

ASEE LEAD Meeting Minutes
November 26, 2018
1PM EDT

Attendees: Gregg Warnick, Jeff Plumblee, Beth Koufteros, David Niño, William Schell, Meg Handley, Ebonee Williams, Mike Erdman, Meghan Kendall

- 1) 2019 ASEE Program – David Niño
 - a. 28 abstracts submitted for review, 2 rejected.
 - b. 26 were provided feedback, follows closely with numbers in previous years.
 - c. All papers had at least one review, some had multiples, would like 3 on all
 - d. Discussion on whether we can categorize papers in the future and provide a better rubric for reviewers to facilitate higher quality reviews while maintaining a manageable amount of work.
 - e. 1 workshop submission.
 - f. 1 panel.
 - g. Technical sessions will be determined based on the papers.
- 2) Finance Discussion – Ebonee Williams
 - a. Sent out document with updates.
 - b. We had \$202 surplus from last year, so we have \$1,295.22 for use this year.
 - c. Still need to decide what we want to do with the money:
 - i. Paper award
 - ii. Social event
 - iii. Promo items?
 - d. Waiting to find out if the \$202 will roll over to next year or whether we need to spend on promotional materials this year.
 - e. If you have needs, let Ebonee know.
- 3) Awards Committee Discussion – Beth Koufteros
 - a. Need to narrow down and decide upon our LEAD awards.
 - b. Suggestion for outstanding reviewer award.
 - i. Challenge that only the program chair and one other person has access to reviews, so it would create more work.
 - ii. Need to define clear criteria for what that would consist of.
 - iii. Ebonee suggests that we wait a year for that and reiterated the thought of an incentive for Program Chair.
 - c. Suggestion for dividing papers into categories for awards (similar to for reviews)- maybe have 3 awards.
 - i. Potential problem with us only having a few submission in each category diluting the merit of the award.
 - d. Suggestion for award/swag to new leadership programs or milestones for existing programs.
 - e. Suggestion for best student paper (as lead author).
 - f. Suggestion from Ebonee that volunteers take on developing a skeleton for each potential award to discuss further. What would be the criteria or our process for giving it out?

4) Outreach Update – Mike Erdman

- a. Communicating with Big10+ to create a consortium with similar interests and capabilities to learn from one another.
- b. Letter was sent out to determine interest.
 - i. 3 initiatives mentioned in the letter:
 - 1. Forum in Chicago (date TBD)
 - 2. Develop consortium to continue conversations in future
 - 3. Participate in rapid-fire session where everyone would have 3-5 minutes to share on their program and foster further communication and collaboration.
 - ii. 12 positive responses
 - 1. Northwestern, Nebraska, Rutgers, Michigan, Maryland, Penn State, Wisconsin, Ohio State, University of Texas, MIT, Georgia Tech
- c. Location of an initial meeting could be in Chicago, but timing will be a challenge.

5) Involving Division Members – All

- a. Tabled for next meeting

6) Next meeting Jan (TBD)

Meeting adjourns 2:01PM ET.