

**American Society for Engineering Education
Pacific Southwest Section
Executive Board Meeting Minutes**

**March 28, 2008
Engineering Building, Room 322j
Northern Arizona University**

PSW Acting Chair Larson called the meeting to order at 1:20 PM

Members Present: Larson, Self, Phillips, Loscutoff, Rezaei

Participating by Telephone: Members Khoie, Gallagher

Guests: Paul Blowers, Reza Raeisi, Kurt Colvin, Dieter Otte

I. Call to Order

- a) Acting Chair Larson welcomed all present and asked for general introductions
- b) A quorum was declared (Proxies were noted from members Plotkin, Wang, Mendelson, Amin, Little, Breitenbach, Macedo, and Hile)
- c) MSP. Minutes of 10/19/07 were approved
- d) MSP. The agenda was approved as presented.

II. Section and Committee Reports

a) Chair Report: Acting Chair Larson briefly reported on the circumstances that led to her assuming the position of Acting PSW Chair. Chair Mendelson has been forced, for now, to give up active participation on the Board. She thanked Loscutoff, Khoie, and Phillips for their help.

Larson then reported on the Annual PSW Conference, which she chaired. The final financial figures were not yet available, but, because of sponsor support, the conference may show a net gain. Registered attendance was 65. The best paper of the Conference was by David B. Lanning Jr. Two additional papers were cited for honorable mention. These papers were authored by Christos Valiotis, and Keith Holbert and George Karady. In general, the papers were of high quality. There were 42 abstracts submitted and 22 papers presented. The conference participants voted for the best conference presentation and that award was given – post conference – to Paul Blowers for his presentation titled “A tool box for integrating

information literacy into engineering courses: helping students help themselves.”

b) ASEE Report: Zone IV Chair Jane Fraser was not present. In her absence, Zone IV Chair Elect Self briefly discussed suggestions for Section activities and Campus Representative activities. He reported that in 2007 ASEE had 9742 members. He also reported that Fraser was planning a conference call with all Section Chairs. Next he brought up the idea of a Zone Meeting replacing Section meetings every three or four years. The PSW Board agreed that we were committed to National University for 2009 so that any potential Zone meeting should be no sooner than 2010.

c) Past Chair Report: Phillips reported on behalf of Past Chair Khoie that the Nominating Committee has met and has produced a draft 2008-2009 ballot.

d) Chair Elect Report: Larson led a brief discussion regarding the duties of the Chair Elect as the Section Representative for the PSW Section. A primary job of the Section Representative is to contact the Campus Representatives throughout the PSW Section. PSW had no nominee for Outstanding Campus Representative for 2007-2008.

e) Treasurer's Report: Plotkin had submitted a Treasurer's report dated March 28, 2008. MSP to accept this report. It was noted that the University of Nevada, Reno, had contributed the surplus of \$1656.15 from last Spring's meeting to PSW. There is an oral agreement between PSW and UNR that these funds are to be used for student scholarships and prizes.

f) Section Membership: No Report

g) Director's Reports: Loscutt had NR. Self had NR.

h) RWI Reports: Gallagher reported that Soham Mehta has resigned his RWI North PSW Board position.

i) Webmaster: NR

j) VC Community College: NR

k) VC New Faculty: NR

l) VC Student Awards: Larson reported that there are no student awards for 2007-2008.

m) VC Faculty Awards: Breitenbach had submitted a report saying that Amelito Enriquez, Canada College, has been selected for the Outstanding Community College award. There was no 2008 award for Outstanding

Teaching. It was noted that John Tester, of NAU, was the 2007 Teaching award winner, but that his name was not available for the minutes of April 13, 2007.

There followed a discussion about the difficulty of the nomination process. The nomination procedure for the CC Faculty Award is determined by the PSW Section. However, the nomination procedure for the Four Year Faculty Award is set by ASEE National. Phillips reminded the Board that we have discussed the possibility of selecting our Four Year nominee by a simplified procedure, and then having our selected candidate go through the formal nomination procedure.

The discussion then turned back to student awards, and Khoie was asked to bring to the fall Board meeting a proposal for funding student awards. It was agreed that all awards should include a proper, engraved plaque.

III. Old Business

- a) Spring 2008 Conference: This topic has been discussed above.
- b) Revitalizing the Board: Postponed to next meeting.
- c) 2009 National University Conference: Amin has proposed the dates of March 19 and 20, 2009. The Board will ask him to consider other dates.
- d) Other Old Business: No other old business was discussed.

IV. New Business

- a) MSP to ratify \$200 travel incentive grants for Board members to attend Board meetings.
- b) No action was taken regarding the proposed \$500 award for best Section paper.
- c) The best presentation award for the 2008 Conference went to Paul Blowers
- d) Fall 2008 Board Meeting: There was a brief discussion about potential meeting sites. The idea was then advanced that perhaps the Fall meeting might be conducted via teleconference. Some present thought this to be a good idea. Others present did not think it a good idea. Larson then suggested that we do a trial teleconference meeting in May. The purposes would be to see how well it works and to see if the Board favored this approach. Also, a Fall meeting site will be identified, if needed. Dieter Otte volunteered to set the teleconference up.
- e) Spring 2010 Conference: The possibility of a 2010 Zone conference was discussed earlier. Fresno State made a tentative offer to host PSW in 2010.

- f) A discussion of the PSW Section Representative position was covered earlier.
- g) On behalf of Mendelson, Phillips presented the PSW gavel to Larson.
- h) Other New Business: There was no other New Business.

V. Adjournment

The meeting was adjourned at about 2:55 PM

Respectively Submitted

Rich Phillips, Executive Secretary
ASEE/PSW 2007-2008