

ASEE LEAD Meeting Minutes
August 22, 2018
3PM EDT

Attendees: Gregg Warnick, David Niño, Jeff Plumblee, Meagan Kendall, William Schell, Mike Erdman, Meg Handley, Ebonee Williams, Steve Klosterman

- 1) 2019 ASEE Conference (David)
 - a. Committee list has been distributed. Scheduling a meeting for next week to complete call for papers.
 - b. Calendar of events distributed.
 - c. Discussion questions:
 - i. As executive committee, do we have aspirations as to what we want annual conference to achieve?
 1. Meg- we should consider focus on papers that align with strategic initiatives. Maybe more work in progress to understand innovations by other groups
 2. Meagan- 2 groups of people attend- one group that want to be equipped to teach or assess, and one group that is more interested in the research side.
 - a. Poster session at the social to ensure audience
 3. Gregg- was inspired by the group that is in development
 - a. Suggests special call for student authored or work in progress, or poster sessions. Will encourage community development to help us learn from one another
 4. Bill- like to see us continue to push for more rigorous research, but having a research and applied (practitioner discussions and best practices) track is attractive to encourage both audiences.
 5. Gregg- in call for papers, remind authors to perform adequate literature review on what other related work has been done.
 6. Can require authors classify their paper as research or applied.
 7. David- longer term, as more tenure-track faculty in this field open, standards will be developed for academic rigor that we can use as a guide.
 8. Ebonee- We are moving in the right direction, but we do need to still require some data collection with “show and tell” projects. Can call under different subdivisions of “applied” but definitely is valuable and attracts a more varied audience.
 - ii. Historically, have conference submissions aligned with language in call for papers? –maybe offline discussion with Gregg
 - d. Submissions open in September, closes October 15.
- 2) Bylaws review (all)
 - a. A copy of the bylaws was uploaded to Dropbox for review.
 - b. Gregg- To address a few questions by the group:
 - i. Change in bylaws allows us to revise bylaws via email rather than in annual meeting.
 - ii. Want to make sure we update for new committees.

- iii. In our meeting, we had a volunteer for diversity committee. Gregg has work with PIC and we just need to provide them the name, but that position will not be considered an officer at this time.
 - 1. Meagan- Do we need to document how this person is nominated or elected?
 - a. Gregg- Yes, but there is no formal vetting process, so no need to revise for the time being.
 - iv. Awards committee chair- revised to include consultation of executive committee.
 - v. COMPLETE liaison revised to Outreach liaison to broaden then position. Description revised to broaden role.
 - 1. David- Use term stakeholders instead of groups to keep broad.
 - vi. Minor wording change on election of officers to G1 and G2- “one or more candidates” and “nomination and second by members in attendance at the meeting” rather than signature requirements.
 - vii. Meagan- is conference committee formal or ad hoc?
 - 1. Added language to program chair to include ad hoc committees, as needed.
 - viii. All executive committee members are ok with current revisions.
 - ix. Meagan will send out in next newsletter (early September) and will set up a way for people to respond. Must ensure that they have at least 30 days to comment on it.
 - x. Additional revisions by September 1, then will issue from there.
- 3) Need to set up new whenisgood to find recurring time for Fall meetings. Jeff to send out whenisgood for a full week to determine regular availability and set up permanent meetings.
 - 4) Steve- Topics for the next newsletter
 - a. Has gotten quite a few positive comments on the newsletter and wants it to continue.
 - b. How can we continue to improve?
 - i. Perhaps distribute news on awards and best paper
 - c. Meagan will work to get more info out there on new committee members and will add photos from conference, as well as distribute the new bylaws. May not have enough time to do program spotlight but may do that next time.
 - 5) Strategic initiatives
 - a. Meg- planning to reach out to leaders of strategic initiatives. Some traction has been made on strategic initiative 4, including conference calls to kick start larger collaboration.

Meeting adjourns 4:01PM EDT