

**Continuing Professional Development Division  
Executive Board Meeting  
Sunday, June 20, 2010 Louisville, KY  
12:30 – 2:0 p.m.  
Kentucky Convention Center – Room L3 Lower Level**

**Attendees:**

Nancy Kruse, Chair (Univ. of Tulsa)  
Julayne Moser, Past Chair (Purdue Univ.)  
Greg Ruff, Treasurer (Auburn Univ.)  
Lynda Coulson, Director (Rolls-Royce)  
Paul Jewell, Director (Iowa State Univ.)  
Keith Plemmons, Director (The Citadel)  
Mark Schuver, Director (Purdue Univ.)  
Pam Dickrell, Program Chair, CIEC 2012 (University of Florida)

**Call to Order and Introductions**

Nancy Kruse called the meeting to order at 12:45pm. Each committee member introduced themselves.

**Review and approval of Board minutes from Feb. 1, 2010 meeting at CIEC 2010 – Palm Springs**

The board minutes from Feb. 1, 2010 meeting were reviewed.

J. Moser motioned to approve the minutes; motion seconded by M. Schuver.

Vote: motion passed.

**Review of the “Action Items” list**

The action item list is at back with highlighted status.

**Review of ASEE 2010 – Keith Plemmons, CPD Program Chair**

- Keith presented the Program Chair Report with information on Smoothpaper process.
- Smoothpaper has caused problems however next year’s submission of papers will be through Monolith.
- There were 18 abstracts submitted, none were rejected. There were 15 actual papers submitted with 3 rejected.
- CPD scheduled 2 pre-conference workshops that were successful with around 13-15 registered in each.
  - There was an issue noted that ASEE wouldn’t allow on-site registrations for the workshops.
- K. Plemmons will be CPDD program chair for ASEE 2011 conference.
- Pam Dickrell will be CIEC 2012 CPDD program chair and CPDD program chair for the ASEE conference in 2012.

**Treasurer’s report**

- Greg Ruff provided the treasurer’s report.
- The balance in the CPDD BASS account is 47,509.74.
- We are awaiting a transfer of funds of \$7,378.22 from 2010 CIEC – this is being presented to the CIEC Exec. Board this week for approval.
- J. Moser asked about the amount to pay for her travel to CIEC planning meeting, April 2010 in San Antonio as it is now showing on the report. There was also a question about the amount of 484.76 to reimburse J. Moser in Sept. 2010 for travel. J. Moser will check on these amounts and report back to G. Ruff as the 484.76 reimbursement is likely from the Fall ’09 planning meeting at Purdue.

L. Coulson motioned to approve the minutes with updates pending from J. Moser; motion seconded by M. Schuver. Vote: motioned passed.

### **CIEC 2010 CPDD Final Report – Paul Jewell, Program Chair**

- P. Jewell, as program chair for 2010, presented the report.
- CPD scheduled 2 pre-conference workshops and the fee was \$75; this was increased from \$50 in 2009 and did not affect attendance (there were 16 and 11 registered for the workshops).
- CPD made a profit and expect \$7,378.22 back from CIEC.
- The final tally for attendance at CIEC was 226; 42 were designated as CPD registrants.
- M. Schuver mentioned the replies from the SIG membership and the need for timely information about the conference.

### **CIEC 2011 CPD Program Update**

CPD Program chair for CIEC 2011 is Lea-Ann Morton – she could not attend this meeting, N. Kruse presented on her behalf.

- Conference dates are Feb 2-4, 2011; location is San Antonio.
- Pam Newberry resigned as General Conference Chair, Linda Krute will be the new General Conference Chair on behalf of CIP.
- The CIEC Exec Board resurrected the Publicity Chair position. Karen Fornaciari has been identified as Publicity Chair.

### **CIEC 2011 Conference Update**

- Conference dates are Feb. 1-3, 2012 in Orlando at the Hilton Disney Resort.
- This year is CPD's year to host; J. Moser will be General Conference Chair.
- Pam Dickrell will be CPD program chair, Lea-Ann Morton will be CIP program chair.
- Conference theme will be reviewed and approved at tomorrow's CIEC Board meeting.

### **Fall Planning Meeting – N. Kruse**

- The Fall planning meeting is scheduled Nov. 1-4<sup>th</sup>, 2010 in Tulsa, (Monday to noon Thursday).
- N. Kruse has made all of our reservations and the hotel rate is \$113 + taxes, etc. per night.
- N. Kruse reported the Chef likes to experiment, so be prepared.
- We will be meeting at a lodge setting; breakfast and lunch at the lodge, with dinner out to locations to be determined.
- Bring hiking shoes, because there are hiking trails, be prepared for a variety of weather.
- N. Kruse reported we can see the Univ. of Tulsa campus.

### **Other Business**

- N. Kruse reported the allocation from ASEE will change from the set amount of \$291 annually to \$1 per member. We currently have approximately 204 members. This will place some pressure on membership initiatives.
- N. Kruse reminded the board members to volunteer to work at the CIEC booth at the Expo.
- The new PIC V representative is Patti Bazrod; she will attend the CPD Business meeting
- Eugene Rutz won the PIC V paper this year for the second time. Go Eugene!
- Lynda Coulson married John in May, went to Panama City Beach for their honeymoon. Best wishes and congratulations to Lynda and John.
- Rita Burrell, Board Secretary, departed from the conference suddenly due to death in the family.

Meeting adjourned at 2:10 p.m.

## **CPDD Executive Board's Action Items List:**

### Membership Report

- 1) **Julayne Moser to investigate CPDD polo shirts – in process**

### 2012 CIEC—Orlando FL

- 1) **Determine General Conference Chair and Program Chair.**

Done - General Conference Chair will be Julayne Moser.

**A Program Chair will need to be identified**

Done - Pam Dickrell

### The Board discussed the CPDD web site – all still in process

Paul Jewell noted the need to develop an interactive site that can be used as a tool to help address the issue of raising membership. Kim Scalzo noted the need for proactive involvement with the Chair regarding information posted on the web; perhaps interaction with the Past Chair is needed as well. Keith Plemmons recommended that the web site be expanded to include information about presentations given at conferences (PowerPoint, etc.). Ray LePine at Louisiana State is the web master. Several action items were identified:

**-Nancy Kruse will get a description of what Sally Covert does relative to web updates.**

**-Continue discussion regarding web site**

**-Need for interactive site**

**-How much control do we have over content (from ASEE)**

**-Need for meta tags; ability to locate information**

**-Need for a web master; can goals be achieved utilizing volunteers or is there a need to pay someone to maintain the site fully**

**-Is there a need for a social media coordinator (You Tube, etc.)**

**-Board needs to determine what will direct people to the CPDD site**

### From Review Awards Criteria—Julayne Moser and Nancy Kruse

#### **Item 28 Action**

- 1) **CIEC Awards and CPD Divisional Awards:**

CIEC: Julayne Moser noted that 4 awards are given for CIEC: Best Paper; Best Session; Best Presenter; Best Moderator. **The Board needs to decide what awards should be given at the CIEC level.** Criteria should be set. All presenters must register for at least one day. The CIEC CPD Assistant Program Chair will make calculations for awards. The Board agrees that at least two awards will be made: Best Session and Best Presenter. The moderator will be recognized as a part of the process. - Done

CPD: **Nancy Kruse to send Board the CPD awards announcement for review.**

Linda Krute has agreed to work with us on criteria for the reinstated CPD Best Paper Award. This will be discussed at the 2010 Fall Planning meeting.

- 2) Linda Krute to draft a message to get feedback on articles, manuscripts for the November newsletter. Paper must 1) be published in a peer-reviewed publication or textbook, and 2) related to engineering education and/or professional development. **This was tabled until the Fall 2010 Planning Meeting.**

- 3) Julayne Moser to send message informing Linda Krute and Pam Newberry that moderators will be evaluated separately from the session. Moderators will be scored to determine moderators to be honored at the next annual CIEC Conference.

From Strategic Planning- in process

- 1) Kim Sclazo to add column for status (pending, in progress, done, etc.).
- 2) Julayne Moser and Kim Scalzo to update Plan Outline to reflect current status.
- 3) Linda Krute to revisit the survey at a future meeting.