

ASEE 2005 ERM Board Meeting
Sunday, 12 June 2005 ASEE 2005
Session 0630 4:30-6:00 p.m.
Oregon Convention Center A105

Minutes
Submitted by Teri Reed Rhoads

0. Call to order. Eric Soulsby, ERM chair, opened the meeting by circulating the agenda and various pieces of information to be discussed during the meeting. These have been scanned and appear on the website with copies of these minutes. Those in attendance were as follows:

Robin Adams	University of Washington	radams@eng.washington.edu
Dan Budny	University of Pittsburgh	budny@pitt.edu
Jenna Carpenter	Louisiana Tech University	jenna@coes.latech.edu
Heidi Diefes-Dux	Purdue University	hdiefes@purdue.edu
Rich Felder	North Carolina State	rmfelder@mindspring.com
Cindy Finelli	University of Michigan	cfinelli@umich.edu
Trevor Harding	Kettering University	tharding@kettering.edu
P.K. Imbrie	Purdue University	imbrie@purdue.edu
Jennifer Karlin	South Dakota Tech	jkarlin@sdsmt.edu
Wendy Knapp	University of Minnesota	knap0097@umn.edu
Rich Layton	Rose-Hulman IT	Layton@rose-hulman.edu
Ron Miller	Colorado School of Mines	rlmiller@mines.edu
Dan Moore	Rose-Hulman IT	Dan.J.moore@rose-hulman.edu
Bill Oakes	Purdue University	oakes@purdue.edu
Mike Pavelich	Colorado School of Mines	mpavelic@mines.edu
Teri Reed Rhoads	The University of Oklahoma	teri.rhoads@ou.edu
Larry G. Richards	University of Virginia	lgr@virginia.edu
Doug Schmucker	Western Kentucky University	doug.schmucker@wku.edu
Karl Smith	University of Minnesota	ksmith@umn.edu
Eric Soulsby	University of Connecticut	eric.soulsby@uconn.edu
Ruth Streveler	Colorado School of Mines	rstrevel@mines.edu
Dave Voltmer	Rose-Hulman IT	Voltmer@rose-hulman.edu
Charles Yokomoto	IUPUI	yokomoto@iupui.edu

Officer reports

1. Secretary/Treasurer – Teri Reed Rhoads - Minutes from FIE 2004 were published on the ERM website in October and were approved at this time. The motion to approve was made and seconded and passed unanimously. The minutes from ASEE 2004 are still missing. Their approval will have to take place at the next ERM Board Meeting at FIE in Indianapolis, IN in October 2005. Treasurer report – As of 3-31-05, we have \$69,699.24 in the BASS account and (\$827.00) in our Operating account. Funds from FIE were down significantly. The FIE Committee has made the decision to stop gathering the \$5,000 seed monies from each of the technical societies each year of FIE. Our \$5,000 was sent back by Mary Heberling.
2. Vice-Chair for ASEE 2005 Programs (Portland, OR, 12 – 15 June 2005) – P.K. Imbrie reported that we had 8 workshops with 180 people in attendance. 27 people bought

tickets for Breakfast with Champions, 59 for the ERM Business Lunch and 80 for the Brouhaha. Larry and Dan will lead the "ForUm & AginUm". We have a total of 14 sessions with 1 being a special session. 148 abstracts were submitted for review, slightly down from 172 reported last year. 96 abstracts were accepted. 76 papers were submitted from review and 70 were accepted and published. 47% acceptance rate this year with 45% acceptance rate last year. Distinguished Lecturer candidate was again accepted and Joe Wilson is our speaker Wednesday morning at 10 a.m. 30 people were involved in abstract reviews and 90 people were involved in paper reviews. Two major changes in review process, a new review criteria was published this year and an online reviewer sign-up system was utilized. The call for papers now has this rigorous review criteria included. Thanks to Matt Ohland and Alicia Waller for sitting on this committee.

3. Vice-Chair for ASEE 2006 Programs (Chicago, IL, 18 – 21 June 2006) – Cindy Finelli – things are going well and the process is being evaluated. We submitted a new call for papers that described the new review process and criteria. Cindy will send an electronic version of the call for papers for feedback.
4. Vice-Chair for FIE 2004 Programs (Savannah, GA, 20 – 23 Oct 2004) – Dan Moore – things are being wrapped up and there will be a distribution of approximately \$200 to each society.
5. Vice-Chair for FIE 2005 Programs (Indianapolis, IN, 19 – 22 Oct 2005) – Heidi Diefes-Dux – Need to recruit moderators, papers are all selected. Things are going well.
6. Vice-Chair for FIE 2006 Programs (San Diego, CA, 28 Oct – 1 Nov 2006) – Beth Eschenbach – Halloween in San Diego for 2006 - absent
7. Vice Chair for Publications – Dan Budny – everything that has been turned in is published.
8. Vice-Chair for Teacher Development – Ruth Streveler – We have had requests from a few people, including Taiwan. Need to discuss purpose and see how we want to reconfigure it. Honorarium of \$500 paid by ERM and all travel and lodging paid by the requesting institution. There is concern that \$500 is not enough given the going rate of consulting. Often schools have a specific person in mind, if not, Ruth typically asks Mike who should present given the requested topic. We don't have a formal mechanism to gain feedback on the workshop, i.e., if the workshop is updated periodically, if the workshop fulfilled the school's request. Perhaps, this should become more of a speaker's bureau. We will discuss further in new business since it involves spending monies.

Additional reports

9. FIE Steering Committee, ERM reps – Tim Skvarenina, P.K. Imbrie, and Dan Moore – Saratoga Springs, New York at Union College
10. ERM Brochure – Doug Schmucker – new brochures and book marks are available. Discussion ensued on whether to continue printing both pieces. Decision was made to phase out the brochure and keep the book mark.
11. National Effective Teaching Institute (NETI) – Rich Felder – Sold out once again – 55, with a waiting list. Jim Stice is continuing to participate. Matt Olhand from Clemson was the NETI Fellow this year.

Committee reports

12. Apprentice Faculty Grant (AFG) Committee – Robin Adams –

2005 recipients: Marcia Friesen, University of Manitoba
Jenni Light, Washington State University
Ken Yasuhara, University of Washington
Stephen Zemke, University of Idaho

The committee met and re-visited the goals of the grant. The goals are to build capacity and to implement the apprentice idea. The committee consisted of Alisha Waller, Taryn Bayles, and Jennifer Karlin. Apprentice is in the title but not in the action of what we are doing – would like to add a more formal mentoring aspect and more involvement in ERM such as signing up for one workshop on Sundays. The goal of 4 per year is recommended. Would like to consider increasing the amount since it does not cover or come close to covering the expenses of the selected recipients.

13. Distinguished Service Award Committee – Eric Soulsby – Dan Budny is the 2005 recipient and this award will be officially presented at FIE 2005.
14. Benjamin Dasher Award Committee – Ron Miller – Frontiers in Education (FIE) Conference Benjamin J. Dasher Best Paper Award for the best paper presented at FIE 2004 (to be presented at FIE 2005) "Grade-Point Average, Changes of Major, and Majors Selected by Students Leaving Engineering" Matt Ohland, Guili Zhang, Brian Thorndyke, and Tim Anderson. Problems with not getting the committee functioning early enough. This past year the committee was Jim Roberts, Dave Voltmer, Jim Avery, and Ron. This award, along with the Helen Plants Award, will be discussed at the FIE Executive Committee meeting to be held on Monday, June 13, 2005. There were no committee members from the other societies this past year and this is not the only year this has happened.
15. Helen Plants Award Committee – Mike Pavelich and Eric Soulsby ASEE Educational Research & Methods Division Helen Plants Award 2005 for the best non-traditional Frontiers in Education 2004 Conference session (to be presented at FIE 2005) "Feminist Frontiers" Monica Bruning, Eileen Cashman, Elizabeth Eschenbach, Susan Lord, and Alisha Waller. Again having problems recruiting people to review and it is difficult to have two people see all the workshops. Question is - is it an ERM award or an FIE award? We will wait for the executive committee to decide this. We will need a committee chair and a committee to review, go to the workshop, and provide feedback. Ruth expressed concern over inter-rater reliability and consistency. Rich Felder suggested that we could go with the session evaluations. We could institutionalize the rating form and go with that feedback. Suggestion was made that the Special Sessions chair also takes care of this award. Was originally created for workshops. We will await word from Mike Pavlich and Dan Moore.
16. Nominating Committee – Larry Richards (chair), Rich Layton – thanks to those that ran. We had a total of 140 people cast votes.

Old Business

17. By-laws – Eric Soulsby – Not approved in January since they were not taken by the PIC IV person. They are being voted on at this meeting. They are already posted.
18. NAE's Center for the Advancement of Scholarship in Engineering Education (CASEE) and FIE – Eric Soulsby – Have been working with a committee that includes the IEEE Computer Society and IEEE Education Society on a memorandum of understanding between the groups and CASEE. Discussing this issue made everyone aware that we don't have an MOU between the three original groups. ASEE does not want to sign a MOU between these groups due to liability. We may have to continue operating on a gentleman's handshake agreement between the three societies. Liability is the concern that ASEE has with the conference.

19. Ad-hoc committee to review the ERM Mini-Grant Award – Trevor Harding. Discussion whether or not to keep the Mini-Grant. Concerns include university overhead and effectiveness of past awards in meeting the goals. Discussion ensued that mini-grants were not as successful as we had hoped. The selection process seemed to work. We did not do a good job of monitoring their activities once funded. The original idea was a good one but it was difficult to do much with \$2,500 and had a lot of red tape associated with the process.
20. Ad-hoc committee to review the Regional Effective Teaching Institutes – Ruth Streveler – it was discussed whether this activity should be continued. Future proposal might be that we increase these allocations to \$2,500. Motion was made to discontinue both the mini-grants and the RETI. Motion passed.
21. Proposal for continuation of Apprentice Faculty Grants – Robin Adams. Discussion on how/if to raise award amount to cover actual expenses. Suggestions include raising the travel/lodging amount to \$1000 and paying for the conference registration, making the total award up to \$1000 (grand total) as travel expenses. Add a line to the request for nominees that the supporting institution or nominator pay the difference in costs. We will ask for receipts and reimburse conference related expenses. Suggestion was made that Jenna call Russ Meiers to get information on how FIE does this.
22. FIE registration paid for Distinguished Service and Helen Plant award winners – Eric Soulsby

New Business

23. ERM elections – Eric Soulsby
Chair: Larry Richards elected. (Thanks also to P.K. Imbrie for being a candidate.)
Directors: Robin Adams and Jenna Carpenter elected (Thanks also to Donald Carpenter and Doug Schmucker for being candidates.)
24. Board action to appoint positions
Vice-Chair for ASEE 2007 (Honolulu, HI, 24 – 27 June 2007) Programs – Dan Budny
Vice-Chair for ASEE 2008 (Pittsburgh, PA, 22 – 25 June 2008) Programs – TBD 2006 or earlier
Vice-Chair for FIE 2007 (Milwaukee, WI, 10 – 13 Oct 2007) Programs – Doug Schmucker
Vice-Chair for FIE 2008 (Saratoga Springs, New York) Programs – TBD 2006 or earlier
Vice-Chair for Publications – Dan Budny
Vice-Chair for Teacher Development – Ruth Streveler
Eric called the question on Vice-Chair for Publications, Teacher Development, and ASEE 2007 – passed unanimously. Doug Schmucker was nominated and voted to be the FIE 2007 Vice-Chair. The two positions that will remain unfilled and will have to be filled by Larry are ASEE 2008 and FIE 2008.
25. Upon recommendation of the Vice-Chair for Publications:
Newsletter Editor – discontinued
Brochure Editor – Doug Schmucker. Suggestion was made to make the bookmarks on legal paper so it sticks out of the program. Doug and Dan will work on updating the bookmark and brochure.
26. ERM positions to be filled – Eric Soulsby
Apprentice Faculty Grant Committee (formerly chaired by Robin Adams) – Jennifer Karlin
ERM representative on the FIE Ben Dasher Committee (former representative Ron Miller) – Jenna Carpenter is the new chair for FIE 2005
FIE Helen Plants Committee (formerly handled by Eric Soulsby and Mike Pavelich) – who? Suggestion was made that Don Carpenter be approached to take on this

committee. Eric will check with Don.

Nominating Committee (former members Larry Richards and Rich Layton) – Trevor Harding will be the new Chair.

FIE Steering Committee ERM Representative (AY'05/'06 thru AY'07/'08) – To be determined.

27. Approval of funds for FIE planning – no longer have to front the \$5,000 for this endeavor.
28. Approval of funds for ERM web site maintenance - \$1,000 check paid to University of Pittsburgh was moved, seconded and unanimously approved.
29. Wendy Knapp discussed the new *Annals of Research on Engineering Education*. This will be open to the public in October. Currently accessible by named reviewers and contributors at this point.
30. P.K. Imbrie would like to create an ASEE budget for the Vice-Chair for Programs to understand what their spending limits are to cover workshop expenses (such as audio visual equipment, room set-up fee), Brouhaha expenses, Distinguished Lecturer costs, etc. Eric Soulsby made one suggestion that Larry ask ASEE to cover audio visual costs for workshop. We will spend approximately \$1,800. Note, ASEE is now paying the \$1,000 honorarium if our selection is chosen to be a Distinguished Lectures account. If they do not pay honorarium, we pay that plus travel that we have always paid. Motion was made that Vice-Chair can take as many workshops as they would like as long as the approximate cost per workshop is recovered by increasing the admission costs. Brouhaha expenses this year are at \$1,600. Discussion ensued on open bars and expenses on alcohol. Could go back to a cash bar. Cindy and P.K. would like to have funds available for entertainment. Motion was made to give program chair \$1,500 for Brouhaha as a budget. Motion was seconded by Teri. 9 voted affirmative and 3 voted opposed. Motion passed.
31. Motion made to cover registration of Service Award and Plants Award winners. Discussion of how many plaques for the Plants award. Motion to pay for registration of Distinguished Service Award winner. Second. Motion passed. Motion was made to cover plaques for each individual on the Plants award winning team. Second. Passed.
32. Meeting adjourned at 6:41 pm. The next ERM Division Executive Board Meeting will be held on at FIE 2005, Indianapolis, IN. Date and time to be announced.

Respectfully submitted by Teri Reed Rhoads – July 29, 2005