

FIE 2008 – ASEE ERM Division Business Meeting Minutes

Thursday, October 23, 2008

10:00 – 11:45 AM

Schuyler Room - Courtyard by Marriott

Moderator: Cindy Finelli

Call to order, Cindy Finelli, ERM Chair. Cindy called the meeting to order at 10:09 AM and asked for introductions of those present.

Introductions

Susan	Donohue	Univ. of Virginia/CASEE	susand@virginia.edu
Cindy	Finelli	Univ. of Michigan	cfinelli@umich.edu
Trevor	Harding	Cal Poly	tharding@calpoly.edu
Archie	Holmes	University of Virginia	archieholmes@virginia.edu
Eric	Johnson	Valparaiso Univ.	eric.johnson@valpo.edu
Jennifer	Karlin	SD School of Mines	Jennifer.Karlin@sdsmt.edu
Richard	Layton	Rose-Hulman	Layton@rose-hulman.edu
Lisa	McNair	Virginia Tech	lmcnair@vt.edu
Dan	Moore	Rose-Hulman	dan.j.moore@rose-hulman.edu
Tamara	Moore	Univ. of Minnesota	tamara@umn.edu
Jim	Morgan	Texas A&M	jim-morgan@tamu.edu
Alice	Pawley	Purdue Univ.	apawley@purdue.edu
Teri	Reed-Rhoads	Purdue University	trhoads@purdue.edu
Larry	Richards	University of Virginia	lgr@virginia.edu
Angela	Shartrand	Nat. Col. Inv. & Inn. Alliance	ashartrand@nciia.org
Julie	Trenor	Clemson	jtrenor@clemson.edu
Dave	Voltmer	Rose-Hulman	voltmer@rose-hulman.edu
Susan	Walden	University of Oklahoma	susan.e.walden-1@ou.edu

(18 total attendees)

Officer reports

1. **Secretary/Treasurer** – Tamara Moore – Secretary

Draft minutes from ASEE 2008 Executive Board Meeting and Business Meeting passed out. Jennifer Karlin approved the motion to accept the minutes, Jim Morgan seconded, minutes were unanimously approved. Treasurer report as of July 28, 2008 shows \$1330.00 in the operating account and \$94,315.59 in the bass account. Historical comparisons are as follows: Treasurer report as of July 31, 2007 in the operating account was \$67.25 as of 7/31/07, \$477.00 as of 6/30/06, and \$0 as of 7/31/05. In the Bass Account, there was \$97,845.26 as of 7/31/07, \$72,402.64 as of 6/30/06, and \$69,242.67

as of 7/31/05. A question arose if FIE 07 was included in the numbers for this year. A quick look at the report determined that the FIE funds were not included.

2. **Vice-Chair for ASEE 2008 Programs** – Sandy Yost
No report submitted and Sandy was not present.
3. **Vice-Chair for FIE 2008 Programs** (Saratoga Springs, NY. Oct. 22-25, 2008) – Matt Ohland
We are expecting 11 workshops, 11 special sessions, and 283 full papers and 118 WIP arranged in 88 technical sessions. Rich Layton spoke for him. Final attendance numbers are not yet available. Dan Moore says around 550 plus.
4. **Vice-Chair for ASEE 2009 Programs** (Austin, TX. June 14-17, 2009) – P.K. Imbrie
1) Approximately 175 abstracts submitted. 2) Approximately 15 abstracts were returned because the authors did not follow the instructions. They were allowed to re-upload. 3) Accepted 2 special sessions. 4) Submitted Jim Stice as the Distinguished Lecturer. 5) Approx 125 ERM members have volunteered to review. 6) Need to know if we want poster session. 7) Brouhaha will be off-site.
Discussion on poster session: Cindy asked for comments on the poster session. Dan Moore, wants poster session, but not if it is where lesser quality papers get placed. Suggested that the poster session be put with the exhibition time when there is food. This was suggested by Susan Donahue. Those present agreed that the poster session should be offered (for high quality papers) and ERM members should be specially encouraged to attend.
Report on ERM Distinguished Lecturer – Sandy Yost
Jim Stice has been proposed to ASEE headquarters. No word yet.
Report on Brouhaha – Trevor Harding
Will hold the Brouhaha off site. Short distance from convention center. Nice restaurant that overlooks the river. The band will cost approximately \$650, restaurant \$4000 for dinner (not including any bar costs)...estimating 100 people. Tickets have been turned in at \$75.
5. **Vice-Chair for FIE 2009 Programs** (San Antonio, TX. Oct. 22-25, 2009) – Rich Layton
Training not happening from chair to chair. This causes anxiety. We are going to stick to the deadline on abstracts (Jan 14, 2009). Guidance from previous chairs will be nice. Trevor brought up problems...the sessions need to be scheduled so that they make sense... papers and then discussion sessions should be followed... Dan Moore says that he will pay attention as the special sessions chair. Rich explained that there were extenuating circumstances this year, that showed up in how sessions were put together.
6. **Vice-Chair for ASEE 2010 Programs** (Louisville, KY. June 20-23, 2010) – Trevor Harding
The dates are set, but there is nothing else to report.
7. **Vice-Chair for FIE 2010 Programs** (Northern VA. Oct. 27-30, 2010) – Maura Borrego
Larry Richards spoke for Maura. The hotel is the Marriot crystal gateway. Hotel is on a metro line close to national airport. Hosted by Virginia Tech and University of Virginia. Currently chairs of certain positions are vacant and need to be filled.
8. **Vice-Chair for ASEE 2011 Programs** (Vancouver, BC. June 26 – 29, 2011) – vacant
9. **Vice-Chair for FIE 2011 Programs** (Rapid City, SD) – vacant
General co-chairs are Jennifer Karlin and Stuart Kellogg. She says it will include a visit to Mt. Rushmore. Cheaper hotel rates than previous years, so that is a plus.
10. **Vice-Chair for Publications** – Dan Budny
Everything is going great. On the what's new side. We are moving the dynamic part of the entire FIE web site. As soon as the conference is over the <http://fie.engrng.pitt.edu/> site will become a static site and you will only be able to download from that site. All the author interaction stuff will move to <http://www.fie-conference.org/> Dan Moore says this is a surprise to the FIE committee and will bring about large discussion. A motion to retain Dan Budny to maintain the ERM website for 2008-2009 and to pay him \$1000 for that service). Larry Richards made the motion, Rich Layton seconded. Motion passed.

Additional reports

11. **FIE Steering Committee, ERM reps** – P. K. Imbrie (July 2006 – June 2009), Dan Moore (July 2007 – June 2010, current chair), and Jennifer Karlin (July 2008 – June 2011)
Dan is current chair. There will be an executive session on Saturday. The final read of an RFP for publications will be on the agenda. Dan Budny will do FIE publications for 2009. But there will likely

be a new process in 2010. Any suggestions for sites that will manage this process, please forward this to Dan. We expect to get this RFP out this year. Also looking at RFP to conference organization which has been handled by Kansas. The process needs to be more systematic. The discussion around the clearinghouse site include copyright issues. Want it on a server of the constituent societies. He is concerned that Dan Budny has the FIE name registrations to the new site. The steering committee needs to address these issues. For future FIE destinations, the committee has asked Trevor Harding to host in 2012. For 2013, they have someone interested (Oklahoma).

12. **Editor** – Glen Livesay

Nothing to report. Takes care of ASEE meeting. Glen not here.

Committee reports

13. **Apprentice Faculty Grant (AFG) Committee** – Julie Trenor

A schedule for the recruitment and dissemination of nomination/application materials for the 2009 Apprentice Faculty Grant (AFG) has been established, as outlined below. November 6, 2008—call for nominations opens. The following strategies will be employed in early November to disseminate information and solicit nominations.

- Email to ERM listserv, ASEE listserv (ASEE Action), and WEPAN listserv
- Email to deans, ASEE WIE, MIE, and New Engineering Educators chairs
- Posting on ERM website
- Deadlines:
 - January 16, 2009 —Application deadline
 - January 19-20, 2009—Distribution to committee reviewers
 - February 5, 2009—Reviews due back to AFG chair
 - February 16, 2009 —Notification of application status to all applicants
 - April 15, 2009—Call for mentors
 - May 1, 2009 —Assignment of ERM conference host to Grantees

14. **Distinguished Service Award Committee** – Eric Soulsby

Cindy Finelli gave this report. Teri Reed-Rhoads is our current DSA winner. Congratulations were given to her ...If you are not planning to go to the banquet, you can still buy tickets.

15. **Benjamin Dasher Award Committee** – Jim Morgan (July 2008 – June 2009)

The Dasher Committee is in the process of narrowing down the list of finalists (there are about a dozen). There are a lot of good papers. We will be visiting sessions & meeting Saturday after FIE to start the final selection. If we have trouble with a tie breaker, we will be calling on ERMers to help us, so open your emails! There will be a meeting at the end of FIE to make a decision, but will probably not make the final decision until some time has passed so the committee members can reflect.

16. **Helen Plants Award Committee** – Shane Brown (July 2008 – June 2009)

Lisa McNair was a part of the winning session from last year. Congratulations were given to her. There are 9 special sessions, 3 Thursday, 4 Friday, and 2 Saturday. The Helen Plants Committee this year consists of three people, Shane Brown, Heidi Ellis, and John Buck. There will be two of the three committee members at every special session. The committee has slightly modified the review form and will use the form as well as distribute it to special session participants. After the conference, the committee will convene choose a winner. If it makes sense to do so, the committee will make modifications to the feedback form after our selection, mostly focused on defining the levels of performance for which we ask the reviewers to rate the sessions. The process is going great...but we really haven't done anything substantial yet!

17. **Nominating committee** – Michael DeAntonio (July 2008 – June 2009)

There is nothing to report about the nominations at this time. The search for candidates will begin shortly. Low participation in voting. Nominating committee will be looking for new candidates. Dave Voltmer suggests that the elections are at a bad time, Dan Moore says that last year's chair (Dan Moore) fell behind, but it should have been in March.

Old Business

- **Program to support students at the Brouhaha** – Kay C Dee
We need to have more publicity... Through this process, ERM and the sponsor split the ticket costs. We supported 2 students.
- **Best ASEE Paper Award** – Maura Borrego
The award is now officially on the books. The Best paper of ERM went forward and ended up winning the overall best paper of ASEE. PK will need to be sure to forward the ERM best paper forward.

New Business

Survey on use of surplus ERM funds. Tamara Moore reported on the results of the survey (see attached). Discussion followed on the survey report. The top three choices for use of the money were to have a grant for education research, add more AFG award winners, and subsidize the Brouhaha. Regarding the idea of resurrecting the Mini Grant competition. The Mini Grant had an annual reporting requirement. Is there a way to get around the overhead? Recommendation to continue. Regarding the Brouhaha ticket costs, the number of people will matter. Discussed doing something to help grad students to come even if not being supported. We have discussed subsidizing grad students at a cheaper rate. Teri Reed-Rhoads proposes that we subsidize BH for \$25, seconded by Susan Walden for Austin. This is a pilot to see if it works. Friendly amendment motion... \$40 and 2 drink tickets. Motion passed.
Regarding having more AFG award winners, no decisions were made.
It was agreed that the committee would further study the survey results and make recommendations.

Announcements:

Cindy sent around an IJEE call for papers for a special issue.

Lisa McNair sent around recruitment materials for the Virginia Tech graduate recruitment day on November 14, 2008. VT is offering a subsidy for travel of \$250 for interested graduate students.

Susan Donahue as CASEE fellow asked members to consider helping her out with caseconduit.org. She would like to make video of you reading a product. Resulting video could end up on YouTube...But you are in control. She needs volunteers on Friday and Saturday. She said you would be "Immortalized forever"...This is to try to reach people...She called it the CASEE Oscar...

Dan Moore: You will be receiving an email to explain the 3 different paper processes for the FIE 2009 conference. Pay attention when it comes. Heads up.

Committee will continue to look at how to spend the ERM money, but the motion for the 2009 BH has carried as a pilot.

Movement to adjourn – Trevor Harding made the motion, Jennifer Karlin seconded. Motion passed. The meeting adjourned at 11:34 AM.

Respectfully submitted,

Tamara J. Moore

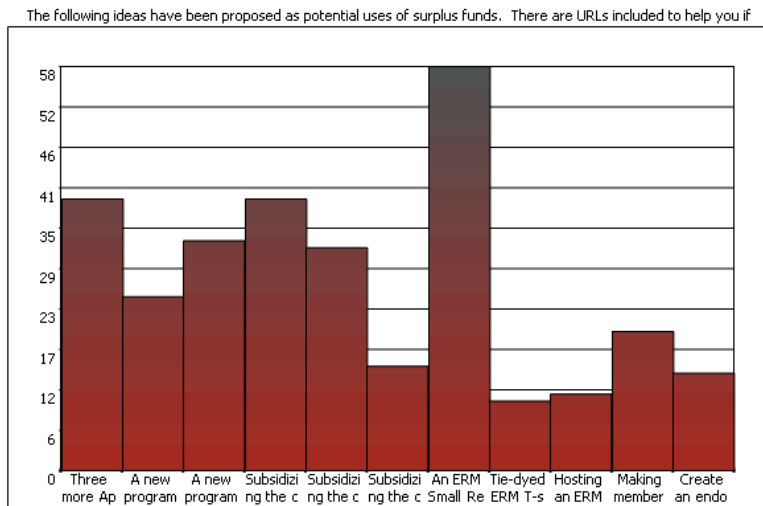
ATTACHMENT:

RESULTS OF THE ERM USE OF MONEY SURVEY

- **Question 1: What percentage of surplus funds would you be in favor of using for new ERM initiatives? (103 responses)**
 - 0 (0%) responded 0% of the funds
 - 0 (0%) responded 1-5% of the funds
 - 2 (1.9%) responded 5-9% of the funds
 - 18 (17.5%) responded 10-19% of the funds
 - 42 (40.8%) responded 20-30% of the funds
 - 32 (31.1%) responded more than 30% of the funds
 - 9 (8.7%) responded "I don't wish to answer this question"
- **Question 2: The following ideas have been proposed as potential uses of surplus funds. There are URLs included to help you if you are not familiar with an activity or award. These are not live links. Please copy and paste into your browser window. (99 responses)**

Three more Apprentice Faculty Grants annually	39	39%
A new program, similar to the Apprentice Faculty Grant program, but for individuals entering academia from industry.	25	25%
A new program to award a travel grant (to attend ASEE) to an outstanding educator.	33	33%
Subsidizing the cost of ERM Brouhaha (< \$50).	39	39%
Subsidizing the cost of the ERM Breakfast with Champions (no cost to individuals)	32	32%
Subsidizing the cost of refreshments at the For'em and Agin'em	15	15%
An ERM Small Research Grant Program, competitively awarding money for educational research projects.	58	58%
Tie-dyed ERM T-shirts for our anniversary (1968/69 - 2009), at the 2009 ASEE conference! "Still cool at 40!"	10	10%
Hosting an ERM booth at the ASEE exhibit hall that is an "ERM Lounge"	11	11%
Making membership to ERM free (as opposed to \$3 annually) in order to reduce surplus funds.	20	20%
Create an endowed annual award. Award should be for:	14	14%
TOTALS	99	100%

The following graph is a visual representation of the table above:



The following table includes the results from the last radio button of question 2. 14 people chose this:

Create an endowed annual award. Award should be for:

Significant research findings
Outstanding New Initiative in Engineering Education Research
Exceptional Education Researcher of the year
innovation in engineering education research methods
Innovation in Engineering Education (over a sustained period)
integration of research and education in engineering education
most creative conference session
Research Significantly Impacting Practice
"ERM classic" - described in comments below
Contributions Engineering Pedagogy or the Learning of Engineering
something related to advancing engineering education RESEARCH

- **Question 3: If you have other ideas for using surplus funds, please contribute them here.**

Don't make membership free. You are only allowed three free memberships Make Brouhaha, Breakfast of Champions, ERM lunch meeting low/no cost events. The faculty travel grant seems fraught with problems; I don't favor it.and many of us probably already have our three.
It would be interesting if international visitors or students could be sponsored to come to FIE. I believe FIE is one of the best and most inspirational engineering education conferences. I believe people outside the US should have the opportunity to further enrich the conference and bring inspiration back home.
Use the funds to get more people involved in ERM. This would entail reaching out to new faculty at both research and four-year programs, and paying half their way to ASEE or FIE (with the home institution paying the other part). Also, providing small grants to these faculty. If there is sufficient quality, the apprentice grants program could be expanded, but there needs to be some distribution across institutions. Clearly the Engineering Ed programs may have more eligible students, but an effort has to be made to attract graduating PhDs from the traditional engineering programs who want to enter academia. We could also offer a special teaching workshop for these cohorts similar to the NETI, but designed specifically for new or soon to be new faculty. I am opposed to using the money to reduce the cost of ERM events, since this would do little to increase the pool of ERM members.
You might consider sending some funds to the NETI.
My only comment would be to not waste the funds on something like t-shirts. I love the small research grant program the most.
Since the inception of the National Effective Teaching Institute (NETI) in 1991, ERM has been an official sponsor of the workshop but has not contributed or been asked to contribute anything except its name. Hotel costs have skyrocketed in recent years and all but one of the sponsoring companies have withdrawn their financial support from the NETI, and while we have been trying to keep the

<p>registration cost below \$1000 we may not be able to do it any more unless we get some outside help. A higher registration fee will keep faculty from small teaching-intensive schools from participating, which I would hate to see happen. I propose that the ERM use some of its surplus funds to help support the NETI and keep it open to everyone. Rich Felder</p>
<p>I support things that are aligned with the ERM mission, and help bring more people into the conversation. Perhaps a moderated online "best practices" sharing space or a moderated list like the one that POD has. Comments on the list above: The AFG has served us well and I support expanding it, assuming that there are lots of applications. The Brouhaha cost has gotten out of hand and subsidizing it might increase attendance (although it's already well attended). [BTW: I didn't support the hosted bar at the 2008 Brouhaha]. The ERM T-shirt, "Still cool at 40" is a neat idea. Thanks for polling us. Karl Smith</p>
<p>We have to remember that the FIE Faculty Fellows are currently funded by CASEE (NAE) We expect that funding to continue, but it is not guaranteed for the long term. If NAE support changes, we may have to cover these costs again. Why three AFGs? - I would vote for 2 initially. The ERM small grants program has been tried. We had some problems with school policies and some recipients not performing up to our standards. Most did a great job with minimal support from us. But the Board voted to discontinue the program several years ago. I would strongly favor keeping the ERM membership fee. Paying it makes the member more committed to us. Larry G Richards lgr@virginia.edu</p>
<p>workshops for ERM leaders</p>
<p>Develop awards for best paper, etc.</p>
<p>If you do not make the ERM Breakfast with Champions free to individuals, consider hosting a reception (in addition to the Brouhaha?) that has no charge. This makes it easier for newcomers to get to know ERM regulars without having to come up with \$25 for breakfast or \$50 for dinner.</p>
<p>Some other thoughts: I would ammend the ERM Brouhaha cost option to make that event \$25 for graduate students. Use for FIE to reduce ERM member graduate registration fees</p>
<p>I would suggest that something should be done for doctoral students. Maybe a doctoral consotrium and students' attendance can be subsidized.</p>
<p>Perhaps the money could be used to help defray page costs for JEE articles by authors who cannot afford the page charges.</p>
<p>With respect to the Apprentice Faculty program, reserve one or two slots for non-traditional students.</p>
<p>It is really hard to answer this without knowing the size of the surplus and the size and variance of the income. Creating an endowed award would take ~\$100k (figuring a 5% payout) or so if you factor in travel, registration fees, and perhaps a small stipend. Similarly if we are thinking about reoccurring costs, we need to think about reoccurring income. Without knowing the size of the surplus and the size of ERMs overall operating budget, it is hard to give advice as to what portion should be spent down and what portion should be held in a rainy day fund. also, what is the cash flow of the Division? Do we typically get our income before or after we need to pay our expense? With that preamble, let me give you my thoughts to your 2 questions. I would favor spending down the surplus so that it is about ~100% of ERMs operating budget unless there is a cash flow reason to keep it higher. Not knowing the size of either I can not give you a percentage. Since this appears to be one time money, I think it should be spent on one time initatives as opposed to</p>

creating new programs that have an expectation to continue year after year (unless of course, we have ~\$500k and can endow some of the expenses). My first priority would be to increase the Apprentice Faculty Grants (or perhaps endow some funding for it if we have enough). This is the best idea of swelling the ranks of ERMers. My 2nd priority would be to temporarily reducing membership fees, perhaps make it free for new members for the first few years. My 3rd priority would be to temporarily reducing the cost of the Breakfast of Champions and For'em and Agin'em.

No subsidizing--I think it would be bad publicity if money raised on the backs of ERM members and FIE attendees went to subsidizing social events attended by a few people. Why are the funds called "surplus" funds? "Surplus" has the sound of something that ERM does not need, like surplus furniture or computers to be discarded because they aren't needed. To me, the best thing to do is to invest in activities that benefit ERM, such as mini-grants (why was the mini-grant program killed a few years ago after we put in so much work to develop it?), the traveling Effective Teaching Institute program, or a grant program for new educators, but I would recommend that the existing programs be re-worked because the criteria need to be revised. They were written for times past when roles were more traditional--graduating PhDs going directly into assistant professor positions instead of lecturer positions and assessment specialist positions. The assistant professor position is much more difficult to manage these days, and those who hold this position need much more support and assistance to do research and become better teachers at the same time. On the other hand, the newer non-tenure track positions pay less, and those who hold them have less financial support to travel. Perhaps they should be supported at section meetings, though, where the bang for the buck is bigger for them.

It is unclear how much the surplus is? Are we talking about \$100, \$1000, \$1,000,000? I like the idea of using the funds to expand the reach of ERM, either through free membership, or other recruiting/promotional activities.

All the options are good ones. I picked funding the Brouhaha and Breakfast because that would spread the money to the most members and promote collegiality. I might go further and subsidize the Brouhaha more heavily (completely?) for new or young members, to get them involved. I like the idea of small research grants, but the impact would be limited relative to the cost and effort to review applications, etc. It should probably focus on project initiation or proof of concept efforts. My suggestions might have been different if I knew the scale of the funds available and costs of the programs.

How about building up a homepage or Blog of ERM to enhance the networking between members?

Some funds could be used for the an International Collaboration on Engineering Education with emphasis on Engineering Pedagogy where engineering faculty from different countries could collaborate and work on a project of relevance for the advancement of pedagogical aspects in engineering.

These questions are very difficult to respond to without knowing how much the surplus is? I'm not sure you will be able to make sense out of any of these responses as people will probably respond differently if they knew how many \$\$'s you are talking about.

provide an award for new people (e.g., community college educators, traditional engineers, etc.) to conduct research with ERM members

Support an annual ERM workshop at ASEE. The workshop might be on research

methods.
Support for the Research on Engineering Education Symposium in order to lower the cost to participants.
(1) re: new award, "ERM Classic" - recognize some body of work of lasting value - seek nominations and then have a committee select - based on some combination of (i) bibliometric factors such as impact factors of journals in which published, number of times cited, etc. (ii) institutionalization of work, i.e. in assessment instruments used by others, text books, annual conferences, workshops, etc, (iii) amount and prestige of research funding gained to support/extend the work, etc... [i.e. sort of modeled after "Citation Classics" (ISI?)but broader factors considered than just citations] (2) Not clear to me if any of the first three ideas, (Apprentice Grants, travel grants) would be one-time only to spend the surplus, or endowed/annual. Wherever possible, I like the permanence of endowed awards (even if have to give fewer each year). Should have proviso for some sort of sunset clause so ERM could evolve/re-direct the award over time to keep it relevant.
Even a charge of \$50 for the brouhaha is prohibitive for our U, where reimbursement is limited to the usual meal rate, which is currently \$19.75 for dinner.
Reduce the FIE conference registration fees; i.e., an enticement to encourage more attendees which then can become more active in ERM issues.
I'd recommend using it to generate a greater student presence at ASEE/FIE (particularly FIE, which is VERY expensive for students if they don't have funding). As for the "percentage to use" question, I think this partly depends on how much excess we bring in every year. If we could spend as much as we've brought in on average each of the last few years, then our existing excess could cover us in years that are below average.
I also like the idea of providing a travel grant, but I would amend it to say for an outstanding "engineering education researcher" Another idea might be to hold a research symposium/workshop on a particular topic, where the topic changes each year/conference. For example one symposium could be about "conceptions of engineering teaching/learning" or "the pedagogical nature of interdisciplinary education" or etc. I'm just making these up but I think you get the gist. The idea would be to bring together researchers (and educators) interested in a particular theme to forge collaborations and/or advance the research agenda.
More awards to recognize excellent contributions to the division. This could also be used as another way to energize members.
Subsidizing an activity at FIE.