

ASEE Multidisciplinary Engineering Division Business Meeting Minutes
June 24th, 2008

1. Meeting convened at 4:30 pm
2. Circulation of sign-in sheet and self introductions

Steve VanderLeest	svleest@calvin.edu
Chell Roberts	chell.roberts@asu.edu
Catherine Skokan	cskokan@mines.edu
Carol Richardson	carite@rit.edu
Joan Gosink	jgosink@aol.com
Jim Farison	jim_farison@baylor.edu
Laura Ruhala	lruhala@usi.edu
Richard Ruhala	rruhala@usi.edu
Steve Northrup	snorthru@wnec.edu

3. Introduction of current officers

Steve VanderLeest	Division Chair
Catherine Skokan	Vice Chair and Program Chair
Chell Roberts	Secretary / Treasurer
Jim Farison	Past Chair

4. Approval of Minutes from June 26, 2007
The minutes were unanimously approved

5. Program Chair Reprot –Cathy Skokan

- Over 90 in.
 - Rejected about 8 (poor abstracts, advertising)
 - Reassigned about 10 more to other sessions
 - Co-sponsored sessions trade of papers (3 for Liberal Arts, 4 for Design)
- Final full paper count
 - 38 in Multidisciplinary sessions
 - 10 more in joint sessions
 - 11 sessions
 - 2 joint sessions
- Challenges
 - Full papers vs abstracts
 - Additional paper requested to be presented...we thought it was a rearrangement of one of our papers. It was not! We will not repeat that.
 - E-mail for authors difficult to find
 - Evaluation forms – do we get anything back?

- Best paper procedure
- Strict deadlines – has us assign session based on abstracts and before final papers are in
- No papers were contributed to joint design session
- Attendance at sessions this year:
 - 1471 21
 - 1571 16
 - 2171 12
 - 2271 16
 - 2471 23
 - 2571 20
- Call for papers for next year:

We invite abstracts on subjects of particular interest to those involved with multidisciplinary engineering programs including general engineering and other engineering programs not currently covered by specific ABET program criteria. Subjects of particular interest are innovations in multidisciplinary engineering courses or programs, capstone and design courses, sustainability and environmental issues, multidisciplinary approaches to experiential and service learning, lessons learned and best practices for multidisciplinary project teams, addressing ABET criteria 3d, views of multidisciplinary engineering constituents (students, faculty, administration, placement, employers, alumni, etc), and issues and experiences related to ABET accreditation of multidisciplinary engineering programs. For further information, contact Dr. Catherine Skokan at cskokan@mines.edu.

We held a discussion on the paper submission and review process. Concerns and suggestions included:

Being able to change the order of the papers once assigned to a session
 Giving others access to view the papers such as best paper reviewers
 Getting the email addresses of authors for use by both co-moderators
 Policy for moving papers between sessions and within sessions, which was discouraged.

The PIC Chair agreed to discuss these issues in PIC meetings

The Division Chair asked the Vice Chair to begin a “lessons learned document” so we would have institutional knowledge of these issues.

6. Report of Division Growth – Steve VanderLeest

The Multidisciplinary Division is currently the 8th largest division and is growing

Division membership

6/2008 1009 members
6/2007 815 members
6/2006 524 members
6/2005 309 members

7. Best Paper Award Discussion – Chell Roberts

Chell presented a draft of a proposal for a division best paper award that would begin in the next annual conference. The draft was modified by the members present at the meeting. It was moved and seconded to present the modified proposal to the entire membership for vote and assuming a successful vote to forward the proposal to the PIC Chair for hopeful ASEE approval.

8. Preparation for election of new officers for spring 2009 - Steve VanderLeest

The nominating committee will consist of the past chair, the current chair, and one member at large. Two nominees will be selected for each position – chair, vice chair, and secretary/treasurer no later than March 15th. And a ballot will be distributed to the membership prior to April 1. Voting is by email referendum, completed by May 1. Election is by simple majority of ballots cast.

9. PIC Chair Comments – Carol Richardson

Carol has sent a copy of a new proposal entitled: “Strengthening the Performance of Engineering and Technology Educators across Disciplines (SPEED) to the division chair. The proposal addresses certification of engineering educators. The PIC chair is requesting feedback from the Multidisciplinary Executive Committee.

10. Other Business – all

We discussed the possibility of having dues for the division. While several potential uses for dues were discussed the majority feeling was that we were not ready to implement dues this year. Proposals for dues and uses were encouraged for next years business meeting.

11. Adjournment: 6:00 pm