

**Board Meeting Minutes -Approved at CPD Board Meeting Feb. 2024-CIEC**

**Monday, September 25, 2023**

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

**Administrative Updates/Reports**

Review and approval of minutes from June 26, 2023 Board meeting at ASEE Conf. in Baltimore, MD – J. Moser  
**Motion to approve by O. Heredia , Seconded by C. Baukal , Vote: Minutes approved as presented.**

K. Poppler James noted that the sub-committee to review archival CPD documents met at NC State University in July and notes from that meeting were distributed to the Board. Most of the records were books, pamphlets, etc. Documents will be shipped to the Univ. of Maryland and M. Ronning will oversee scanning of the documents deemed appropriate for maintaining. Meetings notes of this effort are in Box.

Review and update of action items – J. Moser

J. Moser reviewed the action items and noted, as previously stated, the first item of working on CPD Archives has been completed by the sub-committee. A few of the CPD action items may be covered by the newly formed CIEC Strategic Planning committee. This will be determined once the Strategic Planning Committee submit their initial recommendations to the CIEC Board. J. Moser recommended this ‘action item’ list remain at only one page; all were in agreement.

Treasurer’s Report – L. Krute

L. Krute reported that CPD has funds in the ASEE BASS account in the amount of \$47,308.59 as of the last report in March 2023. She has not received updated communication from ASEE.

The funds that we may spend are from CIEC Special account. As of June 26, 2023, we received profit from CIEC 2023 of \$2,737.87. After CIEC expenses, our ending balance as of July 19, 2023 is \$14,954.51. L. Krute will review the income/expense information and provide an update later if necessary.

We need to be mindful of our CIEC expenses to expect profits from the conference.

L. Krute reported that ASEE expects to ‘release’ funds in 2024.

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

Budget/Finance Committee Comments/Concerns – K. Poppler James, O. Heredia, L. Krute

K. Poppler James report the Committee has not met recently since the majority of our division funds are frozen. The Committee has been assuring frugality in expenses.

CIEC Executive Board Updates – K. Poppler James

K. Poppler James reported a CIEC Strategic Planning committee has been created with each division represented. The committee has created 4 sub-committees in 4 main areas which are, a) composition of Board members/roles, b) conference design and structure, c) required reports for archives and future conference, d) site selection and hotel contracts. L. Krute reported she is still working with committee members on sub-committee assignments. The committee meets twice a month.

L. Krute reported the Strategic Planning committee’s first progress report to the CIEC Board is scheduled for 2024 ASEE Annual Conference, with a final report to the CIEC Board in Summer 2025. Martin Gordon, who is also on the ASEE Board, will be expected to provide direction on how/if the Strategic Planning recommendations need approval by the overall ASEE Board. There were excellent recommendations during initial meetings of the Strategic Planning committee, e.g., change our guidelines to by-laws, and to consider ASEE’s ‘conference in a box’ where ASEE would handle site selection and registration, our 4 divisions will still create the program.

## Conference Reports/Discussions

### ASEE 2023 Report, Baltimore – C. Baukal

All went well, we had good attendance. Unfortunately CPD's sessions were split between two buildings. At this time, he is not aware if CPD incurred expenses from the conference.

### CIEC 2023 Report – T. Swann

T. Swann reported CPD's sessions went well. The Division needs to re-structure the planning session to generate topics for the next year's CIEC.

### CIEC 2024 Updates – C. Teixeira

C. Teixeira presented the 'Program at a Glance'; the version on the site will be updated in December. Registration is open and is accessible from both CPD and ASEE's sites. The session titles and brief descriptions were presented. The CPD Business meeting will be an hour. The conference officially begins on Wednesday, therefore events before Wednesday of the conference will be charged to the division. C. Teixeira is searching for a 'happy hour' location. None of the divisions currently have a hospitality suite planned, however there is planning for an informal event on Thursday evening. AV equipment will be provided by M. Ronning at Univ. of Maryland, and M. Carver will handle AV on-site; M. Carver's registration will be complimentary. C. Teixeira is seeking funds from USC for speaker gifts.

The CIEC 2023 new attendee welcome event went well and the newcomers liked the event. For 2024 the format being considered would be similar to 'speed dating' with new attendees rotating through tables.

Each hosting division has a free table at the CIEC Expo. It was decided to use the CPD flyers in stock and request to be placed next to the CIEC 2025 table. CPD Board members will staff both the CPD and CIEC 2025 tables (CPD is 'host' for CIEC 2025).

*Note - Kerri has the CPD flyers and tablecloth.*

Ideas to continue engagement with attendees, similar to the activity in 2023 (N. Charleston)

Bingo cards – C. Teixeira will create

Prizes for those with completed bingo cards given at the breakfast

C. Teixeira will contact Board members to bring gifts from their institutions/companies to the conference.

### ASEE 2024 Updates – C. Baukal

C. Baukal is CIP Program Chair, but hasn't been officially identified as CPD Program Chair. K. Poppler James will follow up with ASEE.

### CIEC 2025 – T. Swann

T. Swann reported we need to generate ideas for marketing the conference at the ASEE 2024 Expo. Ideas included:

- Luggage tags
- Eyeglass microfiber cleaning cloths
- Laptop keyboard brush with CIEC info imprinted
- Laundry bag
- Luggage handle 'cushie'
- Deck of cards
- Hand sanitizer with clip on hook

There is a line item in the budget for this marketing effort.

## Nominations/Awards/CDEI/Website

### Board Nominations and Appointments Update/Updates to CIEC and CPDD Rotation Charts – K. Plemmons and K. Poppler James

K. Poppler James presented the current (2/2023) CPD Board rotation chart. K. Plemmons will solicit nominations from the membership for Secretary, Chair-elect and 2 Directors to start in February 2024 after CIEC.

Updates to the rotation page:

- Revise Newsletter Editor to Newsletter Committee and note the committee is K. Poppler James, L. Coulson, T. Swann, O. Heredia and N. Maddox from ASU.
- CPD Nominations committee for 2022-2023 and note the committee was comprised of K. Poppler James, L. Coulson and J. Moser.
- Program Chairs (TBD for CIEC 2025 and 2026).

The updated rotation chart will be in Box.

#### CDEI Updates – M. Springer (CPD Rep. to CDEI committee)

M. Springer could not attend to provide an update; he emailed reports from the CDEI committee to K. Poppler James which were forwarded to the Board. The CDEI documents were shared with the Board.

#### Website Updates – C. Teixeira

Updates have been made to include registration information for CIEC 2024. C. Teixeira welcomed feedback from the Board on the design and updates.

#### Discussion about SIGS – T. Swann

T. Swann reported she does not have the resources to seek out participation in the SIGS. Her efforts last year resulted in only one person responding with willingness to serve. She was/is unaware of SIG interactions or work outside of conference topics. Is there another Board member willing to lead the SIGS? T. Swann recommended changing the CIEC CPD Friday event to a larger brainstorming activity.

Discussion ideas and topics:

- It was recommended the Board consider a new paradigm for this activity. Many have job responsibilities that span across a number of activities or interest groups;
- CPD needs to continue identifying our purpose and goals. This provides new members clear information about CPD's purpose;
- We need to consider fostering the spirit of community;
- CMC has a strong model for SIGs; CMC members have support from their employers for SIG participation;
- Formalize the SIG meetings again at CIEC before Friday of the conference; schedule as a regular session;
- Revise having SIG leaders moderate a conversation on the topic at CIEC and not necessarily have a responsibility outside of the conference;
- Return to a Cracker Barrel format?
- The CIEC 2024 schedule may not be revised at this point, but consider in planning for CIEC 2025. However for 2024, it was recommended that C. Teixeira highlight the SIG event at 2024 CIEC at the point of registration.
- Reliance on same presenters regularly. Need for re-framing.

#### CMC Updates – L. Coulson

L. Coulson reported it's an active group and the meetings move quickly. The focus of discussion has been on upcoming conferences.

#### Awards Report/Discussion - O. Heredia

O. Heredia will be sending a message to the CPD membership in early November to solicit award nominations and selecting 2 CPD members to serve on the awards committee. The templates for the awards will be shared by the University of Maryland.

#### Division Name Change- K. Poppler James

A submission needs to be made to our PIC V Chair, P. Golding\* for the division name change. Worked on the wording of our proposal for the division name change. K. Poppler James used CPD's vision, mission and the 'why join' to initiate discussion for revisions to the proposal. We will request direction from the P. Golding for additional steps we need to cover, i.e. vote at a division membership/business meeting. (*\*after the meeting we were informed the new PIC V chair is Clay Gloster, Jr.*)

Discussion focused on the proposed division name that had been voted and approved at the June 2023 Board meeting. The mission would more clearly define the breadth of programs included in our division.

**C. Teixeira motioned to revise the division name (see below) selected at the June 2023 meeting, O. Heredia seconded. Vote: approved.**

*Continuing, Professional, and Online Education Division*

The Board continued revising the proposal with a new vision, mission, and ‘why join’. Board members should submit comments or revisions to K. Poppler James by end of day Thursday, Sept. 28. The draft will be shared with P. Golding on Friday, Sept. 29. The final draft from this meeting is attached.

Adjourned at 3:30pm

**Tuesday, September 26, 2023**

Marketing Updates – T. Swann

There was no decision on a clear direction for marketing at our June Board meeting; we still need more members. We need to encourage colleagues to join and attend, reach out to corporate partners. T. Swann requested that each member provide her with the contact names, etc. and she share outreach information we may use. The plan is to encourage attendance at CIEC and joining CPD.

We should send postcards, with handwritten notes, for CIEC 2024 to past attendees. L. Coulson, K. Poppler James and T. Swann will lead the ‘postcard committee’.

The Board needs to identify someone to handle marketing exclusively. Our web site still references contacts at Auburn.

C. Teixeira will follow up with M. Ronning for a digital version of the CPD brochure for the web site.

Newsletter – K. Poppler James/T. Swann/O. Heredia/L. Coulson

The summer newsletter wasn’t distributed in August due to technology issues. O. Heredia will draft a clarification of roles, and expectations. It had been decided the newsletter would distribute quarterly. “The Voice” will remain as the newsletter title. The plan is for distribution in late October/first of November.

Membership concerns/discussion – K. Poppler James/T. Swann

The CPD member list K. Poppler James distributed during the meeting included 111 members. Approximately 30% of this membership list is attending CIEC.

Discussion Topics:

- Survey our membership; T. Swann had drafted a survey, but it attempted to cover too many issues
- Use the membership and CIEC attendee lists for the postcard campaign
- Encourage to join CPD initially with conference attendance as secondary
- Send postcards to 2024 CIEC CPD attendees to encourage attendance at CIEC 2025
  - Questions about attending
  - Hot topics they’d like to have covered in 2025 sessions
  - Is travel an issue in attending conference?
  - What new and exciting things are you working on?
  - What are the current challenges you face to your school?
- Marketing team for CIEC 2024 has access to the CPD Listserv
- Attendees to CIEC who have membership in multiple division

CPDD Handbook Updates – K. Poppler James

K. Poppler James has received most of the updates. The CIEC Strategic Planning committee may make recommendations that would affect a significant section of the Handbook.

Adjourned at 12:00 pm.

**Continuing Professional Development**

**Treasurer's Report**

**September 25, 2023**

**ASEE BASS Account - \$47,308.59 as of last report, unavailable to use**

**CIEC Special Account - \$13,245.20 as of June 2022**

**CIEC Income**

\$2,737.87 Profit from CIEC 2023 approved by CIEC Board

\$1,000.00 CIEC 2023 Conference Division Guarantee

Total: \$16,983.07

**Expenses from CIEC Account**

-\$213.37 2022 Fall Planning Meeting – Kerri Poppler James

-\$1,000.00 2023 Biedenbach Award --Keith Plemmons

-\$43.59 Linda Krute – CIEC 2023 Expense—Staples

-138.25 Hospitality CIEC 2023, Cost split among the four divisions

-\$362.50 ASEE Registration for Charles Baukal, Cost split with CIP

-\$270.85 CIEC social at ASEE 2023, Cost split with CEED & CIPD

**Balance \$14,954.51**

## NEW PROPOSED NAME, VISION, MISSION

### **Continuing, Professional, and Online Education Division**

**VISION:** CPOED is the preeminent division for individuals and organizations involved in providing innovative programs, regardless of modality, for lifelong learning in engineering and technical fields.

**MISSION:** CPOED fosters the development, delivery, and improvement of continuing, professional, and online education, specializing in all areas of science, technology, engineering, and math. CPOED provides advocacy for and leadership in lifelong learning and creates opportunities for exchanging information and expertise among educational program providers and participants. CPOED guides individuals and organizations in developing and reimagining innovative degree, non-degree, and alternative credential programs.

### **Why join CPOED?**

- CPOED members include higher education faculty and staff, and industry professionals
- CPOED discusses common problems and derives practical solutions.
- CPOED leverages expertise in program delivery, marketing, international education, workforce and professional development for cooperative growth
- CPOED leads in innovative degree, non-degree, and alternative credentialing
- CPOED members will discover a network of contacts and a wealth of resources to lend vitality to their professional and personal development
- CPOED members are thought leaders in continuing, professional, and online education; presenting and publishing at ASEE conferences, improving the community, and furthering economic expansion

## CURRENT NAME, VISION, and MISSION

### **Continuing Professional Development Division**

***Vision:** CPDD is the preeminent organization for individuals and organizations involved in providing continuing professional development for practicing engineers and technical professionals worldwide.*

***Mission:** CPDD fosters the development, delivery, and improvement of continuing education in all areas which pertain to allied branches of science, technology, engineering and math; provides advocacy for and leadership in lifelong learning; and*

*creates opportunities for exchange of information and expertise among providers and consumers of educational programs.*

### ***Why Join CPD?***

- *CPD members discuss common problems and derive practical solutions.*
- *CPD members will discover a network of contacts and a wealth of resources to lend vitality to their professional and personal growth.*
- *CPD members can put their fingers on the pulse of continuing education at ASEE conferences, through publications and by informal contacts*

*The mission of the Continuing Professional Development Division (CPDD) is to foster the development, delivery, and improvement of continuing education in all areas which pertain to engineering and allied branches of science and technology; to provide advocacy for and leadership in lifelong learning; and to create opportunities for exchange of information and expertise among providers and consumers of educational programs. Members of the CPD division are professionals from a variety of training and management situations.*

- *Industry representatives and training managers from industry*
- *College faculty*
- *Societies and private sponsors*
- *Professionals in continuing and distance education*