

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

**October 19, 2007
Board Meeting Room
Spectrum Business Park Campus
National University, San Diego**

PSW Chair Mendelsen called the meeting to order at 10:00 AM

Members Present: Mendelson, Khoie, Amin, Plotkin Phillips, Loscutoff, Wang, Little, Gallagher, Mehta

Guest: Howard Evans, Dean of Engineering, National University

Participating by Telephone for Parts of the Meeting: Members: Larson & Breitenbach. Also Tim Lindquist, Arizona State University, 2008 PSW Conference Chair

I. Call to Order

- a) A quorum was noted (after the arrival of Wang and the designation of a proxy by Larson).
- b) MSP. Minutes of 04/13/07 were approved with minor corrections.
- c) MSP. The Agenda was approved as presented.

II. Section and Committee Reports

- a) Chair Report: Chair Mendelsen greeted those in attendance and stated the goals for the meeting as: 1) To observe the National University facilities, 2) To begin planning for the 2008 Spring Conference, and 3) To finish Old business.

Zone IV Chair Elect, and PSW Board Member, Self was not present so we had no report from ASEE National.

At this point Chair Elect Larson joined the meeting via telephone. The order of business was changed to consider the scheduling of the 2009 & 2010 Spring PSW Conferences. After discussion, it was MSP that National University would host the 2009 Conference and that the 2010 Conference would be hosted by Northern Arizona University. The Board thanked both institutions for agreeing to host these meetings.

b) Past Chair Report: Past Chair Khoie reported that he has contacted Dean Ted Batchman, University of Nevada, Reno, several times about the approximately \$1,900 surplus the Reno conference generated which had been designate for PSW scholarship activities. The money has yet to be transferred. Khoie also stated that it would be highly desirable to have all award plaques available at the time of the Spring meeting. It was suggested that it would be appropriate to send letters of thanks to the three former PSW Board members who were replaced in the recent election.

c) Chair Elect Report: Chair Elect Larson called for improved communications throughout the PSW Section. A brief discussion followed regarding the duties of the Chair Elect, including the role of the Chair Elect as the Section Representative for the PSW Section. A primary job of the Section Representative is to contact the Campus Representatives throughout the PSW Section. (As noted in the April 13, 2007 Minutes we had no nominee for Outstanding Campus Representative in 2006-2007.)

d) Vice Chair- Faculty Awards: By this point, Breiteitenbach had joined the meeting via telephone. There was discussion about the difficulty of generating nominees for the two designated faculty awards. In particular the lack of a nominee for the Community Colleges Award was noted. The nomination procedure for the CC Faculty Award is determined by the PSW Section. However, the nomination procedure for the Four Year Faculty Award is set by ASEE National. Phillips reminded the Board that we have discussed the possibility of selecting our Four Year Nominee by a simplified procedure, and then having our selected candidate go through the formal nomination procedure.

e) Vice Chair-Student Awards: Hile was not present, but had emailed a summary report of his activities to Chair Mendelsen This report had been summarized in the April 13 Minutes.

f) Vice Chair-New Faculty: No Report

- g) Vice Chair- Membership: No Report. Amin inquired as to what his duties were. The consensus was that this position was created to help increase membership in the PSW section.
- h) Vice Chair-Community Colleges: No Report
- i) Treasurer: Plotkin presented his report and noted that we had not received any money from UNR, and that we have made our final \$500 payment to ASEE National in support of the National Teaching Award. MSP to accept the Treasurer's report as submitted.
- j) Secretary: No Report. Phillips reminded the Board of upcoming election deadlines.
- k) Director's Reports: There were no reports from those Directors present.
- l) Webmaster: No Report
- m) RWI South: Gallagher made a short report.
- n) RWI East: No Report
- o) RWI North: Mehta asked what the expectations were for RWI Members. Mendelsen replied that one way is to help support the PSW Spring Conference.

At this point Tim Lindquist joined the meeting via telephone. The order of business was changed to discuss planning for the PSW Spring 2008 Conference at Arizona State. A helpful and detailed discussion followed. Topics included: Dates, Call for Papers, Paper Reviews, and Faculty and Student Awards.

III. Old Business

- a) Vacancy Vice Chair Community Colleges: This vacancy was discussed. Both Mendelsen and Loscutoff said that they had potential candidates in mind to fill this position.
- b) Improving Attendance at PSW Board Meetings: A discussion on this topic followed. It was the consensus that lack of travel money was not a significant factor in our low attendance, Rather, it was thought that considerable travel time had to be spent for a relatively short meeting. This factor being particularly true for the Fall Board meeting. There was considerable discussion to the effect that we should make a better effort to include teleconferencing as part of our meetings. At the same time it was pointed out that any Board Member who agreed to serve was expected to attend at least one Board meeting per year.
- c) Other Old Business: No other old business was discussed.

IV. New Business

- a) Spring 2008 Conference: This topic has been discussed above.
- b) 2009 & 2010 Future PSW Conferences: Also discussed above.
- c) National University Conference Facilities: Dean Evans presented an overview of National University. After lunch, there was a tour of the National University facilities.
- d) Other New Business: There was no other New Business.

V. Adjournment

The meeting was informally adjourned at about 1:15 PM

Respectfully Submitted

Rich Phillips, Executive Secretary
ASEE/PSW 2007-2008

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