

ASEE Industrial Engineering Division Business Meeting

Wednesday, June 17, 2009

Austin, TX

Prepared by Abhijit Gosavi

Call to Order—Terri Lynch-Caris

Terri called the meeting to order at 12:35 pm and welcomed everyone to the IED business meeting.

Introductions—

Terri asked those attending to introduce themselves. The following members were present.

<i>Name</i>	<i>Institution</i>
Abhijit Gosavi	Missouri S & T
Jane Fraser	Colorado State University—Pueblo
Terri Lynch-Caris	Kettering University
Jessica Matson	Tennessee Tech University
Judith Norback	Georgia Tech
William R. Peterson	Minnesota State University
Lesley Strawderman	Mississippi State University
Jerry Thuesen	Georgia Tech
Doug Timmer	University of Texas, Pan American
Lawrence Whitman	Wichita State University

Officers for the current year:

Program Chair-Elect: Lawrence Whitman
Program Chair: Bill Peterson
Division Chair: Terri Lynch-Caris
Awards/Past Division Chair: David Elizandro
Secretary/Treasurer: Abhijit Gosavi

Newsletter Editor: Judith Norback
PIC Chair: Jessica Matson
Webmaster: Lawrence Whitman

Approval of 2008 Minutes

Jessica had suggested that a number of changes be made to the 2008 minutes. Judith made the motion to approve the minutes after the suggested changes were made. Jane seconded the motion. The minutes were approved unanimously.

Terri outlined some of the key tasks that needed to be performed by the end of the meeting.

1. Election of a new officer.
 2. Discussion of the IED website.
 3. Membership status.
- It was agreed that the election of the new officer would be taken up in the second half of the meeting.
 - Lawrence Whitman is the current web editor. He stated that although the IED website is not linked from the main ASEE website, it is up and running and is currently at: <http://ied.asee.org>. All the attending members were able to see the website from the computer in the room. Lawrence suggested that we place minutes of all previous years, once they are approved, on the website. Jane moved the motion in favor of this. Terri seconded, and the motion was approved unanimously. It was decided with Lawrence's approval that until a decision was made otherwise, Lawrence's position as the web editor would be non-rotating.
 - It was reported that we have 268 members in the IED at present, which is 2.2% of ASEE overall membership. Average over last 8 years = 274.2 with standard deviation of 10.2

Detailed Agenda for the meeting – Terri Lynch-Caris:

- I. PIC I Chair Report
- II. Program Chair Report
- III. Treasurer's Report
- IV. Old Business (30 min)
 - A. Bylaw Changes
 - B. Awards

- V. New Business
 - A. Proposals for 2010 Conference
 - B. Installation of New Officers

- I. **PIC I Chair Report** — **Bill Peterson** presented Jessica Matson's powerpoint presentation.

Bill discussed the need for changes in the Smooth Paper system. He reported that for 2010, we will be using the current system, but for 2011, a new improved system will be available.

II. Program Chair Report—Bill Peterson

Bill reported that the Division Bylaws for IE were officially revised last in 1999. An unapproved version from 2003 has been circulating and Jessica Matson will take this version to the board for approval. A Bylaws Committee will be formed today to update and revise the 2003 version. Bill also reported that Don Newnan has gifted 211,000 to ASEE to endow the "National Engineering Economy Teaching Excellence Award." 35 abstracts were submitted for the 2009 conference of which 31 were accepted. This resulted in 24 papers being submitted of which 15 have appeared in the proceedings. IED had three sessions with good turnout.

III. Treasurer's Report – Judith Norback

Ending BASS account balance = \$17,949.01

Operating account balance = \$380.00

Funds spent this year = coffee & pastries purchased by Bill Peterson for 7:00am sessions, plaques for best paper purchased by Jessica Matson.

The following ideas were discussed for future expenditures: lunch paid or subsidized at business meeting, graduate student award and a registration subsidy. The following motions were voted upon:

- Motion by Bill Peterson - Subsidize lunch at the business meeting at next year's conference by offering ticketed lunch for \$5 per person. Seconded by Jane Fraser. Passed unanimously.
- Jane Fraser volunteered to put an advertisement for ASEE-IED in IIE Transactions. Include the award recipients, awards that are available and call for papers to excite the IE faculty to participate. Judith motioned to pay the cost from our Operating and BASS account this year. Re-analyze the cost-benefit at 2010 meeting. Seconded by Abhijit Gosavi. Vote 6-0-1.

IV. Old Business

A. Bylaw Changes

Jessica (PIC Chair) will take 2003 by-laws to Dwight Wardell for updating.

A committee will be formed to review 2003 by-laws. The committee will be comprised of Terri, Bill, and Lesley. Other items discussed:

- Use ASEE template (or not)
- Clarify officer responsibility
- Reference chairpersons
- Consider mechanism for corporate memory by instituting directors to the division
- Include reference to awards with Program chair as key part of committee and ineligible for award

- Make sure dues are included
- Include electronic voting for approval
- Send to membership prior to next year's meeting
- Vote on changes at next year's meeting

B. Awards (as shown in 2008 minutes)

- The Distinguished Service Award
- The Lifetime Achievement Award (This award will reflect contribution as an IE educator. An honorarium of \$500 will be considered.)
- The Best Paper Award (This will include a \$250 honorarium for the author of the winning paper.)
- The New IE Educator Award will be maintained at \$250 per author up to two authors.

Form a committee to update the awards to reflect recent changes voted in previous years and send to Jessica. (Bill, Jessica, and Doug)

Jessica (PIC Chair) will update the formal awards statement and take forward for ASEE approval. Things to include:

1. Need to include where the funds will come from – Operating Accounting funds will be used first followed by BASS account if necessary
2. Need to include who is on committee and who is eligible to receive the award
 - a. Intent: Program Chair is ineligible to receive the Best Paper and the New IE Educator Award and will recuse any officer who is nominated for these awards from the selection committee.
 - b. Intent: Immediate Past Division Chair serves as the awards chair and is ineligible to receive the Distinguished Service Award and the Lifetime Achievement Awards. These awards are intended to show continuous service to the division after officer commitments are complete. The serving officers are ineligible for the Distinguished Service Award and the Lifetime Achievement Award.

It was brought to light by Terri that the Lillian Gilbreth Teaching Award was referenced in the 2006 meeting minutes for financial support by the IED. This should be reviewed by the awards committee.

V. New Business

A. Ideas for 2010 Conference – Discussion.

- 1) Designate an IED session to summarize the IERC conference - Possibilities:
 - Paper is presented both as ASEE and IERC in same year
 - Abstract presented in 2009 at IERC becomes a paper in 2010 at ASEE

- Paper submitted to ASEE summarizing presentations from IERC
- Invited panel discussion by IERC presenters
- **Have a round table discussion about critical topics in IE – After discussion, this idea seemed to be the most favored by those members in attendance.

2) Designate a joint session (possibly a panel discussion) by Systems Engineering Division, Engineering Management Division, Engineering Economy Division and Industrial Engineering Division – Titled “Overlap Topics Between the Divisions.” Suggestions might include Supply Chain Management, and Logistics.

B. Installation of new officers:

A new officer was to be elected to the position of Secretary/Treasurer. Jane Fraser nominated Lesley Strawderman. Judith Norback and Erick Jones were also nominated for the position. Lesley was elected to the position via a simple majority of votes cast by the members present.

Secretary/Treasurer:	Lesley Strawderman
Program Chair-Elect:	Abhijit Gosavi
Program Chair:	Lawrence Whitman
Division Chair:	Bill Peterson
Awards/Past Division Chair:	Terri Lynch-Caris
Newsletter Editor:	Judith Norback
PIC Chair:	Jessica Matson
Webmaster:	Lawrence Whitman

Terri turned the meeting over to Bill who discussed goals for the upcoming year and adjourned the meeting at 2.05 PM.