

Draft Minutes

Attendees:

Rita Burrell, Secretary (Mississippi State Un)
Soma Chakrabarti, Director (Un DE)
Terri Gaffney, CPD CIEC Conference Chair 2016 (Un ID)
Pat Hall, Site Selection Chair for ASEE/CIEC (Un of Tulsa)
Candace House Teixeira, 2015 CIEC Program Chair (Un Southern CA)
Paul Jewell, Director and Chair Elect (Iowa State Un)
Nancy Kruse, Membership Chair (Un of Tulsa)
Wanda Lambert, Director (Auburn University)
Lea-Ann Morton, PIC V Chair (Un MO S&T)
Wayne Pferdehirt, CPD ASEE Conference Chair 2015 (Un WI-Madison)
Greg Ruff, Treasurer (Auburn Un) – Online
Kim Scalzo, Chair (State Un of New York)
Mark Schuver, Director and CIEC 2015 Co-Assistant Conference Chair (Purdue Un)
Mitch Springer, CIEC 2015 Co-Assistant Conference Chair (Purdue Un)

Absent:

Lynda Coulson, Director (Rolls-Royce)
Marty Ronning, (Un MD-College Park)

Action Items are indicated in Bold.

1. Call to Order – Paul Jewel, Chair, called the meeting to order at 8:25 a.m. and welcomed all attendees.
-Board member badges with the new ASEE logo were distributed.
-Paul thanked Candace House Teixeira, CIEC-CPD 2015 Conference Chair, for her hard work to ensure that CIEC 2015 will be a success.
-Paul reminded the board that the four virtual tours for Un MD, GA Tech, IA State, and Un MN are now available via viewing on CPD Commons.
2. Review and approval of minutes from Fall Board meeting in Ames, Iowa, September 29-October 1, 2014 – Rita Burrell, Secretary, distributed the minutes and called for review. One edit was noted: Kim would like to make the virtual tour of the GA Tech continuing professional development program available to SUNY. On motion by Greg Ruff and second by Soma Chakrabarti the minutes were approved with the noted edit.

3. Action Item List – Rita distributed the action item list for review and updates.
 - Per Rita, Richard Corey has sent Paul the photos from Savannah CIEC 2015.
 - Mark Schuver and Wayne Pferdehirt sent emails to faculty about CPDD activities at ASSEE and CIEC.
 - Candace clarified with Linda Krute that ASEE members do not receive a cost differentiation with CIEC registration.
 - Terri Gaffney attended the CPDD Executive Board meeting on Tuesday in preparation for CIEC 2016.
 - Mark and Mitch Springer will make the ASEE Best Presentation Award for 2014 at ASEE 2015. Paul will order the plaque.
 - Wayne developed and sent the evaluation model for the Best Paper Award which will be implemented at ASEE 2015 and awarded in 2016.
 - Greg Ruff provided Wayne the necessary budget information for planning purposes for ASEE 2015.
 - Mark, Mitch, and Wayne have developed a checklist with timelines for use in planning for ASEE 2015.
 - Mark sent Rita the ASEE evaluation form for inclusion in the Handbook.
 - Mark contacted SIG member and encouraged them to contribute to the CIEC 2015 poster session.
 - Lynda Coulson forwarded Candace the CPD-CIEC 2014 Executive Board Report.
 - The Awards Committee will utilize CPD Commons for the selection process.
 - The blog option has been removed from CPD Commons.
 - Instruction for CPD Commons' usage was included in the CIEC 2015 registration packet.

4. Treasurer's Report – Greg Ruff, Treasurer, distributed the report for review and discussion. The report included updates on the CPD FY 2014 Interim; ASEE Mixed Financial Statement for Field Units 10/1/2013-9/30/14; ASEE Posted General Ledger Transactions; CPD FY 2015 TD Treasurer's Report; and CIEC 2014 Division Income and Expenditures.
 - The accounting issues with ASEE continue; Greg distributed a memo to the board noting that these issues make reporting and tracking fiscal information for the division difficult. He attended the PIC V meeting in order to provide information and update on the inability to resolve the accounting issues; Lea-Ann Morton is working to address these issues with ASEE. Greg noted the problems are due to the turnover of ASEE personnel in the accounting office. As a result, the \$195 designated for the security certificate has likely expired. Paul noted that the security certificate with ASEE has expired. **Greg will follow up again in order to try to resolve the issue.**
 - The division profit from CIEC 2014 was \$5,779.57.
 - The balance in the BASS Account is approximately \$62,000

5. CIEC 2015 Report – Candace House Teixeira, Program Chair, distributed program and expense reports.
 - There have been housing issues at the conference rate and availability which resulted in loss of some participants.

- Issues continue with selection of divisions by conference attendees.
 - Rita is heading up the poster session which will be held in the foyer close to the registration area.
 - Marty Ronning is bringing a portable Media Site Capture system in order to record and post CPD sessions. Releases were needed in order to capture and post the sessions on the CPDD Commons site.
 - Assistance is needed at the CPDD table.
 - Candace noted that Linda Krute is negotiating to have wired service for the conference comped.
6. Updates from other meetings at CIEC 2015 – Kim Scalzo/Nancy Kruse/Paul Jewell
- CIEC Executive Board Meeting
 - Kim noted that the ongoing financial issues with ASEE were discussed.
 - PIC V Meeting
 - ASEE is calling for a year of diversity.
 - All divisions are having problems with ASEE accounting issues.
 - Letha Hammon is heading up the Risk Management Committee. The committee's role is to foster communication and provide a venue to voice concerns. Please let Lea-Ann know of any concerns.
 - Kim noted that the next PIC V Chair from CPDD. All divisions vote. **A nomination is needed by November 2015. Kim will send out a call for nominations. This will be a discussion item for the ASEE Executive Board meeting in June (Paul).**
 - Kim noted that Mike Matthews, CIEC Registrar, has announced his retirement with the conclusion of his 2016 contract. Mike noted that he is talking with someone who is interested in the position; an RFP will be sent. **Paul will add this to the agenda for ASEE.** It will be important to have someone in place by CIEC 2016 so that they s/he can shadow Mike.
7. ASEE 2015 Report – Wayne Phferdehirt thanked all board members for their assistance with the upcoming conference.
- Sixteen abstracts have been accepted with 10 draft papers submitted. The expectation is good that there will be 10-14 papers. Based on the submission, it should be a strong program.
 - The Executive Board will meet on Sunday, June 14, from 8-12; breakfast will be provided.
 - Sessions will be on Tuesday and Wednesday, June 16 and 17.
 - The Faculty Breakfast will be held on Tuesday, June 16; this is a free ticketed event.
 - The Business Lunch will also be on Tuesday.
 - The divisions have been asked to co-sponsor a student event on Tuesday evening, which is entitled Creating and Maintaining Your Professional Online Program.
 - The gift to speakers will likely be a USB charger of a gift card.
 - Wayne sent an email on January 26 to the board regarding the Best Paper Award. **Rita will add this information to the Handbook.**
 - Clarification on the Best Paper Award was provided: The selection is made in April (e.g., 2015) before the paper is presented and submitted for the next year's award (e.g., 2016).
 - The Board will continue to discuss the option to give a Best presenter Award as a faculty award.
 - Paul will check with Patty Greenwald about putting the CPD-CIEC awards in the ASEE program book. This is the responsibility of the Division Chair; Rita will check to ensure that this is reflected in the Handbook.**
 - The 2014 Best Presenter Award will be given at the ASEE 2015 Faculty Breakfast.

8. 2015 Nomination Slate Review – Kim Scalzo, Past Chair, discussed potential CPDD members for leadership roles in CPD.
 - Greg Ruff has agreed to serve another terms as Treasurer.
 - Marty Ronning and Candace House Teixeira have agreed to serve as Directors.
 - The division needs a Chair-elect. Paul and Kim have been splitting these duties; please let them know if you are interested. **Paul will include this as a discussion topic for ASEE 2015.**
 - Paul will engage Eugene Rutz as Program Chair for ASEE 2016.**

9. Finance Committee Report – Greg Ruff and Mark Schuver provided the report.
 - The Chair-Elect will also serve on the committee.
 - The role of the committee is to ensure fiscal management and accountability.
 - The division is strong financially.
 - Kim noted the need to invest in members. Perhaps in the form of travel grants for industry speakers and academic speakers. The funds could also be used to conduct projects that would enhance the return on investment to division members.
 - Soma Chakrabarti will talk with Lynda Coulson, and in conjunction with Mark, and Candace, develop an Industry Engagement Committee. The committee will develop a charge which will include a one-page list of the benefits of active engagement with CPDD.**
 - The goal will be to develop an industry panel at CIEC to discuss the topic of educational needs.
 - Ideally, a future document would be developed to provide educational needs by industry.

10. SIG Report – Mark Schuver discussed the plans for the SIG Session on Friday. The session will be used as the venue to develop topics for upcoming CPD sessions.

11. Website Update – Paul Jewell and Kim Scalzo presented the update.
 - Formalizing the agreement for maintenance of the site has been difficult. For a while, we will continue with the current, informal, agreement. Maintenance has been performed by student labor but this does not provide continuity. Currently, there is no long term solution in place.
 - The framework for CPD Commons is in place but we need to begin to utilize the site.
 - We will continue to do virtual tours and make them available on the site; hopefully, two per year.
 - Kim noted the uniqueness of the site, but CPD needs a leader/champion of the site for full implementation.
 - Wayne will feature the CPD Commons site at the Faculty Breakfast in order to promote the benefits.**

12. Upcoming Conference Reports/Info
 - CIEC 2016, Austin – Mark Schuver and Mitch Springer (General Conference Co-Chairs) presented updates.
 - The team will meet Thursday night following the hospitality event.
 - The site meeting is scheduled for April 7-9, 2015. Program chairs will attend.
 - Mark will include fliers in the ASEE materials indicating call for papers for CIEC 2016.**
 - Linda Schuver will head-up the Companion Program.
 - Mark will call on division members for needed assistance.

- ASEE 2016, New Orleans – Eugene Rutz, CPDD Program Chair – No report
- CIEC 2017, Jacksonville - Rita Burrell, CPDD Program Chair – No report
- ASEE 2017, Columbus – (Program Chair, TBD) – No report

13. Fall 2015 Executive Board Planning Meeting – Paul Jewell

-Please hold the following dates:

-September 27-30, 2015 or

-October 4-7, 2015

-Paul will send an email to confirm the date.

On motion by Greg and second by Kim, the meeting adjourned at 11:55 a.m.

Handouts:

Minutes September 2014 Fall Planning Meeting Ames, IA

Action Items List developed 2014 Fall Planning Meeting

Treasurer's Report

Memo to CPDD Executive Board – Ruff – Continuing Problems with ASEE Accounting Issues

CIEC 2015 Program

CEIC 2015 Program Expense Report