

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

**April 9, 2002
California State University, Fresno**

Members Present:

Jacqueline Hynes, UC Santa Barbara
Thomas Kanneman, University of San Diego
Joe O'Brien, Hewlett Packard
Richard Phillips, Harvey Mudd College
Dan Walsh, Cal Poly San Luis Obispo

Guests:

Marie Dahleh, UC Santa Barbara
Walt Loscutoff, CSU Fresno
Paul Rainey, Zone IV Chair, Cal Poly San Luis Obispo

NOTE: It should be noted that actions taken at this meeting are not official, that they are only advisory, since a quorum of Executive Board members was not present.

I. Welcome and Introductions

The meeting was called to order at 7:45 a.m. by Chairman Joe O'Brien. The chair read a list of names of the Board members and determined that we did not have a quorum present. He noted that the October 2001 Board meeting also lacked a quorum.

II. Approval of Minutes of October 22, 2001, Meeting

The minutes were unanimously approved with no changes.

III. Treasurer's Report

The Treasurer's Report, as submitted by Allen Plotkin, was unanimously approved. See Attachment A.

IV. Discussion Items

- Revitalizing the Executive Board/Revitalizing the PSW

The numerous vacancies on the Executive Board were discussed, as was the non-attendance at Board meetings of the two Community College representatives.

Tom Kanneman volunteered to replace Lyle McCurdy as Editor. Sima Parisay, Cal Poly Pomona, was suggested as a possible Webmaster. It was noted that when people are approached about serving on the Board, it should be made clear that the person must be an ASEE member, must be willing to attend Board meetings, and must commit to active participation on the Board. Rich Phillips commented that although there are thirty-four institutions in the Section, he had received only six campus reports.

- Outstanding Teaching Awards

The Faculty Awards Report, submitted by Stacey Breitenbach, was received and discussed. See Attachment B. As stated in the report, there is a serious concern about the decrease in the number of nominations received for these awards each year.

The chair stated that he would send e-mail to each campus dean and to each PSW member. He will include an edited copy of Stacey's report and strongly urge deans to ask their department chairs to submit nominations for teaching awards. He asked that Rich Phillips also promote the teaching awards in his discussions with the campus representatives.

- Dues

Paul Rainey suggested that each campus representative should be notified when dues are due and should, at the same time, be asked for the optional \$50 contribution to the Section.

V. Zone IV Chair's Report

Paul Rainey reported that he would be going off the National Executive Board at the end of his term at this year's national conference.

Best Zone Paper Contest: The best paper from the Section meeting should be forwarded to Paul by May 1. A committee will select the best zone paper which will then be presented at the National ASEE Conference. Each zone winner will receive a \$1000 award, and the winners will be announced in *Prism*.

National ASEE Teaching Award: ASEE is seeking to establish an endowment fund to provide funding for an annual National ASEE Teaching Award. It is proposed that each section contribute \$500/year over the next four years for a total of \$2000. The funds can be taken from operating account funds or from the BASS account. This money would establish an initial fund to support the award, and subsequent funding would be requested from industry. Since any unspent operating account funds must be returned, it was recommended that we use unspent operating funds before tapping BASS account money. **The motion was made, seconded, and unanimously approved that ASEE/PSW contribute \$500 per year for the next four years (for a total of \$2000) for the ASEE National Teaching Award, using any unused operating account funds first and drawing the rest from the BASS account.**

VI. Spring 2002 Annual Conference

All of those present who have been involved in hosting a PSW Section Annual Conference emphasized the need to start planning early. The budget for the meeting should be presented at least a full year prior to the meeting.

VII. Executive Board Vacancies

Discussed earlier in meeting.

VIII. Old Business

- ASEE National Best Zone Paper Contest and Award

Discussed during Zone IV Chair's report.

- Section Funding – ASEE National/Section Teaching Award

See discussion and motion pertaining to National Teaching Award under Zone IV Chair's report.

In discussion, it was suggested that after the five years for which the Outstanding Community College Educator Award is currently funded, we may wish to discontinue it.

IX. New Business

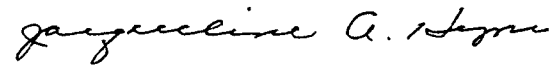
- 2003 ASEE/PSW Section Spring meeting will be held at the University of Southern California. No date has been selected.
- ASEE Annual Conference will be held in Montreal, Quebec, June 16-19, 2002.

- A motion was made, seconded, and unanimously approved commending Joe O'Brien for chairing the Section over the past year.
- A motion was made, seconded, and unanimously approved thanking Walt Loscutoff for hosting the Spring Conference.

X. Adjournment

The meeting was adjourned by the Chair at 9:00 a.m.

Respectfully submitted,



Jacqueline A. Hynes
Executive Secretary

PACIFIC SOUTHWEST SECTION – ASEE TREASURER'S REPORT
 EXECUTIVE BOARD MEETING APRIL 2002

(BASS ACCOUNT)

DATE	INCOME	EXPENSE	BALANCE	EXPLANATION
6/30/01			7589.49	BEGINNING BALANCE
9/30/01	42.69		7632.18	BASS Interest
10/09/01	50		7682.18	Dues
10/19/01	50		7732.18	Dues
10/22/01	50		7782.18	Dues
11/26/01	50		7832.18	Dues
12/31/01	702		8534.18	Allocation
12/31/01	48		8582.18	BASS Interest
2/26/02		1000	7582.18	Outstanding Teacher Award
		(OPERATING	ACCOUNT)	
12/31/01			550.00	BEGINNING BALANCE