

ASEE PSW Executive Board Meeting

April 23, 2016 | 1:30PM – 3:00PM | Ursa Major C (Bronco Student Center)
Cal Poly Pomona | 3801 West Temple Avenue | Pomona, CA 91768

Meeting Minutes

I. Call to Order (1:30PM)

Lily Gossage

PSW Chair Gossage called the meeting to order at 1:34 p.m., and declared a quorum.

Members Present: Gossage, Rezaei, Marayong, Enriquez, Anderson, Dal Bello, Nissenson, Piroozan, Tehrani, Ragusa, Parisay, Rajput, Ashworth, Derickson, Tester, Lanning, Marayong, Anderson

By phone: Tester, Abbaschian, Ragusa, Rajput

Proxies: Plotkin to Enriquez

Guests: Allen Plotkin; Selena Plotkin

a. Approval of Agenda – New Items

Marayong added an item to the agenda: Nomination Committee
MSP to approve the agenda with the above modification

II. Consent Agenda (1:35PM)

a. Reading and Approval of Fall (September 2015) Minutes

MSP to approve the Minutes from the Fall 2015 meeting with minor modifications

b. PSW Account

Chair Gossage indicated that she and Director Anderson met with Stephanie Harrington from membership ASEE Headquarters regarding concerns about the 30% overhead that ASEE now charges. Miss Harrington indicated that PSW can have our own account, and can be kept local. Chair Gossage added that an account has been opened with the Cal Poly Pomona Foundation. Tester suggested that a written contract between Cal Poly Pomona Foundation and PSW is needed to assure access to the account by PSW Board. Chair Gossage agreed to check with the Cal Poly Pomona Foundation. Marayong brought up a concern about the reporting procedure of the external account to ASEE.

MSP to keep the account with Cal Poly Pomona Foundation until Chair Gossage has consulted with ASEE HQ regarding whether or not the funds need to be reported.

III. Reports of Officers (1:45PM)

a. Chair Report – no report

b. ASEE Report

Zone Chair: Eric Wang – no report. He indicated that the PNW conference in Boise had about 25 attendees and that the Rocky Mountain Section conferences will be in the Fall for Rocky Mountain in Cedar City, Utah.

c. Past Chair Report

Chair Gossage recognized Past Chair Rezaei for his efforts for speaking to the Dean (who has since left) to have the conference at Pomona. For the next conference venue (ASU), we need a signed MOU that indicates the support that will be provided.

d. Chair-Elect Report – no report

- e. Treasurer Report
The report was presented by Chair Gossage, who commented that PSW generated more funds at the conference compared to the PSW account balance.
- f. Directors' Report:
Abbaschian – no report
Derickson – no report but commented that we had a good conference
Ragusa – no report
Nissenson reported a pilot project to record some of the conference sessions. He will put recordings on a YouTube channel. He will work with ASU to explore this option for the next conference.
Piroozan – no report
Tehrani – no report
- g. Relations with Industry Report
Rajput – He has been talking with organizations to work with PSW, although there are no names identified at this point.
- h. Webmaster Report
Parisay reported updated website. She will be stepping down from her positions. Chair Gossage thanked her for 17 years of service to the Board and for keeping an archive of the Board's minutes and conference proceedings.
- i. Community College Report
Dal Bello reported that there were a handful of conference attendees from community colleges. At the Engineering Liaison Council meeting last month, UC Berkeley agreed to host the ELC and PSW conference at the same time. However, the UC Berkeley representative did not attend the conference. This discussion to connect the spring ELC meeting with the PSW conference should continue.
- j. New Faculty Report
Lanning reported that every fall sends an email to all chairs and deans to inform conference and get info from new faculty. Rezaei indicated that the Dean's program should have a follow up. Lanning will work with Chair Gossage and look at the draft of the letter sent to deans. Rezaei. Lanning will follow up with ASEE national HQ.
- k. Student Awards Report
Ashworth thanked Gossage and Marayong for helping him with the job. There were 22 exceptional nominations for outstanding students, and Rebecca Marie Kandell from Cal Poly SLO was selected. He also thanked the Review Committee (Orwin, Lanning, Marayong, and Enriquez) for their assistance. Ashworth expressed that process used worked well. He also commented that there were many outstanding students who participated in the conference.
- l. Faculty Awards Report
Tester reported that there were 7 nominations. He thanked the Review Committee (Piroozan, Tehrani, and Marayong). He also thanked to Chair Gossage for following up with national on sending the nomination packets.
- m. Membership
Anderson reported that he has contacted Tim Manicom (ASEE National) to send the current PSW membership roster. He also thanked the committee that selected the awardees for the Best Paper and Best Diversity Paper.

IV. Good of the Order (2:15PM)

- a. Guest Jean Lee from Cal Poly SLO introduced herself. She is on her second year of teaching in Materials Engineering at SLO. It was recommended by Dean Deb Larson for her to attend the Board Meeting. She is interested in a Director position.

V. New Business (2:30PM)

- a. ASEE PSW Statement on Diversity for Speakers/Presenters
Chair Gossage thanked Piroozan, Parisay and Dal Bello for developing the Statement of Diversity. She indicated that it has been received positively.
- b. 2016 ASEE PSW Conference Overview
Derickson indicated that recording some of the sessions is a good idea. Nissenson agreed and expressed that he will work with ASU for the next conference.

Parisay expressed that overall, it was a great conference. However, there were some equipment problems, with projectors was not working. Gossage suggested that for next year, it would be a good idea to check needed equipment a day before. Gossage asked the Board to send her an email with specific problems with equipment; she will follow up, and ask for a refund, if needed. Rezaei expressed that there was too much emphasis on one publisher (McGraw Hill), and this may not be appropriate. Chair Gossage agreed, however, they gave the conference a \$2,500 sponsorship.

Gossage also commented that for poster abstract submission, the names of all co-authors and affiliations should be included. Marayong suggested that author information be included in the future poster abstract submission.

At 2:40 p.m., Dal Bello took over taking minutes.

c. 2017 ASEE PSW Conference (Venue)

Marayong spoke with Jeffrey La Belle from ASU regarding hosting the 2017 conference. A tentative OK from the AVP for ASU to host.

Tester recommended that the conference be held as early as possible because it can get really hot in Arizona.

Gossage will work with Jeffrey La Belle on securing an MOU from ASU's AVP.

MSP to have the Fall 2016 Board meeting at CSU LB on September 30, 2016.

d. 2018 and beyond | Zone IV

Ragusa noted that that USC admin was interested in hosting in 2018.

Eric Wang noted the Zone Meeting will be at Seattle University in 2018.

Ragusa will look into USC hosting in Spring 2019.

e. Review of ASEE PSW Bylaws

Article IV (Election of Officers); Article IX, Section 10.3 Duties of Officers;

There needs to be a provision for a section on "Removal from Office"

Chair Gossage suggested the item be tabled.

Rajput asked if we had a standing Bylaws Committee.

Rezaei noted that we have not been following the bylaws, and that it needs to be updated. He suggested that this be first item on next Agenda.

Wang suggested we form a Bylaws committee, and Marayong concurred.

Volunteers: Marayong, Rajput, Rezaei, Gossage, Wang – unanimously approved.

f. Meeting with Stephanie Harrington, ASEE National

Discussed earlier

g. Elections Committee

Marayong, Derickson, Nissenson, Lanning, Enriquez, Piroozan

Nominations:

Director: Jean Lee, SLO

Webmaster: Kelli Horner, Parham Piroozan

Rajput asked about a survey on the conference. Gossage will send out the survey to conference participants in a couple of weeks.

Conference proceedings will be out in the summer.

VI. Adjourn

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

Respectfully Submitted:

Amelito Enriquez

Executive Secretary, ASEE PSW Section