

- I. Paul Jewell, CPDD Chair, called the meeting to order and made introductions.
 - Paul thanked the Executive Board and Conference Chair, Terri Gaffney.
 - Attendees introduced themselves.

- II. Rita Burrell, Secretary, distributed a draft of the minutes from the CIEC 2015 CPDD Business Meeting and Awards Meeting.
 - On motion by Soma Chakrabarti and second by Greg Ruff, minutes for the 2015 CIEC Business and Awards Meeting were approved as presented.

- III. Greg Ruff, Treasurer, presented the Treasurer's Reports.
 - The Bass Account has a balance of approximately \$63,000.
 - CIEC has formed a Financial Committee. Division chairs and Linda Krute comprise the committee. There are a number of issues regarding management of the funds of the four divisions. Linda will discuss these concerns with ASEE.
 - One concern is the 30% charge levied by ASEE against income. The CIEC Board will request a change to a transaction fee.
 - Chuck Baukal noted that the new CFO at ASEE seems to be a good fit in this role and is interested in resolving division concerns.

- IV. Conference Reports
 - 2016 CIEC

Terri Gaffney, 2016 CIEC CPDD Program Chair, provided an update on the conference.

 - Sessions for the conference are good and address relevant topics in continuing engineering education.
 - Please participate in the SIG Breakfast tomorrow morning, February 5, 8-9:15, Hill Country A & B. Input from participants at the session generate potential CPDD topics for upcoming CIEC Conferences.
 - As of last Friday, January 29, there were 224 attendees registered for the conference. Thirty-nine attendees are from the CPDD division, slightly up from last year.
 - Mark Schuver thanked Terri for her hard work and dedication to making the conference a success.
 - Participation in the poster session was good with 12 participants.
 - Thank you to Candace House-Teixeira for her work to ensure a successful Expo.
 - 2016 ASEE

Eugene Rutz, 2016 ASEE CPDD Conference Chair, provided an update from the conference.

 - The CPD Division hosted three technical sessions, a "birds of a feather" session, a networking luncheon, a faculty breakfast and the board meeting at the ASEE 2016 Annual Conference.
 - Twelve abstracts were accepted for technical sessions; three rejected; two withdrawn; three re-assigned. Technical sessions had participation fairly consistent with recent years of between 25 – 35 individuals. There were no sessions with "large" participation.
 - The birds of a feather session featured faculty development professionals and provided an opportunity to "test out" a potential fit between CPD and the faculty professional development community. Approximately 50 individuals attended this session.
 - Sessions

CPDD Board Meeting – Sunday June 26, 2016. 8:00 am – 12:00 pm
CPDD Faculty Breakfast – Tuesday June 28, 2016. 7:00 – 8:30 am
CPDD Networking Luncheon – Wednesday June 29, 2016. 11:30 am – 1:00 pm
CPDD Technical Session I – Tuesday June 28, 2016. 3:00 – 4:30 pm. The Business of Continuing Professional Development
CPDD Technical Session II – Tuesday June 28, 2016. 4:45 – 6:15 pm. Tools and Techniques for Effective Teaching
CPDD Technical Session III – Tuesday June 28, 2016. 9:45 – 11:15 am Faculty Development
Faculty Developers on Faculty Development: Join the Conversation – Monday June 27. 3:00 – 4:30 pm
 - The sessions served the division well. We should continue to work to identify topics / themes that have "cross-over" appeal with other divisions.

-Whether to continue to court the faculty development community is an open question for us and for that community.

2017 ASEE

Doug Ernie, 2017 ASEE CPDD Conference Chair, provide a brief update.

-Doug will send the call of papers and important dates to division members on a timely basis.

-Please consider serving as reviewers of submissions in order to set our program so please volunteer to provide this service as needed.

V. Kim Scalzo, Past Chair and CPDD Nomination Committee, presented the Nomination Slate and provided an overview of the process for the nomination and election of candidates.

-2016 Nomination Slate

-Mary Ronning, UN of MD, Chair-Elect (2016-2018)

-Chuck Baukal, Jr., John Zink Institute, Director (2016-2019)

-Lynda Coulson, Rolls-Royce Corporation, Director (2016-2018)

-Rita Burrell, MS State UN, Director (2016-2018)

-Wanda Lambert, Auburn University (2016-2017)

-Secretary Position Open (2016-2017).

-Kim called for additional nominations; there being none, on motion by Eugene and second by Soma, the Nomination Slate, attendees approved the nomination slate as presented.

-Board Chair Positions in earlier elections:

-Mitch Springer, Purdue University, Incoming Chair

-Kim Scalzo, SUNY, Outgoing Past-Chair

-Paul Jewell, Incoming Past-Chair, IA State

VI. Paul Jewell presented an update on the CPDD Website.

-CPDD is the only ASEE Division that maintains its own website, which IA State hosts.

-The Executive Board has been working to utilize the site fully. Tamra Swann is working to improve our social media presence. It is important for the universities in the division to highlight their facilities and personnel. Having our own domain allows us to do this.

-Marty is recording our CPDD Sessions via Media Site and sessions will be available for viewing.

VII. Mark noted the use of the SIGs to work toward better conference interaction.

-This group is a good resource.

-At the Friday breakfast, division attendees will generate ideas for upcoming conferences and identify speakers.

VIII. Kim Scalzo, IACEE Past President, provided a brief update on activities of the organization.

-If you are not a member of IACEE, please consider joining.

-IACEE will co-host a hospitality suite with CPDD this evening.

-The 15th World Conference of International Association of Continuing Engineering Education was held in Porto, Portugal, May 17-20, 2016. The theme of the conference was Innovation in Continuing Professional Development: A Vision of the Future.

-Please check out the new IACEE website at iacee.org.

-IACEE offers a CEE Manager Training Program where certificates/badges can be earned.

-An IACEE Quality Program is available for use to assist with assessment of programs.

-The Think Tank and SIGSs allow members to become involved with the council.

IX. Paul and Mitch presented the following CPDD Honors and Awards.

-Marty Ronning, UN MD, Certificate of Merit

-Terry Gaffney, UN ID, Certificate of Appreciation, 2016 CIEC CPDD Program Chair

-Wayne Pferdehirt, UN WI-Madison, Certificate of Appreciation, 2015 ASEE CPDD Program Chair

-Kim Scalzo, SUNY, Bidenbach Award

-Mitch thanked Paul for his excellent service to the division as Chair.

On motion by Soma and second by Tamra, the meeting adjourned at 8:45 a.m.