



Executive Board Meeting

Monday, June 24, 2013 – Atlanta, Georgia
8:00am – 11:45 am

Attendees:

Rita Burrell, Secretary (Mississippi State Un)
Lynda Coulson, Director (Rolls-Royce) – Online
Pam Dickrell, Program Chair (Un Florida) Ellen Elliott, Director and 2013 CIEC Program Chair
Pat Hall, Director and Site Selection Representative (Un of Tulsa)
Paul Jewell, Director and Chair Elect (Iowa State Un)
Nancy Kruse, Membership Chair (Un of Tulsa)
Wanda Lambert, Director (Auburn University)
Cath Polito, 2014 ASEE Program Chair, Indianapolis, IN (Un TX-Austin)
Greg Ruff, Treasurer (Auburn Un)
Eugene Rutz, CPDD Newsletter Editor (Un Cincinnati)
Kim Scalzo, Chair (State Un of New York)
Mark Schuver, Director (Purdue Un)

Absent: Candace Hall, 2015 CIEC Program Chair, Palm Springs, CA (Un Southern CA)

Action Items are indicated in bold.

1. Call to Order and Introductions – Kim Scalzo, Chair
Kim called the meeting to order at 8:05 am.
2. Review/Approval of Minutes from January 30, 2013 Meeting at CIEC – Rita Burrell
-Rita Burrell called for review of minutes from 2013 CIEC – Phoenix, AZ Executive Board Meeting.
-On motion by Greg Ruff and second by Mark Schuver, minutes were approved with noted corrections.
3. Review of Action Items from Prior Meetings – Rita Burrell
-The board reviewed the Action Item lists from the 2012 Fall Planning Meeting and 2013 CIEC.
-Updates will be incorporated into the minutes from 2013 ASEE – Atlanta, GA.
4. CPDD Rotation Chart – Rita Burrell
-The board reviewed the rotation chart and discussed filling open board and program chair positions.
-Pam Dickrell has agreed to serve as Chair-Elect effective 2014. Her Director's position will need to be filled.
-Rita has agreed to serve another term as Secretary.
-Two director's positions will be open (Mark and Pat Hall).
-Ellen Elliott will complete her Director's term (ends 2015).
-Pat and Wanda Lambert will work with Nancy Kruse on the Marketing and Membership committee. A proposal will be forthcoming at the 2014 fall planning meeting.

- Current membership is very active and engaged in division activities. As planning progresses, the division wants to enhance industry and faculty participation.
- Ellen has agreed to work on a research and publication project for the division.
- When Paul Jewell assumes the Chair position, Ellen will join the Finance Committee.
- Lynda Coulson will continue to channel material for the division website.

5. Treasurer's Report – Greg Ruff

- Greg presented the Treasurer's report and Ellen's financial report from 2013 CIEC. The following items were noted:
 - The \$195 in the Operating Account (Budgeted by ASEE) must be spent by September 30, 2013. The board discussed how best to utilize funds in this category which are designated primarily for publication expenses. Since the division has not had publication expenses in several years. **Greg will communicate the board's decision to use part of these funds for payment to ASEE for maintenance of cpd.asee.org.** The balance of the funds will be used to support activities at the ASEE annual meeting.
 - Proceeds from 2013 CIEC have not been transferred but should be soon.
 - Greg thanked Ellen for providing very thorough financial reports which covered division proceeds and the final budget.
 - Note the increase in funds which is likely due to the reduction of division expenses and good sponsorships.
- On motion by Ellen and second by Pat, the Treasurer's Report was approved as distributed.

6. Financial Committee Report – Greg Ruff/Mark Schuver/Paul Jewell

- The committee will discuss the following items at the fall planning meeting:**
 - Designating \$2000 for membership and marketing.
 - Designating \$500 for ASEE awards.
- The committee recommended adopting Ellen's financial report as the model for future reports.
- Mark shared with Mitch Springer the board's discussion on increasing faculty involvement with CPDD by enhancing opportunity to publish. More session time will be needed in order to have more papers presented.
- The board discussed the time limitations for presentations at ASEE.
- The board also discussed the benefits of holding a poster session. Pat noted that the faculty breakfast venue could be a good venue for this. **Pam will pose this issue to faculty at the faculty breakfast on Tuesday, June 25, to gauge interest.**
- Kim noted that a potential research topic is the award of competitive grants at universities in which one of the award criteria is the requirement that the PI present at a conference.

7. Conference Reports

CIEC 2013 Phoenix – Ellen Elliott – February 6-8, 2013

- Ellen distributed the final report and Appendices (CIEC Registrar Report; Full CPD Program Information; CPD Division Income and Expense Summary; and Timeline of CPDD CIEC Program Chair Activities).
 - Ellen will provide electronic copies of the report and appendices to the CPDD Program Chair for CIEC 2014 (Lynda).** Documents have been updated, as well as the CPDD Handbook, to reflect current practices. **Future program chairs will update the documents as conferences are completed.**

-Final registration was 245 with 44 CPDD members, including 2 presenters.

-Lynda will ensure that CPDD presenters are included in the CPDD attendees count for CIEC 2014.

-Sessions were interactive and audience participation was good.

-The Workshop on MOOCs was very well attended and there are continued inquiries from outside the division for contact information for the presenters.

-The CPDD Industry session was exceptionally well attended, indicating that academic program leaders need to hear how industry evaluates its ROI in the education of employees.

-The CPDD Hospitality Dessert event was also well attended.

-Based on the low number of attendees at the CPDD Chip and Dip event, the board needs to evaluate whether an event such as this brings benefit to the division.

-Ellen provided a financial report for the conference; Greg reviewed the report. The net income to CPDD for CIEC 2013 was \$9,556.95.

-Program chairs may request a cash advance to cover out-of-pocket expenses such as gifts for moderators and speakers.

-Ellen noted that speakers must register for the conference.

-The board discussed the benefits of having a poster session to promote discussion and interaction between CIEC attendees and enhance participation by faculty. This could be in the format of a 10 minute presentation period at a breakfast event. Kim noted that this fits well with the need to promote research activity in the area of continuing professional development since universities require faculty to present at conferences. Perhaps there could be an associated monetary award.

-Paul noted that submission of papers worked well via the website.

-The Finance Committee held a breakfast meeting with conference chairs on Tuesday morning, February 5, to discuss the division budget for Savannah 2014.

-CPDD presented Tom Brumm, IA State, a Certificate of Merit Award in appreciation of his effort and support in developing and hosting the CPDD website.

ASEE 2013 Atlanta – Pamela Dickrell— July 22-26, 2013

-Pam distributed a schedule of CPDD events and sessions.

-The Tuesday breakfast event is a venue for industry and faculty to connect. In future, the program chair should work through their PIC IV Chair to ensure that there is not conflict with other divisions.

-Mark will talk with attendees about CPDD SIGs.

-Kim will discuss the CPD Best Session Award at the Fall Planning Meeting. A process is needed for the selection. In the past winners were selected by Chair and Chair Elect. The award will be given at the 2014 ASEE CPD Business Meeting.

-Kim will ask Lea-Ann if CIEC presentations can be posted on the ASEE website.

CIEC 2014 Savannah – Lynda Coulson—February 5-7, 2014

-Lynda distributed a preliminary program. The theme is “Educating for a Sustainable Future.”

-Divisions may still add presenters by splitting 90-minute slots.

-The golf event will be Tuesday morning.

-Nancy will send Lynda a write-up for Call for Papers extension; Kim will email this to the membership.

-Lynda noted that she is working with Gulf Stream to arrange a tour.

-On Tuesday there will be a workshop regarding MOOC Development—The Global Classroom.

- Kim will email Lynda the name of a potential panel participant.**
- Cath will send Lynda the name of a UT-Austin person who will conduct a class in the fall utilizing EDX that has a lab component.**
- Eugene Rutz noted that the University of Cincinnati is developing a MOOC for academic credit.
- The conference will focus on industry needs and ROI. A panel session will be presented; participants will likely include Susan Flaming and Dave Whistler. Lynda noted that some panelists may have to be brought in via teleconference. **Paul will assist with associated needs.**
- The CPDD Executive Board meeting will be Tuesday morning (8:00-12:00).
- The opening reception will be held on Tuesday evening (6:00-8:00 pm).
- The all-conference breakfast is Wednesday morning (7:30-9:00).
- The joint hospitality event will be Wednesday evening. **The board will discuss the hospitality event at the fall planning meeting.**
- The CPDD Breakfast meeting is Thursday morning (7:30-9:00).
- No conference events are planned for Thursday evening.
- Lynda will confirm that the CPDD SIG Breakfast will be held on Friday morning (8:00-9:30).**
- Please let Lynda know if you can serve as a session moderator. Preferably, moderators should be regular attendees.
- Rita will ask Richard Corey to assist Paul with audio/video needs for the meeting.**

ASEE 2014 Indianapolis – Cath Polito—July 15-18, 2014

- Cath will meet with Pam to review the process to follow as Program Chair, as well as Lea-Ann as PIC V Chair.
- The Best Speaker Award will be presented at the breakfast meeting. Evaluation forms are in place.
- The Board discussed moving the CPDD Executive Board Meeting back to Sunday. The meeting cannot conflict with the plenary or the CIEC Executive Board, CIP, or PIC V Meetings. It will likely be a morning meeting with food provided.
- Mark noted that he and Mitch Springer have volunteered to assist as needed in Indianapolis. He also noted that the new Purdue President was discussed as a plenary speaker in Savannah but will be in Indianapolis instead.

CIEC 2015 Palm Springs – Candace House

- Candace was unable to attend ASEE 2013.
- She participated in the New Program Chair Orientation in Phoenix; Lynda will work with Candace at CIEC 2014 so that she can learn the process.

CIEC 2016 Austin – Kim Scalzo/Pamela Dickrell General Conference Co-Chairs

- Cath noted that she will serve as CPDD Program Chair if there is not a conflict with CIPD.

8. CPD Rotation Chart & Future Conference Program Chairs – Kim Scalzo/Nancy Kruse

ASEE 2015 Seattle – Eugene Rutz will serve as Conference Program Chair.

ASEE 2016 New Orleans—Wayne Pferdehirt will serve as Conference Program Chair.

9. PIC V Update – Kim Scalzo/Nancy Kruse

- A digital database is now available online for ASEE publications. There is a charge for this information.
- ASEE finances are in good shape. The organization is now operating in the black and annual losses have been drastically reduced.
- Dwight Wardell is retiring June 30 but will continue some involvement over the next nine months.
- The membership of ASEE is over 9,000 this year for the first time since 2010.
- Terri Morse, Boeing, is the new ASEE Vice President for Finance.
- Lea-Ann Morton, CIP, is the new PIC V Chair.
- The following CIEC updates were noted:
 - Note the CEED ad in *Prism* directed toward increased visibility and membership.
 - Linda Krute, CIP, noted that 80% of ASEE attendees are faculty.
 - The CIEC website is being updated and will include an awards section.
- CMC SIGs have been expanded to include K-12. Engineering Education has been expanded to include professional engineering. CMC has 144 members.
- Pat noted that she is serving on the nominating committee for ASEE positions.

10. CMC Update – Lynda Coulson/Mark Schuver

- Lynda and Mark continue to participate in CMC conference calls.

11. CPDD Website Update and Discussion – Paul Jewell

- No changes have been made since February.
- IA State is hiring a key person as web designer; this person will maintain the CPDD site.
- At this time, there is no formal agreement with IA State to maintain the website. **Kim will work with Paul to finalize an agreement.**
- All minutes will be maintained for two years and then moved to the archive.
- Two new areas will be developed on the website:**
 - CPD Commons will be interactive and reflect a vision. SIGs will be located under this; electronic forms will be used for activities.**
 - The Newsletter will be upgraded to include Blogs or Wiki.**
- Lynda noted that she sent Ray LePine an email thanking him for his service to CPDD in the maintenance of the CPDD website over the past several years.

12. SIG Update – Mark Schuver

- SIG activities will be conducted in the “electronic commons” on the website. Paul, in conjunction with Mark, will schedule and determine functionality and activities when the IA State web person is on board.**
- Mark emailed SIG leaders regarding expectations and activities and worked with them to develop a list of Best Practices which will be posted to the new web site.
- Mark met with SIG leaders to determine activities for next year. Discussion included utilizing the ListServe to remain engaged and create momentum.
- Board members provided Greg email addresses of SIG leaders.
- Greg provided training, including a handout, to new SIG leaders on how to use the list serve.

13. CPDD Newsletter Plans w/Website – Eugene Rutz/Paul Jewell

- Work continues to build an interactive website that provides added value for division members. The division newsletter will be key to this.

-Mark will provide an article that encourages division participation via the SIGs.

-Eugene noted the benefits of using voice threads, a tool available in Web 2.0, and provided a demo.

-Kim asked Eugene to solicit articles for the next newsletter.

14. Awards Planning for CIEC 2014 – Paul Jewell

-Paul noted there is only one call for nominations, normally sent in late summer/early fall. As a division, we should be aggressive in submitting nominations for awards, including certificates of merit and appreciation. These acknowledgements promote the benefits of membership.

15. Membership Updates from Action Items

-Kim conducted the New Program Chair Orientation with Cath Polito and Candace House prior to CEIC 2013.

-Kim added the notation “new member/program chair will be done as a conference call/webinar then follow-up with the finance committee prior to conferences” to the New Program Chair Orientation. (2012 Fall Planning Meeting)

-Kim distributed membership lists. Lynda reviewed the lists and continues to encourage CPDD membership by industry.

-Wanda Lambert, Auburn University, joined the CPDD Executive Board in a Director’s position.

16. Awards and Nominating Committee Updates from Action Items

-Kim conducted a conference call to receive the report of the Nominating Committee and to approve the honors and awards that will be presented at CIEC 2013.

-Paul provided name tags to new Board members.

-Kim emailed division members a reminder regarding nominations for the 2013 Bidenbach Award.

-Ellen reviewed the language in the CPDD Handbook regarding the CPD award process and sent the CPDD Best Paper to PIC for the ASEE Best Paper Award. Pam facilitated the process for the upcoming ASEE conference.

17. Fall Planning Meeting – Confirm Dates/Location – Kim Scalzo

-The fall planning meeting will be held October 12-15, 2013, in Manhattan. There will be a membership project on Sunday.

-Lodging will be at the Double Tree on Lexington Avenue with a rate of \$299/night plus tax.

-Due to the high cost of the hotel, the board discussed the need for the division to cover one night’s lodging. On motion by Ellen and second by Pat, the board approved the motion to cover one night’s lodging for each executive board member.

18. Strategic Plan Updates from Action Item List

-The board has refined the strategic plan to ensure that it accurately reflects the needs, activities, and accomplishments of the division. Annual review of goals at the fall planning meeting will be used to monitor strategies.

-When update is completed, Paul will include the strategic plan on the website. Vision, mission, and goals are prominently displayed on the CPDD home page.

On motion by Eugene and second by Mark, the executive board meeting adjourned at 11:48.