

DELOS 2018 Business Meeting Minutes (DRAFT)

Tuesday, June 26, 2018, 7:00pm
Salt Lake City, Utah

Submitted by: Dr. Sally J. Pardue (Secretary 2017-2018)

Date submitted for review: June 16, 2019

Members Present (10):

Bridget Smyser
Michael Golub
Pavan Karra
Sally Pardue
Harry Powell

Sevile Mannickarottu
Karin Jensen
Gregg Mason
Tracy L. Yother
Mary Johnson

2017 Minutes

Not available for review, need to contact 2016-2017 Secretary

2018 Meeting Agenda (provided via PPT by Division Chair, Bridget Smyser)

- Current Budget and Membership
- Conference Statistics and Notes
- Best Papers
- New Officer Selection
- PIC presentation by Terri Reed
- Future Ideas
 - Regional meetings?
 - Newsletter
 - Ideas for next year?

2018 Membership Report (slide presented by Division Chair)

312 members with 38 recent memberships added. Total number is down slightly from 2017.

Review of 2017-2018 DELOS officers

Kathleen Meehan (Past Chair)

Bridget Smyser (Chair)

Ernie Kim (Program Chair)

Michael Golub (Asst Program Chair)

Sally Pardue (Secretary)

Jacob Bishop (Treasurer)

Robby Sanders (Webmaster)

David MacNair (Director 1)

Georgia Harris (Director 2)

Gerry Recktenwald (Director 3)

Karin Jensen (Diversity Committee representative)

2018 Budget Report (slide presented by Division Chair)

BASS Account		Operating Account	
Balance at 9/30/17:	\$ 9,978.67		
REVENUE		EXPENSE	
Dues Revenue YTD FY18:	\$ 712.00	Allocation at 10/1/2017	\$ 340.00
Interest Revenue:	\$ 0.59	Expense:	\$ 300.00 Workshop Session Fee
Total Revenue YTD FY18	\$ 712.59	Allocation net activity at 9/30/18	\$ 40.00
EXPENSE			
Paper Award	\$ 450.00		
ASEE Administrative Fee:	\$ 213.60		
Total Expense YTD FY18	\$ 663.60		
Balance at 3/31/18:	\$ 10,027.66		

Thanks to Gerry for setting up the workshop and Mathworks and Sparkfun for Sponsoring!

2018 Program Chair Report (Slide presented by Division Chair)

Conference by the Numbers

- 41 Papers submitted
- 35 Reviewers (11% of membership)
- 9 Rejected
- 2 Withdrawn
- 30 Published
- 0 Diversity related
- 4 BYOE Papers
- 4 Best papers
 - 1 Overall best paper: BYOE: Activities to Map Intuition to Lumped System Models, Raina White, Dr. Christopher G. Levey, and Dr. Laura Ray
Dartmouth College

Ideas for next year?

2018 Best of DELOS (extracted by S. Pardue from 2018 Conference Program, Page 213)

https://www.asee.org/documents/conferences/annual/2018/Annual_Conference_Program.pdf

W426 – Division for Experimentation & Lab oriented Studies Technical Session 4

1:30 p.m. – 3:00 p.m., Room 254 C, Convention Center – Salt Palace

Sponsor: Experimentation and Laboratory-oriented Studies Division

Moderator: Bridget Smyser, Northeastern University
Best of DELOS.

Design and Implementation of a Course in Experimental Design and Technical Writing

Dr. Natasha Smith P.E., University of Virginia
Dr. Andrew Jason Hill, University of Southern Indiana
Dr. Tom McDonald, University of Southern Indiana

No-cost Implementation of Electronic Lab Notebooks in an Intro Engineering Design Course

Dr. Daisuke Aoyagi, California State University, Chico

Using Mechatronics to Develop Self Learners and Connect the Dots in the Curriculum

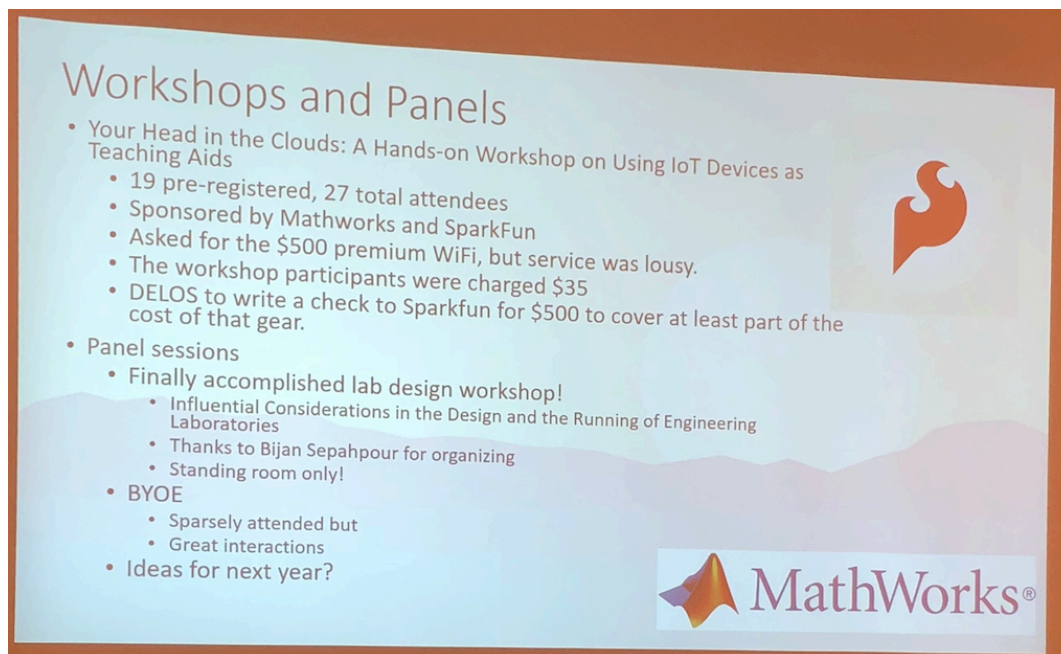
Dr. Robert J. Rabb P.E., The Citadel
Dr. Nathan John Washuta, The Citadel
Coleman D. Floyd

Design of a Cross-curricular Circuits Laboratory Experiment

Mr. William Michael Delaney, University of Portland
Dr. Heather Dillon, University of Portland
Dr. Joseph P. Hoffbeck, University of Portland

BYOE: Activities to Map Intuition to Lumped System Models


Raina White, Dartmouth College
Dr. Christopher G. Levey, Dartmouth College
Dr. Laura Ray, Dartmouth College



The image shows a presentation slide titled "Workshops and Panels" with a light blue background and a dark orange border. The slide contains a bulleted list of workshop and panel session details. A small orange flame-like logo is visible in the upper right, and the MathWorks logo is in the bottom right corner.

Workshops and Panels

- Your Head in the Clouds: A Hands-on Workshop on Using IoT Devices as Teaching Aids
 - 19 pre-registered, 27 total attendees
 - Sponsored by Mathworks and SparkFun
 - Asked for the \$500 premium WiFi, but service was lousy.
 - The workshop participants were charged \$35
 - DELOS to write a check to Sparkfun for \$500 to cover at least part of the cost of that gear.
- Panel sessions
 - Finally accomplished lab design workshop!
 - Influential Considerations in the Design and the Running of Engineering Laboratories
 - Thanks to Bijan Sepahpour for organizing
 - Standing room only!
 - BYOE
 - Sparsely attended but
 - Great interactions
 - Ideas for next year?



Diversity Committee Report (Karin Jensen)

Committee is now named *Diversity, Equity, and Inclusion Committee*. All Divisions are encouraged to add supporting language to communications.

PIC IV Report (Terri Reed)

Review of ASEE National financials. Improved credit rating for ASEE. Revising of ByLaws for PIC. Encourage membership to apply for awards. When scheduling sessions, encourage use of four (4) speakers per session to keep things going on time, general consensus that this will be best practice. Current average for PIC IV divisions is 4.8 average papers per session. Request divisions to clarify whether a paper is a Work in Progress (WIP) or full paper, by use of WIP as first word in the title, also encourage use of POSTER as first word in title if appropriate. Availability of WiFi for Workshop support is a universal priority for suture conferences. Three sessions in a row had issues with A/V. Presenters are strongly encouraged to check their device with the Moderator/Presenter Room to ensure functional – divisions are requested to communicate this with their division session presenters. Create a Moderator Guidance document at division level.

IoT Workshop: Your Head in the Clouds...Discussion (see prior slide)

Thanks to Gerry Recktenwald for organizing this, with sponsorship from MathWorks and SparkFun. DELOS has agreed to provide \$500 to Sparkfun to offset costs for equipment provided to workshop participants. DELOS treasurer will need contact info for check recipient.

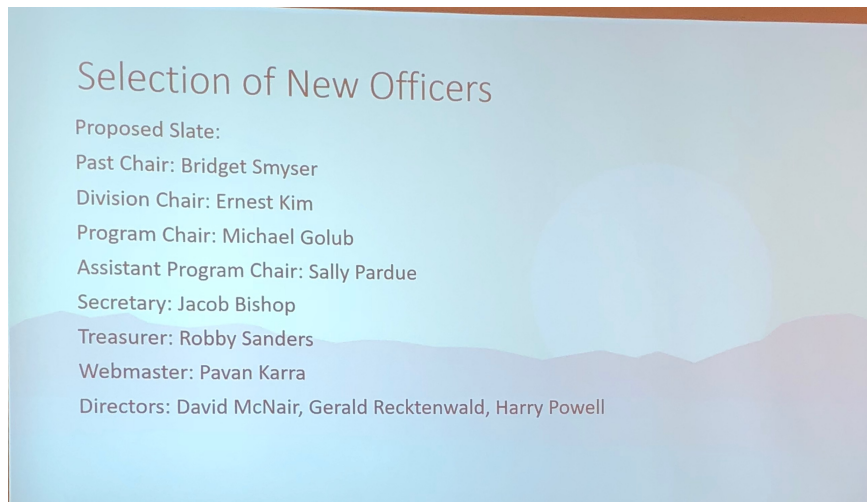
Concern about attendance at workshops for scheduling purposes, how does one know what your session is up against?

DELOS general discussion among members present

- How to encourage more DELOS members to submit and to review papers
- At conference, distribute info about Best of DELOS at other sessions
- Encourage people to attend DELOS Business Meeting, to recruit members and potential new officers
- Ways to identify future leaders...authors who are nominated for Best of DELOS papers
- Build DELOS website into something better, needs updating
 - Develop a website section of member benefits
 - How do I benefit by being a member of DELOS?
 - BYOE curated set of prior conference papers
 - Why I share via DELOS as opposed to discipline specific divisions
- Sunday Panel – Experiments for New Educators
 - Budget friendly lab ideas on the order of \$500 - \$2500
- Schedule a future DELOS social networking session
 - Consider holding this at a bar
 - Would a vendor be a possible sponsor
 - Who would coordinate this idea?
- Offer ourselves as a “support network”
- Cosponsoring of major key-note speaker(s)
 - With ME Division or other
- Develop a repository of experiments

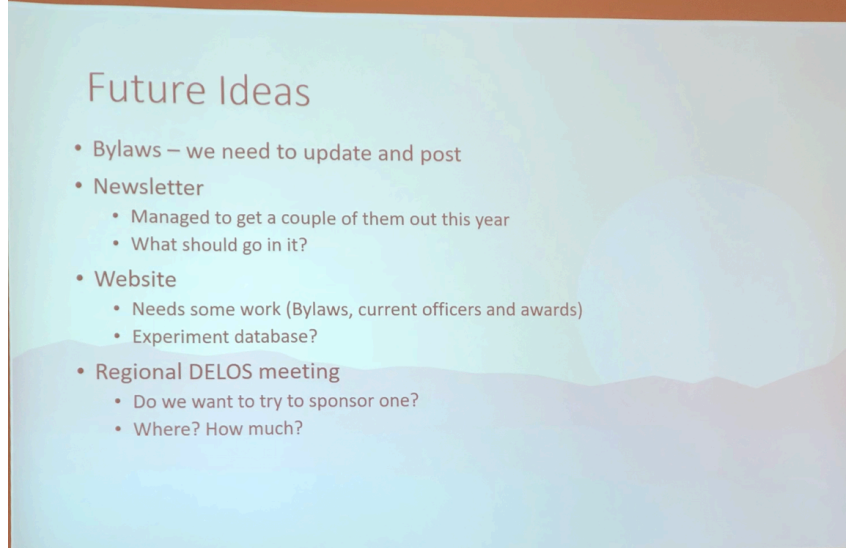
- With other divisions
- Hosted by ASEE
- Who would be primary webmaster and how to coordinate with other divisions
- How much time would be required to develop and maintain?

Incoming Officers (slide provided by Division Chair)



Nominations came from the floor for Webmaster. Motion to approve slate of officers was made by Seville Mannickarottu, seconded by Bridget Smyser.

Future ideas, open discussion (slide provided by Division Chair)



- Newsletter, need contributors
 - Chair of Division develops/delegates newsletter content
 - Nifty Ideas and Surprising Flops
 - Half-baked ideas

- Q&A for Lab
 - Dear Labby
- Future conference sessions
 - At Sunday Mixer, put out a box and encourage people to submit a “lab problem” that DELOS would respond to
 - Offer another Panel on Lab Safety
 - How do you get people to wear safety glasses, appropriate shoes, etc
- DELOS webinars
 - Offer “walk abouts” in university labs of DELOS members
 - showcasing best practices or problems/solutions
 - Dear Labby questions
 - Safety
 - Inclusion
 - Accessibility
 - TA moments – student viewpoints and perspectives
 - TA training
- BIG IDEAS
 - Compare and contrast joint consideration of new ways for doing labs
 - VR
 - Remote
 - Hands-on
 - Could this be a workshop idea for Tampa?
- How to handle BYOE
 - Use of local resources rather than bringing your own?
 - Ship BYOE materials to hotel to ease travel difficulties
 - Would division offer reimbursement to presenters for shipping fees?

Closing

- A collective “Thank you” to Bridget Smyser as DELOS Chair, 2017-2018
- Motion to adjourn was made by Harry Powell, seconded by Sally Pardue