

**Meeting Minutes**  
**ASEE IED Business Meeting**  
June 21, 2006 in Chicago, IL  
Approved June 27, 2007

**Call to Order – Terry Collin**

Terry Collins called the meeting to order by welcoming everyone to the IED business meeting. Terry handed out the meeting agenda, 2005 meeting minutes, information on the IE Division Best Paper Award and New IE Educator Outstanding Paper Award.

**Introductions - All**

Terry asked the meeting attendants to introduce themselves giving their name and organizational affiliation. Attendees were the following:

John Ballard	Univ of Nebraska-Lincoln	<a href="mailto:jballard2@unl.edu">jballard2@unl.edu</a>
Terry Collins	Texas Tech University	<a href="mailto:terry.collins@ttu.edu">terry.collins@ttu.edu</a>
Jane Fraser	Colo State Univ - Pueblo	<a href="mailto:jane.fraser@colostate-pueblo.edu">jane.fraser@colostate-pueblo.edu</a>
Sandy Furterer	Univ of Central Florida	<a href="mailto:furterer@mail.ucf.edu">furterer@mail.ucf.edu</a>
S.Keith Hargrove	Morgan State University	<a href="mailto:hargrove@eng.morgan.edu">hargrove@eng.morgan.edu</a>
Andrew E. Jackson	East Carolina University	<a href="mailto:JACKSONA@ECU.EDU">JACKSONA@ECU.EDU</a>
Kim LaScola Needy	University of Pittsburgh	<a href="mailto:kneedy@engr.pitt.edu">kneedy@engr.pitt.edu</a>
Terri Lynch-Caris	Kettering University	<a href="mailto:tlynch@kettering.edu">tlynch@kettering.edu</a>
Jessica Matson	Tenn. Tech. University	<a href="mailto:jmatson@tntech.edu">jmatson@tntech.edu</a>
Donald Merino	Stevens Institute	<a href="mailto:dmerino@stevens.edu">dmerino@stevens.edu</a>
Judith Norback	Georgia Tech	<a href="mailto:jnorback@isye.gatech.edu">jnorback@isye.gatech.edu</a>
Sigurdur Olafsson	Iowa State University	<a href="mailto:olafsson@iastate.edu">olafsson@iastate.edu</a>
Leslie Potter	Iowa State University	<a href="mailto:potter@iastate.edu">potter@iastate.edu</a>
Dave Wyrick	U of Minnesota Duluth	<a href="mailto:dwyrick@d.umn.edu">dwyrick@d.umn.edu</a>

**Approval of 2005 Minutes – Terry Collins for David Elizandro**

Jessica Matson presented Minutes of the 2005 Division Meeting. A motion to approve the minutes was made by Kim Needy and seconded by Jane Fraser. The motion was approved unanimously.

**Division Chair Report – Terry Collins**

Terry made general comments on the status of the Division. He had asked Jessica Matson to attend the PIC chair's meeting in his absence and shared her notes from the meeting. The upcoming conferences will be held in Honolulu, Hawaii, followed by Pittsburg, Pennsylvania; Austin, Texas; Louisville, Kentucky; Vancouver, British Columbia; and San Antonio, Texas.

Terry indicated that the Division has 284 (2.5% of total ASEE members) members and 56 of those members attended the ASEE conference this year.

John Lamancusa, PIC I chair, discussed his role in communicating regarding bylaws, and program issues. He will be setting the agenda in November. Our bylaws were revised in 2003. They should be reviewed every 10 years so we are in good shape. Discussion surrounded the Lillian Gilbreth award. It will be given this year and has a current endowment status of \$32,000. John requested that any operating budget funds (left by Sept 1) should be considered for donating for this national teaching award. The medal will be referred to as the Lillian Gilbreth Medal but the award is actually the national teaching award. The EM Division plans to donate \$250 to this fund.

Jessica Matson reported from the PIC meeting. Room rates will be \$180 in Honolulu. On ASEE membership by discipline, 20% of ME faculty are ASEE members, but only 5% of IE faculty are

ASEE members. Civil Engineering is raising the bar for the paper selection process. They are developing published standards for papers. Acceptance rate for papers to the JEE is 10%. Kim Needy reported that ASEE is developing an on-line journal related to engineering education. This may include multi-media type of applications. The journal editors would like 50% of the articles based on assessment.

For the 2006 conference, divisions could nominate 10% of their papers for best paper. Next year this will decline to 5%.

#### **Program Chair Report – Siggi Olafsson**

Siggi presented the Program Chair Report. The IE Division had 28 abstracts submitted; of those 17 were accepted in regular sessions and 5 papers were accepted to the poster presentation. Other papers were rejected or dropped. He reported that the papers were of high quality. He reported good cooperation with sister divisions Engineering Economy and Engineering Management. Kim expressed concern that many of the papers were not related to engineering education. Papers need to show application to an educational setting. There was some discussion about allowing longer abstracts and being clearer in the call to papers.

For planning purposes the Engineering Economy, Engineering Management, and Industrial Engineering Divisions, should expect to have a combined total of 12 sessions for next year, the same as this year.

#### **Newsletter Report – Jessica Matson for David Elizandro**

Jessica indicated that David said he was confused about his role as newsletter editor. He plans to distribute a newsletter within the week following this conference (week of June 20).

#### **Secretary/Treasurer Report – Terri Lynch-Caris**

Terri presented the current balance of \$14,799 in the Bass Account based on Net Income of \$599.83. The Operating Budget has \$380. The only expenditure was for \$135.89 from the BASS account paid to Kim Needy for IED plaque last year. There were also expenditures for last year's dinner, plaque and new educator paper award.

### **IE Website – Siggi Olafsson**

Siggi mentioned that he has been working on the IED website. There was discussion on the need for dating and archiving information in light of our constant turnover and use the website for a repository. Siggi will email the correct website URL.

### **Awards Announcement – Jessica Matson**

Two awards were presented at the IED dinner last night. The Best Paper Award for 2005 was presented to David Hartmann for his paper titled “A Methodological Approach to Developing Stakeholder Defined Demand-Pull Requirement for Graduate-Level Industrial Engineering Graduates” and runner-up for Marlin Thomas on “Homeland Security and the IE Curriculum.” Terri Lynch-Caris received the New IE Educator Award for her paper titled “Integrating Physical Fitness Research into the Ergonomics Classroom.”

### **New Business**

#### **Best Paper Awards Procedure**

Kim Needy presented a proposal to change the new paper award procedure to be given the same year as the paper is presented. A separate paper proposal was handed out. Discussion surrounded the details of the proposal. Although the presentation is not part of the judging criteria, it is expected that the author will make a presentation at the conference. Kim Needy motioned to adopt the proposed changes with minor modifications as discussed and seconded by Dave Wyrick. The motion passed unanimously. Minor typographical modification is needed:

It was pointed out that, in the description of the IE Division best paper award, section 10, “he” in the second line should be “the.”

#### **New Awards**

Jessica Matson presented ideas for new awards to be considered by board: (1) Best poster award (2) Lifetime achievement award (3) Distinguished service award. EM has named awards of a similar nature. Discussion surrounded giving awards to officers due to their level of service to the division as a means of stimulating interest in the officer position. Discussion surrounded the difference between paper and poster session acceptance criteria. There is a need to communicate to poster presenters about the standards for the poster session.

Terry Collins motioned to support the awards sub-committee to continue their work; the motion was seconded by Judith Norbak. The motion passed unanimously. Members of the sub-committee are Jessica Matson, John Ballard, Paul Givens, and Kim LaScola Needy.

#### **Lillian Gilbreth teaching award**

Terry Collins motioned to support the Lillian Gilbreth award with amount to be determined in discussion. Kim motioned that this should be ongoing financial support without need to vote in the future. Terry suggested a \$500 for one-time contribution out of BASS account for the current year, and John Ballard seconded the motion. The motion passed unanimously. Kim LaScola Needy motioned that the excess money from operating account in the future go directly into teaching award seconded by Judith Norback. There was discussion that the operating account excess will change depending on the year’s financial state and that it should be reviewed periodically. The motion passed unanimously.

#### **Modification of existing officers**

Terry Collins proposed changes to the existing officers. He suggested that the Newsletter Editor no longer be a rotating officer position. The Secretary/Treasurer will rotate into an Program Chair-Elect position and assist the program chair. Jessica Matson volunteered to assist the Newsletter Editor for the year, and Judith Norback also volunteered to assist long-term as the Newsletter Editor.

### **Election of Secretary/Treasurer**

In the election for Secretary-Treasurer, Sandra Furterer was nominated by Jessica Matson and seconded by Terry Collins. Without other nominations, Sandra was elected to the office by acclamation.

### **Installation of New Officers**

The following offices were installed for 2005/06 using the recommended modifications suggested under new business. The bylaws will need to be changed if this process is successful.

Newsletter Editor: Judith Norback  
Secretary/Treasurer: Sandra Furterer  
Program Chair-Elect: Terri Lynch-Caris  
Program Chair: David Elizandro  
Division Chair: Siggi Olafsson  
Past Chair: Terry Collins

### **Vision of the Upcoming Year**

As the incoming division chair, Siggi provided his vision for the upcoming year. He hopes to maintain the good status of the division and continue the good work that has been done. Jessica Matson expressed appreciation to Terry Collins for his excellent work with the IE Division.

Without additional business, Terry adjourned the meeting.