

ASEE BED Minutes, 2009

BED Business Meeting, Tuesday, June 16, 2009

Austin Convention Center, Room 13B

1. Dan Cavanagh, BED Chair, called the meeting to order at 12:35 PM. Eighteen members were in attendance. Introductions of attendees were made.
2. Minutes from June 2008 were distributed. The minutes were approved as presented.
3. Treasurer's report: Judy Cezeaux presented the treasurer's report. It was read and approved.
4. BED Chair report: Dan Cavanagh stated that the BED has 600 members, making up 5% of ASEE membership. It was noted that the BED has the highest percentage of women members (approximately 25%) for discipline specific divisions. There was discussion as to how this percentage relates to the percentage of total BME faculty across the country. It was noted that the BED initiated a best paper award and implemented a process for this award in the past year. Dan Cavanagh expressed his thanks to Paul Benkeser for his work as Program Chair.
5. Program Chair report: Paul Benkeser gave statistics related to BED sessions for the 2009 conference. Abstracts: 29 submitted, non re-assigned, 5 withdrawn, 6 not accepted. This yielded 18 papers. The BED gave up one session that had been assigned by ASEE. It was noted that not all sessions were completely full. John Gassert held an early session on ABET accreditation. Paul Benkeser thanked the University of Texas BME department for hosting the Body of Knowledge workshop on Sunday, June 14 and the Council of Chairs meeting (including food and transportation) on Monday, June 15. There was a discussion on whether the ending of the VaNTH NSF Engineering Research Center had an effect on the lower number of papers submitted this year, but it was noted that attendance is down across ASEE this year. Paul Benkeser thanked the reviewers and noted that authors were pleased with the feedback they received.
6. Vice Chair for Career Development and Awards report: Dan Cavanagh gave the report for Sam Richerson Jacques. This year, John Gassert received the Theo C. Pilkington Outstanding Educator Award and Chris Shaffer received the Biomedical Engineering Teaching Award. The inaugural BED Best Paper award was given to Mary Besterfield-Sacre. It was noted that the BED has never awarded a best poster award although the ASEE website shows that the division has done so.
7. Ad-hoc Committee on Bylaws report: Jim Sweeney reported on the process followed by this ad-hoc committee made up of Jim Sweeney Ann Saterbak, Dan Cavanagh, Aura Gimm, Richard Goldberg, and Sam Richerson Jacques to revise the BED by-laws. They worked to have the draft changes to division members by September which is more than the 30 days prior to vote to occur at this meeting. The motivation for changes to the by-

laws is the streamlining of the division offices. It was noted that the draft did not include a description of the new office for Vice Chair, Honors and Awards, possibly due to the fact that the current by-laws do not include a description for Vice Chair, Curriculum Development and Awards. A friendly amendment was proposed that would allow for the inclusion of this description in the new by-laws. A motion to accept the changes to the by-laws was made and seconded. The new by-laws were unanimously accepted.

8. Ann Saterbak, PIC II chair presented information from ASEE administration.

BASS/Operating budgets. There was a discussion about use of operating budget. Unlike the BASS budget which rolls over across fiscal years, the operating budget must be spent in a fiscal year or the funds are lost. It is unclear if division awards can be funded out of the operating budget as well as which account the ticket revenue from the workshop will be placed. Next year, the operating budget will be allocated to \$1/member rather than the fixed amounts that divisions get at this time.

SmoothPaper: There have been many problems with this system and the administration is aware of these issues. It will be another cycle before another system is available.

Strategic initiatives: The Board of Directors has identified strategic initiatives in diversity, internationalization, and professional development. The division is invited to partner in one of these areas. The Board is rewriting the sustainable development strategic initiative.

Annual conference registration: The number of registrations is down 10% this year.

9. Topics for 2010 meeting in Louisville: Jim Sweeney, Program Chair for 2010 conference in Louisville reviewed the paper submission request and opened discussion of suggested topics for sessions/invited papers. Suggestions included one related to the Women in Medical and Biological Engineering committee of AIMBE and another on graduate student/faculty professional development. Members were encouraged to contact Jim Sweeney with more suggestions.

10. Election results:

- a. Program-Chair Elect: Timothy Allen
- b. Secretary-Treasurer: Judy Cezeaux
- c. Vice Chair, Honors and Awards: Aura Gimm
- d. Member-at Large (Term 2010 – 2013): Melissa Micou

11. New business

Dave Gatchell reviewed the Body of Knowledge workshop held on Sunday, June 14, hosted by the University of Texas Biomedical Engineering Department. The primary motivation was to identify a list of concepts all biomedical engineering undergraduate students should know and to build on the findings of the VaNTH NSF Engineering Research Center. The participants split up into 4 groups and discussed intersections of courses. Funding and validation of the topics within the Body of Knowledge is needed as are voices in the process. It was suggested that one person from each biomedical

engineering program be involved. It was also important to differentiate skills from knowledge and to layer skills using Bloom's taxonomy. The workshop had 23 paid participants generating \$575 in revenue. Subtracting the \$250 fee to ASEE left the division with \$325, of which \$320.37 was to be used to pay for food for the workshop.

There was a discussion of the fate of the biomedical engineering educational summit. At the February meeting of the Council of Chair of Bioengineering and Biomedical Engineering at the AIMBE meeting, a long-range planning report suggested the establishment of a summit planning committee. It was noted that the summit is supported primarily by the Council of Chairs. The plan is to have a smaller version of the summit every other year at the BMES national conference with a full summit every 6 years. The first small version of the summit will take place at the 2010 BMES meeting in Austin. The BED needs a representative on the summit planning committee. There was a suggestion on who would represent the BED (e.g.; officer, BED member). A motion was made and seconded to let the BED executive committee decide on the represented. The motion was approved.

12. The meeting was adjourned at 2:01 PM.

Minutes submitted by Judy L. Cezeaux