

Present: Kerri Poppler James, Julayne Moser, Tamra Swann, Lynda Coulson, Linda Krute, Octavio Heredia, Hiro Ino, Candace Teixeira

Administrative Updates/Reports

Review and approval of minutes from September 2023 planning meeting at CIEC – J. Moser

Motion to approve by L. Krute, seconded by O. Heredia. Vote: Minutes approved as presented.

Review and update of action items – J. Moser

It was noted the newsletter was sent to the membership in November 2023; remove this action item.

Treasurer’s Report – L. Krute

Patti Greenawalt from ASEE sent messages Jan. 29 that she’s taken over financial issues and provided a link to view BASS accounts (static view). ASEE has almost caught up with financial reports but there are any questions. The CPD BASS account balance on 9/30/2023 shows a variance of ~ \$9,000, i.e. \$9,000 discrepancy is a lower balance than L. Krute’s accounting. L. Krute will discuss this discrepancy with P. Greenawalt. There may have been some annual expenses on our BASS account that L Krute was unaware of.

CPD earned \$122.00 last year from member dues (membership decrease).

Our BASS current balance is \$38,200.59 and is still not available. This balance has not earned interest. In the CIEC account, CPD’s balance is \$14,803.31. This is a healthy balance; however we still need to be frugal. There has only been 1 expense to date from J. Moser on for the Biedenbach plaque. The Biedenbach award will be an additional \$1,000 expense.

Mahesh Aggarwal, CIEC 2024 General Conference Chair is expecting a profit on this year’s CIEC.

CIEC 2024 total registrations are at 208; the breakdown of division designation in attached CIEC/CPD report

Discussion points

- Reasons for low CPD attendance? Re-organization of online units at schools, and only allowing 1 person to attend
- Restriction on number of events allowed to attend per year.
- Retirements of participants who have been long time members and they haven’t been replaced.

Motion to approve the Treasurer’s report as presented by T. Swann, Seconded by O. Heredia . Vote: Financial report approved as presented.

CIEC Executive Board Updates

CIEC Strategic planning committee has been formed with L. Krute as chair.

As a special note, L. Krute expressed appreciation to the 3 CPD board members representing CPD on this strategic planning committee (J. Moser, K. Poppler James, T. Swann).

The sub-committees are listed below and K. Poppler James, J. Moser and T. Swann presented brief descriptions of their sub-committees’ work.

- Consistency in reports and activity, recommending use of Trello – K. Poppler James
- Site Selection, transition to identifying 3-5 cities and identify hotel chains to stay with
Put in an alternative city about the 3rd time for a bit of change – T. Swann
- Roles and Responsibilities of board members, etc. Recommending complete revision of leadership rotation to be managed by each division’s board to identify leadership on the CIEC Executive Board – J. Moser
- Organization of the conference – G. Elliott (CIEC Registrar)

There is overall agreement from the full Strategic Planning committee to implement sub-committee recommendations to enhance the efficiency and overall experience of CIEC for our attendees, as well as leadership. There is the expectation that a CIEC handbook will result from work of sub-committees.

In 2025, CPD his hosting CIEC, and O. Heredia will be CIEC Board chair. CPD will be responsible for activities of the CIEC Executive Board. L. Krute expects recommendations from the strategic planning sub-committees to be implemented likely during the 2025 year.

Updates to CIEC and CPD Rotation Charts – K. Poppler James

The division rotation charts will be updated after the Thursday business meeting and voting is completed. The nomination slate was sent to CPD membership last week, and those not attending CIEC voted by email.

Tim Manicom at ASEE headquarters, contacted each division and asked that 4 delegates be identified to the various ASEE organizations listed below. These groups meet virtually on a quarterly schedule. If we don't identify delegates, the division board chair is automatically assigned to these groups.

Need to identify delegates to following:

- Commission on Diversity, Equity and Inclusion - CDEI (C. Teixeira volunteered)
- Interdivisional Town Hall Board – takes place at ASEE annual conf. to assist at town halls (O. Heredia volunteered)
- Commission on P-12 Engineering Education - (T. Swann volunteered)
- BASS account manager – which may also be the treasurer (L. Krute)

CPDD name change updates

Clay Gloster (ETD) is our PIC V chair finishing the term vacated by P. Golding. Sylvie Nguyen-Fawley at ASEE headquarters, advised that we need to announce the name change at our next business meeting (this week). Changing to *Continuing, Professional, and Online Education* (CPOED). The ASEE Board makes final decision to allow this change. After our business meeting and the change is approved, meeting notes written by the CPD Board secretary are to be submitted to ASEE with name change, justification and agreement by CPD membership.

Will have discussion at business meeting, then forward to S. Nguyen-Fawley at ASEE. We will also need to update the division by-laws and forward to ASEE.

We expect this name change to be finalized by February 2025 (CIEC).

Conference Reports / Discussions

CIEC 2024 – C. Teixeira (report at end of minutes)

There are 64 new to CIEC registered for the full conference. Three of this 64 have selected CPD. Overall, we had 3 of our sessions cancel between November and January. After last minute shifting, we have a total of 4 unique CPD sessions, and 1 co-host with CEED and CIP. This co-hosted session is titled “Impact of alternative credentials and alternative learning”.

We were successful this year in meeting the hotel room block commitment. The opening reception theme is “California Dreaming”.

C. Teixeira provide details on sessions. None of the divisions are hosting a hospitality suite due to expenses. Apollidon Learning is hosting a hospitality event on Thursday evening at Buca di Beppo Restaurant.

The new attendees' event is during this week's Wednesday Division breakfast. C. Teixeira and O. Heredia will attend for CPD. If there are new attendees interested in CPD, they'll be invited to attend our Thursday breakfast/business meeting.

CIEC 2025 Expo table is being managed by T. Swann.

ASEE 2024 – K. Poppler James

On behalf of C. Baukal, K. Poppler James reported on CPD abstract/paper activity. Paper reviewers have been identified, CPD and CIEC Board meeting times have been reserved.

CIEC 2025 – T. Swann, K. Poppler James

CIEC in 2025 will be held at the Green Valley Ranch Resort and Spa, in Henderson, NV. There are several restaurants and activities close by, e.g. movie theatre and bowling alley. T. Swann has identified a plenary speaker and is working to confirm a commitment to speak at CIEC 2025.

The conference theme is “Replicating Success in an Ever-Changing Future”.

T. Swann will need assistance with Management Team volunteers. Katie Truedson, UMD, has volunteered to be the Assistant to the General Conference Chair. There may be a need for a volunteer to handle marketing. The ‘postcard’ marketing that was done for last effort for this year’s CIEC, will be replicated for CIEC 2025.

O. Heredia will make a connection with someone at Univ. of Nevada-Reno to let them know about 2025 conference.

T. Swann proposed that CPD discontinue the Best Moderator Award and start presenting a Best New Speaker award. It was noted that for Best Session award, the moderator is included.

Motion to approve changing award from Best Moderator to Best New Speaker – motion from K. Poppler James, and seconded by L. Krute. All in favor – motion approved.

When call for sessions is sent for CIEC 2025, the Best New Speaker award will be promoted.

Nominations/Awards/Website/Marketing

Website Updates – C. Teixeira

No new updates at this time.

CMC Updates – J. Moser/L. Coulson

CMC very committed to the success of ASEE after this recent financial crisis. Mahesh Aggarwal wants to invite CMC for the opportunity of a meeting at CIEC as an on-going tradition. CMC reported \$14,000 in their BASS account which is also frozen. They have some donations from Chevron to transfer to their BASS account. S. Chakrabarti left CMC due to retirement, and they are seeking a replacement.

Stephanie Harrington is leading the effort to review CMC by-laws which have not been updated since 2007.

CMC has a session at the EDI conference and may have other opportunities for sessions as planning moves further.

John Kim, CEO of “Geeks and Nerds” is involved with writing job descriptions for engineers in all fields of engineering and plans to make these available to students during career planning. CMC is asking if HR departments in companies would share their job descriptions, as CMC plans to build a database as a long term project.

IACEE – C. Teixeira

The CPD program chair handles meeting logistics for this group at CIEC, yet they don’t register as CPD for the CIEC conference. We need to ask the IACEE chair if they want to continue their meetings at CIEC.

Awards Reports – O. Heredia

O. Heredia recognized J. Moser and H. Ino for their work on the awards committee. We will award the Biedenbach and a Certificates of Merit and Service Awards.

Marketing plans – T. Swann

There may be value of having a CPD Division brochure to distribute at other conference and to recruiters at Career Fairs. Our division name change presents a new opportunity and we should place a full page ad (if financially feasible) in Prism magazine. We need to invest in this type or promotion. UPCEA is another opportunity – is there value to an exhibit at that conference and/or place an ad in their conference booklet? Some of our CPD members attend the UPCEA conference; in marketing UPCEA is a competitor with CIEC. We should look at participating universities at UPCEA and market to them.

Conference Registration as of February 1, 2024

Division	Registrants
CEED	29
CIPD	46
CPDD	23
ETD	58
CMC	5
CIEC	4
None	43
Totals	208

CPDD Sessions

- **Wednesday, February 7**
 - Career Shifts within Continuing and Professional Development (CPDD 314)
 - Growing STEM Education for Careers Impacting US Industry (CPDD 324)
 - Marketing: Does what works for one work for another? (CPDD 334)
- **Thursday, February 8**
 - University-Industry Partnerships for the Jobs of Tomorrow (CPDD 424)
 - The Impact: Alternative credentials and employer-sponsored learning (Joint Session CEED/CIPD/CPDD) – (CPDD 434)
- **Friday, February 9**
 - Special Interest Group Session: 9:00 – 10:30 am (CPDD 504)

CPDD-Specific Conference Activities and Events

- **CPDD Board Meeting:** Tuesday, February 6, from 8:00 – 11:30 am
- **CPDD Breakfast Meeting:** Wednesday, February 7, from 7:30 – 9:00 am
- **CPDD Business Meeting:** Thursday, February 8th from 7:30 – 9:00 am
- **Hosted Hospitality Event:** Thursday, February 8th at 5:30 pm at Buca Di Bepo; 11757 Harbor Blvd, Garden Grove, CA 92840; Host Apollidon

CIEC Budget Updates (No Spend)

- CPDD attendee, speaker, and moderator gifts sponsored by the University of Southern California
- Hospitality event hosted by Apollidon

**Division name change from CPDD to CPOED approved since last Division board meeting.*