

Minutes
ERM Division Executive Board Meeting

ASEE2004 – 20 June 2004

Salt Lake City, UT

4:30-6:00 PM

Submitted by Dave Voltmer, ERM Secretary

0. Call to order. Eric Soulsby, incoming ERM chair, opened the meeting. Self-introductions were made by those in attendance as follows:

Robin Adams	Univ. Washington	radams@engr.washington.edu
Dan Budny	Univ. Pittsburgh	budney@pitt.edu
Veronica Burrows	Arizona State University	burrows@asu.edu
Dick Culver	Binghamton University	rculver@binghamton.edu
Heidi Diefes-Dux	Purdue University	hdiefes@purdue.edu
Beth Eschenbach	Humboldt State University	eael@humboldt.edu
Rich Felder	N.C. State University	rmfelder@mindspring.com
Cindy Finelli	Univ. Michigan	cfinelli@umich.edu
Trevor Harding	Kettering University	tharding@kettering.edu
P.K. Imbrie	Purdue University	imbrie@purdue.edu
Richard Layton	Rose-Hulman	layton@rose-hulman.edu
Susan Lord	Univ. San Diego	slord@sandiego.edu
Bill Oakes	Purdue University	oakes@purdue.edu
Matt Ohland	Clemson University	ohland@clemson.edu
Teri Reed Rhoads	Univ. Oklahoma	teri.rhoads@ou.edu
Doug Schmucker	Western Kentucky	doug.schmucker@wku.edu
Tim Skvarenina	Purdue University	tskvaren@purdue.edu
Eric Soulsby	Univ. Connecticut	eric.soulsby@ucon.edu
Jim Stice	Univ. Texas-Austin	stice@mail.utexas.edu
Ruth Streveler	Colorado School Mines	rstrevel@mines.edu
Dave Voltmer	Rose-Hulman	voltmer@rose-hulman.edu
Alisha Waller	Georgia State University	awaller.ie87@gtalumni.org
Amy Yuhasz	Clemson University	amyy@clemson.edu
Charlie Yokomoto	IUPUI	yokomoto@iupui.edu

1. Eric circulated the agenda for the meeting. In addition, he distributed and reviewed a number of pertinent documents of the ERM Division most notably the ERM Bylaws and the ERM officer list (including responsibilities) to re-acquaint all board members present with the officially defined procedures. Eric made a public commitment to follow these rules during his term in office. Some positions have been filled by unofficial means that got the needed people to do the jobs. But the mechanism for replacements has been lost. Eric is soliciting volunteers to fill the vacant or soon to be vacant positions mandated by the bylaws.
2. Dan Budny maintains the ERM and the FIE websites. He solicited updated information for the ERM website. The FIE2004 website is available; FIE2005 will be available shortly. He hopes to add additional links to related educational websites. Dan noted that many of the award winners from previous years had their abstracts rejected. Doesn't this make ERM look foolish since ERM gives those funds to encourage their participation? Trevor H. suggested that many of these committees are oriented toward giving awards. Dave V. suggested an alternative viewpoint that the abstracts lacked the necessary quality. Robin A. has a student analyzing the data regarding the participation of award

winners in subsequent ERM. Preliminary evidence seems that pre-1997 participation is less than post-1997. The latter group has about 70% who have continued to be active in ERM activities.

3. Eric S. reported that the number of ERM membership ranks 4th in ASEE just one member less than 3rd place. He noted that the percentage of members voting in the last election was quite low. Volunteers are solicited for unfilled positions.
4. Dave V. reported on the financial health of ERM. The current balance (as of May 31) is \$61,785.44 for the Bass account and \$294.50 for the Operating account. He thanked Eric for his continued and systematic assistance in handling ERM financial matters.
5. Teri R.R., the current ASEE program chair, reported a 32% acceptance rate of submitted papers, about the same as last year. There are 13 ERM paper sessions with 6 papers per session. ERM is co-sponsoring four joint sessions. Unfortunately, the Registration Desk has been telling folks that tickets for the Brouhaha were sold out. In fact, there are tickets available, but the facts are that they just stopped selling them. Who knows why? Teri invited people to attend anyway. The Brouhaha is scheduled for Tuesday, an election day in Utah, so that no alcohol can be served before 8PM. Many options were considered, but the only workable (legal) solution is that ERM will open a host bar at the Brouhaha until 8PM. Beth Eshchenbach's workshop was cancelled due to cost of computers and the necessary internet connections. When ASEE headquarters was asked to assist in arrangements for the workshop, they responded that they were not in the business of providing equipment. Eric S. requested a big hand for the efforts of Teri and P.K.
6. P.K. Imbrie reported that James Pellegrino is the ERM Distinguished Lecturer. In spite of the long tradition of the ERM Distinguished Lecture, there is no assurance that this event will be held in the future. P.K. asked the Board for their views as to whether to continue the brochure describing the lecturer and the series. The Board was affirmative. The present ASEE climate does not allow ERM to be in direct contact with potential lecturers. ASEE decides, limits, and dictates the process. The result is unprofessional relationship with the lecturer. P.K. suggests that we try to continue the process as we did in the past. Barbara Olds is our PIC representative and keeps us in the loop regarding the timing of the ASEE program scheduling. We must work with her to change the present ASEE scheduling processes for the Distinguished Lecture series.
7. P.K., serving as ERM program chair for next year, continued with distribution of the call for papers for ASEE2005. He mentioned that the change in the quality criteria needs to be adequately publicized to those submitting abstracts.
8. Heidi D., ERM program chair for FIE2005, reported that papers will be sought for the conference theme "Technologies and Pedagogies for the Emerging Global Economy."
9. Bill O. gave a brief description of plans for FIE2005 to be held October 20-23 at the Westin Hotel in Indianapolis. Charlie Yokomoto and Dave Voltmer are general co-chairs of the conference.
10. Tim S., ERM representative to the FIE Steering Committee, reported that about 1/3 of abstracts submitted to FIE2004 were not of sufficient quality and were rejected. The IEEE has established a new set of publication standards, but Dan B. will work with them to insure that the FIE Proceedings satisfy their standards. Rich F. suggests that if the quality standards for papers have changed then it is important to notify all the potential submitters. Members of the software development community have made inquiries about their association with FIE. FIE2007 will be held hosted by Milwaukee School of Engineering during October 10-13. Russ Meier is the general chair.

11. Susan L., general chair for FIE 2006, reported that hotel limitations force a schedule change to Saturday-Tuesday, October 28 - November 1. The Board noted that this may be an unavoidable conflict with the annual ABET meeting. It was noted that this is Halloween weekend.
12. Alisha W. reported that the ERM Newsletter was revived and delivered in electronic format for this year. The first issue brought several responses, but not enough to continue this for future issues. This provides an opportunity to recognize each other's accomplishments. She suggested that she favors continuing the publication, but that she will not be able to serve in this role for the next two years.
13. Doug S. distributed copies of the ERM brochures outlining ERM programs for ASEE.
14. Rich F. and Jim S. reported on the recent NETI held during the three days prior to the ASEE conference. The event was oversold with 56 in attendance. They were assisted by Gary Huvar from Virginia Commonwealth University.
15. Robin A. reported that the approved funding level for Apprentice Faculty Grants is falling short of costs for registration and attendance. Eric S. noted that the original intention of the grants was that these funds would be supplemented by the recipient's home institution. This issue needs to be studied this year.
16. Eric S. reported that the ERM Distinguished Service Award for 2004 will be awarded to Larry Richards of the University of Virginia.
17. Debbie Follman submitted a report on the Dasher Award for FIE2003. She will be unable to serve as chair if this committee next year.
18. Dick C. announced that Bill Oakes was winner of the Helen Plants Award for FIE2003. Noting that this award was to be granted for one year with a recommendation about its future. The committee believes that the award should continue. The variability of the audience responses and the widely varying presentations make the decision difficult. Evaluators need to attend several of the designated sessions in order to form a comparison.
19. Charlie Y. reported on the Mini-Grant Competition and awards. Two years ago the committee conducted a holistic evaluation; last year they conducted very detail-oriented evaluation. Eric S. inquired as to whether ERM wants to continue this award and, if so, at the current \$2500 level? Charlie noted that there were 13 applications, though most applications were so detailed that it seemed that it was too much work for the amount of award. Eric suggested that we hold our decision until we have received the required reports from this year's winners. Trevor H. suggested that we combine AFG and Mini-Grant into one more substantial grant. P.K. asked for the goals of these two grants. The Board reached a consensus that there will be no Mini-Grant awards for this fall. Rather a detailed evaluation of the past results of these awards will be made by a committee of Trevor H. (chair), Charlie, Robin, Veronica B. They will report back at the Board's next meeting.
20. Eric discussed the proposed revisions to the ERM by-laws. In summary they reduced the number of elected officers (some of the appointed positions have become more important than elected positions); change the vice-chair positions; elect only the chair, directors, and the secretary-treasurer with overlapping terms to ensure continuity from year to year. The program vice-chair elect will be eliminated and the program vice-chair will be appointed for 2 years. P.K. noted that previous discussions discussed a 3 year appointment. Eric responded that a 3 year commitment would be too much to ask of volunteers. The support mechanisms for ASEE program chairs are not as strong as the FIE organization. The learning curve is very great. Alisha W. suggested that a director at large be

responsible for the Brouhaha. Dick C. noted that we have two items for discussion – the bylaws and the implementation of officer positions. P.K. raised an issue with the order and wording of the objectives. Eric suggested that his suggestions were editorial and will make those changes before the Tuesday ERM business meeting when the revised bylaws will be presented. The Board approved the amended revisions to the bylaws by consensus. Beth E. thanked Eric for his efforts on the considerable revisions.

21. Eric noted that many positions are still unfilled and requested volunteers to speak to him after the meeting.
22. The Board approved a disbursement of \$5000 as an advance be made to FIE2005.
23. The Board approval disbursement of \$1000 to the University of Pittsburgh for Dan Budny's maintenance of the ERM website.
24. P.K. moved that an additional disbursement of \$1500 to the University of Pittsburgh as payment for Dan Budny's setting up a web-based signup for ERM paper reviewers. The reviews are conducted via the web as well. Heidi D. seconded the motion and the Board approved it.
25. The next meeting of the Board will be at FIE2004.
26. Eric adjourned the meeting at 6:45PM.

Respectfully submitted, Dave Voltmer, ERM Secretary-Treasurer.