Attendees: Gerry Recktenwald (Gerry@pdx.edu), Greg Mason (mason@seattleu.edu), Ernie Kim (ekim@sandiego.edu), Andrew Tubesing (tubesing@stthomas.edu), Sam Abbott-McCune (mrsignal@vt.edu), Kathleen Meehan (kameehan@vt.edu), Tim Dallas (tim.dallas@ttu.edu), Larry Genalo (genalo@iastate.edu), Bijan Sepahpour (sepahpo@tcnj.edu), Nebojsa Jaksic (n.jaksic@colostate-pueblo.edu), Tom Schubert (schubert@sandiego.edu), Georgia Harris (gharris@nist.gov), Bridget Smyser (b.smyser@neu.edu)

Welcome, Introductions, Review agenda

Approval of June 2013 Meeting Minutes

Reports

Program Chairs

- 46 reviewers

Paper Count:

- 27 submitted abstracts + 10 BYOE
- 1 moved to different division
- 5 rejected
- 7 withdrawn
- 12 completed papers

Technical Sessions

- NSF Grantees Poster Session: 129 Posters
- 3 technical sessions: 12 papers
- 2 BYOE sessions: 10 papers

Recent History of DELOS papers:

	Technical Sessions			BYOE		NSF
	Papers submitted	Papers published	Sessions	Demos	Sessions	Grantees
2011	53	36	5			
2012	42	28	7			
2013	32	18	4	6	1	109
2014	27	12	3	10	2	~129

Treasurer

American Society for Engineering Education
Mixed Financial Statement for Field Units
From 10/1/2012 Through 9/30/2013

		BASS-DELOS Division	DELOS Division
Beginning			
	Fund Balance	8,885.29	483.00
Total		8,885.29	483.00
Revenue			
	Field Unit Dues	1,170.00	0.00
	Field Unit Contributions	0.00	0.00
	Field Unit Other Revenue	8.04	0.00
Total		1,178.04	0.00
Expense			
	BASS Account Expenses	0.00	0.00
	Operating Account Expenses	0.00	0.00
Total		0.00	0.00
Ending Balance		10,063.33	483.00

ASEE BASS-DELOS Division Budget report data

Month	Dues Deposit	Members
Apr-13	$ 81	27
May-13	$ 99	33
Jun-13	$ 75	25
Jul-13	$ 102	34
Aug-13	$ 54	18
Sep-13	$ 72	24
Oct-13	$ 111	37
Nov-13	$ 84	28
Dec-13	$ 81	27
Jan-14	$ 147	49
Feb-14	$ 87	29
Mar-14	$ 114	38
	$ 1,107	369

Webmaster — http://delos.asee.org/

New Business:

BYOE discussion:

Regular sessions require publish to present. Panels were done originally because we were off cycle with the call for proposals the first time. This time we did the BYOE call at the same time, but still did it separate from monolith. If currently BYOE is abstract only, what do they submit to publish?

We could do this similar to the K-12 curricular exchange and have them submit lab handouts/how to's. This could also be searchable and good for credentials. It is clear that we need to improve criteria for how we judge worthiness for BYOE. Worth emulating the curriculum exchange.

Do we want BYOE to be published? Do we want to sponsor this dually with other divisions?

BYOE seems a success, so we want to keep it a regular session. Have to remember logistical, room, funding challenges.

Would be good for whatever is published to have enough description so someone else could replicate the experiment.

Question: Why is providing info on the experiment linked to publishing? Answer: Has to do with going through the normal technical session process, which is publish to present.

We have the best paper award. Could also have a best BYOE award to acknowledge contribution.

Question: Couldn't people bring equipment to their talk? Answer: Logistical issues, plus would dilute BYOE.

Are we going to want to see the same experiment twice? Even if not, could write a paper about it. Will we have 10 new people for BYOE next year?

We need to do a better job announcing/publicizing.

Observation: Papers are good, but BYOE is much more interactive. Would be great to possibly "present the paper, then show us what you did". If you have a good experiment, could be a good paper, but this isn't meant to replace a paper session.

Will we be able to sustain this? Need to build this more. Helped to have two sessions, but some issues are venue dependent.

Question: Do we have it happen in the exhibit hall? Answer: We were discouraged by ASEE.

Some options:

- Fold BYOE into the admin process for papers to manage submissions
- Have BYOE as is, but communicate paper option in parallel
- If a reviewer thinks a paper is good for BYOE, indicate in the review.

BYOE should be a publication, but not the same as a paper. Should be two separate review criteria. Could make the review qualify for one or both (paper and/or BYOE). Need to specify requirements and communicate them.

RESOLUTION: No opposition to using ASEE system for BYOE. Put BYOE in call for papers, but develop separate review criteria for each. BYOE 'paper' should be a lab handout. We will try this for next year, and get authors to redirect to BYOE as appropriate. Andy Tubesing will forward information on the K-12 Curricular Exchange for comparison. Best BYOE award will be awarded the following year so we can evaluate on site.

Other business:

3 weeks until call for papers due to ASEE. Need good rubrics and should have them visible as part of call for papers. Never underestimate the ability of folks to disregard directions. Have them put BYOE in paper title. Kathleen and Bridget will draft the call for papers and rubrics and circulate to the officers in advance of the July deadline.

Elections:

New Officers are:

- Gerry Recktenwald, Past Chair
- Greg Mason, Division Chair

- Bridget Smyser and Kathleen Meehan, Program Co-Chairs
- Ernie Kim, Secretary
- Andy Tubesing, Treasurer
- Sam Abbott-McCone, Webmaster
- Neb Jaksic, Director
- Bijan Sepahpour, Director
- Georgia Harris, Director
- Past Chairs: Lisa Huettel, Ahmed Rubbai, Neb Jaksik

Report from Maura Barrego, PIC 4 Chair:

Her job is to bring things to the board. Complaints about website from past meetings include nonfunctional search function. This is now a board action item.

Announcements from Maura:

- ASEE Diversity Committee
    - Proposing year of action on diversity. Each division should attempt to do at least one diversity related activity such as
        - Review bylaws for inclusive language
        - Review sessions for possible places to include diversity concepts
    - Committee running safe zone training throughout conference and collecting best resources for diversity
- ASEE has new logo
    - Divisions that use old logo need to change their logo to match
- New online membership option will save money. Online members do not get Prism, which is not great on line. They're working on it.
- Next conference in Seattle, June 14-17, 2015
- Best PIC paper competition – K-12 paper won this year.
- ASEE division form needs to be filled out
- Need to make sure most recent bylaws are on the website.