

**ASEE LEAD Meeting Minutes**  
**July 11, 2018**  
**3PM EDT**

Attendees: Gregg Warnick, Beth Koufteros, Mike Erdman, David Niño, Jeff Plumblee, Meg Handley

1. Announcement of newly appointed and elected positions and introductions
  - a. Newly Elected Positions and Appointees:
    - i. David Niño – Program Chair/ Chair Elect
    - ii. Jeff Plumblee – Secretary
    - iii. Meg Handley – Director of Strategic Planning
    - iv. Beth Koufteros – Awards Committee Chair
2. Brief review of 2018 ASEE Conference
  - a. Opened floor for outstanding items
    - i. Need to upload Business Meeting minutes
      1. Gregg Warnick to send to Jeff Plumblee
      2. Gregg Warnick to work with Steve Klosterman to update leadership roles with ASEE.
    - ii. Positive feedback from attendees.
3. 2019 ASEE Conference
  - a. Recommendations for program committee consideration
    - i. Academic (pedagogy)
      1. Gregg Warnick- There is a challenge with balancing academic rigor versus WIP, more lax this year.
    - ii. Involving more students
      1. Gregg Warnick- Student involvement was good through poster sessions; recommend continuing the engagement of students.
    - iii. WIP (poster session)
    - iv. Engage industry – David Niño
      1. We could better involve the industry stakeholder group, potentially similarly to the 2017 session.
    - v. Sessions for broader programming and sharing of ideas
      1. Gregg Warnick - How do we engage other lesser-known or smaller programs?
      2. Meg Handley - Panels or sessions on what others are doing, rather than solely research.
      3. Engage smaller programs- David Niño to explicitly reach out to others who aren't currently represented in our group.
      4. Mike Erdman suggested we reach out to other Big 10 programs.
  - b. Gregg Warnick to get David Niño info on when system will open up for 2019 submissions and will provide templates for calls for papers, etc.
4. Newsletter
  - a. Suggestions
    - i. Officer pictures and contact information
    - ii. Highlight some programs that are lesser known – solicit information vs waiting for submissions
5. Bylaw Revisions
  - a. Mike Erdman has started a draft and will lead the team in collecting feedback

- b. Suggest all officers review existing bylaws using google docs approach and make recommendations
  - c. Goal – Finalize by September meeting (send for review and approval of membership)
  - d. Need to modify “Awards” section as well as add the newsletter to the Membership/Nominating Committee Chair’s responsibility (or to Secretary if we want to shift that responsibility).
6. Committees
- a. Program Committee
    - i. Mike Klassen (University of Toronto)- [mike.klassen@utoronto.ca](mailto:mike.klassen@utoronto.ca)
    - ii. Dena Lang (Penn State) - [tcl133@psu.edu](mailto:tcl133@psu.edu)
    - iii. Ed Kirtley (Oklahoma State University) - [ed.kirtley@okstate.edu](mailto:ed.kirtley@okstate.edu)
    - iv. Lori Houghtalen (Abilene Christian University) [lori.houghtalen@acu.edu](mailto:lori.houghtalen@acu.edu)
    - v. Seth Sullivan (Texas A&M) – [seth.sullivan@tamu.edu](mailto:seth.sullivan@tamu.edu)
    - vi. Kenneth Lamb (Cal Poly Pomona) - [kwlamb@cpp.edu](mailto:kwlamb@cpp.edu)
  - b. Award Committee: Beth Koufteros
    - i. Note: usually works with picking our best paper, but could also align with the ASEE having awards as well, student recognition, ASEE Fellows, other awards, need to investigate
    - ii. Committee
      - 1. Gouranga Banik (Oklahoma State University) - [gouranga.banik@okstate.edu](mailto:gouranga.banik@okstate.edu)
      - 2. Ed Kirtley (Oklahoma State University) - [ed.kirtley@okstate.edu](mailto:ed.kirtley@okstate.edu)
      - 3. Mary Brow??? – has still not registered for our division, so we do not have her contact info.
  - c. Strategic Planning – Meg Handley
    - i. Systematic review project to recruit additional members to Strategic Planning Committee
    - ii. First initiative will be to look at Strategic Initiatives and prioritize (potentially scaling back)
    - iii. Strategic Planning Committee will develop the plan and engage entire Executive Committee in discussions.
    - iv. Suggestion that we develop a live document that the Executive Committee can reference.
    - v. Follow-up- Gregg Warnick to follow-up with PIC to see if we are allowed to create a Google Doc to better document our history.
    - vi. Committee
      - 1. DeeDee Conway (Southern Methodist University) - [dconway@lyle.smu.edu](mailto:dconway@lyle.smu.edu)
      - 2. Others to be added
7. PIC II suggested we consider a delegate for Diversity, Equity, and Inclusion
- a. We would need to modify division bylaws first and understand implications and process
  - b. Volunteer for delegate consideration: Jena Shafai Asgarpoor (University of Nebraska – Lincoln) - [jshafai@unl.edu](mailto:jshafai@unl.edu)
8. Gregg Warnick recommends monthly meetings- since we’re all busy and in different time zones, need to think of as when we can absolutely meet, not just when is convenient
- a. Jeff Plumblee to send out whenisgood for mid-August

Meeting adjourns 4:01PM EDT