

Approved at CPD Board Meeting in June 2022 at ASEE Annual Conference, Minneapolis, MN

The meeting was called to order at 8 am by K. Plemmons

Present: M. Carver, L. Coulson, C. House Teixeira, L. Krute, J. Moser, K. Poppler James, K. Plemmons, M. Ronning, M. Schuver, M. Springer. (*Carver, Moser, Ronning and Jewell on site*). Guests: P. Jewell, D. Ernie, T. Swann

Administrative Updates/Reports

Minutes from Oct 2021 (Fall planning meeting) were presented by J. Moser
Motion to approve: L. Coulson, 2nd M. Ronning. Vote: All approved

Review of Action Item List – dated Oct 2020

J. Moser reported that sub-com developed at Fall 2021 meeting didn't have opportunity to review the list. It needs a complete and thorough review. Many tasks are outdated and some action items assigned to those who have retired..

The action items need to be more detailed with target dates. How do we want to proceed?
Organize it on the CIEC cycle which aligns with our officer and other business activities.

Remove actions referencing:

Web site and commons – M. Ronning identified a full-time staff person at Univ of Maryland to assist.
Division name change

Maintain actions referencing:

Strategic planning

Treasurer's Report

L. Krute presented the financial report reflecting information as of the Sept 30, 2021 statement date. This is the end of ASEE's fiscal year. There is concern we so not know the financial status of this year's CIEC (Feb 2022). The full report is included below with detail financial amounts.

The BASS account is our 'savings' account and we should not use those funds unless there is a special circumstance. We have a small amount of income from dues which is the only income for the BASS account. CPD's dues at \$10. Our current BASS balance is approximately \$400 more than we had last year.

The Special CIEC account was created by L. Krute long ago, and L. Thurman (CIEC financial chair) has agreed to use it. This account allows for a separate record for CPD CIEC funds. Our balance in this account is good \$53,146. At this time we don't know the CIEC 2022 expenses. Is the ASEE 'adm fee percentage' the same as when the charge was created? L. Krute doesn't know – it's not apparent on the reports she receives. L. Krute will follow up with ASEE. Not holding CIEC in 2021 helped our financial status. There are no known charges to CPD for 2021 ASEE
L. Krute noted we need to be careful on how we spend money in general.

How can we make money? Comments included:

1. Charleston – CIEC 2023 – ability to drive – might help our attendance numbers

- 2. Schedule workshops – charge a ticket fee
- 3. Local industry in Charleston might be an attraction – participate in CIEC

**CPD Division Financial Report
February 8, 2022**

**ASEE Bass Account #211
Balance as of 9/30/2021**

\$37,811.77

Revenue

Dues Revenue YTD FY21 \$ 1,145.00
Interest \$52.87

Total Revenue	\$ 1,197.87
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Expenses

2021 Biedenbach Award \$ 1,000.00
ASEE Administration Fee \$ 306.00

Total Expenses	\$ 1,306.00
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Bass Account Balance

\$37,703.64

Special CIEC Account - \$15,442.38

Grand Total: \$53,146.02

Prepared by Linda Krute, Treasurer
February 8, 2022

Motion to approve Financial Report as presented – K. Poppler James, Second: M. Carver. Vote – approved

CIEC Executive Board Updates (Tech for meeting was unstable)

K. Poppler James attended the virtual CIEC board meeting; didn't receive meeting documents. The CIEC By-Laws were not mentioned. The new CIEC board chair is Christopher LeBlanc, who is currently secretary for the board. L. Krute will send rotation charge to K. Poppler James (maybe CPD should provide a notebook when we have a CPD person as general conf chair in 2025).

Total balance in CIEC acct: \$180,936.00

\$51,499 amount the divisions set aside for the conference

Not including all registration funds from PayPal

Site selection – up to 2026

2023 North Charleston, SC

2024 Garden Grove, CA

2025 Henderson, NV

2026 Hotel Montelione, New Orleans -still negotiating

K. Poppler James not able to attend Thurs CPD membership meeting – she needs to know final officer's info to report to CIEC board so they can update their board rotation chart. There is consideration for an 'archiver' to the CIEC Board, or add this to the secretary position. Someone on the board is checking with ASEE if they have server for space for documents. A few revisions are being made to update the Registrar's contract (outdated processes due to tech updates)

Updates to Rotation Chart

This year's slate includes a nominee from Arizona State Univ.

4 positions being voted on at the membership meeting on Feb 10:

Chair elect – Octavio Heredia, ASU. nominated by Jeff Goss

Secretary – J, Moser (Current secretary remaining on the board

2 directors – C. Baukal and L. Coulson (current directors remaining in the board)

M. Ronning will distribute the updated rotation chart after Thursday's vote.

CPD Archives

L. Krute reported she has all the CPD archives from R. Burrell and M. Bonhomme. There are over 6 boxes with many documents that are not available online or in electronic form. This is an overwhelming task.

What do we want to keep, and will there be an archive location? Is anyone ever going to look at these docs?

What does this board feel is important to keep and will it ever be referenced?

Recommendations/Brainstorming:

- 1) Keep documents at a high level, a CIEC brochure (but not individual reports, etc.)
- 2) Any process documents - 'how to' types of documents
- 3) Check with ASEE for 'ideas'
- 4) Keep registration, workshop data. All agreed to have historical data on attendance (CIEC).
- 5) Likely won't need reg names over 10 years ago.
- 6) Capture leadership/membership info
- 7) List of awards – historical info with description of the award and the recipients
- 8) Look at decades – prioritize- then decide what we want to keep.

J. Moser – recommended that P. Jewell, J. Moser, K. Poppler James, M. Ronning (who volunteered) to review the collection and develop a recommendation on organization and maintaining.

L. Krute offered to pull all the books from the boxes first, then ship the rest to M. Ronning at Univ. of Maryland with NC State covering shipping expenses.

Conference Report/Discussions

CIEC 2022 - M. Carver

There are 180-185 Registered for conference; CPD has 31 registered. This is more than expected overall.

CPD had 6 sessions, 1 cancelled so T. Swann and M. Carver will fill in for the cancelled session. This will cover the empty slot. The cancelled session will move to CIEC 2023.

The SIG meeting is at the end of week. None of the SIG chairs will be at CIEC; M. Schuver may use format of open forum rather than break out groups.

M. Carver noted that costs to CPD expected around \$2500-\$3000.

2022 ASEE Annual conference – Doug Ernie

D. Ernie provided a report prior to the meeting. The 2022 ASEE is in downtown Minneapolis Convention Center, accessible to the conference hotel by skyway. Registration and housing should open Monday, Feb 14.

This is a challenging year for program chairs as the paper management system has changed (needs an experienced program chair to manage this), deadlines changing and pushed back.

D. Ernie reported he may need more paper reviewers. Currently he has 16 abstracts submitted, 15 of these accepted (1 then subsequently declined) so should have 14 papers. As a result there should be at least 10 papers in line with our division.

The schedule for the conference is:

Sunday afternoon, June 26 – CPD Board meeting (1:15 -4:30) – only beverages provided to keep costs down
Workshops in the morning

Division mixer – Sunday 4:30 – 6pm tentative

Need to ship trinkets for division table by mid-May

L. Butler handled last time, however she has a retirement date – this is not confirmed.

L. Butler has our CPD Table banner. She may have leftover tr

To save money, we could bring swag from our own institutions

Doug will contact L. Butler about table goodies, the table banner and CPD brochure at a time closer to the conference.

11:30 – 1pm Monday June 27

Networking Luncheon – this is a ticketed event and is in place of the faculty breakfast for cost savings.

\$30 ticket (advance), \$35 on-site – invite presenters and awardees for free. Uncertain if \$30 will cover expenses, not much info from ASEE.

Do we still want to invite these paper authors with a free ticket? We did this in 2017 and only 2-3 attended. Also, keep in mind, if there is a paper with 5-10 authors and they all attend. Could consider allowing 1 free lunch ticket per accepted paper.

It was generally agreed to keep the ticket cost at \$30. We may have to add funds for this event if we have a good turnout.

Panel session –The CPD Board decided at the F2021 planning meeting on a general topic. D. Ernie developed a title and description (see his report)

Need suggestions for potential panelists - CPD Board members to give contacts and contact info

Check those in Minneapolis area

Contacts at ‘job boards’ e.g. Burning Glass

There will be 5 papers per session which is the number we’ve had in the past per session. However this may vary based on the number of papers we eventually receive and accept.

ASEE tentatively assigned tech sessions to CPD. D. Ernie selected preferred times, but has not received updates. He will try to schedule 1 session after our panel session and another on Tues. afternoon. If need a 3rd one he’ll ask to schedule Tues afternoon after Tech session 2).

D. Ernie received a request from CIPD to partner on a session scheduled Monday 6/27 7-9pm. The session is titled “Industry & Educ. Collaboration” and would include the CIEC sponsoring divisions. It is planned to be off-site so there are some financial factors. Food is expected to be around \$200, if include drinks then \$500/div. These costs are low, but location could affect attendance. It was generally agreed we should participate since we’re not holding both the luncheon and breakfast. How about food vs food and 1 drink ticket? It was agreed to have food and drink ticket.

Bylaws / Membership/Marketing/Awards

Board Nominations

M. Ronning reported on the board nomination slate in general (details noted in Rotation chart discussion)

There is a full slate of nominations and he has collected email votes. In the nomination announcement, details were provided on sending an email vote as the business meeting will not have a virtual option.

Marketing Plan – no report

Membership report

M. Ronning no has access to the data as past chair, and incoming chair, K. Poppler James does not yet have access. Updated CPD officer information needs to be submitted to Tim Manicom at ASEE.

It was noted we may have approximately 114 members in CPD.

Website Updates

C. House Teixeira confirmed to remove all website topics can be removed from the Action Item list. Send an email C. House Teixeira if there are updates.

SIG Report /CMC

Mark will send an updated list of the SIG groups and leaders, however the current group is below. He will be stepping down as SIG Chair after 2022.

Administration – M. Springer

Delivery - R. Fitch

Faculty – D. Ernie

Industry - L. Coulson

International - C. House Teixeira

Marketing - L. Butler, replacement will be Meghan Balding (USC)

The SIG groups met in December with the objective to identify open issues to address at SIG breakfast meeting at CIEC 2022 as well as for 2023 CIEC.

One topic raised was referencing this global initiative:

“Engineering for One Planet” – address sustainability and global warming

<https://engineeringforoneplanet.org/>

The EOP web site has identified advanced training needs for leadership skills. Each area lists core and advanced knowledge bases. CPD could lead the ‘advanced’ areas from the web site. What are workforce development needs in this area?

J. Moser attended the CMC Oct meeting to provide an update on CIEC 2022.

Awards

K. Poppler James reported we received no nominations for certificate of merit. We will only have service awards and he Biedenbach for this year

Fall 2022 planning meeting discussion

Univ. of Maryland will host the Fall 2022 planning meeting. We can use the same hotel as past planning mtgs at UMD.

K. Poppler James and M. Ronning will arrange for facilities and check into tours.

A doodle poll will be sent for availability.

Handbook updates – hold for fall plan meeting.

Topics from last year and to think about for next year

- Pipeline for prof development has been disrupted. Enormous impact.

- Changes in technology and peoples' grasp – revolving door of management
- Leadership turnover – higher than usual
- Need to fill the pipeline of professionals
- CIEC in Orlando 2020 – Industry 4.0 panel session
 - Hope to resurrect in future initial concept of Industry 4.0 was virtual
 - The focus on Industry 4.0 moved away from original concept - more toward diversity
- DOD recent proposal (this week) for community college consortium (announcement week of Feb 6, 2022). Engage with community colleges – get them involved, more CPD memberships.
 - L. Krute – local community has 50K enrollments.
 - Community college engagement with local corporations in NC.
 - New industry coming in – e.g. Toyota Battery plant in NC.
 - Talk to Community College Division in ASEE
 - Comm Colleges – very much in touch with their local communities – highly sought after by industry.
- We're not reaching out to the right people.
- Look at titles of our members – do our programs align with their daily jobs?
 - Our program mix should align with our audience. A small bit of our programs address her daily job.
 - Marketing, Adm, SS, Program Adm – where are these people. Where are tech folks in Online going?
 - Helps those folks to make a case to be able to travel and attend to their decision makers.
- What is UPCEA doing – what are their programs?
- What is willingness of industry to invest in their pipeline?
- Challenge – corporate support for training. Individuals who don't work for a corp – want to participate but don't know direction.
- Staffer at UMD – over all engr labs at UMD – working on PhD, thesis idea – notion of using UMD resources to speed up the ROI on Undergrad students...X number of months or years industry will see ROI on that new hire. Take prelim industry training and get it taken care of during UG program – so can hit the ground running faster. Is that a presentation that would interest industry participation – or help mold that and guide that notion? This is all at UG level.
- Graduate development program (GDP) at Rolls-Royce. Grads come in, get hired. Select persons for the GDP and put on a rotation. Rolls trying to speed up their ROI on these new hires, this is a focus.
- Look at Whirlpool WERLD, GE Edison, Rolls GDP programs – are these students/companies that could engage.
- Shift in conversations with corporate partners – losing workers. Shift since Nov 2021 – new program development on retention of staff. What are your students looking for in job search? Grads are savvy and looking at benefits beyond salary. This is a good time for our area – corp likely looking at enhancing prof dev as bigger part of benefits packages.
- Plan sessions at CIEC for corporate audience – not us as universities.
- Corp reps at CIEC “There's nothing here for us”

Motion to adjourn – L. Krute, seconded by M. Ronning. Approved at 12:26pm (Mountain Time)