

Pitiporn Asvapathanagul is inviting you to a scheduled Zoom meeting.

Topic: Fall 2023 ASEE PSW Section Hybrid Board Meeting
Time: Sep 29, 2023 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
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Meeting ID: 853 6249 8688
Passcode: ASEE-PSW

ASEE-PSW Fall 2023 Meeting Minutes

Attendees: Pitiporn Asvapathanagul, Elisabeth Weiss, Lessa Grunenfelder, Yilin Feng, Colleen Bronner, Harly Ramsey, Paul Nissenson, Dom Dal Bello, Indumathi Jeyachandran, Panadda (Nim) Marayong, Yizhe Chang, Jes Kuczenski, Nolan Tsuchiya, Christine King, Andrew Danowitz, Jean Lee, Jessica Perez, Christine King, Jean-Michel Maarek

Excused: Melissa Morris, Maria Chierichetti, Rebeka Sultana

I. Call to Order at 10:05PM

- a. Quorum review Pitiporn Asvapathanagul
 - Quorum achieved
- b. Welcome and Introductions ([Current Executive Board – ASEE Pacific Southwest Section](#)) Pitiporn Asvapathanagul
 - All attendees introduced themselves, many spoke of many years of service on the PSW board
- c. Approval of agenda – additional items or changes Pitiporn Asvapathanagul
 - No items suggested for addition - motion made and seconded, approved
- d. Approval of Spring 2023 meeting minutes Jessica Kuczenski
 - Minutes not yet provided, Pitiporn will forward when available. Approval will be done through email.

II. Reports of Officers

- a. Chair report Pitiporn Asvapathanagul
 - Connected with Dr. Chang - website is up to date
 - Connected with ASEE HQ.
 - Connected with Eric who is unable to make it due to class conflict:
 - Eric is looking for representatives for Zone IV best paper committee.
 - Dom and Jessica volunteered - **Dom will serve**
 - He is also looking for feedback on the concept of a zone outstanding teaching award.
 - Great idea to also send 2-yr and early career awards to the zone outstanding award (Nolan)
 - Is this something else other zones are doing? (Paul) Are all 3 still going to national, or is this filtering mechanism for which go to National
 - Prefer nominees from Zone IV go regardless
 - Need clarification on what that award looks like. Chair will follow up with Zone IV Chair.
 - Main updates from National are that they are continuing to recover financially and execute their financial recovery plan.
 - Worked with Melissa about Las Vegas fall hybrid meeting, and student award announcement and rubric with Elisabeth
 - Connected with Paul about Bylaws
 - Reached out and followed up with David Lanning about Spring 2023 minutes.
 - Worked with Andrew on ASEE-PSW BASS account.
- b. ASEE Zone report Pitiporn Asvapathanagul
- c. Past Chair Report Jessica Ohanian Perez
 - Details of the conference:
 - Participants: 93 in person participants (17 students and 76 professionals) and 8 online (1 student and 7 professionals)

- Presentations: 4 workshops (90 min each) 4 lightening talks, 14 posters and 50 presentations.
- Papers: 15 full papers
- Opening Keynote Speaker: Juan Lucena
- Banquet Keynote speaker: Garrett Reisman
- Only to have in-person conference, everything went well - very well organized
- d. Chair-Elect report Elisabeth Arnold Weiss
 - Some items in process over summer - worked with Melissa
 - Happy to support chair role and to serve as needed
- e. Treasurer report Andrew Danowitz
 - Do not have to pay for conference-in-a-box from in-person conference at USC
 - No BASS report yet from National
 - (Elisabeth) need to finalize and make sure numbers came out correctly
 - At the end of the meeting, Andrew shared \$7,606.41 unbalance without 2023 ASEE PSW conference from USC.
 - ASEE HQ will pay for external debt first then internal debt.
 - Oct 1 is a new fiscal year.
- f. Section Membership committee report Paul Nissenson
 - Efforts to get ByLaws updated
 - Member numbers usually reviewed once per year, reported at the Spring meeting
- g. New Faculty report Harley Ramsey
 - Resource section now on website (with Jean and Jean-Michel)
 - Try to get more interactive workshops available (work with Lessa), leverage other contacts from ASEE division work
 - Review resources for less-veteran resources for faculty (for faculty development) from conference
 - Nim will help direct people to our website to market workshops
- h. Student awards report Melissa Morris
 - 2024 Call for Student Awards draft available, no track changes information available
 - Think about the academic threshold of 3.0 - make sure it is not something that is 'ranked'
 - Remove GPA floor? Tie-breaking only?
 - Change language from 'must' to 'recommended'? Remove minimum for application
 - Explanation can be provided in student personal statement? Leave to students to provide information on what they excel at?
 - Just list GPA as requirement without any threshold language?
 - Agreed to keep 'scholastic excellence', but removing any GPA listing - GPA is still on template for students to fill out
 - Track changes on awards draft for new language
 - Often 7-12 students apply (both undergrad and grad) - no need to filter via GPA as there aren't too many applicants
 - **Rubric needs to be reviewed re: GPA** - are categories weighted or equal? How is scholastic excellence being rated? Column M should be kept
 - Need to be transparent with students on how they will be reviewed
 - Add weights to columns? Lots of students who don't have items in every category - weighting may not be fair in that case?
 - New suggested language: "There is no minimum GPA to apply, but academic performance is considered as part of the application"
 - **Revised language:** "Scholastic excellence that can be demonstrated by several factors, such as GPA, research, etc..."
 - GPA isn't listed as part of call language - add "scholastic achievement" to the call?
 - Is deadline for awards appropriate? Should be same deadline for both
 - Consistent with last year, deadline for faculty typically March 1. Melissa should decide.
 - Can complimentary membership be added to award winners? Student membership is very inexpensive - bring up with Melissa
- i. Faculty awards report Nolan Tsuchiya

- Issue - 5 applicants for all 3 categories, 2 applicants per category (rubric applied effectively), only 1 applicant for one category - this was not awarded (assumption made that without competition it wouldn't be awarded), but pushback led to it being awarded.
 - Missed one application for the 2-yr award
 - No standardized rubric last year, used template to develop standard rubric for future use
- Nolan will call for volunteer to help review the applications by email.
- Applications submitted by email is an issue - consider using another Form application, like Qualtrics or Google Form?
 - Make sure to set up submission so applicants only submit one file for all application materials
 - Consideration for letters of recommendation that might come from others (than the applicant)
- j. Community college report Dominic Dal Bello
- The Engineering Liaison Council is having its Fall meeting on Thurs/Friday Nov. 2 and 3 at Ohlone College in Fremont.
 - Tentative Agenda is here:
https://docs.google.com/document/d/1aXPfvYoKh90hZjpUiYq61aaLN7V_DOyL/edit
 - Registration is here: [Registration Link](#)
 - Please share with your colleagues and deans.
 - ELC consists of California Community College engineering faculty, and university (CSU, UC and private) representatives.
 - Most university folks are sent from the deans office (e.g., associate deans), but we are always interested in Engineering Faculty attending, as articulation is always a topic of discussion.
 - Agenda Items: California Legislation; Workforce Development/Grant Opportunities; Campus Announcements; MESA/STEM; Intersegmental Partnerships in Engineering Education; Segment (comm. college; university) meetings.
- 300 students from about 8 schools will be coming to Cal Poly - SLO to present
- k. Director reports:
 - Panadda (Nim) Marayong, - nothing to report, looking forward to helping out with new tasks
 - Lessa Grunenfelder, - nothing to report, excited about other USC folks - get together with other directors
 - Jean-Michel Maarek, - Nothing to report, happy to help with upcoming activities
 - Indumathi Jeyachandran, - nothing to report, happy to work with everyone
 - Jean Lee, - echo Paul - encourage faculty to submit or attend our conference. Given choice between PSW and National, people are opting to go to National. Need to consider how to encourage people to attend.
 - Need to consider role of campus reps
 - Maria Chierichetti, - did not attend
 - Yilin Feng - nothing to report - worked with Nolan on faculty awards this spring, looking forward to helping more in the future
- l. Relations with Industry (RWI) reports:
 - South (Christina King), - just getting started, looking forward to better understanding this role
 - East (Rebeka Sultana), - did not attend, happy to volunteer to review for awards, will plan to meet with other Industry members and go over role, will reach out to other university members
 - North (Colleen Bronner) - Worked on redefining, "Relations with Industry (RWI)" and associated responsibilities in bylaws.
- m. Webmaster report/communications committee Yizhe Chang
- Changes - announcement for last conference, update on timeline, abstract submission
 - Awards
 - Executive template for board
 - Updated information from last year that he has, will work to update fully from last year's information

===== 15 mins break (Resume at 12:05pm) =====

III. Continuing Business

- a. Bylaws update Paul Nissenson, Colleen Bronner, Panadda (Nim) Marayong
- Approved by-law forwarded to ASEE-HQ. HQ provided comments back. The file is shared with all PSW board members.
 - "Chair and Past-Chair are not elected positions." is added.
 - "due-paying" replaced by "current" throughout the document.
- b. 2024 and 2025 ASEE PSW Conferences All
- 2024 Las Vegas Conference Planning Committee - At least Chair-Elect, Chair, Past Chair should be on the committee, along with a UNLV person.
 - 2023 Conference was very successful because there were many USC members assisting in the event. Melissa is the only UNLV member on board. Melissa should form UNLV members in assisting with conference planning.
 - UNLV can arrange facility tours or workshops highlighting UNLV activities during the 2024 Conference.
 - Several people (2-3) from UNLV should be involved because they know the mechanics of their institution.
 - Jessica volunteers helping with conference planning and better to work and train members that will host the 2025 ASEE-PSW conference for paper review.
 - April 19-20, 2023 voted for 2024 ASEE-PSW conference in UNLV (65%(9) for April 19-20 VS 35%(5) for April 12-13).
 - One of the most important things the committee will need to do soon is to establish dates for abstract submission, full paper submission, etc. Usually the call for abstracts comes out in early/mid October. The committee also must consider the deadline for abstract submission, not to overlap with the National deadline.
 - National conference is Jun 23-26, 2023
 - 2026, UC Davis will host a zone meeting. Therefore, we should choose a location for 2025 ASEE-PSW from other locations. San Diego (SDSU) and Arizona (maybe ASU) are potential locations. Chair will follow up with David Lanning and Paul will help connect with San Diego.
- c. Commission on Diversity, Equity and Inclusion Representative All
- We agreed during the last meeting that one of the Directors at large takes this role.
 - Gustavo was the lead in the last, and Indu also participated.
- d. Online activities (workshops, webinars, discussions, etc.) All
- Harly is working on it, but not launched yet.
- e. Undergraduate TA support/Student section All
- The continuing business that ASEE has student chapters and how PSW can involve in.
- f. Relation with industry role
- Newly defined in the bylaws
- g. Other continuing business?
- Bylaws and definition of Relation with industry role: New name is "External Partnership Liaisons (EPLs)," "10.11. The EPLs shall: promote and coordinate relationships between industrial and governmental engineering agencies and the engineering educational institutions in the Section as appropriate to the objectives of the Section; perform such duties as delegated by the board; submit a report to the Chair at the meetings of the Executive Board describing the previous year's accomplishments. Three EPL positions are available."
 - JOIN button should be included on the ASEE-PSW website. Once selected, it will be directed to <https://www.asee.org/membership-and-communities/membership>. To join PSW, must join through national ASEE. If the school is in PSW, the membership will be automatically associated with PSW section.

IV. New Business

- a. Other new business ?

V. Adjourn at 12:52PM

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If you have any questions, ideas, comments, additions, or corrections, please e-mail Pitiporn Asvapathanagul at Pitiporn.Asvapathanagul@csulb.edu or text at 562-547-3581 (cell).