

MINUTES

**ASEE – TELPhE Division
Annual Business Meeting
Wednesday, June 26, 2024
8:00 – 9:30 AM**

Willamette 8, Hyatt Regency Portland, Oregon (HQ Hotel)

1. The meeting was called to order by J. Reisel at 8:05 p.m. and the agenda was approved.
2. The minutes of the June 2023 meeting were approved.
3. Presentation of Awards:
 - Kate Goodman was awarded the Meritorious Award, and the citation was read.
 - No best paper was selected.
4. Election of new officers:
 - Haley Williams was elected the new Director-At-Large;
haley_williams@berkeley.edu
5. Officer reports:
 - a. Treasurer (Carl Hilgarth)
 - \$3290.02 in our BASS account, funds not available until 10/2025
 - b. Program Chair (Suzanne Keilson)
 - 26 papers submitted, 1 rejected, 9 withdrawn, 4 “passed deadline” – 12 final papers, 2 technical sessions, 1 poster, We will review these 12 for a “best paper” designation, although not in time for consideration
 - Other Sessions:
 - sponsored panel (Karl Smith, Beth Cady, Russ Korte)
 - co-sponsored a P-12 roundtable
 - c. Directors-at-Large (Alan Cheville & John Heywood)
 - possible publication venues and restart conversations about ASEE publication support for a TELPhE pub
6. Division Chair report (John Reisel)
 - a. Division Membership was 665 in 2023 and 503 in 2024.
 - b. Discussion included more regular communications (quarterly newsletter, highlights from the conference, awareness of new events, or zoom meetings)
7. PIC Chair report (Elliot Douglas)
 - a. Reminder of what PIC chair does (Professional Interest Council, represents a group of divisions on the ASEE board)
 - b. Shared new strategic plan, with emphasis on financial sustainability, increasing membership, redefining ASEE’s value prop & continuously improve members experience
 - c. Financial audits – finally getting past audits cleaned up, requiring payback to government, which is uncertain, and won’t be finalized until Sept 2025

- d. TELPhE will get \$500 from our membership this year
- e. New -- Every division can have a distinguished lecture – not down-selected by PIC chair
- f. 2025 deadlines shared:
 - Abstracts open 9/1/24
 - Abstract due 10/1/24
 - Abstract decisions 11/1/24
 - Drafts due 1/15/25
 - Draft decisions 2/7/25
 - Revised papers 2/21/25
 - Revised paper decisions 3/7/25
 - Author registration deadline 4/7/25
 - Final paper upload 5/1/25
- 8. New Business:
 - a. Bimonthly meetings for consideration of proposals and programs
 - b. Drafting of an updated mission statement – discussed but not changed.
- 9. Other Business
 - a. Tracy Hammond & John Krupzak will update and start moving TELPhE page to the official ASEE website
- 10. Meeting was adjourned at 9:40am.