

FIE 2019 ERM Business Meeting
Marriot Kentucky
Thursday, 10/17, 3:30-5:00PM

Taken by: Hassan Al Yagoub

1. Welcome & Review of Agenda- Sarah Zappe

Motion to approve note from the last meeting; approved unanimously

2. Consent Agenda (attached as appendices)

Motion to approve the consent agenda; approved unanimously

3. Introductions Around the Room
4. Updates

Financial situation:

- Holly Matusovich will be leading a task force to balance the financial budget along with Matt Ohland.
- Last year at this time we had about \$5,000.
- Our current balance is just over \$11,000
- Report is 3 months behind but we are in a better position than last year.
 - Few outstanding expenses pending.
 - In-flux from FIE and is expected from this year as well but not likely in 2020.
- Three recommendations for 2019-2020.
 1. Raise dues (1400 members).
 - Currently \$3 and suggest raising to \$7 or \$10.
 - Large group of divisions charge \$5
 - A few divisions rates are at \$7 or \$10.

Rate	Total Annual Dues
\$3	\$4,200
\$5	\$7,000
\$7	\$9,800
\$10	\$14,000

- Holly provided a summary of ASEE 2018's expenses (total expenses: \$15,650):
 - Lunch of Champions: \$1,350 (totally ERM sponsored)
 - Brouhaha food + entertainment + venue - tickets: \$2,500
 - Anonymous donation helped to break even.
 - Apprentice Faculty Grants: \$8,700 (for 4 which includes \$2,000/person to travel, books & ice cream social)
 - Best Paper awards \$2,600 (\$1,000 per paper plus plaques)
 - Workshops sponsorship for \$500

- Holly discussed the 2019 financial plan:
 - Breakfast of Champions: \$0 (BYOB)
 - Brouhaha is planned to be cost neutral (\$2,000 budget is set just in case).
 - Apprentice Faculty Grants: \$1000
 - Best Paper Awards: 1 plaque and 1 ticket to Brouhaha (eliminated the financial award).
 - Anticipated (printing, etc) and unanticipated expenses.
 - Cost of ASEE:
 - In 2018: \$15,650
 - In 2019: \$2,000
 - Current Balance is \$10,000
2. Services to bring back:
 - Bring food back to the breakfast of champions (\$1,200)
 - Raise AFG award amount (\$1,000/4 extras) = \$4,800
 - 2018: \$2,000 in travel (plus social and book) = \$8,700 for 4
 - 2019: \$250 (plus social, book)
 - Leave \$2,000 for the aforementioned Brouhaha contingency
 3. Services to be reduced or not added:
 - Cash for best paper awards.
 - Honoria for Distinguished Lecture
- Budget Outlook:
 - Total spending will be \$8,000 (9,800 from dues – ASEE “taxes”)
 - 2020: leaves \$2,000 plus proceeds from dues (\$1,000) at the current rate + rate increase.
 - To become sustainable going forward, Brouhaha should stay nearly cost neutral and there should not be any short-comings for FIE.
 - Changing the bylaws.
 - Changing the process for approving change in dues.
 - So we are no longer required to wait for 45 days.
 - No longer need to have full membership vote.
 - Changing the (he/she) language in the bylaws.
 - Check the bylaws for any errors
 - Next Steps: Raising Dues
 - We are on the low side of the dues fees where there are divisions that ask for ~\$10.
 - Women in engineering raised dues from \$3 to \$7 and there was a loss in membership numbers that took 4 years to recover.
 - A discussion on whether the rate should be \$7 or \$10 and whether the increase should be incremental or a one increase to \$10.
 - An increase to \$5 wouldn't balance the budget and won't add much value.
 - A concern regarding a significant loss to student members and the possibility to have graduate students have a separate rate.
 - Holly and Matt to discuss the feedback from the meeting.
 - One of the items suggested was having a survey to check all members' feedback.

- Communicate with Stephanie whether we can allocate in the website a donation section.
- Courtney Favor and Rachel Anderson had a discussion about what to do to the AFG awards. One of the challenges was having dual purposes. A discussion among attendees involved the following:
 - Should this award involve graduate students in engineering education and whether they don't need mentorship.
 - What the focus should be? Whether it should be on those who don't have a mentorship or on emerging scholars.
 - Currently 9 have applied for the award.
 - Historically 3-4 have been awarded where it depends on the pool and the funding.
 - A discussion on whether different awards should be offered? A concern was raised that this may separate the community into two distinct populations.
 - A discussion on the purpose for faculty fellow and how it evolved to become similar to AFG.
 - Attendees wrestled with the tension between incorporating someone into the field "someone entering the field/first year in the role" versus someone applying to the AFG after their 3rd or 4th year in the field.
 - A suggestion was provided to demystify the process, by having a video to help the application process similar to the NSF grant.
 - This feedback to be communicated back to Courtney and Rachel.
 - The current expectations from the mentorship is vague and should be clarified.
- Engage with REEF about networking and bring people from REEF into ERM events.
- Kerry Douglas will be in charge of the upcoming Bruhaha
- There are many ASEE level awards, and we should be strategic into scoping how to nominate people for them.
- The current ERM goals include:
 - 1- Financial stability.
 - 2- Making sure the community feel welcoming
 - a. Have some of the people from the leadership "executive board" use their photos in their communications.
 - b. Revisiting the naming of the Bruhaha since it doesn't strictly involve alcohol.
 - i. Members discussed how the name can cause complications with universities finance offices when it is expensed.
 - 3- Making sessions more interactive → following more contemporary approaches.
 - 4- Planning the awards and why they are awarded.
- Motion to adjourn.
- A group photo was taken.

Appendix

- A. Meeting Agenda, distributed
- B. Consent Agenda items

ASEE ERM Business Meeting
Held during the 2019 Frontiers in Education Conference (FIE)
October 17, 2019

Agenda:

1. Welcome and review of agenda
2. Introductions around the room
3. Consent Agenda (Attached)
4. Update on Finances (Holly Matusovich)
5. Update on AFG Award (on behalf of Courtney Faber and Rachel Anderson)
 - Discussion of new possible website language
6. Opportunities to get involved with ERM
 - Standing committees: Nominating, Diversity, Best Paper, AFG
 - Vice Chair for FIE 2021
 - Vice Chair for ASEE 2022 (starts with planning the Brouhaha for ASEE 2021)
 - New Faculty Fellows Committee for FIE 2020 (Pending)
 - Members of task forces relating to strategic goals
 - Director at Large (likely focusing on ASEE level awards)
7. Strategic Goals Discussion

The ERM Division will:

- Be financially stable and rebuild reserves.
- Be perceived as a community where its members feel welcome, included, and that they have a voice.
- Be leaders in having conference sessions that are interactive, innovative, and engaging.
- Have a greater number of members who are nominated and potentially win ASEE awards.

ASEE ERM Business Meeting

Held during the 2019 Frontiers in Education Conference (FIE)

October 17, 2019

Consent Agenda Reports

Chair - Submitted by Sarah Zappe

Greetings, ERM members! I'm very excited to lead my first ERM Business Meeting at the FIE Conference. The majority of my time so far has been spent getting up to speed with ERM tasks and responsibilities. I've spent a lot of time identifying and inviting individuals to participate in critical roles for the Division. We have a great group of people who have been volunteering to help. Thank you to all of you who have agreed to volunteer and to those who have already been volunteering. I know you are all busy people, so your time and work are much appreciated by me and the entire division.

I also wanted to thank Holly Matusovich, previous past chair, who has been meeting with me and sharing materials to get me up to speed. One of the most critical issues facing us right now concerns our finances. As Holly mentioned during our last several business meetings, ERM has been in a difficult financial situation. Given her strong knowledge of ERM finances, she will be leading a Task Force to help get the financial situation under better control. As you can see in her report below, our finances have slightly improved although we are still not where we were several years ago.

For those of you who are new to the ERM Division, in the past we have typically profited from FIE. Participation in the conference had provided with us with income to cover many of our operating expenses. However, the FIE 2017¹ resulted in a financial loss, which impacted our income. As of now, we are in a much better place than we were a year ago, but we still need to be frugal with our spending which means making some difficult decisions. Finances will be an agenda item at this year's business meeting.

I am excited to roll out a new strategic plan and am hoping to receive some feedback from many of you during the business meeting. There are several items that I feel are critical for ERM right now. First, I would like to work on making ERM more welcoming and inclusive for ALL members. All of our members should feel welcomed and that they have a voice in this community. Second, I would like to see our division taking the lead on having sessions that are developed in consideration of contemporary educational and psychological theories. We know that the best way for people to learn is not typically lecture...and yet the majority of our sessions are complete lectures! I'm hoping we can be leaders in having innovative and interactive sessions during ASEE. We will be discussing these strategic plan items during the Business Meeting.

I also would like to acknowledge the hard work of several ERM leaders who review many of our processes and events (the Brouhaha, AFG award, graduate student engagement,

¹ Note: This has been revised to reflect that only the FIE 2017 conference resulted in a loss. Previously, the report had said both 2017 and 2018 conferences resulted in a loss.

etc.). The results of these reviews are just coming into place now. We're working to consolidate and use this information to better our events and processes. One of these is the AFG award, which will be an agenda item during the conference.

I look forward to working with many of you during the next two years. This is an amazing community built by members who have passion and energy for improving engineering education. Enjoy the conference!

Secretary/Treasurer- *Submitted by Tamecia Jones*

There have been a few ASEE staff changes this year as well. As a reminder, we paid the overage from FIE from 2018, but that meant we needed to be conservative in planning 2019. We trimmed activities and awards budgets this year. We attempted to disburse award stipends prior to ASEE instead of reimbursements after ASEE, and we would like to extend this action to all expenses for ASEE Brouhaha if possible. We piloted a strategy of leaving a list of award winners at the door of Brouhaha and reimbursed tickets which had already been purchased. We had a saving grace as a result of an overage from 2018 FIE of \$4188.06 after we planned to operate on an approximate budget of \$6000, putting us close to \$10,000 going into ASEE for planning.

Account balances as of June 30, 2019:

BASS Account: \$10, 935.54

Operating Account: \$1282.00 (closed permanently)

ERM Brouhaha cost \$9106.32 from the BASS Account and \$1432 from the Operating Account, totaling \$10, 538.32. We had \$9110 in ticket sales, meaning approximately 121 paid attendees. There was an anonymous donation/sponsor of \$1500.

These totals do not reflect any transactions that took place in July, August, or September 2019. All ERM expenses for food, facility, and deposits were disbursed prior to ASEE 2019, so outstanding expenses are plaques and prizes since only 1 of the AFG awards were disbursed so that winners could use it to travel.

Task Force on ERM Finances – *Submitted by Holly Matusovich*

Although ERM finances are looking better thanks to income from FIE 2018 and our savings measures at ASEE, we still have work to do. Examining dues rates for other divisions, ERM is on the low side so an increase from \$3 to \$5 or \$7 is recommended. This will be a topic for discussion at the ERM Business Meeting. We will also review associated changes to the by-laws.

Vice Chair for ASEE 2019 - *Submitted by Joyce Main*

We have identified our Distinguished Lecture speaker and that person has accepted. We are working on the proposal, and will send that to Jay Pembridge to upload. We are also waiting on information regarding the honorarium/travel allowance for the Distinguished Lecturer pending the task force on ERM finances.

Vice Chair for ASEE 2020 – *Submitted by Jay Pembridge*

As of October 15, we have received 256 abstracts (up from 236 from last year) and 236 reviewers have agreed to participate. Announcements for the call for abstracts have been included in the ERM newsletter and two separate emails have gone out to ERM members

and previous authors encouraging them to submit to the division and/or review papers. I will update ERM leadership with final numbers once the abstract window is closed.

For ASEE 2020, We are planning to continue offering Breakfast with Champions. This will be a ticketed and free event. Attendees will be encouraged to bring their own breakfast.

In comparison to previous years, the business meeting for ASEE 2020 will be moved to 3:30 - 5pm on Tuesday during a technical session time block. This is a result of ASEE offering a focus on exhibits happy hour on Tuesday during the previous business meeting time slot. The alternative was 7-8am.

Vice Chair for ASEE 2021 - Submitted by Kerrie Douglas

Planning for the Brouhaha for Montreal in 2020 is currently underway. One concern is that Montreal is an expensive city to plan an event in.

Vice Chair for FIE 2019 Submitted by Ale Magana from input from Rachel Kajfez.

- Vice Chair for FIE 2019- Alejandra Magana
- Vice Chair for FIE 2020- Rachel Kajfez

Below are the changes implemented in FIE 2018 and kept for FIE 2019

- PhD Symposium on Wednesday
- CO-TPC Chairs for a total of 6 TPC with a senior and junior for each society
 - Still need roles to be clarified
- WIP will be presented as 5-minute postcard presentations along with poster sessions

Changes for FIE 2019

- The conference General Chair (P.K Imbrie) was more involved and in communication with the TPC. We held monthly meetings.
- The chair of the TPC was James Harland, IEEE Computer Society. Last year was an ERM member (Beth Eschenbach).
- The conference program was planned mainly by James with assistance from Steve Frezza and I believe P.K. assisted too. Last year all TPC members participated in the process.
- This year the WIP sessions will have six papers as opposed to eight papers.

Challenges we had this year

- The timing of when papers were due was a challenge this year. The timeline was moved up this year, but many extensions were given so it ended up being the same as in years past.
- Need to improve communication of expectations with authors, mainly with WIP authors. Final decisions about the presentation format were decided at the last minute, after identifying number of WIP papers to be presented by sessions. Even though a decision was made to kept the postcard and the poster format, this had not been communicated to authors besides through the website.
- It was not clear whether authors needed to submit slides or not for their presentations. Was that optional or required? Also, the deadline to upload the slides kept moving.
- There was an issue with some authors from California who couldn't attend the conference. This delayed the publication of the final program because papers needed to be moved around.
- Conference registration for TPC members was never clarified. Last year the registration was waived. This year was not waived and that is ok, but TPC members were not informed about

that change (resulting in late registration). I asked P.K. during a meeting and that is when he mentioned that only the primary people would have their registration waived. A formal notice to TPC members never came out, and it was never clarified who would get the registration waived.

Vice Chair for Publications – Submitted by Micah Landes

- Changed over from Geoffrey to Micah in June 2018, including access to ERM website/Wordpress site from ASEE HQ
- At ASEE 2019, Geoffrey printed 200 brochures, 600 bookmarks, 100 distinguished lecture programs
- HELP REQUEST: ideas for additional publication projects to support ERM

Nominating Committee Report – Submitted by Nicole Pitterson

No report.

Apprentice Faculty Grant Committee – Submitted by Courtney Faber and Rachel Anderson

Given the changing landscape of engineering education across the country, we thought it was important to review the AFG program. This review was also initiated because of differences in the ways reviewers assessed applicants in 2019. In order to begin thinking about updating the AFG program application description and reviewer criteria, we wanted to get feedback from the ERM community on AFG.

In August, we sent a survey out to the ERM community to understand how the community defines the goals and purpose of AFG. We received 9 responses from which we identified the following ideas:

- 1) AFG is a way to connect people to the community
 - a. Brings new people into ERM
 - b. Connection to senior mentor
- 2) AFG provides recognition as an emerging scholar
 - a. Within their department
 - b. Within the broader community

These two ideas align with the ways different reviewers provided feedback about the awards. Moving forward, we recognize there is a need to clarify the goals of AFG within the materials that are provided to both applicants and reviewers. As we are doing so, we want to think about the relationship between these two goals – is one higher priority than the other or are they equal priority?

Helen Plants Award Committee – Submitted by Brooke Coley

Brooke will be leading the Helen Plants Award Committee for the first time during the 2019 conference. She's currently working to learn the processes and procedures for this role.

Dasher Award Committee – Submitted by *Emily Dringenberg*

The Dasher Committee had six papers nominated. As of October 8, the committee was reviewing the papers. The committee will attend presentations at the conference. It is expected that the winning paper will be selected by the conclusion of the conference (or shortly thereafter).

Best Paper Award for 2019 ASEE Conference – Submitted by *Jacob Grohs*

Work completed in spring of 2019. No additional report.

Diversity Chair – Submitted by *Beth Cady*

No report

Director Reports

- Aditya Johri (Director) – No updates to report.
- Samantha Brunhaver (Director) –

The ERM Directors sought feedback on the ERM Brouhaha event for future planning purposes via a brief online survey. A call for participation was run in the ERM Announcements during the month of August. The survey was designed to take 5-10 minutes and had 8 questions. The following topics were covered:

- Which of the previous four ERM Brouhaha events the respondent had attended
- Reasons for non-attendance at these events
- Satisfaction with various aspects of the event
- Likes/dislikes about past events
- Ranking of various decision factors for whether to attend
- Preferred price of a ticket to the event
- Likelihood of attending or recommending future events
- Any other comments or feedback respondents wanted to share

A total of 54 members responded to the survey. Sam and her team put together a detailed report summarizing the survey results. This report was made available to the other directors, and the Vice Chair for ASEE for 2021 who is currently planning the Brouhaha. The following are the key take-aways from the survey:

- As a general note, many respondents acknowledged the time, effort, and dedication that goes into organizing the ERM Brouhaha each year. There was much gratitude expressed for the past ERM vice-chairs who have fulfilled this role – to these individuals, from all of the respondents, thank you!!!
- Non-attendees do not attend because: (1) the ticket price is too high and can exceed the per diem expenses allowable by their institution, and (2) they perceive the event as being cliquish or by invitation only.
- Having the Brouhaha at a unique venue away from the conference center and hotels is a major selling point for “regulars” (those who have attended 3-4 Brouhaha events in the past four years). They are generally dissatisfied, however, when the quantity of food and drink, or the quality of the networking opportunities afforded by the event, suffers as a function of the venue. Some pointed out that the value of the venue is also limited if it is after-hours and the main

- attractions are closed, or if they are too tired to enjoy it after a long day of walking and standing. Respondents instead want ample food and drink, adequate lighting and space, and seating for everyone. Several suggested having a sit-down dinner similar to the New Orleans and Columbus events.
- “Newcomers” (those who started attending in the past two years) and “leavers” (those who haven’t attended in the past two years) were more dissatisfied than regulars with their physical comfort at the event and the ticket price. Leavers were also more dissatisfied with the accessibility of the venue and the family friendliness of the event. Compared to the regulars, the uniqueness of the venue matters very little to newcomers and leavers; they would rather attend other division’s social events for networking opportunities because those events have been more affordable.
 - Newcomers, leavers, and regulars all commented about the event makes them and others feel excluded. Tickets are difficult to come by and expensive, which has the potential to exclude early career members. There is also a perception that our division is “cliquish and [rewards] insiders repeatedly while excluding outsiders.”
 - Regulars would pay an average of \$60 and upwards of \$100 for a ticket, whereas non-attendeess, newcomers and leavers would pay an average of \$50-55 and upwards of \$60-65.
 - While many respondents plan to attend future Brouhaha events, still others will be watching to see if changes are made or if their friends and colleagues plan to attend before deciding to attend in the future. Some regulars commented that, even though they would attend the event no matter what, it is becoming increasingly difficult to recommend the event to others because of how inconsistent the event has been over the past few years.
- Stephanie Cutler (Director) – No updates to report
 - James Huff (Director) – Update on Interdivisional Town Hall: The ASEE interdivisional town hall is in early planning stages, but the committee is focusing on connecting the session to the Engineer of 2020.
 - Justin Major (Director-at-Large for Graduate Student Engagement)
Justin reached out to the Student Division to see what their needs are from ERM and is awaiting feedback.

Addendum: Consent Agenda Item from ERM’s FIE Steering Committee Members – Provided by Archie Holmes

Background

Historically, the Frontiers in Education (FIE) Conference is a well-respected international conference on engineering and computer science education. The goal of its sponsoring organizations (ASEE ERM, IEEE Computer Society, and IEEE Education Society) is to unite to create an inclusive venue where excellence in research, teaching, and creative activity are valued. The goal of the FIE Steering Committee, which provide management and oversight, is to achieve these goals while operating the conference in the black and returning any revenue to its sponsoring organizations.

In four of the past five years, FIE have operated in the black. The exception was the 2017 Conference operated at a significant deficit.

Changes made for FIE 2019 (and future conferences)

Over the past couple of years, the FIE Steering Committee has made two major changes to reduce the changes that the conference will operate in the red in future years. These are listed below.

Registration Fee Changes

Category	Prior to FIE 2019	FIE 2019
Advance Member Registration	\$500	\$600
Member Registration	\$625	\$720
Advance Nonmember Registration	\$645	\$720
Nonmember Registration	\$785	\$865
Advance Student Sole Author Registration	\$500	\$600
Student Sole Author Registration	\$625	\$720
Advance Full Time Student Registration (Copy of ID required)	\$350	\$350
Full Time Student Registration (Copy of ID required)	N/A	\$450
Advance Retired or IEEE Life Member Registration	\$350	\$350
Late Retired or IEEE Life Member Registration	N/A	\$400

In addition to increasing revenue for the conference, the Steering Committee believe that this might drive nonmember registrants to sign up with the societies.

Change in Conference Management within IEEE

In the past, IEEE Computer Society provided this support. There is a fee associated with this service. In some years this would be waived. In the more recent years, they have not waived this fee (in the neighborhood of \$15,000) even when this would mean that the conference could operate in the red.

Starting with FIE 2019, the Steering Committee decided to move this support between IEEE Education Society (who does not charge a fee) and IEEE Computer Society.