

Board Meeting Minutes -Approved at CPD Planning Meeting*
(*Sept 24-25, 2023)

Welcome to Baltimore!

Monday, June 26, 2023:

Present: Kerri Poppler James, Julayne Moser, Tamra Swann, Matthew Carver, Charles Baukal, Linda Krute, Octavio Heredia, Hiro Ino, Candace Teixeira

Administrative Updates/Reports

Review and approval of minutes from February 7, 2023 Board meeting at CIEC/N. Charleston S.C. – J. Moser
Motion to approve by L. Krute, Seconded by M. Carver, Vote: Minutes approved as presented.

Treasurer’s Report – L. Krute

There have been some positive changes at ASEE. CPD’s balance on Sept 30, 2022 was \$37,308.59 but is noted as “unavailable”. We received the membership allocation for Oct 2022 of \$430.00 (also unavailable for spending). ASEE is planning to start allowing spending of BASS accounts in March 2024.

CPD’s balance in the CIEC checking account is \$12,487.49. This also includes a \$1,000 we received from CIEC In 2023. The N. Charleston hotel charged us for not meeting room block, among a few other issues. Linda has been able to negotiate these issues with the N. Charleston hotel.

Motion to approve by C. Baukal, Seconded by T. Swann. Vote: Financial report approved as presented.

CIEC Executive Board Updates – K. Poppler James

There will be more updates after this afternoon’s CIEC Board meeting. A strategic planning committee has been formulated to review several aspects of the CIEC Conference.

L. Krute distributed and explained the current rotation chart for leadership of the CIEC Board. The rotation designates which division has responsibility for the CIEC conference and CIEC Board leadership.

Updates CPDD Rotation Charts – Kerri Poppler James

Kerri presented the CPD rotation chart for the board and conference program chairs. We need to identify a chair-elect, secretary, and 2 directors for the board, and program chairs for ASEE 2024, and for CIEC 2026. A request for nominations will be sent to the CPD membership by K. Plemmons (past chair) in November for election in February 2024 (at CIEC). C. Baukal volunteered to be CPD program chair for ASEE 2024.

CMC updates – J. Moser

CMC has scheduled most of the speakers and sessions for Industry Day at the conference (Tues., June 27). The plenary speaker for Tuesday is from Ansys.

Marketing Updates – T. Swann

The CPD newsletter is ready to distribute. There are plans for another newsletter in Fall while registration for CIEC 2024 is open.

The CPD membership survey should be ready for distribution this fall; plans to send correspondence to schools not actively participating about becoming involved with CPD (as members) and attending CIEC. CPD membership participation is decreasing. Many CPD members have retired; there is a need to increase the division membership. We need to review the sub-group of division members that aren’t active and work on one-on-one correspondence. Octavio Heredia offered to contact ‘non-involved’ CPD members and will engage with them as the incoming chair for new ideas. The 2024 CIEC ‘program at a glance’ is ready and could be a talking point in outreach efforts. K. Poppler James will forward the current membership list to board members.

We need to explore social media interaction. This is the opportunity to re-visit our division name and re-consider adding 'on-line' to the name. "Online and Continuing Education Division" and be specific in the description to include lifelong learning, regardless of modality.

Motion to change the division name to Online and Continuing Education Division by T. Swann, seconded by J. Moser. Vote: All in favor to change the division name.

A sub-committee will be formed to review procedures to change the division name, by-laws, etc.

Candace Teixeira recommended a LinkedIn Ad campaign that would allow us to be selective of our demographic. This will be an expense to be budgeted.

PIC Update

PIC II Chell Roberts and Katy Colbry (new PIC II Chair) provided an update on behalf of P. Golding. Total PIC V members at 4999; as of 5/30/2023; CPD has 133 members. To remain a division should have around 200 members.

ASEE 2023 conference data was presented. As of Sunday (6/25/2023) at noon, there were 3885 registered for this conference. The conference paper system, NEMO is functioning must better than last year's system. All of the BASS account funds were spent, and historical records were maintained to provide accurate information for paying back' the division BASS accounts.

The 2024 ASEE Annual conference paper schedule was provided.

ASEE is seeking nominations across communities for the ASEE 130th Hall of Fame. These will be presented at the ASEE Gala in October 2023. Nominations may be made through the web site.

The Best paper for PIC V was from the Multidisciplinary Engineering, the Best Conference paper from PIC II Faculty Development division.

NEMO will remain as the paper management system for 2024.

Fall Planning Meeting – Kerri Poppler James

This year's meeting will be at the Univ. of Maryland, College Park The dates are TBD and will be scheduled around the ABET visit in the fall.

Conference Reports/Discussions

CIEC 2024 Updates – C. Teixeira asked for a volunteer to handle AV for CPD sessions. CPD sessions are set and she can send the program at a glance. There is an informal happy hour scheduled the first evening, and there will be a meeting for new attendees so they can choose a division business meeting to attend later in the week. CPD has a tentative ticketed workshop on Tuesday before the conference. We're returning to the traditional breakfast business meetings, rather than 2 business meetings as we had in 2023.

ASEE 2023 Updates – C. Baukal – there were 3 posters at this morning's poster session. CPD will have 5 papers presented in our technical session; we only have 1 session at this year's conference.

SIGs – T. Swann

We may need to re-consider the SIGs as there is only one volunteer. We may need to spend more time on other priority tasks.

The CIEC Social is tonight at Pickles Pub.

12:30pm – Adjournment