

## Minutes ASEE LEAD Meeting (phone) – 10/18/2017

2 p.m. EST

Attendees: Steve Klosterman, Ron Bennett, Meagan Kendall, Becky Komarek, David Niño

1. review and approve minutes from last meeting
  - Steve, Meagan have no issues
  - Steve talked with ASEE and has to rewrite one clause, working on it
2. Conference
  - ASEE extended paper deadline from Oct 16 to Oct 18, so we don't have final numbers on abstracts
  - 7 abstracts had been submitted up to original deadline
  - Gregg is unable to attend this meeting to provide more detailed updates
  - Gregg is our local Utah person who may be able to help secure location for social event; David Bayless did a great job last year
3. Update: Meagan
  - Call on Friday to discuss communication, membership, website plans with Becky and Meg Handley
4. Update: Ron
  - Submitted abstract for panel discussion on ABET criterion 3
  - Hoping to get ERM to partner
    - **Action: Meagan to leverage ERM connections**
  - Panelists will include Mike Erdmann, Meagan Kendall, David Bayless, Bill Schell
5. David
  - Strategic initiatives – haven't gathered the team together yet
  - Great session at ASEE last year
  - Lots of overlap among divisions as they exist now
  - **Action: David - What can we do to stimulate more movement/collaboration on the strategic initiatives?**
6. Steve
  - Wants to continue discussion on opportunities and ideas like the newsletter
  - Get into the habit of identifying action items from the last meeting minutes
7. COMPLETE
  - Next week at Univ of Texas El Paso
8. Next meeting
  - **Action: Steve - schedule next meeting for about a month in the future, will confirm RSVPs**