

Attendees:

Rita Burrell, Secretary (Mississippi State Un)
Soma Chakrabarti, Director (Un DE)
Lynda Coulson, Director (Rolls-Royce)
Terri Gaffney, CPD CIEC Conference Chair 2016 (Un ID)
Candace House Teixeira, 2015 CIEC Program Chair (Un Southern CA) – Virtual
Paul Jewell, Chair Elect (Iowa State Un)
Wanda Lambert, Director (Auburn University)
Wayne Pferdehirt, CPDD ASEE Conference Chair 2015 (Un WI-Madison) - Virtual
Marty Ronning, Director (Un MD-College Park)
Greg Ruff, Treasurer (Auburn Un)
Eugene Rutz, ASEE 2016 Conference Chair (Un Cincinnati) – Virtual
Mark Schuver, Director, CIEC 2016 General Conference Program Chair (Purdue Un)
Mitch Springer, Chair-Elect (Purdue Un)

Absent:

Pat Hall, Site Selection Representative (Un of Tulsa)
Nancy Kruse, Membership Chair (Un of Tulsa)
Kim Scalzo, Past Chair (State Un of New York)

Action Items are indicated in bold.

1. Welcome and Call to Order – Paul Jewell, Chair, called the meeting to order at 9:15 am, welcomed Board members to Ames, and thanked them for their hard work and dedication to CPDD.
2. Review and Approval of Minutes (June 15, 2015, Executive Board Meeting, ASEE Seattle WA,) – Rita Burrell, Secretary, distributed minutes for review.
 - An edit is needed to update university affiliation of Soma Chakrabarti to University of Delaware.
 - On motion by Soma and second by Mark Schuver, the minutes were approved with noted correction.
 - Paul noted the involvement of three new recruits:
 - Eric Rowe, UT-Austin
 - Charles Baukal, John Zink Institute
 - Yakut Gazi, TX A&M

3. Rita provided the review and updates of Action Items from the June 15, 2015, ASEE Executive Board Meeting.

-Rita has scheduled CPDD volunteers for staffing the division table during Expo:

Wednesday, Feb 3: 10:30-10:55 am

Wednesday, Feb 3: 3:30 – 4:00 pm

Thursday, Feb 4: 10:00 – 10:45 am

-In order to develop relationships, encourage engagement, and provide opportunity for interaction, new members will be paired with long-time members.

-Greg Ruff noted that funds were utilized from the ASEE payment (\$188 of \$195) to purchase the promotional items (Blue Moon Squeeze Dolls) that were distributed at the ASEE Expo.

-Marty will record sessions at CIEC 2016, as well as the number of hits on the session recordings.

-Marty will an email blast to division members that will include a lecture demo and additional information so that division members will be familiar with the recordings.

-The Board discussed presenting the Biedendbach Award at the 2016 CIEC luncheon on Wednesday, February 3, but determined that it will be presented at the Business Breakfast Meeting as in the past.

-Paul will follow-up with the reimbursement to Marty for the cost of shipping recording equipment to CIEC 2015 (Palm Springs).

-The Board discussed the change from ASEE for an indirect cost charge of 60% to 30 against income. Even with this additional expense, the Board will continue to utilize division funds to increase division membership; 200 members are needed to maintain a division. Focus will continue to enhance faculty membership in the division. The following areas will be targeted in order to promote faculty membership:

-Focus on teaching sessions at ASEE Annual Meeting

-Provide publication opportunities

-Consider Online Teaching Award

-Provide videos from our sessions and virtual tours of delivery platforms to new faculty (note need for releases)

-Paul provided an update from his communication with Stephanie Pulford, Center for Engineering Learning and Technology, University of Washington College of Engineering, along with Stephanie's email of September 29 and his response of October 1. Stephanie serves as the admin of a ListServe of engineering faculty developers and, on their behalf, is seeking a home division and wants to get input on whether faculty development is well aligned with CPDD interests. This group of faculty wants to present papers about scholarship of faculty development within a particular division, rather than spreading among many divisions, as is current practice.

-The mission of this group seems to be well aligned with CPDD and supports the focus to increase faculty membership. In order to facilitate discussion and create an opportunity for interaction, the Board agreed to provide division funds for Stephanie Pulford to participate in CIEC 2016. On motion by Greg, and second by Lynda Coulson, CPDD will provide Stephanie a comp registration and reimbursement up to \$1500.

-Greg noted the issue of the security certificate (\$150) that is payable to ASEE and allows us to host CPDD Commons via IA State. ASEE has not charged for this in several years.

-Since Kim Scalzo will not be able to participate in this meeting, discussion regarding the CPDD Strategic Plan was tabled.

4. Review and Approval of Treasurer's Report – Greg Ruff, Treasurer

-Greg distributed the report and provided the following updates:

-He has received an explanation from ASEE regarding the change from the 60% transaction fee.

-University deans have agreed to an increase in membership dues

- Effective October 1, 2015, 30% will be charged against income.
- He received journal entries last Friday (October 2nd) for the fiscal year and will provide updates at a later date.

- Interest for last two years is still pending.

- Mitch Springer noted the need for transparency regarding fiscal matters. The new process is a disincentive for divisions.

- ASEE is hiring new financial staff and is currently under an audit.

- Greg noted the profit from CPDD Workshops.

- On motion by Soma Chakrabarti, and second by Wanda Lambert, the Treasurer's Report was approved as distributed.

5. CIEC Executive Board Updates – Paul Jewell

- Paul distributed minutes (June 15, 2015) from the CIEC Executive Board Meeting for the ASEE 2015 Annual Conference and the CIEC Leadership Rotation Planning Chart.

- The PIC V election will be held in 2016; the person elected by CPDD will fill the PIC V Chair position.

 - CPDD candidates will be Nancy Kruse and Julayne Moser.

- Mike Matthews, CIEC Registrar, is retiring February 2016 after CIEC.

 - Gayle Elliott is interested in the position.

 - The selection committee for the position is comprised of Paul Jewell, Chair; Keith Johnson, and Mitch Springer.

- Paul will develop a position description that defines the membership role of CPDD participation on the CIEC Board.**

6. Conferences – Updates

- CIEC 2015, Palm Springs, CA – Candace House Teixeira, Program Chair

 - Thirty-six CPDD members attended.

 - Nineteen attendees registered for the CPDD Workshop: Managing Your Brand – How to Thrive in a Competitive Market.

 - All sessions were well attended, excluding the final session on Friday, February 6.

 - The joint CPDD/IACEE Hospitality was well attended.

 - Candace will provide a complete conference financial report once all expenses are received from CIEC.**

- ASEE 2015, Seattle, WA – Wayne Pferdehirt, Program Chair

 - Wayne provided a summary report for the 2015 ASEE Annual Conference.

 - The division sponsored four technical sessions, one more than in recent years.

 - Twenty-eight abstracts were submitted; 12 papers were submitted and accepted.

 - Based on ASEE 2014 attendee evaluations, David J. Dimas PhD, Engineering, Sciences, and Information Technologies, Un of CA-Irvine, received the Best Paper Award.

 - A formal CPDD Paper Review Process for ASEE Annual Meeting Best Paper and Nominee for Best PIC Paper has been developed. This standard was used to select the 2015 ASEE CPDD Best Division Paper for the division. **Rita will add this process to the CPDD Handbook.**

 - 2015 ASEE CPDD Best Division paper selection was Revert to Default: Insight on Transfer of Expertise in a Complex Competitive Workplace: Dr. Michael Richey, the Boeing Company; Dr. Timothy Kieran O-Mahony, Un WA; Dr. Michael J. Prince, Bucknell Un; Mr. Fabian Zender, The Boeing Company; and Mr. Barry McPherson, The Boeing Company.

-Announcement of this award to nominee and others will be made by the ASEE (Eugene Rutz) 2016 program chair.

-Expenses for the conference were \$4935; revenue generated (luncheon) was \$360; net cost to the division was \$4575.

-Attendance was good: 45 attended the faculty breakfast; 14 attended the business luncheon; 11 attended the Board meeting.

-The following recommendations will be implemented at future ASEE Conferences.

Wayne will communicate the recommendations to Eugene Rutz, 2016 ASEE Program Chair:

- Change the name and format of the CPDD Business Meeting Luncheon to CPDD Division Networking Luncheon.

-Consider collaborative sessions with other division and other formats (discussion sessions, workshops, cases studies, etc.)

-If the CPDD PIC paper is selected, Eugene will need to notify recipients.

-CIEC 2016, Austin, TX – Mark Schuver, General Conference Chair

-Mark provided a handout of a program-at-a-glance and a draft of the day-to-day program.

-Information for CIEC 2016 is now available on the ASEE website.

-Candace will assist with the Expo.

-Registration for housing is now open.

-Linda Schuver will coordinate the Companion Program.

-Mark's suite will be used as the CPDD Hospitality Suite. IACEE will co-host with CPDD.

-Eric Rowe (UT-Austin) is spearheading industry participation at the conference, which is expected to be strong.

-The IACEE Board Meeting will be on Monday.

-Mark provided a reminder about the call for nominations and awards.

-Marty will record sessions, all of which are located in one room for convenience. Marty will need to be reimbursed for cost of shipping equipment.

-Breakfast will be provided at the Executive Board meeting.

-Easels and flip charts will be available at the SIG Breakfast in order to capture potential topics for 2017 CIEC conference.

-Please be reminded that an advance for conference expenses is available to the program chair to cover associated expenses.

-A Program Chair is needed for ASEE 2017. **Paul will check with Doug Ernie to determine if he is willing to serve in that capacity.**

-CIEC 2016, Austin, TX – Terri Gaffney, Program Chair

-All sessions are scheduled except for the industry roundtable session.

-Moderators are in place for the sessions.

-The "Red Star" reception will be on Tuesday from 6:00-7:00 pm.

-The all-conference reception is on Tuesday from 8:00-9:00 pm.

-All division hospitality suites are on Wednesday night.

-ASEE 2016, New Orleans, LA – Eugene Rutz, Program Chair

-Everything is on schedule.

-More abstracts are needed; at this point, only 3 have been submitted.

-The CPDD Board meeting will be on Sunday, June 26.

-The CPDD Networking Luncheon (formerly Business Meeting) will be held on Wednesday, June 29.

-The Faculty Breakfast will be held on Tuesday, June 28.

-Eugene is working on a session that centers on professional faculty development.

- The CPDD Executive Board meeting will be on Sunday, June 26.
- The CIEC Board Meeting is scheduled for Monday, June 27.
- Sessions begin on Monday, June 27.
- CIEC 2017, Jacksonville, FL – Rita Burrell, Program Chair
 - Rita suggested that effective 2017, CPDD increase the registration for CPDD-CIEC workshops from a \$75 registration fee to \$100. **As CIEC 2017 CPDD Program Chair, Rita will recommend that the new cost be implemented.**
- ASEE 2017, Columbus, OH – Program Chair Needed
 - Paul will check with Doug Ernie to determine if he is willing to serve as program chair.**
 - Soma noted that she would contact Diane Landsiedel regarding a panel session comprised of industry representatives for ASEE 2017. It would be beneficial if the audience could interact.**
- CIEC 2018, San Antonio, TX - Tamra Swann, Program Chair

7. Board Nominations and Appointments – Paul Jewell

- The Board discussed upcoming Board nominations and a succession plan for the division.
 - Effective 2/8/16 a Chair-Elect will be needed, as well as four Directors, and Secretary.
 - Greg indicated that he will not stand for re-election for the position of Treasurer after completing his current term which ends February 2017.
 - It was noted that overlap is needed in the treasurer and secretary positions.

8. Marketing Committee Report - Wanda Lambert

- Wanda distributed draft copies of three fliers that Nancy Kruse and she have developed. The Board offered the following recommendations:
 - Use brochure and companion piece flier.
 - Do not use stock photos.
 - Decrease imaging and enhance pictures and information that indicates benefits of membership.
 - Mark suggested that we look at our mission and expand to include faculty development.**
 - Rita indicated that she would ask Tamra Swann to work to enhance the social media presence of the division.** CPD Commons should be used to feature faculty online teaching. **Perhaps edition of the newsletter could feature a faculty member who teaches online.**
 - Mitch will work with the USNWR Top 100 lists of online universities to identify faculty with whom to share the mission of CPDD.**

9. Awards Report/Discussion – Paul Jewell

- The Board discussed the Biedenbach and Certificate of Merit Awards. Awards will be presented at the division breakfast.

10. Budget/Finance Committee Update – Greg Ruff, Mark Schuver

- The Board discussed the issue of the ASEE 30% surcharge on income.
- Currently, Paul is able to manage hosting of CPD Commons by IA State.
- The Handbook needs to be updated to include information about the Budget/Finance Committee.
 - The division treasurer serves as chair of the committee.

11. CPDD Handbook – Review and Planning – Paul Jewell and Mitch Springs

- Mitch noted that oversight and responsibility of the handbook rests with the division chair. Mitch offered the following suggestions in order to maintain the document:
 - Assign responsibility; discuss what is missing and who should provide information; each person is responsible for currency of his/her role.

-Each Board member should update his/her position and email to Mitch by November 13. Mitch will incorporate the edits and distribute the document to the Board.

-Update of the Handbook should be current prior to CIEC 2016.

-Mitch will provide a report on the update of the Handbook at the CIEC Executive Board Meeting.

12. Update on SIG Leaders and Upcoming Activities – Mark Schuver

-Mark distributed an updated SIG Leader list.

-The Board noted the need to utilize the newsletter and CPD Commons Site to promote the division.

-Discussion centered on developing a strategy for the Commons.

-More effort is needed for the Board to utilize the Commons site.

-What are the long-term plans for support of the site?

-Greg reminded Board members that the List Serve is still active. **If needed, update your email addresses.** The CPDD Board ListServe is restricted to Board members only.

-Paul will continue to send the division roster to Board members.

-Mark noted the continued need to bring the voice of industry to the division. Perhaps a round table session with industry could be a regular part of conferences.

On motion by Wanda and second by Terri, the 2015 Fall Planning Executive Board meeting adjourned at 2:35 pm.

Attachments/Handouts:

Draft Minutes, CPDD Executive Board Meeting, ASEE 2015, Seattle WA, June 15, 2015

Action Item List, ASEE 2015, Seattle, WA

Email Correspondence – Paul Jewell – Stephanie Pulford

Treasurer's Report, CPD Division of ASEE, FY 2015 TD

ASEE 2015 Program Chair Report

CPDD Paper Review Process for ASEE Annual Meeting

CIEC 2016 Program at-a glance

CIEC 2016 Program Chair Report

CIEC 2016 General Conference Chair Report

ASEE 2016 Program Chair Report

CPDD Rotation Chart, January 2015

CIEC Executive Board Meeting, ASEE 2015

CIEC Leadership Rotation Chart

CPDD SIG Leaders Update

CPDD Draft Recruitment Flies and Brochure