

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

**October 8, 2011**

**Bonderson Engineering Center  
Cal Poly, San Luis Obispo**

PSW Chair Eric Wang called the meeting to order at 11:07 AM

Members Present: Wang, Macedo, Enriquez, Brietenbach, Tester, Schlemer (joined later), Phillips, Raeisi

Proxies: Gallagher, Orwin (Phillips), Plotkin (Brietenbach), Rezaei (Raeisi)

Telephone: Loscutoff, Lanning, Orwin

Guests: Fred DePiero, Associate Dean of Engineering, Cal Poly

**I. Call to Order**

- a) Chair Wang welcomed all present and asked for general introductions.
- b) A quorum was declared. There was a brief discussion as to whether telephone participation counted for a quorum count.
- c) MSP to approve Minutes of Spring 2011 meeting.
- d) MSP to approve the agenda as presented after adding items IV f and IV g.

**II. Tour of 2012 ASEE PSW Conference Facilities**

- a) Associate Dean DePiero welcomed those present to Cal Poly and conducted a brief tour of conference facilities.

**III. Section and Committee Reports**

- a) Chair: Chair Wang thanked those attending this meeting, and Cal Poly for hosting the Board meeting and next Spring's Conference. He also thanked long serving Board members. Wang then brought up the need to form a Nominating Committee. The Nominating Committee was formed as: Macedo, Loscutoff, and Enriquez. He also brought up the need to identify an Outstanding Section Campus Representative. Action will have to wait until reports are submitted in January. It was then agreed to try to form a list

of Community Colleges with Engineering programs in the PSW Section and to update the list of Four year Colleges in the Section. (Note: No mention was made of trying to identify non-academic members of ASEE/PSW.) Wang then said that he would send a letter to schools showing how they might join ASEE/PSW.

b) ASEE: Marilyn Dyrud, Zone IV Chair, was not present. No Report.

c) Past Chair: It was noted that a Nominating Committee has been formed. Macedo reported that he enjoyed his experience as PSW Chair.

d) Chair-Elect: Enriquez reported on the National Meeting held in Vancouver, BC. His report is lengthy and is included at the end of these minutes.

e) Treasurer: Wang reviewed the Treasurer's report. It was agreed to budget \$1,000 for both the Community College and Four Year College teaching awards for 2012/13. (Macedo agreed to make up a 2012/13 budget.) Several errors were pointed out in the Treasurer's report as presented. MSP to approve the Treasurer's Report as corrected.

f) Section Membership Committee: No Report.

New Faculty: No Report.

h) Membership: No Report.

g) Directors: Loscutoff made a brief report. There were no other reports.

h) RWI: No Reports.

About this time the meeting adjourned briefly for lunch provided by Cal Poly. The meeting then continued over lunch.

i) Webmaster: No Report

j) Community College: Enriquez reported on his recent grant award. He will provide details via email to those interested. Tester then discussed efforts on getting veterans into Engineering.

k) New Faculty: Lanning asked how to identify new faculty. An Ad Hoc committee was formed to look into this: Lanning, Orwin, Wang, and Enriquez.

l) Student Awards: A discussion of the role of student awards took place. Tester will circulate proposed descriptions of both undergraduate and graduate student awards for comment. Action was taken to approve \$1,000 for each award. Again, this must be done every year if desired.

m) Faculty Awards: Brietenbach reported that the call for nominations for these awards starts November 1, 2011. Wang agreed to send emails to encourage nominations.

#### **IV. Old Business**

- a) Spring 2011 Conference: Raeisi reported that income from the Conference was \$6,835 and expenses were \$3,952. Excess will be contributed to the PSW treasury. There were 70 to 75 attendees, and 40 papers were presented. Registration fees were \$125 regular and \$150 for late registration.
- b) Spring 2012 Conference at Cal Poly SLO: Macedo reported on early plans for this conference. The dates have been changed from a previous announcement. The new dates are: April 19-21, 2012. MSP to budget \$1,000 from PSW funds to help with Conference expenses if needed.
- c) Travel Grants for CC members to attend the PSW Conference: To encourage Conference attendance it was MSP to allocate \$200 per member, up to a maximum of five, to attend the Conference. It was noted that this a Board action that must be taken each year.
- d) MSP to approve an attendance incentive of \$200 per Board member to attend Board meetings. This action must be taken every year.
- e) Best Section Paper: MSP to approve a \$500 cash award for the best Section paper at the 2012 Conference.
- f) Bylaws Revision: Two issues remain. It has been suggested by the ASEE Zone IV Chair, that PSW consider a two-year term for its Chair and that PSW bring its Section Campus Rep policy into line with other ASEE Sections. It was decided that Section Rep was a non-issue. An Ad Hoc committee was appointed to consider Bylaws revision considering the following two issues: PSW office term and phone call participation counting towards a quorum count. The Committee is Tester, Phillips, and Brian Self, if the latter agrees to serve.
- g) Decline of Community College Engineering Programs: Some discussion followed. Enriquez' grant addresses this issue.

#### **V. New Business**

- a) Fall 2012 Board Meeting Date and Location: The Fall Board meeting is usually at the site of the upcoming Spring Conference. This is not known as of now.
- b) Spring Conference Hosts 2013 and Beyond: National University, San Diego, and Cal State Long Beach are potential Conference hosts. Macedo has contacted U.C. Riverside to determine their interest.
- c) No other New Business

## **V. Adjournment**

The meeting was adjourned at 2:41 pm.

Respectfully Submitted

Rich Phillips, Executive Secretary

## **III. d) Continued**

### **ASEE PSW Board Meeting October 8, 2011 Cal Poly SLO**

#### **Chair Elect Report**

**From ASEE Zone IV and Council of Sections Meetings on June 29<sup>th</sup>, 2011,  
Vancouver, BC**

#### **ASEE notes:**

- 3706 registrants for this meeting—an all time high!
- Diversity committee, emphases, web site: should zone/section websites include a diversity statement?
- New: Membership Policy Committee
- Dues: Cannot be over \$70 (according to by-laws). Plans to raise maximum amount (needs approval by all members)

#### **Membership Ideas:**

- Sections (“Year of Dialogue” process to discuss membership value, features....)
- National meeting: If a non-member registers for the annual meeting (and pays the non-member rate), they automatically become a member. But it’s not obvious to them!
- Welcome new members intentionally in divisions at annual meetings.
- Sections have a “Membership” Chair as part of the Section leadership team
- Survey at section meeting: Grant Crawford (Zone I)

#### **Improve/Strengthen Section Meetings**

1. Personal invites to faculty—both ASEE members and non-members
2. Invitations to faculty of two year colleges in your section.

3. Explicit invitations to faculty at colleges and universities in your section who have not traditionally been active in ASEE.
4. Organize specific campus rep, deans, dept chairs events at Section meetings.
5. K-12 event as part of your section meeting.
6. Create grad student event(s) at section meeting. (Create a grad student planning team to ideate these events.)
7. Engage regional corporate members (and non members) in the section meeting.
8. Build ASEE membership into registration fee for non-members. (Ask Dwight about the details on this, disseminate to Section meetings.)
9. Various presentation options? Work in progress? Abstract plus presentation?

**From Zone IV Verbiage (Sean StClair):** “The section invites submission of abstracts in all areas of engineering and engineering technology education. Abstracts for presentations only, full papers, and work in progress papers are due January 31, 2011. Topics of interest include, but are not limited to...”