ASEE Multidisciplinary Engineering Division Business Meeting Minutes
June 16th, 2009

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

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Steve Northrup	snorthru@wnec.edu

3. Welcome from the Division Chair
4. Approval of Business Meeting Minutes from June 24, 2008.
   The minutes were unanimously approved

5. Results of bylaws change, results of election, introduction of officers

Changes were made in the nominating committee for officers: approach was changed
such that the vice chair automatically becomes the division chair.

Steve VanderLeest	Past Chair
Catherne Skokan	Division Chair
Chell Roberts	Vice Chair and Program Chair
Secretary / Treasurer	Laura Ruhala

6. PIC Chair Report – Carole Richardson

We will be having an increase in our operating budget to around $1000.00
The money can be used for a variety of items including: give more awards, food for meetings, sponsorships, have a technical session.

ASEE also gives out four free registrations per year for which we can compete through a proposal in the fall program development.

There is a PIC board meeting in February if we have items that need approval.

Ann Saterbak from Rice is the new PIC chair II.

Motion to create a committee to develop a division-operating manual
The motion was seconded and carried unanimously.

Strategic Areas for ASEE:
Creating a culture for systematic change in engineering education, International activities, Diversity

Best Paper Award was approved, will automatically go to the website

Consider joint sessions

6. Best Paper Award - 	Cathy Skokan

USC Paper on Capstone won.
Authors to notified and award sent. Steve asked that this information get put on the division website.

Session 2471: A Fully Interdisciplinary Approach to Capstone Design Courses
Mark Redekopp

7. Panel discussion of ABET Criterion 2, program educational objectives
	Joan Gosink and Ed Jones

	Presentation was made clarifying objectives and outcomes. These are critically important for General Engineering.

8. Formation of department heads / chairs group for the division? (to meet after business meeting)

9. Proposal for a committee on the interaction of non-traditional multidisciplinary engineering programs with civil and transportation engineering. (Deferred)

10. Report of the 2009 MULT program –Cathy Skokan

Over 90 abstracts
Rejected two abstracts
Reassigned a handful to other sessions (about five)
Cosponsored one group of papers in alternative energy (three papers)
28 full papers accepted from 38 last year
6 sessions, one joint session
High-end attendance was about 24
One no-show

Cathy will send Chell call for papers that has already gone out
Over half the papers that come in had a score under a 3

11. Report of Division Growth – Steve VanderLeest

6/2009	1082 members
6/2008	1009 members
6/2007	815 members
6/2006	524 members
6/2005	309 members

Adjournment: 6:00 pm

A meeting of department chairs followed the regular business meeting. Joan Gosink conducted the meeting. During the meeting we determined that it would be useful to hold a department chairs meeting annually in conjunction with the annual conference and separate from the business meeting. Joan will compile a list of chairs for distribution and Chell will include it on next years program.

Notes added by Steve Northrup:

Linda proposed that the division draft an operating manual, she stated that the me division has one… PIC II chair stated that there is an example available on line.

A motion was made to form a committee to develop an operating manual. The motion was seconded discuss and voted upon. Motion carried by voice vote with no nays or abstentions. Chell suggested that the people who've been in all the leadership roles of the division could participate and help out. Volunteers were solicited, Steve Northrup and others?? Volunteered.

Joan asked the PIC II chair about what happens with division enrollment when divisions institute fees. PIC II chair stated that she would expect the enrollment to drop a couple of hundred, but that those who were really interested would stay.

Steve V requested that Chell or Laura take care of the check for the best paper award. The process of the best paper was that Cathy forwarded the best three papers to the committee and the committee selected the paper. The paper did not win the PIC II best paper but the PIC II winner was the overall winner for the conference, so the PIC II group was quite competitive.

Steve V stated that next year we need to invite the paper winner(s) to the division meeting and that we should list the winner on our website. Steve V will update the site with the info.

Ed Jones and Joan led a panel discussion on ABET Criterion 2 assessment and review. The topics covered were the differences between program outcomes and program educational objectives. Ed stated that program objectives are critically important to the multidisciplinary division programs and should be reviewed about every 3 years by programs. Ed stated that 3 to 5 objectives are appropriate. There was a question concerning whether small and large programs should be treated differently. Joan stated that programs can handle that in their PEOs

Ed stated that each outcome should be assessed in 1 to 4 courses.

In Joan's presentation she covered PEOs and stated that programs may want to consider what data is easy to gather and then see how this data can inform what the PEO's would be.