

DEED Business Meeting Minutes
16 June 2014
ASEE 2014: Indianapolis, IN

Attendees: Glen Livesay (Chair), Susannah Howe (Secretary/Treasurer), Peter Schmidt (Program Chair), Reid Bailey (Program Chair Elect), Renee Rogge (Past Chair), Will Holmes (Director), Gail Hohner (Director), Gene Dixon (Director), Jeff Huffman, Marie Paretto, Shraddha Sangelkar, Michael Johnson, Denny Davis, Deborah Munro, Bridget Smyser, Jim Widmann, Keith Stanfill, Anita Vila-Parrish

Meeting Started – 7:10 PM

1) Introductions

- Officer introductions
- Attendee introductions

2) 2013 Minutes

- distributed in paper copy to all attendees
- moved by Gene Dixon, seconded by Peter Schmidt
- approved unanimously

3) PIC 2 Chair Report (Marjan Eggermont)

- Notes from ASEE Board Meeting
 - every 10 years, divisions need to update their bylaws (DEED is due for this)
 - ASEE is updating its logo
 - navigation/search on ASEE website will be updated
 - ASEE's "Year of Action" starts this conference
 - ribbons are available from the diversity booth
 - each division is challenged to come up with its own action
 - "Safe Zone" training is offered daily at the conference
 - useful for terminology
 - strategies to communicate neutrally
 - cheaper to be an online member
 - future ASEE conference sites should include internet
- Other PIC 2 Chair notes/updates
 - DEED needs to submit 2 items to ASEE HQ by July 1: officer list and treasurer report
 - PIC Chairs have a special fund - \$500 with a 1:1 match
 - ASEE Award Ceremony was held earlier today, but not many people get nominated. Marjan encourages nominations (note: check whether DEED has any awards)
- Explanation about PICs and PIC Chair role
 - PIC Chair role
 - attend several meetings (Nov at ASEE, Feb at upcoming conference site)
 - vote on proposals from divisions
 - vote on proposals for new divisions
 - vote on # of sessions divisions get
 - serve as liaison to ASEE HQ

- PIC breakdown
 - PIC 1 = traditional disciplines
 - PIC 2 = "outgrowths" of traditional disciplines: biomed, design, software
 - PIC 3 = applications
 - PIC 4 = liberal arts, libraries, research, women, students
 - PIC 5 = industry liaison
- Comments to PIC Chair from attendees
 - need to fix review process
 - ditch the band in the Exhibit space
 - change OSL to enable search by time too
 - add papers you have authored or sessions you are facilitating to your schedule on the OSL app

4) Reports

- Division Chair (Glen Livesay)
 - thanks to all who have helped out
 - DEED membership is growing (845 members in 2013-2014)
- Program Chair (Peter Schmidt)
 - DEED sponsored two workshops, which were pretty well attended
 - 120 papers submitted, 56 published
 - 102 people volunteered to review
 - Room size complaints from 2013 were heard – DEED is now in bigger (too big?) rooms
 - Larger poster session this year
 - Good yield at conference
 - Sessions: 7 technical sessions (including Best of DEED). One session at 7 AM because one technical session slot was eliminated to make room for a social event
- Treasurer (Susannah Howe)
 - 2014 Expenses = \$3216.58, includes ASEE 2013 paper awards, ASEE 2013 workshop expenses (unforeseen), ASEE business meeting, and silver level sponsorship for the 2014 Capstone Design Conference
 - 2014 Income = \$1445, includes membership dues plus operating revenue
 - Current BASS account level = \$18,282.97
- Upcoming Division Chair (Susannah Howe)
 - planning for a monthly newsletter
 - desire for DEED activities at ASEE 2015
 - idea to have giveaways on table at Division Mixer at ASEE 2015

5) New Business

- Website update
 - goal is to move to ASEE hosting (need to contact ASEE HQ and Rudy Eggert)
 - perhaps a Director can help with this
- Bylaws update → ASEE wants to adopt more inclusive language
- Officer structure
 - other divisions have longer terms to ensure more continuity
 - does DEED want to extend terms? Perhaps not, but let's expand the (program chair) Google Doc to document roles
 - note: other divisions have officer handbooks (get details from Gene Dixon)

- Poster Session
 - other divisions use the poster session for "works in progress"
 - if have a 2-year program chair position, can track work over time
 - could add a line to the call for papers that the poster session could be a place for work in progress
 - need to tell authors (perhaps even at abstract stage) that accepted papers may be either oral presentations or posters

6) Old Business

- AbilityOne Competition (\$ for workplace assistive technology projects)
 - DEED has helped support this program in past years – the additional DEED \$ enabled projects that were not necessarily connected to workplaces
 - typical past awards were \$500 (note: \$350 was a little low; teams couldn't do all they wanted with that amount)
 - two-page application
 - design scope, application, budget
 - money was distributed via the DEED treasurer
 - DEED approved \$2500 for this program in 2013 but didn't spend it
 - AbilityOne may be folding, but DEED could still fund our own program without them
 - If DEED decides to pursue this:
 - need to get PR out in advance (July/August timeframe)
 - perhaps spend this year (2014-2015) planning, then unroll program at ASEE 2015 → flyers at mixer, announcements
 - executive committee could approve funding level
 - apply to PIC Chairs for special program funding

7) Elections

- Incoming Program Chair Elect
 - candidates: Gail Hohner → unanimous approval
- Directors
 - candidates: Shraddha Sangelkar, Bridget Smyser, Gene Dixon → unanimous approval

8) Announcements

- Gene Dixon mentioned that Seattle is a cruise port, so he is looking into an add-on to the conference, that would be \$2700-\$3200pp → look for a blurb in an upcoming DEED newsletter

Meeting Ended – 8:35 PM