

**ASEE Engineering Leadership Development Division (LEAD)
Business Meeting**

Tuesday, June 26, 2018 5:00-6:00

- 1) **Best Paper Award:** Awarded during LEAD division social held on Monday, June 25, 2018 (6-8 pm)
 - Paper Title: “Engineering Students and Group Membership: Patterns of Variation in Leadership Confidence and Risk Orientation
 - Authors: James N Magarian, Massachusetts Institute of Technology; Dr. Alison Olechowski, University of Toronto



Figure 1: Gregg Warnick (Program Chair), Alison Olechowski, James Magarian, Steve Klosterman (Division Chair)

Meeting started at 5:00 pm

- 2) Peter Schmidt – PIC II chair provided brief overview of ASEE PIC II business
 - This past year only about 20 people were nominated for all the awards that ASEE passes out.
 - i) Please nominate people
 - Diversity delegate needs to be established
 - Need to document process for best paper
 - Need to address diversity in bylaws (already handled)
- 3) Introductions – provided opportunity for all in attendance to introduce themselves by name including what institutions they were from (~30 in attendance. Some left before elections occurred)
- 4) Officer Report Out
 - Division Chair (Steve Klosterman)
 - i) Reviewed the success in growth in our division
 - (1) Introduced our division officers
 - (2) PIC II – information sharing – Steve provided overview information to division
 - (a) Shared history of LEAD division
 - (b) Open “secretary” position
 - (c) Diversity Candidate delegate needed for LEAD division
 - (d) Details can be pulled from ASEE and from Peter’s slide deck
 - Program Chair (Gregg Warnick)
 - i) 30 abstracts, 1 transferred to another division, 15 papers (13 in technical session and 2 in posters)

- ii) 3 technical sessions, two panels
 - iii) 2 workshops (one canceled)
 - iv) Business meeting and social
 - v) Very appreciative of all authors, reviewers, moderators and all who helped make this year's conference as wonderful as it has been and look forward to working with everyone in the future
 - vi) NOTES: Need to engage more students and want to be more open to the papers that are submitted for works in progress
- Secretary (Becky Komarek – Not Present – Maternity Leave)
 - i) Website
 - ii) Regular minutes
- Treasurer (Eboney Williams)
 - i) Budget
 - ii) Ack sponsors
 - iii) BASS account (should we charge for membership)
 - iv) \$1000 for social (would have liked to have done \$2000)
 - (1) Sponsors for Social: MIT and BYU
 - v) \$174 plaques
 - vi) Recommendation to consider division membership fee \$3-5 (future discussion – did not have time to discuss in business meeting)
 - vii) Possible expenditures for division membership fees:
 - (1) Webinars
 - (2) Best paper finalists
 - (3) Best paper plaques for winners
 - (4) Professional Development
 - (5) Program Chair stipend (help offset ASEE registration fee – many other divisions do this to show appreciation to the work the program chair does)
 - (6) Social
 - (7) Food at Business meeting
- Membership/Nominating Chair (Meagan Kendall)
 - i) Newsletter
 - (1) If you have an announcement, research opportunities for collaborators, fill out the survey to highlight your program
 - ii) Outreach
 - iii) Webinar series?
- Director of Strategic Initiatives (David Nino) – Need to identify replacement
 - (1) Updates on current initiatives
 - (2) Discussion on how things both get added and retired as strategic initiatives
 - (3) Proposal for a strategy for “creating coalitions”
 - (4) NOTES: Creating a methodology with the board to still if the initiatives we have in play are the ones we still want to run with and how do we get people involved in being leads in these initiatives. See Meg if you would like to get involved in strategic initiative #4
- Director of Scholarly Activity (Bill Schell)
 - i) Coordinated effort to get papers into FIE
 - (1) Three papers and workshop accepted from the LEAD division membership
 - ii) Trying to increase our collaboration for opportunities on research

- COMPLETE Liaison (Mike Erdman)
 - i) Briefly reviewed model for Engineering Leadership proposed by COMPLETE
 - (1) Please note – It is NOT the intent to propose or suggest that others adopt this definition
- 5) Nominations and Elections
- i) Program Chair
 - (1) Candidates:
 - (a) David Nino
 - (b) Gouranga Banik (Nominated at meeting – Following Roberts rules of order a motion was made to suspend the rule of having 5 written signatures by Gregg Warnick and seconded by Mike Erdman. A verbal and show of hands vote was made by all that were in attendance to suspend the rule and it was unanimous and Gouranga was added to the ballot.)
 - (2) Written Ballot Counting: Megan Kendall (Membership and Nomination Chair) and Ebonee Williams (Treasurer) collected the written ballots since the secretary was not present and counted the ballots. **David Nino** was elected as Program Chair.
 - ii) Secretary
 - (1) Candidates
 - (a) Jeff Plumblee
 - (b) B. Michael Aucion
 - (2) Written Ballot Counting: Megan Kendall (Membership and Nomination Chair) and Ebonee Williams (Treasurer) collected the written ballots since the secretary was not present and counted the ballots. **Jeff Plumblee** was elected as Secretary.
- 6) Outgoing chair statement (Steve Klosterman)
- Steve provided expression of gratitude for the opportunity of serving as division chair and the opportunity of getting to know many of members
- 7) Additional Positions within Division (need to be discussed with executive committee):
- Award Committee Chair - Beth Koufteros (Texas A&M) - bkoufteros@tamu.edu * Pending notification to executive committee– Potential Chair
 - (1) Note: usual 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
 - (2) Ed Kirtley (Oklahoma State University) - ed.kirtley@okstate.edu
 - (3) Mary Brow ????
 - Director of Strategic Planning – Meg Handley * Pending Executive committee review
 - i) Committee
 - (1) DeeDee Conway (Southern Methodist University) - dconway@lyle.smu.edu
 - Scholarly Activities Committee
 - i) Need committee members
 - Program Committee
 - i) Mike Klassen (University of Toronto)- mike.klassen@utoronto.ca
 - ii) Dena Lang (Penn State) - tcl133@psu.edu
 - iii) Ed Kirtley (Oklahoma State University) - ed.kirtley@okstate.edu
 - iv) Lori Houghtalen (Abilene Christian University) lori.houghtalen@acu.edu
 - v) Seth Sullivan (Texas A&M) – seth.sullivan@tamu.edu
 - vi) Kenneth Lamb (Cal Poly Pomona) - kwlamb@cpp.edu

- PIC II suggested we consider a delegate for Diversity, Equity, and Inclusion
 - i) We would need to modify division bylaws first and understand implications and process
 - ii) Volunteer for delegate consideration: Jena Shafai Asgarpour (University of Nebraska – Lincoln) - jshafai@unl.edu

8) Miscellaneous

- Ebonee Williams suggested an idea of having regional conferences
- Mike Erdman have considered what our name should be at the universities; Engineering Leadership Development; don't want to leave off the development
- Mike Klassen: engineering change lab in Canada; grassroots to help brand-new engineering leadership programs to help them
 - i) Meg willing to connect with Mike on the initiative to help new engineering leadership program

People in attendance: ~31

Note: Best attendance we have ever had at a business meeting including diverse attendance from institutions previously not represented.

1) Ed Kirtley	16) Tim Kennedy
2) Cindy Rottmann	17) Askapoor- Univer??
3) Jeff Plumblee	18) Leo McGonagle
4) Zhen Zhen	19) Meagan Kendall
5) Robyn Paul	20) Brett Tallman
6) Steve Klosterman	21) Gouranga Banik
7) Ebonee Williams	22) Bill Schell
8) Dena Lang	23) Malian
9) Mike Erdman	24) Mike Klassen
10) Kyle Gipson	25) Ron Bennett
11) Seth Sullivan	26) Werner Zorman
12) Gregg Warnick	27) Mike Quinn
13) Dede Conway	28) Beth Koutheros
14) Mary Brow	29) Liz Mullen
15) Kenneth Lam	30) Meg Handley
	31) Heather Conover

* Not all the spellings are correct