Call to Order – Jessica Matson
Jessica Matson called the meeting to order by welcoming everyone to the IED business meeting. Jessica handed out the meeting agenda and provided an overview of key topics.

Introductions - All
Jessica asked the meeting attendants to introduce themselves giving their name and organizational affiliation. Attendees were the following:

- David Elizandro  Tennessee Tech. University
- Jessica Matson  Tennessee Tech. University
- Chuck Edmonson  University of Dayton
- Siggi Olafsson  Iowa State University
- Judith Norback  Georgia Tech
- Kim LaScola Needy  University of Pittsburgh
- Sima Parisay  California Poly – Pomona
- John Ballard  University of Nebraska
- Ed Wheeler  University of Tennessee – Martin
- Scott Grasman  University of Missouri – Rolla
- Don Merino  Stevens Tech
- Bill Peterson  Old Dominion University
- Terry Collins  Texas Tech University
- Andrew Jackson  Texas A&M – Commerce
- Bob Dryden  Portland State University
- Jose Deliz  University of Turabo
- Pat Patterson  Iowa State University
- Paul Kauffman  East Carolina University
- Paul Givens  University of South Florida
- Terri Lynch-Caris  Kettering University
- Jane Fraser  Colorado State University – Pueblo
- Alejandro Teran  Instituto Tecnologico Autonomo de Mexico

Approval of 2004 Minutes – Terry Collins
Terry Collins presented Minutes of the 2004 Division Meeting. A motion to approve the Minutes was made by John Ballard and seconded by Judith Norback. The motion was approved.

Division Chair Report
Jessica made general comments on status of the Division. She indicated that the Division has 287 members and 67 of those members attended this ASEE conference this year. Jessica also discussed the problem of tickets available for the luncheon. Of the 30-40 tickets that were requested from ASEE, only 20 were allotted to the IE Division for purchase.

Program Chair Report
Terry Collins also presented the Program Chair Report. Terry indicated that the IE Division has 30 abstracts submitted; of those, 28 were accepted and 20 papers were
presented. Terry indicated that, for planning purposes, each division will have 1 less session in the 2006 conference than the number offered at the conference this year. However, according to comments by Terry, PIC I Chair J P Mohsen, indicated that because of the degree of collaboration between the Engineering Economy, Engineering Management, and Industrial Engineering Divisions, these divisions could expect to have a combined total of 12 sessions for next year, the same as this year.

**Newsletter Report – Siggi Olafsson**
Siggi indicated that although there were logistical problems the newsletter should be distributed within the week following this conference (week of June 20).

**Budget Report – David Elizandro**
David presented the current balance of $13,375 in the Bass Account based on Net Income of $995. The Operating Budget has $380. There have been no expenditures from either of these accounts this fiscal year. After some general discussion on the current account balances, Kim Needy made a motion to again subsidize the business luncheon in the amount of $15 per person; the motion was seconded by Terry and approved by a show of hands vote.

**Journal of IE Design**
There was a discussion on the status of the Journal of IE Design published by the IE Department at Bradley University. For several years the Division has authorized $250 each year for cost of publishing the journal. A motion by Judith Norback and seconded by ?? was approved to again fund the journal, contingent upon continuation of the journal.

**IE Website – Siggi Olafsson and David Elizandro**
There was discussion on ASEE support for a Division home page; ASEE will support only basic Division information. Siggi agreed to develop and maintain a division web page at Iowa State.

**Awards Announcement – Jessica Matson**
The Best Paper Award for 2004 went to Brian Norman, Mary Besterfield-Sacre, Bopaya Bidanda, Kim Needy, and Jayant Rajgopal for their paper “A Conceptual Model for Integrating and Synthesizing the Industrial Engineering Curriculum.” There was no winner for the New Industrial Engineering Educator Outstanding Paper Award.

**New Business**
After discussion on awards and the process for selecting award winners, Jessica appointed a subcommittee consisting of Kim Needy, John Ballard, Paul Givens, and Jessica to review the current procedures and make recommendations at next years meeting on any changes to the process. The charge to the committee included the awards criteria, any additional awards, and names for awards.
After discussion on responsibilities of the program chair and length of tenure in various officers positions, Jessica asked that current officers review and make recommendations any changes that may be needed on officer rotation for the Division.

In the election for Secretary-Treasurer, Terri Lynch-Caris was nominated by Jane Fraser and seconded by Terry Collins. Without other nominations, Terri was elected to the office by acclamation.

**Installation of New Officers**

The following offices were installed for 2005/06.

- Secretary/Treasurer: Terri Lynch-Caris
- Newsletter Editor: David Elizandro
- Program Chair: Siggi Olafsson
- Division Chair: Terry Collins
- Past Chair: Jessica Matson

As the incoming division chair, Terry Collins expressed support for work of the committees appointed by Jessica, appreciation for Jessica’s efforts as Division Chair, and commitment to assist Siggi as the incoming program chair.

Without additional business, Terry adjourned the meeting.