

CPDD Executive Board

Sunday, June 15, 2015 – Seattle, WA

8:00am – Noon

Washington State Convention Center, Room 208

Minutes

Present:

Rita Burrell, Secretary (MS State Un)

Soma Chakrabarti, Director (Un DE), Virtual

Lynda Coulson, Director (Rolls-Royce), Virtual

Terri Gaffney, 2016 CIEC Conference Chair (Un ID)

Paul Jewell, CPDD Chair (IA State)

Candace House Teixeira, 2015 CIEC Conference Chair (Un Southern CA)

Nancy Kruse, Membership Chair (Un of Tulsa)

Wanda Lambert, Director (Auburn Un)

Wayne Pferdehirt, Program Chair ASEE 2015 (Un WI-Madison)

Marty Ronning, Director (Un MD-College Park)

Greg Ruff, Treasurer (Auburn Un)

Mark Schuver, Director (Purdue Un)

Mitch Springer, 2015 ASEE Conference Chair (Purdue Un)

Absent:

Pat Hall, Site Selection Chair, ASEE/CIEC (Un of Tulsa)

Lea-Ann Morton, PIC V Chair (MO Un Science and Technology)

Kim Scalzo, Past CPDD Chair (State Un of NY)

Guests:

Chuck Baukal (John Zink Hamworthy Institute)

Sheng Peng (Un WI-Madison)

Action Items are indicated in Bold.

1. Call to Order, Introductions, and Announcements – Paul Jewell, Chair, called the meeting to order at 8:15 am and welcomed all attendees.
 - Paul expressed thanks to Wayne Pferdehirt, Program Chair, for all his hard work to ensure that ASEE 2015 is a success.
 - Paul welcomed guests attending the meeting. Charles Baukal will be joining the CPDD team.
 - Yakut Gazi, Assistant Vice Chancellor for Engineering Remote Education, TX A&M, has accepted the position as SIG Faculty Leader.

2. PIC V Update – Paul stated that Lean-Anne Morton will attend the PIC 5 meeting this afternoon. There are accounting issues and changes underway at ASEE on which CPDD needs to form a position as a board.
3. Review/Approval of Minutes, CPDD Executive Board Meeting, CIEC, Palm Springs, CA, February 4-6, 2015, Rita Burrell, Secretary
 - Addendum to minutes to ASEE 2015 Report (Wayne): “The divisions have been asked to co-sponsor a student event on Tuesday evening on Creating and Managing Your Professional Online Program.
 - With noted addendum, Mark Schuver made a motion to approve the minutes; seconded by Greg Ruff.
 - Paul noted that he would like to have a virtual board meeting in early September, likely for 2 hours.**
 - Rita will ask her administrative assistant to send a Doodle Poll to set up the meeting.**
4. Review of Action Items from Prior Meetings – Rita Burrell
 - Rita sent an email to board members requesting that updates be provided via email prior to this meeting. Based on responses, **Rita will update the Action Item List and send out prior to Fall Planning Meeting.**
 - Updates:
 - Nancy will ask Lea-Anne Morton to check with ASEE regarding the option to implement electronic voting for CPDD Board Members at this meeting.** If approved the by-laws change will need to reflect “or electronically” in VE Nomination and Election Item 4.
 - Mark and Wayne have selected the Best Presenter Award for 2014 based on attendee evaluations:
 - David J. Dimas, Ph.D.; Director, Engineering, Sciences and Information Technologies, University of California, Irvine
 - Replacement for the CIEC Registrar is on the CIEC agenda for this meeting.
 - Nancy Kruse and Julayne Moser will run as CPDD PIC representative. This will be discussed later at this meeting.
 - Nancy distributed the new CPDD brochure which she has developed and will distribute at the ASEE mixer. Wanda has also developed an additional one that is more graphic.
 - Paul submitted CPDD-CIEC award information to Patty Greenwald for inclusion in the ASEE program.
5. Treasurer’s Report – Greg Ruff
 - Greg provided the following updates regarding the financial/accounting situation at ASEE:
 - The BASS account will now be subject to indirect costs at a rate of 60%, effective October 1, 2015. Greg indicated that as part of the ASEE organization, the division should be subject to transaction charges not indirect cost.

- Nancy asked if we can obtain an accounting report from ASEE in order to clarify which charges will be levied. She urged that the Finance Committee develop a list of questions and issues to present to ASEE.
- Mitch asked if there is transparency to all members by ASEE.
- The board discussed the role of ASEE and the services provided by the organization.
- Chuck Baukal noted that the raise in registration and memberships fees has reduced participation in the organization.
- The board will need to determine if the implementation of the 60% indirect cost charge will affect plans for utilizing funds to increase division membership.**
- Division members will attend the PIC V meeting today in order to learn more about the issue.
- Greg provided an interim Treasurer's Report for 2014, noting that we have still not received the interest payment.
- Greg posed the question whether the 60% indirect cost will be applied to the 2015 To Date Report is provided by ASEE.
- Mitch Springer noted the needs to see membership activities and dues relative to expenditures and revenue.
- On motion by Rita and second by Marty Ronning, the Treasurer's Report was approved as distributed.

6. Conference Reports

- CIEC 2016, Austin, TX – Terri Gaffney
 - Terri distributed updates via handout.
 - The CPDD board meeting is scheduled for 8-12, Tuesday, February 2.
 - Red Star Reception is on Tuesday, as is the all-conference reception.
 - Industry day will be on Wednesday, not on Thursday as in the past.
 - The board discussed presenting the Bidenbach Award at the luncheon on Wednesday. This will be revisited at the fall planning meeting.**
 - Division hospitality suites are on Wednesday evening.
 - Rita will coordinate volunteers for the CPDD table.**
 - Marty will record sessions.**
 - Rita will send Terri the template for the conference final report (developed by Ellen Elliott).**
 - Eric Rowe, UT-Austin, is heavily involved with the meeting.
 - The poster session will be headed up by Rita and Candace.
 - Soma will develop and present a proposal to bring an industry person to the meeting for participation on the round table.**
- CIEC 2016, Austin, TX –Mark Schuver and Mitch Springer General Conference Chairs
 - Mark distributed a proposed budget for the meeting.
 - The board reviewed and discussed the conference brochure distributed by Mark.
- ASEE 2016, New Orleans, LA – Eugene Rutz, Conference Chair

- Eugene is not in attendance in Seattle; Wayne will attend the planning meeting for Eugene.
- CIEC 2015, Palm Springs, CA – Candace House-Teixeira, CPD Conference Chair
 - Candace distributed the registrar’s report and a program synopsis. Total expenses for the conference are not yet available as reflected in the working budget.
 - There were 234 conference participants. Thirty-six CPDD members were in attendance.
 - Marty will provide the number of hits from the session recordings. The recordings should be used as a marketing tool—send out an email blast, provide a lecture demo, etc.**
- ASEE 2015, Seattle, WA – Wayne Pferdehirt, Conference Chair
 - Wayne submitted a written update for the conference.
 - Twelve papers were submitted and accepted.
 - All papers were reviewed and scored by 3 reviewers.
 - Best Division Paper and Nominee for Best PIC Paper: Revert to Default: Insights on Transfer of Expertise in a Complex Competitive Workplace; Dr. Michael Richey, The Boeing Company; Dr. Timothy Kieran O’Mahony, University of Washington; Dr. Michael J. Prince, Bucknell University; Mr. Fabian Zender, The Boeing Company; and Mr. Barry McPherson, Boeing
 - Estimated expenses will be approximately \$6000.
 - Gift certificates will be given to speakers and moderators as recognition to the division.
 - Chuck suggested that those who submit papers serve as reviewers.
 - ASEE rubric was used for scoring Best Paper.
 - All slots are covered for CIEC table.
 - CPDD will distribute programs, handouts, and pens.
 - Terri will distribute a flier for CIEC 2016, Austin, at the mixer.
- ASEE 2014, Indianapolis, IN – Mitch Springer and Mark Schuver, Conference Chairs

7. CIEC Updates – Paul Jewell

- Paul distributed Financial Report, Expenses, Awards, Minutes, and Rotation Chart for review.
- Paul will send Lynda and Soma the CIEC reports (as distributed).**

8. CMC Updates – Lynda Coulson and Mark Schuver

- Lynda and Mark have been participating in the conference call over the past several months. More interest by CMC in CIEC is key to this activity. The change to industry day has been discussed with this group.

9. Fall Planning Meeting – Ames, IA, October 4-7, 2015 – Paul Jewell

- Agenda items include:
 - Membership – Nancy Kruse
 - CPD Commons – Paul Jewell
 - Handbook Update – Rita Burrell
 - Strategic Plan – Kim Scalzo

-Sucession Plan

-Paul would like to have a virtual meeting prior to the fall planning meeting.

Motion to adjourn, 12:07 pm, Greg; second by Soma. So moved.

Handouts:

Minutes – Executive Board Meeting, 2016 CIEC, Palm Springs, CA – Rita Burrell

Action Item List – 2016 CIEC, Palm Springs, CA – Rita Burrell

Treasurer’s Report – Greg Ruff

BASS Accounts now subject to Indirect Charges – Greg Ruff

CPDD Update, CIEC 2015 – Terri Gaffney

Flier, CIEC 2016 – Terri Gaffney

CIEC 2015 Report – Candace House Teixeira

CIEC Reports – Paul Jewell