

ASEE DELOS Business Meeting Minutes  
2011 ASEE Annual Conference in Vancouver, BC  
Vancouver International Conference Center 212  
12:30 PM, Tuesday, 28 June 2011

## Agenda

1. Welcome & introductions
2. Division Chair Remarks
3. PIC Report (delayed)
4. Officer Reports
5. Best Paper Award Review Process
6. Service Award presentation
7. Officer Elections
8. New Business

## In attendance:

In alphabetical order: Chu Choi, Larry Genalo, Georgia Harris Lisa Huettel, Nebojsa Jaksic, Loren Limberis, Greg Mason, Gerry Recktenwald, Ahmed Rubbai, Bijan Sepahpour

## Welcome and Introduction

Division Chair Lisa Huettel called the meeting to order. Those present in the room briefly introduced themselves.

## Division Chair Remarks

Lisa announced a gift of \$500 to DELOS by US. Didactic that was coordinated by Oliver Scheel.

## Officer Reports

- a. Web/news editor: Greg Mason.

DELOS has it's own url: <http://delos.asee.org>.

The new web site is up and has a new look.

Ahme Rubbai suggested that we use the web site to acknowledge the gift from US Didactic.

- b. Treasurer: Gerry Recktenwald

As of 4/19/2011, DELOS has the following balances

\$5053.40 in the BASS Account

\$590.00 in the DELOS Division Operating account

Since 4/19/2011, an estimated \$1100.00 in expenses has been incurred: \$600 for checks (\$150 each) to four authors of Best Papers and \$500.00 for four plaques (\$125 each) given to those four authors. A small amount of additional

miscellaneous expenses will likely be incurred for printing of certificates to accompany the checks and plaques. \$450 of the plaques were charged to the Operating account, and the remaining \$150 was charged to the BASS account.

c. Program Chair: Ahmed Rubbai

Paper statistics:

- 53 Abstracts were submitted
- 36 Full papers were accepted for presentation and publication in the conference proceedings
- 10 papers were nominated for best paper based on the first draft submitted for review
- 4 awards for best paper were given after the final drafts were read by a committee of four

The PIC chair assigned six sessions for DELOS at the 2011 Annual Conference. These sessions consisted of 5 regular sessions and one panel discussion. Some sessions had as many as seven papers. Many present at the DELOS business meeting expressed dissatisfaction with the number of sessions and the timing of the sessions.

Ahmed also commented that ASEE's new paper-handling software (called Monolith) had several restrictions that made it difficult to organize papers, assign reviewers, and communicate with authors and reviewers.

### Best Paper Award Review Process

Ahmed Rubbai led a discussion of the process for choosing "Best Papers". As part of the Program Chair's report, Ahmed submitted a description of the process for evaluating papers for the Best Paper awards. The process was discussed at the meeting.

A number of suggestions were made about the evaluation of and awarding of best paper prizes:

- Circulate the evaluation criteria before the first draft of papers are due.
- Withhold announcing the winner of the best paper until the end of the best paper session.
- Base part of the evaluation of the best paper award on the presentation at the conference. That criterion would require announcing the winner at the end of the session (see previous bullet).
- Only give a prize check and a paper certificate, not a plaque. That would allow the prize amount to be increased, or the total expenses for prizes to be reduced, or both.
- Study the award processes used by other divisions, e.g. the Mechanical Engineering division.

There was general agreement that the criteria should be circulated in advance of the deadline for first drafts of papers for the 2012 Annual Conference. A conclusion on whether to pursue these ideas was not reached at the business meeting. It was decided to continue the discussion via email.

### Service Award presentation

Lisa presented Ahmed with a plaque of appreciation for his service as past Division Chair and as Program Chair for the current conference.

### Officer Elections

Following convention, officers were nominated to positions in a pre-planned rotation. Each rotation was affirmed by voice vote: Ahmed Rubai was elected as Division Chair for 2012. Gerry Recktenwald was elected as Program Chair for 2012. Greg Mason was elected as Treasurer and Secretary for 2012, and he will hold his position as Web/Newsletter editor. Loren Limberis was nominated and elected to the DELOS committee.

### PIC Report

The report by Bevlee Watford, Chair of Professional Interest Council (PIC) IV was delayed because Dr. Watford was circulating between the business meetings of other divisions.

The members of DELOS made complaints to Dr. Watford

- The Monolith system for managing papers had many problems
- The name of the division is DELOS, which has a “D” as the first letter of its acronym. The ASEE Conference web site used “ELOS” as a label for activity of DELOS. Members of DELOS strongly desire to keep the “D”
- DELOS was not given enough sessions for this conference. Sessions were crowded with as many as 7 papers in 90 minutes.

### New Business

The Secretary (Recktenwald) had to leave before the conclusion of the meeting. No new business was recorded.

Respectfully submitted by Gerald Recktenwald.