

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

**October 14, 2005
California State Polytechnic University, Pomona
Room 9-205 Engineering Building**

PSW Chair Loscutoff called the meeting to order at 9:16 am

Members Present:

Loscutoff, Kanneman, Plotkin, Tsai, Fan, Little, Macedo, McCurdy,
Mendelson, Gallagher, Parisay, Phillips, Hile

I. Call to Order

- a) Engineering Dean Ed Hohmann welcomed the meeting to his campus.
- b) A quorum was noted. Loscutoff had a proxy from Khoie, and Phillips had a proxy from Wells.
- c) Approval of the minutes of 4/28/05 could not be done because there was no copy present. These Minutes will be circulated to the Board via email for approval.
- d) The Agenda was approved as presented.

II. Section and Committee Reports

- a) Chair Report: The Chair made a brief report that resulted in a preliminary discussion of the Spring meeting and identification of a keynote speaker.
- b) ASEE Report: The Zone IV Representative was not present.
- c) Past Chair Report: Kanneman reported that he is completing a Board roster that will include telephone numbers.
- d) Chair-Elect Report: Khoie was not present. Phillips detailed the duty of the Chair-Elect of PSW to act as the Section Representative.
- e) Treasurer Report: Plotkin noted that his circulated Treasurer Report did not show that PSW still owed National two \$500 payments, this year and next, as part of our commitment to the National Teaching

Award. It was agreed to make this year's payment after checking with National.

- f) Membership Committee Report: Tsai reviewed use of the voluntary Dean's Program (payment of the first year ASEE dues for new faculty followed by a second year payment by ASEE) to attract new ASEE members.
- g) Director Reports:
 - Fan made some brief remarks expressing his interest in Board activities.
 - Little reported that he will be on sabbatical next year and will find a temporary replacement for the Board. He and Macedo stressed the value of graduate student participation in the Spring meeting, and Little offered a motion to subsidize up to five graduate students at \$100 each to participate in the Spring meeting. The motion was seconded by Macedo and was passed.
 - McCurdy introduced a discussion on the declining demand for US engineering graduates and its relation to global engineering.
 - Mendelson thanked the Board for its support of the Spring '04 meeting at LMU. He remarked on budget problems relating to Spring meetings and suggested that we might consider holding the Spring meeting biannually. The discussion turned to outsourcing and Gallagher made some observations from an industrial perspective.
- h) RWI Reports: Gallagher then remarked on his pleasure at being on the Board.
- i) Webmaster Report: Parisay reported that contact information for all Campus Representatives in the PSW Section is now on the PSW web site. Later discussion revealed that a few were missed and this will be corrected.
- j) Community College Report: No report.
- k) New Faculty Report: Topic previously covered.
- l) Student Awards Report: Hile proposed the idea of a student poster session and competition at the Spring meeting.
- m) Faculty Awards Report: No report. Phillips commented on the nominations process and asked that the deadlines be posted on the first page of the web site.

III. Old Business

- a) Nominations Committee Report: This item was taken out of order because Phillips had to leave the meeting. Phillips went down the

- Board roster and pointed out those Officers and Directors whose terms will expire on '06.
- b) Spring 2006 ASEE/PSW Conference: Parisay handed out copies of the conference planning document and discussed several critical issues.
1. Conference fees were agreed upon as \$125 for advanced registration and \$150 after March 20, 2006
 2. There are no provisions for one-day registration. Planning Committee to make a decision on that issue.
 3. Bill Meehan was approved as the keynote speaker. Suggestions were made for a back-up speaker and banquet/luncheon speakers. Parisay was given some names as back-ups and/or potential banquet and/or luncheon speakers.
 4. Parisay obtained a list of universities in the PSW section. It was noted that UC Riverside and CSU universities in Fresno, Long Beach and San Jose were not on the list. Loscutoff to check on how to update PSW section list. Parisay made an estimate of how many of the member institutions will attend the 2006 conference.
 5. IEEE will be approached regarding underwriting of the banquet and/or luncheon.
 6. Discussed requesting student presentations. Theses and senior projects could be source of proposed papers. They could be poster presentations and not require student attendance. Up to six attending students could pay as little as \$25 for registration. ASEE/PSW will underwrite the difference between the regular fee and what the six students pay.
 7. Parisay was commended on her efforts and the detailed preparation for the conference.
- c) Section Revenue Enhancement
1. Loscutoff to contact universities in PSW section regarding PSW membership. This will be done as part of Item 4 above.
 2. Gallagher will contact local industries regarding support. Modest support is needed. \$10K per year can be used for support of conferences, banquets, teaching awards and other activities. Loscutoff to work with Gallagher on prospects.

IV. New Business

- a) Spring 2007 Conference: Loscutoff to call Bill Wells regarding a

previously indicated UNLV interest. Wells had also talked about a joint conference with the PNW Section, and the Board was receptive. Las Vegas would be a good venue for such a meeting. Is this still a goal? A suggestion was made to move the conference to the fall in order to increase attendance. This change would delay the meeting for at least 6 months. Suggestion was made to set up a range of meeting dates for discussion. Need UNLV to be part of such a discussion. Suggestion was made to contact Paul Rainey to get historical perspective on conference dates.

- b) Conference Planning Guidelines: It was agreed that the \$1000 supplement was needed to minimize losses experienced by host schools.
- c) Other New Business: There was none.

V. Adjournment

The meeting was adjourned at 12:38 pm.

Respectfully Submitted

Rich Phillips and Walt Loscutoff for Bill Wells ASEE/PSW Executive Secretary