



**Continuing Professional Development Division
Executive Board Meeting
Royal Plaza Hotel – Harrington II
Orlando, FL
February 3, 2009**

Approved June 14, 2009

Call to Order

Julayne Moser, Chair called the meeting to order at 9:30 am.

Roll Call and Quorum Check

Board Members Present: Lynda Coulson, Helene Demont, Paul Jewell, Lynette Krenelka, Nancy Kruse, Linda Krute, Julayne Moser, Keith Plemmons, Greg Ruff, Kim Scalzo, Mark Schuver

TOTAL PARTICIPATING: 11

Guests: Ray Fujioka, CPDD Photographer (Ex-Officio)
Patricia Hall, PIC V Chair (Ex-Officio)

Review and Approval of Minutes from Fall Planning Meeting held at Purdue University in October 2008

Helene Demont distributed the board minutes electronically shortly after our meeting in October. Chair Moser gave all in attendance a few minutes to review the document once more. After no discussion, Kim Scalzo made a motion to approve the minutes as written. Lynette Krenelka seconded the motion. All were in favor and motion passed to accept the minutes as written.

Demont will have the Approved minutes posted to the CPDD website.

Treasurer's Report – Greg Ruff

Greg Ruff distributed the CPDD Treasurer's Report. CPDD currently has a balance of \$47,849.89 in the BASS account. The operating account has a balance of \$291.31. Expenses relating to the October board meeting, 2009 CIEC and the Biedenbach Award were taken from the BASS account.

Nancy Kruse made a motion to accept the Treasurer's Report as presented. Mark Schuver seconded the motion. Motion passed unanimously.

Action Items from Fall Planning Meeting – Purdue University

Only items not done are listed here.

- 11) Linda, Nancy and Helene will review past CIEC attendee list and develop a plan to contact staff member's institutions and organizations that we want to become involved in CPDD.
- 12) Krute and Demont will develop bench marketing plan. **on-going.**
List was received from ASEE of engineering schools. Student employee from Wisconsin was given the task of looking up web addresses from the list provided by ASEE to determine which schools have on-line programs and in what areas.
- 13) Greg and Keith will explore what it would take to certify attendance at CIEC.
- 26) Nancy will send board members reminders monthly to send her their local contact names and she will send a letter to join CPD. **on-going**

Strategic Planning Assignments

Julayne reviewed the Strategic Plan action items. Listed are steps taken since October to achieve our goals. This is an ongoing effort.

Goal #1 – Increase awareness and visibility of the value of membership in CPDD.

- Nancy Kruse updated the CPDD brochure to include new mission and vision statements.
- Nancy Kruse and Sally Coovert updated the mission and vision statements on the cpdd.asee.org website
- Lynda Coulson produced and distributed a list of all CPDD sessions held at CIEC.
- Lynda Coulson conducted a "logo party" at CIEC and will do same at Annual Conference.
- Mark Schuver, with the help of Paul Jewell coordinated an extremely useful and beneficial SIG luncheon at CIEC – Orlando.

Goal #2 – Provide more professional development opportunities for CPDD members.

- Lynda Coulson developed the program for CIEC-Orlando.
- Keith Plemmons is working on the program for the Annual conference.
- Julayne Moser appointed Mark Schuver to Chair the SIG's.
- See last bullet under Goal #1. Topics developed from this luncheon will be used to help build the program for CIEC-Palm Springs.

Goal #3 – Increase the frequency and value of networking opportunities for CPDD members.

- Division leadership will continue to support and deliver CPDD programs to both CIEC and Annual Conference. This includes business meetings and networking events.
- Paul Jewell and Mark Schuver (with the help of Marie-Pierre Huguet) will work on developing a blog and/or wiki to support networking among SIDs and CPD membership.

Goal #4 – Establish a process for Succession Planning for the CPDD organization to ensure ongoing, effective leadership in the division.

- Julayne Moser used the CPDD list serve to announce opening for new board members. Election was held at CIEC in Orlando.
- Julayne Moser has identified the 2010 CIEC program chair (Paul Jewell) and the 2010 Annual Conference Chair (Lea-Ann Morton).
- Julayne Moser appointed Ray Fujioka as the “official” CPDD photographer.
- Lynette Krenelka has begun a list of prospective future board members.

Goal #5 – Contribute to the field of engineering education through research projects, publications and partnerships within ASEE and with other engineering organizations.

- Linda Krute and Helene Demont have begun work to produce a directory of educational providers in engineering education.
- Lynda Coulson worked hard to encourage presenters at CIEC-Orlando to submit a paper or power point for inclusion on the proceedings CD.
- Helene Demont is collecting information on possible partnerships with other professional organizations.
- Keith Plemmons is preparing to do some research on how adults are advised, the impact of the educational environment, application success factors, and achievement of educational objectives. Title of research is “Unlocking Hidden Value in Adult Education: Models for Improving Success”

SIG Chair – Mark Schuver

Mark Schuver and Paul Jewell have decided to call this effort to reinvigorate the SIG's “SIGs Last Stand”.

The planning meeting during lunch on Thursday will be a brainstorming for session topics for Palm Springs. Upon the conclusion of the session, each SIG table will record the ideas developed using a FLASH camera. The file created from the camera will be uploaded to the CPD website. SIG chairs will be asked to communicate to SIG members and begin a dialog.

Conference Reports/Updates

2009 CIEC – February 4-6 Orlando, FL (Lynda Coulson)

Lynda reported the planning for this conference went well. CPD has a solid program. Copied below is a breakdown of participants.

		1/8/09	1/15/09	1/22/09	1/26/09
Registrations by Division					
	CED	42	77	79	79
	CIP	12	19	21	21
	CPD	30	41	42	47
	ETD	36	60	63	63
	Other/None	11	19	20	26
	Totals	131	216	225	236
Ticketed Events					
	CED 222	1	3	3	3
	CED 232	4	5	5	5
	CED 242	6	11	12	12
	CED 462	23	31	38	39
	CIEC 211	5	8	8	8
	CIEC 241	6	7	7	7
	CPD 233	9	16	16	18
Canceled	*CPD 243	4	7	0	0
	CPD 464	14	21	24	28
	ETD 245	4	4	4	4
Companion Registrations		13	19	19	20
First Time attendees		39	74	77	77

*Workshop was cancelled due to travel freeze for speaker.

In addition to the workshop, CPD had eleven (11) sessions, a Division Cracker Barrel & Logo Theme Breakfast, Division Business Meeting Breakfast, Division Luncheon and Business Meeting (SIG's) and a CPD Awards Reception.

Julayne Moser took on the leadership role for the Industry/University EXPO this year. There were fourteen (14) tables involved with the EXPO. CPD was one of them.

The CIEC Awards for the 2008 (New Orleans) Conference were presented during the all conference breakfast held on Wednesday February 4th. The CPD winners were:

Best Workshop

Selection and Implementation of Effective Tools and Technologies for distance Learning

Moderator: Julayne Moser

Presenter: Marie-Pierre Huguet

Best Session

What Services and Products Should you Provide? Using QFD to Discover What, When and How

*Moderator: Sally Covert

*Presenter: Patrick Patterson

*Note: Both were unable to attend. Awards were mailed.

Best Speaker

Marie-Pierre Huguet

Best Moderator

Julayne Moser

The following Division Awards were presented Thursday evening February 5th at our Awards Reception.

Certificate of Appreciation

Lynda Coulson
Rolls-Royce Corporation
2009 CIEC CPDD Program Chair

Eugene Rutz
University of Cincinnati
2008 ASEE Annual Conference CPDD Program Chair
*Note: Eugene was unable to attend. His award will be mailed.

Kim Scalzo
Rensselaer Polytechnic Institute
Outgoing Director – CPDD Board

Linda Krute
North Carolina State University
Outgoing Director – CPDD Board

Certificate of Merit

Greg Ruff
Auburn University
For Dedication & Outstanding Service as the CPDD Treasurer

Eugene Rutz
University of Cincinnati
For Dedication & Outstanding Service as the CPDD Newsletter Editor

In addition, the **Joseph M. Biedenbach Distinguished Service Award** was presented to:

Dr. Linda D. Krute

In recognition of her outstanding service to the continuing professional development of engineers and her noteworthy leadership and service within the CPDD.

Congratulations to all our award winners!

NOTE: The CPD Executive Board voted to provide Dr. Ray Morrison with the monetary portion of the Biedenbach Award that he won in 2006. Originally Dr. Morrison was unable to keep the monetary portion of the award due to Lockheed Martin personnel policies. He has since retired and is very deserving of the monetary award that went with this very distinguished service award.

During the business meeting, nominations were held for open board positions.

The following were elected to serve on the CPDD Executive Board:

Directors

Kim Scalzo (2009-2012) – second 3-year term
Rensselaer Polytechnic Institute

Ray Fujioka (2009-2012) – first 3-year term
University of Southern California

Treasurer

Greg Ruff (2009-2011) – second 2-year term
Auburn University

The CPDD would like to extend a sincere THANK YOU to Lynda Coulson, Rolls-Royce Corporation for her work as program chair.

2009 ASEE Conference (Keith Plemmons)

ASEE Annual Conference will be held June 14-17, 2009 in Austin, TX.

Abstracts were due October 10th. CPDD received 13 abstracts of which 2 were rejected. The deadline for paper submission was February 6th. As of this writing, 8 papers were received and are under review.

Keith prepared and distributed a very comprehensive report of the CPDD sessions for the Annual Conference. The program is outlined below:

Sunday June 14

9:00 am - noon

Workshop: Choosing Tools and Technologies for the Blended Engineering Classroom; Marie-Pierre Huguet

1:30 pm – 3:30 pm

CPDD Executive Board Meeting

Monday June 15

7:00 am – 8:15 am

Programs that Serve Industry & Academia

10:30 am – noon

Assessing the Efficacy of Non-Traditional Programs

12:30 pm – 2:00 pm

Innovative Programs – Development and Evaluation

2:15 pm – 4:00 pm

Emerging Technologies and Pedagogies

Tuesday June 16

12:30 pm – 2:00 pm

CPDD Business Meeting Luncheon

2010 CIEC – Palm Springs

2010 CIEC will be held in Palm Spring, February 3-5.

Paul Jewell has agreed to serve as the CPD program chair. He will be attending the planning meeting in Palm Springs April 16 & 17, 2009. CPD will pick up the cost for travel and one night of hotel. The hotel will comp the other night.

Paul is off to a great start with program planning. The SIG meeting held in Orlando brought forth some great session topics.

Fall Planning Meeting

The CPDD Executive Board will meet for two full days of strategic planning sometime the end of September or beginning of October. Meeting will take place on the campus of our chair Julayne Moser who resides at Purdue University.

Other

1. Pat Hall was elected as the PIC V Chair. ASEE does not provide a budget for the PIC V meetings. The only expense related to this committee is the cost of the meal surrounding the meeting. In Orlando, sub sandwiches were brought in for the committee. The lunch was \$106.22. Previous PIC chairs have asked their own division to cover the cost of the lunch.

Our board discussed this issue in some detail. We decided that it would be a good idea to ask the three divisions represented by PIC V (CED, CIP and CPD) to provide \$200 annually for use as the PIC V chair deems fit. This would provide \$600 to use by the PIC chair.

Julayne asked the board if we would agree to cover the cost of the PIC V lunch at CIEC. Again, the cost was only \$106.22. This would take care of the expenses incurred in Orlando.

Mark Schuver made a motion to approve the expense incurred at the PIC V lunch held Monday, February 2nd, which were \$106.22. Kim Scalzo seconded the motion. All were in favor. The motion was approved.

Lynette Krenelka made a motion that CPD approve a \$200 per year transfer to support PIC V expenses incurred during their meetings. Nancy Kruse seconded the motion. All were in favor. The motion was approved.

3. Kim Scalzo reported that as an IACEE Board member, she is responsible for projects. One of the new projects they are considering is "Development of a CEE Manager Training Program". Kim asked the board if we would be interested to work on such a project. Let Kim know if anyone is interested in this project.
4. Ray Fujioka attended as the CPD official photographer. He will take a photo of the board members.

The meeting officially adjourned at 1:38 pm

Respectfully Submitted,

A handwritten signature in black ink that reads "Helene Demont". The signature is written in a cursive, flowing style.

Helene Demont
CPDD Secretary
2007-2010

TO-DO

1. Demont will have the approved minutes from the October 2008 meeting held at Purdue uploaded to the CPDD website.
2. Greg will check into reimbursement for Kim for the 2008 CIEC expenses.
3. Lynda Coulson will work with Keith Plemmons to coordinate a "logo party" at the Annual Conference in Austin, TX.
4. Keith Plemmons will report on his research "Unlocking Hidden Value in Adult Education: Models for Improving Success"
5. Linda Krute, as CIEC Financial Chair will invoice CPD for the PIC V lunch expense. The cost was \$106.22.
6. Kim Scalzo will report on "Development of a CEE Manager Training Program".
7. Greg will cut a check payable to Ray Morrison for his 2006 Biedenbach Award.