

Annual Executive Committee Meeting Minutes

Minutes – ASEE Mechanics Division

Business Meeting Minutes

Monday, June 15, 2009, 7:00am

Austin Convention Center, Mezzanine 10 (“A room that’s hard to find”)

Attendees: Eric Bell, Nancy Denton, Anna Dollár, Renata Engel, Gary Gray, Michael Hardin, Dragomir Marinkovich, Christine Masters, Rungan Nathan, Chris Papadopoulos, Joe Rencis, Laura Ruhala, Rich Ruhala, Brian Self, Benson Tongue

1. Call to Order, Welcome & Introductions (Tongue)
2. Approval of June 23, 2008 Executive Committee Meeting Minutes (Hardin, Rencis)
3. Report from Divisions Officers
 - a. Program Chair (Gray)
 - b. Program chair-elect (Dollár)
 - c. Secretary (Papadopoulos)
 - i. Chris Papadopoulos announced that he is the newly appointed Division Secretary.
 - d. Treasurer (Ruhala)
 - i. Laura Ruhala provided a summary of the accounts and explained the ASEE accounting system (BASS includes membership dues and is carried over to next fiscal year; Operating includes annual distribution from ASEE and is not carried over to next fiscal year. Final year end data will be provided after June 30.
 - e. Awards Committee (Denton)
 - i. Nancy summarized this year’s awards.
 - ii. Brian Self proposed instituting an award for local high school teacher in the region where national conference is held in honor of the slain Virginia Tech faculty (Granata & Librescu).
 - f. Membership committee (Tongue)
 - i. Membership remained stable, with a decline of only 5 members from previous year.
 - ii. The possibility of increasing the \$2 membership fee was raised.
 - iii. A new procedure to foster recruitment was proposed: Past Program Chair will email submitting authors and thank them for submitting, ask them to join; Moderators will distribute a Division “interest sheet” during sessions; Current Program Chair asks for membership when authors submit papers.
 - iv. Division has lower than average female participation
 - v. Need new membership committee chair
 - g. Webmaster (Rencis)
 - i. Joe asked for updates to the website, including an electronic copy of the Awards Banquet Manual. Gary suggested creating a wiki to allow others to provide updates.
4. Announcements and Appointments
 - a. Program Chair-Elect (Anna Dollár)
 - i. Program Chair-Elect for 2009-2010 is Jon-Michael Hardin.
 - b. Executive Committee Elections (Tongue)
 - i. Nominations for two positions on the Executive Committee were received for Luciana Barroso and Charles Lu.
 - c. Awards Banquet (Dollár)
 - i. 26 paid attendees for 2009. Moderators will advertise remaining tickets during upcoming sessions.

- ii. Brian Self raised the question of whether we should combine our banquet with Mechanical and/or Civil.
5. PIC III Report (Gray)
- a. Outgoing Chair is Jennifer Kadlowek, Incoming Chair is Jenna Carpenter.
 - b. Registration is down about 300 people (10%) from last year. The number of papers is up from last year (by about 30), but the number of authors is down.
 - c. President Sarah Rajala has started task forces in each of three strategic areas: (1) Diversity, (2) International Activities (ASEE is involved with many things that even the Board was not aware of), and (3) Creating Culture for Systematic and Scholarly Engineering Education Innovation.
 - d. Sustainable Development Education task force is being put together. Anyone in Mechanics interested in being on the task force? There is a position statement from 1999 that is out of date.
 - e. ASEE Board endorsed SPEED white paper: Master Teacher program to promote Educational research, best practices, etc. A rep from the Japanese society was there and they are doing this. Engineering Deans Council noted the disconnect between ABET and this type of program.
 - f. Membership is down 1.2%, likely due to the economy. Financially ASEE is fine.
 - g. SmoothPaper issues. An IT person is working on them. During critical times a full-time support person will work on it. A full-time vendor will be hired to fix it (a \$700,000 bid to fix it for the coming year). Program Chairs will hear about this during their meetings.
 - h. Best overall conference paper from PIC II: Environmental Engineering, Paper Session 1551 - first paper: "Measuring the Impacts of Projects Based Service Learning".
 - i. Zone chairs and PIC chairs discussed people submitting the same paper to sectional conferences as well as to two different divisions at the annual conference. The new SmoothPaper should be able to help with the latter.
 - j. Operating budgets come from the society (BASS accounts from dues and fund raising). There will be some reallocation of the operating budgets based on membership over the past year or so because there are new divisions that didn't exist when they were last set. If our membership is down over the past year from previous years, our budget will likely go down some.
 - k. Engineering Research Council wants to have workshops on proposal writing mostly for young faculty. These would be at research conferences. Host with Engineering Education Division.
 - l. Good turnout and student participation at the sectional meetings, except the Rocky Mountain Division (had it on Easter weekend). Sectional meetings seem to serve a different population than the annual meeting -- ASEE checked attendance. There are 12 sections -- three in each zone. Total Section attendance is about half of the annual meeting.
 - m. Bylaws need to be updated every 10 years. Mechanics last revised in 2007. Submit revised bylaws to the PIC chair and Dwight Wardell. Submit them to Dwight before voting. The bylaws must be approved by the board through the PIC chair.
 - n. The question came up: Can credit be given for ASEE activities for renewing Professional Engineering license renewal. Most states require some courses to be taken every so often (PDH - professional development hours). Sunday workshops counts for credit -- started last year.
6. Old Business: None
7. New Business
- a. Jon-Michael Hardin and Anna Dollár will coordinate a revision of the Operating Manual during the Fall.
8. Other Business: None
9. Adjournment 8:15 AM (Tongue)