

Attendees:

Rita Burrell, Secretary (MS State Un)
Soma Chakrabarti, Director (UN DE)
Lynda Coulson, Director - Virtual (Rolls-Royce)
Terri Gaffney, CPD 2016 CIEC Conference Chair (UN ID)
Candace House, CPD 2015 CIEC Conference Chair (UN Southern CA)
Nancy Kruse, Membership Committee Chair (UN Tulsa)
Paul Jewell, Chair (IA State)
Wanda Lambert, Director (Auburn UN)
Marty Ronning, Director (UN MD – College Park)
Greg Ruff, Treasurer (Auburn UN)
Kim Scalzo, Past Chair (SUNY)
Mark Schuver, Director (Purdue UN)
Mitch Springer, Chair Elect (Purdue UN)

Absent:

Pat Hall, Site Selection Representative (UN Tulsa)
Eugene Rutz, 2016 ASEE Conference Chair (UN Cincinnati)
Wayne Pferdehirt, CPDD ASEE 2015 Conference Chair (UN WI-Madison)

Action Items are indicated in bold.

1. Call to Order

Paul Jewell, Chair, called the meeting to order at 9:00 AM. Paul shared history of the division as reflected in the archives. 2015 CIEC in Palm Spring marked 45 years. CPDD, now in existence for 50 years, grew out of Continuing Engineering Studies in 1966. He noted the value of the conference procedures and reflected that the division is still working toward solutions for some of the same questions that have been asked historically since the inception of the organization. Another question is how the division stays relevant in meeting the needs of continuing engineering education.

The document for the history of the division was developed by Chuck Elliott and runs through 2003. The document needs to be brought current. **Rita Burrell will reach out to board members to work on the document.**

The focus of the board to grow membership needs to continue. Although should not forget what brought the division to this point, we also need to focus

on the next generation of continuing engineering education. Paul encouraged all CPDD members to reach out to first time attendees and engage them in division activities. An example of this is to engage Dr. Stephanie Pulford, Auburn University faculty member, who is active in the area of faculty development, an area of focus for the board in order to engage engineering educators in the division. Our dinner on Thursday night will include Stephanie in order to provide a venue for discussion.

Please be reminded that the board needs to work toward utilization of CPDD Commons.

2. Review and Approval of Minutes (2016 CIEC Executive Board Meeting Minutes, February 3-5, 2016, Austin, TX) – Rita Burrell, Secretary, distributed the minutes for review and approval.
 - On motion by and second by Gregg Ruff and second by Mitch Springer, the minutes were approved as distributed.

3. Review and Approval of Treasurer’s Report – Greg Ruff, Treasurer, distributed the report for review and approval.
 - Although accounting procedures at ASEE have improved somewhat, there are still outstanding issues.
 - There are question about the accuracy of information.
 - The division still has not received annual interest.
 - Mitch Springer suggested that it would be beneficial if division financial chairs met with Linda Krute and take collective issues to ASEE or perhaps the appropriate financial person at ASEE could meet with the group at ASEE in New Orleans.
 - On motion by Marty Ronning and second by Mitch Springer, the Treasurer’s Report was approved based on available information.

4. Wanda Lambert, Membership Committee distributed the new CPDD brochure and flier.

5. CIEC 2016 Report – Terri Gaffney, CPDD Conference Chair, distributed the report and provide an update.
 - There are 224 conference registration of which 90 are newcomers.
 - CPDD has 38 registrations which includes 7 newcomers. CPDD membership brochures will be distributed to newcomers. Thirty-one registrants have no affiliations.
 - The report outlined all conference activities.
 - As a reminder, division awards will be presented Business Meeting on Thursday morning.
 - CPDD has 12 presenters.
 - Marty will record CPDD sessions. Plenaries will not be recorded and no Power Points will be available.

- Board members are asked to engage first-time attendees and new members in order to encourage continued participation with the division.
- Terri expressed thanks to Eric Rowe for the outstanding support he has provided in supporting conference activities.
- Terri reminded board members that assistance is needed at the CIEC Booth during breaks.
- Mark Schuver noted that the Industry Day Luncheon is on Thursday. The focus of interaction with industry attendees is to gain insight into what industry customers need to see from academia and share with them how important of their input to academia is.
- The International Forum will be held on June 25. Please invite attendees to attend.
- Additional discussion items covered during the update period included:
 - Eugene has agreed to continue as Newsletter Editor.
 - Mitch asked board members to consider what challenges potential attendees to this conference may face.
 - Mitch noted that if each university will involve their individual customers with CIEC, we can greatly increase membership/participation.
- Mark expressed thanks to Terri for the outstanding job she has done as conference chair.
- Paul noted that CIEC and the other divisions want to access our documents, processes and procedures as a template for conference activities.
- Rita reminded board members of the need to utilize CPD Commons that is located at cpd.asee.org/commons/. **Mitch will coordinate the utilization with a goal date of 2017.**
 - Paul will have a hash tag added into the Commons so that members can become active. Tamra Swann will work with social-media activities.**
 - The Treasurer will work toward utilizing the Commons for reports.**
 - Rita will begin work to place archives in the Commons.**

6. CIEC Management Team Meeting – Paul Jewell provided CIEC updates.
 - Linda Krute is still working with ASEE accounting staff to improve accessibility to and accuracy of financial information and will go to Washington to meet with ASEE accounting staff.
 - Please be reminded that effective October 1, 2015, there will be a 30% surcharge from ASEE.
 - Registrar will likely be added to have access to utilize the checking account.
 - The new registrar will need to purchase a new credit card machine with updated technology.
 - Pat Hall will continue to serve as Site Selection Chair through 2020. An RFP will be sent out to announce the position; some overlap will be needed before Pat leaves.
 - A replacement will also be needed for Linda Krute in 2020 as well.
 - Gayle Elliott has agreed to a two-year contract under a new MOA to serve as CIEC Registrar.
 - There will be no PICV Meeting since the election is upcoming.

- Ilka Balk will provide conference chairs with session evaluations today.
7. ASEE 2016 Report – Eugene Rutz – CPDD Conference Chair
 - Paul distributed the conference report in Eugene’s absence.
 - The report includes a full listing of all conference activities.
 - Four papers for each of the 3 sessions is anticipated.
 8. IACEE Executive Committee Meeting – Kim Scalzo, IACEE Chair, provided updates.
 - Please be reminded of the World Conference to be held in May in Porto, Portugal. Attendance will be comprised of engineering education stakeholders from around the world.
 - Plans are for an interactive meeting.
 - IACEE has a new website; please take a look at it. Focus is on showcasing members.
 - Soma Chakrabarti encouraged everyone to use the website to learn about IACEE SIG activities.
 - Kim reminded the board of opportunities to earn continuing education badges through workshop participation.
 - The committee is also discussing how to continue the DATE Quality Program.
 - There is a Think Tank group working to identify engineering education issues of interest and how this organization can contribute to solving those issues.
 9. Nomination Slate – Paul Jewell presented a review of the nominees.
 - Kim noted this is based on corrections to last year’s rotation chart.
 - Marty Ronning will stand for Chair-Elect.
 - Chuck Baukal will stand for a Director’s position
 - Rita will stand for a two-year position as one of the Directors.
 - Wanda Lambert will stand for a one-year position as one of the Directors.
 - The Secretary’s position will become open. Rita is serving as 2017 CPDD Conference Chair and will not be able to fulfill both roles.
 - On motion by Kim and second by Soma, the nomination slate was approved as distributed.
 - Greg noted that this will be his last term as treasurer (ends 2017).
 - Paul distributed a copy of the division rotation chart.
 10. Action Items Completed
 - Candace House Teixeira presented the Financial Report from CIEC 2015, Palm Springs, CA.
 - Doug Ernie will serve as conference chair for ASEE 2017 based on feedback from Paul.
 - Stephanie Pulford, Auburn University, participated in CIEC 2016 and shared information regarding faculty development needs and how activities in CPDD will support meeting those needs. CPDD provide a comp registration for Stephanie.

- Marty sent division members an email to include a lecture demo and additional information so they can become familiar with recordings.
- Rita noted that the registration cost for the CIEC 2016 CPDD Workshop can will be increased to \$100.
- Eugene Rutz announced the 2016 ASEE CPDD Best and Nominee for Best PIV Paper and presentations will be made at ASEE 2016. If the paper is selected, he will notify recipient(s).
- Wayne has communicated recommendations to Eugene for ASEE 2016.
 - The name and format of the CPDD Business Meeting Luncheon will be renamed the CPDD Division Networking Luncheon.
 - Wayne encourage collaborative session with other divisions and in various formats (discussion sessions, workshops, case studies, etc.).
- Mitch gathered input from board members, updated the Handbook and distributed it via email.

11. Fall Planning Meeting – Mitch Springer noted the meeting will likely be held the first week of October.
 - Gathering time for the initial meeting will be a Sunday evening dinner.
 - Areas of focus will include the Strategic Plan, Membership and the Handbook.
 - As a part of discussion, **Soma noted that she would like to work in the areas of research and publication and will contact members for involvement.**

On motion by Greg and second by Marty, the meeting adjourned at 12:05 PM.

Handouts:

- Agenda Tuesday, February 2, 2016
- Draft CPDD Fall Planning Minutes, October 4-7, 2015, IA State UN, Ames IA
- Action Item List
- Treasurer's Report, CPD Division of ASEE FY 2016 and CPD Division of ASEE FY2016 to Date
- 2016 CIEC Conference Update
- 2016 ASEE Conference Update
- Financial Report CIEC 2015
- CPDD Recruitment Brochure and Flier
- Nomination Slate
- Rotation Chart