

Minutes

ERM Division Executive Board Meeting

ASEE 2000 Annual Conference — June 18, 2000

4:00-6:00pm

Submitted by Eric P. Soulsby

1. Call to order and introductions

Barbara Olds, Division Chair, called the meeting to order. Members and guests present introduced themselves.

Those in attendance:

Dan Budny	University of Pittsburgh	budny@pitt.edu
John Chen	Rowan University	jchen@rowan.edu
Virgil Cox	Gaston College	cox.virgil@gaston.cc.nc.us
Billy Crynes	University of Oklahoma	crynes@ou.edu
Dick Culver	Binghamton University	rculver@binghamton.edu
Rich Felder	North Carolina State University	rmfelder@mindspring.com
Cindy Finelli	Kettering University	cfinelli@kettering.edu
P.K. Imbrie	Purdue University	imbrie@purdue.edu
Richard Layton	Rose-Hulman Institute of Technology	laytonr@asme.org
Bill Lebold	Purdue University	lebold@purdue.edu
Ron Miller	Colorado School of Mines	rlmiller@mines.edu
Barbara Olds	Colorado School of Mines	bolds@mines.edu
Michael Pavelic	Colorado School of Mines	mpavelic@mines.edu
Melinda Picket-May	University of Colorado -- Boulder	melinda.piket-may@colorado.edu
Larry Richards	Univ. of Virginia	lgr@virginia.edu
Ken Roby	Clemson University	ken.robby@ces.clemson.edu
Larry Shuman	Univ. of Pittsburgh	shuman@pitt.edu
Karl Smith	Univ. of Minnesota	ksmith@tc.umn.edu
Eric Soulsby	Univ. of Connecticut	eric.soulsby@uconn.edu
Jennifer Turns	University of Washington	jturns@engr.washington.edu
Alisha Waller	Waller University	alisha_w@bellsouth.net
Charlie Yokomoto	IUPUI	yokomoto@engr.iupui.edu

Barbara reported that Susan Lord would not be joining us due to a recent addition to her family, we all wish her and the newborn well.

2. Secretary/Treasurer Report

Minutes of the meeting held last year, prepared by Eric Soulsby, were distributed. The minutes were accepted as written. Eric Soulsby indicated that roughly \$53,000 was in the ERM BASS account. The Treasury had yet to receive income from the FIE '99 conference; it was expected that the balance would increase by \$10,000 or more.

3. Committee Reports

(a) Nominating Committee

Ken Roby, reporting on behalf of the Nominating Committee, indicated that there were good nominees making it tough to narrow down the selections. Results of the elections were as follows:

Secretary/Treasurer: Eric Soulsby

Program Chair Elect (ASEE '02): Larry Richards

Directors: Cindy Finelli & Jennifer Turns

It was noted that a special suspension of the by-laws was approved to allow the re-election of Eric Soulsby to a second term.

(b) Appointments

Barbara Olds discussed appointments to positions on the Board and to various task forces/subcommittees, indicating that Ken Roby will serve as the Nominating Committee chair again for next year. Other positions needing filling were to be discussed at the Business Meeting.

(c) Awards

Super Chair: Dick Culver indicated that Larry Shuman was to receive the "Ronald J. Schmitz Award for Outstanding Contributions to the Frontiers in Education Conference".

Benjamin J. Dasher Best Paper Award (FIE Conference): Dick Culver suggested that someone else may wish to take over for Susan Lord to handle the Dasher award at FIE in the event that Susan's new baby will prevent her from attending.

Helen L. Plants Award for Special Events (FIE Conference): Barbara Olds indicated that Julie Ellis would continue to manage the Plants award. Dick Culver indicated that he believed that Melinda Picket-May was the recipient for this year, but that confirmation from Julie was not yet received.

Distinguished Service: Barbara Olds indicated that Dick Culver will receive the award.

Best Paper: Virgil Cox indicated that four papers were put forward to ASEE Headquarters for the competition. Barbara Olds distributed an ERM awards list showing the winners.

(d) Publications

Newsletter: Barbara Olds indicated that Ken Roby was managing the Newsletter. Ken Roby commented that things were going well and that it appears to be successful. ERMers should feel free to send info to him for the newsletter.

Web site: Dan Budny commented on the ERM web site. A standing commitment to continue to allocate up to \$1000 to for the maintenance of the ERM web site was acknowledged. Dan indicated that a server had been bought and that he was migrating the site from Purdue to the Pittsburgh site. At the same time, he was redoing the layout and asked for ERMers to supply him with historical information on the division.

(e) Apprentice Faculty

Jennifer Turns discussed the activity of the ERM-AFG Committee. She indicated that 313 letters to Engineering Deans went out soliciting applications. There were 19 applicants with 4 winners this year. Two-thirds of the applicants were competitive. Jennifer Turns indicated that it may be worthwhile to look at something other than letters to Deans to publicize the competition. Larry Shuman suggested that the New Faculty Fellows award person associated with the FIE Conference should get together with Jennifer to work on ideas how to improve the process. It was suggested that the committee limit the number of applications needing a full review or limit the amount of material needing to be reviewed as a way to make the process easier.

(f) Teacher Development

Mike Pavelich indicated that teams giving workshops on the fundamentals of teaching were again active this year. Teams that had acted in this capacity over the past year included: Alisha Waller & Dan Budny at the conference; Ron Terry & Mike Pavelich at the Rocky Mountain meeting; and Cindy Finelli & Charlie Yokomoto at the Northeast Regional meeting. A discussion on whether we should advertise more or whether we should eliminate the workshop fee at the conference took place.

(g) NEE Program

Cindy Finelli continued to serve as a liaison to the NEE.

(h) Effective Teaching Institute

Rich Felder indicated that he, Jim Stice and Rebecca Brent offered the NETI to a sold out audience of 56 registrants. There have now been over 500 people who have benefited from the NETI.

(i) Brochure

Richard Layton distributed a tri-fold yellow brochure about ERM and a bookmark listing the ERM sessions for the conference. He invited someone else from the Board to continue in this position, saying that the files could be supplied electronically to the new person.

4. Conference reports

ASEE 00: Virgil Cox commented that there were 11 technical sessions with 75 presentations, some of which were vignettes of short length in two of the sessions. He indicated that 200 abstracts were received making the task of preparing the program a bit more work than it has been in the past. He asked to have three people directly involved in the program planning, with a need to increase the number of sessions if the trend in interest in ERM continues. It was suggested to try and co-sponsor sessions with other divisions as a way to increase the number of ERM papers accepted. Virgil suggested that at the annual conference each year, planning for the next conference should take place so that tasks are determined well in advance. He commented on the need to do more preplanning. Larry Shuman commented that the electronic process for abstract submission should allow headquarters to determine the number and interest in ERM sessions. By doing so, there may be a way to increase the number of sessions. John Chen indicated that Michelene Chi would be the distinguished lecturer at the conference.

ASEE 2001: John Chen had nothing to report other than asking for volunteers for Albuquerque.

FIE steering committee: Future sites: 2000 Kansas, 2001 Reno, 2002 WPI/Boston, 2003 Boulder Colorado.

Larry Shuman and Ron Miller indicated that it would be useful to keep in mind what "Frontiers in Education" implies when creating the program for the conference. It was indicated that the conference had been growing in recent years, being successful as a money maker. There was concern raised that the conference not develop into an IEEE Computer conference; i.e., that more ERMers get involved so as to keep the conference focused on its theme.

FIE 99: Dan Budny reported that there were 706 registrants of which 57 were guests and 50 were exhibitors. Along with roughly 800 college students, the attendance was quite high. Expenses for the conference were \$239,869.90 with income being \$291,653.23. As a result, roughly \$10,000 along with the \$5,000 start-up funds would return to ERM. Dan reiterated the need for help on the Dasher award and also commented on the need to make the New Faculty Fellows feel at home at the conference. Larry Richards discussed how some of the reviews of papers for the conference were more negative than appropriate. Barbara Olds suggested providing guidelines for the reviewers. Mike Pavelich suggested putting information on the web site on how to do a review to help lessen the impact of negative comments.

FIE 2000: Things were moving forward for the meeting in Kansas City.

FIE 2001: Billy Crynes indicated that the Reno meeting will be held at the Nugget. He asked for workshop suggestions to be sent to him.

FIE 2002: A program chair for the meeting in Boston is needed.

5. New Business

(a) Sessions for ERM leaders

Alisha Waller commented on the session planned for this year that was unfortunately cancelled. She indicated that she was hopeful the session would be held next year from 6:00-9:00pm on the Saturday prior to the start of the conference.

(b) Educational research workshop -- Instructional Leadership Training

Dick Culver distributed a packet of material regarding a proposal by John Heywood concerning a "need for training in instructional leadership of key members of the engineering professorate." The idea of the

workshop/training is to be something at a level beyond the NETI; i.e., additional training for those who have already completed the NETI or equivalent. The proposal is to have ERM as a possible sponsor/catalyst for creating the workshop. The workshop would be to train leaders to be more effective in bringing methods home to their institution. Discussion on the proposal included a suggestion that Dick get people around a table to brainstorm topics, presenters, etc. It was suggested that the expenses of those involved in planning be covered by ERM; i.e., perhaps covering an extra day stay at the FIE conference. Larry Shuman raised a concern about spending ERM funds until a more meaningful document was on the table for consideration. Rich Felder questioned the two roles being discussed: educational researchers vs. educational leaders. Larry Shuman suggested a session at the FIE conference be created to allow debate; perhaps with a small group half-day session. Dan Budny suggested Wednesday morning at FIE due to the schedule. Mike Pavelich moved that ERM budget up to \$2000 for Dick Culver to use to carry out such a debate. Dick Culver indicated that a report back to the Board would be the deliverable. Karl Smith suggested that the group identify the aims and goals of such workshops; i.e., whom does it serve? Rich Felder suggested not using John Heywood's draft paper as the starting point, but to instead be a bit more comprehensive in the debate. The Board voted approval of the \$2000.

(c) ERM Research Grant program

Barbara Olds distributed a model of research grant proposals as an idea of using ERM funds to try a little bit of research/travel/etc. related to engineering education. Charlie Yokomoto commented that ERM used to have mini-grants, with the demise caused by spending too much. He suggested having someone take a look at what was done previously before starting a new initiative. Barbara Olds indicated the idea that she had in mind was 5 awards at \$1000. Ron Miller questioned the legality of using funds in this manner. The matter was left for further discussion.

(d) Ric Porter Award

Larry Shuman discussed the notion of creating the Ric Porter Award to honor Ric whose untimely death occurred last year. He suggested a plaque, registration at the ASEE conference, and covering travel expenses be considered. Questions were raised about the details, but most seemed in favor of honoring Ric in some fashion. Eric Soulsby questioned how the award related to ERM since the noteworthy attributes associated with Ric; e.g., advising students, were not directly related to ERM. Larry Shuman indicated that he would work on outlining his concept in more detail for the Board to consider. Billy Crynes suggested that the Board approve the concept, with a review of what Larry comes up with at the FIE conference.

(e) ASEE membership for FIE Faculty Fellows

This issue was postponed for discussion at the FIE meeting.

(f) Financial support for FIE Program Chairs

The idea of the individual societies supporting travel of program chairs was raised. Dan Budny commented that it is the responsibility of the conference to fund, but others seem to feel it is the responsibility of the sponsoring society. The notion of ERM funding the ERM Program Chair if his/her university does not fund travel was raised to which the Board concluded that this could be done on a case by case basis. It was suggested that the Chair talk to those willing to take on Program Chair responsibility about funding from their institution to cover travel expenses associated with the position.

(g) ERM support for New Faculty Fellows

This item was already taken care of.

(h) Future of the Plants award

Since the meeting was nearing an end, more discussion was suggested for another time.

(i) Recruiting for AFG

Jennifer Turns asked for ideas on how to improve the process for soliciting AFG applications.

(j) Assistance to NEE

Eric Soulsby commented that he had been asked to help support NEE at the conference if funds were needed. The Board approved up to \$200 in assistance if needed.

(k) Web page maintenance

The Board reaffirmed its commitment of \$1000 for ongoing maintenance of the ERM web site.

(l) Workshop fee

Since there is a \$25 administrative fee for workshops and a \$35 charge, it was presumed that \$10 per participant would return to the ERM treasury. A suggestion to consider covering this additional fee for ERM attendees was postponed to a future meeting.

6. Adjournment

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

Submitted by Eric P. Soulsby