I. Call to Order

- a. PSW Chair Rezaei called the meeting to order at 12:50 pm., and declared a quorum. He welcomed all present.

Members Present: Rezaei, Gossage, Parisay, Raeisi, Enriquez, Dal Bello, Tester, Lanning, Nissenson, Piroozan, Tehrani, Plotkin, Gallagher (phone), Abbaschian (phone), Marayong (phone).

Proxies: Anderson to Gossage

Guests: Eric Wang, UNR (Zone IV Chair); Dennis Derrickson, Cal Poly SLO; Mohammad Amin, National University; Maziar Ghazinejad. CSU Fresno

- b. **MSP** to approve Minutes of Fall 2014 meeting.
- c. **MSP** to approve the agenda with minor modifications.

II. Section and Committee Reports

- a. Chair Rezaei thanked all the Board members and the conference organizing committee at National University (NU) for their efforts in organizing the successful conference.
- b. **ASEE Report:** Zone IV Chair Wang reported that the next time that the Zone IV Chair will be selected from PSW is not until after four more years. The Zone IV Chair position is rotated between the three sections. For the next two years, it will be from PNW and then from the Rocky Mountain Section for the following two years. PNW is not having a conference this year. Rocky Mountain is having their conference at the same time as PSW. The national conference will be in Seattle, and the registration fee has increased to \$700 for members. ASEE does not make any money from the national conferences; it just costs a lot to organize a big conference. Next year's national conference will be in New Orleans.
- c. **Past Chair:** Raeisi reported that all vacant Board positions have been filled.

- d. **Chair-Elect, Campus Rep:** Gossage has no report. She expressed that she is delighted to be Chair-Elect, and that the conference has been good way to meet and collaborate with others.
- e. **Treasurer report: MSP** to accept the Treasurer's report as presented. Treasurer Plotkin indicated that dealing with ASEE headquarters has become a slow process because of the turnover of ASEE personnel. The balance reflected in the report is expected to decrease because of checks that have not been issued or posted including \$1000 check for the teaching award, \$1000 check for the community college award, reimbursement of travel expenses for the student award recipient, \$500 check for the Best Paper, and reimbursement to Gossage for Rich Phillips' plaque.
- f. **Membership:** Gossage presented some data on current ASEE membership; she stated that the data was retrieved by Anderson, Director of Membership (who designated her as his proxy). PSW membership decreased from 1024 paid members in spring 2014 to 960 paid members in spring 2015. Total Zone IV membership is 1,943 (PNW: 596; RM: 388), and PSW represents 49.4% of this total. Gossage also indicated that new K-12 standards (Next Generation Science Standards, NGSS) has incorporated the Engineering Design Process into science education; hence, this newest educational development can be used to recruit K-12 members via the National Science Teachers Association (NSTA).

For accuracy of data, Gossage will prepare a summary of the membership numbers and will submit to Chair Rezaei to review and then be given to Parisay to be posted to the PSW website. Rezaei will work with Anderson and Tim Manicom (ASEE HQ) to determine who has dropped out of the active membership and what ASEE national does, and what ASEE PSW can do.

- g. **Directors Reports:** There were no Directors reports
- h. **Relations with Industry (RWI):** Gallagher reported that he has been involved in reviewing papers for the national ASEE meeting. The papers he has been reviewing usually deal with the industry-education interface. He also indicated that outreach with focus on biomedical engineering will probably get traction (e.g., displaying equipment and recruitment).

Gossage described the unsuccessful efforts the past year to reach out to industry, and that further discussion is needed on this topic. She stated that it

was the responsibility of Relations with Industry Board members to increase engagement and fund-raising efforts with industry.

- i. **Webmaster:** No Report.
- j. **Community College:** Dal Bello reported that he continues to forward information about the ASEE PSW conference to community college faculty with some success. He also participates in reviewing papers submitted to the national conference through Two-Year College Division. He also needs clear directions with regards to promoting travel awards for community college faculty.
- k. **New Faculty:** Lanning reported that he sent an email to department chairs to identify new faculty and get them interested in and attend the conference. It was suggested that Lanning should work with the Chair-Elect (who is also the PSW Campus Rep) and Brian Self (national Campus Rep Chair) to coordinate the best way to work with institutions (through deans and campus reps) to recruit more active ASEE members.
- l. **Student Awards:** Marayong reported that there were 3 nominations for the outstanding student award. She also thanked Gossage, Enriquez, and Tester for their assistance in evaluating nominations. She stated that the nominees were very strong but that she would like to see more nominations.
- m. **Faculty Awards:** Tester reported that there were 2 nominations for the Community College award. One nomination for the Teaching Award was submitted late and was initially mixed up with the Community College Award. He thanked Rezaei and Piroozan for reviewing the nominations. Tester also reported that there was a miscommunication regarding the reporting of awardees to ASEE headquarters. Tester will notify the 2015 awardee to complete the online application in January 2016 to be eligible for the national competition.

Tester and Wang stated that only the Teaching Award (from four-year university and not Community College) could be submitted to national ASEE for the national Outstanding Teaching Award. Gossage stated that national ASEE website indicates that faculty from the community colleges are eligible.

Wang stated that the process for submitting the “Best Paper” to national ASEE was complicated due to the misalignment of section conference and national conference dates; he stated that “Best Paper” awards from the

previous are submitted by January for the coming year.

### III. Old Business

#### a. Spring 2015 PSW Conference Summary:

Dr. Mohammad Amin reported that there were 55 papers and 18 posters accepted. The number of attendees and the conference expenses will be reported later by Dr. Cicero. There was discussion on editing submitted papers before publishing the conference proceedings. It was agreed upon that no editing will be done, only formatting. Consideration of including of papers by authors who did not attend the conference will be done on a case-by-case basis. **MSP** that the paper submitted by authors from France who were not able to attend due to flight cancellations will be included in the proceedings.

Parisay expressed three areas of concern regarding the conference:

- There were inappropriate jokes made about women. For future conferences, there should be a one-page document from the Board (to be given to speakers) expressing the need for professional behavior/conduct.
- The opening panel discussion did not have women in the panel. The panel was not received well by some audience members.
- The conference should be welcoming to women, minorities, and new faculty.

Gossage stated that there are five women on the PSW Board but none were asked to participate in the panel.

Enriquez stated that he was part of the panel but did not feel comfortable being on the panel since there was little planning.

Abbaschian stated that it was the responsibility of PSW Board to ensure broad participation among women and minorities in the conference.

It was **MSP** that an ad hoc committee be formed to prepare a one-page document that clearly lays out expectations from conference participants regarding professional behavior. Appointed to be members of the ad hoc committee were: Parisay, Gossage, Piroozan, and Dal Bello.

After discussion, it was **MSP** that any income for the Zone IV Conference exceeding expenses should be returned to the PSW Section. There was one abstention.

b. Revisit 2015 Conference Awards:

There was discussion that the expenses associated with awards are not sustainable. It was **MSP** that no cash award be given to the 2016 Best Paper Award recipient.

Abbaschian will follow up with UCR regarding the \$1,250 that should have been given to PSW from \$5,000 donated by Southern California Edison for the 2013 PSW conference at UCR.

#### IV. New Business

- a. **Spring 2016 PSW Conference:** Rezaei announced that the PSW Spring 2016 Conference will be hosted by Cal Poly Pomona and the dates will be April 21-23, 2016. He stated that he had a meeting with Dean Mahyar Amouzegar and that Dean Amouzegar is providing 3-4 staff to assist. He stated that the Kellogg West Conference room was already booked and that hotel rooms are inexpensive (~\$90/night); he stated that the Bronco Student Center (BSC) will be the site for the conference. Rezaei stated that there will be a banquet on Thursday, the first day. Gossage responded that there should be no banquet on the first day and clarified that it should be a reception.

Abbaschian suggested the theme: “Broadening Participation of Women and Underrepresented Minorities in Engineering.”

**Fall 2015 Board Meeting:** Rezaei proposed two dates for the Fall 2015 Board Meeting (October 16 or October 23); Gossage inquired about whether these were good dates since she was not sure whether they were during mid-terms. Rezaei will send an email to the Board members to finalize the date.

- b. **Nominating Committee and 2015-2016 Elections:** The Nominating Committee for this year’s PSW election was formed with Raeisi as Chair. Enriquez will be part of the Nominating Committee. Enriquez will review the level of participation of Board members whose terms are ending this year and will make recommendations on who should be invited to continue serving on the Board.
- c. **2017 PSW Conference and beyond:** This topic was tabled for the next Board meeting.
- d. **Other new business:**

There was discussion regarding whether the proceeds of the fund-raising should be given to the conference hosting institution or directly to the Board. It was MSP to continue with the practice of giving the funds raised by the Sponsorship Committee to the hosting institution.

There was discussion concerning an appropriate strategy to increase industry involvement. Chair Rezaei will work with Gallagher on modifying the previously developed document in this regard.

## V. Adjourn

Chair Rezaei adjourned the meeting at 3:48 p.m.

Respectfully Submitted:

Amelito Enriquez

Executive Secretary, ASEE PSW Section