

**Approved at October 11, 2021 CPD Board Mtg (Fall Plan mtg)  
CPDD Executive Board Meeting Minutes  
July 28, 2021  
(Virtual at ASEE Annual Conference)**

**Attendees:**

Chuck Baukal, Lisa Butler, Lynda Coulson, Doug Ernie, Pat Hall, Kerri Poppler James, Nancy Kruse, Linda Krute, Julayne Moser, Keith Plemmons, Marty Ronning, Mark Schuver, Mitch Springer.  
PIC V Chair – Maureen Barcic

Call to order by Keith Plemmons at 2:00 pm.

**Welcome and Introductions**

Around the room – Impact of COVID/2020 and Implications at our respective campuses

Specific note – Marty Ronning reported the monthly CPD webinars this past spring were successful.

**Review/Approval of CPD Board meeting minutes**

The CPD Board meeting minutes from the Fall 2020 planning meeting (Oct 12-13, 2020) were reviewed.

- a. Motion to approve the minutes as presented: Chuck Baukal; Seconded by Marty Ronning
- b. Vote: Motion approved

**Review of Action Items List**

J. Moser asked the group to review the action items list and recommended we make a ‘clean sweep’. There are several outdated items on the list and board members who have retired from their respective institutions are still listed. It was noted those action items assigned to Paul Jewell and Rita Burrell could be deleted. All agreed with this plan. There were no additions to the Action Items List at this time.

**Treasurer’s and Financial Committee Report – L. Krute**

Our current balance is \$53,112.70. This encompasses our BASS account which comprises approximately \$37,500 of this total. We have approximately \$15,585.59 separate from the past 5 years in profit from CIEC Conferences.

M. Barcic reported that ASEE has not mentioned division funds and there are no division expenses from the ASEE Annual Conference 2021.

There is no financial committee. At the Fall 2021 planning meeting, the board needs to review/consider future spending of these funds and understand not every CIEC will be profitable.

Motion to approve report: Kerry Poppler James; Seconded by Mitch Springer.

Vote: Treasurer’s Report approved as presented.

**Marketing Report Update**

“How do we fill the ranks”

- ✓ Discussion comments and topics:
- ✓ Hope that those who replace retirees (in their jobs as they leave) will also join
- ✓ Make new leadership (Deans, etc.) aware of advantages of ASEE membership
- ✓ Regularly reach out to new attendees to CIEC
- ✓ At the end of each CIEC conference – identify 1 or 2 presentations as best or good, and schedule again, perhaps later in the year, or offer over the summer?
- ✓ Focus on those connections we have near conference locations, encourage

CIEC Exec Board Update – K. Poppler James – no report

Conference Reports

2021 CIEC – No Report

2021 ASEE - K. Plemmons

- 13 abstracts submitted, 1 rejected
- 4 published
- 4 diversity related

Reviewed sessions and topics

- concern with number accepted abstracts vs number at presentations?  
This also occurred in 2017 and 2018.  
Research focused organizations this doesn't occur. Is this unique to our division or does this happen in more divisions?
- Timing from writing abstract to full paper – ‘reality sets in’ budget issues occur
- Are there comparisons being made between technical vs professional development papers?
- How can CPD generate more papers in Summer 2022?  
Pro-actively contact subject matter experts and request papers, don't wait for them to submit  
Approach as a team – offer assistance  
Offer workshop on ‘how to write a successful paper’; may be of interest to younger faculty  
-provide as a service.
- Working professionals not accustomed to writing papers, this isn't their area of expertise. Offer a team approach. “Future proofing” the workforce – Leadership/managers gap.
- Approach leadership institutes to publish in CPD?
- Should we consider providing compensation for best CPD paper at ASEE? Or reimburse author's expense to submit the paper?

CIEC 2022 - Marty Ronning reported on behalf of M. Carver – CPD has a sufficient number of sessions.

- No assistant program chair for CPD at this time.

ASEE 2022 – Doug Ernie

- There is a new paper review system for 2022. D. Ernie will be sending a draft call for papers to the board for feedback for revisions. Keep the list of topics short (8 to 10).

CPDD Rotation Chart/Future Conference Program Chairs - M. Ronning referenced the chart dated July 27, 2021

Officers section – need candidates for (vote at CIEC 2022)

- Chair elect, Secretary, and 2 directors positions  
Share suggestions to Marty and he will ask if interested in serving on the board.

Marty Ronning will develop the list of nominations and distribute 30 days before the vote.

Diversity Report - Mitch Springer (Commission for Diversity, Equity and Inclusion)

Sub-committees he has served on:

- Best paper award – reviewed several papers from each division
- Strategic Planning for CDEI
- Program Planning

M. Springer reported this is a very active, committed group.

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**CMC Update – Mark Schuver/Lynda Coulson**

Today, 6:30pm to 8:00 pm – CMC panel discussion; Mark serving on the panel  
“Crisis Driven Collaboration for Both Academia and Industry”  
Several companies involved including Mathworks, and Siemens

New CMC Chair (as of this Conference) - Dora Smith (Siemens)  
CMC sponsored webinars this past year on managing during COVID and actions for remaining relevant.  
Stronger effort on workforce development with diversity/equity focus  
Oct. 2021 (face to face) meeting in Washington DC on Workforce development

Nominations for collaboration award – none. This award and process needs to be re-energized.

**SIGs – Mark Schuver**

Megan Balding (sp?) had agreed to chair marketing SIG group, however she has left USC and no longer involved  
with prof education – so need a new person. Mark is collecting suggestions for replacement.  
Everyone involved with SIGS are committed and involved – a lot of effort with presentations for past year

**CPDD Website – Marty Ronning**

Candace House Teixeira, content manager, continues to have issues with the web site in changing graphics, etc.  
Text updates – no problems.  
Marty invited staff person at UMD to volunteer as support (replace support person from IA State).  
ASEE – no response when asked to provide access to the support person from UMD.  
Candace and the UMD support person need to meet to review the site. .

L. Krute reported that Craig Gunn is no longer the photographer for CIEC; will need to identify new person  
for CIEC pictures for CPD web site.

**PIC V – M. Barcic**

Most significant change to report – re-organization of the PICs. PIC V was 4 divisions now 11.  
ASEE Board meeting last weekend:

Award nominations down significantly this year. ASEE will be more pro-active in the future  
about reminding us about nominations.

ASEE requiring vaccine if visiting headquarters in DC, or if attending any ASEE hosted events.  
Future conferences will have recommended charity links to encourage P-12 and DEI

Ethics Committee created based on few concerns this year, a few issues were:

- 1) a reviewer that was ‘mean’ (more than critical), some divisions complained;  
ASEE has created reviewer expectations  
Reviewer rubrics are more prominent, encourage more to complete the rubrics.
- 2) self-plagiarism issue.
- 3) meeting conduct/reviewer expectations

New committee on scholarly publications; working to place these under 1 umbrella by pulling in  
separate division publications (will have a rep from each division)

By-Laws for PICs – all PICs have same by laws – approved

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Distinguished lecture – disagreement on credentials of speaker.

Board reviewing this in more detail and may recommend changes. Pursue those who are experts in their fields rather than focusing on ‘titles’.

Interdivisional town hall Committee – formalized and restructured

ASEE 2021 Conference Notables:

- 3110 attendees at this year’s ASEE annual conference (2020: 3263)
- 1713 published papers (2020: 1762)
- Planning on ‘in person’ Summer 2021 in Minneapolis
- Abstracts not due until Oct 2021.
- Financial – membership is declining and aging – concern, working on younger members to join
- ASEE received P3 (twice) funds twice, both waived (repayment not required).
- \$600,000 shortfall from 2021 conf, but optimistic about this upcoming FY
- ASEE didn’t have to furlough any staff
  
- Best paper from each PIC – PIC V paper  
*Teaching in the era of Covid 19 – A Reinvented Course Project for an Ocean Engineering Course*

Overall best PIC paper from PIC 1

M. Barcic requested feedback specifically on best paper workshops, benefits.

**Fall Planning Meeting**

Expected to be at Univ of Maryland at College Park; M. Ronning will volunteer their resources.

The meeting can be set up as hybrid for those who cannot attend.

Plan for meeting after the Oct 13 Workforce Development Mtg in Washington DC

M. Ronning will send a doodle poll for availability.