

DELOS 2019 Business Meeting Minutes (APPROVED)

Tuesday, June 18, 2019, 7:00pm
Tampa, Florida

Submitted by: Dr. Robby Sanders (Secretary 2019-2020)

Date submitted for review: June 25, 2020

Members Present:

- Not recorded.

2018 Minutes

- Approved.

Meeting (2019) Agenda (documentation provided via PPT from Dr. Sally Pardue)

- Introductions
- Approval of Agenda
- Approval of Minutes
- Membership and Budget
- Conference Program Report
- Officers
 - Incoming Treasurer
 - Director
 - Director
- Old Business
- New Business

PIC IV Chair Beth Holloway Report to DELOS (notes provided by Dr. Sally Pardue)

(Beth starts officially on Wed at 7:00am in her new role, Terri Reed is the outgoing PIC IV Chair, and Beth will be chair for three years (2019/2020 – 2021/2022))

Announcements from ASEE Board of Directors

- Concern about past conferences – recognition of Best Papers for Divisions
 - 29 out of 53 presented in special poster session this Conference to highlight these Papers
- Best Overall PIC and Zone on Tuesday Plenary
- Wed session – Best PIC of other four PICS
- Urge Divisions to be clear about documenting the process for picking Best of...
- 2020 Best PIC going forward
 - Works in Progress will not be accepted for Best of PIC
 - As a division, you may choose to select the WIP as a Best Paper, just know it won't be competitive
- PIC Chairs worked on the creation of a Moderator Handbook, see Author's Kit location
 - Hoping to be useful for Program Chairs and for Moderators
- Code of Conduct - for conference attendance
 - Code of Ethics is forthcoming
 - What happens if someone is not in compliance? This is a work in progress.
- New registration rate for K12 teachers effective 2019
 - More teachers took us up on this offer, intend to keep this rate going forward
- Treasurer note:

- Up to now...Operating Account, on Oct 1st each year, a deposit is made by the division
 - If this is not spent by Sept 30, money reverts to ASEE
- Going forward...No more disbursements will be made into Operating
 - All member funds allocations will be made to BASS
 - No 30% overhead will be made on the deposit
- Program Chair note:
 - Intent to replace Monolith
 - 2020 conference will use Monolith
 - Hope to have new system in place for 2021
- First time attendees will have star or sticker on name tag
 - Be helpful to first timers
 - We want them back
 - Can get one at info desk outside exhibit hall

Member Comments

- Members asked questions and offered feedback

Membership and Budget

- Treasurer's report was read in and slight changes made (attached file is the finalized version).
- S. Pardue discussed the membership roster from ASEE
 - 276 members (Down from reported 300+ in 2018)
- ASEE offers two reports
 - One shows 276
 - One shows "recent" as 35

Conference Program Report

- DELOS sponsored eight sessions this year, with one on Sunday, three on Monday, three on Tuesday, and one on Wednesday.
 1. Sunday, 1:15 pm - 2:45 pm - DELOS Session 6, Rm 15, TCC
 2. Monday, 11:30 am - 1:00 pm - DELOS Session 1, Rm 15, TCC
 3. Monday, 1:30 pm - 3:00 pm - DELOS Session 2, Rm 16, TCC
 4. Monday, 3:15 pm - 4:45 pm - DELOS Session 3, Rm 16, TCC
 5. Tuesday, 8:00 am - 9:30 am - DELOS Session 4 (BEST of DELOS), Rm 16, TCC
 6. Tuesday, 3:15 pm - 4:45 pm - Interactive BYOE Session, Grand Salon J, TMW
 7. Tuesday, 7:00 pm - 9:00 pm - DELOS Business Meeting, II Terrazzo, TMW
 8. Wednesday, 1:30 pm - 3:00 pm - DELOS Session 5, Rm 2, TCC
- Data from M. Golub
 - 50 abstracts
 - 9 (?) withdrawn
 - 4 (?) no papers submitted

Officers

- Proposed slate of officers was approved to include:
 - Past Chair—Ernest Kim
 - Division Chair—Michael Golub
 - Vice Chair (Program Chair)—Sally Pardue
 - Assistant Program Chair—Jacob Bishop
 - Secretary—Robby Sanders

- Treasurer—Pavan Karra
- WebMaster—Natasha Smith
- Director, Year 2—Harry Powell
- Director, Year 1—David MacNair
- Director, Year 1—Sevile Mannickarottu

Old Business

- How to address payments for 2018 and 2019 recipients of BEST of DELOS papers
 - Our By-Laws (2015 version) indicate four (4) recipients per year
 - Motion to offer one-time additional payments to fifth recipient since five papers were placed in 2019 and in 2018 in the Best of DELOS Session

New Business

- Invitation to partner with REV conference
 - No funds requested, but support through other options
- Focus of future sessions
 - Brainstorming includes
 - Safety Panel
 - Lab Management Panel for large scale and medium scale numbers of students
 - On-line (remote and virtual) labs and on-ground labs – options
- Format of future sessions
 - Best of DELOS session will have four papers and each allowed 20 minutes
 - Consider the options that would engage more participants in discussion – see outcomes of the Interdivisional Town Hall >> developing a Playbook for Session Formats