

ASEE BED Minutes, 2013

BED Business Meeting, Tuesday, June 25, 2013
Georgia World Congress Center, Room A308B

1. Conrad Zapanta, BED Chair, called the meeting to order at 4:00 PM. Twenty-four members were in attendance. Introductions of attendees and current officers were made.
2. Minutes from June 2012 were distributed. The minutes were approved as presented.
3. Treasurer's report: Judy Cezeaux presented the treasurer's report. She discussed the revenue and expenses for the past fiscal year as well as the first two quarters of this fiscal year. The treasurer's report was approved.
4. Chell Roberts, on behalf of the current PIC II chair Cathy Skokan, presented information from ASEE.

ASEE has another refereed journal *Advances in Engineering Education*, in addition to the *Journal of Engineering Education*. It previously cost \$75 per paper to publish in this journal, but the new fee is \$200 per paper.

There is \$500 available from PIC chairs as a matching grant for special projects.

ASEE is becoming more financially solvent and despite a loss of \$20,000, the organization is in good shape.

The division had an opportunity to discuss feedback on the conference. Among the items brought up were the 7 AM sessions, the fact that the workshops were not listed in the sponsoring divisions list of conference events, the shorter exhibit hours, and the lack of seating in some of the sessions.

The division asked about the process to change division dues. It requires a change in division bylaws and approval by the PIC.

5. Vice Chair, Honors and Awards report: Richard Goldberg described the process for nominations for the Teaching Award and Pilkington Award. The call for nominations is sent out in mid-November. An "intent to nominate" email is due to the Awards Chair by January 1. Nomination packets are then due to the Awards Chair by February 1. This year five "intent to nominate" forms and four nominations were received for the Pilkington Award while four "intent to nominate" forms and four nominations were received for the Teaching Award. He also announced this year's Pilkington Award winner is Ann Saterbak from Rice University. Michael Rust from Western New England University is the Teaching Award winner. There is no Best Paper Award winner this year. It was noted that only five different universities were represented in the eight nominations for the two awards. Richard also thanked the Awards committee members Joe Tranquillo, Susan Blanchard, Willis Tompkins, Rob Linsenmeier, and John Gassert.
6. BED Chair report: Conrad Zapanta gave an update on BED and ASEE membership. This year BED has 560 members, which corresponds to 4.4% of the ASEE membership. Since 2001, the

lowest and highest BED membership numbers were 413 and 607, respectively. The lowest and highest percentages of BED portion of ASEE membership were 3.74% and 4.77%. Our current percentage of ASEE membership compares well with the other discipline-specific divisions such as Chemical Engineering (4.6%), Civil Engineering (5.0%), Electrical Engineering (7.2%), and Mechanical Engineering (7.8%). Women and minorities are represented in higher percentages in the BED compared to ASEE as a whole. Conrad also discussed the booth that BED hosted at the 2012 Annual BMES Conference. The BED paid \$1,200 for the booth where BED members handed out sample papers, newsletters, and information about ASEE and BED. Approximately 30 names were collected. It was noted that several graduate students dropped by the booth. It is not clear if the booth had any effect on the attendance at this 2013 ASEE meeting.

7. Program Chair report: Aura Gimm gave information on the BED programs at this year's conference. The BED introduced new "Work in Progress" track with an associated Best Poster Award. It is expected that full-length papers based on these works in progress will be submitted in a year or two. This year there was a re-emphasis on core BME courses. This year's program includes the Division Awards Dinner, and Division Business Meeting, and a tour of the BME department at Georgia Tech. The BED-sponsored workshop was cancelled. There were 33 abstracts submitted. There were 29 draft papers submitted, of which 6 papers were withdrawn and 4 papers were accepted. This resulted in 14 works in progress posters and 5 papers presented in platform sessions. Aura presented an historical evaluation of submitted abstracts, final papers, and success rates from the 2005 conference in Portland up to this year's conference. There was discussion about the ratio of works in progress to full papers going forward as well as whether a wider distribution of BED newsletters would increase participation in BED. There was also discussion of joining with other divisions for joint sessions as well as getting involved with roundtables and distinguished lectures.
8. Best Poster Award: Jim Sweeney announced the winners of the first Best Poster Award. There were co-winners: Brad Sutton and colleagues for their poster entitled "Works in Progress: Development of Integrated Computer Simulations and Laboratory Exercises for Teaching Human Physiology" and Jeffrey LeMack and colleague for their poster entitled "Work in Progress: A Multi-Faceted Laboratory Module in Cardiovascular Fluid Mechanics to Develop Analysis and Evaluation Skills in Biomedical Engineering Undergraduates."
9. Topics for 2014 meeting in Indianapolis: Joe Tranquillo, Program Chair for 2014 conference in Indianapolis (June 15 – 18) opened discussion of suggested topics for sessions/invited papers. Suggestions included a BME brainstorming roundtable, a field trip to Eli Lilly, panel within/outside the division, for example, the Design in Engineering Education Division. There was also the suggestion of doing sessions similar to the Nifty Assignments sessions at the NCIIA Open conference. Aura mentioned that she was in favor of sessions where active participation is encouraged. Conrad asked if we should reschedule the K-12 outreach workshop. Ann Saterbak discussed the implications of the "publish to present" requirement. Additional topics such as clinical internships, industry, design throughout the curriculum, issues related to sophomores/juniors, ABET, Body of Knowledge. There was also a suggestion to partner with Chemical Engineering or Mechanical Engineering since these disciplines are now beginning to include more biology-related topics. Joe gave his email address for any additional session ideas.

To advertise division activities, there was a question as to whether the division should consider an ad on the BMES website. There was also a question if the BED has its own website. Finally

the attendees were asked if they would prefer to get a PDF copy of the newsletter or if it should be posted on the BED website.

10. Elections: Timothy Allen, Past Chair and Chair of the Nominating Committee went over the elected positions within the Division. Continuing officers following this meeting include Conrad Zapanta as Past Chair and Chair of the Nominating Committee, Aura Gimm will serve as the Division Chair, Joe Tranquillo will become the Program Chair. William Guilford will serve one more year as Member-at-Large while Michael Rust will serve two more years as Member-at-Large. Elections were held for the open officer positions. The elections results:
 - a. Program-Chair Elect: Ann Saterbak
 - b. Secretary-Treasurer: Judy Cezeaux
 - c. Vice Chair, Honors and Awards: Richard Goldberg
 - d. Member-at Large (3 year): Hans van Oostrom (2013-2016)

11. New business

Aura Gimm described that the officers had met on Sunday night to discuss ways to increase membership in BED. In an effort to get more participation in the division, it was discussed to try to involve graduate students in division activities. The officers propose to create two BED Travel Awards (\$500 each) to encourage graduate students to attend the annual conference. It was noted that the ASEE Bring-a-Student allows a free student registration with a full conference registration. There was a question as to whether post-docs would be eligible. It was decided that giving a presentation or attending the ASEE conference for the first time could be considered positive factors on the application. Pros and cons of requiring those receiving the award to give a presentation were discussed. A motion was made and seconded to create two graduate student/post-doc travel awards (\$500 each). The members-at-large will form a committee to evaluate the applications. The motion passed. There was then discussion about raising BED dues to \$5. A motion was made and seconded to begin the process to raise the division dues to \$5. A friendly amendment to change the dues to \$6 rather than \$5 was presented then withdrawn following discussion. The original motion passed.

There was additional discussion on the outreach workshop. This would provide methods to introduce BME concepts into K-12. Aura commented that the BED is too narrow of an audience and suggested that the division reach out to the K-12 Division. Joe Tranquillo will do so.

12. The division thanks Conrad Zapanta for his work as Division Chair, Timothy Allen for four years of service to the BED, Aura Gimm for the work to put together this year's conference program, and Richard Goldberg for organization of the Awards Dinner.
13. The meeting was adjourned at 5:37 PM.

Minutes submitted by Judy L. Cezeaux, June 2014