

**ASEE LEAD Meeting Minutes**  
**January 25, 2019**  
**12PM EDT**

Attendees: Gregg Warnick, Jeff Plumblee, Beth Koufteros, David Niño, Meg Handley, Mike Erdman, Steve Klosterman, Meagan Kendall

- 1) 2019 ASEE Conference Program (David)
  - a. Papers due February 4<sup>th</sup>
    - i. 25 abstracts accepted
    - ii. No full paper submissions yet
    - iii. Will send reminder to authors next week of February 4 deadline and give information on expectations of the draft.
  - b. Location/sponsorship for social- Meagan to look into offsite/onsite locations; we may also be considering an informal poster session at the social. Meagan to report back options on the next call.
- 2) 2019 Awards (Beth)
  - a. Discussion on the different ASEE-wide awards; 6 were identified as most applicable to LEAD- would like to add to website and send out in newsletter.
  - b. Best Paper
    - i. We need a process finalized (Gregg emailed a draft of a process and has requested comments back by Monday, Jan 28).
    - ii. We need to submit our process for approval to ASEE.
  - c. Outstanding reviewer or teaching award
    - i. Interest in both awards from the group, particularly for this year, a reviewer award to help establish standards for excellence in reviewing submissions.
    - ii. In the future, an award for an engineering leader (perhaps a younger person) was suggested.
    - iii. Would need a process similar to the best paper approved prior to the Feb 4<sup>th</sup> date.
    - iv. David, Beth and Gregg to have follow-up discussion on more clarification for criteria for reviews.
  - d. Note: As a reminder per our bylaws the Awards committee consists of the Awards committee chair, immediate past division chair and secretary. Additional committee members may be identified as needed.
- 3) Outreach Update (Mike)
  - a. Big10+ Collaboration:
    - i. 15 interested in participating; 11 in Big10
    - ii. Rapid-fire session on program descriptions with break-out session at ASEE
    - iii. Of 15, 5-7 have responded pretty positively about the ASEE session.
  - b. Need to identify next outreach liaison.
- 4) Strategic Planning (Meg)
  - a. Decided strategic initiatives needed to be condensed into easier to digest chunks

- b. New acronym developed and will create an image/logo, allowing us to create a flyer or short document that emphasizes the strategic initiatives and how our sessions and activities support those initiatives. Seeking feedback.
- 5) Newsletter
  - a. Will announce open elected positions in upcoming newsletter
- 6) Finance – Gregg in Ebonee's absence
  - a. Confirmed that we do have money rolled over from last year.

Meeting adjourns 1:03PM ET.