

**Continuing Professional Development Division  
Business Meeting Minutes  
June 16, 2009  
Hilton Austin, Salon B  
Austin, TX**

**Welcome and Introductions**

Julayne Moser, Chair, called the meeting to order at 12:55 pm.

Attendees: Rita Burrell, Lynda Coulson, Pamela Dickrell, Patricia Hall, Paul Jewell, Lynette Krenelka, Nancy Kruse, Julayne Moser, Keith Plemmons, Eugene Rutz, Mark Schuver.

Pamela Dickrell was welcomed as a new member of CPD.

Eugene Rutz was recognized with a plaque for his excellent service to CPD as Newsletter Editor.

**Review and Approval of Minutes from CIEC 2009 Business Meeting**

Copies of the minutes from the CIEC 2009 business meeting were distributed. Mark Schuver made a motion to approve the minutes; Lynette Krenelka seconded the motion. Minutes were approved by a voice vote.

**Treasurer's Report**

Greg Ruff was unable to attend the meeting; his report was presented by Julayne Moser.

Operating account funds have been used for the year (these funds must be used each year; they do not carryover).

The BASS account has a balance of approximately \$43,004.

There is a need to increase revenue slightly in order to continue to fund ongoing initiatives such as helping support the PIC V Chair activities. CPD should consider a small increase in dues to provide this revenue.

**CIEC 2010 Update**

Paul Jewel, Program Chair, distributed flyers for the 2010 CIEC Conference. The conference program was developed at the 2009 business meeting with input from participants. Additional program development was coordinated through use of a wiki which was available to participants. Paul indicated that breakfast has been added to the program for Wednesday and that there is room available to accommodate additional sessions / presentations. The program committee is particularly interested in adding an international session. Pamela Dickrell indicated her interest in contributing to a session. She received enthusiastic support for her initiative.

As a final note on the 2009 CIEC Conference, attendance was 246 which is 23 people less than 2008. CPD finances for the 2009 conference finished in the black.

### **PIC V Report**

Pat Hall reported that there are three major focus areas for ASEE and that programs in these areas should be encouraged.

1. Diversity
2. International
3. Faculty Development

For the Annual Conference, co-sponsoring sessions with other divisions is encouraged. Also, the more papers submitted for a division, the better the chance that division will have of securing favorable time slots at the conference. This engendered a group discussion regarding increasing the number of submissions to CPD sessions.

Smooth Paper will have the same features and issues for the 2010 as it did for the 2009 conference. The issues will be addressed and corrected for the 2011 conference.

An award has been established for the Annual Conference for the best paper in a CPD session. This includes a \$500 check. The award has been established to encourage greater participation in CPD sessions.

### **ASEE 2010 Annual Conference**

Keith Plemmons reported that the two broad themes from the last two years will be maintained: 1) Programs that serve Industry and Academia and 2) Assessing the Efficacy of Non-Traditional Programs. Based on Pat's report, adding a session pertaining to faculty development relative to Continuing Professional Development programs was discussed. Keith indicated that some universities (including the Citadel) have modified tenure and promotion guidelines to reward outreach. Another point of interest is how teaching professional development courses informs (traditional) classroom teaching. The possibility of offering a certificate program and training to teach distance learning courses was raised.

### **Ongoing Work of Executive Board**

The fall planning meeting will be held September 27-29, 2010 at the Purdue campus.

### **IACEE Update**

The May 2009 meeting was cancelled due to concerns over the H1N1 virus. No further report.

The business meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Eugene Rutz