

## DRAFT

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

April 20, 2013

Winston Chung Hall  
University of California, Riverside

#### I. Call to Order

a. PSW Chair Enriquez called the meeting to order at 12:11 pm. He welcomed all present and asked for general introductions.

Members Present: Enriquez, Wang, Raeisi, Tester, Marayong, Lanning, Dal Bello, Phillips, Abbaschian, Gossage, Bangs, Gallagher.

Proxies: Macedo, Bangs, & Simeus to Enriquez; Parisay to Phillips

Telephone: None

Guests: Nebojsa Jaksik, ZoneIV Chair; Brian Self, Cal Poly SLO; Nilgun Ozen, SF State  
At 12:43 the meeting was joined by Rezaei, Member & Parham Piroozan, Cal Poly Pomona, Guest

b. A quorum was declared. It was observed that Enriquez could only vote two proxies.

c. **MSP** to approve Minutes of Fall 2012 meeting with minor corrections.

d. **MSP** to approve the agenda as presented.

#### II. Section and Committee Reports

a. Chair: Chair Enriquez thanked Abbaschian for an excellent PSW Spring Conference. He also thanked Marayong, Tester, and Wang for their work on awards. He reported that PSW had the lowest number of Campus Rep reports submitted of any ASEE Section. Self made it known that he serves as National Campus Representative. Some discussion followed.

b. Jaksic reported that the PSW Section had the best paper in Zone IV from last years Section Conferences and it is to be forwarded to the National competition. In 2014 there is to be a Zone IV Conference in the second week of April at the University of Colorado, Boulder. A process is being set up for judging papers. All Zone best papers are to be forwarded to the National Conference.

c. Past Chair: No Report. Wang then formed the Nomination Committee of himself, Macedo, and Gallagher.

d. Chair-Elect, Campus Rep: No Report

e. Treasurer report: **MSP** to accept the Treasurer's report as presented.

f. Membership: No Report.

g. Directors: Abbaschian gave a preliminary report on the Spring Conference. There were 112 registrations. UCR will probably need the \$1,000 supplement authorized by PSW. Self pointed out that the Section should get a statement for the record. Abbaschian then thanked his staff for their work. He also said that there is a difficulty when serving wine at a conference. If wine is tied to the conference registration fee, this can be taken as selling wine. Gossage commented that she liked the abstract review process for this conference. She observed that the PSW Section was not updated on the National website. There was some discussion as to whether this was the case or not. The Board then thanked Parisay for her excellent work as webmaster. Rezaei had no report. He did state that Cal Poly Pomona would like to host the 2016 PSW Spring Conference.

h. Relations with Industry (RWI): Gallagher reported that he is actively reviewing ASEE papers and supporting conferences. Rezaei commented on the need for more industry involvement. This was followed by discussion to increase industry support for conferences. Gallagher will draft a plan for this.

i. Webmaster: No Report.

j. Community College: Dal Bello reported that two Community College speakers at the Conference will need the \$200 authorized by the Board. Discussion followed regarding combining the PSW Conference with an ELC meeting. The two meetings were close together this time, which precluded some attending PSW.

k. New Faculty: Lanning described his efforts to recruit new faculty.

l. Student Awards: Marayong reported that she had 17 nominations for the outstanding student award. This year the award was \$800 to include travel to the PSW Conference. She went on to state that it is very difficult to judge an individual student's work compared to a student team's work. After discussion, it was **MSP** to have two student awards next year; an individual award and a team award. Each award was not to exceed \$1,000 total. It was agreed that in the future a student award candidate should include a personal statement. The discussion also included the difficulty in identifying a graduate student for an award.

m. Faculty Awards: Tester reported that he received 9 or 12 nominations for the four year faculty award. He then thanked Marayong for getting the plaques done. However, there was only one Community College nomination. Tester said that he will undertake to modify the CC nomination form. A difficulty is that the nominator must be an ASEE member. It was agreed that the PSW Section Chair, or the PSW Vice Chair, Community Colleges could make the nomination if requested to do so.

### **III. Old Business**

a. Spring 2013 PSW Conference: Abbaschian thanked those who supported the conference and the paper reviewers. He stressed that it is important to get school administrators to agree to support the PSW Conference in advance. Wang suggested that it would be desirable to track the number of paper submits and acceptances. This Conference had 86 abstracts submitted. It was noted that authors should be aware of ASEE writing guidelines. There was discussion as to limiting an author to two papers at the PSW Conference. No action was taken. Wang said that he will try to find expense summaries for previous PSW Conferences.

b. Spring 2014 Zone IV Meeting: No additional information at this time.

- c. 2015 and Beyond Hosts for the Spring PSW Conference:
  - 2015 Cal State Long Beach
  - 2016 National University
  - 2017 Cal Poly Pomona (Tentative)

Abbaschian stated that prospective host institutions should provide a preliminary proposal to the PSW Board. This was agreed to be an excellent idea and will be required in the future. A possible procedure would be for the PSW Chair to write the Dean of Engineering at the potential host institution requesting such a proposal. The Dean would then reply. Cal State Long Beach has provided such a proposal.

- d. Fall PSW Board Meeting: This meeting will be at Cal State Long Beach.

#### **IV. New Business**

- a. Nominating Committee: The Chair-Elect position is open.
- b. Ideas for Engaging Campus Reps: Self will survey ASEE Campus Reps to determine who is active. It was discussed that, currently, a Campus Rep report is optional. Self said that he will try to change it so that the report is required.
- c. Ideas for Strengthening PSW Membership: Abbaschian will send letters to supervisors of Conference presenters. Other suggestions should go to Macedo. Enriquez observed that there is an optional, for \$10, certificate available for attending the ASEE National meeting. A motion was made and seconded to have available, for \$ 1.00, a certificate for attending the PSW Conference. **The motion was defeated.** Abbaschian will ask this years presenters if they would have liked to have such a certificate available.
- d. Other new business: None.

#### **V. Adjourn**

Chair Enriquez adjourned the meeting at 2:25 p.m.

Respectfully Submitted

J. Richard Phillips  
Executive Secretary, ASEE PSW Section