

## Executive Board Meeting

Sunday, June 15, 2014 – Indianapolis, IN

8:00am – 11:45 am

Indiana Convention Center, ICC – Room 233

### Minutes

Present:

Rita Burrell, Secretary (MS State Un)  
Soma Chakrabarti, Director (Un KS)  
Lynda Coulson, Director (Rolls-Royce)  
Paul Jewell, CPDD Chair (IA State)  
Linda Krute, CIEC General Conference Chair 2015  
Lea-Ann Morton, PIC V Chair (MO Un Science and Technology)  
Marty Ronning, (Un MD-College Park)  
Greg Ruff, Treasurer (Auburn Un)  
Kim Scalzo, Past CPDD Chair (State Un of NY)  
Mark Schuver, Director (Purdue Un)  
Mitch Springer, 2015 ASEE Program Chair (Purdue Un)

Absent:

Pam Dickrell, Chair Elect (Un FL)  
Ellen Elliott, Director (Johns Hopkins, Retired)  
Candace House, 2015 CIEC Program Chair (Un Southern CA)  
Wanda Lambert, Director (Auburn Un)  
Wayne Pferderhirt, Program Chair ASEE 2014 (Un WI-Madison)

1. Paul Jewell, Chair, called the meeting to order at 8:15 am.
2. Rita Burrell, Secretary, called for a review of minutes from the February 4, 2014, CPDD minutes from the CIEC meeting in Savannah, GA.  
-On motion by Mark Schuver and second by Soma Chakrabarti the minutes were approved with the following amendments (noted in bold italics):  
  
-Rita noted that the CIEC 2014 (Savannah) minutes indicate the need for edits to the Fall 2013 Fall Planning Meeting (NYC) and asked if anyone could provide those. **Rita will contact Kim for a copy of the edits.**  
-Rita reviewed Action Items; pertinent information will be incorporated into the CPDD minutes.
3. The Board discussed the following topics:  
-Paul discussed continuing to utilize webinars to provide added value to CPDD members. Last year the IA State Staff presented a webinar to feature the technology used in delivery of their online programs, as did Marty Ronning at Un MD. Discussion is underway with GA Tech, Un MN, and Purdue for upcoming

webinars. State authorization is a timely topic and information would likely be well received by CPDD members. Paul encouraged board members to promote and participate in these webinars.

-Paul asked for a volunteer to attend the ASEE 2015 Planning Meeting which will be held on Wednesday.

**Rita will attend and provide notes to Wayne Pferdehirt for planning purposes.**

-Mark Schuver will highlight CPDD activities at the faculty breakfast on Tuesday.

**-Rita will send board members a reminder list of Action Items 3 weeks prior to each board meeting.**

-Mark and Mitch Springer will provide the report for ASEE 2014. There are issues in the processes they would like to have fine-tuned. As the board discussed these issues, Lea-Ann Morton added that the PIC Chairs have some of the same issues. Paul indicated that we need to build a road map for Wayne. **Mitch and Mark will build a template or form from ASEE 2014 and mentor Wayne in order to cover all activities and details. Kim will assist.** Pam Dickrell will also be a good source of information. **Lea-Ann will check with the PIC Chairs to see if other divisions have processes in place that could be shared. Paul suggested that this information should be placed on the Commons web space.**

-Soma and Mitch volunteered to serve as reviewers for sessions.

**-Rita will check the website and ensure that minutes are up-to-date.**

**-Paul will invite Wayne to the Fall Planning Meeting.**

**-Paul will order new name badges for Soma and Marty.**

**-Rita (question): Will new badges be needed for all board members due to the ASEE log change?**

#### 4. PIC V Update – Lea-Ann Morton

-This is the last time that the ASEE Board will meet prior to CIEC.

-The new ASEE log will be unveiled on Tuesday. ASEE will send the logo electronically to program chairs. **Rita will update our documents with the new logo effective June 2014.**

-The Division Committees are calling for a year of action. More information will be forthcoming.

-The Program Chair Orientation/Planning Meeting for ASEE 2015 will be held Wednesday 12:20, Room 234.

-Please be reminded of opportunities to nominate members for awards. CPDD should submit to the Best Paper Award.

-The ASEE Division Mixers are scheduled for Sunday after from 4:15 – 4:45 in Sagamore.

-The ASEE Conference Welcome Reception will be held in Exhibit Hall A from 6:00 – 7:30.

#### 5. Conference Reports

-CIEC 2014 Savannah – Lynda Coulson

-Lynda distributed a Final Report for the conference.

-With a final registration of 218, 43 attended from CPDD, with 11 CPDD Red Stars and two participants from industry.

-The MOOCs Development and Update Workshop - The Global Classroom was well attended with 18 paid registrations. There were 5 presenters with one being from industry; one presenter interacted virtually. For the first time, the CPDD Commons Website was used to capture the break-out group feedback from the workshop.

-The CPDD/IACEE Hospitality event was well attended.

-The CPDD SIG Breakfast was also well attended and utilized the traditional flip charts and the CPDD Commons Website to capture information.

-The tour of the Gulfstream Facility provided an in-depth look at the premier company; participation was good.

- Proceedings and contact information on presenters were made available on several websites including the Commons.
  - The detailed CPD Division which is included in the Final Report notes a \$5,165.66 net income to CPDD.
  - Non-CPDD type session submissions were forwarded to the appropriate divisions.
  - Lynda noted that she used one comp registration: Dave Whistler with GE and Jonathan Valvana with Un TX-Austin
- ASEE 2014 Indianapolis – Mark Schuver and Mitch Springer
- Mark noted there are three technical sessions, all on Tuesday afternoon which will be held in Room 106.
  - There is no poster session.
  - Mark will ensure that Wayne (ASEE 2015) receives the evaluation form so that CPDD can submit to the Best Session Award.**
  - Mark and Mitch discussed the issue of obtaining bios for presenters, who is going to present, lack of contact information, all of which are needed. Also, moderators need this information to communicate with presenters. The sessions are restricted to 15 minutes each.
  - Please be reminded of the Faculty Breakfast on Tuesday morning.
  - Kim noted the CPDD Best Session Award 2013 will be made on Tuesday morning at the Faculty Breakfast. The award is based on session evaluations. Mark noted that Pam did not provide a session evaluation for use at this meeting, so no evaluations will be made.
  - On motion by Kim and second by Marty, the division will award an ASEE Annual Conference Presentation for 2014.
  - Based on further discussion, Marty made a motion to suspend the ASEE Best Session Award for CPDD for 2014. Soma seconded the motion; motion carried.
  - Rita will update the CPDD Handbook to reflect ASEE Program Chair responsibilities to include the ASEE Annual Conference Award.**
  - Food has been ordered for 50 for the Tuesday morning Faculty Breakfast.
  - Lynda noted that the Rolls-Royce tour is scheduled for 1:00 on Monday. Participants should meet in the lobby of the JW Marriott at 12:30. Closed-toe shoes must be worn.
- CIEC 2015 Palm Springs – Candace House
- Candace was unable to participate but provided a written report; Linda Krute, CIEC General Conference Chair 2015 attended to promote the conference and distributed the conference brochure.
  - Lynda noted that assistance is needed to man the CIEC Both on Monday from 10:30 – 12:30. Luggage tags are being made and distributed to interested attendees.
  - Candace has done a fabulous job with the CIEC 2015 program.
  - Please consider presenting a poster at the session on February 5.
  - Additional sponsorships are needed. Expo attendees need to reengage Red Stars to participate in the conference regularly.
  - Paul noted that with his responsibilities as CPDD Chair he will be unable to handle A/V needs.
  - Paul will check with Marty to determine if he can take the lead on A/V needs. Rita will also ask Richard Corey to assist Marty.**
  - Paul will forward Candace's 6/15 email regarding the Palm Spring meeting to board members.**
  - ASEE 2015 Seattle – Wayne Pferdehirt – No report
  - CIEC 2016 Austin – Kim Scalzo/LeAnn Morton General Conference Co-Chairs

- Unfortunately, neither Kim nor Lee-Ann will be able to serve as Co-General Conference Chairs for the conference. **We will need to identify either a Chair or Co-Chairs.**
- ASEE 2016 New Orleans – Eugene Rutz – No report
- CIEC 2016 Austin – Terri Gaffney – No report
- CIEC 2017 Jacksonville – Rita Burrell – No report

6. CPD Rotation Chart & Future Conference Program Chairs

**-Rita will update the CPDD Board Rotation Chart and send to all board members via email prior to the Fall 2014 Planning Meeting.**

7. Treasurer’s Report – Greg Ruff, Treasurer

- Greg distributed and reviewed the report. He is waiting on the final FY 2013 Meeting invoice.
- He has just received payment and expense information from Linda Krute which must be voted on and approved by the CIEC Board.
- The Bass Account currently has a balance of approximately \$69,000.
- He reminded board members of the turnover in ASEE accounting staff.
- On motion by Lynda and second by Rita, the Treasurer was approved as distributed.

8. Fall Planning Meeting – Confirm Dates/Location – Paul Jewell

-The meeting is confirmed for September 28-October 1, 2014, in Ames. Board members should arrive on Sunday and depart on Wednesday afternoon. More information will be forthcoming.

9. SIG Report

- Mark reported that Susan Flaming has suggested to have her replacement at Boeing, Andrew Thomason, fill the SIG Industry Leader position. Mark will follow and work to ensure that a replacement is found.** Until a replacement is in place, Lynda will continue to sit in. Hopefully, a replacement can be in place by CIEC 2015.
- Due to the resignation of PC Cinnella as Administrative SIG Leader, Mark will work to locate a replacement.**
- Mark will reach out to SIG members and encourage contributing to the poster session. He suggested that the technology webinars hosted by IA State and Un MD could be condensed into posters.**

9. Carry-over Items

- Financial Committee Report – Greg Ruff/Mark Schuver/Kim Scalzo (replaced Paul Jewell-Conference Chair) Note: If the current Chair is a member of this committee, the Past Chair will serve.
- CMC Update – Lynda Coulson/Mark Schuver
- CPDD Website Update and Discussion – Paul Jewell
- SIG Update – Mark Schuver
- CPDD Newsletter Plans w/Website – Eugene Rutz/Paul Jewell
- Awards Planning for CIEC 2014 – Kim Scalzo

On motion by Marty and second by Soma, the meeting adjourned at 12:10.