

**FIE 2004 ERM Board Meeting
FRIDAY, OCTOBER 22, 2004
12:00PM TO 2:30PM
HYATT REGENCY SAVANNAH
Room: PLIMSOLL**

**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
Mary Besterfield-Sacre	University of Pittsburgh	mbsacre@engr.pitt.edu
Roni Burrows	Arizona State University	burrows@asu.edu
Eileen Cashman	Humboldt State University	emc7001@humboldt.edu
Heidi Diefes-Deux	Purdue University	hdiefes@purdue.edu
Beth Eschenbach	Humboldt State University	ee1@humboldt.edu
John Heywood	Trinity College Dublin	inseredu@tcd.ce
P.K. Imbrie	Purdue University	imbrie@purdue.edu
Maura Jenkins	University of Southern California	maurajenkins@yahoo.com
Susan Lord	USD	slord@sandiego.edu
Ron Miller	Colorado School of Mines	rlmiller@mines.edu
Dan Moore	RHIT	Dan.J.moore@rose-hulman.edu
Bill Oakes	Purdue University	oakes@purdue.edu
Matthew Ohland	Clemson	ohland@clemson.edu
Barbara Olds	NSF	bolds@nsf.gov
Mike Pavelich	Colorado School of Mines	mpavelic@mines.edu
Michael Prince	Bucknell	prince@bucknell.edu
Teri Reed Rhoads	The University of Oklahoma	teri.rhoads@ou.edu
Rob Reilly	MIT	reilly@media.mit.edu
Larry G. Richards	University of Virginia	lgr@virginia.edu
Tim Skvarenina	Purdue University	tskvaren@purdue.edu
Eric Soulsby	University of Connecticut	eric.soulsby@uconn.edu
Ruth Streveler	Colorado School of Mines	rstrevel@mines.edu
Alisha A. Waller		awaller.ie87@qtalumni.org
Charles Yokomoto	IUPUI	yokomoto@iupui.edu

Officer reports

1. Secretary/Treasurer – Teri Reed Rhoads - Minutes from ASEE 2004 not submitted or approved at this time. This will be done at the next ERM Board meeting in Portland, Oregon at the ASEE Annual Conference in 2005. Treasurer report – Started the fiscal year with \$62,114.31 – still working on expenses from ASEE – need to send funds for FIE 2005 to Mary Heberling at Kansas. Eric indicated that income would be down over the coming fiscal year.
2. Vice-Chair for FIE 2004 Programs – Dan Moore - 461 registrants with lower attendance – over 541 abstracts submitted – few no shows
3. Vice-Chair for FIE 2005 Programs – Heidi Diefes-Dux – no report

4. Vice-Chair for FIE 2006 Programs – Beth Eschenbach – Halloween in San Diego for 2006
5. Vice-Chair for ASEE 2005 Programs – P.K. Imbrie – CAPS problems initially, but ASEE Headquarters is working to resolve. Submission counts include 177 abstracts of which approximately 150 went out for review – target of 70 papers in final version. Approx. 90 abstracts will be accepted. 12 workshop proposals were submitted – 2 abstract reviewers per abstract is being used this year – there will be a common reviewer website for ASEE and FIE and P.K. has been working with Dan Budny to get this up and running before the January deadlines. P.K. proposed making the call for papers much more detailed to help reviewers and authors. Send a set of criteria from ERM to abstract acceptances to help guide authors in the writing of the final papers. Discussion ensued. What are the attributes of the paper quality that we are looking for? Clear description of the research or curricular change being discussed and the assessment results. Several sources were mentioned that could be used as a go-by for criteria. A committee was established to help P.K. look at this issue - Alisha Waller, Ruth Streveler, Maura Jenkins, Mike Pavelich, and Matt Ohland, volunteered to serve on a committee to help P.K. with this process. – Question: Why submit a paper to ASEE when you can submit to JEE? Use the words such as “These are the typical things that our reviewers consider when looking at a submitted paper; ...” This will allow for some interpretation yet not limit all submissions.

Dr. Astin could not fully commit to the Distinguished Lecturer slot for 2005. We have traditionally brought in an expert in some area of educational research. Can we bring in an advocate for engineering education this year as something different? Jack Wilson previously from RPI or Bill Wulf from NAE are two ideas for next year's DL from the advocacy point of view. Neil Howe who speaks on the new millennial generations is another idea. Finally, P.K. is transitioning shifting the DL responsibilities to after the program chair portion.

6. Vice-Chair for ASEE 2006 Programs – Cindy Finelli - absent
7. Vice Chair for Publications – Dan Budny - absent
8. Vice-Chair for Teacher Development – Ruth Streveler – See RETI handout which was also passed out at ASEE board meeting – one person from Oregon State contacted and Missouri Rolla has requested a person for some time in spring. The school will pay travel and advertising costs and ERM will pay the honorarium of \$500. Idea was presented to have an ERM teaching workshops like has been done at least three years ago with no cost of attendance. It was approved that P.K. will check into doing another workshop that is teaching focused but with no charge to the registrants with an amount not to exceed \$3,000 being charged to the ERM Division.

Additional reports

9. FIE Steering Committee, ERM reps – Tim Skvarenina, P.K. Imbrie, and Dan Moore – MOU for a cooperative member to FIE concerning CASEE was presented. CASEE is considering sponsoring 10 faculty fellows for FIE. Each society members should go back to discuss the Helen Plants Award to discuss if it is an ERM award or an FIE award. IEEE Education Society thinks it should be a conference award (Ed Jones said he was part of creating it years ago and they are reviewing their minutes to see history of development of award). Point was made that if it is a conference award, all sponsors should participate in the awarding of it. Discussion of award banquet and if it should be held or if it should be changed.

10. Newsletter Editor – Alisha Waller – has stopped doing it since most people are not sending in information. An email to the list serve seems to be serving this purpose well.
11. ERM Brochure – Doug Schmucker – absent – emailed before the conference. Decision was made that it was not useful at this particular conference but that it was good for the ASEE conference to recruit new ERM members. Brochures will be printed and handed out at the annual meeting in June.
12. National Effective Teaching Institute (NETI) – Rich Felder - absent

Committee reports

13. Apprentice Faculty Grant (AFG) Committee – Robin Adams – Seeking ways of evaluating the award and focused on interactions through ASEE and NSF – i.e., publications, grants, etc. There have been 36 people and 70% are active. There have been 73 FIE papers, 154 ASEE papers, and 19 JEE papers published by this group and they are producing at least one to two papers per year on average. They are actively pursuing grants and in 2003 they brought in over \$6 million based on a survey of the NSF funding database. Are they being successful finding academic positions? It was found that 17% are tenured and 42% are on a tenure track. A number are directors, some are still graduate students and one is a CEO of his own company. Robin is encouraging all those nominated (whether they receive the award or not) to still attend each annual meeting, so we are seeing a halo effect from the nominations of this award. Discuss the goals of this program. What kind of budget goes into it since now the amount does not cover all the expenses associated with the conference? Left for committee discussion.
14. Distinguished Service Award Committee – Eric Soulsby – going to Larry Richards for 2004.
15. Benjamin Dasher Award Committee – Ron Miller – Best paper at FIE and draws members from all three societies – there are 12 nominees and 4 from each society nominally. Ron is working on revising the process.
16. Helen Plants Award Committee – Eric Soulsby or Mike Pavelich – going to Bill Oakes from last year. Mike stepped up and handled it this year.
17. Nominating Committee – Larry Richards (chair), Rich Layton – please forward any recommendations or ideas to Larry for consideration in the upcoming elections. We will be filling the position of Chair this year.

Old Business

18. None noted.

New Business

19. By-laws/Organizational structure – Eric Soulsby - official acceptance of revised by-laws awaiting ASEE approval.
20. ERM positions to be filled – Eric Soulsby - some need to be appointed soon. Take a look at spreadsheet for terms ending/beginning, etc. This spring has new chair elections and that has to come from someone previously elected.
21. NAE's Center for the Advancement of Scholarship in Engineering Education (CASEE) involvement in FIE – Eric Soulsby (discussed previously – see Point 9 above)
22. FIE Helen Plants Award – Eric Soulsby – (discussed previously – see Point 9 above)
23. Mini-Grant Review Committee – Trevor Harding (chair), Charlie Yokomoto, Roni Burrows, and Robin Adams – Trevor submitted email report and we do have financial expenses lowering. Smaller innovative or larger grants are being discussed at this time.

24. We may lose money from FIE this year or at the best break even and we need to be careful in that the money in the bank account may not stay as large – big spike in Boston and then HP paid for 100 people to attend last year and this year none of this happened. We are down about 50 in advanced registration from Boston and down from 80 last year. We are missing the 70 extra people that HP brought last year.
25. Meeting adjourned at 1:55 pm. The next ERM Division Executive Board Meeting will be held on Sunday afternoon of the 2005 ASEE Annual Conference in Portland, OR.

Respectfully submitted by Teri Reed Rhoads – October 25, 2004