

**ASEE Engineering Leadership Development Division (LEAD)**  
**Business Meeting – Tampa, Florida**  
**Tuesday, June 18, 2019 5:00-6:30**

- 1) **Division Bylaws Update and Vote (Gregg Warnick)**
  - Suspend rules to vote on bylaws without 30-day review period
    - i) Opened for discussion- no discussion.
    - ii) Proposal to suspend rules- motion made by David Nino, seconded by Bruce DeRuntz, unanimous approval.
    - iii) Walkthrough of changes to bylaws, including explanation of new co-chair position, terms of service, and best paper award process.
    - iv) Voting, taken by David Nino:
      - (1) Motion to approve as presented by Meagan Kendall, seconded by Meg Handley.
      - (2) Results: 18 to approve, 0 opposed.
  
- 2) **PIC II Overview (Peter Schmidt – PIC II chair; Meg Handley)**
  - Peter Schmidt provided introduction of himself and his role
  - Provide high-level overview of PIC including LEAD division comparison with other divisions.
  - Operating accounts to be dissolved, all divisions will have a BASS account.
  - Money in BASS account will be allowed to roll over if there's a reason to do so.
  - All divisions should develop a plan for how they are collecting, managing, and disbursing BASS account funds.
  - Need to document process for best paper (completed this past year – included in latest bylaws revision for our division)
  - Recommendation from PIC to collect nominal membership fee to determine true membership
    - i) Charging dues is a change to bylaws, but bylaws can be changed quickly. Recommends \$2 and see how it compares. (Peter Schmidt)
    - ii) Discussion (Gregg Warnick):
      - (1) Do we move forward with option to charge dues?
        - (a) Discussion
        - (b) Motion to vote on charging dues by Seth Sullivan, seconded Kenneth Lamb, Vote: 18-0 approval.
      - (2) How much do we charge?
        - (a) Discussion
        - (b) Most believed that the cutoff should be at \$3-5
        - (c) Motion to allow executive committee to decide by Dena, seconded by David Nino, unanimous approval
      - (3) Will need to be incorporated into bylaws by executive committee and sent out to division for review.
  - PIC reorganization
    - (1) To provide equitable workload for PIC chairs.
    - (2) Asking for comments and voting on 3 options.
    - (3) 3 options:
      - (a) Computerized

(b) 2 are based on synergies

**3) Introductions (David Nino)**

Current Division Executive Officers

- **Chair** – Gregg Warnick (virtual connection)
  - **Program Chair/Chair-Elect** – David Nino
  - **Program Co-Chair/Program Chair-Elect** – \* New position with bylaws update
  - **Treasurer** – Ebonee Williams (not attending)
  - **Secretary** – Jeff Plumblee
  - **Past Division Chair** – Steve Klosterman (not attending)
  - **Membership/Nominating Committee Chair** – Meagan Kendall
  - **Awards Committee Chair** – \* Vacant (was occupied by Beth Koufteros)
  - **Director of Scholarly Activity** – Bill Schell (not attending)
  - **Director of Strategic Planning** – Meg Handley
  - **Outreach Liaison** – Mike Erdman (not attending)
- Introductions of app other attendees

**4) Nominations and Elections (Meagan Kendall)**

**i) Program Co-Chair/Program Chair-Elect** (1-year position – becomes Program chair/Chair Elect)

(1) Candidates:

(a) Meagan Kendall

**ii) Treasurer** (2-year position)

(1) Candidates

(a) Dena Lang

**iii) Secretary** (1-year position)

(1) Candidates

(a) Liz Melvin

**iv) Membership/Nominating Committee Chair** (2-year position)

(1) Candidates

(a) Jeff Plumblee

**v) Discussion of Appointed Positions and request for those interested in serving- contact Gregg Warnick**

**vi) Motion to suspend rules for written ballot and to perform visual vote. No discussion proposed. Motion by Dena Lang, Seconded by Liz Melvin, Unanimous Approval (18-0)**

**vii) Voting (led by David Nino)**

(1) Meagan Kendall for program co-chair- unanimous approval

- (2) Dena Lang for treasurer- unanimous approval
- (3) Liz Melvin for secretary- unanimous approval
- (4) Jeff Plumblee for membership/nominating chair- unanimous approval

**5) New Ideas for Division Publication – (David Nino)**

- Creative ways of teaching leadership in the classroom
- Case-studies
- Soliciting more tools and useful applications for the classroom
  - i) Suggestion that it be added to the website

**6) Call to action**

- Become involved in the LEAD division
- We need your help to strengthen and grow the division for the future
- Become involved in LEAD Division You can take this survey here: <https://forms.gle/vzp9rDcC416WfXL2A>

**7) Officer Summary/Report Out – NOT ADDRESSED IN DETAIL DUE TO TIME CONSTRAINTS**

- Division Chair (Gregg Warnick) – attending virtually
  - i) Led monthly division executive meetings and communicated regularly with executive officers
  - ii) Championed effort to create best paper process for division
  - iii) Led effort to create new division executive officer positions and update division bylaws
    - (1) Awards Committee Chair
    - (2) Program Co-Chair/Program Chair Elect
- Program Chair/Chair Elect (David Nino)
  - i) 28 abstracts submitted; 2 rejected; 11 final papers published
  - ii) Recruited small group to plan the conference (Dena Lang, Seth Sullivan, Ed Kirtley, Lori Houghtalen). This new structure has lots of benefits, including providing a deeper pool of people with direct experience in conference programming.
  - iii) Experimented with three tiers of “tracks” for paper submissions (research, applied, work-in-progress).
  - iv) Recruited several new reviewers – enough so that each paper had at least three reviewers. We ended up with more reviewers than papers to review.
  - v) Sent guidelines and suggestions to all reviewers on how to evaluate and give feedback.
  - vi) Did research behind how to create and implement forms of “Reviewer Recognition”. We will likely implement these ideas next year.
- Secretary (Jeff Plumblee)
  - i) Regularly updated website
  - ii) Organized monthly Executive Committee Meetings
  - iii) Attended Executive Committee Meetings
  - iv) Took minutes of Executive Committee Meetings

- v) Reviewed Best Paper nominations
- Treasurer (Eboney Williams) – not attending due to other commitment
  - i) Provided regular financial updates to executive committee
  - ii) Provided annual financial stewardship to PIC II Chair
  - iii) Ensured all expenditures complied with ASEE guidelines
- Membership/Nominating Chair (Meagan Kendall)
  - i) Published the division newsletter
  - ii) Organized the Division Social
  - iii) Attended Executive Committee Meetings
  - iv) Reviewed papers
  - v) Collected Nominations for open officer positions and will facilitate election process during business meeting
  - vi) Supported preparation for the Division Mixer
- Director of Strategic Planning (Meg Handley)
  - i) We reviewed our strategic initiatives this year to determine their relevancy and use for the division. As a group we decided they were still pertinent but could use some promotion and perhaps shorter language to understand.
  - ii) The committee developed an acronym to summarize our strategic initiatives: I.D.E.A
    - (1) **Inform**
    - (2) **Explore**
    - (3) **Design**
    - (4) **Assess**
  - iii) A logo for the strategic initiatives was then developed to showcase the division and define the strategic initiatives. This logo was incorporated into a flyer that describes the division, the acronym and the involvement opportunities. The flyer is being passed out at all of the division meetings.
  - iv) The flyer also contains a link to a survey to try to gather feedback from participants in our sessions as well as division members. You can take this survey here: <https://forms.gle/vzp9rDcC416WfXL2A>
- Director of Scholarly Activity (Bill Schell) – not attending other ASEE commitments
  - i) Used the momentum of the improved review process in the 2018 ASEE conference to expand the visibility of LEAD author work in the engineering education community.
    - (1) Primary outcome of this was recruitment of LEAD related papers for the Frontiers in Education Conference and coordination with that conference's review process.
    - (2) FIE was held in San Jose in October and featured four engineering leadership related papers and a workshop led by our members.
- Outreach Liaison (Mike Erdman) – not attending due to other commitment
  - i) The focus this past year has been on maintaining the contact with COMPLETE, while developing formats for encouraging the spread of engineering leadership development programs around the country. The initial drive has been on engaging the Big Ten plus schools.

- ii) With the help of John Park, Andrea Ragonese, David Nino and Dena Lang, we have organized a Rapid-Fire round-table event for this Annual Meeting, with 7 participating university engineering leadership programs. We hope that this format will be continued in the future with a focus on other groupings of universities with leadership programs
- iii) John Park and Adam Goodman, with a little support from Mike Erdman have taken the lead to develop a B1G+ Conference of Engineering Leadership Programs to be held in Chicago in the fall. Details will be forwarded as this takes shape. Once again, we are hopeful that this process can be continued into the future, both with annual meetings of the B1G+ programs and initial meetings of other groupings of universities.
- iv) Outreach Liaison, Mike Erdman, will be retiring on 31 December from his position as Walter L. Robb Director of Engineering Leadership Development at Penn State. As such, the position of Outreach Chair will be open. Interested LEAD members should contact Gregg Warnick.

**Adjourn @6:35pm**

Attendance:

<b>Name</b>	<b>Institution/Affiliation</b>
Gregg Warnick (virtual)	BYU
Jeff Plumblee	The Citadel
David Nino	MIT
Andrea Ragonese	Penn State University
Michele Fromel	Penn State University
Dave Bayless	Ohio University
Raj Rajiyah	Cal State Univ., Sacramento
Diogo Seixas	Southern Illinois Univ., Carbondale
Bruce DeRuntz	Southern Illinois Univ., Carbondale
Teresa Didiano	University of Toronto
David Novick	UTEP
Cindy Rottmann	University of Toronto
Stephany Santos	University of Connecticut
Elizabeth Melvin	LSU
Kenneth Lamb	Cal Poly Pomona
Dena Lang	Penn State University
Meg Handley	Penn State University
Nate Washuta	The Citadel
Emily Book	The Citadel
Seth Sullivan	Texas A&M University
Scott Pryor	North Dakota State Univ.
Khan Iftekharuddin	Old Dominion University
Brett Tallman	Montana State University
C. Fred Higgs III	Rice University
Marnie Jamieson	University of Alberta