**American Society for Engineering Education (ASEE) Pacific Southwest Section**

**Executive Board Meeting Minutes | April 22, 2017**

*Tempe Mission Palms Hotel and Conference Center, Dolores Room (Tempe, AZ 85281)*

Members Present (in alphabetical order): Jeffrey Ashworth, Dominic Dal Bello, Dennis Derickson, Amelito Enriquez, Lily Gossage, Kelli Horner (via Zoom), David Lanning, Jean Lee, Jean-Michel Maarek, Panadda Marayong, Paul Nissenson, Parham Piroozan, Brian Self, John Tester

Members Absent (in alphabetical order): Colleen Bronner, Ingo Foldvari, Sean Gallagher, Elizabeth Orwin, Richard Phillips.  
  
Proxies: Jane Dong to Amelito Enriquez   
  
Guests: Andrew Danowitz (Cal Poly San Luis Obispo), Anas Edin (Cal Poly Pomona), Nick Langhoff (Skyline College), Sean St. Clair (Oregon Institute of Technology), Tim Manicom (ASEE National)

1. **Call to Order**PSW Chair Marayong called the meeting to order at 12:53 p.m. and declared a quorum.
2. Approval of Agenda – New Items

**MSP** to approve agenda to include discussion of Fall 2017 Board meeting location and nominations for next Board election cycle.

1. **Consent Agenda**
   1. **MSP** to approve Minutes of Fall 2016 with minor modifications.
   2. Enriquez reported on Bylaws 103 votes for approved changes and elections. Elections to be done by June 1, 2017 since Manicom needs decisions by July 15, 2017.
2. **Reports of Officers**
   1. **Chair Report**  
      Marayong acknowledged ASU and all volunteers who contributed to the conference and commented on the great venue. Tester commented that the last few ASEE PSW conferences were excellent and that a higher standard has been established for PSW.
   2. **ASEE Report**  
      St. Clair shared good news regarding ASEE budget now being in the black. Conference schedule changed significantly to include back-to-back technical sections on Sunday with workshops moved to Wednesday.

Manicom (on status of ASEE membership) stated that membership fee for undergraduate students is separate from graduate students and school district membership category comes with 50 membership slots within that district. Institutional membership will receive 4 complimentary faculty and 5 slots for students. Dean’s program will allow chairs to sponsor faculty members (get 2 years for price of 1). For Industrial Advisory Board, companies not active on Corporate Member Council still get space at ASEE annual conference.  
  
Manicom (on current status of PSW membership) stated that there was a dip in PSW but that this tendency for dip at this time of year was normal; as we move forward to registration, membership will pick up. To determine attrition, there is a talk of having an “exit membership” survey, using campus reps (i.e., “What is it about ASEE that doesn’t work for you?”). After 2 years, people let their membership lapse. Pro-rated invoices start October 1st for institutional membership.

* 1. **Past-Chair Report**  
     Phillips (Absent) no report.
  2. **Chair-Elect Report**  
     Lanning expressed that he was thrilled to be serving, appreciates Board’s support.
  3. **Treasurer Report**  
     Gossage reported a balance of $6,000 in BASS account and stated that the only expenditures were for faculty and student checks. Because ASEE was charging indirect of 60% for expenditures (effective October 1, 2015)—to cover overhead costs—there was a need for PSW to be frugal. Gossage stated that 2016 PSW Conference plaques and PSW gavel box were paid from her fund-raising efforts. Board members continued to express concern regarding this overhead policy.
  4. **Section Membership Committee Report – Directors**
     1. Bronner (Absent): No report
     2. Derickson reported that he reviewed conference papers.
     3. Dong (Absent): Marayong stated that she will ask Dong for a report.
     4. Nissenson reported that he reviewed Diversity Paper & Best Paper and for second year in a row, he recorded sessions using Camtasia software; he will create a new play list in same PSW YouTube channel.
     5. Maarek: Reported that he reviewed conference papers, reviewed Diversity Paper & Best Paper and tried to recruit USC participants.
     6. Orwin (Absent): No report
     7. Tester reported that he reviewed papers and announced that he is the new Chair IME at NAU.
  5. **Relations with Industry Report – RWI Leads**
     1. Gallagher (Absent): No report
     2. La Belle reported that he met with 20 different companies, finding ways to bring them in.
     3. Foldvari emailed Marayong indicating that he was unable to participate due to family illness; Marayong will request report from him.
  6. **Webmaster Report**  
     Horner reported that she has uploaded the approved PSW bylaws to PSW website. Gossage added that she worked closely with Parisay to update the PSW website to include all past and new awards. Manicom requested new PSW bylaws.
  7. **Community College Report**  
     Dal Bello: No report
  8. **New Faculty Report**  
     Self reported that he attempted to increase faculty membership via promoting ASEE webinars/workshops, and that the PSW (via Gossage) was willing to pay for workshop. Enriquez commented that the logistics for recruiting members via offering $25 was too much effort.
  9. **Student Awards Report**  
     Ashworth reported that there were a total of 10 nominating packages submitted and that 9 out of 10 followed the new format; Ashworth commented that the new ‘Letter of Notice’ developed last year was very effective.
  10. **Faculty Awards Report**  
      Piroozan reported that there were 7 faculty applications and recognized PSW members on the selection committee (Bronner, Lanning, and Orwin). Rose-Margaret Itua received maximum scores. He commented that recommendation letters did not have signature. Tester recommended that VC Faculty Awards call recommenders to verify. Manicom stated that ASEE recommender system is password-secured. Marayong commented that PSW process should be consistent with National ASEE process. Tester strongly suggests contacting recommender.

1. **New Business**
   1. **2017 ASEE PSW Conference Report**La Belle (on Program, Attendance, and Budget) reported that Elizabeth Cross has 3 of 10 signatures for expense report. For conference participation, 146 individuals attended (one badge left over), 96 individuals attended ‘carousel dinner,’ 89 individuals attended Awards Banquet, and tours were fully loaded. Several Board members suggested keeping track of attendees during workshops (i.e., have moderators take headcount).   
        
      Enriquez (on Paper submission via Monolith) reported that he experimented with Monolith and overall evaluation was successful. He recommended including charge for publication, authors should pay fee National ASEE (have papers charged in Monolith). This year, paper cost was absorbed into conference budget. We can use Monolith to assign moderators; however, we would need to tighten deadlines (abstract, review, final review). Monolith only handled papers/abstracts; posters handled via external submission link. Marayong proposed including $25 for accepted paper and a separate reviewer’s kit. Gossage stated that there should be a page limit (e.g., 15 pages) for papers; she commented that some authors were submitting 30+ page papers. Tester suggested 15-page limit, Piroozan concurred.  
        
      Marayong (on Papers, Poster, Work-in-Progress) reported that there were 40 papers; for posters/WIP/workshops, the authors were good about following template but for some, there was a need to clarify affiliation.

La Belle (on conference venue) stated that ASU required two years advance notice to schedule facilities; therefore, the Tempe Mission Palms Hotel was chosen. Tester commented that he really like the venue. Gossage commented that a total of 43 students attended and that this was a record for PSW.

Piroozan expressed displeasure over why 2016 Conference Proceedings had not yet been posted. Gosssage explained that it was due to the fact that several authors had not submitted final formatted papers, formatting was incorrect (i.e., some submitted PDFs, figures/tables on some papers truncated, some did not follow formatting convention). Since authors paid and presented, it would not be right to omit their papers. Gossage mentioned limitations: proceedings were 400+ pages (due to paper length); she was using personal home computer for editing; she volunteered to edit (as opposed to using PSW funds for editing service); and finally, 2016 was the last year PSW would be manually formatting proceedings since dilemma recently solved with ASEE approval to use Monolith. Gossage expressed that it was off-putting to receive such harsh criticism and reminded Piroozan that we are all volunteers and to be sensitive of people’s efforts. Enriquez commented that PSW was the only “section” being allowed to use Monolith as a pilot effort because it has historically produced many papers.

* 1. **2018 ASEE Zone IV Conference**   
     St. Clair stated that Utah, as a potential venue, was not possible since ASEE national would be there. Marayong stated that she spoke with John Santiago, who indicated that Colorado Springs would be a good place. Tester commented that Oregon Tech would be good, Eugene or Portland. St. Clair responded that there was no engineering in Eugene. Self suggested Rocky Mountain area. St. Clair suggested Hawaii. Gossage commented that Hawaii was too expensive and that there were only 9 PSW members in Hawaii (one just retired); therefore, Hawaii is not practical. St. Clair stated that he will reach out and contact PNW and Rocky Mountain, indicated a need to have a venue selected before end of May 2017.

1. **New Business**
   1. **2019, 2020 ASEE PSW Conference Venues (All)**  
        
      (On 2019 PSW Conference) Marayong reported that 2019 PSW Conference will be hosted by CSULA (via Dong), and that she will work with Gossage and Lanning for revising PSW MOU. The original PSW MOU (developed for 2016 PSW Conference by Gossage) will continue to serve as the template and be used for all future PSW conferences. Enriquez commented that the 2019 PSW Conference will collaborate with Engineering Liaison Council (ELC) in order to increase attendance among California Community College faculty members.  
        
      (On 2020 PSW Conference) Marayong reported that 2020 PSW Conference will be hosted by UC, Davis (via Bronner).

(On 2021 PSW Conference) Maarek stated he will explore USC as possible host.

* 1. **2017-2018 ASEE PSW Board Member Election**  
     Marayong announced that Enriquez is retiring and commends him for his long-time service to PSW for election committee logistics. Tester recommended that Enriquez continue serving on the PSW Board past retirement.
  2. **Fall 2017 Board Meeting Location**  
     Lanning expressed that Pomona was a good central location; Tester agreed. Lanning stated that he will send a doodle poll for Board meeting date; Tester suggested September 15 or 22.
  3. **2017/2018 PSW Board Election – Nominations**
     1. Chair-Elect: Marayong nominated Nissenson
     2. Secretary (2-year term): Gossage nominated Marayong
     3. Vice-Chair of Student Awards (2-year term): Gossage nominated Ashworth; Tester nominated Danowitz
     4. Vice-Chair of New Faculty (2-year term): Self self-nominated
     5. Vice-Chair of Community College (2-year term): Dal Bello self-nominated
     6. Director 1, 2, and 3 (2-year): Piroozan nominated Edin; Self nominated Danowitz; Lanning nominated Ashworth; Enriquez nominated Langhoff
     7. Relations with Industry: no nominations
     8. Election Committee: Marayong, Tester, Enriquez

1. **Old Business**
   1. ASEE PSW account set-updates  
      Gossage reported that PSW account was established at Cal Poly Pomona but it was up to future conference hosts how they want to facilitate ticket sales (i.e., conference fee, guest banquet tickets, etc.).
   2. ASEE PSW Bylaws approval  
      Enriquez reported that revisions to bylaws were approved by membership.
2. **Adjourn**  
   Chair Marayong adjourned the meeting at 3:03 p.m.

Minutes respectively submitted by Lily Gossage, April 22, 2017.