

FINAL  
**American Society for Engineering Education Pacific Southwest Section Executive Board**  
**Meeting Minutes**  
September 25, 2015

Cal Poly Pomona | 3801 West Temple Avenue | Pomona, CA 91768

## **I. Call to Order**

PSW Chair Gossage called the meeting to order at 10:11 a.m., and declared a quorum.

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

Via WebX: Derickson, Rezaei, Tester, Lanning

Proxies: Simeus to Enriquez, Gallagher to Abbaschian

Guests: Eric Wang, Zone IV Chair (WebEx); Phyllis Nelson (Cal Poly Pomona); Nita Johnson (Cal Poly Pomona); Tiffany Nguyen (CSU Chancellor's Office), Noe Mora (Cal Poly Pomona), Maziar Ghazinejad (CSU Fresno)

### a. Approval of Agenda – New Items

**MSP** to approve the agenda with minor modifications to include discussion on ASEE PSW outreach by Board members.

Chair Gossage thanked Cal Poly Pomona Dean Dr. Mahyar Amouzegar for supporting both the conference and today's board meeting.

Chair Gossage advised board members to check information posted on the ASEE website. If incorrect, login to ASEE website and correct your profile.

## **II. Consent Agenda**

### a. **MSP** to approve Minutes of Spring 2015 meeting with minor modifications

### b. Edison International Scholarship (for students)

Funds of \$1250 donated by Edison International will go to student scholarships.

Abbaschian said it was intended for undergraduate students.

Abbaschian moved that PSW use funds from Edison International as seed money to continue the undergraduate awards to establish scholarships sponsored by industry, with the details of the award to be decided by a subcommittee headed by the Vice Chair for Student Awards.

## **III. Reports of Officers**

### a. Chair's Report

Chair Gossage presented slides on historic headcount of all ASEE zones using data provided by ASEE Headquarters' Tim Manicom to Director Anderson. She noted that Zone IV headcount of dues-paying members has stayed slightly above 2,000 with numbers dropping from 2012 to 2014.

Abbaschian asked about the national trends on ASEE membership. Wang, Zone IV Chair will ask

during the ASEE Board meeting in February and June.

Gossage also presented membership data for the sections in Zone IV, noting a decline for all three sections since 2012, with PSW with the highest headcount.

Ragusa commented that these trends are probably not statistically significant, and should not be used to make decisions. She also asked what the Board can do to actively recruit new members. She indicated that for USC, the institution pays membership for new faculty. Dean's program.

Plotkin noted from his experience at SDSU that members let their memberships expire after institution stops paying.

Rajput asked about what strategies have been used to reach industry and ways that have been used to help and support each other. ASEE Chapters – more promotion, wants something to show industry.

Abbaschian suggested that the membership committee do a survey of members to determine what can be done. ASEE national should be addressing this, including looking at numbers of potential members.

Enriquez noted that ASEE headquarters has been struggling with declining membership, and has previously done investigations, including a membership survey. The results from this survey are available at headquarters.

PPT slides from Chair Gossage's presentation are attached as appendices to these Board meeting minutes.

a. ASEE Report: no report

b. Past Chair Report

Rezaei reported a successful year, and that all open Board positions have been filled. He noted that Spring 2015 minutes that include a reference to inappropriate jokes about women should not have been included in the minutes, and suggested that we need to be careful in including comments of this nature in the minutes.

c. Chair-Elect Report

Marayong has no report but thanked the Board for the support, and expressed that she is looking forward to working with everyone.

d. Treasurer Report

Chair Gossage presented ASEE's new financial policy of charging indirect of 60% for any expenditures incurred in order to cover overhead costs, which had been absorbed by the ASEE headquarters in the past. The policy takes into effect on October 1, 2015. Gossage also noted that ASEE wants to raise this indirect rate to 66%.

Gossage and Plotkin will follow up with ASEE HQ to provide more details/clarifications on this policy.

There was concern among most of the Board members regarding the potential effects of this policy on the organization.

Ragusa made a motion that the ASEE PSW Section creates a position statement that disputes the current indirect cost associated with ASEE, and questions what they are charging for. The motion was seconded and passed unanimously. Ragusa will work with Chair Gossage on writing a draft of the position statement.

Plotkin reported that the Treasurer's report is almost identical to the May 2015 report. He noted a decline in the deans' contributions, with only three deans contributing last year, as opposed to more than 10 deans in the past. There was some discussion on using the term "contribution" as opposed to "dues".

MSP to approve the Treasurer's Report.

e. Section Membership Committee Report

No report from Anderson but he thanked Chair Gossage for presenting the ASEE membership data.

f. Directors' Report:

Orwin extended regards to the Board from long-time ASEE PSW Board member Rich Phillips

No report from other Directors.

g. Relations with Industry Report

Rajput pointed out that the need for ASEE PSW materials when contacting industry. He will work with Chair Gossage on a draft of a memo to be sent to potential industry members/contacts

h. Webmaster Report

Parisay reported that she continues to update the website. For any updates needed, Board members need to send an email to the Chair.

Chair Gossage indicated that only approved minutes will be posted on the website.

i. Community College Report

Dal Bello has no report but announced that ASEE PSW Executive Secretary Enriquez is this year's ASEE Two-Year College Division Chair and Conference Chair.

j. Student Awards Report

No report

k. Faculty Awards Report

Tester reported that the two faculty awards were given last year, each with 3 nominations. He noted that the faculty awards continue to be the biggest expenses for the Section. There were some discussions regarding the issuance of multiple checks to Best Paper awardees with multiple authors.

Enriquez made a motion to combine the community college educator award with the Section Teaching Award. The motion was passed unanimously

**Break for Lunch started at 11:50 a.m.**

**Resumed meeting: at 12:10 p.m.**

1. New Faculty Report

Lanning reported that Brian Self (National Campus Rep) is recruiting new faculty. He will also send out emails to deans and chairs about the conference.

Gossage will work with Lanning on drafting a memo for new faculty and deans.

**IV. New Business (1:00PM)**

a. 2016 ASEE PSW Conference

Chair Gossage introduced Phyllis Nelson, Chair of Electrical and Computer Engineering Department at Cal Poly Pomona. Professor Nelson provided a brief background on his professional experience including serving in the military, working in the aerospace industry, and teaching at Cal Poly Pomona. Board member Kevin Anderson also talked about his professional background that includes working in the petroleum industry, working at Hughes and Boeing, and 15 years of teaching Mechanical Engineering.

**MSP:** That Nelson and Anderson will be the 2016 ASEE PSW Section conference co-chairs.

The conference will be held on April 21<sup>st</sup>-23<sup>rd</sup>, 2016 at Cal Poly Pomona Kellogg West Hotel.

The Board spent some time working on a theme for the 2016 conference.

**Proposed Theme: Enhancing Awareness/Applications of the Engineering Profession**

**Proposed Tracks:**

- Streamlining the Engineering Education Pathways: Remediation, Transfer, Timely Graduation
- Affordability, Accessibility, Inclusion
- Creative and Innovative approaches to Undergraduate Engineering Research
- Engineering as a Service Profession
- Connecting Education with Profession and Industry
- Online/Distance Education
- Something about hands-on education (Learn by Doing)

**Keynote Speakers:** Catherine Didion, Program Officer for NAE – Ragusa will connect with her (USC might be able to cover travel expenses)

Ragusa suggested more student involvement as presenters and active participants. She proposed creating short video clips of students talking about their research.

**MSP:** “Enhancing Awareness/Applications of the Engineering Profession” as the conference theme.

b. 2017, 2018, 2019, 2020 ASEE PSW Conference Venues

All

Orwin indicated that Harvey Mudd is interested in hosting in the future.

Ragusa will check with USC for interest in hosting the conference.

Anderson will also check with University of Hawaii, Manoa.

Parisay expressed concerns that a conference in Hawaii may be too expensive.  
Lanning will check with Embry Riddle.  
Gossage will follow up with UC Boulder regarding hosting a Zone IV conferences.  
Nissenson suggested archiving one or two sessions using Camtasia. Enriquez volunteered to help.

c. ASEE Statement on Diversity and Inclusiveness

Gossage briefly spoke about 2014-15 being designated by ASEE Executive Board as the year of action, and that the ASEE website lists 32 action-oriented recommendations.

**MSP** that all PSW Board members will review the diversity statements of ASEE and the Dean's Council. The ad hoc committee formed at the spring 2015 PSW Board meeting (Parisay, Gossage, Piroozan, and Dal Bello) will draft an ASEE PSW version that will be handed out to conference speakers.

d. Review of ASEE PSW Bylaws

There was some discussion regarding the Ex-Officio Board position of Vice Chair for Meetings. This is not an elected position; the Conference Chair for the previous year's PSW conference is appointed for a one-year term.

**At 1:25 p.m., Marayong took over taking minutes**

Gossage will communicate with Dr. Mohammad Amin (2015 PSW Conference chair) to serve as a Vice Chair for Meetings for the 2016 PSW conference.

All Board members agree that the bylaws should be followed and that the future conference chairs to be informed of the bylaws and their obligation to be the Vice Chair for Meetings of the subsequent meeting and Board meeting attendance.

The Board discussed meeting attendance policy of the Board members. Orwin and Rajput will form an ad-hoc committee to draft a statement on policy on attendance and responsiveness to communication from the Board.

e. PSW Outreach and Engagement: ASEE PSW official email for Board Members, and a Business cards

Rajput suggested that Board members should have business cards and ASEE email alias. Gossage suggested that this is a personal choice, but commended Rajput for his suggestion.

V. Adjourn

Chair Gossage adjourned the meeting at 1:50 p.m.

Respectfully Submitted:

Amelito Enriquez  
Executive Secretary, ASEE PSW Section