

Minutes
ERM Division Executive Board Meeting
FIE2003 – 5 November 2003
6:30-9:00 PM
Denver, CO

Submitted by Dave Voltmer, ERM Secretary

0. Call to order. Eric Soulsby, ERM chair, opened the meeting by circulating the agenda. Those in attendance were as follows:

Robin Adams	Univ. Washington	radams@engr.washington.edu
Dan Budny	Univ Pittsburgh	budny@pitt.edu
Roni Burrows	Arizona State Univ	burrows@asu.edu
Dick Culver	Binghamton Univ	rculver@binghamton.edu
Heidi Diefes-Dux	Purdue Univ	hdiefes@purdue.edu
Sharon Fellows	Binghamton Univ	fellows@binghamton.edu
Cindy Finelli	Kettering Univ	cfinelli@umich.edu
Debbie Follman	Purdue Univ	dfollman@purdue.edu
John Heywood	Trinity College, Dublin	inseredu@ecd.ie
P.K. Imbrie	Purdue Univ	imbrie@purdue.edu
Susan Lord	Univ San Diego	slord@sandiego.edu
Roy McGrann	Binghamton Univ	mcgrann@binghamton.edu
Bill Oakes	Purdue Univ	oakes@purdue.edu
Larry Richards	Univ Virginia	lgr@virginia.edu
Terri Reed Rhoads	Univ. Oklahoma	teri.rhoads@ou.edu
Rob Reilly	MIT	reilly@media.mit.edu
Eric Soulsby	Univ. Connecticut	eric.soulsby@ucon.edu
Ruth Streveler	Colorado School Mines	rstrevel@mines.edu
Dave Voltmer	Rose-Hulman Inst Tech	voltmer@rose-hulman.edu
Alisha Waller	Georgia State Univ	alisha_w@bellsouth.net
Charlie Yokomoto	IUPUI	yokomoto@iupui.edu

1. Chairman Soulsby circulated and reviewed a number of recent documents from the ASEE Headquarters indicating that the ERM Division membership is increasing relative to many other ASEE Divisions. He further encouraged all members to continue to invite ASEE members to join ERM.
2. Dave Voltmer gave the ERM Secretary-Treasurer's report. The minutes from the ERM Division Business meeting held at ASEE Annual Conference in June posted on the ERM website were accepted with no revisions suggested. The ERM Division balance is \$77,293.88 in the BASS account and \$0.00 in the Operating account. Eric indicated that there are significant expenditures on the horizon.
3. Teri Reed Rhoads, Vice Chairman for Programs and ASEE 2004 Program Chair, distributed statistics that confirms the procrastination of authors as reflected by the vast majority of submissions occurring just before the deadline. Reviewers are requested and will be notified within the next few days due to the tight deadline for completion. ASEE headquarters delayed the submission deadline, but did not extend the paper review deadline. She will use email addresses from last two ERM Board and business meetings as the basis for recruiting reviewers. It would be useful if CAPS could compile a list of reviewers from previous years, but they claim this is not available. Mike Dingman is no longer

with ASEE Headquarters office and the new staff members are not well-acquainted with the program organization and definition process. P.K. Imbrie has contacted Mr. James Pellegrino (Professor in Psychology and Education at the University of Illinois Chicago) to be the ERM Distinguished Lecturer at a mini-plenary session and a request for this event has been submitted to the ASEE Board well before the deadline. However, no official approval for the event has been granted by the ASEE program committee. If ASEE Board approval of Mr. Pellegrino as a mini-plenary, he will make his presentation in an ordinary ERM session. The computer software group, AGILE through David Socha, has suggested collaboration between their members (who will be attending an AGILE conference during ASEE 2004 annual conference) and the ERM Division. However, it appears that this will be an informal arrangement at best.

4. P.K. Imbrie, Vice Chairman Elect for Programs and ASEE 2005 Program Chair, needs suggestions from anyone for local attractions in Salt Lake City for the ASEE 2004 annual conference especially for the ERM Brouhaha. As a member of FIE Steering Committee he reported that the committee will consider two proposals for changes in the FIE conference. Norman Fortenberry of the National Academy of Engineering Center for the Advancement of Scholarship in Engineering Education (CASEE) has inquired how they might become involved as a sponsor or in other support of FIE conferences. CASEE would not expect any of the surplus income generated by FIE. CASEE could carry over from year to year the various sponsoring funds, e.g., the new Faculty Fellowships. This would be a great benefit to FIE conference since carryover is not possible with the current organization and it is always a last minute funding concern for the conference hosts. CASEE's presence in the FIE organization would be problematic since present bylaws require that all sponsoring groups have a program chair; the addition of another program chair would make a complicated process even more complicated. Eric invited discussion on this issue. Including CASEE in FIE would change the nature of the FIE conference from its present form that has evolved over the past few years. What will CASEE gain by affiliation with FIE? Recognition and credibility for their fledgling organization and their promotion of scholarly research in engineering education. CASEE might act as a stabilizing influence against the domination of any of the current sponsoring societies. In addition, CASEE's association with FIE might bring increased credibility to the conference. NAE's support of educational research through CASEE is a plus from ERM's point of view. It seems vital to establish in advance the conditions and criteria for additional conference affiliated organizations so that unexpected precedents are not set. The recent NRC report is a quite controversial that may impose severe limitations on higher education. It should be noted that the FIE request is from CASEE, not an NAE (and its affiliation with NRC) request; the former has positive features; the latter may not. The FIE connection that is needed for CASEE to gain credibility. Finally, the issue of international FIE meetings will be on the agenda in the future.
5. Sandy Courter, Vice Chairman for Teacher Development, will not arrive until later this week.
6. Alisha Waller, Special Sessions Chair, FIE 2003: For FIE 2004 these sessions will be named interactive sessions. The FIE Steering Committee approved this new venue for someone to bid on an entire session on a single topic and with a format different than a speaker lecturing to an audience. Eight special session proposals were accepted, though a couple other sessions have been included because other FIE officers issued invitations that can't be honored conveniently in other sessions. The sessions are all distinctive with active audience participation and interactive learning. Reviewers are needed for next year's proposals. The new Special Sessions chair will assume responsibilities for FIE 2004.
7. Alisha Waller, Newsletter coordinator, requests member information about babies, puppies, promotions, achievements, etc. The next issue will be coming when there are enough details to justify. Enjoy.

8. Dan Schmucker, Brochure coordinator, is seeking a list of ERM members who are ASEE Fellows. Cindy Finelli has the brochures to distribute at FIE 2003.
9. Cindy Finelli, ERM Program Co-chair for FIE 2003: The program looks good. In the review/selection process, all papers were randomly assigned to reviewers. There were 1060 abstracts submitted with about 50% acceptance rate. There are about 650 people pre-registered for this year's conference. The HP mobility conference has brought in about 100 of these participants.
10. Deborah Follman, New Engineering Educators Liaison: Connection with the NEEs needs to be made before the conference, the on-site connection at the conference is not as effective due to the hectic conference schedule. She urged all members to spread the word about Regional Effective Teaching Institutes (RETIs) as well. Perhaps the ERM chair can handle this via communications directly to engineering deans.
11. Ruth Strevler, Regional Effective Teaching Institutes (RETIs) co-coordinator: Ruth and Mike Prince of Bucknell have recently assumed the leadership responsibilities for RETIs. They are dividing the country as east/west of the Mississippi. She and Mike have held lengthy discussions to gain a sense of the history and philosophy of the RETIs as established in the late 60s. It has been suggested that current climate with campus teaching centers may alter the role of the RETIs from years past. The mechanics of RETIs—costs, quality, evaluation, etc—need to be reviewed and clarified. This was especially apparent in the communications for honoraria for Alisha and Mike for recent RETIs that they have made earlier this fall. RETI presentations at the ASEE annual conference will not be funded as established by earlier decisions. However, should regional ASEE RETIs be funded? is an important, unanswered question. A committee is needed to review the RETI policies and propose guidelines for future. The RETIs are more focused on items of importance to engineering educators. Eric appointed an ad hoc committee composed of Cindy Finelli, Alisha Waller, Mike Prince, Debbie Follman, Ruth Strevler, and Eric. A report from the committee can be expected at the ASEE annual conference in June 2004.
12. Robin Adams, Apprentice Faculty Grants coordinator: Robin suggested that the stipend be increased so that it is sufficient to meet conference costs. Eric noted that the AFGs were not intended to cover full conference costs, but to provide funds to augment funds provided by the recipient's home institutional funds.
13. Eric announced that the ERM Distinguished Service Award will be awarded to Mike Pavlich at FIE 2003. The selection is made by the current ERM chair, Eric, and the two most recent past chairs, Daniel Moore and Barbara Olds.
14. Eric distributed information about the Ben Dasher award and the selection committee. The committee read all of the papers nominated by the FIE co-chairs. Debbie Follman, Dasher Committee Chair, and her committee will finalize the award. This award presents a dilemma—a good presentation and poor written paper is never considered, but there are well-written papers for which there are poor presentations. The reviewers need more guidance in the criteria upon which they base their recommendation for this award. This dilemma would be eliminated if Dasher award were based upon the written paper only. Eric suggested that ERM officers coordinate with the IEEE EdSoc as they review the FIE awards.
15. Dick Culver, Helen Plants Award chair: Last year the FIE Steering committee revived the award in conjunction with the two-year trial of FIE special sessions. Are there other sessions that should be considered as well? Reviewers (at least 3 per session) are still needed with the proviso that any

special session presenters cannot act as a reviewer. The list of special sessions was circulated and reviewers were recruited. Most of the empty reviewer slots were filled. The written reviews requested by all attendees at the special sessions will provide data for consideration of this award in future years as well.

16. Charlie Yokomoto, Mini-Grant Selection Committee chair: Eric commended the committee for a good job in the application reviews. Four awards were made to Mr. Baba Kofi Weusijana (Northwestern University), Dr. David DiBiasio (Worcester Polytechnic Institute), Dr. Deborah Follman (Purdue University), and Dr. Richard Layton (Rose-Hulman Institute of Technology). Eric noted that this is a large budget item. Can or should ERM continue making these awards? On the other hand, is \$2500 enough for the amounts of each grant? The total amount of these awards is limited to \$10,000 by tradition; but is this enough and can we afford this amount? Perhaps the awards should be combined into fewer, but larger awards. In a related effort, CASEE is intended to encourage, though it is not necessarily a funding support. What was the original purpose of the AFG awards?
17. Eric announced that ERM elections to be held this spring include the offices of Secretary-Treasurer, Vice Chairman Elect for Programs who becomes the Program Chair for ASEE 2006, two directors, a nominating committee member from the board and another nominating committee member from the ERM membership at large. He encouraged solicitation of candidates by all members of the ERM Executive Board.
18. OLD BUSINESS – None was outstanding.
19. NEW BUSINESS – ERM ASEE 2003 Best Paper Award recipient Cynthia Finelli was presented with a citation acknowledging her accomplishment. Perhaps we need a more formal ERM best paper award that could give more recognition to the recipients. ASEE has made the process for a society-recognized award more rigorous and challenging.
20. Sponsorship of workshops at regional meetings – The previous decision of the Board was that these were not to be funded by ERM. The RETI activity is anticipated to serve this role.
21. Eric reported on the state of the ERM organizational structure: many positions in the by-laws are not filled; we are not following many of the outlined procedures; ambiguities abound (this is especially true of the nominating committee and the NETI leadership.) The Vice-chair for ASEE programs is also listed as responsible for FIE programs, yet we have an FIE program chair. The Vice-chair for Teacher Development has many listed responsibilities though apparently one has never been appointed. Four Directors serve for two year terms yet they have no specified responsibilities. The duties of the ERM Program chair actually fall to the Vice-chair for programs. There is an ERM program chair for FIE and now it appears that there is an FIE Interactive session program chair, this year from ERM. The ERM Newsletter Editor is appointed by the chair on the recommendation of vice-chair for publications. Is the position of Society publications liaison really needed? The Ben Dasher committee chair is to be recommended by the Vice-chair for Teacher Development as is the Helen Plants Award committee chair (though we have never appointed a Vice-chair for Teacher Development!) The National Effective Teaching Institute (NETI) chair is to be recommended by the Vice-chair for Teacher Development (yet to be appointed!). The Nominating committee has the chair appointed by ERM chair with the other two elected at ERM business meeting (why this venue?). Neither the FIE steering committee members nor the AFG mini-grant committee members are a bylaw position; should they be? Though the Brochure chair is specified, should it be under the ERM VP for Publications? Eric feels that these “irregularities” need to be cleaned up so as to provide a smoother transition from one officer to the next each year with a clear officer election/appointment

plan in place. Does the ASEE board have to approve any ERM bylaw changes? Eric will check with Barbara Olds. The ERM Division is unique in that only a few of our officers are elected while many are appointed whereas most other divisions have a most officers elected at a lower level with a long-term, order of succession. At the request of the Board, Eric will attempt to revise the bylaws.

22. Dan Budny was recognized for a great job in revising and updating the ERM website.

23. The meeting was adjourned at 9:15PM. The next meeting of the Executive Board will be held in June 2003 at the ASEE Annual Conference in Salt Lake City.

Respectfully submitted,

David Voltmer, ERM Secretary