

**CIEC 2015 CPDD Business and Awards Meeting
CPD 414**

**Thursday, February 5, 2015
Palm Springs, CA**

- I. Call to Order and Introductions – Paul Jewell, CPDD Chair
 - Paul welcomed all attendees (35) with a special welcome to Chuck Elliott and Frank Burris.
 - As a reminder, in order for a division to remain active, 200 members are required. CPDD is just short of that number. The Board has been working to increase membership.
 - Please be reminded of the SIG Breakfast tomorrow morning; the proposed outcome for this meeting is to generate topics of interest for CIEC 2016.
 - Paul introduced Executive Board members and Program Chairs

- II. Introduction – Jeffrey L. Ray, ASEE President-Elect Candidate
 - Paul introduced Dr. Ray, Dean, School of Engineering Technology and Management at Southern Polytechnic State University (SPSU).
 - Dr. Ray discussed his vision for ASEE and asked division members for their support.

- III. Distribution and Review of Minutes, CIEC 2014, Savannah, GA – Rita Burrell, CPDD Secretary, distributed minutes and called for review.
On motion by Marty Ronning and second by Nelson Bakers, minutes were approved as distributed.

- IV. Treasurer’s Report – Greg Ruff, Treasurer, distributed the CPD FY 2015 TD Report for review and discussion.
 - Greg noted that accounting issues with ASEE continue due to the turnover with ASEE Staff. Lea-Ann Morton, PIC V Chair, is working to address these issues with ASEE.
 - The division profit from CIEC 2014 was \$5,779.57.
 - The balance in the BASS Account is approximately \$62,000
 - The Executive Board has developed a plan to utilize some division funds to enhance industry and faculty participation.
 - On Motion by Soma Chakrabarti and second by Tom Brumm, the Treasurer’s Report was approved as distributed.

- V. Conference Reports and Updates
 - CIEC 2015, Candace House-Teixeira, CPDD Program Chair
 - There are 229 CIEC attendees, of which 35 are CPDD members.
 - At 5:00 pm, CPDD and IACEE will co-host a hospitality suite; please participate.
 - Please participate in the SIG Breakfast on Friday morning in the Horizon Room.
 - ASEE 2015, Seattle, WA – Wayne Pferdehirt, CPDD Program Chair
 - The conference dates are June 14 – 17, 2015.
 - CPDD’s program is the largest the division has ever presented;
 - All papers will be peer reviewed; reviewers are needed.
 - Early registration closes April 15.

- VI. CPDD Board Nominations and Elections – Kim Scalzo, CPDD Past-Chair

- The nomination was distributed via email to division members.
 - Greg Ruff has agreed to serve as Treasurer for another term.
 - Marty Ronning will serve on the Board of Directors.
 - On motion by Mark Schuver and second by Soma, the nominees were unanimously approved.
- VII. Get Involved with the CPD Division Activities – CPD Board Members
- The CPDD Membership Board is comprised of Wanda Lambert, Nancy Kruse, and Pat Hall. Their charge is to increase membership in the division.
 - Please take advantage of the new CPDD website.
 - Becoming active with the CPDD SIG is an excellent way to engage with colleagues. The board is discussing developing a RFP to promote industry participation and engagement.
 - Marty Ronning has developed virtual tours of continuing education platforms at GA Tech, IA State, Un MD, Un MN. These are available to division members.
 - Nelson Baker noted that this is an opportunity for self-review by institutions by institutions, as well as providing examples of collaboration within the division.
 - Marty is capturing our conference with a Media Site Capture system; sessions will be available to division members.
- VIII. Future Meeting – Paul Jewell
- Paul reminded attendees of upcoming meetings.
 - CIEC 2016, Austin, TX; 2016 ASEE, New Orleans, LA
 - CIEC 2017, Jackson, FL; 2017 ASEE, Columbus, OH (program chair needed)
- IX. IACEE Update – Kim Scalzo
- The relationship between IACEE and CPDD is a long-standing one.
 - Please attend the CPDD-IACEE Hospitality event tonight.
 - If you have opportunity, please participate in the ASEE International Forum in June.
 - 2016 IACEE will be in Porto, Portugal.
 - Pat Hall is providing CEE Manager training; participants can earn badges.
- X. Other Business
- There was not additional business.
- XI. Honors and Awards – Kim Scalzo
- Certificates of Appreciation were awarded in acknowledgement of work within the division.
 - Candace House-Teoxeora, CIEC 2015 Conference Chair, Certificate of Appreciation
 - Mark Schuver, ASEE 2014 Conference Co-Chair
 - Mitch Springer, ASEE 2014 Conference Co-Chair
 - Ellen Elliott, CPDD Director
 - Marty Ronning, CPDD Director
 - Greg Ruff, Treasurer
 - A Certificate of Merit, which acknowledges achievements, dedication, and leadership in the division was awarded to Mark Schuver.
 - The Bidenback Award, which acknowledges mentorship, volunteerism, and positive attitude was awarded to Nancy Kruse.
- XII. On motion by Greg and second by Wayne, the meeting adjourned at 8:25 am.