

Minutes

ERM Division Executive Board Meeting

FIE 2001 Conference — October 10, 2001

1:30-3:30pm

Submitted by Eric P. Soulsby

1. Call to order and introductions

Dan Moore, Division Chair, called the meeting to order. Members and guests present introduced themselves and indicated their top book or recent movie choice. *Harry Potter* was the book of choice and *Chocolat* was the movie of choice. Those in attendance:

Mary Besterfield-Sacre	Univ. of Pittsburgh	mbsacre@engrng.pitt.edu
Dan Budny	Univ. of Pittsburgh	budny@pitt.edu
Beth Eschenbach	Humboldt State Univ.	eae1@humboldt.edu
Trevor Harding	Kettering University	tharding@kettering.edu
John Heywood	Trinity College Dublin	inseredu@tcd.ie
Susan Lord	Univ. of San Diego	slord@sandiego.edu
Ron Miller	Colorado School of Mines	rlmiller@mines.edu
Dan Moore	Rose-Hulman	dan.j.moore@rose-hulman.edu
Barbara Moskal	Colorado School of Mines	bmoskal@mines.edu
Bill Oakes	Purdue Univ.	oakes@purdue.edu
Barbara Olds	Colorado School of Mines	bolds@mines.edu
Matt Ohland	Clemson University	ohland@clemson.edu
Melinda Picket-May	Univ. of Colorado	mjp@colorado.edu
Teri Reed Rhoads	Univ. of Oklahoma	teri.rhoads@ou.edu
Larry Richards	Univ. of Virginia	lgr@virginia.edu
Erik Rushton	Tufts Univ.	erik.rushton@tufts.edu
Larry Shuman	Univ. of Pittsburgh	shuman@pitt.edu
Karl Smith	Univ. of Minnesota	ksmith@umn.edu
Eric Soulsby	Univ. of Connecticut	eric.soulsby@uconn.edu
Ruth Streveler	Colorado School of Mines	rstrevel@mines.edu
Alisha Waller	Georgia State Univ.	alisha_w@bellsouth.edu

2. Secretary/Treasurer Report

Eric Soulsby discussed the minutes from the Board meeting held at the ASEE '01 Annual conference. The minutes were approved as distributed. He also indicated that the treasury showed approximately \$51,000 in the BASS account, with income from the FIE '00 conference yet to arrive. There was discussion about use of the funds for workshop honoraria with the consensus being to cover the travel costs while the host institution covered the honoraria and that no reimbursement was available for workshops at the ASEE conference.

3. Committee Reports

(a) Awards

Ben Dasher: Susan Lord reported on the Dasher award indicating that she needed additional volunteers to review presentations since of the seven papers, six had conflicts. Dan Moore suggested getting access to the Journal of Engineering Education nominated papers to help with the review process. Alisha Waller suggested a question on the recommendation form for Dasher award consideration along with the JEE recommendation and have this part of the review process.

Helen Plants: This award appears to be one in need of review for continuation. Melinda Piket-May indicated that nomination forms were near the registration desk and that workshop attendees should fill them out.

Distinguished Service: Dan Moore reminded all that Charlie Yokomoto was being recognized this year. The award is for long term and spectacular service. A committee of the current Division Chair and past two chairs selects the next recipient.

(b) Nominating Committee

Alisha Waller indicated that the committee was seeking nominations for two individuals to serve two-year terms in Director positions and that Eric Soulsby had agreed to be nominated for another term as Secretary/Treasurer. Dan Budny commented that self-nominations were okay.

(c) Publications

Newsletter: Ron Miller welcomed submissions for the Newsletter.

Web site: Dan Budny has continued to update the ERM site.

(d) Apprentice Faculty

Dan Moore indicated that Robin Adams was not able to come to the conference. However, she has been working with Dan Budny, Susan Lord and Bill Oakes with reviewing applications.

(e) Teacher Development

On behalf of Mike Pavelich, Ron Miller reported that the teacher development workshops were active with P.K. Imbrie & Alisha Waller going to Kettering Univ., Mike Pavelich to Clemson, and Mike Pavelich to the Michigan student chapter in the Spring.

(f) NEE Program

Matt Ohland indicated that he had identified contacts at Stanford due to the fact that Stanford hosted one of the NSF workshops and that he now has a list of new faculty fellows. He expressed a desire to get them involved in ERM and planned contacting them via email. Mary Besterfield-Sacre suggested contacting ASEE Headquarters for a list of Assistant Professors for ERM recruitment. Another suggestion was using the ASEE campus representatives. Matt Ohland expressed a desire to finish out his liaison role at the ASEE 2002 meeting. Dan Moore suggested that a new person coupled with a seasoned person take over. Matt Ohland commented that the liaison role is really not something suitable for a new faculty member.

(g) Effective Teaching Institute

The National Effective Teaching Institute (NETI) was again planned for the ASEE Annual Conference.

(h) Brochure

The status of the brochure for the annual conference was unknown.

(i) FIE Overview

Ron Miller indicated that the FIE may break even or have a slight profit. There were several cancellations,

especially among the publishers and vendors, as both the events of September 11 and the economic recession were taking a toll. It was reported that there were 423 registered for the conference, but an unknown number of attendees at that point. There was a discussion on session formats if a smaller conference was envisioned for the future. Pressure to drive up the number of papers to keep attendance up (so as to ensure a profitable conference) was a driving force against a smaller number of papers/session. An idea to have 5 papers/session but allow only 5 minutes per speaker was suggested as a way to have sessions more of a give and take; thereby allowing the audience to comment on shared experiences, etc.

(j) Forum on Engineering Education Leadership (FEEL)

Barbara Olds commented that Teri Reed-Rhoads had gotten the web site up and running (URL is <http://blackboard.ou.edu>) and indicated that she had been talking with Peggie Weeks regarding an NSF national dissemination proposal. Matt Ohland commented about the notes he put together from the FEEL and Ron Miller indicated a future Newsletter article was planned. Alisha Waller suggested a workshop for the ASEE 2002 meeting be on educational research methodologies.

4. Conference reports

FIE '02: Melinda Picket-May will attend the planning meeting in place of P.K. Imbrie. FIE '04 is planned for Savannah and FIE '05 is planned for Indianapolis.

FIE Steering Committee: Dan Budny resigned as the ERM representative due to a conflict. Current ERM reps are Ron Miller and Mike Pavelich. Dan Budny commented that someone with experience with the conference is needed in this role. Duties include two meetings: Wednesday before FIE and Saturday/Sunday before ASEE. Dan Moore requested nominations to fill the vacated spot. Ron Miller discussed a 'memo of understanding' regarding the FIE conference. He indicated that the conference is at a turning point in terms of where it is headed. Should it get bigger? Smaller? He indicated that the IEEE requirements were not easy to deal with. IEEE signed off on hotel contracts. The IEEE Computer Society has said that the FIE Steering Committee can not do anything by themselves; all activity must come through IEEE. He indicated that if we wanted to continue to have IEEE involved, so as to take advantage of them covering contingencies which would otherwise result in a \$50 registration fee increase, that we would have to abide by and use their rules. It was suggested that perhaps ASEE could be the organization to carry this responsibility instead. A consensus among those present was to get ASEE to handle the contractual and management arrangements. Larry Shuman argued to work it out with IEEE Education/IEEE Computer/ASEE; essentially one of the three was needed. However, if ERM wanted to do its own conference perhaps working with the University of Kansas as done this year could be pursued. *Bottom line:* Do we want to continue the current conference format/structure? A consensus was to see what ASEE feels their role would be. Ron Miller interpreted this consensus to mean that the ERM Board urges the Steering Committee to contact ASEE regarding their role.

ASEE '02: Larry Richards requested information on workshops. He indicated that only 10 abstracts had been submitted so far and he was looking for reviewers for Nov. 1-15 time period. He asked for every time slot as done in the past. Reviewers would be asked to 'reject', 'accept for ERM session', or 'suggest acceptance within another sessions'; thereby essentially creating a pile of abstracts not accepted for ERM sessions for consideration by other divisions. Sandra Courter was working on the ERM Distinguished Lecturer. For a "For'em and Again'em" session it was suggested to have a debate on the conference session format: 15 minute papers vs. 5 minutes with group discussion afterwards. (It was also suggested that it be held within stumbling distance of the McGraw-Hill reception.) Melinda Picket-May volunteered to help coordinate such a session. Alisha Waller volunteered to coordinate the "Breakfast of Champions" session; there were 46 in attendance last year. Larry Richards said he would work with Mike Dingman regarding logistics of these events to ensure appropriate furnishings. Teri Reed-Rhoads raised the issue of a paper being presented that was not the one approved via the paper review process and questioned whether there was any ERM policy regarding this? Dan Moore commented that he would like to know of any such instances and that the policy of ERM was such that the authors should give the approved paper or sit down.

5. New Business

(a) Feminist Pedagogy

Beth Eschenbach requested funding for a workshop on feminist pedagogy as a follow-on to discussions that were held at the FEEL event prior to the ASEE 2001 conference. Alisha Waller made a motion to have ERM fund up to \$5000 to cover honoraria, travel and materials for such a workshop. An honorarium of \$500 was anticipated, not to exceed \$1000. The motion was seconded by Karl Smith and subsequently approved. There was discussion about when to hold the workshop, whether it should be by invitation only, and how the number of many attendees it should handle.

(b) ERM mini-grants

Barbara Olds indicated that Charlie Yokomoto had prepared a draft of what the grant proposals should entail. The idea was to support up to \$1500 for projects aimed at improving teaching and learning processes. A question on payment to individuals was raised. Questions on payment to non-educational institutions and non-overhead grants vs. 503C organizations were raised. Dan Budny proposed that ERM commit a maximum of \$10,000 to be distributed each year at the FIE conference with proposals due the preceding May; each proposal would be for up to \$2500. Consensus was to approve pending circulation of the final draft of the mini-grant proposal guidelines.

(c) Workshop honoraria

Dan Budny raised the issue of workshop honoraria at the ASEE meetings. Consensus was that any workshops done by ERM members at the ASEE regional or national meetings were to be considered as volunteer work and not part of the ERM-funded workshop series due to the ASEE Headquarters ruling prohibiting membership receiving compensation for attendance at a meeting.

(d) Ken Roby

Matt Ohland provided the Board with an update on the health of Ken Roby, former Newsletter Editor and dedicated ERMer. Sadly, as the Secretary completes these minutes he must report that subsequent to the FIE conference Ken passed away.

6. Adjournment

Concluding the discussion on new business, the meeting adjourned just in time before the next group slated for the Captain Cook's Cabin was about to enter.

Submitted by Eric P. Soulsby