



Executive Board Meeting

Sunday, June 10, 2012 – San Antonio, Texas

8:30am – 2:30 pm

San Antonio Convention Center, 006C

Attendees:

Rita Burrell, Secretary (Mississippi State Un)
Pam Dickrell, Program Chair (Un Florida)
Ellen Elliott, Director (John Hopkins Un)
Pat Hall, Site Selection Representative (Un of Tulsa)
Paul Jewell, Director (Iowa State Un)
Nancy Kruse, Chair (Tulsa Un)
Lynda Coulson (Rolls Royce) Joined late
Greg Ruff, Treasurer (Auburn Un)
Kim Scalzo, Chair Elect (State Un of New York)
Mark Schuver, Director (Purdue Un)

Note: Action Items are indicated in Bold.

Call to Order and Introductions – Kim Scalzo

Kim Scalzo called the meeting to order at 8:50 am and welcomed board members.

Review/Approval of Minutes from January 30, 2012 Meeting at CIEC (Orlando, FL) – Rita Burrell

On motion by Mark Schuver and second by Pat Hall minutes were approved with noted edits.

Review of Action Items from Prior Meetings – Rita Burrell and Kim Scalzo

The following Action Items have been completed.

-Web site:

-All submissions have been updated, including upcoming meetings through 2017, presentations, publications, news, honors and awards, call for papers, and a link to IACEE.

-Fiscal:

-Greg Ruff distributed a financial report that provided an assessment of income and expenses to be used in the development of an operating budget.

-SIG:

-Mark confirmed that Doug Ernie (Un MN) will serve as SIG-Faculty Group Leader.

-Membership:

-Kim has spoken with Wayne Pferddehirt (Un WI) to determine if he is interested in assuming the CPD program chair in 2014. Wayne will consider serving in this role.

-Paper submission process:

-Ellen Elliott and Paul Jewell have established an online paper submission process. It has been posted on the website. Ellen will provide more information under the chair update.

-Miscellaneous

-Kim has provided Ellen the file of suggested topics for upcoming meetings. A repository of topics will be maintained on the web.

-Kim sent Ellen and Pam Dickrell the addendum to the program chair notebook, including the financial report.

CPDD Rotation Chart – Rita Burrell

-Rita distributed an updated rotation chart.

Treasurer's Report – Greg Ruff

-Greg distributed the Treasurer's Report, reminding all that CIEC accounting is not available until after ASEE.

-Since ASEE has changed allocation to \$1/member, CPDD received \$185 (185 members) for 2012.

-Nancy noted that as of May 31, 2012, CPDD members total 211.

-On motion by Ellen and second by Nancy, the Treasurer's Report was approved as distributed.

Conference Reports

-CIEC 2012 Orlando – Pamela Dickrell

-Approximately 45 attendees were present for the CPDD Breakfast Meeting; 30 were in attendance for the SIG Breakfast Meeting.

-Kim will discuss offline with Linda Krute the cost of the SIG breakfast as a part of the registration fee.

-ASEE 2012 San Antonio – Pamela Dickrell

-Pam distributed a Program-at-a-Glance; updates will be available at the division mixer and business meeting.

-There are 11 sessions; there are no posters.

-Tables for the division mixer should be setup by 4:00 pm. The mixer begins at 4:30.

-To date, 11 have signed up for the business meeting luncheon.

-CIEC 2013 Phoenix – Ellen Elliott

-Nancy Zimpher, SUNY, will be the plenary speaker.

-Submissions were very responsive to topics identified by SIGs at the February 2012 breakfast (e.g., global programs, industry outcomes, faculty compensation models, adjunct faculty, IT delivery solutions).

-There will be no consecutive sessions because it severely reduces attendance at both sessions.

- All submissions fit into the program by “sharing” some of the 90 minute sessions with more than one presentation.
- Late submissions could still be accommodated, as some 90 minute sessions are still available to be shared.
- There will be one workshop on Massively Online Open Courses and the Open (Free) Course movement with action of a potential speaker from the Netherlands. Kim recommended including someone from SUNY on the panel.
- Ellen asked the board to consider making funds available for an international speaker for CIEC. She suggested waiving/comping registration and paying for airline, hotel, and food expenses, noting that it should be done as economically as possible (\$1500-\$2000). She made a motion that the division provide a round trip airline ticket, two nights hotel and food, and a comped one-day registration. Greg seconded the motion. The board determined to consider this on a case-by-case-basis. Motion was called to vote: 2 in favor; 5 opposed; 1 abstention. Motion did not carry. Ellen will consider alternative options.
- Ellen asked if it is possible for CPD to move the deadline for submissions to a later due date, about 2 weeks before the on-site April CIEC Planning Meeting. The board discussed the request and determined that **Kim will recommend to the CIEC Executive Board that each division be able to set their own submission deadlines as long as it is prior to the planning meeting.**
- Ellen noted that she had learned that the Program Chair needs to prepare reports on CIEC Program- both status reports and final report.
- She will prepare a timeline for Program Chairs and update the existing Handbook for Program Chairs prepared by Helene Dumont and bring both to fall planning meeting.
- She will prepare a proposed CPD budget for CIEC 2013 and send to Board members ahead of the fall meeting.
- CPD gets two complimentary registrations + \$1,000 [this is a correction over the one complimentary registration reported at the meeting].
- The ASEE-CIEC booth will need to be manned on Monday afternoon; a sign-up sheet was passed around.
- CEED has a workshop/visit to the NASA facility that conflicts with our workshop.
- The board discussed the need for remote presenters to register for meetings and determined that it is not required. If members are not able to attend, an online presence would be good; a facilitator would be needed to make this work.
- Pat noted that AV charges are a cost to the division; even so, posting to the web is a benefit to the presenter. Technology support is needed in order to involve quality speakers. Ellen noted that it is an important value to members.
- There are some concerns about the slowness of the internet at the CIEC 2013 site.
- Pat noted that the facility will be wholly utilized by the CIEC group for the 2013 meeting. There will be lots of outdoor facilities.

-ASEE 2013 Atlanta – Pamela Dickrell

-Pam noted the need for good topics; a session for faculty will be included.

-Ellen will send Pam a list of collected topics for consideration. Since topics are generated at the SIG meetings, each program chair will need to decide if s/he wants to be on all SIG lists.

-The board discussed the length of the executive board meetings at ASEE. With only 3 meetings per year, discussion time is extremely important. Based on ASEE schedules, the board recommended extending the meeting time.

-The board discussed the need to engage more CPD members in the division Business Meeting. The meeting is used to summarize activities for members and also to enhance engagement. On a trial basis, the meeting will be changed to a **CPD Division Luncheon**; there will be a charge of \$20-\$25 to attendees and the division will subsidize the cost of the meal. This will be used as a recruiting activity for the division.

-Kim noted the receipt of an email from Ed Alef, General Motors, indicating his interest in promoting a paper for ASEE in 2013 that results in a clearly defined set of criteria for universities that are working with industry. This could potentially be a panel discussion. **Kim will forward ED's email to those interested.**

-Future Conference Program Chairs – Kim Scalzo/Nancy Kruse

-CIEC 2014 Savannah – Lynda Coulson

-Suggested:

-ASEE 2014 Indianapolis – Cath Polito

-CEIC 2015 Palm Springs – Candace House

-ASEE 2015 Seattle – Doug Ernie

-CIEC 2016 Austin – Cath Polito

-Kim will check with Candace and Paul will check with Doug regarding serving as conference program chairs as noted above.

-The board discussed the structure of the sessions: is there enough variety?; are there a sufficient number of sessions?; should sessions be concurrent or overlapping?

PIC V Update – Provided by Kim Scalzo for Patty Bazrod

-Attendees are asked to familiarize themselves with the new ASEE website, motto, and taglines.

-ASEE received its first clean audit since 2006. The organization is working to reduce the deficit accrued due to international activity.

-The PIC Chairs will form a committee for review of the Best Paper Process. The structure of the committee has not been finalized.

-There are no ASEE evaluations for sessions this year. There was discussion regarding whether CPD could do their own evaluations in support of Best Paper Awards.

-Please attend the ASEE division mixer.

-ASEE membership is now up to 12,600.

-ASEE conference locations through 2017 are now available on the website.

-ASEE has established a code of ethics for the association.

-ASEE has established a process for dealing with plagiarism for ASEE authors.

- Pat Hall is on the nominating committee for PIC Chairs. PIC Chairs terms have been changed from 2 years to 3 years. The incoming PIC Chair will be from CIP; candidates are Linda Krute and Lea-Ann Morton.
- Membership fees will be increase from \$69 to \$84. By-laws regarding membership fees had to be changed to support the increase since the limit was set at \$70.
- Registration fees will also be increased.

CMC Update – Kim Scalzo

- Kim noted there are monthly phone conferences with CMC; she will participate in an effort to engage industry with CPDD.
- An outcome sought is forming a new SIG for Industry (Chief Learning Officer) who will join in measuring learning outcomes. Hopefully, this person will pair up with the CPDD IND SIG. This will be an opportunity to engage industry personnel with CPD. **Kim noted that this would be a good conference topic. Pat also noted that it is important to put these ideas on the website so that industry will see what CPDD does.**

CPDD Website Demo and Discussion – Paul Jewell

- Paul demonstrated the site, which has a look of LinkedIn and Facebook, noting the benefits of a social media site. The site will be maintained with BuddyPress which will be available in the fall.
- Editing privileges will be granted to the appropriate persons. The site is organized so that each person is responsible for their own updates and contributions. The board discussed general areas of responsibility and areas that need update. **Kim will send Rita a list of areas of responsibility for the website for which specific board members will be responsible for maintaining going forward.**
- The board expressed thanks and appreciation to IA State for hosting the site. Paul noted that the support of Tom Brumm has made this possible. The CPD Executive Board will award Tom a Certificate of Merit in support of CPDD. The certificate will be awarded at CIEC 2013.
- Ray Morrison will send the CPD history on CD and work with Pat, who will assist Paul in filling in the CPD history up to now.**

SIG Update – Mark Schuver

- Mark provided an updated list of SIG Leader positions. He is working to fill the vacant positions. In order to enhance participation by members, it is important to have non-board members serve as SIG chairs. Someone from industry is needed to fill the IND Chair, but Lynda Coulson will continue in that role until a replacement is found.
- He has submitted an article regarding CPDD SIGs for inclusion in the next newsletter. **He will send a copy of the article to the board.** The board discussed the timeline and number of newsletters that should be published each year.
- The board will discuss a FAC/SIG event at the fall planning meeting.**
- Pam will explore opportunities to have an activity in the 2013 ASEE program for faculty: breakfast, reception, mixer, etc. She will also try to include a session for faculty.**

Awards Planning for CIEC 2013 – Paul Jewell (Incoming Chair)

-Paul noted the need to have a better process in place.

-He proposed the creation of an Awards Committee to develop award criteria and guidelines, set timelines and make nomination requests from the membership. The committee will be comprised of Ray Morrison, Pat, and Paul. Timelines will be driven by CIEC; plaques must be ordered by December 1.

-One charge of the committee will be to work toward the development of the John Klus Award for Innovation. **Pat, Kim and Paul will finalize development of the award, including nomination criteria, and email the recommendations to the board for vote.**

Pat proposed the development of a format that can be available on the web and allow for online submission. **This will be a topic for discussion at the fall planning meeting.**

-All Awards should be listed on the website.

-Biedenbach

-Certificate of Merit

-Certificate of Appreciation

-CIEC Awards (based on evaluations)

-Best Paper Award

-CIEC Session Awards (from previous year; presented at the CIEC Awards Luncheon)

-Ellen will establish criteria for the Best Paper Award for ASEE by the September meeting. By December 1, identify and select awardees.

-Criteria are also needed for CIEC Best Paper Award.

Publications Committee – Ellen Elliott

-Publications need to be redefined. In the past the sharing of information (benefit to members) was via sales.

-It is important for CPDD members to publish.

-We need to determine as a division what we want to initiate as publication.

Membership Discussion – Nancy Kruse

-The board discussed the need to split the membership and marketing responsibilities into 2 positions. It was determined that this would be more effective. (Note: At the CPDD Business Meeting, Cath Polito, Un TX-Austin, volunteered to work with Nancy on the membership committee.) Someone is needed to fill the marketing position.

-The board discussed recruiting members who have been active in CPD for several years as potential board members and program chairs.

-Nancy will send Paul the information to order name badges for new board members.

-Kim will send Nancy the SUNY PR brochure as an example for update of the CPD brochure focused on target audience.

-Pam will rework the CPD tri-fold brochure to include the value and effectiveness of online learning. Once the update is complete, Paul will post it to the web. Material released to the public should reflect the educational and professional development components that are provided. Pat noted the need to emphasize CPDD support for the ASEE vision, as noted in the current CPD brochure.

Financial Committee Report on Income/Expense Analysis – Greg Ruff

-Greg reviewed the report which had been distributed via email.

-The Finance Committee (Greg, Mark, and Paul) will review and develop a planning budget for program chairs. The Finance Committee will establish an annual budgeting process and can deal with variances.

-The board discussed the need to change budget reporting to a calendar year. On motion from Ellen and second from Mark, motion carried.

Strategic Planning Prep for Fall Planning Meeting – Kim Scalzo

Carryover

Newsletter Plans and Schedule – Kim Scalzo

-Kim will confirm newsletter dates with Eugene; she would like to do one after ASEE. Normally there are 2/year but she would like to do 3 this year.

Fall Planning Meeting Dates/Location – Kim Scalzo

-The fall planning meeting will be held September 24-26 in Syracuse and Albany.

-Kim will send travel information.

On motion by Greg and second by Mark, the meeting adjourned at 1:30 pm.

Handouts:

Agenda

IACEE Flier

Treasurer's Report

CPDD Program-at-a-Glance

Action Item List

Rotation Chart

Draft Minutes EB Orlando, FL, 2011

Budget Planning Document