

Minutes ASEE LEAD Meeting (phone) – 9/20/2017

Attendees: Gregg Warnick, Steve Klosterman, Ebonee Williams, Ron Bennett, Megan Kendall, Mike Erdmann, Becky Komarek

2 p.m. EST

1. Welcome and Objectives – Steve
 - Goal of a monthly call
 - Improve, mature division
 - Have had some pretty good conferences over the past few years
 - Added two new roles to executive board this year
 - Operationalize some of the good ideas
 - What can we actually do?
 - What are our outcomes – things we want to see happen through the division
 - Greg is stepping up next year, understand his goals
2. Annual Conference preparation – Gregg
 - No submissions yet, but abstract deadline is Oct 16
 - Good turnout for reviewers
 - Various people have indicated intent to submit papers
 - Good idea for officers to submit an abstract, to understand the process
 - Were there any borderline papers that might be a good fit?
 - We allow works in progress for the poster session
 - Last year: 2 tech sessions, 2 panel session, 1 workshop and social
 - Goal: 3 tech paper sessions, minimum 15 papers. Would equate to 30 abstracts, factoring in attrition
 - Workshops – redo the poorly attended workshop from last year
Weds?
 - i. Perhaps – blame the Weds schedule for poor attendance
 - ii. Only 1 workshop slot this year on Sunday, only host 1 workshop so we're not competing with ourselves
 - By experience, workshops that are paid are generally better attended
 - By fall, ABET Criterion 3 should be approved and includes leadership, so a paid workshop touching that idea could be useful
 - Exec committee will accept proposals for workshops and choose the one determined to be the best fit
 - Will have to look on when we want to have our business meeting
 - Social on Monday evening, 6-8 pm, Business meeting on Weds evening 5-6 pm
3. Ebonee – Treasurer report
 - Still get set up in the ASEE financial system

- Commits to having a report next meeting
4. Bylaws
 - Revisions were submitted to PIC chair
 - Haven't heard back (ASEE board needs to review)
 5. Strategic Initiatives – Mike is on the phone, David is not
 - Steve – goal to have an update on strategic initiatives a minimum of every other month
 6. Director of Scholarly Activity – not on call
 - Have Bill move forward now, to help encourage collaborative research
 - How do we as a division move to the next level
 7. Membership Director - Megan Kendall
 - Starting to think about increasing participation without tons of effort
 - How can we link what we're already doing to this effort?
 - Monthly newsletter – updates, keep us on people's radar but won't overwhelm
 - Get pins or stickers to declare part as part of the division?
 - LinkedIn group will be handed over from Steve – connect, market activities
 - Why do people want to be active? Collaboration with research
 - Quarterly newsletter may be better than monthly
 - Share articles/books
 - "Recommended reads" on the website, too
 8. COMPELTE Conference – Mike
 - Oct 25-27
 - Share anything that should be passed along to COMPLETE
 - Mike will report back to us about that meeting
 9. Monthly meetings moving forward, 4 weeks from now

Meeting adjourns 2:59 p.m. EST