

ASEE Multidisciplinary Engineering Division Business Meeting Minutes June 28, 2011

1. At 7pm the meeting convened
2. Circulation of sign-in sheet and self introductions

Steve VanderLeest	svleest@calvin.edu
Gayle Ermer	germer@calvin.edu
Chell Roberts	chell.roberts@asu.edu
Catherine Skokan	cskokan@mines.edu
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Laura Ruhala	lruhala@spsu.edu
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Steve Northrup	snorthru@wne.edu

3. Welcome from the Division Chair
4. Introduction of officers

Catherine Skokan	Division Chair
Chell Roberts	Vice Chair and Program Chair
Steve Northrup	Secretary / Treasurer

5. Circulation of Business Meeting Minutes from June 22, 2010.

Upon review of the minutes, there appeared to be oversights and missing information. The minutes were not approved. At the end of the meeting, Steve Northrup and Cathy Skokan worked on reconstructing the minutes that will be distributed for approval on June 28, 2011.

6. Chair Report – Cathy Skokan

- At the ASEE Annual Meeting, there are:
 - 3670+ attendees – about 1/3 of the membership in ASEE
 - 300+ sessions and a full exhibit hall
 - As of June 2011, the Multidisciplinary
 - is the 5th largest division of ASEE with 1137 members
 - is about 27% female
 - has 9.4% of ASEE membership affiliated
 - The membership in the Multidisciplinary Division has grown in all years except 2011
 - § 2003 75 members
 - § 2004 194
 - § 2005 309
 - § 2006 524
 - § 2007 815
 - § 2008 1009
 - § 2009 1185
 - § 2010 1263
 - § 2011 1137 *
- * Note: overall decline in ASEE membership from 2010 to 2011
- Officers for next year:
 - Catherine Skokan – Past Chair
 - Chell Roberts – Chair
 - Steven Northrup – Vice Chair and Program Chair

- Sec/treasurer position is open. From e-mail we have two nominees. E-mail election will take place in one month.
- Candidates to date: Gayle Ermer, MD Sarder

Finances were discussed:

- BASS Account
 - Dues (we have none)
 - Gifts or grants
 - Remains from year to year
- Operating Account
 - \$1.00 / member / year
 - Disappears each year
- Special PIC fund
 - Monetary awards that were given this year to other divisions were discussed. The awards required divisions to match funds. The divisions were ERM, BeD, K12, and CPPD. Discussion followed as to whether our division should apply for funds. Steve Northrup suggested subsidizing a graduate student to present a paper at the 2012 conference.
- Old restrictions on spending have disappeared
 - Operating funds may now be used for food expenses
 - We discussed having the Multidisciplinary Business Meeting offsite in 2012 and doubling it as a social event to help build the Multidisciplinary community

New Business was discussed:

- A rubric for Best Paper has been developed. We will use this as a guideline for our best paper selection and the Program Chair will distribute it to the paper reviewers and the authors next year
- Opportunities for sessions:
 - Panel session – one possible
 - Workshop – needs broad approval
 - Distinguished lecture – wide appeal; dynamic speaker, has to be able to speak for 90 minutes and be engaging
- Possible topic for the call for papers – Assessing attainment of Professional Skills

Other discussions:

It was announced that Catherine Skokan has been elected as the next PIC II Chair. A survey was distributed for the Capstone 2012 Design Conference. Members were asked to fill out the survey and return it to Susannah Howe at Smith College.

7. Program Chair Report – Chell Roberts

- Number of abstracts – 60
- Workshop proposal - 1
 - The proposal was a joint proposal with the Systems Engineering Division, but it was not accepted. Ann explained that this year there were twice as many proposals as there were rooms allocated. She said that typically ASEE struggles to fill the rooms, but that this year was different. Also, ASEE looks for broad

participation and trades off price vs. time for what the attendees are getting out of the workshop

- Number of papers - 43
- Number of sessions - 6
- Joint sessions – 2 with Systems Division
- The systems division has more papers but fewer members
- There has been one no-show in each session on Monday and Tuesday – An email will be sent to the author's and their deans to ask why the papers were not presented
- Best paper: **The Montana MULE: A Case Study in Interdisciplinary Capstone Design**
 - Brock J. LaMeres, Ahsan Mian, Hunter Lloyd, and Prof. Robb Larson, P.E. Montana State University
- A plaque was presented as the Best Paper Award to Brock LaMeres in a Multidisciplinary Division session because Brock could not attend the division meeting.

A discussion followed the Program Chair's report.

- Steve Vanderleest suggested that we keep a list of authors who do not present their papers and disallow these authors' papers for two years following an "unexcused" absence.
- Chell and Ann suggested to Steve Northrup that the Program Chair submit a dummy paper and have dummy reviewers so feedback from the monolith paper system can be viewed by the Program Chair.
- Steve Vanderleest suggested that the session names be posted to help ASEE attendees select the Multidisciplinary Division's sessions.

8. ABET Multidisciplinary Accreditation Committee – Steve Vanderleest

There has been a change in leadership. Ed Jones stepped down last year but no one replaced him. Bill Kelly (ASEE Staff) chaired the committee during the past year. The meetings were held by teleconference because many members' institutions did not support international travel to the ASEE conference. The program evaluators for ABET review Multidisciplinary Engineering Programs. Our division has a seat on the committee and needs to fill the position. Chell Roberts was appointed by Cathy Skokan to represent our division for the next term.

9. PIC II Chair Report –Ann Saterbak

- New Director – Norman Fortenberry
 - Has been on the job for about 7 weeks and is asking good questions about money, membership, programs, etc...
- Monolith Problems
 - The system worked well for the initial rollout; there were interface delays and other problems. ASEE would like feedback on problems so they can be fixed. If you have a lot of concerns, list them in priority order so the highest/worst can be addressed first. Structural problems will be addressed first then other issues will be addressed
- No repeat papers in future

- There has been a history of accepting papers for multiple publications (e.g. regional and national conference or national and international conference). The new policy is: ASEE will not allow duplicate publication of papers. A reasonable standard of what comprises a duplicate paper should be used.

10. Other Business

Chell and Steve Vanderleest implemented the change in the Bylaws that was accepted at the 2010 business meeting. The new Bylaws will be forwarded to ASEE so that can be in place for the next succession of Multidisciplinary Division officers. The proposed change from the revised 2010 business meeting minutes is repeated here:

The nomination and election of officers will be changed to elect only a Secretary / Treasurer to a two year post. At the end of the term, the Secretary / Treasurer will become the Vice Chair / Program Chair for a two year term. At the end of the Vice Chair / Program chair term the Vice Chair / Program Chair will become the Division Chair.

Adjournment: 8:40 pm