

Minutes

ERM Division Executive Board Meeting

FIE 1999 Conference — November 11, 1999

1:30-3:30pm

Submitted by Eric P. Soulsby

1. Call to order and introductions

Barbara Olds, Division Chair, called the meeting to order. Members and guests present introduced themselves.

Those in attendance:

Dan Budny	Purdue University	budny@purdue.edu
Dick Culver	SUNY – Binghamton	rculver@binghamton.edu
Cindy Finelli	Kettering University	cfinelli@kettering.edu
Teresa Hein	American University	thein@american.edu
John Heywood	Trinity College, Dublin	
P. K. Imbrie	Texas A & M University	imbrie@aero.tamu.edu
Susan Lord	Univ. of San Diego	slord@acusd.edu
Ron Miller	Colorado School of Mines	rlmiller@mines.edu
Dan Moore	Rose-Hulman	dan.j.moore@rose-hulman.edu
Barbara Olds	Colorado School of Mines	bolds@mines.edu
Nick Pendergrass	UMass Dartmouth	npendergrass@umassd.edu
Larry Richards	Univ. of Virginia	lgr@virginia.edu
Ken Roby	Clemson University	ken.robby@ces.clemson.edu
Larry Shuman	Univ. of Pittsburgh	shuman+@pitt.edu
Karl Smith	Univ. of Minnesota	ksmith@tc.umn.edu
Eric Soulsby	Univ. of Connecticut	soulsby@enr.uconn.edu
Jennifer Turns	University of Washington	jturns@enr.washington.edu
Charlie Yokomoto	IUPUI	yokomoto@enr.iupui.edu

2. Secretary/Treasurer Report

Eric Soulsby distributed minutes from the Board meeting held at the FIE '98 and ASEE '99 Annual conferences. He also indicated that the treasury showed approximately \$61,000 in the BASS account and \$500 in the Operating account.

3. Committee Reports

(a) Nominating Committee

Ken Roby indicated that his committee was working on officer positions and that the next Newsletter should contain information. Elections for Board positions were planned for February. Barbara Olds distributed a flyer indicating the following positions were open: Apprentice Faculty Grant Committee, Dasher Award Committee and Chairperson, and Plants Award Committee and Chairperson. Officer positions of Secretary/Treasurer and Program-Chair Elect and two Director positions are also open. ERM reviewers were also sought.

(b) Appointments

Barbara Olds discussed the flyer of open positions. Karl Smith discussed the need for someone to represent ERM on the FIE Steering Committee. Names suggested for this role included past general chairs with D. Evans, L. Richards, and D. Budny as possibilities.

(c) Awards

Super Chair: Dick Culver, in his role of 'Super Chair' for awards, discussed some of the difficulties with dealing with some of the ERM awards.

FIE Faculty Fellows: Larry Shuman, with a second by Ken Roby, moved that the FIE Faculty Fellows should receive a one-year membership in ERM as part of the award. The motion was amended to state that the membership should be paid even if the recipient was already a member of ERM. The motion was approved.

Ben Dasher: Dick Culver discussed the Dasher Award and the need to get people from all three sponsoring societies together to figure out how to set it up for future FIE meetings. He indicated that Susan Lord had stepped in this year to help.

Helen Plants: This award appears to be one in need of review for continuation.

Distinguished Service: Barbara Olds indicated that John Lindenlaub was to be recognized at this conference. The award is for long term and spectacular service. A committee of the current Division Chair (Barbara Olds) and past two chairs (Karl Smith and Mike Pavelich) selects the next recipient.

Best Paper: No discussion took place.

(d) Publications

Newsletter: Ken Roby serves as the Newsletter Editor and welcomed submissions.

Web site: Dan Budny is the contact for the web site. Discussion about the linkage from ASEE to the site and the need for a separate domain name server took place. ERM supports the maintenance of the web site via allocating \$1000 for the project. It was agreed that this support should be ongoing. There was discussion on compiling a historical record of ERM, with Ken Roby suggesting an ad-hoc committee be formed.

(e) Apprentice Faculty

Jennifer Turns discussed the AFG indicating that she has templates of what to send out using updated dates: March 3 deadline for application, April 3 for notification. There was some discussion on how best to solicit applications, with the use of department head email lists as a possibility. Four AFG awards were planned with a \$1000 limit to each recipient.

(f) Teacher Development

Ron Miller, serving as the administrator of faculty-given workshops on the fundamentals of teaching, discussed the ERM workshops. Teams that had acted in this capacity over the past year included Barbara Olds & Mike Pavelich & Alisha Waller, R. Terry & John Harb, Dan Budny & Charlie Yokomoto, and Ron Miller & Beth Eschenbach. The idea of the workshops is to create a pattern of ERM involvement in dissemination of information on effective teaching with ERM funding combined with institution funding or ASEE funding. The original intent was an initial workshop with follow-up during the subsequent semester.

Dan Budny indicated the second visit was difficult to do, and Ron Miller confirmed that several were not done. Issues under consideration for the program include (I) procedure for selecting schools (last time the list of schools who were turned down for an NSF program were used) and (II) bringing new participants in. Dan Moore suggested follow-up could be sitting in on classes. Barbara Olds suggested that the program receive more discussion.

(g) NEE Program

Cindy Finelli, serving as the New Engineering Educator liaison, indicated that she would continue to work with the NEE group. Larry Shuman suggested that ERM jointly sponsor sessions with NEE as a way to encourage their involvement with ERM.

(h) Effective Teaching Institute

Rich Felder and Jim Stice will again hold the National Effective Teaching Institute (NETI) at the ASEE Annual Conference.

(i) Brochure

Richard Layton was not present, hence no discussion took place.

(j) Workshop for ERM-ers at ASEE

Ron Miller, reporting for Alisha Waller, indicated that a workshop (with Michael Theall from the Univ. of Illinois at Springfield) was being planned for Saturday before the ASEE Annual Conference. A time of 5:30-9:30 was planned, with anticipated cost of \$400 for 40 seats. There was a discussion on whom to invite.

(k) CAPS Process

Ken Roby discussed a report from the Program Chair, Virgil Cox, who was not present. A motion in the report to create a standing committee of five to be created with responsibility for the national conference program was raised. Per directive of the Division Chair Barbara Olds, action on the motion was delayed to consideration under New Business.

4. Conference reports

FIE '99: Dan Budny commented that there were 480 preregistrants, 15 workshops, 95 walk-ups at the conference so far, 20 exhibitors, and a 'whole load of papers'.

FIE '00: Mike Pavelich was not present, no discussion took place.

FIE '01: Dan Moore indicated that workshop ideas for this meeting were solicited and suggested that they be passed on to Billy Crynes.

ASEE '00: A report from Virgil Cox indicated that things were moving along as planned.

ASEE '01: John Chen was not present, no discussion took place.

5. New Business

(a) Web site

Following up on the earlier discussion, Dick Culver moved that ERM allocate up to \$3500 for the purchase of computer equipment suitable for the creation/maintenance of the ERM web site. Following discussion, the motion was approved. Barbara Olds reiterated the earlier approval of continuing the \$1000 funding for the maintenance of the web site. Discussion took place on a suitable domain name for the web site; e.g., EngrEd.org, and on the idea of putting a history of ERM (compiled by Ed Jones(?) with possible input from

others such as Bruce Carlson) on the site.

(b) Certificate in pedagogy

John Heywood discussed the idea of a certificate in pedagogy that is given in the UK to teachers. He offered to write up a page or two and pass it on to the Newsletter for folks to consider. Larry Shuman expressed a concern about any certification program. Dick Culver suggested a subcommittee to discuss the notion of ERM involved in 'certification'. Ken Roby suggested an email to the Board with thoughts on the idea.

(c) Virgil Cox motion

Ken Roby again reintroduced the motion presented in Virgil Cox's written report in regard about ASEE 2000. Virgil moved

"that a standing committee be created with the responsibility for the national conference program. The Program Chair would head the committee and the Vice-Program Chair would serve on that committee. The third member of the committee would be the Past-Program Chair. Two additional persons would be appointed by the Program Chair for one year terms. This committee would review and accept abstracts for presentations. They would establish the procedures for submitting special/arranged presentation sessions. The committee would also provide help and counsel to the Program Chair and Vice-Program Chair."

The idea of the motion was to create an advisory committee to the Program Chair that would help with the decision making involved in the conference planning, but the Program Chair would continue to have final say.

The motion was amended to make the committee a permanent committee; with a question on the need for modification of the by-laws yet to be resolved. After discussion, the motion was approved. Thus, John Chen will have the advisory committee for ASEE 2001.

(d) Richard Porter

Larry Shuman commented on the untimely passing of one of our own, Richard Porter from North Carolina State University. The idea of an ERM contribution to a scholarship fund was raised to which Barbara Olds suggested a committee consider the idea of recognizing ERMers. A committee of Larry Shuman, Richard Felder, Dick Culver, Dan Budny and Karl Smith was formed to consider the idea.

(e) Other

Barbara Olds discussed the need to review the logistics of the Dasher Award and the need to advertise the effective teaching workshops put on by ERM as well as determine a procedure for selecting schools as participants in the ERM program.

6. Adjournment

Concluding the discussion on new business, Barbara Olds thanked all for the volunteer effort shown so far during her reign as Division Chair which led to an adjournment unanimously received.

Submitted by Eric P. Soulsby