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ASEE Industrial Engineering Division

**Minutes
June, 25, 2003, 12:40 p.m.
Nashville, Tennessee**

1. Approval of Agenda

The meeting began with the distribution of the agenda, and minutes from the 2002 business meeting. Modifications to the agenda were accepted with a 3.5 section added to discuss the “Distinguished Lecturer” session.

2. Introductions

Kim LaScola Needy asked for introductions, and attendees introduced themselves. Attendees included the following:

Rick Jerz – St. Ambrose University
Geoff Egekwu – James Madison University
Robert Marley – Montana State University
Siggi Olafsson – Iowa State University
Joe Emanuel – Bradley University
Dennis Kroll – Bradley University
Paul Givens – University of South Florida
Dennis Kulonda – University of Central Florida
Charles Thompson – Northwestern University
Henry Wiebe – University of Missouri, Rolla
Jerry Westbrook – University of Alabama, Huntsville
Kim Needy – University of Pittsburgh
John Ballard – University of Nebraska
David Elizandro – Tennessee Tech University
Bill Peterson – Old Dominion University
Bob Braswell – Florida A&M – FSU College of Engineering
Jessica Matson – Tennessee Tech University
Sharon Johnson – Worcester Polytechnic Institute
Don Merino – Stevens Institute of Technology
Ali Shaykhian – NASA-KSC
Cecelia Wigal – University of Tennessee, Chattanooga
Susan Scachitti – Purdue University, Calumet
Bob Mayer - U.S. Naval Academy
Judith Norback - Georgia Tech
Terry Collins, University of Arkansas

3. Approval of Minutes from the 2002 Meeting – All

Kim LaScola Needy presented the minutes to the attendees and opened the floor for discussion. The possibility of having a box lunch available for future IE Division meetings was discussed. Jessica Matson volunteered to check on the cost of box lunches. Members approved giving the division chair and program chair authority to arrange for lunch for the 2004 IED business meeting, including consideration of a lunch subsidy by the division. Following discussion the motion was made by Susan Scachitti and seconded by Donald Merino to accept the minutes. The motion passed unanimously.

3.5 Distinguished Lecturer

An item was added to the agenda to discuss whether to participate in the Distinguished Lecturer session. This would be a joint session with Entrepreneurship, Engineering Economy, and Engineering Management. After much discussion it was decided to table this agenda item so that more information can be gathered before making a decision.

4. Division Chair Report – Kim LaScola Needy

Kim LaScola Needy proceeded with the Division Chair report. Currently there are approximately 275 members in the division, which is unchanged from the previous year.

Kim provided a brief overview of announcements and information from the PIC meeting.

- a. The locations for upcoming conferences include:
 - 2004 – Salt Lake City, Utah
 - 2005 – Portland, Oregon
 - 2006 – Chicago, Illinois
 - 2007 – Honolulu, Hawaii
 - 2008 – Pittsburgh, Pennsylvania

- b. It was discussed on providing a one-day registration rate for those that just wanted one day of conference activities.

5. Review and Voting on Proposed IED By-Laws Changes – Kim LaScola Needy

Kim passed out a copy of the By-Law changes/revisions for review. Discussion followed on additional revisions to the By-Laws.

Section 8.b, The timing of when the amendments were to be sent to the members prior to voting was discussed. In the By-Laws it reads ...Division no later than thirty day before they are to be voted on. Dennis Kroll discussed changing from 30 days to 15 days. Susan suggested that we change from 30 days to one week, but felt this would be too short.

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The motion was made (Dennis Kroll) and seconded (Jerry Westbrook) to change from 30 days to 15 days. The motion carried.

Section 8.b, The motion was made to strike the words “by letter or in a publication” from the Amendments section. The motion carried.

6. Program Chair Report – Susan Scachitti

Susan presented that the sessions were well represented even though a couple overlapped. She mentioned that the poster session was canceled, and there was some discussion that the decision was made by PIC chairs.

Overall there were 47 abstracts, 2 withdraws, 9 rejects, and 29 accepted. A poster session would have been beneficial to cover the overflow of abstracts.

7. Newsletter Editor Report – Jessica Matson

Jessica announced that two newsletters went out this past year, one each in the spring and summer. A draft of “Call for Papers” was passed out to the meeting attendees. The poster session was discussed again, and a meeting participant suggested an interest in having a “lean” session. A survey of potential session topics was also distributed, and members were given the opportunity to complete the survey.

A handout from the ASEE conference was passed around showing abstracts submitted and sessions scheduled by division. The IE Division had one of the highest numbers of abstracts submitted per technical session scheduled. (Note: One technical session and one workshop requested by IED were dropped by ASEE.) A total of 15 session times was available during the conference. No 12:30 Wednesday session will be scheduled due to the IED business meeting. All IED technical sessions are jointly sponsored by Engineering Management and Engineering Economy divisions. Unfortunately, one of the IE technical sessions and the EM business meeting were scheduled during the same time slot.

8. Secretary/Treasurer’s Report – Terry Collins

As of 3/31/2003 the ending BASS Account balance was \$11,233.81 and the Operating Account balance was \$410.49. These balances did not include the following payments:

- 1). Two check requests for the best paper award winners in 2002 and 2003 for Jennifer Turns (\$250), and Judith Norback (\$250).
- 2). A payment of \$74.33 to Dennis Kroll for the ASEE-IED plaques.
- 3). Our support in the Journal of Industrial Engineering Design for 2002 and 2003 for a total of \$500.

The operating account balance will be zeroed out with any deficient payment amounts drawn from the BASS Account.

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9. Journal of IE Design – Dennis Kroll

Dennis made the motion that a \$250.00 disbursement for 2003 be submitted to the JIED to assist with publishing and distribution costs. The motion was seconded, and the motion was put to vote. The motion passed. It was mentioned that the voted and approved amount of \$250 for 2002 has not been received yet, and the Secretary/Treasurer submit a request for a lump sum payment of both years be given to the JIED.

10. IE Division Website – Dennis Kroll

Dennis discussed improvements to the IED website. The site is now easier to access with additional links. Dennis encouraged the attendees to check the website and provide feedback to him on potential improvements.

11. Best Paper Award Announcements – Kim LaScola Needy

2002 Best Paper Judith Norback, Georgia Institute of Technology
2003 Best Paper Jennifer Turns, University of Washington

12. Election of Secretary/Treasurer – Kim LaScola Needy

Siggi Olafsson (Iowa State) was nominated as a candidate for Secretary/Treasurer. David Elizandro moved the nominations ceased, and Dennis Kroll seconded the motion. Siggi was elected at the Secretary/Treasurer for 2003/2004.

13. Installation of New Officers – Kim LaScola Needy

The following offices were installed for 2003/2004:

Secretary/Treasurer	Siggi Olafsson
Newsletter Editor	Terry Collins
Program Chair	Jessica Matson
Chair	Susan Scachitti
Past-Chair	Kim LaScola Needy

14. Vision of the Upcoming Year – Susan Scachitti

Susan discussed her experiences with the role of program chair and hoped to provide sufficient leadership for the upcoming IED activities. She also discussed the awards program, and the ASEE website link to the IED site.

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15. New Business - All

It was discussed that the IED is part of PIC-1 and all papers go to this division. The new outstanding educator award eligibility requirements were discussed. It was determined that the board will re-word the “statement of eligibility.”

16. Adjourn - All

Kim LaScola moved to adjourn the meeting and Jerry Westbrook seconded. The IED business meeting concluded.