

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

**April 13, 2007
Harry Reid Laboratory, Room 106
University of Nevada, Reno**

PSW Chair Khoie called the meeting to order at 11:56 am

Members Present: Khoie, Mendelson, Amin, Phillips, Larson

Guests: Dr. Ted Batchman, Dean of Engineering, UNR; J.P. Mohsen, ASEE Vice President for Member Affairs; Jane Frazer, ASEE Zone IV Chair; Brian Self, ASEE Zone IV Chair Elect; Amir Razae, Cal Poly Pomona; Mack Gilkeson, Harvey Mudd College; Eric Wang, UNR, 2007 PSW Conference Co-Chair

I. Call to Order

- a) A quorum was noted. (Five members present, and proxies from Breitenbach, Macedo, Walsh, Kanneman, Little, Fan, Loscutoff)
- b) MSP. Minutes of 10/13/06 were approved with one correction.
- c) MSP. The Agenda was approved as presented.

II. Section and Committee Reports

- a) Chair Report: Chair Khoie presented a detailed written report of his 2006-2007 activities. This report will be attached to these minutes. He then initiated discussion regarding a potential Zone IV meeting to replace Section meetings upon occasion. Discussion also followed regarding the merits of holding the Annual PSW Meeting in the Fall rather than Spring. Then followed a discussion regarding archiving papers presented at Section meetings. Mohsen said that Section Meeting papers will now be posted on the National web site.
- b) ASEE Report: Frazer reported that each ASEE Section Meeting has contained a session on "The Year of Dialog". These sessions will be pulled together to produce a report.
- c) Past Chair Report: No Report

- d) Chair Elect Report: No report. However, a discussion followed regarding the PSW ballot for 2007-2008. Chair Khoie appointed a Ballot Committee of himself, Loscutoff, Mendelson, and Phillips. At this point, it was also decided that PSW will not have a candidate for Outstanding Campus Representative for 2006-2007. We were late.
- e) Treasurer Report: MSP Treasurer's Report was approved as presented
- f) Membership Committee Report: No report.
- g) Director Reports: No reports.
- h) RWI Reports: No Reports
- i) Webmaster Report: No report
- j) Community College Report: No report, as this position remains open..
- k) New Faculty Report: No Report.
- l) Student Awards Report: No report as Hile was absent. However, he and his Committee had nominated Loddie Lynn Hagar of the University of California, Berkeley, for the 2006-2007 ASEE PSW Outstanding PhD Student Award. Hagar presented at the conference and will receive a \$500 cash award along with a plaque. Phillips to have the plaque made after receiving the desired wording from either Khoie or Hile. The Students Awards Committee also nominated Oliver Daniel, Kevin Farley, Cherish Hoffman, and Jeff Nicholson, UNR students, for the 2006-2007 Undergraduate Student Team Project Award. This award consists of \$200 to the team along with a certificate for each team member. The winning team presented a poster session at the Conference. Khoie commended Hile for his hard work.
- m) Faculty Awards Report: No report as Breitenbach was not present. However, she and her Committee, had nominated John Tester of Northern Arizona University for the 2006-2007 ASEE PSW Outstanding Teaching Award. Tester was presented with a \$1000 cash award and plaque at the Conference dinner. There was no Outstanding Community College Teaching Award this year. Khoie commended Breitenbach for her hard work.

III. Old Business

(a) Batchman presented a preliminary report on the April 12&13, 2007 PSW Section Conference. There were about 40 attendees. There were two paid attendees that did not show. The total amount of money collected for the Conference was \$6,345.00, which included \$3,000 from sponsors. The net surplus of \$1936.15 (possibly less if the two non-attendees have their

conference fee refunded) will be donated to the PSW Section with the restriction that this money be used for awards and scholarships.

(b) Section Revenue Enhancement: There was a limited discussion on this topic.

c) Other Old Business: No other old business was discussed.

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. Northern Arizona University (Larson) and National University (Amin) again expressed interest in hosting the Spring 2009 ASEE PSW Conference

b) The Fall 2007 Board meeting will be held at National University, date to be determined.

c) Nominating Committee report: No report. Discussion earlier in the meeting

(d) Faculty and Student Awards: Discussed earlier in the meeting. A motion was introduced at this point to continue the Outstanding PhD Student Award indefinitely. This motion was MSP. There was then a brief discussion on the advisability of adding one or two more awards to the PSW program. This discussion was not taken to any conclusion.

(e) Other New Business: None

V. Adjournment

The meeting was adjourned at about 2:00 pm

There followed an informal passing of the gavel from Khoie to Mendelson, and an expression of great thanks from the Board to Khoie for his outstanding work as 2006-2008 PSW Chair!

Respectfully Submitted

Rich Phillips, Executive Secretary
ASEE/PSW 2006-2007