

Minutes
ERM Division Executive Board Meeting
ASEE 2001 Annual Conference — June 24, 2001
2:30-5:00pm

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
Sandy Courter	Univ. of Wisconsin – Madison	courter@engr.wisc.edu
Billy Crynes	University of Oklahoma	crynes@ou.edu
Dick Culver	Binghamton University	rculver@binghamton.edu
Beth Eschenbach	Humboldt State University	eae1@Humboldt.edu
Rich Felder	North Carolina State University	rmfelder@mindspring.com
John Heywood	Trinity College Dublin	inseredu@tcd.ie
P.K. Imbrie	Purdue University	imbrie@purdue.edu
Richard Layton	Rose-Hulman Institute of Technology	richard.layton@rose-hulman.edu
Tom Litzinger	Pennsylvania State University	tal2@psu.edu
Susan Lord	Univ. of San Diego	slord@acusd.edu
Michael Marcus	Pennsylvania State University	mxm81@psu.edu
Ron Miller	Colorado School of Mines	rlmiller@mines.edu
Matthew Ohland	Clemson University	ohland@Clemson.edu
Barbara Olds	Colorado School of Mines	bolds@mines.edu
Michael Pavelich	Colorado School of Mines	mpavelic@mines.edu
Teri Reed Rhoads	University of Oklahoma	teri.rhoads@ou.edu
Larry Richards	Univ. of Virginia	lgr@virginia.edu
Mary Sacre	Univ. of Pittsburgh	mbsacre@engrng.pitt.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
Dave Voltmer	Rose-Hulman Institute of Technology	voltmer@rose-hulman.edu
Alisha Waller	Georgia State University	alisha_w@bellsouth.net
Charlie Yokomoto	IUPUI	yokomoto@iupui.edu

Barbara reported that the following would not be joining us: Dan Moore, due to the death of his father, Cindy Finelli, due to an imminent addition to her family, and Ken Roby, due to illness.

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 \$60,000 was in the ERM BASS account. The Treasury had yet to receive income from the FIE 2000 conference; it was expected that the balance would increase by \$9,000 or more. The Treasury also had yet to process expenditures for the ERM Forum on Engineering Education Leadership, which would decrease the treasury by \$4000 or so.

3. Committee Reports

(a) Nominating Committee

Teri Reed Rhoads, reporting on behalf of the Nominating Committee, indicated that results of the elections were as follows:

Chairperson: Dan Moore

Program Chair Elect (ASEE '03): Sandy Courter

Directors: Beth Eschenbach and Mary Sacre

The Nominating Committee will have Susan Lord replacing Teri Reed Rhoads and Alisha Waller replacing Charlie Yokomoto next year. Alisha Waller will chair the committee. John Chen will also be on the committee. Positions needing replacement next year include: two directors and the Secretary/Treasurer.

(b) Appointments

Barbara Olds announced that P.K. Imbrie and M. Ohland had been appointed as Directors to the Board.

(c) Awards

Super Chair: Dick Culver indicated that Melinda Picket-May will Chair the Plants award committee and that reviewers were needed.

Benjamin J. Dasher Best Paper Award (FIE Conference): Susan Lord indicated that the award is under control now since members no longer needed to sit-in on each presentation. 25 papers were reviewed over the summer, with a selection of the top 5, resulting in a need to attend 4 sessions. The Chair of the committee rotates among the three societies (ASEE/ERM, IEEE/Education, IEEE/Computer). Susan Lord will chair the committee this year. The IEEE/Education society representative had yet to be determined.

Helen L. Plants Award for Special Events (FIE Conference): Mike Pavelich reported that Mary from Kansas is sending nominations for the award and that they are being reviewed. It was suggested to ignore the award for this year if no workshop is deemed worthy. Barbara Olds questioned whether we want to continue to give the award since it is aimed at the best 'non-traditional session' at FIE and that the program in recent years has not led to this type of presentation. Mike Pavelich indicated that the next few FIE's were hoped to have more special sessions and he suggested that we keep the award in place for a couple of years more. Dick Culver suggested that we keep the award since it is one of a small number of ERM awards given at the awards banquet. He suggested that we consider reviewing the Plants award criteria. There is a difficulty in using the workshops before the conference starts in that you need people attending them in order to assess each for the Plants award; i.e., you need multiple reviewers.

Ronald J. Schmitz Award for Outstanding Contributions to the Frontiers in Education Conference: unknown status.

Distinguished Service: Barbara Olds indicated that Charlie Yokomoto will receive the award. The award is decided upon by the present and the previous two Chairs of ERM.

Best Paper: John Chen indicated that papers by Ron Miller & Barbara Olds, Ron Miller & Ruth Streveler, and Alisha Waller were put forward as Best Papers for ERM in the ASEE competition.

(d) Publications

Newsletter: Barbara Olds indicated that Ken Roby will no longer be able to continue as Newsletter editor due to illness. The task involves collecting announcements and 'publishing' via email 3 or 4 times a year. Ron Miller agreed to take over as Newsletter editor.

Web site: Dan Budny commented on the ERM web site. He indicated that he is looking for material on the history of ERM and in particular the FIE steering committee. A standing commitment to continue to allocate up to \$1000 to for the maintenance of the ERM web site was acknowledged by Eric Soulsby and reaffirmed by vote.

(e) Apprentice Faculty

Jennifer Turns discussed the activity of the ERM-AFG Committee. She indicated two AFG's were selected this year: Don Carpenter and Chad Korach. Instead of sending letters to Engineering Deans, they tried using email this year to solicit applications. Only two, albeit quality, applications were received. It was decided to do both email and letters next year. Robin Adams, at U. of Washington, will be the AFG chair for next year.

(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: R. Miller & R. Terry at Montana State Univ., D. Budny at two regional ASEE meetings, R. Miller & M. Pavelich at Northwestern, and B. Eschenbach & M. Pavelich at the conference. Cindy Finelli had asked for one at Kettering and it was planned that Alisha Waller & P.K. Imbrie would do it. A discussion on whether we should advertise more or whether we should eliminate the workshop fee at the conference took place. Dan Budny commented that the ASEE Board had just approved the use of honorarium, something prohibited previously.

(g) NEE Program

Matt Ohland admitted failure in his role as a liaison to the NEE. He indicated that it took a while to determine who the NEE officers are and hoped to make contact at the NEE rap session.

(h) National Effective Teaching Institute (NETI)

Rich Felder indicated that he, Jim Stice and Rebecca Brent offered the NETI to a sold out audience. There have now been over 500 people who have benefited from the NETI. The NETI is a three day workshop held Thursday -> Saturday before the ASEE conference. Deans nominate up to two individuals with attendance cut off around 50. The outcome is to produce teaching leaders; where it was postulated that 30% of the attendees have done that. This year, running down EC2000 and new faculty member issues were covered in an ad-hoc session. It was proposed that ERM material be sent in a follow-up mailing to the NETI participants. There was discussion on how best to advertise the NETI workshops. Rich Felder indicated that the normal procedure is a mailing to Deans in January resulting in filling up with registrants by March.

(i) Brochure

Laura Ruhala was to have created the tri-fold brochure about ERM, but apparently she was not attending the conference due to recently purchasing a home.

4. Conference reports

ASEE 2001: John Chen indicated that things were going well. He indicated that ASEE overall had more submissions

this year, but that ERM was up only slightly. Approximately 130 abstracts were submitted, with 85 kept and others suggested to appear in other sessions. Ron Miller commented that with the increased number of papers the time for presentations gets shorter and shorter making them almost of little use. He indicated that the Program Chair should have guidelines to ensure the length of presentations would be appropriate and therefore not to select too many for each session. John Chen commented that it was tough to select papers based on the abstract alone. Beth Eschenbach commented that the Program Chair work is quite a burden and that the previous and current chairs should help in setting the program. Ron Miller echoed the need to decide that is good. John Chen, Mary Sacre and Eric Soulsby suggested that other things could be added to the abstract to get a sense of what the presentation would yield and/or whether a published paper would result if the abstract was selected. John Heywood made a plea for session times to ensure enough time for paper discussion, something that was done years ago. Barbara Olds suggested that John Heywood, Alisha Waller, Beth Eschenbach, Larry Richards, Sandy Courter, and Rich Felder get together to brainstorm ideas regarding the conference format.

ASEE 2002: Larry Richards was not present to discuss at the time this was reached on the agenda.

FIE steering committee: Larry Shuman, Ron Miller and Mike Pavelich discussed issues. Larry indicated that the Dasher award would be managed in a similar fashion as that done in Kansas City: an awards committee of 3 members from the Steering Committee (one from each society) that will attend all sessions after initially filtering presentations down to 5 papers or so. Susan Lord would serve as the committee chair and ERM representative. Larry reported that Dan Budny had to resign from the Steering committee in order to stay on as publications chairperson. Mike Pavelich agreed to take over for Dan Budny. For FIE 2000, it was reported that a profit of \$27,183 was made meaning \$9061 would be coming to ERM. Larry reported that the New Faculty Fellows had only three acceptable candidates at this point and that additional nominations could be received by July 15. Future FIE sites: 2002 is in Boston, 2003 is in Colorado, 2004 is in Savannah, and 2005 is in Indianapolis.

FIE 2001: Larry Richards indicated things were moving along. Billy Crynes indicated that 20 workshops were planned with a nominal fee of \$40. Beth Eschenbach suggested that ERM cover the cost of the workshops. Barbara Olds suggested presenting the idea to the Steering Committee to spend \$2-4,000 to cut the workshop fees in half. Mike Pavelich, P.K. Imbrie and Billy Crynes were to get together to discuss workshop fees. Dan Budny indicated that due to Dan Moore's difficulty with the Rose-Hulman computer center, papers had not yet been reviewed and suggested that some volunteers help. Dave Voltmer, Richard Layton, Susan Lord and P.K. Imbrie all volunteered to help.

FIE 2002: P.K. Imbrie will be the program chair for this conference. He indicated that the "FEEL" discussion indicated a need to have more creative sessions at FIE; this was already being planned for Colorado – Boulder according to Melinda Piket-May.

FIE 2003: Alisha Waller indicated she is open to ideas for the conference.

5. New Business

(a) Teacher Development Workshops

Mike Pavelich moved that ERM set aside \$5000 for workshops again this year. The motion was approved.

(b) "Works in progress"

Charlie Yokomoto indicated that many of the 'works in progress' papers were more of a proposal seeking funding rather than truly works in progress. As a result, he was concerned that the quality of the proceedings may become suspect. He suggested that perhaps these papers be posture sessions or another format rather

than publications. Rich Felder indicated that with abstracts it may be useful to know the projected status; e.g., research paper, etc. and that this information could be on the web guidelines for submissions. Mike Pavelich commented that the FIE was supposed to be 'frontiers' in nature; different from the ASEE.

(c) ERM Forum on Engineering Education Leadership (FEEL)

Alisha Waller reported for Dick Culver the events that took place earlier and on the previous day. The purpose of the forum was to discuss where ERM wants to go and to come up with action items for individuals to act on. Themes discussed (and notes to be compiled) included technology (Mary Sacre), teaching and learning (Karl Smith and Barbara Olds), culture (John Prados), and research (Matt Ohland). Barbara Olds discussed the idea of 'mini-grants' as a possible way to continue working on the action items resulting from the FEEL. It was hoped that a summary from each group could be sent to Barbara Olds or Ron Miller for synthesizing into a Newsletter summarizing the FEEL. Mike Pavelich proposed a committee of three to elaborate the rules for the mini-grant idea and bring this to FIE. Teri Reed Rhoads, Charlie Yokomoto and Barbara Olds agreed to work on developing guidelines.

6. Adjournment

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

Submitted by Eric P. Soulsby