

**ASEE LEAD Meeting Minutes**  
**February 7, 2018**  
**2 p.m. EST**

Attendees: Steve Klosterman, Meagan Kendall, Mike Erdman, Becky Komarek

1. Conference/paper update
  - a. 30 abstracts; 29 approved; 6 withdrew, likely one more withdrawal, 22 currently in draft process under review, some works in progress
    - i. if we get 22 papers, we may need to add a session, will determine that when it happens
  - b. 3 technical sessions: one is on Sunday so Gregg is planning to change
  - c. 2 panel sessions
    - i. Ron - leadership requirement from ABET
    - ii. COMPLETE - best practices to grow and sustain engineering leadership development program, Mike taking the lead
  - d. 2 workshops on Sunday
2. Update on membership poll and nomination process – Meghan
  - a. Newsletter
    - i. meeting tomorrow to move forward
    - ii. do we have any money to spend on swag like stickers? Steve will check with Ebonee
  - b. Nominations for positions for next year
    - i. Send email out to division to ask for self nominations
    - ii. Most positions are up for this next year
    - iii. Will focus on this discussion in next phone meeting
3. Update on Strategic Initiatives – David Niño (via email)
  - a. reached out to all four teams leads to gain a status check on their current and expected work
  - b. will convene a meeting and use this information to explore a path forward
  - c. aim is to have something clear and actionable (i.e., LEAD Strategy 2.0) for discussion at the next ASEE LEAD meeting
4. Opportunities with COMPLETE – Mike
  - a. will move forward with workshop planning
5. Scholarly Activities – Bill Schell (Becky had update)
  - a. four leadership abstracts submitted to FIE; will be gathered in leadership track
  - b. one panel/special session request
  - c. informal response from the conference chair was very positive
6. Wrap – Steve
  - a. Good to have quick, regular check-ins

Meeting adjourns 2:22 pm EST