ASEE PSW Executive Board Meeting

 Friday October 6, 2017

10:00 am – 3:00 pm

Cal Poly, Pomona

3801 West Temple Avenue

 Pomona, CA  91768

Cal Poly Pomona Engineering, Building 9, Floor 2, Room 203

Members Present (in alphabetical order): Amelito Enriquez, Dom Dal Bello (via telecon), Dennis Derickson, Jane Dong, Ingo Foldvari (via telecon), Lily Gossage, Kelli Horner (via telecon), Nick Langhoff, David Lanning, Jean Lee (via telecon), Jean-Michel Maarek, Panadda Marayong, Paul Nissenson, Brian Self (via telecon), Rebeka Sultana

Members Absent (in alphabetical order): Colleen Bronner

Proxies: Panadda Marayong for Jeff LaBelle and Jeff Ashworth, Lily Gossage for Kelli Horner (first half hour), Lanning for John Tester and Ingo Foldvari (for morning), Amelito for Jesus Larralde. Paul Nissenson for Parham Piroozan.

Guests: Ronald Yeung (Interim Associate Dean for Academic Programs, Cal Poly Pomona), Joseph Rancis (Dean of College of Engineering, Cal Poly Pomona)

# I. Call to Order (10:16am)

1. Welcome and Introductions David Lanning
2. Quorum review David Lanning
3. Approval of Spring 2017 meeting minutes Panadda (Nim) Marayong

Changed past-chair’s name to Enriquez. MSP with no additional edits

1. Approval of agenda –new items or changes David Lanning

Added IV.d PSW website updates with links to conference proceedings, MSP

1. Guests: Cal Poly Pomona Dean (Joseph Rancis) and Interim Associate Dean (M. Ronald Yeung) 10:30am

### Reports of Officers

1. Chair report David Lanning

Lanning shares updates on the Zone IV conference preparation. He has sent out the Call for abstracts to ASEE listserv and participated in organizational meetings with Angela Bielefeldt and will keep PSW Board posted on future development.

1. ASEE report ASEE Representative

No report. Sean St. Clair is absent.

1. Past Chair Report, Board Nomination Committee Report Amelito Enriquez

Enriquez reported on the past Board election that there was an increase in member participation (90+ votes with several nominees) and suggested to keep the nominees involved with the Board.

Bylaws: The bylaws changes is not official until the approval from ASEE National. Enriquez sent it to Sean St. Clair to present to the National at the annual meeting for approval. Lanning will follow up with St. Clair.

Abstract submission to Zone IV conference: All abstracts including full paper, workshop, and poster will be submitted through Monolith. In order for workshop and poster authors to avoid paying the $25 fee from Monolith, workshop and poster abstracts must not go through the final acceptance process. The authors of the accepted abstract should revise and submit through a separate system to avoid the charge. Lanning to follow up with Angela B.

1. Chair-Elect report, Campus Rep report Paul Nissenson

Nissenson reviewed the list of campus reps on record which shows 27 campus reps. This number is much less than the number of university members. The Board discussed ways to increase campus participation on PSW/ASEE. Gossage suggested to reach out to the Deans. Self suggested doing both contacting faculty and Deans. Enriquez will try to find the list of colleges to send to Nissenson. Derickson suggested reaching out to community colleges since there were many participating at the 2017 PSW conference. Nissenson to verify with Manicom whether the campus rep must be from campus with institutional membership.

1. Treasurer report Lily Gossage

Gossage reports we have $6000 in our BASS account. The fund from BASS account has not been used for section conferences; the expenses were covered by sponsorships.

1. Section Membership committee report Jane Dong

Dong has met with Board members and members of CSU, UC, and private universities to continue the effort to increase the membership. The 2019 PSW conference will coincide with ELC, which will increase the opportunity for collaboration with community colleges. The Board emphasized more effort from PSW to reach out to the Deans and campus reps.

A motion was made to form an ad-hoc committee for membership consisting of Nissensen, Dong, and Langhoff to develop strategies to increase membership and campus involvement. MSP

1. Director reports: Dennis Derickson, Nicholas Langhoff, Rebeka Sultana, Colleen Bronner, Jean Lee, Jean-Michel Maarek, John Tester

Derickson: No report

Langhoff: Langhoff was elected as a director this past spring. He has been involved in the Call for abstracts for the Zone IV meeting.

Sultana: Elected as director this past spring. She is excited to be involved.

Lee: On sponsorship committee, Cal Poly SLO will host an industry fair and will ask for industry sponsorship. Gossage to send her a new sponsorship form.

Maarek: USC has a new Associate Dean for Academic Affairs, Erik Johnson. He will discuss hosting PSW in 2021 with the Dean. He has reached out to USC community to submit to Zone IV conference but mentioned that the travel logistics may limit the participation.

Tester: Nothing to report

1. Relations with Industry (RWI) reports: South (Jesus Larralde), East (Jeffrey La Belle), North (Ingo Foldvari)

Larralde and La Belle: No report.

Foldvari: Foldvari shared recent developments on engineering “badges” that students can earn by taking additional courses/training. National Instruments is interested in pursuing this at CA campuses. The Board suggested that this would be a great workshop topic for the 2019 conference. He discussed the collaboration with UCSD for student projects to involve industry on student design projects.

Foldvari will help lead an ad-hoc committee with other RWI reps, Derickson, and Maarek to develop strategies for industry involvement. MSP

Lanning will reach out to RWI reps to recruit industry involvement for 2019 conference at CSULA.

1. Webmaster report Kelli Horner

There are some broken links to conference webpages and proceedings. Gossage will send the list of section award recipients to Horner. Horner suggested to put Board member photos on the section website. She will reach out to individual Board member for photo.

1. Community college report Dominic Dal Bello

No report.

1. New Faculty report Brian Self

Self reported that the past attempt on ASEE online training for new faculty did not get enough participation. He asked for Board approval for sponsoring 5 new faculty members ($25) this year. A motion was made to provide up to $125 to sponsor new PSW faculty members. MSP.

Self to send Lanning and Horner the information/call for participation.

Zone IV workshop for new faculty. Enriquez suggested to propose and submit a workshop for new faculty. Self is willing to lead the effort and recruit members from other sections to be involved. Self will propose workshop themes and circulate this to Board members for participation.

1. Student awards report Jeffrey Ashworth

Ashworth will make sure that the faculty nominator submits the nomination forms properly.

1. Faculty awards report Parham Piroozan

 No report.

Lunch break

### Old Business (resumed at 1:00PM)

a. Post-Discussion of Spring 2017 ASEE PSW Conference at Arizona State University All

 Gossage emphasized the importance of MOU and university leadership commitment. All agreed that the 2017 PSW conference was very well organized. Maarek suggested that campus tour should be an integral part of the conference. Nissenson reported on the recordings of the last conference sessions. The videos only received ~200 views. More effort is needed to promote the videos to our members soon after the conference. Horner to include the links on the PSW website. Lanning to work with Nissenson to create a welcoming video to be upload to YouTube and to PSW website.

b. Discussion of funding and details for 2017 Conference Awards All

A motion was made on the amount of funding for Section Outstanding Student Award. Student award finalist will receive $250 check award and up to $250 for travel; $1000 check award for faculty. MSP

Gossage to seek industry sponsor for the awards.

 The Board congratulates Enriquez on receiving the National Faculty Award.

### New Business

a. Progress on plans for Spring 2018 ASEE Zone IV Conference at UC Boulder David Lanning

Lanning shared the notes from the Business meeting at the ASEE National conference and conference calls on Zone IV conference planning. The conference will be on Sunday March 25 – Tuesday March 27, 2018. Angela Bielefeldt is the conference chair. Call for papers and theme committee were formed and the Call for Abstracts were distributed to members. Abstracts are due October 30th. Enriquez suggested that Lanning also has access to Monolith with Angela B. (contact Patti Greenawalt). Conference website: [www.colorado.edu/conference/asseezoneiv](http://www.colorado.edu/conference/asseezoneiv). Lanning to find out when the section meetings will occur. PSW proposes to have the section meeting in the morning on Sunday 3/25.

A smart room is available, which may be used for remote meeting. Self suggested that this facility can be used to help advertise the conference to interested member to watch the presentation online. This can be advertised a week before the conference.

Board suggested to increase the level of sponsorship by the Deans.

b. Spring 2019 ASEE PSW Conference and Beyond Jane Dong & Lily Gossage

Dong: CSULA is excited to host. The dates are set for Thursday April 4- Saturday April 6th, 2019. Conference will be on campus to keep the cost low; rooms have been reserved. Tentative agenda has been developed. Reasonable lodging options in Pasadena area are being explored. The conference will coincide with ELC (April 4-5th). Gossage suggested a reduced fee for ELC attendees. The conference planning committee needs to discuss the fee structure in more details for options that can attract both PSW conference and ELC attendees to both conferences. Some ideas for the conference theme includes pipeline/transfer pathway, community college & diversity.

Nissenson & Gossage to follow up on the MOU to CSULA leadership

Program committee: Dong, Gustavo, Nissenson, Langhoff

Co-chairs for paper review: Lanning, Marayong, Sultana

Banquet: Gossage & CSULA event coordinator

Sponsorship committee: Gossage, Foldvari, La Belle, Larralde

Horner will post ‘save a date’ for the 2019 PSW conference.

2020 (UC Davis – Bronner?), 2021 (USC – Maarek to follow up)

c. Other new business: All

Nissenson: Should the Board have a separate position for a Campus Rep Chair or use one of the directors? This item is to be added on Spring meeting agenda for further discussion.

Gossage: Names of recent PSW chairs are added to the PSW gravel’s box.

d. PSW website updates

Horner to add the link to 2017 PSW conference proceedings from peer.asee.org on PSW website.

### Adjourn (2:55pm)

Minutes respectfully submitted by Panadda Marayong, 10/23/17