

Welcome and Introductions

Administrative Updates/Reports

Review and approval of minutes from February 2023 CIEC.

Motion to approve by M. Ronning, seconded by O. Heredia . Vote: Minutes approved as presented.

PIC V Update - Clay Gloster

C. Gloster introduced himself and noted that he's finishing the last year of Peter Golding's term.

The annual ASEE conference is June 23-26, 2024. Overall, over 3,000 abstracts have been received. The paper deadline was extended to today (Feb. 8). The awards nominations are due Feb. 15 and some awards have not yet received nominations.

Budget update-we only have access to funds from membership dues in our BASS accounts after Oct 1, 2023.

What is our opinion of the dues ASEE? It seems equivalent to other professional association dues.

ASEE has implemented staff furloughs on Fridays; ASEE staff not available on Fridays.

How does ASEE use membership dues? Clay not sure – he'll follow up.

Presentation of Division Awards – Octavio Heredia

O. Heredia thanked H. Ino and J Moser for serving on the Awards Committee.

Certificate of Service awards:

- Kerri Poppler James as Chair of the Division Board
- Candace Teixeira as Director on the Division Board
- Matt Carver as Director on the Division Board
- Keith Plemmons as Past Chair of the Division Board
- Julayne Moser as Secretary of the Division Board

Certificate of Merit

- Kerri Poppler James for not only as Chair of the Division Board, but for also stepping into roles for others as they could not take on as part of their roles.

Biedenbach Award – will be presented at today's Awards Luncheon.

Treasurer's Report – L. Krute

CPD is fortunate to have 2 accounts, the BASS account and an account dedicated for income and expenses associated with CIEC.

CPD has \$14,803.31 in the CIEC account. The BASS account balance is approximately, \$38,000 and those funds are on hold; only funds from membership dues deposited after Oct. 1, 2023 are available. The most recent BASS account statement from ASEE reports approximately \$9,000 less than our records.

ASEE has scheduled an online meeting for division treasurers to discuss accounting reports.

It's an ongoing process and ASEE is being more pro-active in providing financial information.

ASEE 2024 - C. Baukal

CPD has 10 abstracts submitted, 2 have already been withdrawn and 2 submitted drafts. There may be more drafts submitted from this abstract group. CPD has 2 technical sessions assigned, however C. Baukal is concerned we may not have enough content for 2 technical sessions and we don't want to lose a session.

Division Name Change

During the CPD Board Fall planning meeting, there was continued discussion on our decreasing membership, marketing strategies and how to be more inclusive with the division name. The proposed division name is more reflective of our roles and programs.

The proposed division name change is *Continuing, Professional, and Online Education Division*. The first step is discussion and approval during a division business meeting. Then by-laws are updated and submitted with a justification to ASEE.

No Discussion on the proposed division name.

Motion to approve the proposed division name, vision and mission, by C. Teixeira, Seconded by L Krute. Vote: Motion approved.

Presentation of Board Nomination slate and Vote

K. Poppler James presented the Board Nomination slate. There are 4 vacant positions on the board, and the nominations are:

- Chair -Elect – nominee: Candace Teixeira (Univ. of Southern California)
- Secretary – nominee: Julayne Moser (Purdue) – continuing current term
- 2 Director positions: Katie Truedson (Univ. of Maryland, College Park) and Nick Maddox (Arizona State Univ.)

Voting submitted through email were all in favor of the slate, business meeting vote also all in favor. The Nomination Slate was approved as presented and new position terms will begin after this CIEC.

CIEC 2025

T. Swann will be the General Conference Chair as CPD is hosting CIEC 2025 in Henderson, NV. She is still working to fill positions on the Conference Management team.

**Division name change (CPDD to CPOED) approved before ASEE Annual Conference and June 2024 business meeting for CPOED.*