

DELOS Business Meeting Minutes  
2009 ASEE Annual Conference (Austin, TX)  
7:00 am, Tuesday, June 16<sup>th</sup>, 2009

Attendance: 12 members

Agenda:

1. Division Chair Report
2. Program Chair Report
3. Plaque Presentation
4. Election of New Division Chair
5. New Business

1. Division Chair Report (Neb Jaksic)

Neb Jaksic summarized the annual membership and budget reports provided by ASEE Headquarters.

Membership:

- A new membership fee (\$3) was instituted this year (previously the division was free)
- Membership decreased approximately 25% (probably as a result of the new membership fee)
  - In 2008, DELOS had 1228 members (11.8% of all ASEE members)
  - In June 2009, DELOS membership was 930 (7.7% of ASEE total)
- Female membership for DELOS is in the lower half of all ASEE divisions
  - DELOS has 10% female membership; the average for all ASEE divisions is 20%

Budget:

- As of April 2009, the balances in our accounts were:
  - Operating: \$1,485
  - BASS: \$1,553.77
- Operating funds should be spent out by September 30, 2009.
- A question was asked whether we had received the usual \$1,000 from ASEE Headquarters. It was thought that we might not get that allocation now that we charge a membership fee.
- It was suggested that some funds be used to purchase breakfast for the business meeting in future years. This may be a very expensive proposition as we would be required to use the on-site caterers. Typical charges are \$15 per person for bagels and juice.

2. Program Chair Report (Ahmed Rubaai)

Ahmed thanked everyone for participating in the review process. The statistics for the 2009 DELOS program are:

- 41 abstracts were submitted, 40 abstracts were accepted
- 24 full papers were submitted
- There were 4 sessions, plus one poster session (with 65 posters)
- New this year was a panel session (sponsored by The Mathworks, with lunch provided)
- Ahmed reached out to industry to solicit sponsorship for sessions
  - US Didactic gave \$500 to sponsor a session; requested that their logo be displayed on the board outside the room
  - This may be one way to attract members and increase involvement in the division
- Awards
  - Seven papers were nominated (by reviewers) for the Best Paper Award
  - A nine person committee reviewed the nominated papers
  - Four papers received final nominations, of which three were awarded plaques, certificates, and a \$150 check.

- Ahmed thanked Bijan Sepahpour for securing the plaques, Neb Jaksic for printing the certificates, and Lisa Huettel for collecting the checks.

3. Plaque Presentation (Bijan Sepahpour)

Following Ahmed's report, Bijan presented a plaque to Ahmed in recognition of his service to the division as 2009 Program Chair.

4. Election of New Division Chair (Neb Jaksic)

As specified in the DELOS bylaws, the Program Chair becomes the next Division Chair. Thus, Ahmed Rubbai was announced as the 2009-10 DELOS Division Chair. At this time, Neb turned the floor over to the Ahmed.

Ahmed made a motion that Lisa Huettel be elected 2009-10 Program Chair. The motion was seconded and passed.

Ahmed made a motion that Patrick Tebbe be elected 2009-10 Secretary/Treasurer. The nomination was declined by Patrick, who indicated he was concerned about the time commitment required in future years as he moved up to Program and then Division Chair.

Bijan suggested emailing members to solicit nominations for the Secretary/Treasurer position. In fact, one self-nomination had been received already from Dr. Chiu Choi. Dr. Choi is a current Director and a 2008 Best Paper awardee. Ahmed made a motion to make Chiu Choi the 2009-10 Secretary/Treasurer. There was some discussion about whether a person should be elected to the position without being present at the business meeting to confirm his interest and commitment. It was decided that this election should be postponed.

5. New Business

Noel Shultz, the PIC4 Chair, provided a brief report.

- There are thirteen divisions in PIC4
- As PIC4 Chair, she is the conduit between the Division and the ASEE Board of Directors
- The next meeting of the ASEE Board of Directors (with PIC Chairs) is Wednesday, June 17<sup>th</sup>, 2009.
- In general, the operating budget of the division needs to be spent out each year (e.g., can be used to pay for breakfast at a business meeting)
- Donations (such as the one from USDidactic secured by Ahmed this year) are deposited into the BASS account which rolls over from year to year.
- Dues are also deposited into the BASS account
- The amount provided by ASEE for the annual division operating budget is determined by the number of members in the division.
- She noted that there was a new "division" established two years ago – the NSF Grantee Poster Division (chaired by Larry Genalo) – to keep DELOS papers and posters separated during submission and review. However, the session is still considered to be sponsored by DELOS.
- SmoothPaper is not always smooth. ASEE will have a half-time person devoted to solving issues as they arise. This person will not be an IT person, but will be able to refer problems to the appropriate IT person, if necessary.
- ASEE has announced three initiatives:
  - Diversity Task Force was appointed in January, a preliminary report expected August 1<sup>st</sup>, which will be sent out for comments
  - International Programs: a matrix will be published listing opportunities (e.g., international sabbatical opportunities)

- Faculty Development: The incoming ASEE President (Dr. J.P. Mohsen) is working on an NSF grant (exploring/collecting best practices, joining schools within a program)
- ASEE is encouraging the Divisions to think about how to partner with respect to the initiatives (e.g., co-sponsor a session). They would like at least one session related to the initiatives (and prefer it to be a partnership/collaboration).
- In 1999, ASEE published a statement on “sustainable engineering education”. There has been a task force formed to update the statement.
- The timeline for paper reviews has been modified. There is now more time to review full papers.
- Today (June 16<sup>th</sup>, 2009), the second plenary by Jamieson and Lohmann will present the results of the report on a research-based paradigm for innovation in engineering education. Everyone is encouraged to attend.

Q&A for Noel Schulz:

- A request was made that page numbers be added to the proceedings. This would, for example, be beneficial in promotion cases. Noel will follow-up at the Board meeting.
- Q: Who covers speaker fees? A: ASEE/PIC could partner. Money could be set aside for special projects. One option is to have a mini-plenary (which is funded by the Board).

This concluded Noel Schulz’ presentation.

Georgia Harris announced that there is a post-doc position available at NIST. There is also a summer undergraduate research program (about 150 students). Noel suggested sending an email to members announcing such opportunities.

There were a number of discussions related to how to best spend division funds:

- Georgia asked about using DELOS funds to send a member to the National Conference of Standards Laboratories to spread the word about ASEE and DELOS. Noel suggested having a panel at ASEE with representatives from multiple organizations (e.g., NIST, NCSL) and to have a written record (papers), then follow up by presenting the DELOS paper at other conferences. Patrick Tebbe suggested printing up a nice Call for Papers and sending that (along with DELOS-specific material and other ASEE material) to other conferences to publicize and solicit interest. Noel will look into having ASEE printing a DELOS flyer, but suggested it would be better to create a PDF that members could print as needed. Patrick offered to develop a draft flyer (using samples from other divisions as a starting point).
- Neb suggested increasing the Best Paper Award amount and advertising this in the Call for Papers in order to generate more interest. Bijan suggested keeping the same number and monetary award for Best Papers, but to add a Best Division Paper award (after the oral presentation).
- Larry Genalo asked if funds could be used to help find officers or reviewers. Bijan asked whether Board funds could be used to cover the travel expenses of the Program Chair. Patrick suggested waiving the registration fee. Noel Schulz said she would take the request to the Board, but was not optimistic that it would pass (it would be a very expensive program with limited impact).
- Neb made a motion to use division funds to pay for the registration fee of the Program Chair. The motion passed unanimously.

Respectfully submitted by Lisa Huettel, DELOS Secretary