

Minutes of the LEAD conference call  
 April 8, 2015  
 9 am Central time

Participating in the call were: Steve Klosterman, David Nino, David Bayless, Rebecca Komarek, and Ron Bennett.

1. Status of abstracts and papers: Steve

12 papers have been completed and 9 additional papers are in edit state. Two have been nominated for Best Paper. Steve is now working on grouping of papers into sessions and session titles. Mike Erdman is organizing the Wednesday morning panel on establishing leadership programs. After some discussion, the group felt the joint panel with the Engineering Management Division will best concentrate on what topics are emphasized in Management and Leadership programs and how they develop these capacities, rather than trying to define the differences of Engineering Leadership vs Engineering Management.

Four likely themes for technical sessions: curriculum recommendations/best practices, assessment/evaluation, student views, and other topics in engineering leadership.

2. Schedule of LEAD technical sessions, workshops, joint sessions, business meeting, etc. Select moderators for each technical session.
- a. T1: Monday 12 pm
  - b. T2: Monday 2:15 pm
  - c. T3: Tuesday 8:45 am
  - d. T4: Tuesday 2:15 pm
  - e. Panel: Tuesday 4:00 pm – Joint Engineering Leadership and Engineering Management Panel
  - f. Business Meeting: Tuesday 5:45 pm
  - g. Panel: Wednesday 8:45 am – How to Start a Leadership Program

When all papers are accepted, Steve will group and assign to sessions, including the Poster Session. Steve will then assign moderators for each session, with consideration of officers and others who have expressed interest in moderating sessions.

3. Officers (Ron)
- a. Term of office: one vs two years

- b. Elimination of Chair-Elect position
- c. Officer succession: Treasurer, Secretary, Program Chair, Chair, Past Chair

Several members of the leadership team had made suggestions for modifications to the officer ranks. Longer terms were generally favored, and combining the Program Chair and Chair-Elect positions were recommended. There was also discussion of a provision for current office holders to remain in their positions rather than advancing in officer succession.

**Ron offered to draft an amendment and circulate to the group for comment.** The finalized amendment will then be sent to all LEAD members via email for comment prior to the discussion and vote at the June Board meeting per the Bylaws.

#### 4. COMPLETE update (Steve and David)

Steve and David Nino are members of COMPLETE. They made a presentation to the COMPLETE meeting on status of LEAD and its relationship to COMPLETE. Steve led the presentation. He said there was a lot of support and excitement to see how the established leadership programs are evolving. He also reported that the program are not homogeneous, but diverse, with a lot of new programs sprouting up. For example, University of Texas at El Paso now offers a degree in Engineering Leadership, and that Texas A&M has received a \$25 million gift to establish an engineering leadership program in mechanical engineering. There is a lot of support for LEAD, although COMPLETE wants to be selective in the programs that are allowed to join its group. Steve will send his presentation to the group.

#### 5. Best Practices and Strategic Plan

Ron had attempted to get information on other divisions' plans, but has not been successful. **He will continue to pursue this topic.**

#### 6. Fee for membership: David Niño

Other divisions have annual fees ranging from zero to \$10. In order for the LEAD division to sponsor speakers, host social events to network and meet authors, etc. there will be a need to raise some funds. Various opinions were expressed about what fee to charge, how we might use the money and what value this would be to members. **David Nino discussed the need for a value**

**statement and offered to draft a statement for discussion at the June LEAD business meeting.**

7. Website: Rebecca Komarek

The chair noted that Rebecca had done an outstanding job of establishing and populating a functioning website for LEAD. Rebecca said her plans are to get the site updated and ready for the ASEE Conference.

8. Promotion of LEAD events: Rebecca Komarek

As soon as the program is finalized, Rebecca will create a flyer with all LEAD events to be used as a handout at the conference and to put on the website. Ron will send the flyer to all LEAD members via the listserv prior to June, and have copies of the flyer printed. Expected availability of the flyer is May 1.

9. Status of the following:

- a. Awards: Julie Little-Wiles was not able to attend the conference call.
- b. Nominations for new officer: Gregg Warnick was not able to attend the conference call.

10. Next actions needed by officers and committee leaders

Another conference call will be scheduled in May prior to the June ASEE meeting to follow up on open issues and to prepare for the business meeting. **Ron will issue a Doodle to schedule the call.**

11. Other business?

No other business was discussed.