

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

**October 13, 2006
McCaffrey Center
University of the Pacific**

PSW Chair Khoie called the meeting to order at 8:56 am

Members Present:

Khoie, Loscutoff, Gallagher, Wells, Amin, Mehta, Phillips.

Guest: Dr. Ted Batchman, Dean of Engineering, University of Nevada, Reno

I. Call to Order

- a) A quorum was noted. (Seven members present, and proxies from Mendelson, Breitenbach, Macedo, Walsh, McCurdy, Kanneman, Little.)
- b) MSP. Minutes of 4/06/06 were approved with one correction.
- c) MSP. The Agenda was approved as presented.

II. Section and Committee Reports

- a) Chair Report: Chair Khoie reported that he had made three appointments to the Board since our last meeting: Amin, Larson, and Mehta. He also stated that he is concerned about the lack of interest in our Faculty Awards program. Khoie then reported that the Spring 2007 ASEE/PSW meeting will be held at the University of Nevada, Reno. The Spring 2008 ASEE/PSW meeting will be hosted by Arizona State University.
- b) ASEE Report: No report. Zone IV Representative Marley was not present.
- c) Past Chair Report: Loscutoff reported that he has agreed to serve as ASEE Zone IV Chair, beginning as Chair Elect in 2007-2008.
- d) Chair Elect Report: No report

- e) Treasurer Report: MSP Treasurer's Report was approved as presented. Luscotoff expressed concern that outstanding financial commitments to Cal Poly Pomona may not have been reflected in the report.
- f) Membership Committee Report: No report.
- g) Director Reports: No reports.
- h) RWI Reports: Gallagher reported that he has identified a potential RWI East Board Candidate. He also said that he had attended the National ASEE Meeting and enjoyed it very much. Mehta described EBay activities.
- i) Webmaster Report: No report
- j) Community College Report: No report, as this position is open. One or two names were mentioned as potential candidates for this position.
- k) New Faculty Report: No Report.
- l) Student Awards Report: No report. There was brief discussion regarding the fact that at our last meeting, the Board had approved two \$200 Student Award prizes for 2007.
- m) Faculty Awards Report: No report.

III. Old Business

(a) Spring 2007 ASEE/PSW Conference at the University of Nevada, Reno: Batchman presented UNR's plans for hosting the Spring 007 meeting. The plans were very complete, including a schedule and preliminary budget. Dates for the meeting will be April 12 and 13, 2007. The Board commended Batchman for his plans. MSP. Approval of the conference plans as submitted.

There was discussion regarding the desirability of having PSW papers being of archival status, and how to achieve this.

(b) Section Revenue Enhancement: Khoie announced that he will send a letter to all Deans of Engineering, and to all Campus Representatives, in the PSW Section asking for their annual \$50 donation, and asking them to nominate candidates for the PSW Outstanding Teaching Award.

At this point the order of business was altered. Khoie proposed the establishment of an award for an outstanding PhD student for '06-'07 to be recognized at the '07 PSW Spring meeting. Discussion followed. Conditions for the nomination were agreed to be: 1) Candidate to be nominated by his/her advisor, 2) Candidate should have an interest in education, 3) The award would consist of a \$500 cash prize and a certificate, 4) Initially, this

would be tried for one year 5) The winner would be expected to present at the Spring '07 PSW Section meeting. MSP. To approve this suggestion.
c) Other Old Business: A discussion of Board positions and Committee structure took place. No action.

IV. New Business

- a) Spring 2008 Conference: Tim Lindquist and Tony Garcia, expected hosts of the Spring '08 PSW Meeting at Arizona State, were not present. No report.
- b) The Spring Board meeting will be on April 13 at UNR.
- c) Nominating Committee report: No report.
- (d) Faculty and Student Awards: Discussed earlier in the meeting.
- (e) Other New Business: Amin stated that National University remains interested in hosting the Spring '09 PSW Conference

V. Adjournment

The meeting was adjourned at 11:45 am

Respectfully Submitted

Rich Phillips, Executive Secretary
ASEE/PSW 2006-2007

Note: On November 16, 2006, the motion below was approved by the PSW Board by email vote.

“Awardees for (1) Outstanding Teaching; (2) Undergraduate Student Projects; and (3) Outstanding PhD. Student, must attend the Spring ASEE/PSW Conference in order to receive a cash award. In addition, awardees will be recognized by a certificate and by having their names posted on the PSW website.”

RP, 11/16/06