



Business Meeting Luncheon

Monday, June 11, 2012 San Antonio, Texas

12:30pm – 2:00 pm

San Antonio Convention Center, 007B

Call to Order and Introductions – Kim Scalzo, Chair

- Kim Scalzo called the meeting to order at 12:35 pm and welcomed attendees (22). Attendees included Chemical Engineering faculty from the Russian Federation who are hosted by West Carolina University-College of Technology.
- This meeting is intended to update members on division activities and share information with those who are interested in CPDD membership. Attendees introduced themselves and shared information about their affiliations.

Review/Approval of Minutes from ASEE 2011 CPDD Business Meeting, Vancouver, BC – Rita Burrell, Secretary

On motion by Eugene Rutz and second by Soma Chakrabarti minutes were approved as distributed.

Treasurer's Report – Greg Ruff, Treasurer

- The balance in the Bass account is running consistently at approximately \$56,000.
- Greg noted that the treasurer's report now runs on a calendar year.
- At the request of the executive board, Greg has provided information on income and expenses based on division activities. Kim noted that this breakdown of information will allow planning to promote the strategies and growth of the division.
- Information is provided on earnings from workshops for the purpose of budget planning.

2012 ASEE CPDD Program Review – Pamela Dickrell – Program Chair

- Pam Dickrell shared the Program-at-a-Glance for ASEE/CPDD.
- There are four sessions with 15 presentations.

ASEE 2013 – Atlanta, GA – June 23-26, 2013, Pamela Dickrell – Program Chair

- Pam outlined possible program activities.
- Cath Polito noted the need for metric tools to evaluate the courses and delivery in support of continuing professional development. Are we offering the right courses, etc? She will make a presentation at ASEE 2013 on the evaluation tool being used at the University of TX.

CIEC 2013 – Phoenix, AZ – February 6-8, 2013, Ellen Elliott – Program Chair

- Ellen distributed a preliminary Program-at-a-Glance.
- The program includes a pre-conference workshop on open courseware.
- The conference will focus on the relationship between universities and corporations and ROI.

Dates for Upcoming Meetings

- CIEC 2014 – Savannah, GA – February 5-7, 2014, Lynda Coulson – Program Chair
- ASEE 2014 – Indianapolis, IN – June 15-18, 2014, Cath Polito – Program Chair
- CIEC 2015 – Palm Springs, CA – February 4-6, 2015 – Program Chair Needed
- ASEE 2015 – Seattle, WA – June 14-17, 2015 – Program Chair Needed

Note: Program Chairs usually serve 2 years

- Future meeting dates are on the web site.
- Per Pat Hall, Site Selection Chair, CIEC 2016 will be held in Austin; CIEC 2017 will be held in Jacksonville.

ASEE PIC V Update – Patty Bazrod

- There is a Best Paper Award from each division; the overall award is chosen from the division awards.
- Asked that attendees provide feedback on the division mixer.

- ASEE is attempting to involve attendees in activities hosted in the Exhibit Hall.
- ASEE Membership fees will be increased from \$69 to \$84. Patty noted that the by-laws regarding membership fees had to be changed to support the increase since the limit was set at \$70.
- ASEE Registration fees will also be increased.
- PIC Chairs now serve 3 year terms.
 - The PIC V chair, which is rotated among the divisions, will be from CIP. Candidates are: Linda Krute and Lea-Ann Morton.

Ongoing work of the CPD Division and Executive Board and How to Get Involved

- Kim presented updates on activities of the division.
 - The CPDD website has been revamped and will be launched in the fall. It will be dynamic and easier to maintain. The updated site will allow participation and collaboration for members. Thank you to Paul Jewell of Iowa State who will host the site. It has been built under WordPress. Please use the site as a resource.
 - The activities of the SIGS are another example of the ongoing activities of the division.
- Mark Schuver distributed a list of the 5 SIG areas with information regarding which members the groups support.
 - The 5 SIG areas include: Administration; Delivery; Faculty; Industry; International.
 - It is important to leverage interaction among members in these areas.
 - A primary role of SIG activity is to generate conference topics and articles for our newsletter.
 - Mark reminded attendees that a SIG ListServe is maintained by Auburn. New members, please join. If you would like to participate in a SIG, please make that indication on the sign-in sheet. Greg provided a review on using the ListServe and how to sign up.
- Kim noted the following executive board activities:
 - The board is working through the annual budgeting process.
 - The membership function of the board is currently under review. The marketing and membership positions will be split, and the marketing position is open. If you are interested in that position, please let Kim or Nancy Kruse know.
 - The board has been discussing how to increase industry membership in CPDD. The discussion of licensure in continuing education has been a part of the discussion and is a potential topic for a faculty SIG event.
 - The Industry SIG will work with CMC this year to explore how to measure outcomes of online learning.
 - The 2014 IACEE Conference will be held at Stanford and will be an opportunity to leverage international education opportunities. CPDD welcomes joint CPDD/IACEE activities. A save-the-date flier was distributed.
- Kim encouraged division members to get involved with CPDD activities.
 - Attending conferences (CIEC and ASEE) offers numerous ways to be engaged.
 - Utilization of the new website is another venue for engagement.
 - Program chair, assistant program chair, and SIG group chair are important roles and provide opportunity for involvement.
 - Please consider submitting articles to the CPDD Newsletter, i.e., emerging fields, etc.

Kim opened the floor for discussion, comments, and questions.

- Cath noted the effects that budget cuts are having on education and travel. Roberta Gottfried, Raytheon, noted that their company is still providing strong educational support.
- Ed Alef noted the benefits of continuing education and how what employees/students learn determines how they do their jobs.
- Ellen noted that a good topic for discussion is how we engage industry to learn what is needed from universities. Kim noted that the meeting with Susan Flaming with Boeing was a good beginning to this discussion and provided a breakdown on job functions and training.

On motion by Mark and second by Pat, the meeting adjourned at 2:10 pm.