ASEE 2008
K-12 Engineering Division Business Meeting
Tuesday, 24 June 2008
4:30-6:00 p.m.
Pittsburgh Convention Center 334
Moderator(s): Jed Lyons, University of South Carolina

Agenda

1. 4:36 pm Call to order – Jed Lyons, K-12 chair – Introductions and induction of new officers

2. Agenda distributed, attendance list in Appendix A, 47 signed in (+outgoing PIC IV chair)

3. Membership report - Last year 665, so far this year 693 – 64 teachers, 46 institutions, 520 profession, 779 if add it up

Officer reports

4. PIC IV Chair Report – Mary Anderson-Rowland

    a. Info from board – out-going Noel Schulz is in-coming – if anything comes up let us know because we meet again tomorrow from 1-3.

    b. PIC IV – in good shape, as of today since 4 approved on Sunday, everyone is up to date except graduate studies and they are working on it

    c. Attendance very close to HI, probably more 3401 (HI had 2230), Chicago 3509; 117 companies, 32 are new to ASEE, 21 sponsoring and 6 new

    d. 13873 members now, goal 15000 by 2010 -- 2720 abstracts (41 fewer than 07), 2422 accepted (44 more than 07); 1684 papers submitted (55 fewer than in 07); 1583 accepted (156 fewer than 07); 1414 published (212 fewer than 07); 146 abstracts only – lectures and panels

    e. 1254 authors, 126 business meetings; over 300 sessions 32 workshops, 45 rooms, 37 next year

    f. Program committee – will review this year and by November will judge # of abstracts in – if not enough sessions this year; chairs should ask for more; you should ask for all you need

    g. Urging all divisions to have best paper award – either OP or BASS fund for paper award

    h. Some problem this year with author's not registering & not paying publication fee – changing language – make sure to warn your members; new author kit and new chair kit; one area best paper author didn't register

    i. 12 divisions plus student committee – 11 submitted best paper – one PIC IV measuring soft skills for ABET; the 5 PIC members ranked – best overall from PIC IV – ERM

    j. Next year can choose poster or paper

    k. Why pay $75 for CD – registration and smooth paper costs are separate -- $75 covers the IT costs of smooth paper and some remakes

    l. Publish to present for 2009; no emerging trends poster session this year and not next year, turned into a dumping ground when didn't fit your call – no one wanted to own; so encouraging all divisions to do own poster session if they want

    m. Some divisions like to have a poster session as a technical session – if you have a panel or speaker – they can have a poster;

    n. This year NSF projects – that was separate for NSF grants that require posters

    o. Annual reports due July 16 – turn in new officers – if you have activities or best practices be sure to report those because we are not finding out about them

    p. in dialogue ASEE should sponsor Master Teacher certification – want ASEE to discuss and give feedback to Noel – not yes we should but should explore we – if there is a certification maybe be related to ABET – maybe for new faculty or older that need re-tooling

q. One division had very difficult time with copyright. Checked – if your school has a repository for papers published by faculty can post there; if you want to re-write and submit to journal you have that – this gives ASEE right to put on web-site and CD

r. Long range planning committee met Sat – new pres – ABET how to get ASEE more involved; international affairs setting up advisory board include several members and Int'l affairs division; main thrust – diversity – new diversity advisory board appointed while part of mission pervasive –need goals and need to set vision – will put someone from K12 on advisory board for meeting in Feb. – way will be paid to Feb. not required attendance at annual conference

s. Q – copyright issues – for institutions where there is a form that author retains copyright – will ASEE sign that form. Not sure – the stance is that ASEE is taking nothing away from authors; it is dual copyright – need to figure out how to satisfy new institutional requirements without having ASEE sign for every officer

t. Noel Schulz – introduced herself

Introductions of everyone

5. Secretary/Treasurer – Susan Walden

    Minutes from 2007 are approved

    Financial report

        As of Mar 31, 2008 (last report from ASEE)

        BASS account had $12703.93 and Operations acct had $439.00

        Revenue for this fiscal year $2234.18 with no expenses

6. Program Chair for ASEE 2008 (Pittsburgh, PA, 22 – 25 June 2008) Programs – Stacy Klein.

    u. Excited that conf is almost over – thank you for reviewing to the 47 reviewers (12 less than 07) – "thank you, bless you, made my job bearable"; 138 abstracts (26 more than 07) each had 3 reviewers; accepted 113 (37 more than 07) based on cfp and requirements; 83 papers submitted, each had 3 reviewers; 73 papers appear in sessions (7 more than 07)

    v. 15 sessions 2 more than 2007; requested same as last year and then got a gift

    w. 3 co-sponsored sessions – US Navy, WIE, agreed in each case because our session didn't conflict in topic

    x. 2 pre-conference workshops

    y. 1 tiny poster session

    z. 2009 work with MdM – share some wisdom – add an executive committee session probably on Sunday

    aa. During our committee meetings will work with program committee - take a technical session next year for a best practices panel – take applications for partnerships at each level – have K12 teacher present and present – also brought up the idea of scholarships for the teachers to get to meeting

    bb. Too many in some session

    cc. On technical literacy committee – would like to co-sponsor session

    dd. If some divisions are sending K12 papers to us – we need more sessions – need to bring up with Noel; This is something that came up in WIE business meeting. We are going to work with WIE to cosponsor as a transition.

7. Vice-Chair and Program Chair for ASEE 2009 (Austin Texas, June 14-17, 2009) Programs is Michael DeMiranda (report by Stacy Klein)

8. K-12 Representative – Robin Little

    ee. No report

9. Division Publications Editor – Nancy Shaw

    ff. Unable – to be here – Paul Klenk – is here will tell what she has done and will lead the small group to talk about what to put in her shell

10. Report from ASEE K-12 Center Workshop – Kristin Farole

    gg. Not here now

Committee reports

11. Program Committee (chaired by Stacy Klein)

12. Awards Committee (chaired by Macon Beck)

    hh. One submitted and approved – best paper – there was a best paper from Monday -- #867

    ii. What didn't get approved – didn't get the others written up and submitted

13. By-laws Committee (chaired by Aaron Clark)

    jj. Mark / Jed – bylaws working on for last 2 years approved by board on Sunday

14. Nominating Committee (chaired by Jed Lyons, needs members)

    kk. Request 2 volunteers

Old Business

15. Ideas for Distinguished Lecturer for 2009

    ll. Lauren Resnick very well received – we would like ideas to propose a K12 distinguished lecturer; due in Sept; it is high profile event for the division

    mm. How are costs handled? – registration paid by ASEE – not sure about travel

    nn. ASEE does not pay honorarium (ERM pays for travel for their speakers)

    oo. How does this work? Any division can submit and ASEE will chose; we can recruit and reserve a session so that if they don't get picked by ASEE; we could put the person in our slot

    pp. Maybe ask UT-Austin to suggest people to keep our travel costs down

    qq. SW – Sally Ride

New Business

16. Announcements

    rr. Jackie Sullivan – Teach Engineering website and the award for best curriculum submission

        i. Within next couple of months will be able to correlate across all 50 state standards

        ii. Award will be every other year

        iii. Cash award and cover fees to attend a national conference – IETA, ASEE, NSTA, NCTM

    ss. Jackie Mobley – needs someone to cover session 8:30 Wednesday

    tt. Others -- none

17. Committee Assignments and Charges (Notes in Appendix B)

    uu. Nominating Committee just needs members for next year (at least 2 people).

    vv. Publications Editor Committee will be run by (Paul Klenk)– create a web presence for the coming year, provide content and help keep it updated – need a teacher.

    ww. Program Committee – (Stacy Klein) – discussion of expansion of Call for Papers and a new process for 2009 Best Practices Panel Session.

    xx. Awards Committee – Best Paper Award finalize process for 2009 selection. Also work on other possible awards

    yy. By-laws Committee – Time of terms, composition of nominating committee.

    zz. Build Officer Notebooks – work with Mindy Zarske and Nancy Shaw.

    aaa. Strategic Initiative Committee (Jed Lyons) – work with PIC and ASEE Headquarters to propose such items as Bring a Teacher and permanent Teacher membership level (like student membership or an institutional membership like the universities have).

        i. We don't have to do this – teachers have a reduced membership fee; Mary will bring up reduced

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registration rate and possible Bring-a-Teacher program for AC at the board meeting on Wednesday;

bbb. <mark>Small group discussion</mark> – Pre-program planning for 2010 – enabling teachers to present/attend (Liz Perry and Robin Little)

ccc. <mark>Question</mark> – how is the person going to be selected for the diversity advisory board? – we will put a group together to talk about this.

ddd. <mark>Fellows committee</mark> – Larry Richards will chair committee to get K12 Fellows – 5 nomination letters – 3 from prior fellows; have to be member for 10 years;

18. Committee and Small Group Breakout Session (please assign a scribe to turn in notes to Secretary/Treasurer at end of meeting)

19. Meeting adjournment. The next K-12 Division Executive Board Meeting will be held at ASEE 2009, Austin, TX. Tuesday, June 15, 4:30 to 6:00 pm, location to be announced.

Chair	Teri Reed-Rhoads	Purdue University	trhoads@purdue.edu
Chair-Elect	Malinda Zarske	University of Colorado, Boulder	malinda.zarske@colorado.edu
Program Chair	Michael DeMiranda	Colorado State University	mdemira@cahs.colostate.edu
Program Chair Elect	John Chen	Rowen University	jchen@rowan.edu
Secretary/Treasurer	Susan Walden	University of Oklahoma	susan.e.walden-1@ou.edu
K-12 Representative	Amber Caicedo	Richland Northeast HS, Columbia, SC	acaicedo@rnh.richland2.org [ambercaicedo@gmail.com]
Member (07-09)	Aaron Clark	North Carolina State University	aaron_clark@ncsu.edu
Member (07-09)	Liz Parry	North Carolina State University	eaparry@ncsu.edu
Member (08-10)	Stacy Klein	Vanderbilt University	stacy.klein@vanderbilt.edu
Member (08-10)	Dawna Schultz	Stevens Institute of Technology	dawna.schultz@stevens.edu
Past Chair	Jed Lyons	University of South Carolina	lyons@sc.edu
Past Program Chair	Stacy Klein	Vanderbilt University	stacy.klein@vanderbilt.edu
Past K-12 Rep	Robin Little	Jamerson Elementary School, St. Petersburg, FL	littler@pcsb.org

Appendix A. Attendance

Name	Institution	Email	RV	Comm. interest
Tamara Moore	U. Minnesota	tamara@umn.edu		Awards
Jed Lyon	USC – Columbia	lyons@sc.edu	Y	Nominating
Stacy Klein	Vanderbilt	Stacy.klein@vanderbilt.edu	Y	Program
Paul Klenk	Duke	pak@duke.edu	Y	
Marion Usselman	Ga Tech	Marion.usselman@ceismc.gatech.edu	Y	
Mindy Karske	UC Boulder	Malinda.zarske@colorado.edu	Y	
Macon Beck	Purdue	Mbeck2@purdue.edu		Awards
Heather Smolensky	NC State	Heather.smolensky@ncsu.edu	Y	Programs
Amber Caicedo	Richland NW HS	ambercaicedo@gmail.com	Y	Program
Donald Newsom	Argonne Nat'l Lab (ret)	d.e.newsom@comcast.net	Y	
Jeff Rosen	Ga. Tech	Jeff.rosen@ceismc.gatech.edu		
Larry Richards	Virginia	LGR@virginia.edu	Y	Awards
Elaine Johnson	Mich. St.U.	Johns272@egr.msu.edu	N	
Judy Cordes	Mich. St. U.	cordes@egr.msu.edu	N	
Marilyn Barger	FLATE/HCC	barger@flate.org	N	
Richard Gilbert	U. S. Florida	Gilbert@eng.usf.edu		
Euridice Oware	Purdue	oware@purdue.edu	Y	Awards
Kenneth Welty	U. Wisc. – Stout	weltyK@uwstout.edu		
Christine	Museum of Science	ccunningham@mos.org	Y	

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Cunningham				
Brent Houchens	**Rice**	**houchens@rice.edu**		
Greg Waidley	**UW-Madison**	**gwaidley@engr.wisc.edu**		
Dawna Schultz	**Stevens Inst Tech**	**Dawna.schultz@stevens.edu**		
John Chen	**Rowan Univ.**	**jchen@rowan.edu**		
Aaron C. Clark	**NCSU**	**Aaron_clark@ncsu.edu**		
Jeremy Ernst	**NCSU**	**Jeremy_ernst@ncsu.edu**		
Kevin Anderson	**UW-Madison**	**Kanderson8@wisc.edu**	**Y**	**Any**
Adam Christensen	**Ga Tech**	**Adam.christensen@gatech.edu**		**Any**
Jackie Mobley	**Ecology & Environment**	**jmobley@ene.com**	**Y**	
Mark Sanders	**Va Tech**	**msanders@vt.edu**	**Y**	
Martha Cyr	**WPI**	**mcyr@wpi.edu**	**Y**	
Liz Parry	**NCSU**	**eaparry@ncsu.edu**	**Y**	**Any**
Ken Hunter	**Tenn. Tech**	**khunter@tntech.edu**	**Y**	**Any**
Althea Smith	**NCSU**	**amsmith@ncsu.edu**	**Y**	**?**
Monica Cardella	**Purdue**	**mcardell@purdue.edu**	**Y**	**Yes**
Sean Brophy	**Purdue**	**sbrophy@purdue.edu**	**Y**	
Marv Colbert	**MIT**	**Conferencemarv@yahoo.com**	**Y**	
Betsy Banks	**HCS Eng. Magnet**	**abanks@hsv.k12.al.us**		
Noel Schulz	**Miss. St. U**	**schulz@ece.msstate.edu**		**PIC IV chair**
Mary Kasorda	**Va. Tech**	**maryk@vt.edu**		**Any**
Robin Little	**Jamerson Elem. Ctr. For Math & Eng.**	**engineeringcoach@gmail.com**	**Y**	**Strategic/prog.**
Pat Van Driessche	**Jamerson Elem. Ctr**	**Flteacher9@msn.com**		
Donnika Jones	**Jamerson Elem. Ctr.**	**djonesfive@hotmail.com**		
Henry Harms	**Stevens Inst Tech**	Henry.harms@stevens.edu		
Lynn Albers	**NCSU**	**laalbers@ncsu.edu**		**Maybe review**
Nancy Healy	**Ga. Tech**	**Nancy.healy@mirc.gatech.edu**		
Teri Reed-Rhoads	**Purdue**	**trhoads@purdue.edu**	**Y**	
Susan Walden	**Oklahoma**	**Susan.e.walden-1@ou.edu**	**y**	

Appendix B. Reports from Committees

Notes from group breakout on website/presence

Group: Paul Klenk, Kevin Anderson, Don Newsom, Mindy Zarske, Nancy Shaw (webmaster, absent)

Suggestions for web site from last year's division meeting minutes: archive minutes, past officers, assessment tool repository, using ASEE K12 center to host site

Items to include on website:

- Focus on content that would be *useful for division members*
- *Mention "K12 division" on every page*
- Possibly a few "what's new" bullets on the home page

Resources page:
- Rearrange existing links to subhead "K12 teacher resources"
- Link to ASEE K12 resources page
- Best papers for division
- Assessment repository/ research tools (Kevin will head the population of this)
- Tips for division papers (Go more in depth on the call for papers)
- Professional development for members (here or on events page)

News & Events page:
- Committee activity/accomplishments
- What's new with the division
- Need for committee volunteers
- Division business

- Professional development (here or on resources page)
- Recent awards

Meetings page:
- Meeting minutes
- Hot link to annual conference
- Hot link to session locator tool

People page:
- List of officers (similar feel to that on ASEE site)
- Include a thumbnail picture of each officer
- List committees with committee members (example: Web presence committee: Nancy Shaw (Lead). Paul Klenk, Kevin Anderson…etc)

Archives page:
- Past awards
- Past committees
- Past officers

Notes from Program Committee breakout

Present:

Ken Hunter	Tennessee Tech
Amber Caicedo	Northeast HS, Columbia, SC
Heather Smolensky	NCSU
Monica Cardella	Purdue
John Chen	Rowan
Jackie Mobley	E&E, Inc.
Dawna Shultz	Stevens
Lynn Albers	NCSU
Pat Van Driessche	Jamerson Elementary, FL
Henry Harms	Stevens
Sean Brophy	Purdue

The program committee briefly discussed a revision to the call for papers for 2009 and 2010. K12 teachers have expressed concern that the type of data they might provide is not what is being sought with the current language in the call. Clarifications in our call, perhaps even just using parenthetical remarks such as '(to include test score data and AYP data)' may help resolve this problem. Additionally, there was support for the expansion in types of sessions, including panel discussions.

A specific proposal for a panel discussion in 2009 was discussed at length. The committee is in favor of a competition for Best Practices in University – K12 partnerships. One award recipient will be chosen at each level – elementary, middle, and high school. We advocate that some of our division's money to be used to pay for conference registration and to provide a travel stipend to the winners. We foresee that the K12 teacher will be responsible for the panel presentation and participation in the following discussion during the session. We propose that this session be placed during one of our technical sessions on Monday, allowing teachers to come to the Saturday K-12 conference and stay until just Monday if they need to. We foresee the application to include an extended abstract (for publication in ASEE's proceedings; panels do not require papers to publish according to ASEE rules we believe) and possibly additional materials such as a video, website, or some student artifacts that really demonstrate engineering in action in a classroom. Stacy Klein will lead this process and work closely with incoming program chair, Michael DeMiranda. Materials from the winners might make good materials for posting on the K12 division site.

Immediate tasks for this committee:
      Budget from K12 division for prizes -- $1000.00 preferable
Create rubrics to judge the submissions by
      Create a timeline for submissions, judging, etc.
Advertise

Notes from Nominating Committee breakout

Chair – Jed Lyons, past-chair K12

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Members – Brent Houchens, Rice, houchens@rice.edu
Christine Cunningham, MOS,
Jeff Rosen, Ga. Tech, jeff.rosen@ceismc.gatech.edu

Call for nominations needs to include Name, Position, (Bro??), and if self or peer nomination
Do (??) online with required forms
Peer – nomination – contact individuals to confirm
Keep track of who was nominated and didn't win
Look at By-Laws for deadlines

Discussion of how to keep voting more secure – prevent someone from voting more than once
       Ideas – Try to get individual email addresses and send personal URLs
            Get a list of acceptable member numbers

Nominations – use 1st, 2nd, 3rd choice position

Jed is to check to see if we can get member IDs for division members
Jeff will look into developing a .php script to check names of voting members

Notes from the Awards Committee breakout

Macon Beck (chair), Tamara Moore, Larry Richards (Fellows subcommittee chair), Marilyn Barger, Mary Kasarda, Richard Gilbert, Martha Cyr (scribe Tamara Moore Tamara@umn.edu)

Criteria for ASEE Fellow nomination
- Prominent enough to stand up to other nominees (society wide designation)
- Prominent in K-12 division or/and
- Demonstrated promoter of K-12 engineering education
- Criteria of ASEE Fellow

No budget required
Nominations need to be submitted to ASEE by Feb. 15 (this needs to be verified)

Action Items –
- Submit to chair our criteria
- Send out for nominations
- Close nominations by Sept 30
- Use long list – as a committee shorten the list
- Committee will find nominators (I assume for ASEE designation) among current ASEE Fellows.
- Committee will secure permission by nominee to be put forward
- Ask for portfolio for each of the nominees
- Delegate each nominee to a committee member(s) to check all package is done & turned in
- Select 1 person to coordinate the delegate
- Select 1 person to send out notices, etc.