

ASEE PSW Executive Board Meeting

September 30, 2016 | 10:00AM – 3:00PM | ECS 312

California State University, Long Beach | 1250 Bellflower Blvd. | Long Beach, CA 90840

I. Call to Order

PSW Chair Marayong called the meeting to order at 10:20 a.m.

Members Present: Marayong, Gossage, Enriquez, Bronner, Nissenson, Piroozan, Maarek, Dong, Foldvari

By phone: Tester, Lanning, Horner, La Belle, Derickson (Self, Lee, Dal Bello, joined after lunch)

Proxies: Ashworth to Lanning

a. Approval of Agenda

MSP to approve agenda

II. Consent Agenda

a. Reading and Approval of Spring (April 2016) Meeting Minutes

MSP to approve minutes with one minor revision.

III. Reports of Officers

a. Chair Report

No report other than an update on conference paper management that will be discussed later

b. ASEE Report: No report

c. Past Chair Report: No report

d. Chair-Elect Report: No report

e. Treasurer Report

Gossage reported on the revenue and expenses for the 2016 PSW conference. (See attached PPT slides.) Ticket sales were through EventBrite. Expenses were offset through donations that were collected through "3D Cart". The figures reported do not include Foundation fees of 2.55%. She suggested that in the future, refunds after a certain date should not be allowed.

She also has been in contact with the new ASEE Controller. The 2015 ASEE report from HQ indicates that the only expenses charged against the BASS account are the checks for the section awards. PSW's current operational account balance is \$550.

There were some questions regarding PSWs temporary Foundation account. Gossage indicated that ASEE is aware of it.

f. Section Membership Committee Report

Dong indicated that she is new to the Board, and has no report. She had a question regarding the role of the VC, Memberships. Chair Marayong said that the main role is to increase membership in

the section. Enriquez suggested that Dong works with campus reps, and with Lanning who was the previous VC, New Faculty. Piroozan suggested working with deans who pay for the first three years of membership for new faculty.

g. Directors:

Bronner – no report
Derrickson – no report
Lee – no report

Maarek mentioned that there are more and more teaching faculty (who are not focused as much on research), and we should reach out to them because ASEE can be beneficial to them. Gossage suggested that Dong reach out to Belle Wei from Chico State. Bronner indicated that even at UCs, there is an increased focus on engineering education.

Nissenson reported that Camtasia recording of sessions was piloted at the last conference. However, there were less than 100 views of the YouTube videos. It was suggested that the recordings be promoted when the proceedings become available.

Tester reported as last year's VC for Faculty Awards. He noted that the quality of nominees have been improving. He suggested not having four (even number) members in future committees in order to avoid deadlocks. He also suggested that awardee be forwarded to ASEE HQ for the national competition. Enriquez will be looking into the procedure for this.

h. Relations with Industry Report

La Belle and Foldvari reported on the conversations they have had to make participation and involvement of industry through activities that are of mutual interest to all constituents (students, faculty, industry). Among these activities are forums, panel discussions, and Internship for students and faculty, or inviting alumni as guest lecturers.

Foldvari mentioned that a better approach than simply asking industry for fund-raising for the conference is to develop activities that engage industry throughout the year, with the conference as pinnacle. For example, summer programs for K12 and community college faculty to get industry experience, and a keynote, quorums and breakout sessions at the conference about such programs. He also suggested that the conference also increase involvement for industry partners by including topics on the technical side, such as talent and skills of engineering graduates.

Dong suggested a professional career fair during the conference. Gossage indicated that for the last conference, she worked with the Cal Poly Pomona STEM Career Center.

La Belle indicated that there is potential for doing this at ASU. Bronner suggested working with ASU's Engineering Research Centers, which now put greater emphasis on engineering education. Bronner and Foldvari will work with La Belle on this.

i. Webmaster Report

Horner thanked Sima Parisay (past webmaster) for her assistance in successfully handing over the duties. Horner also reported about the ASEE HQ's request to migrate division websites using recommended templates. Since the migration is required only of divisions, PSW will wait until further notice from ASEE HQ. Horner also requested that information posted on the website on board member terms be checked for accuracy.

j. Community College Report: No report

k. New Faculty Report: No report

l. Student Awards Report: No report

m. Faculty Awards Report

Piroozan will contact with ASEE HQ regarding section faculty award nomination and the national teaching award. Enriquez pointed out that the nomination period is between November 15th and January 15th.

IV. Good of the Order

The meeting took a break for lunch at 11:42 a.m.

Guests: Allen Plotkin (San Diego State University) and Selena Plotkin

After lunch, a plaque was presented to Allen Plotkin for serving on the Board for over 20 years.

V. New Business

a. 2017 ASEE PSW Conference – ASU, Tempe

Chair Marayong provided an update, that the MOU was sent to the ASU Dean. The MOU is being reviewed by Risk Management. Hopefully, we'd get a response soon.

La Belle explained that on-campus venue is not possible because he needed a year and a half to reserve campus facilities. The conference venue being considered, Tempe Mission Palms, is less than a mile off campus, and that dates are April 27-29th. Majority of the costs is on food. The costs have been reduced but he is hoping to get sponsorships. During the conference, a poster symposium for capstone projects will be held, and the conference can take breaks to see this event. He will provide agendas for all the posters.

There was a short discussion on the conference theme. It was decided that La Belle will do an online poll to allow Board members to vote on the final conference theme. Suggestions for conference themes should be sent to La Belle.

La Belle indicated that, based on the level of details that Risk Management is asking, one of the Assistant Deans expressed that there shouldn't be a problem. He also expressed that the concern is not regarding the cost but logistics/bandwidth (e.g., who will be in charge of the conference website, paper management).

Tester asked about involving the Polytechnic campus. La Belle said that he will contact Anne McKenna.

Marayong asked if there are any additional costs that can be cut from the hotel. La Belle reiterated that the cost is not the problem since there are industry partners and 30 faculty who are willing to help. However, at this point, his university advised him to wait for the final approval before contacting sponsors.

Gossage suggested that she can approach potential sponsors in the meantime

Tester suggested a number of companies that should be approached: Honeywell, Orbital, Raytheon, Arizona Power (APS), Salt River Project.

Marayong will send forms that can be used for soliciting sponsorships.

Foldvari reiterated his concern that in approaching companies, make sure to engage them beyond just sponsorships.

Self asked about inviting plenary speakers. He also expressed concern about speakers buying slots during the conference.

La Belle shared his ideas for plenary speakers (Currin Foundation, Doug Nelson; and someone from Raytheon). Tester also suggested considering to invite someone from Luke Airforce Base.

Foldvari suggested inviting someone from NSF or other federal funding agencies to do a workshop similar to the one done by NSF at the national conference.

Chair Marayong reported that Stephanie Harrington has been consulted about using Monolith as the paper management system for the conference. This will cost \$25 for each accepted paper (including poster abstracts). Since we only require abstracts for posters, the submission and review of posters should be done separately from the submission of papers/WIP for presentations.

There was consensus in using Monolith. There were discussions regarding how the cost of \$25 for each accepted paper will be covered. It was suggested that to make it simple, the cost will be added to the registration fee of all attendees. There were some concerns about being able to raise enough funds from registration fee, especially if there is low attendance. La Belle expressed confidence that the conference will be well attended.

MSP to add \$10 to the conference registration fee for each participant in order to cover the cost of Monolith.

There were still some concerns from the Board members that the agreement with ASU will fall through. To facilitate the process, La Belle will initiate contact between ASU Risk Management and Marayong and Gossage.

Nissenson expressed that there are issues that need to be addressed (microphones, computers and software needed) if the Board decides to again use Camtasia to record sessions.

MSP to form an IT Subcommittee to look into these issues and make a recommendation to the Board with regards to recording of conference sessions. The IT Subcommittee Members: Nissenson (Head), Enriquez, Piroozan.

MSP to form a Membership Committee to develop a strategy for increasing section membership. The members of the Membership Committee: Dong (Head), Maarek, Bronner, Lanning, Dal Bello.

MSP to form a Sponsorship Committee: Gossage, La Belle, Foldvari, Lee.

b. 2018, 2019, 2020 ASEE PSW Conference Venues

Zone IV Conference – 2018 – Seattle University

For 2019 and 2020, Dong will explore with CSU LA, and Bronner will explore with UC Davis.

Self suggested working with ELC (Engineering Liaison Council) on a cohosting the ELC Spring Meeting and PSW Conference. Dong will work with her institution (and possible with Glendale Community College) to explore hosting both ELC and PSW Annual Conference.

c. Section performance review

Chair Marayong reminded the Board of the suggestion from Reza Abbaschian (former PSW Board member) on using performance review to help identify ways to improve effectiveness of the Board. She also brought printed copies of an online assessment tool

(<https://www.councilofnonprofits.org/tools-resources/self-assessments-nonprofit-boards>)

Enriquez brought up that ASEE HQ has formed the ASEE Strategic Doing Governance Team that is looking into the ASEE governance structure and its effectiveness at all levels (Executive Board, PICs, Divisions, Sections). This group meets once every two weeks, and is in the process of developing survey questions to be sent out to ASEE members.

Marayong suggested to table this discussion until to see what the ASEE Strategic Doing Governance Team comes up with.

VI. Old Business

a. ASEE PSW account setup updates

Gossage reported that Stephanie Harrington said that it is okay for PSW to have a local foundation account. However, Gossage will have to check on the reporting requirements.

Tester had two questions: a) Who would have authority on the account? b) Would this create additional duties/burden to future Treasurers? He also had some concerns about the tax implications of this account. Gossage clarified that ASEE bylaws state that PSW will be using the ASEE tax id.

b. Proposal of revisions to ASEE PSW Bylaws by Bylaws subcommittee

Marayong thanked the members of the Bylaws Committee. She then explained that the proposed revisions will have to be approved by the Board through a majority vote before being sent to the general PSW membership. To be approved, at least 10% of the members need to vote, and at least two-thirds of those who vote must approve the amendments. The amendments may also be approved by a favorable vote from at least two-thirds of the members during the annual conference.

The proposed revisions were reviewed and modified by the Board members. The final version of the proposed amended bylaws is attached to this minutes.

MSP to approve the revised bylaws and be sent to the general PSW membership.

VII. Adjourn

Chair Marayong adjourned the meeting at 3:15 p.m.

Respectfully Submitted:

Amelito Enriquez
Executive Secretary, ASEE PSW Section