

LEAD Meeting Minutes
February 26, 2016
Noon – 1 pm CST

Attendees:

Ron Bennett, Division Chair
Steve Klosterman, Program Chair
David Niño, Treasurer
Gregg Warnick, Nomination Committee
Simon Pitts

Conference call-in number: 641-715-3580, Access Code 703419

Meeting began at 12:05 pm CST

- Review technical program and other sessions - Steve Klosterman
 - Number of papers
 - Papers up for Best Paper
 - Time of business meeting in New Orleans – Tuesday June 28 at 4:45 pm
 - Currently LEAD has four technical sessions, one panel, one poster session and several co-sponsored events
 - 21 approved papers in review, 2 final. Two rejected. Expect 17-18 final papers accepted.
 - Mostly similar ideas to last year coming up. Can we stimulate different topics?
 - Perhaps ideas from strategic planning will help.
- Nominations - Gregg Warnick
 - Program chair/chair elect, secretary, and treasurer are up for election
 - Gregg has prepared an email soliciting nominations. It will be sent to all LEAD members today. Deadline for nominations is set at March 18. A reminder will be sent on March 4.
 - Vote takes place at the meeting, can take additional nominations at the meeting. Voting will be by written ballot.
 - *Note: Per Bylaws, nominating committee consists of the Immediate Past Chair (Bayless), Program Chair/Chair Elect (Klosterman) and an appointee by the Chair of a Nominating Committee Chair (Warnick).*
- Awards - Julie Little-Wiles (Julie was not able to join the call)
 - Julie has drafted a process and rubric for the LEAD Best Paper Award. It has been sent to the LEAD ExCom. Needs approval at ASEE. It has been designed to be in alignment with the PIC best paper process.
 - We need to notify all nominees that each has been a candidate, even if not selected for the award.
 - The group asked about the timeline for the process.
 - Julie and Steve will identify candidates and implement the process.
 - We need to make a decision about the award. A certificate, a plaque, etc.?
 - *Awards committee – Program Chair, Chair, Secretary comprise the awards committee. Chair appointed Julie Little-Wiles as Awards Committee chair.*
- Status of survey for database of programs - Mike Erdman could not attend the meeting.
Reported by Ron Bennett
 - 31 schools responded of the approximately 200 institutions represented in the LEAD division.

- Strategic plan status - David Niño
 - The group working on the strategic plan has completed part of the work.
 - Next step is a Force Field analysis approach of Drivers and Barriers, followed by goal setting
 - The group expects to have two conference meetings in March and one in April
 - Goals, measurable objectives, and a plan for execution and monitoring is expected in May to be shared with LEAD membership
 - *Committee consists of David Nino, Simon Pitts, Mike Erdman, Meagan Vaughan Kenbdall, Kyle Gipson and Ron Bennett*
- Social event status - Simon Pitts
 - Our contact at Lockheed, MeaganCampion, reports that the CMC has not committed to a joint social event
 - Tia Over is on vacation until next Monday. Simon is in the process of contacting her.
 - Question: can we find funds from elsewhere to support a social event? [Note, in Indianapolis, IUPUI provided \$1,000 for such an event.]
 - On Sunday June 26 COMPLETE is planning a meeting. Could we 'piggy back' on that in some way?
- Budget – David Nino
 - Further clarification for ASEE is needed to determine the amount of funds available to the LEAD division. It appears to be between \$174 and \$484.
 - We need clarification regarding where funds come from.
 - This will be a discussion point at our next conference call.
- Next conference call
 - **The next conference call will be at 1 pm Eastern time on Monday April 11.**
 - Conference call number will be the same.

Meeting adjourned 1 pm CST