ASEE PSW Executive Board Meeting

 Sunday March 25th, 2018

5:00 – 8:00 pm

University of Colorado, Boulder

 Boulder, CO 80309

ECCE Building, Room 1B41

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

Members Absent (in alphabetical order): Ingo Foldvari, Jeff LaBelle, Jesus Larralde, Parham Piroozan

Proxies: None

Guests: Sean St. Clair (Zone IV Chair), Ananda Pandel (Zone IV Chair-elect)

# I. . Call to Order (5:30pm)

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

M/S/P with minor typo corrections

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

Amelito Enriquez: Addition of new position for Campus Rep Chair based on Fall 2017 minutes under IV New Business item c. Modification to Agenda that Board Nomination Committee Report is separate from Past-chair report. M/S/P

### Reports of Officers

1. Chair report David Lanning

Lanning reported overall good participation and organization of the Zone IV conference. Initially some of the sessions were to be in an online format, but there was not enough demands to create the session.

1. ASEE report ASEE Representative

At the beginning of the meeting, Sean St. Clair shared that the revised PSW bylaws has been approved by the ASEE National. Ananda Pandel provided a quick introduction as the Zone IV Chair-elect.

1. Past Chair Report Amelito Enriquez

PSW did not have a nominee for the National Teaching Award. This requires a separate nomination process. Members suggested that the Vice Chair for Faculty Award should process the nomination to the national in the future. For Board Nomination Committee Report, the newly approved PSW bylaws need to be updated on the ASEE National website. Kelli Horner will follow up with Tim Manicom.

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

The Campus Rep sub-committee, consisting of Paul Nissenson, Amelito Enriquez, Nick Langhoff and Jane Dong, met and compiled the list of campus reps and potential campus reps. There are 27 reps as of October 2017. The list is shared with the Board. Nissenson suggested to include active PSW conference presenters for the campus with missing campus reps. Campus reps must be nominated by the Dean to ASEE National. Universities do not have to be an Institutional member to have a campus rep. Nissenson to send follow-up emails to potential reps.

1. Treasurer report Lily Gossage

Balance as of 12/31/17 is $9604.78. This includes membership fees. No updates on the National fees. Gossage asked the Board for ideas on other ways to utilize the fund. This can include support for new PSW member/new faculty.

1. Section Membership committee report Jane Dong

Jane Dong met with Campus rep sub-committee members and acknowledged Paul for his hard work on the campus rep report. A draft recruitment letter was created. Paul shared the draft via email with the Board. Dong suggested that we need to provide tools to campus rep to help recruit new members and incentivize new faculty members. She has contacted Jesus L. on tips for recruitment. She also suggested including small award money for campus rep. The created letter can help potential members to bring to their Dean. Dong mentioned that she will attend ELC next week and will encourage more faculty to be involved.

Board members suggested to add the email contact for ASEE National on the letter. Provide tools for campus rep to help with the recruitment effort for their campus. Dong suggested interested member to contact their Dean using the draft letter.

Bronner: Suggest to add potential names and to include a template of what to email ASEE National on the letter.

Maarek: Suggest to also create a letter that can be sent out to current campus rep to continue the effort.

Gossage: Currently many campus reps listed on the ASEE website are the Dean based on the institutional membership and suggested that it might be a good idea to replace them with an interested faculty.

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

Derickson: He helped with the student award and paper review and helped bring 6 faculty from Cal Poly SLO to the Zone IV conference.

Langhoff: ELC meeting will be in Fall. He will present with Jane Dong about joint ELC & PSW meeting in 2019. He will chair the ELC conference during that time. Amelito Enriquez and he brought 19 students to the Zone Conference.

Sultana: Nothing to report

Bronner: Served on award committees for faculty and undergraduate student. She has discussed hosting the 2020 PSW conference with her Dean.

Lee: She has approached a few companies for sponsorships but was not successful in this initial attempt. She will continue the effort.

Maarek: He helped with the best paper award. He has started a conversation with his Dean about hosting the 2021 PSW conference at USC. The Dean had some questions about the conference. Maarek to get the draft of the MOU from David and Lily to bring to the Dean for discussion. Gossage to send the revised draft of the MOU to the Board.

Tester: Nothing to report.

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

No report since members are absent.

Gossage: Foldvari sent her information about the Badge program at NI.

1. Webmaster report Kelli Horner

Horner has reached out to Tim Manicom who has introduced her to Steve Woodwork regarding hosting PSW website under the ASEE National using Wordpress. She has created the new website and will gradually migrate. She plans to have the new site ready by Fall 2018 PSW Board meeting. Sultana and Langhoff to help with the site migration.

1. Community college report Dominic Dal Bello

Nothing to report.

1. New Faculty report Brian Self

ASEE National will not have new faculty seminar until later in the year. There was one but it was very expensive ($495/person). He gave a workshop for new faculty at Zone IV conference and reported good attendance. He looks for suggestions for other activities that the Board can support for new faculty.

1. Student awards report Jeffrey Ashworth

New instructions helped to get more complete applications this year. There were 8 nominations. Marayong, Larralde, Derickson and Bronner volunteered as the reviewers. The committee agreed on the same first choice (Isabela Figueira, Santa Clara University). Her recommender, Ruth Davis, will receive the award on Isabela’s behalf at the banquet.

1. Faculty awards report Parham Piroozan

Self reported that we received 3 nominations and would like to encourage PSW members to increase the number of nominations. The finalist this year is Jawaharlal from CalPoly Pomona. Self will introduce the awardee at the banquet.

### Old Business

a. Spring 2018 ASEE Zone IV Conference at UC Boulder David Lanning

 So far the meeting is going smoothly. There is no information on the budget available yet. There are 38 papers, 8 workshops and about 40 posters with 150 registrations.

b. Discussion of funding and details for 2018 Conference Awards All

 Gossage is processing the award checks for the Student and Faculty awards.

### New Business

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

 Dong: The conference will be on Thu-Sat April 4-6, 2019 at CSULA. The conference will be in conjunction with ELC, which is on Thu & Fri. She is working on the logistics and the tentative schedules have been created. She will work with Nick Langhoff to coordinate the schedule for ELC and PSW conference. PSW Board meeting is planned for Saturday afternoon. She has negotiated with Pasadena Hilton hotel with negotiated price of $179/night. There might be a shuttle service from hotel/campus to help with parking issues. Since the conference will occur during spring break at CSULA, she will talk with the campus transportation for the shuttle service. ELC attendees will pay $150 to participate in both meetings. The conference timeline can be based on the previous year. She asked for several committees to be identified.

Program committee: Paul Nissensen, Nick Langhoff, Gustavo Menezes, Jane Dong

Sponsorship committee: Lily Gossage, Jesus Larralde, Jeff LaBelle. Gossage encouraged Board members to reach out to their campus administrators for sponsorship of the conference.

Paper management: Panadda Marayong, David Lanning

Bronner volunteered to be involved in the conference program planning committee to get information for potentially hosting the conference in 2020 at UC Davis.

Fall 2018 PSW Board meeting will be hosted at CSULA (Dong to send out a poll to the Board members). A survey will be sent to the Board to vote on the theme of the conference (3 choices).

The Board discussed possibly hosting the 2021 conference at USC.

b. 2018-2019 elections of PSW officers All

Eleven positions are up for election this year. The Board elected the Board Election Committee: Marayong, Lanning, Langhoff, Sultana, Dal Bello. (M/S/P)

Marayong called for nominations from the Board:

Chair elect: Jane Dong (nominated by Gossage)

VC Faculty Awards: Kevin Anderson (nominated by Gossage), Election committee to ask current VC, Piroozan

VC Membership: Jean-Michel Maarek (nominated by Gossage)

Treasurer: Lily Gossage (nominated by Enriquez and Marayong)

Director 4: Colleen Bronner

Director 5: Jean Lee

Director 6:

Director 7: John Tester

Webmaster: Kelli Horner

Industry rep East: Election committee to ask La Belle

Industry rep North: Election committee to ask Ingo

Self suggested that industry relation should be someone who are familiar with ASEE.

c. Discussion of new position of campus rep chair

Bronner suggested to have two current directors (one from alternating even/odd term) to serve on the sub-committee for Campus reps. They will be identified after the election. M/S/P

### Adjourn (8pm)

 Minutes respectfully submitted by Panadda Marayong, 3/26/18