

LEAD Business Meeting Minutes
Tuesday June 28, 2016
4:45 – 6:15 pm
Room 252, New Orleans Convention Center

Chair – Ron Bennett
Program Chair – Steve Klosterman
Treasurer – David Niño
Secretary – Rebecca Komarek
Parliamentarian – Mike Erdman

Attendees:

Beth Hartmann, Leo McGonagle, Joel Schindall, Meagan Kendall, Rick Sweigard, Patricia Sheridan, Mike Klassen, Adjo Amekudzi-Kennedy, Doug Reeve, David Bayless, Bruce DeRuntz, Alan Parkinson, Spencer Magleby, Dena Lang, Meg Handley, Jesenia Cadena, Kyle Gipson, Simon Pitts, Mike Erdman, Ebonee Williams

1. Welcome – Ron Bennett
 - a. 3 objectives of meeting: to inform and update the division on strategic plan, to elect officers, and to plan implementation of the strategic plan
2. Best Paper Award – Dr. William J. Schell (Montana State University) and Dr. Paul J. Kauffmann (East Carolina University) – Engineering Leadership: Faculty Perceptions and Profiles
 - a. Paper idea was created during LEAD session last year – all of speakers on panel were from industry, which is not representative of most engineering faculty
3. Review agenda – Ron Bennett
 - a. Move PIC II chair report to agenda item 4 and Program Chair comments to 5
 - b. 2 years ago we had 280 members, this year we have 860, #9 in membership
 - c. #12 in the total number of female members
 - d. ASEE financial challenges have been resolved
 - e. Next year (2016-17) is the year of action on P12
4. Program chair comments – Steve Klosterman
 - a. We had a strong showing this year
 - b. Defined themes have surfaced that fit well into our strategic plan
 - c. Nearly 40 abstracts, accepted 20; we were more selective this year
 - d. Presentations were longer, good in quality
 - e. Panel discussion tomorrow morning on assessment
5. Election of Officers – Steve Klosterman (because Gregg Warnick was unable to attend)
 - a. Balloting procedure outlined

- b. Bylaws say we need 2 or more candidates per office. We identified 2 or more people for each of these positions and not all accepted.
 - c. Open floor for nominations – need endorsement of 5 members to get on ballot
 - d. Selection of vote counters – need 3 volunteers not on ballot; chosen
 - e. Elected Executive Committee:
 - Chair: Steve Klosterman (automatically moved up from Program Chair)
 - Program Chair/Chair Elect: Gregg Warnick
 - Treasurer: David Niño
 - Secretary: Rebecca Komarek
 - f. Other ways to get involved are positions like the strategic plan work groups
6. Discussion of strategic plan – David Niño
- a. Strategic plan now [posted to the website](#) and being passed out in the meeting
 - b. The committee had meetings by teleconference, about 2 time a month for about 7 months
 - c. Team members:
 - David Niño, Meagan Kendall, Kyle Gipson, Simon Pitts, Mike Erdman, Ron Bennett
 - d. 2 versions of the plan: short version was passed out here and long version (about 20 pages) includes analytical work and analyses.
 - e. Method – Norton and Kaolan strategy, balance scorecard, quantitative way of thinking of strategy. Emphasizes execution and management
 - f. Mission – collaborative consortium, student development
 - g. Vision – our programs become the best in the world
 - h. Values – want to make an impact, make a difference, students meet full potential, diversity, ethics
 - i. Feedback:
 - Joel Schindall: We need to mindful that there are 2 types of programs
 1. Programs where designated people are already involved (certificate or degree programs)
 2. Programs with a large constituency some of whom engage in the program
 3. We have the implicit assumption that they're in the program and that there is a program.
 - Doug Reeve: wants to discuss the “best in the world” vision statement, noting that we want to support the best and the 2nd best and the 3rd best, etc.
 - Mike Erdman: Collectively, we want to be the best
 - Leo McGonagle: wants to be sure we add the word “students” in somewhere
 - j. Version 1.0 now, will iterate to something that fits – the deadline for people to send feedback. – due date Friday, July 1
 - k. Lots of interest in leadership studies among students
 - l. Challenges: new field, not strong research base yet, staffing, funding, finding faculty, challenges within industry driving interest among students, the vision represents our desired state

- m. The Force Field analysis drove the goals and 4 issues bubbled up from that analysis; identified people to form execution groups, soliciting interested people to join groups to address each of those goals
 - Simon Pitts – convincing faculty and admin is hard, create white paper etc.
 - Kyle Gipson – how to resource/fund, organize, find staff, find faculty
 - David Nino – how to integrate into curriculum, assess, teach; write a book
 - Mike Erdman – Develop a framework/model that describes diverse engineering leadership needs of companies across industries
 - n. 2016-2020 time horizon for work on this strategic plan, we will take the opportunity to course correct as we go forward
7. Treasurer comments – Davis Nino
- a. Total fund of \$658, cost of plaques, down to 437.82. That’s what we have in our account as of today
 - b. Sources of funding
 - Sponsorship, if we could find corporations to fund us, serving as a sponsor. Now that we have a strategic plan and concrete things to do as a division there is a need for more resources; some companies are very interested in what we do
 - ASEE provides a certain amount of money annually based on membership
 - Potentially charge dues for membership?
 - We’re working to confirm exactly where the money comes from
 - c. Purpose of funding: workshops, social events, plaques for best paper, monetary award for best paper, we could spend \$3-5k per year.
 - d. Launch a post conference survey to help determine how much money people would spend on dues
8. Secretary comments – Rebecca Komarek
- a. Website: lead.asee.org
 - b. LinkedIn: ASEE LEAD Division LinkedIn
 - c. Photos – send them my way, will create folder to drop them into on website
9. ABET Criterion 5 discussion – Ron, Simon, Mike. Brief discussion of current status of proposal to add leadership.
- a. Review criteria 3 student outcomes; they did it because the existing criteria have been in place 10-15 years and they thought it was time to review
 - b. Started discussion to get leadership included. Two placed to put it in: outcomes – need to be measured and assessed; curriculum- items need to be there, not specifically assessed. We decided to go for criteria 5.
 - c. How do we provide leadership faculty “credit” for participating
 - d. Our suggestion to add leadership integrates the concept in what is already there in the new criteria 5
 - e. LEAD will share with individuals from the committee today. Comments due 6/30
10. Discussion about what to do at the next conference; workshops, panel discussions
- a. Open for suggestions: Priority or preference to specific workshops, panels

- b. Workshops should align with 4 areas of strategic plan
 - c. We could create a specific call for proposals for the sessions we're interested in seeing
 - d. Leo McGonagle ran a workshop last year. This time we could make it a leadership lab; cater it to students; engineering educators participate
 - o We can send a notice to student division to promote attendance at student-focused leadership workshop
 - e. Opportunities for collaboration with other divisions
 - f. Grand Challenge focus of programs; tremendous intersections with ELE and the Grand Challenges
 - g. Create LEAD Tagline? theme: leadership can be learned
 - h. How do we combat the idea that leaders who already have leadership roles don't need us?
 - i. Sending out a survey – will ask for recommendations for next year's conference
 - j. Include emails of all the exec committee members to send recommendations
 - k. Ron Bennett spoke to National Engineering Student Council, may be a good way to connect to students
 - l. Try to reach out to individuals like provosts and deans
 - m. Attendance at sessions is used to determine number of sessions along with the number of abstracts that are submitted. Reduced number of papers per session equated to a longer presentation time. Offered more time, but no one wanted it.
 - n. LEAD exec committee should compare numbers to last year's attendance
 - o. Sunday workshop offerings – strong alumni network in Columbus; if you have ideas of Sunday events, let David Bayless know
11. Final comments from outgoing chair – Ron
- a. It's been a great run from an inauspicious beginning in San Antonio with Dave Bayless to where the LEAD division is today
 - b. It's all about having a vision that attracted a lot of good people
 - c. Thanks to the everyone who is making this division a player
 - d. Special thanks to
 - o The pioneers who got this started: Rick Schuman and Dave Bayless
 - o Dave Bayless for showing up at the first business meeting and accepting the position of Founding Chair of the constituent committee
 - o Steve Klosterman for stepping up to Program Chair and managing two very successful years of sessions
 - o Rebecca Komarek who has been outstanding in her role as secretary, and particularly for developing a super website
 - o David Niño for building an impressive war chest as treasurer, and especially for leading the strategic planning initiative this year
 - o Gregg Warnick for organizing the voting process for officers this year
 - o Julie Little for leading the best paper selection process
 - o Simon Pitts, Mike Erdman, Meagan Vaughn, Kyle Gipson for major contributions to the strategic plan
 - o Any many others who are engaged with this initiative

- e. But we've just begun, and the LEAD division is very well positioned for making a significant impact. It has a strategic plan, a series of goals, an action agenda and metrics.
 - f. So I encourage everyone to get engaged with some activity, and bring your ideas and energy forth to steer the division in a direction that will most effectively benefit the development of leadership knowledge, skills and mindset in engineering students.
 - g. Thanks to all of you for the opportunity to be part of this organization
12. Comments from incoming Division Chair
- a. Steve Klosterman: LEAD still in startup mode, have to move into sustainability
13. Adjourn: 6:15 pm