

**FIE 2018 ERM Business Meeting**  
Marriot Willow Glen I  
Thursday, 10/4, 3:30-5:00PM

Taken by: Walter Lee

1. Welcome & Review of Agenda- Holly Matusovich

*Motion to approve note from the last meeting; approved unanimously*

2. Consent Agenda (Attached)

*Motion to approve the consent agenda; approved unanimously*

Reports from ERM leaders:

- Chair- Holly Matusovich
- Secretary/Treasurer – Tamecia Jones
- Vice Chair for ASEE 2018 – Deborah Grzybowski
- Vice Chair for ASEE 2019 – Joyce Main
- Vice Chair for ASEE 2020 – Jay Pembridge
- Vice Chair for FIE 2018- Beth Eschenbach
- Vice Chair for FIE 2019- Alejandra Magana
- Vice Chair for FIE 2020- To Be Named
- Vice Chair for Publications – Geoffrey Herman
- Vice Chair for Diversity – Beth Cady
- Nominating Committee – Monique Ross
- Apprentice Faculty Grant Committee – Jennifer Bekki and Courtney Faber
- Helen Plants Award Committee – Jaqi McNeil
- Dasher Award – Emily Dringenberg
- Best Paper Award for 2019 ASEE Conference – Jake Grohs
- Directors- Mathew Verleger, Allison Godwin, Aditya Johri, Samantha Brunhaver
- Director at Large- Justin Major

3. Introductions Around the Room
4. Updates

Financial situation:

- Once we pay the bill from last year's FIE we will have roughly \$5,000 in the account
- Projected again a deficit this year; projected was (-\$7,000), which would be split across groups
- Discussion about issues with budgeting given the fee and funding structure of FIE
- Unclear what policies are around reimbursement and other policies around how the money is being spent
- FIE income in the past has covered cost associated with other things; pulling out would impact other things that need to be considered (e.g., Apprentice Faculty Grants re: Beth)
- Brent raises question about why the \$ is down for FIE given the increase in attendance; surprised to see expected deficit
- Beth provided some context as member who has been active for a while.

- Beth: “For the longest time, ERM has been the group that advocated for keeping the costs low” (paraphrase)
  - Kerry: brought up the expenses associated with food. Do we need to pay for so many meals?
- Allison raises points about rising cost of ASEE and how if people have to choose, they’re likely to stop coming to FIE
- Analysis of registration free and what it covers needed; Beth confused why we’re so close to the margins in this particular case
- Nadia proposed making AFG needs based to save money because some people don’t actually need the money (for example, only one travel award but multiple awards or something similar)
- Holly: easy place to remove cash is the prize associated with the Best Paper awards
- Holly: which such a small bank account we can’t gamble on the Brouhaha; one thing we can think about is getting a sponsor for the event.
- Allison: ERM dues are lower (lower than ChemE division); proposed raising it from \$3 to \$10
- **Moving forward:** Archie, Senay, and Beth are going to work on a plan for moving forward; ideally within a month of the conference so that by ASEE we have a plan. Can’t pull out of FIE 2019 and need to figure it out, especially given the upcoming international conference
- Beth: there’s some fluctuation in FIE numbers that are not going to go away. There’s going to be randomness. One idea is for ERM, if you want to keep playing this game, is being able to have a cushion so this can happen again. If ASEE isn’t going to allow you to keep a \$30,000 cushion somewhere then there’s a problem
- Discussion about the waiving of the fee associated with FIE from the CS society; Allison notes that the fee structure is going to change; uncertain what that will mean.
- Marisa: raises question about whether an account has to be associated with IEEE/ASEE
- How many people would consider a cost increase and still consider coming
  - Most of the room
  - Less people in support of student costs going up
- How many people would prefer less food option?
  - Everyone in the room on board; and would prefer removing breakfast
- How many people would be in favor of no T-Shirt, No-bag?
  - Cory: T-shirt needs to display sponsors
- Kerry: Before I’m willing to pay more, I need to better understand the process. I don’t understand how a business model can run without making clear projections.
- Holly: You all are here, why do you come to this conference?
  - Reasons to not come: timing during the semester; more expensive to bring students to this conference; when its international; location sometimes a deterrent; been a lot of repetitive places between FIE and ASEE; major drop in quality of reviews
  - Reasons to come: I had a student who wanted to present; I couldn’t get a paper into ASEE and this was my backup; the size and the time between sessions to network; special sessions; you can risk take in sessions more here; like the international flavor
  - Marisa: “I would like to see more cuts come from the sit-down meals than the coffee and tea breaks:
- Holly: How could we attract more people from ERM to come
  - Allison: We’re gotten away from “Birds of a Feather” sessions
- Holly: need to get the message about what FIE is trying to accomplish more clearly
  - Brent: I wouldn’t resubmit a WIP if it’s a poster and presentation again; could invite people with ASEE WIPs to submit FIE full papers
  - Taking the best from FIE and integrating it into ASEE might present some challenges
- Marisa: Is it possible to keep the WIP part open later for submission?

- Aditya: That's what CS conferences do. They have the main thing, and then a second thing for WIPs. They have the proceedings proceedings, and then the extended abstract proceedings.
- Nadia: One of the reasons I stopped coming was because I do qualitative research and the page limit is very restrictive.
- Holly: Are there other best practices from conferences?
  - Monica: CoNECD had sessions that are shorter, so the papers held together better. When you're trying to fill an hour and a half or two hours, the papers get very random; could have more cohesive sessions.
  - Allison: I really like the round table sessions of AERA; could potentially create a conversation space for people with funded projects in a similar space.
  - Nadia: I really like the non-copyright so I can come bring journal article ideas.
  - Aditya: CS has a program committee, which has sub-committee to tackle reviews. It becomes a practice overtime when they rotate; you get much better quality and it becomes more than just being a reviewer.
  - Tris: I've been to a conference where there's a six-slide template that you get and everyone uses it.
- Beth: Reiterated the need to be patient with the WIP process
- Beth: summary of where abstracts come from:
  - 171 from ERM; 121 from CS; 405 from Ed Society; 188 not claimed
  - Allison: Why are we paying the CS society so much if they're the smallest contributor?
  - Beth: They take care of a lot of the administration
- Kerry raised question about engaging other ASEE divisions beyond ERM in moving these numbers up.

*Motion to approve the adjourn; approved unanimously*

5. Opportunities to Get Involved with ERM
  - a. Standing Committees: Nominating, Diversity, Best Paper, AFG
  - b. Special Committees Emerging from the ERM Business Meeting and Director Efforts
  - c. FIE Steering Committee
  - d. Vice Chair for FIE 2020
  - e. Dasher Award for FIE (3-year term)
  - f. Apprentice Faculty Grant Co-Chair for FIE 2019
  - g. Workshop, Panels and Special Sessions Chair for FIE 2019
6. Other Business
7. Brainstorming and Planning

## **Consent Agenda Reports**

**Chair** - *Submitted by Holly Matusovich on October 4*

Unfortunately, we face a difficult financial situation this year. You will see in the report from Tamecia Jones that we have a balance of \$20,563.08 after ASEE. However, we still have to pay the outstanding balance from FIE 2017 which totaled \$15,177.85. This will leave us an account balance of \$5,385.23. A big thank you to Tamecia for getting the financials early so we can talk about them at FIE. The quarter closes September 30<sup>th</sup> and reports normally emerge sometime later.

To reiterate from our meeting at ASEE in 2018, we have typically profited from FIE. In fact, FIE has typically covered most of our annual operating expenses. Unfortunately, as you will see in the report from Beth Eschenbach, FIE is projected to lose money again this year.

All of this information is emerging right now and the ERM Board will need a virtual meeting to make some difficult decisions. I plan to use some time at this meeting at FIE to brainstorm ideas.

At the same time, I have asked the FIE Steering Committee look very hard at the operational financials of FIE as a whole. ERM simply cannot afford continued losses. I should receive a report from the Steering Committee within a month outlining steps that will be taken to better understand the financial situation. I have also asked that many of the issues be resolved by ASEE 2019 so ERM can make a choice about our role in FIE going forward. The ERM representatives to the Committee (Senay Purzer, Archie Holmes, and a position to be filled as Beth Eschenbach has completed her term as of this conference) are working on behalf of ERM.

In the spirit of continual approval within ERM, the Directors will be taking on projects associated with our meeting at ASEE last year regarding our review process, the Brouhaha, and Graduate Student Engagement. Additionally, I will be working on collecting and consolidating our living documents (e.g., those on roles and responsibilities) in support of a centralized and easy to access repository along with a centralized calendar of what needs to happen when throughout the year.

I look forward to a challenging and productive year fueled by the commitment and energy of the ERM community.

**Secretary/Treasurer**- *Submitted by Tamecia Jones on October 2*

The division made income (\$150) from the workshop at ASEE, and that was transferred into the division's account September 2018. We normally get quarterly financials at the end of the quarter, so an expected quarter report would occur on September 30, 2018 and then get sent to us later. Due to our outstanding balance with FIE and the timing of FIE this year, we were able to get a report as of September 27, 2018 so we would have the most accurate balance to present for decision-making. That outstanding FIE bill approximates \$15,200.64.

Account balances as of September 27, 2018 are as follows:

BASS Account: \$ **20,563.08**

Operating Account: \$0.00. (Allocation net activity is 0.00 from 10/1/2017 to 9/30/2018)

This BASS account balance reflects all resolved Brouhaha expenses (flyers, plaques), paper awards, faculty grants, and the recurring ASEE Administrative Fee (30% of incoming funds

from external sources). The ASEE Annual Conference had a net of \$6,827.50 after Brouhaha expenses. We have had revenue of \$3448.90 and expenses of \$15,271.71, year to date.

**Vice Chair for ASEE 2018-** *Submitted by Deb Grzybowski on June 7, 2018*

We have identified our Distinguished Lecture speaker and that person has accepted. We are working on the proposal.

**Vice Chair for ASEE 2018-** *No Report Submitted*

**Vice Chair for ASEE 2019-** *Report Submitted by Jay Pembridge on October 3*

Brouhaha planning underway.

**Vice Chair for FIE 2018-** *Submitted by Beth Eschenbach on October 3*

**Below are the new changes to FIE 2018 we tried this year.**

- PhD Symposium on Wednesday
  - About 30 students participated, about 50% international
  - Will occur in Cincinnati
- WIP postcard sessions with mini-poster sessions
  - need to improve communication of expectations with authors
  - need to improve communication of expectations with moderators
  - other conferences are trying similar sessions with success
  - will occur again in Cincinnati
- CO-TPC Chairs for a total of 6 TPC with a senior and junior for each society
  - Usually worked. Need to clarify roles

**Challenges we had this year**

- Plagiarism, mostly self plagiarism. IEEE requires no more than 25% from a single paper. There were about 23 full papers papers and 16 WIPs with over 35% of content was from another paper (including citations).
- Steering Committee dealt with the most egregious. Others were asked to re-write.

**Statistics**

Numbers for San Jose are tentative. The rest of the numbers are from final reports at ASEE conferences at the Open FIE meeting. Please note surpluses and overages at the bottom. Please note that FIE after this year will work with IEEE and not IEEE CS, so fee structure will change.

	San Jose (2018)	Indy (2017)	Erie (2016)	El Paso (2015)	Spain (2014)
total registered	662	390 (30 comps)	519 (26 comps)	509 (17 comps)	571 + unknown comps
Total submissions (including withdrawals)	911	675	854	757	
Rejected abstracts	18				
Accepted abstracts	871	639	698	721	
Papers received	649	487			
Papers Accepted	579	332	412	462	
Expected papers	536	303	393	396	
Deficit	7K-20K	\$45,433.70	0	0	
Overage	0	CS fee was not waived.	\$47,772 (CS Fee probably waived)	\$61,746.52 (CS Fee probably waived)	\$61,746.52 (CS Fee waived)

Data by country type, paper topic, etc. also available and will be posted to the ERM website.

**Vice Chair for Publications-** *No report.*

**Nominating Committee Report-** *Submitted by Monique Ross on September 29*

No updates to report.

*Added by Holly Matusovich on October 3-*

We will be electing a new Division Chair and two Directors this year. Consider think about nominating someone or self-nominating when the call comes out!

**Apprentice Faculty Grant Committee-** *Submitted by Jennifer Bekki*

No updates to report.

**Helen Plants Award Committee-** *Submitted by Jaqi McNeil on September 26*

There are 16 special sessions this year. I plan on attending as many as possible to be able to judge the sessions for the 2018 Helen Plants award.

**Dasher Award Committee-** *Submitted by Emily Dringenberg on October 2*

81 papers were nominated (at least once) to be considered for the Dasher award. For the top 25, each paper has been read in full by at least 2 members of the committee and discussed—we will visit the presentations of ~15 to select a winner based on paper + presentation. We are individually reviewing the others briefly (those not in the top 25) to make sure we don't miss any great papers that may have had reviewers who didn't know to nominate.

**Best Paper Award for 2018 ASEE Conference** *Submitted by Jake Grohs on September 28*

No updates to report.

**Diversity Chair-** *Submitted by Beth Cady on October 2*

Added diversity and my inclusion language to the call for papers for 2019.

**Directors-** *Submitted by Samantha Brunhaver on September 27*

The directors have discussed proposing a workshop for ASEE 2019 focused on early career faculty development. Rich Felder and Rebecca Brent won't be delivering their usual "getting a head start workshop" for new faculty, so we thought this might help fill that gap. Another idea is to offer a workshop focused on welcoming folks into the division, similar to the one Courtney Faber organized last year. We're working on finalizing these plans, as well as plans for the division mixer and lunch with champions.

*Addition by Holly Matusovich on October 3:*

Extending the conversation from ASEE, the directors will be tackling three projects this year as follows:

Review Process Improvements: Allison Godwin and Matthew Verleger

Brouhaha Improvements/Guidelines: Samantha Brunhaver and Aditya Johri

Graduate Student Engagement: Justin Major and Director at Large To Be Named