

Approved at Feb 2022 Board Mtg
CPDD Executive Board Meeting Minutes
Oct 11 -12, 2021, Virtual Fall Planning meeting

Attendees:

Chuck Baukal, Lisa Butler, Matt Carver, Lynda Coulson, Doug Ernie, Kerri Poppler James, Linda Krute, Julayne Moser, Keith Plemmons, Marty Ronning, Mark Schuver, Mitch Springer, Candace Teixeira

Call to order by Keith Plemmons at 11:00am.

Welcome and Engagement

- Are you seeing a growing demand for management and leadership skill sets?
- What's the craziest thing you've seen in the past month?

Administrative Updates/Reports

Review and approval of CPD Board Meeting minutes from July 2021 meeting

Review and approval of the CPD Board meeting minutes of July 28, 2021.

L. Krute noted a correction under the Treasurer's report. The "\$15,00" needs to be corrected to \$15,585.59.

- a. Motion to approve the minutes with the correction noted by L. Krute, by C. Baukal; seconded by M. Ronning.
- b. Vote: Motion to approve the minutes with the correction under the Treasurer's report.

Review of Action Items List

J. Moser reported that no changes were made to this list since the July 2021 meeting. This list needs a thorough review and prioritization. Ideally, a sub-committee from the board should review this list. Those offering to work on this sub-committee are:

K. Plemmons, J. Moser and L. Coulson

Treasurer's and Financial Committee Report – L. Krute

L. Krute presented the Treasurer's report as well as CPD Division historical data on financials to identify trends. The current balance for CPD, per ASEE, is \$37,811.77. The Financial report shows dues revenue for FY 2021 at \$780.00 and only \$125.00 from the ASEE allocation. This allocation from ASEE is based on membership numbers for the division.

The CPD Bass Account balance is at \$37,527.00 and a separate account balance is at \$14,890.65. The separate account handles expenses related to CIEC, special awards, and plaques (e.g. Biedenbach awardee receiving \$1,000.00).

- a. Motion to approve Treasurer's report as presented by K. Poppler James; seconded by M. Springer.
- b. Vote: Treasurer's report approved as presented.

The historical financial data reflects on CPD's revenue and balance data from 2015 to 2021. This data clearly showed an increase in spending, with a decrease in revenue. Our income sources are ASEE annual dues, CIEC, and interest. The biggest expense items were CPD board meetings. Additional high spending items included awards, ASEE administrative fees, and CIEC activities (e.g. hospitality room). There was general discussion on alternatives in decreasing costs on awards and CPD board meetings.

L. Krute recommended the board set a minimum balance for all CPD accounts that we will not allow to decrease further.

CIEC Executive Board Updates

K. Poppler James reported the last time the board met was in July 2021. The board determined the CIEC theme for 2023 will be *Rise, Re-charge, Innovate and Re-Shape Innovation*. CIEC 2022 registration opened Oct 1 – no registration information available yet. The Board will review the CIEC Guidelines that were updated by L. Krute at next meeting (Feb. 2022). S. Harrington had been the liaison with ASEE for CIEC. She has left and we need to know who has stepped into that role. K. Poppler James will follow up with ASEE.

Conference Reports/Discussions

Virtual 2021 ASEE Conference Report – K. Plemmons

There were only a few papers for CPD. The presentations were good, but there was low attendance (virtual). K. Plemmons noted the need to encourage younger faculty to participate. There is a need for more research and applicable papers toward CPD. It was also noted that we need more overall data about last summer's ASEE virtual conference, and to have trends identified (*see updated info below from M. Barcic via email*).

Update information on ASEE 2021 - email from M. Barcic (PIC V chair):

- Attendance in 2021 was 3110 (2020 had 3263).
- Published papers at 1713 (1762 in 2020) and 1374 unique authors.
- The 2021 ASEE meeting was expected to be one of ASEE's largest annual conference ever.
- The 2021 numbers are similar to those from ASEE 2019 in Tampa (that was in-person).

Membership information from M. Barcic:

- Individual membership down by 2.7%
- Institutional (non-academic) membership down by 17.39%
- Membership is up by 0.7% for Institutional Academic.

CIEC 2021 Report – C. Teixeira House

C. Teixeira House reported the conference was virtual with sessions running February through June 2021. This was a heavy load for some of the SIG leaders in provide this platform. Attendance in the virtual sessions ranged from 23 to 40. She has received positive feedback on this format. This allowed CPD to continue ideas and conversations we would have had in person if we'd been allowed to have the on-site conference. The webinars were not recorded.

This was a 'no expense' effort due to the generosity of resources from M. Ronning and Univ. of Maryland. There is a need to pull emails from the 2021 registrations to determine follow up with these individuals about the 2022 CIEC and engage in CPD.

CIEC 2022

M. Carver reported that AV needs for the upcoming CIEC 2022 in Phoenix haven't been discussed. We need to plan for expenses due to the venue. CIEC has not met at a Marriott in the past; their rules and vendors are unknown to us. Overall, there is concern about attendance due to on-going pandemic issues and the location in Phoenix. The registration links with the ASEE web site have been problematic and Rich Robles (Asst Gen Conf Chair) is working on this.

M. Carver reported:

- All division sessions are in the same respective rooms.
- There have been delays in planning due to high staff turnover at the Marriott conference location.
- The hotel room block has been decreased.
- Planning has been proceeding as though the conference will be completely face-to-face.
- No report on whether or not there are contingency plans in the event a speaker may not want to attend in person, but is willing to present, or if there is consideration to ask presenters to repeat their presentations in a webinar format and collect a smaller fee for viewers.
- Rich Robles will be photographer (in place of Craig Gunn).
- He is working on a one-page listing of all CPD sessions at CIEC.
- He is not aware of IACEE indicating an interest in participating in the 2022 CIEC (usually they provide a session, co-sponsor a hospitality room, and assist in meeting the hotel room block).
- There is no Assistant Program Chair for CPD.*

**Update since this Fall 2021 meeting, T. Swann has agreed to be the CPD CIEC Assistant Program Chair with M. Carver.*

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ASEE 2022 – D. Ernie

D. Ernie reported this is scheduled to be ‘in-person’ in Minneapolis, June 16-19, 2022. Abstract submissions opened today, Oct. 11, 2021, with a submission deadline of Nov 8. He will send reminders to CPD membership about abstract submissions; reviews of the abstracts are due Nov. 22. This is also the due date for submitting the requests on the number of sessions, panels, etc. that CPD wants to reserve for the conference. Pre-pandemic, we were running 2-3 Technical sessions.

Do we want panel discussion sessions, and if yes, what topics do we want to address? There was general discussion on selection of panelists, topics, etc. D. Ernie needs to write a description of the panel session with a title to submit by Nov. 22 and then later work on the panelist selections. L. Krute and K. Plemmons volunteered to assist in writing this description.

At the ASEE 2019 conference in Tampa, a CPD networking event was held with an outside (vendor) sponsor. Do we want to consider pursuing this type of event for ASEE 2022? D. Ernie will take this under consideration. Ideas were generated on potential outside sponsors; All Campus, Wiley, and Salesforce were some of the vendors mentioned.

The board decided to remain with a Sunday morning board meeting at ASEE, 9am – noon, and not include breakfast, as well as continue with the Monday ‘Networking Luncheon’ as a ticketed event (consider \$30-\$35/ticket). We will provide comp luncheon tickets for award winners. Final decisions can be made once D. Ernie receives more details about the conference meals. The Board agreed to remain with 3 reviewers per abstract and per paper.

Future CIEC and ASEE Conferences

CIEC 2023 location is Charleston, SC and K. Plemmons offered to assist in planning since he is local. Baltimore is the location for the ASEE conference in 2023. CIEC 2025 will be in Henderson, NV with CPD as the lead division.

By-Laws/Membership/Marketing

Updates to CIEC and CPDD Rotation Charts

M. Ronning shared the current rotation chart (not changed since July 2021). We need nominations for chair-elect, secretary, and 2 director positions. He will be contacting incumbents and other candidates to identify their interests and developing a slate of nominees. The slate will be sent to CPD membership in November to allow for 30 days before the next meeting. Votes will be collected electronically as well as at CIEC.

Marketing

No report for this meeting.

SIGS/CMC/Awards

SIGS (Special Interest Groups)

M. Schuver thanked the SIG leaders in their efforts to maintain connections throughout this past year by developing and delivering sessions in lieu of CIEC that wasn’t held in 2021. The virtual option for future endeavors could be an engagement tool with industry partners. M. Schuver will be available for at the CIEC 2022 Friday SIG session to generate ideas for the CIEC 2023.

M. Schuver is planning for the SIG teams to meet at CIEC 2022 as they have in the past. It was discussed and agreed that an additional meeting with the SIG leaders in November (prior to 2022 CIEC) would be beneficial. This will allow the SIG leaders to identify and understand direction for session discussion. The CPD Board needs to identify a new leader for the CPDD SIGS group. M. Schuver provided the board with a current list of the SIG Leaders.

CMC Integration with CPD Discussion

M. Schuver is member of CMC and is liaison for CPD. Although M. Schuver reports to CPD for CIEC and CPD regularly, the CMC has included a more involved CIEC update on their Oct. 2021 meeting agenda; J. Moser will be providing a CIEC update at the Oct 2021 CMC meeting. Dora Smith from Siemens is now chair of CMC.

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What are interests of corporate that integrates with CPD and topics our division traditionally presents at CIEC? CPD should consider reviewing invitations of University Deans (Polytechnic vs Engineering). Is there a gap we (CPD) can help fill?

Awards

M. Ronning reported on the awards provided this past year. All of the awards were shipped to recipients and CIEC 2021 awardees will be recognized at CIEC 2022. K. Poppler James requested that the call for nominations for awards (Certificate of Merit and the Biedenbach awards) will be sent November 1st. The nomination process will remain the same, however we should consider whether or not to continue providing award plaques. (see notes on discussion below on this topic).

K. Poppler James asked for volunteers for the Awards Committee. J. Moser and L. Coulson both volunteered to be on the CPD Awards committee.

Discussion focused on continuing the Biedenbach award plaque, but transition the other awards toward a printed certificate behind plexiglass (mounted on wood and are re-usable) Marty presented an example. The plexiglass awards are less expensive at around \$35.00, and are multi-purpose.

Referencing the discussion from the Financial History provided by L. Krute, there was additional discussion about the expense of award plaques. In 2019, the service and certificates of merit award were approximately \$90.00 each. Can we decrease this expense?

General discussion on awards:

- Faculty up for P&T – recognitions are usually scanned/electronic or posted on a web site and they provide the url.
- Many reported their home institutions stopped providing plaques due to both space and financial issues.
- M. Ronning and K. Poppler James recommended to move all service and certificate of merit awards to paper (portfolio type folder). This will allow savings on recognition pieces for those who would receive multiple service awards for same position (e.g. board).
- What is cost savings if we discontinue plaques and use the portfolio/plexiglass awards?
- L. Coulson recommended maintain the service and Biedenbach awards as discussed, but also include special awards for those who retire, with long standing service to CPD and for the outgoing chair of the CPD Board (special, perhaps with graphics for personalization type of plaques).
- L. Krute recommended that CPD provide recognition and a plaque to the CIEC Board Chair when it's a CPD member. This should be considered a special award.

All agreed to continue the Biedenbach awards with the plaque and a \$1,000.00.

In general, the board agreed to revise the awards recognition pieces.

Additional Topics

L. Krute reported receiving 5 boxes of historical information on CPD from Purdue and 1 box from M. Bonhomme, since both M. Bonhomme and R. Burrell have retired. These boxes include a combination of old conference brochures, publications, etc. L. Krute volunteered to do an 'initial sort' of the information, but noted needing assistance and asked if we should consider digitizing these documents. The board would need to approve the expense and there was additional discussion on 'where to store' the digital files.

M. Ronning noted that he may have resources we could use for this project. We will continue this discussion at the next board meeting at CIEC in 2022.

The meeting adjourned at 1:00 pm, Tuesday, Oct 12, 2021.