

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

Attendees: Steve Klosterman, Meagan Kendall, Becky Komarek, David Niño, Gregg Warnick, Bill Schell

1. Conference/paper update - Gregg
  - a. 2 Workshops: in conflict with one another, shoot for 15 participants each, we can all try to secure participants
  - b. Panel 1: Tips and Tricks to Start and Grow Engineering Leadership Program on Monday, 11:30-1; Mike Erdman with some of the COMPLETE folks
  - c. Technical sessions: one on Mon, two on Weds
  - d. Division Social: Meagan volunteered to help, maximum 30 people, budget max \$600; bill from last year \$532
    - i. Squatters Pub, Brewvie's are ideas
  - e. Panel 2: Tues 1:30-3 Ron organizing panel on new ABET criteria, shared with Engineering Management
  - f. Tues 5-6 business meeting
  - g. Tues evening joint dinner Eng Mgmt, Industrial Eng, and others
    - i. bus to Silver Fork Lodge
  - h. Papers
    - i. 30 submissions, 1 transferred to first year; 1 rejected at abstract phase; 8 withdrawals; 6 approved and final; 14 awaiting revisions, some are best presented in poster session
    - ii. 20 potential papers for realistically 15 slots; working to balance quality level as well as balance between research and descriptions of what someone is doing
    - iii. Accepted work-in-progress papers this year
    - iv. Tried to work with authors before rejection, 4 or so were allowed opportunity to present as poster
    - v. 4-5 papers are good and comparable to best papers in the past
  - i. Themes emerging
    - i. A few literature review papers, may result in a panel
    - ii. Other papers - hard to find themes so far
  - j. Will be looking for moderators
2. Update on membership poll and nomination process – Meagan
  - a. Sent an email with attachments
  - b. Tabling at Division Mixer on Monday night
    - i. Meagan, Meg Handley and more
    - ii. Create identifier that people can put on nametag - like stickers
    - iii. Meagan will make informational flyer - include all the event info for conference
  - c. Info on officers and when terms are up - sent spreadsheet
    - i. Secretary is only one-year term
    - ii. Electing Secretary and Program Chair this business meeting
    - iii. Gregg moves into Division Chair, Steve into past-Chair role
    - iv. No clear term limit on appointed positions, what is our measure of success?
      1. do we edit bylaws to include some sort of performance review for the appointed positions
      2. Do we link term of appointment to the term of the person that appointed them?

- d. Chair of the Awards committee is the one task of the past chair
  - i. put together committee so there aren't conflicts of interest
- e. Need to post most updated bylaws on website
  - i. Steve will follow up with ASEE on last bylaw version approval
- f. Newsletter
  - i. 1st newsletter sometime in early April
  - ii. Newsletter will include division updates and business; Engineering Leadership Program highlight (Penn State first); New infographic from MIT; Tips & Tricks/Resources
    - 1. Market opportunity to contribute to future newsletter topics
  - iii. Needs for first newsletter
    - 1. Statement from Steve
    - 2. Info from Gregg
    - 3. Meagan will list leadership opportunities
  - iv. Plan for sustainability of newsletter
- 3. Update on Strategic Initiatives – David Niño
  - a. Reached out to strategic initiative chairs and got feedback, will convene
  - b. Decide upon detailed plan moving forward
- 4. Scholarly Activities – Bill Schell
  - a. No changes since last meeting
  - b. 4 papers sent in to FIE, workshop proposal; positive reaction from conference chair
  - c. Will think about how to best share info on engineering education research skill development
    - i. Workshop may be best, could consider panel or webinar
    - ii. The group that publishes The Leadership Quarterly would be a great resource
- 5. Wrap – Steve
  - a. Kudos to Gregg for his work with Program

Meeting adjourns 3:22 p.m. EST