ASEE PSW Executive Board Meeting

 September 21, 2018

10am - 3pm

California State University, Los Angeles

 Rosser Hall, Room 223

Members Present (in alphabetical order): Chris Beyer, Colleen Bronner, Dominic Dal Bello. (telecon), Andrew Danowitz (telecon), Jane Dong, Dennis Derickson (telecon), Sam Gharehdaghi (telecon), Lily Gossage, Kelli Horner (via telecon), Nick Langhoff, David Lanning, Jean Lee (via telecon), Jean-Michel Maarek, Panadda Marayong, Paul Nissenson, Jessica Perez (telecon), Brian Self (telecon), Rebeka Sultana, John Tester.

Members Absent (in alphabetical order): Jesus Larralde

Proxies: Jeff Ashworth (David Lanning)

Guests: None

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

1. Welcome and Introductions Paul Nissenson
2. Quorum review Paul Nissenson
3. Approval of Spring 2018 meeting minutes Panadda (Nim) Marayong

M/S/P with minor typo corrections

1. Approval of agenda – new items or changes Paul Nissenson

 Add to New business

* Board membership if not a PSW member
* Discussion of having one director taking the lead as campus rep coordinator

 m/s/p

1. Guests: None

### Reports of Officers

1. Chair report Paul Nissenson

Worked with Dong, Gossage and Gustavo on the conference preparation and created a draft for the call for abstracts. More details to be discussed at the later part of the meeting.

1. ASEE report ASEE Representative

No rep present

1. Past Chair Report, Board Nomination Committee Report David Lanning

Lanning chaired the Nomination and Election Committee of PSW Board members. He worked with ASEE National to establish an online system, which worked well with some minor issues. He suggested that it will be a good system for future Board election.

1. Chair-Elect report, Campus Rep report Jane Dong

Dong reported that the focus has been placed on planning the 2019 PSW Conference. She also has discussed some plans with Nissenson to include more Directors to engage members in PSW activities.

1. Treasurer report, Lily Gossage

Current BASS account balance: $8,904. Most expenses were used on awards, including $1000 for faculty and $250 for student. Gossage suggested using the fund to increase student involvement by increasing award amount to support either faculty or student.

Tester supported increasing more number of student awards but suggested that a certain amount should be kept to avoid depleting the account

Marayong clarified that student get $250 + up to $250 for travel assistance and that the Faculty Award cannot be changed since this ties in with the ASEE National award.

Horner: Asked about how much we bring per year. Gossage responded about $2K.

The group discussed that the award for graduate students and agreed that the award criteria should be developed clearly and should be engineering education focus. Marayong to propose to have Vice Chair for Student Awards work with a sub-committee to develop the award criteria for graduate students to propose to the Board at the spring 2019 Board meeting. Horner volunteers to help.

Tester motioned to have Vice Chair of Student Awards to be able to recommend to the Chair and treasurer for more than one undergraduate student awards at any given year as long as the budget doesn’t get below $5K. m/s/p

The group discussed increasing undergrad student award amount. Horner commented that the award amount is fine, but the support for travel is more critical. Lily proposed to increase the travel support to up to $500 and Self suggested waiving the registration fee. Lanning & Dom suggests adding paying for ASEE student membership fee. Motion: Increase the travel up to $500 and free registration to PSW Conference for Student Award finalist(s). m/s/p

1. Section Membership committee report Jean-Michel Maarek

Director reports: Dennis Derickson, Nicholas Langhoff, Rebeka Sultana, Colleen Bronner, Jean Lee,

 Andrew Danowitz, John Tester

Maarek presented about PSW membership to USC teaching faculty. Several mentioned that they are interested in being involved and would like to know more about ASEE & PSW. Dong suggested to get USC faculty involved with the next PSW conference. Board members can provide Maarek with contact info from their campus. Paul suggested Maarek to help draft an email on benefit of joining ASEE & PSW to send to campus reps and Board members to send to their own university contacts.

Derickson: Nothing to report

Langhoff: Attended ASEE National Conference and attended the last Zone IV meeting. PSW was praised for holding fall Board meetings. Fall ELC meeting will be on November 15-16 at UCLA. ELC is to try to increase UC faculty participation at the Fall ELC meeting.

Sultana: Nothing to report

Bronner: Attended Zone IV meeting. She discussed with her Dean about hosting PSW conference at UC Davis and received positive responses. She asked the Board for a sample MOU. Her Associate Deans are also interested in connecting with ELC.

Lee: Reported two recent hires in the Mechanical Engineering Department at Cal Poly SLO with one faculty with a specialty in engineering education: Lauren Cooper (PhD for CU Boulder) and Ben Lutz (PhD in Engineering Education from Virginia Tech)

Tester: Set up a new committee at his department to support travel of TT faculty to engineering education conferences.

1. Relations with Industry (RWI) reports: South (Jesus Larralde), East (Sam Gharehdaghi),

 North (Christiane Beyer)

Gharehdaghi: Nothing to report

Beyer: Expressed her thanks for being elected to the PSW Board this and asked on the expectations of a RWI. Members of the Board provided description of the roles of RWI and suggested reaching out for sponsorships from industry for PSW conference.

1. Webmaster report Kelli Horner

Horner: She will follow up with ASEE National to post our most recent bylaws on the National website. She thanked Sultana and Langhoff for their help with the site migration. The 2019 PSW conference is now updated on the website. She posted a thank you video from the 2018 Student Award finalist (Isabela Figueira) from Santa Clara. The Board discussed top priorities for posting: adding links to previous PSW conference websites, updating PSW Executive Board members, listing the new PSW site URL on the National website, and ensuring to archive items from the old website. <https://sites.asee.org/psw>

1. Community college report Dominic Dal Bello

Dal Bello attended the ASEE National conference and presented. He was elected as the Program Chair for the 2-year College Division and encouraged paper submission for the next meeting in Tampa. He received Louis Stokes planning grant for community colleges in the Central Coast region.

1. New Faculty report Brian Self

Self reported that about 16-20 came to the New Instructor workshop that he hosted at the last Zone IV meeting. He also gave one at SLO and offered to give a workshop on the same topic at the next PSW conference.

1. Student awards report Jeffrey Ashworth

Lanning reported on Ashworth’s behalf that there were 8 nominations last year and thanked the reviewers (Bronner, Marayong, Maarek, Larralde). Isabella Figuera from Santa Clara received the award.

1. Faculty awards report Jessica Perez

Perez will contact Tester for additional details on the Faculty Award.

Self asked that Prof. Mariappan Jawaharlala (previous Faculty Award finalist whose name was not forwarded to National) be nominated/forwarded to the National award. Perez will coordinate with Nissenson on his nomination to ASEE.

Break & Lunch: resume at 1pm.

### Old Business

a. Post Discussion of Spring 2018 Zone IV Conference at UC Boulder All

 (This part of the minutes was taken by Sultana and later edited by Marayong)

There were 38 papers and 8 workshops. Some Board members mentioned that they enjoyed the tour of the new lab facilities and the Maker Space and suggested that a similar event can be arranged for the 2019 PSW conference. The Board would like to get some additional information on the overall budget of the Zone conference, which was not shared at the Zone IV meeting at the ASEE National Conference.

### New Business

a. 2019 PSW conference at CSULA (April 4-6, 2019) Paul Nissenson/Jane Dong

Dong shared the progress from the program planning committee meeting from July with Nissenson, Gossage, and Gustavo Menezes (CSULA). The conference theme is Inclusive and engaged learning: Enhancing engineering student success. The draft of the Call for Papers was shared with the Board along with the draft schedule. Self brought up that currently WIP and posters are redundant in terms of how the work is presented. The group discussed and agreed that WIP should be included as poster and to eliminate the separate WIP category. We will continue to use Monolith as a clearinghouse to collect all abstracts and for paper management. The Board agreed to move the abstracts open date to 10/15, the abstract upload deadline to 11/9 (with extended deadline of 11/15), and the abstract decision to 12/1.

On the program agenda:

Langhoff: Asked ELC workshop to be added on PSW Conference agenda.

Conference committee:

Paper management: Lanning and Marayong

Sponsorships: Gossage, Beyer, Derickson, CSULA Director of Development

Faculty Awards committee: Perez (VC), Tester, Bronner, and Self

Student Awards committee: Ashworth (VC), Sultana, Maarek, Dal Bello

Self suggested a potential keynote speaker, Bonni Stachowiak from Vanguard University (www.teachinginhighered.com)

b. Future ASEE PSW conference hosts
 2020 (UC Davis – Bronner?), 2021 (USC – Maarek?) All

Maarek: Need the MOU for USC to present to the Dean. USC spring break is in early March. April 8-10 week may work better with the current deadlines.

Bronner: Asked for MOU and previous budget and suggested that April may also work for UC Davis.

Marayong: to ask Bronner if a shared space with limited access can be created on the PSW website to archive conference planning documents.

c. Boosting membership and campus rep activity All

Nissenson would like to have a continuity by having a director as a campus rep coordinator, who will work with other campus reps. Derickson, Langhoff, and Tester expressed their interest in helping out. Tester suggested Nissenson to develop the list of responsibilities to be reviewed/discussed at the next Board meeting. Marayong suggested that this could be led by the Membership VC with a director. Lanning suggested adding a sponsored mixer at the next conference.

d. Membership on PSW Board: Based on the bylaws, the Board member must reside/be employed within the PSW region. Gharehdaghi is currently not working in the region. Nissenson to communicate with Gharehdaghi to clarify on the status of his employment/residence.

1. Adding graduate student award: Board agreed to not creating a graduate student award this year. Ashworth, Tester, and Bronner will coordinate to create a proposal with the award criteria to be discussed at the spring Board meeting.

### Adjourn: 3pm

Minutes respectfully submitted by Panadda Marayong, 10/1/18.