Minutes
ERM Division Executive Board Meeting
ASEE 1999 Annual Conference — June 20, 1999
3:30-5:30pm

Submitted by Eric P. Soulsby

1. Call to order and introductions

Mike Pavelich, Division Chair, called the meeting to order. Members and guests present introduced themselves. Those in attendance:

Mary Besterfield-Sacre  Univ. of Texas – El Paso  mbsacre@utep.edu
Dan Budny  Purdue University  budny@purdue.edu
John Chen  Rowan University  jchen@rowan.edu
Virgil Cox  Gaston  cox.virgil@gaston.cc.nc.us
Dick Culver  SUNY – Binghamton  rculver@binghamton.edu
Beth Eschenbach  Humboldt State University  eae1@axe.humboldt.edu
Rich Felder  North Carolina State University  felder@eos.ncsu.edu
Cindy Finelli  Kettering University  cfinelli@kettering.edu
H.S. Ghazi  South Dakota State University  ghazih@mg.sdstate.edu
Brian Hodgkin  Univ. of Southern Maine  hodgkin@usm.maine.edu
Jim Jones  Purdue University  jonesjd@purdue.edu
Richard Layton  North Carolina A & T  rlayton@ncat.edu
Susan Lord  Univ. of San Diego  slord@acusd.edu
Ron Miller  Colorado School of Mines  rlmiller@mines.edu
Matthew Ohland  Univ. of Florida  ohland@ce.ufl.edu
Michael Pavelich  Colorado School of Mines  mpavelic@mines.edu
Mike Prince  Bucknell University  prince@bucknell.edu
Larry Richards  Univ. of Virginia  lgr@virginia.edu
Ken Roby  Clemson University  ken.roby@ces.clemson.edu
Larry Shuman  Univ. of Pittsburgh  shuman+@pitt.edu
Tim Skvarenina  Purdue University  tskvaren@purdue.edu
Carl Smith  Univ. of Minnesota  ksmith@tc.umn.edu
Eric Soulsby  Univ. of Connecticut  soulsby@engr.uconn.edu
Jim Stice  Univ. of Texas  stice@mail.utexas.edu
Jennifer Turns  University of Washington  jturns@engr.washington.edu
Alisha Waller  Dimensions Consulting  alisha_w@bellsouth.net
Bob White  Exxon Education Foundation  robert.f.white@exxon.com

Others not in attendance:

Jim Demetry  Worcester Polytechnic Institute  jdemetry@ece.wpi.edu
Julie Ellis  Univ. of Southern Maine  jellis@usm.maine.edu
Dan Moore  Rose-Hulman  daniel.j.moore@rose-hulman.edu
Barbara Olds  Colorado School of Mines  bolds@mines.edu
John Reis  Embry-Riddle  reis@pr.erau.edu
Dave Voltmer  Rose-Hulman  voltmer@rose-hulman.edu
Charlie Yokomoto  IUPUI  yokomoto@engr.iupui.edu
Mike indicated that Jim Demetry will be retiring, Dan Budny will be the Zone II chair, and Jim Stice will receive the Marlowe Award.

2. Secretary/Treasurer Report
Minutes of the meeting held last year, prepared by Eric Soulsby, were distributed. Upon a motion by Ken Roby and second by Richard Layton, the minutes were accepted as written. Eric Soulsby indicated that roughly $44,000 was in the ERM BASS account.

3. Committee Reports
(a) Nominating Committee
   Mike Pavelich, reporting on behalf of the Nominating Committee, indicated the following new assignments:
   Chair: Barbara Olds
   Program Chair Elect: John Chen
   Directors: Larry Shuman & Dan Budny
(b) Appointments
   Mike Pavelich discussed appointments to positions on the Board and to various task forces/subcommittees, indicating Jennifer Turns as the AFG Committee Chair and Cindy Finelli as the liaison to the NEE.
(c) Awards
   *Super Chair*: Mike Pavelich indicated that Dick Culver is overseeing the ERM awards.
   *Ben Dasher*: Dick Culver overseeing.
   *Helen Plants*: A discussion led by Mike Pavelich indicated that 13 of the 24 sessions were reviewed with two potential winners. R. Hodgkin, reporting for Julie Ellis, indicated that further review was needed to select a recipient from the two potential winners. A discussion took place during which thoughts on clarifying what to consider for the award; e.g., non-traditional session, providing more visibility, and improving the rating form were presented.
   *Distinguished Service*: Mike Pavelich indicated that J. Lindenlaub will receive the award.
   *Best Paper*: Beth Eschenbach indicated that three papers were put forward to ASEE Headquarters for the competition. Mike Pavelich commented that the papers are recognized by ERM at the Business meeting.
(d) Publications
   *Newsletter*: Mike Pavelich indicated that Ken Roby was managing the Newsletter.
   *Web site*: Dan Budny commented on the ERM web site. A proposal to continue to allocate up to $1000 to for the maintenance of the ERM web site if needed was approved.
(e) Apprentice Faculty
   John Chen discussed the activity of the ERM-AFG Committee. He indicated that there were 20 applicants with 4 winners this year. Jennifer Turns will take on this task for next year. Karl Smith, Rich Felder, Dan Budny and Mark Yoder were serving as mentors to the AFG winners this year.
(f) Teacher Development
   Ron Miller is serving as the administrator of faculty-given workshops on the fundamentals of teaching. Teams that had acted in this capacity over the past year included: Alisha Waller & Mike Pavelich, visiting the University of Rhode Island; R. Terry & John Harb, visiting Loyola Marymount University; Dan Budny & Charlie Yokomoto visiting the Univ. of Michigan and the Univ. of Maine; and Ron Miller & Beth Eschenbach visiting the Univ. of Nevada – Las Vegas. A follow-up visit in the Fall is to be sponsored by ASEE.
(g) NEE Program
   Cindy Finelli is serving as a liaison to the NEE and planned to distribute information at NEE sessions. A discussion on selling Brouhaha tickets to NEE members took place, with no consensus being reached.
(h) Effective Teaching Institute
   Rich Felder and Jim Stice indicated that the NETI was sold out again 54 registrants.
Richard Layton indicated a willingness to distribute the tri-fold yellow brochure about ERM that was made available to all. He also distributed a bookmark containing ERM sessions that was to be distributed as well.

4. Conference reports

**ASEE 99:** Beth Eschenbach commented that 60 abstracts were received of which 35 papers and 44 presentations were planned. Nine sessions and two co-sponsored sessions were planned. Five papers were nominated and 3 selected for the ASEE best paper award. Three workshops were scheduled. Beth welcomed suggestions and made a suggestion to not have the Brouhaha conflict with the NEE meeting in the future. Mike Pavelich thanked Beth for the fine job she did this year.

**ASEE 2000:** Virgil Cox asked for volunteers for St. Louis.


Karl Smith commented that costs for audiovisual equipment is a concern and that the IEEE Computer Society contract for administering the conference was up this year. Larry Richards commented on difficulties with union contract labor with planning for the Reno meeting.

**FIE 98:** Mike Pavelich reported that things went well with the meeting in Tempe. Dan Budny commented that Don Evans had indicated money would be coming to ERM once all the books were closed.

**FIE 99:** Dan Budny encouraged all to come to San Juan, PR Nov. 10-13. 597 abstracts were submitted with 250 papers planned. Friday during the conference will have a college fair opportunity.

**FIE 2000:** Mike Pavelich indicated the meeting will be Oct. 18-21 in Kansas City.

5. New Business

(a) Temporary Secretary for the Business Meeting

Mike Pavelich solicited a volunteer to fill in for Eric Soulsby who will be serving in his role as Chair of the Freshman Programs Division during a conflicting business meeting. Matt Ohland volunteered to serve.

(b) ERM positions open

Mike Pavelich distributed a summary of ERM positions open and asked for input in filling them. Dan Budny indicated a desire to be on the FIE Steering Committee and Dick Culver agreed to serve on the Nominating Committee.

(c) Open discussion

- Budget items each year include roughly $5000 for Teacher Development, $1000 for the ERM web page maintenance, roughly up to $4000 for AFG support. A discussion on possibly raising the workshop honorarium and possibly covering the Brouhaha cost for NEE members took place. R. Culver suggested looking at dropping the $3 division dues fee if it appears to limit membership in ERM.
- Web page funding: Following a motion by D. Budny, with second by L. Richards, approval for allocating $1000 for web page maintenance was granted. K. Roby suggested looking into a domain name for ERM. D. Budny indicated he would look into the matter.
- Workshop funding: R. Miller commented on the present level of teacher development workshops and following a motion by D. Budny, with second by R. Miller, approval to allocate up to $5000 for the next year’s workshops was granted.
- NEE Brouhaha tickets: C. Finelli discussed the idea of holding aside tickets to the ERM Brouhaha for NEE members and suggested waiting to see how many attend the event to see if there is a need to do so in the future.
- AFG: J. Chen indicated that roughly $900/awardee is currently needed in the budget. (This is based on registration and up to $500 in travel/accommodation reimbursement.) He raised the idea of increasing the travel reimbursement. Following a motion by M. Pavelich, with second by J. Chen, approval was given to allocate up to $1000 to each AFG winner starting next year. The reimbursement is to cover (i)
registration and ticket event fees and (ii) travel and accommodation costs.
• Discussion on topics for sessions at FIE focused on workshops for ERM leaders.

6. Adjournment
    Concluding the discussion on new business led to an adjournment unanimously received.

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