

Minutes

Attendees:

Rita Burrell, Secretary (Mississippi State Un)
Soma Chakrabarti, Director (Un DE)
Lynda Coulson, Director (Rolls-Royce) – Online
Terri Gaffney, CPD CIEC Conference Chair 2016 (Un ID)
Candace House, 2015 CIEC Program Chair (Un Southern CA) – Virtual
Paul Jewell, Director and Chair Elect (Iowa State Un)
Wanda Lambert, Director (Auburn University)
Wayne Pferdehirt, CPD ASEE Conference Chair 2015 (Un WI-Madison)
Marty Ronning, (Un MD-College Park)
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)
Pat Hall, Director and Site Selection Representative (Un of Tulsa)
Nancy Kruse, Membership Chair (Un of Tulsa)

Action Items are indicated in bold.

1. Paul Jewell, Division Chair, called the meeting to order at 9:00 am and welcomed board members. The meeting was held at the Reiman Gardens Conference Center. Tom Brumm, Professor-in-Charge, Engineering-LAS Online Learning, welcomed the board to IA State and provided an overview of their program.
2. Rita Burrell, Secretary, distributed minutes from the ASEE June 15, 2014, CPD Executive Board Meeting for review and approval. Upon motion by Mark Schuver and second by Kim Scalzo, minutes were approved with noted corrections.
3. Rita distributed the Action Item List for review and updates.
-Rita updated the CPD ASEE Program Chair responsibilities in the CPD Handbook; the submission of the final report to the board at the Fall Planning Meeting; and the Finance Committee description to include retention of the \$30,000 balance in the CPDD account at ASEE.

- Rita and Mitch Springer attended the ASEE 2015 Planning Meeting held in conjunction with the ASEE 2014 Meeting. She provided Wayne Pferdehirt notes for planning purposes for ASEE 2015.
- Kim sent the checklist for CPD ASEE Conference Chair to Wayne. Mark and Mitch are working with Wayne to ensure that all activities and details are covered.
- The Finance Committee met with Wayne to review the financial responsibilities as ASEE Conference Program Chair.
- Mark sent Paul the ASEE evaluation form so that CPDD can submit Best Session Award. Wayne has also received a copy.
- Nancy Kruse is working to put together an awards packet for use at ASEE 2015.
- Marty Ronning will take the lead on A/V needs at CIEC 2015; Richard Corey will assist.
- The board discussed the importance of providing opportunity for conference speakers to present/interact virtually. Hotel facilities do not normally provide this resource.
- Kim noted that Lynda Krute would like to preload all CIEC 2015 presentations.
- Rita has updated CPDD documents with the new ASEE logo, effective June 2014.
- Terri Gaffney will serve as CPD Program Chair for CIEC 2016 in Austin, TX.

4. Treasurer's Report – Greg Ruff

Greg distributed the FY 2014 TD Report. Updates and discussion included the following:

- ASEE is working with their second treasurer in the past year.
- We are still waiting on our funds from CIEC Conference.
- The refund issue with the Doubletree Hotel in NYC has finally been resolved, and we have received a refund in the amount of \$1,633.13.
- Kim noted the need to best utilize CPDD funds to the benefit of our members.
- On motion by Terri Gaffney and second by Wanda Lambert, the Treasurer's Report was approved as distributed.

5. CIEC Executive Board Updates – Kim Scalzo/Paul Jewell

Kim distributed the minutes from the CIEC Executive Board Meeting ASEE 2014. The following items were noted/discussed:

- A new CIEC Financial Committee will be formed in order to provide year-to-year financial consistency. Each division will provide a committee member for a two-year commitment. **Paul will check with Pat Hall for clarification on the formation and implementation of the committee.**
- Linda Krute reaffirmed the importance of proper division affiliation reporting at the CIEC Conference.
- Meeting participation was down by 11%; even so, there was a net profit for the conference.
- Site selection for 2018 is San Antonio; the site for 2019 is New Orleans.

6. Rotation Chart and Nomination Committee -- Rita Burrell and Kim Scalzo

-Rita and Kim will work together to ensure that the rotation chart is up-to-date.

-Updates are needed for both the CIEC and CPDD rotation charts.

-As Past Chair, Kim will prepare the CPDDE nomination slate for CIEC.

-A Chair-elect is needed. This is a six-year commitment.

- Marty Ronning has agreed to continue in a director's position if elected.
- As a reminder the Membership Committee has three areas:
 - Nancy – Membership
 - Wanda – Marketing
 - Eugene Rutz – Newsletter
- Rita will ask Richard to send Paul the pictures from Savannah CIEC 2014.**

7. Conference Reports

Kim will conduct the new board members orientation for Terri, Marty, Wayne, and Soma during this meeting.

CIEC 2015 – Palm Springs, CA – Candace House (Virtually)

- A program-at-a-glance was distributed at ASEE 2014.
- The email announcement for early-bird registration was distributed in mid-October when registration opened.
- Housing is now also open.
- Paul forwarded the board Candace's report.
- The CPDD Executive Board will meet on Tuesday, February 3, from 8:00 am to noon. **Terri Gaffney will need to attend.**
- There are two pre-conference workshops and 1 joint session.
- The golf tournament conflicts with the CPDD Executive Board Meeting.
- Candace will check with Linda Krute to ensure that there is no difference in the registration cost for ASEE members and non-ASEE members.** Kim noted that this would have required CIEC Executive Board approval. Early bird registration is \$500. **Paul will review CIEC Executive Board minutes to ensure that a cost differentiation was not approved.**
- There will be a good selection of companion activities.
- The CPDD Hospitality event will be on Thursday (2/5) in conjunction with IACEE.
- The Meet and Greet will be on Tuesday (2/3) evening.
- Since 2015 is the 40th anniversary of CIEC, there will be a gala on Wednesday (2/4) evening beginning at 7:00 pm.
- The SIG Breakfast and Planning Meeting will be held on Friday (2/6). Mark noted the need to utilize CPD Commons to capture SIG activities.
- There will be a poster session on Thursday (2/5) during break.
- Lynda will send Candace and Terri the conference report from Savannah.**
- Mark noted that three reports are needed from the program chair for each conference: 1) pre-conference; 2) conference; and 3) post conference.
- Pam Dickrell submitted the list of CIEC award winners from all four divisions.
- The board discussed the utilization of the faculty breakfast and business luncheon at ASEE as venues to promote the Best Speaker Award. These two events should be promoted at the Sunday reception. The role of faculty in continuing professional development is vital. Each of us should share this information with our ASEE campus representative for sharing with faculty. **Mark and Wayne will craft an email message to forward to faculty about CPDD activities at ASEE and CIEC. Kim will ensure that support for virtual presentations by conference speakers is in place.**

ASEE 2014 – Indianapolis, IN – Mark Schuver

Mark distributed a report on the conference.

- There were three technical sessions with five presentations in each session.
- The Finance Committee will present the financial information.
- He and Mitch are communicating with Wayne regarding ASEE 2015 in Seattle.

ASEE 2015 – Seattle, WA – Wayne Pferdehirt

-Discussion, which has been underway for several years, and clarification regarding Best Speaker for ASEE based on evaluations continued. This award could be utilized as CPDD's PIC paper selection. Currently, the Chair makes the selection for CIEC. **Mark and Mitch will make the Best Speaker decision for 2014 which will be awarded in 2015.** The Board is trying to develop and implement an evaluation process for ASEE presentations. We have total flexibility in the development of the evaluation. **Wayne will develop an evaluation model which will be implemented ASEE 2015 and awarded in 2016.**

-There are three important aspects to address for ASEE 2015:

- Put the board meeting back on Sunday.
- Try to get more sessions.
- Try to get more speakers—could be in the format of posters and/or lightning rounds.

-Greg will send Wayne the budget information for planning purposes.

- Note that the faculty breakfast is a ticketed event but at no cost; plan for 50 attendees.
- Note that the cost of the business luncheon is subsidized (\$25) by the division; plan for 25 attendees.

CIEC 2016 – Austin, TX – Terri Gaffney

No report.

ASEE 2016 – New Orleans, LA – Eugene Rutz

No report.

CIEC 2017 – Jacksonville, LA – Rita Burrell

No report.

ASEE 2017 – Eugene Rutz – Columbus, OH

CIEC 2018 – San Antonio, TX

ASEE 2018 – Salt Lake City, UT

CIEC 2019 – New Orleans, LA

8. Awards – Kim Scalzo

Kim will send out the email awards nomination. Kim, Terri, Soma, and Rita will serve on the awards committee.

9. Membership Update

-Nancy will add the new ASEE logo on all membership material. Wanda is noting the edits and will let Nancy and Eugene know.

-The board discussed reworking the membership recruitment brochure.

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

All responsibilities of the committee are up-to-date.

11. Handbook -- Rita Burrell

Rita is working to finalize all updates. She suggested that the document should be updated to include: a table of contents; be searchable; updated regularly; include forms and templates; and include examples of reports.

12. CPDD Commons – Kim Scalzo and Paul Jewell

-The board met in Howe Hall.

-Kim noted the need to commit to CPD Commons as a board. **The goal is for the board to move into the Commons in the coming year, utilizing the site to replace emails.**

-The Awards Committee will work through the Commons.

-Paul will update Lea-Anne Morton (PIC V) on the Commons.

-Until now, ASEE has never allowed the use of their domain outside their organization.

-Paul introduced Chad Sanborn, Kevin Wickham, and John Dickerson who are the ISE Webmasters who support the CPDD website.

-Presently, board members should send website updates through Lynda and Paul for Chad to make updates.

-Kim outlined the following needs:

-Standardization of User IDs;

-Development of documentation and tutorials;

The board discussed the need to hire a student worker to develop these materials and will provide funds to support the positions. **Paul will review the cost and communicate this information to the Finance Committee.**

-When fully implemented, we will no longer utilize the CPDD ListServe.

-There are numerous issues that will need to be addressed, including spam, private v public information, notifications, individualization or workflow, etc.

-The Membership Committee will need to consider what fields of information need to be captured.

-Kim will ask Chad to remove the blog option on the Commons site; at this time it is not needed.

-Paul noted the need to include instructions for CPD Commons' usage in CIEC 2015 registration bags.

-The plan is to launch the site prior to CIEC 2015 and evaluate at ASEE 2015.

-Marty is working with GA Tech to conduct a virtual tour of their continuing professional development program. The week of December 15-19, 2014 is the target date.

-Kim would like to make the GA Tech virtual available to SUNY campuses.

-All future work regarding the CPDD Strategic Plan will be conducted in CPD Commons.

13. Kim distributed a copy of the CPD Benchmarking & Quality Improvement Program Brochure. This is a free guide with tools to achieve organizational excellence as presented by IACEE.

14. SIGs – Mark Schuver

-Mark distributed an updated draft of proposed SIG leaders. He is working to fill all positions.

On motion by Greg and second by Mark, the meeting adjourned at 5:15 pm.

Handouts:

Agenda – Paul Jewell

Minutes, CPD Executive Board Meeting, ASEE 2014, Indianapolis, IN – Rita Burrell

Action Item List – Rita Burrell

Treasurer’s Report – Greg Ruff

CIEC Executive Board Meeting Minutes – ASEE Annual Meeting 2014 – Kim Scalzo

CIEC Rotation Chart – Rita Burrell

CPDD Rotation Chart – Rita Burrell

ASEE 2014 Conference Report, Indianapolis, IN – Mark Schuver

CPDD Brochure

SIG Draft – Mark Schuver

Continuing Professional Development Benchmarking & Quality Improvement Program – Kim Scalzo