



Minutes of the Business Meeting

Held during the 122nd ASEE Annual Conference and Exhibition
Seattle, Washington
Monday, June 15, 2015

Division Officers in Attendance:

- Chris Greene, Chair, University of St. Thomas
- Steve Williams, Vice Chair, Milwaukee School of Engineering
- Russ Meier, Program Chair, Milwaukee School of Engineering
- Stu Wentworth, Secretary/Treasurer, Auburn University

Members and Guests in Attendance:

- Nicholas Baine, Grand Valley State University
- Leonard Bohmann, Michigan Tech.
- Jenna Carpenter, Campbell University
- Ali Eydgahi, Eastern Michigan University
- Edwin Jones, Iowa State/Univ. of St. Thomas
- Agnieszka Miguel, Seattle University
- Mani Mina, Iowa State University
- Hossein Mousavinezhad, Idaho State University
- Vic Nelson, Auburn University
- Branislav Notaros, Colorado State University
- Jayentrao Patil, RCPIT, India
- Diane Rover, Iowa State University
- Jim Rowland, University of Kansas
- Sharda Shitole, RCPIT, India
- Dennis Silage, Temple University
- Sohum Sohoni, Arizona State University
- Ted Song, John Brown University
- Jim Sluss, University of Oklahoma
- Steve Watkins, Missouri University of Science and Technology
- Nicholas Younun, Mississippi State University

A brief list of Action Items is located on the last page of these meeting minutes.

1. Welcome and Introduction
 - a. Chris Greene called the meeting to order and welcomed the group
 - b. Each person introduced themselves by name and affiliation
2. Agenda Approval
 - a. The June 16, 2014 agenda was approved.
3. Approval of Minutes of 2014 Meeting
 - a. Minutes from the 2014 meeting in Indianapolis was approved.
4. Treasurer's Report
 - a. Stu Wentworth presented the Treasurer's report with data from May 1, 2015.
 - b. Beginning balance from March 31, 2104 was \$38,999 in the BASS-ECE account and \$912 in the ECE-Division account
 - c. Revenue of \$3160 is distributed into the BASS-ECE account from membership fees paid from 4/30/14 to 1/31/15
 - d. Expenses of \$5221.55 from the 2014 ASEE conference in Indianapolis were charged against the BASS-ECE account
 - i. \$328.09 for ECE Business Meeting
 - ii. \$1938.76 for IEEE Education Society Planning Meeting
 - iii. \$2954.70 for ECE Networking Dinner
 - e. The BASS-ECE account will be reimbursed by IEEE EdSoc for the planning meeting. Russ Meier and Stu Wentworth will make sure Leonard Bohmann receives the proper invoice prior to October 1, 2015.
 - f. Beginning October 1, incoming BASS revenue will be charged a 30% administration fee. Some of the details of the new ASEE accounting policy have yet to be worked out.
5. Professional Interest Council 1 (PIC 1)
 - a. Highlights of the PIC meeting were given by PIC 1 Chair, Adrienne Minerick (minerick@mtu.edu)
 - b. There continues to be emphasis on diversity, and a question on whether ABET should address diversity and how.
 - c. Electronic voting is strongly encouraged for all divisions
 - d. Near the beginning of October, there will be a call for special projects that the PIC will help fund; the division must cost share
 - e. There was discussion of best PIC papers
 - f. ASEE is looking for ways to reduce their operating costs. In addition to cutting back on some as yet to be determined services, they will begin collecting a 30% administration fee for revenue into the BASS accounts. There will be no fee on

funds already in the BASS accounts. There remains a question as to whether the fee will apply to ticketed conference events or for our reimbursement from the IEEE EdSoc for their ASEE 2014 planning meeting. Alisa Graham (A.Graham@asee.org) is the contact person for BASS accounts.

6. Program Chair Report

- a. Russ Meier provided an overview of the ECE Division Program. Historical data is as follows:

	2012	2013	2014	2015
Abstracts submitted	131	109	106	120
Abstracts/papers rejected	37	24	27	40
Abstracts Accepted/Papers not submitted	15	12	15	13
Papers withdrawn	20	18	19	16
Papers published	59	55	45	51
Number of Reviewers/Paper	3	3	2-3	3
Number of Reviewers	152	182	181	152
Number of Workshops	1	1	0	3
Number of Technical Sessions	12	11	11	11
Number of Poster Sessions	1	1	0	0
Number of Panel Sessions	1	2	1	1

- b. Meier employed SurveyMonkey to seek abstract and paper reviewers, and for finding session moderators
- c. We increased workshop offerings to 3 over the usual single workshop.
- d. There were no poster sessions. The incoming Program Chair (Wentworth) was encouraged to include a call for posters for the 2016 conference in New Orleans.
- e. Emphasis was placed on attending the Tuesday panel session on computer engineering programs.
- f. The ECE Division selected and submitted a paper for the best paper award. The Program Chair removed himself from the selection process to avoid a conflict of interest. The selected paper was very well received but did not win. There was consensus that the division needs its own best paper award, so the selected paper is the winner (see item 7 below).
- g. It was suggested that our next call for papers include a focus on diversity. Mani Mina suggested we could target some potential authors for a session on diversity and retention.

7. Awards Report by Ed Jones
 - a. Branislav Notaros received our division's Distinguished Teaching Award.
 - b. James Rowland received our division's Meritorious Service Award.
 - c. Ed Jones spoke of the Terman Award, a very prestigious education award with a 46 year history. This year's recipient is Prof. Andrews of The University of Texas.
 - d. Jenna Carpenter is the co-chair of the Awards Committee and will assume the Chair when Ed Jones steps down.
 - e. The ECE Division Best Paper Award goes to "The Flipped Classroom: It's (Still) All About Engagement" by Dr. Cory J. Prust, Dr. Richard W. Kelnhofer, and Dr. Owe G. Petersen, all from Milwaukee School of Engineering.

8. Division Membership Statistics
 - a. Chris Greene reports that as of May 2015, we had 864 members. This is down from 1000 in June 2014, and approximately 1000 the year previous.

9. Web site – Call for volunteer
 - a. Dennis Silage has volunteered to update and maintain the web site. Officers are encouraged to provide Dennis with updated content for the site.

10. Bylaws update – Call of volunteers
 - a. Bylaws were last updated in 2009. An update is sought along with inclusion of a diversity statement. Agnieszka Miguel and Vic Nelson agreed to participate on the Bylaws update.

11. ECEDHA(Electrical and Computer Engineering Department Heads Association)
 - a. Per Stephen Phillips, the next ECEDHA conference is in San Diego. The organization is stable, with 300 members. Diversity continues to be an important topic.
 - b. The ECEDHA is discussing how to improve the "ECE brand".

12. Election of Officers
 - a. The nomination committee (Ed Jones and Hossein Mousavinezhad) received two nominations for the Secretary/Treasurer position: Issa Batarseh of University of Central Florida and Sohum Sohoni of Arizona State University. The candidates submitted brief biographies.
 - b. The nominees were told that the expectation is a four-year rotation cycle that includes Secretary/Treasurer in year 1, Technical Program Chair in year 2 responsible for the content of the ECE Division's portion of the ASEE National

Conference and Exhibition, Vice Chair working on strategic planning in year 3, and finally Division Chair in year 4.

- c. Batarseh was unable to attend. Sohoni introduced himself and briefly discussed why he wanted to serve the Division.
- d. The Division elected Dr. Sohoni as Secretary/Treasurer.

13. Future ASEE Conferences

- a. Chris Greene shared the following information about future conferences:

Year	Dates	Location
2016	June 26-29	New Orleans, Louisiana
2017	June 25-28	Columbus, Ohio
2018	June 24-27	Salt Lake City, Utah
2019	June 16-19	Tampa, Florida
2020	June 21-24	Montreal, Quebec, Canada

14. Old and New Business

- a. None

15. Adjournment

ACTION ITEMS

ITEM	RESPONSIBLE
Implement an ECE Division Best Paper Award (start with the 2015 conference)	Done!
Provided updated web site information to Dennis Silage	Division Officers
Pass on pertinent Program Chair information to Stu Wentworth	Russ Meier
Pass on pertinent Secretary/Treasurer information to Sohumi Sohoni	Stu Wentworth
Prepare invoice for IEEE Treasurer Leonard Bohmann for reimbursement from the 2015 IEEE EdSoc Planning meeting (\$1938.76)	Russ Meier/Stu Wentworth