



## Executive Board Meeting

October 13-15, 2013

SUNY Global Center and

Doubletree Metropolitan Hotel

New York, NY

### Attendees:

Rita Burrell, Secretary (Mississippi State Un)

Lynda Coulson, Director (Rolls-Royce) – Online

Pam Dickrell, Program Chair (Un Florida)

Pat Hall, Director and Site Selection Representative (Un of Tulsa)

Candace House, 2015 CIEC Program Chair (Un Southern CA) – Online

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) – Online

Greg Ruff, Treasurer (Auburn Un) – Online

Kim Scalzo, Chair (State Un of New York)

Mark Schuver, Director (Purdue Un)

### Absent:

Ellen Elliott, Director and 2013 CIEC Program Chair (Retired, Johns Hopkins)

### **Action Items are indicated in bold.**

October 13, 2013

Members of the Board met on Sunday, October 13, to complete revision of the CPDD Handbook, review the CPDD Strategic Plan, and plan and review development of the CPD Commons for the new CPDD website.

October 14, 2014

1. Call to Order – Kim Scalzo, Chair
  - Kim Scalzo called the meeting to order at 10:10 am and determined that a quorum of the Board was participating.
  - Kim circulated a copy of the updated CPDD Handbook which included revisions from September 2012.
2. Review/Approval of Minutes from 2013 ASEE Annual Meeting, Atlanta, GA, June 24, 2013 – Rita Burrell
  - Rita Burrell called for review of minutes.
  - On motion by Nancy Kruse and second by Pam Dickrell minutes were approved as distributed.

3. Review of Action Items from Prior Meetings – Rita Burrell
- Pam noted that the faculty breakfast at 2013 ASEE was well attended with good interaction. Another breakfast event will be held at 2014 ASEE in Indianapolis.
  - Discussion of the CPDD Best Session Award is on the agenda for Monday, October 14.
  - Ellen Elliott provided electronic copies of the conference financial report with appendices to Lynda Coulson for use at 2014 CIEC.
  - Nancy sent Lynda Coulson a write-up for the call for papers extension for 2014 which Kim distributed to membership.
  - Cath Polito contacted Lynda with the information for the UT-Austin ECE faculty member, Dr. Jonathan Valvano, who is utilizing EDS in a class lab this semester.
  - The hospitality event for CIEC 2014 is a discussion item for this meeting.
  - Richard Corey, Mississippi State University, will assist Paul with audio/video needs for CIEC 2014.
  - Kim updated the rotation chart with meeting sites through 2017. The document has been distributed.
  - Paul Jewell updated the link for ASEE paper submission for ASEE 2014 on the CPDD website.
  - Lynda emailed Ray LePine and thanked him for his many years of service to CPDD in the maintenance of the website.
  - Kim is working with Paul to finalize a formal agreement with Iowa State for website development and maintenance.
  - Paul has worked with his staff to develop a new area on the CPDD website.
    - Mark and Paul have discussed that CPD Commons will be interactive and reflect the vision of the division. SIG activities will be conducted in this area. More information will be provided during the board discussion on the updating of the website.
    - Electronic forms will be used for CPDD activities.
  - The recent newsletter included an article from Mark encouraging division members to participate in CPD activities via the SIGs.
  - Kim requested Eugene to solicit articles for the next newsletter.
  - Greg updated the CPDD Handbook to include the role and functions of the Finance Committee.
  - Greg developed a template for the program chair to use in consideration of conference expenses.
  - The Finance Committee discussed making travel funds available for the division chair and general conference chair to attend planning meetings; this has been accounted for in the planning budget.
  - Greg has communicated the board's decision to use part of the operating funds (\$195) for payment to ASEE for maintenance of [cpd.asee.org](http://cpd.asee.org) but has not received a response. The balance of the funds will be used to support activities at the ASEE annual meeting.
  - The Finance Committee will discuss the following items at the fall planning meeting:
    - Designating \$2000 for membership and marketing.
    - Designating \$500 for ASEE awards.
  - Mark contacted Roberta Gottfried to determine her potential interest as SIG Industry Co-Leader but did not get a definitive answer. (In addition to Susan Flaming)
  - Pat, Nancy and Wanda will provide a Marketing and Member Committee proposal during this meeting.
  - Lynda and Mark continue to interact with CMC via monthly conference calls. Mark noted that the benefit of that participation seems to be somewhat limited. Pat noted that the goal is to engage industry personnel as CPDD members. **The Marketing Committee will discuss this activity and**

**determine how to maximize potential benefit of industry involvement.** Kim noted that Diane Matt has replaced Terri Morse.

- Rita updated the SIG leader position descriptions in the CPDD Handbook; Mark provided the information.

-Kim sent an email to division members about the importance of the SIGs, the role of leaders and how to get involved.

-The following changes were made to the handbook:

-The chair position description was updated to reflect the correct appointment of the Honors and Awards and Nominating Committee.

-The Finance Committee was added.

-Board members provided Kim redefined goals with critical success indicators for the strategic plan.

4. Treasurer's Report – Greg Ruff

-Greg reviewed the report which was distributed to board members via email, noting the returns from CIEC 2013.

-Note that CPDD is paying the first night's stay in NYC for board members for the fall planning meeting.

-Nancy Montondo in Kim's office will review the charges before Greg makes payment.

-On motion by Pat and second from Paul, the treasurer's report was approved as distributed.

5. Finance Committee Report – Greg Ruff, Paul Jewell, and Mark Schuver

-Greg provided an update on the finalized budget report which Ellen Elliott developed. Lynda will use Ellen's template for the next CIEC report.

-The Finance Committee recommended that the division should retain a minimum balance of \$30,000 in the CPDD account at ASEE. **Mark will update the description for the Finance Committee in the CPDD Handbook to include language.**

6. CIEC Executive Board Updates – Kim Scalzo

-Kim sent Lea-Ann Morton an email to check for any PIC updates. Time slot assignments for ASEE will be made in early November.

-The board discussed the issue of ownership of slides posted on the CPDD website.

**-Cath will coordinate the breakfast event for faculty at ASEE 2014 with CIP to ensure there is not a conflict and notify Lea-Ann Morton.**

-The ASEE 2014 CPD Executive Board Meeting is scheduled for Sunday, June 15, at 8:30 am. Breakfast will be provided.

-Pat, Patti Bazrod and Linda Krute are working on a CIEC Handbook. The document is almost completed.

-Kim received clarification that each division can set deadlines for submission of papers.

-The board discussed the issue of adopting a standard logo, but the suggestion was not well received.

-Some flexibility for session evaluations for divisions is allowable.

-The CIEC Opening Reception will likely have a Speak Easy/1920s theme.

7. Membership Report and Discussion – Nancy Kruse

-Nancy has spoken with Lisa Prandy, Dwight Wardell's successor at ASEE, to request that membership rosters be distributed on a monthly basis.

-There are currently 186 CPDD members "on the books," but it is hard to determine if this is an accurate count. Only 1% of our membership is from industry.

8. Membership/Marketing/Communications Committee Formation – Nancy Kruse
- Nancy distributed a Membership/Marketing/Communication (MMC) Proposal and requested board input on the recommended plan. The goal is to serve, benefit and grow the membership of CPDD. The plan will split out the responsibilities of the membership chair. An MMC Coordinator is recommended who will be appointed by the CPPD Executive Board Chair with areas of responsibilities distributed over membership, communication and marketing. There will be a chair heading each area of responsibility who will be appointed by the MMC Coordinator for 2 year terms. Note the potential for interaction in CPD Commons. An annual budget of \$5000 is requested to implement the plan.
  - The board discussed potential benefits of implementing the plan: increase industry membership; provide training; and drive the membership goal in the strategic plan. The board determined that these efforts will drive increased benefit to current members and increase membership.
  - On motion by Mark and second by Paul, the board approved the annual request of \$5000 for dedication to membership, marketing and communication.
  - Nancy will make noted updates to the document and send to Rita for inclusion in the CPDD Handbook.**
  - Kim asked Nancy and Pat to co-chair the MMC Coordinator position.
  - The board discussed Eugene Rutz as the potential chair for communications. **Nancy will check with Eugene to see if he is interested in assuming this position.** Cath noted that one of her staff may be interested in working in the communications area.
  - Once all chair positions are filled, Nancy will send Greg an updated list to add to the list-serve.**
9. Awards Report and Discussion – Paul Jewell
- Pat noted that the 50<sup>th</sup> anniversary of CPDD will be coming up soon.
  - IACEE will not name an award for John Klus. The board discussed the creation of the award which had been approved at the Tulsa planning meeting and named Paul, Pam, Kim and Ray Morrison as a committee to define the award, develop criteria and implement the award. The award will focus on innovation. The Biedenbach award focuses on distinguished service.
  - Paul will send Kim the solicitation for announcement for division awards nominations which she will forward to members.**
  - Pat sent a sympathy card to the family of Ray Haynes on behalf of CPDD. CIPD is planning a commemoration for Ray. It may be an event or an award. **Paul will put the announcement of Ray's death on the CPDD website and acknowledge the many contributions to the division and CIEC.**
  - Pat indicated that the division should use awards as a method to benefit CPDD members. She noted that someone from CPDD should be nominated for ASEE Fellow; ASEE Fellow nominations must be submitted by an ASEE Fellow. **As Awards Chair, Paul will check the ASEE website for the process and timeline.**
10. Conference Reports
- ASEE 2013 – Atlanta, GA Pam Dickrell
- Although there were too many time slots and not enough sessions, everything went well.
  - The faculty breakfast was well attended. The challenge is to harvest interest generated.

-Papers may not be posted to our website due to ASEE copyright. Presentation may be posted. **Pam will send PDFs of the presentation to Paul for posting. A process needs to be established to ensure that presentations are posted after each conference.**

-Per Nancy's inquiry, Pam noted that we did not receive many evaluations from the sessions. Nancy noted the importance of the evaluations for award purposes. Speakers' names and pertinent information should be added to the evaluations in order to facilitate the process.

#### CIEC 2014 – Savannah, GA Lynda Coulson

-Registration is now open with early bird available until November 15. **Paul will put a link on our website that goes back to the ASEE website for registration.**

-Lynda is emailing presenters to ensure that they select CPDD affiliation when registering.

-Diane Rennels is in charge of the companion program.

-The program-at-a-glance was distributed. One or two more sessions will likely be added. The CPDD Workshop is Wednesday, 1-4 pm. The all division hospitality event is Wednesday evening from 5:30-6:30.

-The CPDD/IACEE Dessert Hospitality Event is following dinner on Wednesday night. **Lynda will coordinate this event with Linda Krute.**

-A Gulf Stream tour is scheduled for Friday, 1:30-5:00. There is a \$50 transportation charge. **Lynda will ensure that the Gulf Stream employee is involved with the CIEC program.** Gulf Stream will be a sponsor for the conference.

-The panel discussion on ROI was to be headed up by Susan Flaming (Boeing). Susan is on medical leave, and Lynda is working to find a solution. Kim noted the importance of this topic and the pertinence to division members.

-Lynda noted that meals at the hotel are expensive, but that she **will contact Linda Krute to determine what is included in a continental breakfast, which will be available at the all conference breakfasts.** Lynda will upgrade the SIG Breakfast on Friday if needed.

-Division members will be called on as moderators.

**-Lynda will talk with Candace House regarding session evaluations.**

-Rolls-Royce is providing the golf tees for the golf outing.

-As usual, gifts will be given to presenters.

#### CIEC 2015 – Palm Springs, CA Candace House

-Kim noted the need to work with Lynda regarding evaluations in Savannah.

-Linda Krute will be general conference chair in Palm Springs.

-It is important to leverage CPDD in the Palm Spring area: utilize industry contacts as speakers.

-Lynda will be your source for information.

-Social events should be discussed at the spring planning meeting.

-Candace will need to ensure that A/V needs are met.

#### CIEC 2016 – Austin, TX Cath Polito

-Pam and Kim will serve as General Conference Chairs and will develop the theme of the conference.

#### CIEC 2017 – Jacksonville, FL NEED PROGRAM CHAIR

**-Kim will contact Terri Gaffney to determine if she is interested in being program chair.**

#### ASEE 2014 – Indianapolis, IN Cath Polito

-CPDD Executive Board meeting needs to be held on Sunday morning from 8:00 to noon.

- More sessions and papers are needed. Only 5 abstracts have been submitted; likely the deadline for submission will be extended. **Cath will send Kim an email to remind division members of the abstract submission deadline.**
- Mark, Kim, Wayne and Pam will review the abstract submissions.
- Pat recommended sending the submission announcement to faculty who attended the CPD faculty breakfast. **Nancy will send Cath the contact information for faculty attendees.**
- Pat reminded Cath to request additional time slots.
- The division mixer will be held Sunday night.
- The faculty breakfast will be held on Tuesday morning with no cost.
- The business luncheon meeting will be held on Tuesday. This is a ticketed event with a cost of \$25; CPD will supplement the cost of the meal.
- Nancy reminded everyone that the session evaluations have a standard format. She will forward the evaluation to everyone.**
- The board discussed the benefits of panel discussions and poster sessions.
- Cath will send a summary of her report to the executive board.**

ASEE 2015 – Seattle, WA Wayne Pferderhirt

- Kim reviewed the duties and responsibilities and noted that the information will be available on the website.
- Cath will mentor Wayne.
- Pam recommended that **Kim send Wayne the Program Chair kit so that he can begin to learn the process.**
- Nancy recommended that **Cath cc him on emails as well.**

ASEE 2015 – New Orleans, LA Eugene Rutz

- Eugene was unable to participate in the meeting.

11. Board Nominations and Appointments – Nancy Kruse

- The following is recommended for the upcoming slate of nominations:
  - Marty Ronning – Un MD 14-15; fill Pam Dickrell’s Director’s term
  - Mark Schuver – Purdue Un 14-17; Director
  - Rita Burrell – MS State Un 14-16; Secretary
  - Soma Chakrabarti – University of KS 14; fill Pat Hall’s Director’s term
- Committees:
  - MMC Co-Coordinator – Pat Hall and Nancy Kruse 13-15
  - Membership Chair – Wanda Lambert 13-15
  - Marketing Chair – Cath Polito 13-15
  - Communication Chair – Eugene Rutz 13-15 ??
  - A SIG Leader for Delivery is needed.
    - Mark will check with Susan Flaming to determine if she will continue as SIG Leader for Industry.** If Susan is unable to continue, Roberta Gottfried or Dian Landsiedel may have interest.
- The PIC Chair for 2016 will be from CPDD.
- Nancy will send the nomination slate to division members.**

12. CPDD Handbook – Rita Burrell

- Pam will make edits to the chair elect description regarding awards information and send it to Rita so that edits can be incorporated and the document finalized by the end of the week.**

**-Greg will send the template for the program chair financial report for inclusion with the Finance Committee description.**

13. New Board Member Orientation – Kim Scalzo

-Kim noted that the Marty, Soma, Wanda and Wayne will participate in the 2014 New Board Member Orientation. Candace noted that it would be helpful to have the document prior to the orientation. **Kim and Pat will conduct the orientation. Kim will send the document to participants prior to orientation.**

14. Process for New Board Member and Program Chairs February 2014 – Kim Scalzo

-It is obvious that establishing a timeline for program chairs would be helpful. Paul suggested using Ellen's timeline/narrative report as a template. This will allow the tracking of the process throughout the year. Kim asked that from this point forward the program chair submit a narrative and financial report.

**-Kim will send Ellen's program reports to Cath so that she can review information collected for CIEC 2013 by Ellen; starting with ASEE 2014 (Cath), the program conference chairs will report using this format, narrative and fiscal.**

**-In January the Finance Committee will meet with Lynda and Candace to review the financial responsibilities as CIECE conference program chairs.**

**-The Finance Committee will also meet in May with Cath and Wayne to review the financial responsibilities as ASEE conference program chairs.**

**-A follow-up meeting will be held after the board meetings at the noted conferences.**

14. Review and Update Orientation Outline – Kim Scalzo and Pat Hall

-Cath and Candace have participated in the orientation.

**-Rita will add the orientation information to the handbook.**

15. SIGS – Mark Schuver

**-Mark noted that the SIG Leader list needs to be updated on the website.**

**-A new SIG Delivery Leader will be needed due to Marty Ronning's move to the CPDD Board.**

16. Commons Implementation of the Website for SIGs, the Board, and the Newsletter – Paul Jewell and Kim Scalzo

-The board reviewed SUNY Commons in order to gain an understanding of the capability of implementing this process with the CPDD website.

**-Kim needs to task someone at IA State with implementation for our site.** There will be a cost associated; perhaps an MOU will be needed. This does not have to be formalized at this time.

-There will be a technical side and a functional side.

**-Paul will talk with Tom Brumm since this will likely require a dedicated person at a higher level than is currently working with our website.**

-There will also need to be a CPDD project manager who can take the lead on this project.

17. Updates to Website – Kim Scalzo

-As noted the website updates should include:

**-Paul: tribute to Ray Haynes**

**-Board Members need to update bios and send to Paul.**

**-Mark: SIG Leader information needs to be updated.**

**- Rita will ask Richard Corey at MS State to work with Eugene in implementing the electronic newsletter if assistance is needed.**

-There will be a training session for the board for CPD Commons on November 18, 11:00 am EST.

**-The board agreed to do a demonstration of CPD Commons at the CPDD Breakfast meeting. Richard Corey will assist Paul with the logistics.**

18. Strategic Plan – Kim Sclazo

-Kim noted the modifications that were discussed and implemented at the 2012 Fall Planning Meeting.

-Board members split out into the areas noted below and recommended the following modifications with associated timelines and needed resources identified and board members will take areas of ownership:

-Goal I: Membership – Nancy, Pat, and Wanda

-Goal II: Return on Investment for division members – Ellen, Kim, and Pam

-Goal III: Industry Engagement – Nancy, Pat, and Wanda

-Goal IV: Projects that Advance the Field of Engineering Education – Mark, Paul, and Rita

-This goal will include SIG activities.

-Goal V: Validation of Web Based Professional Development and Networking – Mark, Paul, Rita, Kim, and SIG Leaders

-Kim incorporated updates and distributed the updated strategic plan.

Handouts:

Minutes EB ASEE 2013 – June 24, 2013 – Atlanta, GA

Action Item List

Updated CPDD Handbook

IACEE 2014 Conference Flier

Treasurer's Report

Chair's Financial Report for CIEC 2013

Membership and Marketing Committee Proposal

CPDD Rotation Chart

CIEC Rotation Chart

Membership/Marketing/Communication (MMC) Proposal

CIEC 2014 Program-at-a-Glance

Updated SIG Handout

Updated Strategic Plan 2013