

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

**November 7, 2008
Engineering Conference Room
Harvey Mudd College**

PSW Chair Larson called the meeting to order at 11:34 AM

Members Present: Larson, Gallagher, Breitenbach, Colvin, Plotkin, Phillips, Raeisi, Loscutoff, Olson, Wang, Little

Participating by Telephone: Members Enriquez, Rezaei

Guests: Dan Walsh, Telephone Guest: Brian Self Zone IV Chair

I. Call to Order

a) Chair Larson welcomed all present and asked for general introductions. She thanked Little and Phillips for hosting the meeting.

b) A quorum was declared. (Phillips noted that 19 of potential 21 voting positions are filled.) Eleven members were present and two participated by phone.

c) MSP. Minutes of 03/28/08 were approved.

d) The agenda was approved as presented.

e) There were no announcements.

II. Section and Committee Reports

a) Chair Report: Chair Larson expressed regret that Past Chair Mel Mendelson was unable to attend today's meeting. She then commented briefly on a report written by Past Zone IV Chair Jane Fraser that had been included in a package prepared for today's meeting. Larson then reviewed the 2008 PSW Spring Conference that she had chaired. She described the process by which the "Best Presentation" for the meeting had been determined. Financially, it looks as if the meeting will brake even. Sponsor support enabled registration cost to be low. There are still some financial matters outstanding. Finally, Larson thanked Loscutoff and Phillips for their help with the 2008-2009 Board election. Post meeting follow-up: Larson was able to get an update on the Conference accounts on November 12. The

update showed a positive net result. Larson will transfer \$600 from the Spring Conference proceeds to the ASEE PSW Section.

b) Past Chair Report: No Report.

c) Chair Elect Report: Gallagher led a brief discussion regarding his duties as Chair Elect and as the Section Representative for PSW. In particular he was interested in looking for ways to improve contact with the various Campus Representatives. Several suggestions were offered, including using Google for "Campus Reps ASEE".

d) Faculty Awards: Breitenbach circulated her report for 07-08. In summary, she had no nominations for the Outstanding Teaching Award. The Outstanding Community College Award was made to Amelito Enriquez, Canada College. A discussion followed as to increasing nominations for these awards. It was suggested the Campus Reps be engaged for this, and Enriquez reported that he had made pitch to the Community College members of ELC regarding the award and the upcoming PSW Conference March 19&20 at National University in San Diego. He will continue to contact CC members via email. Larson then charged the individual Board members to identify award nominees.

At this point Brian Self joined the meeting via telephone, and the agenda was altered to discuss the proposed 2010 Zone IV Conference. The conference will be held March 25-27 at the University of Nevada-Reno. Eric Wang will act as Chair for the meeting. Larson volunteered to serve on the committee for the upcoming Zone Conference. Since Wang was present, a short discussion followed on plans for the conference. This included allowing time for the various Section Boards to meet, and criteria for Conference awards.

At about 12:15 PM the meeting was recessed for lunch. The meeting reconvened at about 1:15 PM. Business was not discussed at lunch. Zone IV issues were then completed, and the Faculty Awards discussion was resumed.

There was some discussion regarding the perceived difficulty of using the ASEE award nomination forms. Breitenbach said she preferred that we follow ASEE guidelines. Larson will use the PSW list serve to solicit nominations and will comment on the application process. January 15, 2009

is the deadline for nominations. There was general dissatisfaction with the CC Award plaque, and it was agreed that PSW should pay for a better one.

e) Student Awards: No Report. Loscutoff to call Khoie for an update.

f) New Faculty: Colvin reported that his goal is to add about ten new faculty to the ASEE/PSW membership.

g) Membership: No Report.

h) Community Colleges: Enriquez made a report that has been covered earlier under Faculty Awards.

i) Treasurer's Report: Plotkin had submitted a Treasurer's report dated November 7, 2008. MSP to accept this report. It was pointed out that \$2000 remains committed to the CC Award. MSP. A procedure for approval of the \$200 travel grants for Board members to attend Board meetings. The Chair will approve such requests. In the event that the Chair requests a grant, the Chair Elect will approve. Breitenbach then asked whether the Board wishes to continue with a \$1000 award as part of the Outstanding Teaching Award. MSP. To continue \$1000 as part of this award until changed. Larson agreed to send letters to the various PSW Deans requesting their optional \$50 contribution to PSW. Phillips agreed to provide Larson with a sample letter that he had used in the past for this purpose.

j) Secretary Report: Phillips observed that it was time to appoint a nominating committee for the 2009-2010 PSW Board election. Larson asked for interest and appointed Olson, Little and Raeisi. Raeisi agreed to chair this nominating committee. Olson will take on the task of identifying nominees to the vacant Relations With Industry positions.

k) Director's Reports: Loscutoff reported that 109 PSW members voted in the last election. Olson reported that she was happy to join the PSW Board as she was always looking to improve Engineering education. She will identify the UCI Campus Rep. Wang's comments on the upcoming Zone IV conference have been covered above. Raeisi had NR. Rezaei had NR. Little had NR.

l) Webmaster: No Report.

m) RWI Reports: RWI North, No Report. RWI South, No Report.

III. Old Business

- a) Encouraging Award Nominations: Covered earlier.
- b) RWI South and East Vacancies: Olson said that she had possible candidates in mind.
- c) Board Meeting Attendance: Larson commented that attendance was very good for this meeting and thanked all for coming.

IV. New Business

a) 2009 PSW Section Meeting at National University March 19 & 20, 2008. Amin was not present so only a limited discussion took place regarding the status of the conference. A flier announcing the conference was part of the package Larson had prepared for the Board. A Typo was noted in that the heading should be American Society for (not of) Engineering Education-Pacific Southwest. Three major speakers have been identified and Dr. R. Lal Tummala Chair of Electrical and Computer Engineering, San Diego State University has agreed to Co-Chair the meeting. Registration fees have been set at \$150 for Faculty and Industry, and \$25 for students. Significant dates are: Abstracts are due Dec. 19, 2008. Acceptance notification Jan. 5, 2009. Final submission Feb. 18, 2009. Final acceptance notification Mar. 2, 2009. Registration will begin Feb. 19, 2009. PSW Board members Wang and Raeisi volunteered to help Amin if needed.

b) 2010 Zone IV Meeting: Covered earlier.

V. Adjournment

The meeting was adjourned at about 2:53 PM. Larson again thanked all for attending, and thanked Little and Phillips for hosting the meeting.

Respectfully Submitted

Rich Phillips, Executive Secretary
ASEE/PSW 2008-2009

(With thanks for the excellent noted of Enriquez.)