

Minutes
ERM Division Executive Board Meeting
ASEE 1998 Annual Conference — June 28, 1998
3:30-5:30pm

Submitted by Eric P. Soulsby

1. Call to order and introductions

Mike Pavelich, Division Chair, called the meeting to order. Members present were introduced.

2. Secretary/Treasurer Report

Mike Pavelich, acting on behalf of Virgil Cox who was unable to attend the meeting, distributed copies of the minutes of the 1997 Board meeting. The report was accepted.

3. Committee Reports

(a) Appointments

Mike Pavelich discussed appointments to positions on the Board and to various task forces/subcommittees.

(b) Nominating Committee

Mike Pavelich, reporting on behalf of Jim Demetry and the Nominating Committee, indicated the following new officers:

| | |
|----------------------|------------------------|
| Secretary/Treasurer: | Eric Soulsby |
| Program Chair Elect: | Virgil Cox |
| Directors: | Susan Lord & John Chen |

(c) Awards

Mike Pavelich recognized Karl Smith and Dick Culver as new Fellows of ASEE.

Review Committee: Charlie Yokomoto reported on behalf of an ad-hoc awards committee. It was recommended to have a committee oversee the ERM awards, with the chair of each individual awards committee serving on this committee. Dan Budny commented that the FIE steering committee had a structure in which each society has a committee fitting into the overall awards structure, and suggested that Bill Lebold chair the committee. Charlie Yokomoto commented that the ad-hoc committee recommendation is that we establish an ERM Awards Committee consisting of a chairperson with membership comprised of the chairs of the individual ERM awards committees. Dick Culver recommended that the Division Chair should appoint the chairperson. After discussion, the following recommendation on page 3 of the ad-hoc committee report was approved: “An ERM awards committee should be formed with a chair [appointed by the ERM Division Chair.] Membership would include chairs of the committees for individual awards.”

Ben Dasher: Comments were made in regard to screening papers for consideration for the Ben Dasher award. Charlie Yokomoto indicated that if screening was to be done, we would need to pick reviewers carefully. Dick Culver commented that ASEE has just instituted a major best paper award and that ERM papers would

be in the running for the PIC IV award.

Helen Plants: No discussion took place beyond that contained in the ad-hoc committee report.

Distinguished Service: Mike Pavelich indicated that the Chair and two past chairs make the decision on this award to be given out at the FIE awards banquet. Two recipients are Alisha Waller and Billy Koen.

(d) Publications

Newsletter: Mike Pavelich indicated that Susan Mengel has asked to be relieved of the Newsletter activity, which primarily involves email of material to ASEE headquarters.

Web site: Dan Budny commented on the ERM web site and volunteered to have the ERM web page exist on the Purdue system. Mike Pavelich commented that ASEE has a web site for ERM which would need a clickable link to what we maintain and asked whether Dan Budny would need funds to maintain an ERM web site. Beth Eschenbach suggested using the ASEE site; to which Dan and Mike suggested consolidation of the web site to Purdue with a link from ASEE. Dan Budny made a request for \$750-1000 to hire a student to maintain the site at Purdue. A proposal to allocate up to \$1000 to Dan Budny for the maintenance of an ERM web site was approved unanimously.

(e) Apprentice Faculty

Beth Eschenbach submitted a report on the activity of the ERM-AFG Committee. She indicated that John Chen will be the new chair of this committee. In regard to questions raised in item #10 of the committee report, the following responses were received: (i) "no problem," (ii) "no problem," (iii) Rich Felder indicated a desire to keep the AFG as a faculty issue and to deal with non-faculty with involvement in engineering education on a separate basis. Mike Pavelich asked John Chen to keep question (iii) as an item for future discussion.

(f) Teacher Development

Mike Pavelich indicated that Ron Miller will be taking over this year as the administrator of faculty-given workshops on the fundamentals of teaching. Teams that had acted in this capacity over the past year included Barbara Olds & Mike Pavelich, R. Terry & John Harb, Dan Budny & Charlie Yokomoto, and Ron Miller & Beth Eschenbach. A question on whether ERM funds this activity in its entirety or whether the host institution picks up some of the cost was raised. Dan Budny commented that he and Charlie Yokomoto went to Cleveland State, spent 4 hours on cooperative learning, learning styles, and teaching styles. He also questioned whether the local institution should have to pay for part of the expense; e.g., pay for travel or pay honorarium. Bill Lebold and Dan Budny also did a workshop at Wright State. Ron Miller indicated that he had been collecting material on teaching/learning that can be broken down into chunks that can form modules on certain topics. This can then form a set of material that can aid future workshop presenters. Beth Eschenbach suggested creation of web pages that summarized these topics. A question on the cost of the workshops was raised by Susan Lord to which a reply of \$2-3000 was given. Mike Pavelich commented that the idea behind the workshops is to use ERM money to get into the schools to teach people about teaching. Rich Felder suggested getting cost sharing in place as a way to generate a level of respect for the activity. Beth Eschenbach indicated that feedback from the ASEE student chapter suggested a workshop for graduate students. Mary Besterfield-Sacre indicated that workshops on doing classroom research would be useful and that workshops on areas that the group has expertise would also be beneficial. Rich Felder indicated that the workshops could be booster shots for those who had been through previous workshops or NETI's. To summarize the discussion, Mike Pavelich concluded that the group supported the idea of doing workshops. He raised the question of how much money should go to this effort, to which no consensus was reached.

(g) NEE Program

Mary Besterfield-Sacre indicated that she was going to go to the NEE meeting (same time as the Brouhaha) to publicize ERM and suggested using ASEE headquarters to distribute information on ERM to new Ph.D.s.

(h) Effective Teaching Institute

Rich Felder indicated that the NETI was held on Thursday-Saturday with 55 registrants and 25-30 on a waiting list. He made a pitch for involvement in ERM during the NETI and indicated industrial sponsorship in support of the activity.

(i) Brochure

Richard Layton indicated a willingness to distribute the tri-fold yellow brochure about ERM that was made available to all.

(j) International Committee

Dick Culver, who had departed to join another meeting, was not available to report.

4. Conference reports

ASEE 98: Ron Miller commented that things were well in hand and asked for volunteers to help out at the ERM Distinguished Lecture.

ASEE 99: Beth Eschenbach solicited ideas for next year; some suggestions included assessment ideas and a "For'em and Again'em".

FIE 97: Larry Shuman indicated that there was a \$29,961 surplus split among the three sponsoring societies; i.e., roughly \$10,000 will be coming to ERM.

FIE 98: Dan Moore commented that things were well underway for the Fall meeting in Phoenix.

FIE 99: Dan Budny encouraged all to come to San Juan, PR (and take the 'rum' tour.)

5. New Business

(a) Fellowships

Karl Smith commented on the use of funds for fellowships to get faculty to attend the FIE conference. There was discussion on the Sloan grant used for FIE 97 for new faculty fellows to attend the FIE with a general consensus that fellowships were a good idea and worth continuing without the Sloan support.

(b) How can we spend \$\$\$

Mike Pavelich indicated that the AFG costs about \$3500/year, the Distinguished Lecturer (no longer supported by Addison-Wesley) costs about \$4000/year, and there are other 'normal' commitments of about \$8000/year. Given this, ideas for how to spend some of the 'surplus' were put forward. Rich Felder indicated the general notion of using the money to bring more people into the fold of ERM as a suitable goal for its use. Suggestions included Larry Shuman's idea of an RFP process to help establish ASEE student chapters and Dan Budny's idea of seed money being given to advisors to do so. Following discussion, a motion by Mike Pavelich to approve \$5000 for workshops and \$5000 for FIE fellowships for the coming year was approved.

(d) - (e) - (f) ERM positions open

Mike Pavelich distributed a summary of ERM positions open and asked for input in filling them.

6. Adjournment

Concluding the discussion on new business led to an adjournment unanimously received.

Submitted by Eric P. Soulsby