

Revised (9/28/12)

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

April 21, 2012

**Bonderson Engineering Center
Cal Poly, San Luis Obispo**

PSW Chair Eric Wang called the meeting to order at 1:30 p.m.

Members Present: Wang, Macedo, Enriquez, Brietenbach, Tester, Orwin, Loscutoff, Rezaei, Lanning

By Proxy: Phillips (Orwin), Plotkin (Orwin), Raeisi (Loscutoff)

Telephone: Abbaschian

Guests: Mel Mendelsen, past Chair; Paul Rainey, Past Chair; Panadda (Nim) Marayong, CSU LB; Lily Gossage, CSU LB; Clive Dym; Marilyn Dyrud, Zone IV Chair.

I. Call to Order

- a) Chair Wang welcomed all present and asked for general introductions.
- b) A quorum was declared.
- c) MSP to approve Minutes of Fall 2011 meeting.
- d) MSP to approve the agenda as presented.

II. Section and Committee Reports

a) Chair: Chair Wang commended Macedo for a highly successful conference. Chair Wang also thanked Brietenbach for 18 years of service on the Board; she is retiring from Cal Poly and from the Board.

b) ASEE: Marylin Dyrud, Zone IV Chair

ASEE National conference will not have a Picnic in San Antonio; they will have Division mixers instead. There is a new editor for the Journal of Engineering Education.

Zone items: At Vancouver, it was discussed that the Zone will be having zone conference every 4 years (last was 2010). The general consensus was that it was a good idea. The next Zone conference would be in 2014 to be hosted by either Pacific Northwest or Rocky Mountain.

Zone meeting in San Antonio will be is a breakfast zone meeting at ASEE nationals on Wednesday morning. Neb from Pueblo is the 2013 Zone chair. After him, time for PSW to provide the Zone chair. We need two candidates from PSW to run for Zone chair-elect position in 2013. Chair Wang and Past Chair Mendelson are considering the position.

The Zone Chair Elect duties: Go to two meetings: National conference (ASEE does not pay for travel) and another meeting (ASEE pays for travel); attend section conferences. Write a couple of reports from the meetings.

Paul Rainey mentioned that the ASEE PSW Board had a detailed spreadsheet with guidelines on the section operations (including what needs to be done when). None of the Board members in attendance has seen this document.

c. Past Chair Report - Macedo

- Conference: over 76 abstracts. A few more after deadline—78 perhaps.
- 61 presentations scheduled; 2 no-shows.
- There were 32 reviewers.
- 9 posters initially, 8 total after withdrawal.
- 19 sponsors, 8 workshops. Sponsors do not necessarily mean cash donations. Boeing sent keynote speakers, wine donated, Madonna Inn with discounts.
- Budget is about \$14K, \$15K is probably what was brought in.
- There were about 100 attendees including guests, sponsors, students, etc.

d. Chair-Elect report, Campus Rep report

No Campus Rep Award this year because no campus rep reports were submitted despite an email reminder from Chair Wang in January. The email reminder should also be sent to the Chair Elect (who may not be a campus rep).

Board Nomination Committee Report

Committee consists of Macedo, Enriquez and Loscutoff. Many of the Board members whose term is ending are willing to serve another term. The Committee is seeking for nominees for two RWI positions (East and North). Macedo will ask members of Cal Poly SLO's Industry Advisory Board.

The VC, New Faculty will again be up for election; last year's position is only for a one-year replacement. Lanning is willing to serve again.

e. Treasurer report

The report submitted by Plotkin was handed out, moved for approval, seconded, and approved.

Chair Wang made a comment regarding the sustainability of the awards, and the amounts given should depend on the revenue generated from the previous year's conference.

f. Section Membership committee report – no report

g. Director reports:

Rezaei – Web master Parisay may need to step down from position. If needed, Rezaei is available to take over.

h. Relations with Industry (RWI) reports: no report

i. Webmaster report Sima Parisay: no report

j. Community college report

Enriquez reported that a workshop on Senate Bill 1440 (mandating the creation of AS degrees for transfer) was done on the first day of the conference. Attendance was low (only 5 attended), and there is a lack of interest from CSU faculty in being involved in developing this AS degree. It was suggested that an email be sent to CSU deans to ask faculty to sign up for the listserv and provide input as the course descriptors and transfer model curricula for engineering are developed.

k. New Faculty report

Lanning reported that he made new faculty aware of conference. He sent an email to department heads and assistant professors.

l. Student Awards report

Tester reported that graduate student award had no nominations, and suggested we get rid of it. Macedo suggested that we try again next year; reduce student award amounts, and give a technician award. It was proposed that the student cash award be \$250, with travel to attend the conference noted as needed.

The technician award will be discussed at the next Board meeting. Tester will make a recommendation for this new award.

Tester suggested that one thing the Vice Chair of Student Award needs to do is canvas industry for cash awards.

m. Faculty awards report

Brietenbach reported that there were 9 nominations: 2 for Community College award. Tester agreed to take over the VP Faculty Award position.

III. Old Business

a. Nominating Committee and Elections All

The Nominating Committee is working on a slate of candidates.

The positions that need to be elected this year and corresponding nominees are as follows:

Chair Elect - Reza Raeisi

VC Faculty Awards – John Tester

VC Student Awards - Panadda (Nim) Marayong

VC Membership - ?

VC New Faculty – David Lanning (continuing)

VC Community Colleges – Dominic Dal Bello

Treasurer – Allen Plotkin (continuing)

Executive Secretary – Richard Phillips (continuing)

Director – Reza Abbaschian (continuing)

Director – Thomas Impelluso (continuing)

Director - ?

Relations w/Industry East - ?

Relations w/Industry North - ?

b. Discussion of Spring 2012 ASEE PSW Conference at Cal Poly All
The Board commended Macedo for a great conference. The exact revenue is yet to be determined.

c. Progress on plans for Spring 2013 ASEE PSW Conference Eric Wang

Upcoming ASEE PSW Conferences:
2013 – UC Riverside

d. Revision of bylaws (2-year term for chair and quorum issue)

The Board decided not to pursue any revision of the bylaws. Clarification on “attending” a meeting: It includes physically being present, and attending by video conferencing and/or telephone.

The Board is also happy with the current set up for the term of the Chair – one year as Chair Elect, one year as Chair, and one year as immediate Past Chair.

IV. New Business

a. Fall 2012 Board Meeting date & location All
Will be at UC Riverside. Enriquez will work with Abbaschian on the schedule.

b. Spring 2014 and beyond ASEE PSW Conference Hosts All
2014 – combined Zone IV conference (not in PSW)
2015 – Cal State Long Beach
2016 – National University

c. Record of past PSW chairs Eric Wang
Wang will contact ASEE National to see if they have records.

d. Other new business: None

V. Adjourn

Chair Wang adjourned the meeting at 3:00 p.m.

The meeting was adjourned at 3:00 pm.

Respectfully Submitted

Amelito Enriquez and John Tester
Acting Secretary ASEE/PSW