

Minutes
ERM Division Executive Board Meeting
FIE 1998 Conference — November 6, 1998
7:00-9:30pm

Submitted by Eric P. Soulsby

1. Call to order and introductions

Mike Pavelich, Division Chair, called the meeting to order. Members present were introduced. Those in attendance: Mary Besterfield-Sacre, Dan Budny, John Chen, Julie Ellis, Beth Eschenbach, Cindy Finelli, John Heywood, Richard Layton, Susan Lord, Melinda Picket-May, Dan Moore, Michael Pavelich, Larry Richards, Charles Sechrist, Larry Shuman, Tim Skvarenina, Eric Soulsby, Alisha Waller and Charlie Yokomoto

2. Secretary/Treasurer Report

Eric Soulsby distributed minutes from the Board meeting held at the ASEE Annual Conference in June 1998. He also indicated that the treasury showed \$41,576 in the BASS account and \$500 in the Operating account. The report was accepted following a motion by Dan Budny and second by Richard Layton.

3. Committee Reports

(a) Appointments

Mike Pavelich, indicated that Ken Roby is the Newsletter editor and asked for a commitment from all to give him material. Mike indicated that Karl Smith is working on a plan for ERM mentors and that this will be discussed at the next meeting. Mike indicated that Richard Culver will be taking on the role of Awards 'Super' Chair to coordinate the various ERM awards.

(b) Nominating Committee

Mary Besterfield-Sacre indicated that her committee was working on officer positions and that the next Newsletter should contain information. Elections for Board positions were planned for February. The Division Chair for 2000-02 and Program Chair for 1999-00, 2000-01 positions were in need of candidates. It appeared that candidates would be in place early this time around. Mike Pavelich volunteered to take on the FIE'00 Program Chair role.

(c) Awards

Mike Pavelich recognized Alisha who was to receive a distinguished service award. Mike indicated that Richard Culver will become the Awards 'Super' Chair.

Ben Dasher: Mike Pavelich indicated a need to have someone take on this responsibility. Dan Moore commented on the review taking place at the conference and asked for volunteers to continue to help out in the remaining sessions. John Chen volunteered to do so.

Helen Plants: Julie Ellis was working on it for this conference, a copy of the review form was distributed. Charlie Yokomoto expressed some concern about whether workshops should be treated as non-traditional

programs. Mike Pavelich indicated that the award was no longer being shared with the IEEE Education Society.

Distinguished Service: Mike Pavelich indicated that a committee of the last five ERM Chairs had been set up and that the two recipients to be recognized at this conference were Alisha Waller and Billy Koen. The award is for long term and spectacular service.

Best Paper: Mike Pavelich indicated best paper awards will honor those nominated for the Annual Conference Awards, with recognition possibly taking place at the Brouhaha. Alisha Waller suggested naming the award, with perhaps J. Stice or J. Lindenlaub as possibilities. Susan Lord suggested naming the Distinguished Service Award as well.

(d) Publications

Newsletter: Mike Pavelich indicated that Ken Roby is starting as the new Newsletter Editor, taking over from Susan Mengel who had asked to be relieved of the Newsletter activity.

Web site: Mike Pavelich asked Dan Budny about the status of the ERM web site, to which Dan replied that it was getting worked on and that he needed the \$1000 funds that were allocated at the ASEE Annual Meeting. Eric Soulsby asked Dan to send him a note and he would process the request.

Mike Pavelich commented on the a desire to have some sort of schedule for ERM news dissemination. He suggested possibly having four times per year during which the Newsletter is distributed and the web site is updated. He suggested that the various committees be charged with generation of material for the Newsletter and web site. Some items that could be scheduled include:

- Email reminder about ASEE and FIE registration — Program Chair to initiate
- AFG — December solicitation, Spring announcement — AFG Chair to initiate
- FIE Chair — Fall Announcement and Winter Call for Papers
- Board Nominations/Election — Nominating Committee Chair to initiate
- Faculty Fellows Call for Applications in Summer
- Teacher Development opportunities could appear in each issue/update
- Board Member could add something per issue/update — suggested schedule for Directors would include L. Richards (Spring), C. Yokomoto (Summer), J. Chen (Fall), S. Lord (Fall).
- ASEE Call for Papers — Summer/Fall
- FIE Call for Papers — Fall/Winter

(e) Apprentice Faculty

John Chen distributed a report indicating that the committee members were himself as Chair, Jennifer Turns, John Reis, Susan Lord, and Larry Shuman. He also indicated that a new web site was being generated to announce the award. There was considerable discussion on making changes to the criteria for the award, mostly surrounding the notion of tenure-track vs. non-tenure-track positions. There was discussion on the need to have applicants indicate why they feel they are apprentices as a way to help the committee sort out winners. By doing so, the award would continue to focus on those individuals new to teaching rather than new to the tenure stream.

(f) Teacher Development

Mike Pavelich indicated that Ron Miller will be taking over this year as the administrator of faculty-given workshops on the fundamentals of teaching and that he has compiled workshop materials that others may use. Teams that had acted in this capacity over the past year included Barbara Olds & Mike Pavelich, R.

Terry & John Harb, Dan Budny & Charlie Yokomoto, and Ron Miller & Beth Eschenbach. The idea of the workshops is to create a pattern of ERM involvement in dissemination of information on effective teaching with ERM funding combined with institution funding or ASEE funding. Mike Pavelich indicated a possible \$5000 budget expense for this activity.

(g) NEE Program

Cindy Finelli serving as a New Engineering Educator indicated that she would work as a liaison to the NEE group from ERM.

(h) Effective Teaching Institute

Rich Felder and Jim Stice will again hold the National Effective Teaching Institute (NETI) at the ASEE Annual Conference.

(i) Brochure

Richard Layton distributed copies of the ERM brochure that he modified for the FIE'98 meeting and asked for input on any modifications for future editions.

4. Conference reports

FIE 97: Larry Shuman spoke at the beginning of the meeting indicating that there was roughly \$8000 of surplus being returned to each society sponsoring FIE and that \$5000 of ERM advance money would be returned as well. He indicated that the IEEE Education Society was concerned about income from the conference proceedings. Mike Pavelich indicated that the FIE seems to be running smoothly with the infrastructure in place. Larry Shuman indicated a desire to continue the New Faculty Fellows component of the FIE. Dan Budny commented about international groups asking to affiliate and reiterated the IEEE concern on the proceedings cost.

ASEE 99: Beth Eschenbach indicated that Karl Smith would do a workshop on modeling. She indicated that the NCIIA (National Collegiate Inventors and Innovators Alliance) had asked her for ERM to cosponsor their workshop on Sunday. The Brouhaha is planned for Tuesday. The ERM Distinguished Lecturer will be Richard Felder this year. 55 abstracts were received, with 27 being accepted. A discussion on the Breakfast of Champions session took place, with the consensus of the Board to subsidize the cost so that those in attendance would be paying \$5 instead of \$11 (or more) if possible.

FIE 99: Dan Budny encouraged all to come to San Juan, PR (and take the 'rum' tour) and expressed some concern about attendance despite the fact that air travel to PR is usually quite reasonable.

5. New Business

(a) FIE Fellowships

Mike Pavelich asked for a motion to ensure that Dan Budny would have \$5000 to continue the faculty fellowships for FIE '99. Following a motion by John Chen with second by Larry Richards, the Board approved the expenditure (which was also approved at the ASEE Annual meeting).

(b) Plants award

Julie Ellis commented on the Plants Award and Mike Pavelich indicated Richard Culver in his role as Awards 'Super' Chair will review the status.

(c) Other

Charlie Yokomoto raised the issue of late day session attendance at the meetings. There was some discussion, but no ideas for improvement.

6. Adjournment

Concluding the discussion on new business, Mike Pavelich thanked all for the volunteer effort shown so far during his reign as Division Chair which led to an adjournment unanimously received.

Submitted by Eric P. Soulsby