

Minutes
ERM Division Executive Board Meeting

ASEE 2003 – 22 June 2003

4:30-6:00 PM

Submitted by Dave Voltmer, ERM Secretary

0. Call to order. Eric Soulsby, incoming ERM chair, opened the meeting (for outgoing chair Dan Moore who could not attend) at 4:38PM. Self-introductions were made by those in attendance as follows:

Robin Adams	Univ. Washington	radams@engr.washington.edu
Emily Allen	San Jose State	elallen@email.sjsu.edu
Dan Budny	Univ Pittsburgh	budney@pitt.edu
Veronica Burrows	Arizona State	burrows@asu.edu
Sandy Courter	Univ Wisc-Madison	courter@enger.wisc.edu
Dick Culver	Binghamton Univ.	rculver@binghamton.edu
LaCrelle Drayton	Univ. Minnesota	drayt002@umn.edu
Cindy Finelli	Kettering	cfinelli@kettering.edu
Debbie Follman	Purdue	dfollman@purdue.edu
P.K. Imbrie	Purdue	imbrie@purdue.edu
Richard Layton	Rose-Hulman	layton@rose-hulman.edu
Bill Oakes	Purdue	oakes@purdue.edu
Mike Pavelich	Colorado School Mines	mpavelic@mines.edu
Michael Prince	Bucknell	prince@bucknell.edu
Teri Reed Rhoads	Univ. Oklahoma	teri.rhoads@ou.edu
Ingrid St. Omer	Northern Arizona Unit.	Ingrid.StOmer@nau.edu
Doug Schmucker	Western Kentucky	doug.schmucker@wku.edu
Eric Soulsby	Univ. Connecticut	eric.soulsby@ucon.edu
Ruth Streveler	Colorado School Mines	rstrevel@mines.edu
Dave Voltmer	Rose-Hulman	voltmer@rose-hulman.edu
Alisha Waller	Georgia State	alisha_w@bellsouth.net
Mara Wasburn	Purdue	mwasburn@tech.purdue.edu
Charlie Yokomoto	IUPUI	yokomoto@iupui.edu

1. Eric circulated and reviewed a number of pertinent documents of the ERM Division, most notably the ERM by-laws and ERM Officer list (with responsibilities), to re-acquaint all present with the officially defined officer roles and procedures for filling the positions. Eric made a public commitment to follow these rules during his term in office. In recent years, some positions have been filled by means that got the needed people to do the jobs. But an on-going mechanism for replacements has been lost. By revisiting the by-laws and making all officers aware of the positions needing to be filled and the means for doing so, it is hoped that a smoother transition from year to year will be obtained. Eric solicited volunteers to fill the vacant or soon to be vacant positions mandated by the bylaws.
2. Alisha Waller explained the “new” type of non-traditional presentations planned for the FIE 2003 and 2004 conferences; these sessions are just a two year trial period. This led to a discussion about the term length for the Vice-Chairman for Programs since it was felt by the members who recently served in this role that the Vice-Chairman Elect for Programs needs to be more involved the first year so that he/she can learn it better. A suggestion is that the Brouhaha and the Distinguished Lecture responsibility be assigned to the program chair as a third year extension to their term. The lengthy discussion concluded with Sandy Courter, Teri Reed Rhoads, P. K. Imbrie, and Larry Richards

organized as a subcommittee charged considering these suggestions and bringing a recommendation for consideration by the ERM Executive Board. In addition, this concept suggests that the ERM FIE Program Chair have a two year term—one to learn, one to serve.

3. The Helen Plants Award position is not filled; should it be? Alisha feels that this year's FIE special sessions needs to make an award to recognize this effort. Dick Culver volunteered to serve as Helen Plants Award Chair for this year. The Executive Board will need to review the outcome of the effort at this year's FIE conference to determine whether the Helen Plants Award will continue. If the special sessions continue after this year, then perhaps the award will continue as well.
4. A chair is needed for the Nominating Committee; one person on the committee should be relatively new; one person must be an ERM Officer. Sandy Courter volunteered to serve as chair; the other two will be elected at the business meeting of this conference. Emily Allen volunteered to run for the slot occupied by an ERM Officer.
5. Doug "Brochure Boy" Schmucker circulated ASEE conference brochures and encouraged all to grab a stack for distribution at the various sessions.
6. Apprentice Faculty Grants – Robin Adams reported that she used email to select AFG nominees this year. She volunteered to handle the AFG awards next year, too.
7. Regional Effective Teaching Institutes – Ruth Streveler and Michael Prince volunteered to chair the RETI activity.
8. The Vice-chair for Teacher Development position needs to be filled. Alisha suggested that the position be expanded perhaps to include the AFG activities. Eric will make an appointment.
9. The adoc ERM Mini-Grant Program will be headed by Charlie Yokomoto for one more year. How will we assess the quality of this program and continue it for the following year? Assessment of the research results will be needed to consider the continuation of this program beyond next year.
10. Vice-Chair for Programs for ASEE 2004, Teri Reed Rhoads, reported that ERM should consider whether to become a "present to publish division" of ASEE? As such, an abstract must be accompanied by a paper to be included in the program and at least one of the authors must be registered for the conference. This says that anything that is on our program must be completed as a paper and presented at the conference to be published in the ASEE Annual Conference Proceedings. Alisha Waller moved that ERM be listed as a "publish to present division"; the motion was seconded by Sandy Courter and subsequently approved by the Executive Board.
11. Sandy Courter, Vice-Chair for Programs for ASEE 2003, reported that Alisha's workshop did not have tables (as requested in advance by Sandy); she was "forced" to pay for the additional tables with her own credit card to get them brought to the workshop. Any AV or additional equipment that is needed must be obtained through the conference coordination team since this hotel operates with a "union shop." Eric will bring this issue to the attention of our ASEE PIC representative, Barbara Olds.
12. ERM Secretary, Dave Volmer, reported that the minutes of the ERM Executive Board held at FIE 2002 are posted on the ERM website.

13. ERM Treasurer, Dave Voltmer reported that the ERM BASS account balance shows a balance of \$81,677.94 and the ERM Operating account balance of \$446.91. The ERM share of the surplus income for FIE 2002 was \$21,936.00 and has been deposited in the ERM BASS account.
14. The next ERM Executive Board meeting will occur at FIE 2003 in November. Eric adjourned the meeting at 6:10 PM.

Respectfully submitted, Dave Voltmer, ERM Treasurer.