



## Business Meeting Minutes

Date: 28 June 2016

Location: New Orleans, LA

In attendance: Reid Bailey, Jes Kuczynski, Anita Vila-Parrish, Quarmrul Mazumder, Peter Schuster, Jim Widmann, Jason Foster, Bridget Smyser, Amy Hortop, Diann Brei, Mike Umbriac, Zahed Siddique, Charissa Garcia, Denny Davis, Renee Rogge, Olga Pierrakas, John Mirth, Laura Rosenbauer, Sophia Poulos, Susannah Howe, John Chen, Peter Schmidt

1. Approval of minutes from June 2015
  - **Unanimous approval.**
2. Professional Interest Council II (PIC II) Chair's Report – Marjan Eggermont was not able to attend, but sent notes via Peter Schmidt.
  - **2016-17 is the Year of Action for P-12 education – this should be highlighted in Call for Papers**
  - **ASEE central is encouraging divisions to spend down BASS accounts.**
  - **ASEE central and the PIC report that all workshops that were proposed ran this year. Gail (DEED Program Chair for ASEE 2016), however, said that she was told she could only submit 1 or 2 workshops... so she rejected some. Then, about 2-3 weeks prior to the conference, Gail called and found out that there was space for more workshops so she called some of the rejected ones up to see if they wanted to come. One of them did indeed come and run a workshop.**
  - **Divisions are being asked if they'd like to hold mid-year meetings. Discussion about different options for how we could do this. A few (maybe 20% of the attendance) said that they might be interested in going to such a meeting.**
  - **The board is encouraging divisions to plan more non-traditional sessions.**
    - **Several ideas floated. "Postcard" 3-5 minute/2 slide presentations have been tried by other instead of poster sessions. Lots of support to for this.**
  - **Do we want to get in the queue for the ASEE Year of Design? There was general support for this. There would be opportunities for us to partner with other divisions. Charge to directors to find out more about this. Taking on such a task would require serious commitment – it is not just a name.**
  - **Interdivisional activities are being encouraged.**
  - **Please nominate a delegate to the Diversity Committee as DEED currently has no representatives.**
3. Program Chair's Report - Gail Hohner
  - a. Publication Metrics
    - **DEED will institute a more collaborative program chair structure, with chair-elect and chair sharing same level of access in Monolith.**
    - **Publication metrics**



Finalized assigned as presentation	47
Finalized assigned as poster	15
Finalized as a panel session	1
Technical Sessions	10
Co-sponsored technical sessions	1
Reject rate was at about 25% with non-submissions comprising the balance of the total.	

4. Division Chair's Report – Peter Schmidt

a. Membership metrics

- 845 in June 2013, 887 in June 2016

b. Bylaws

- The new DEED bylaws have passed. Higher membership fee (now \$5). Committee for service award formed.

c. Website status and solicitation (Susannah Howe)

- Updates to Call for Papers in 2017 – with specific focus on increasing the rigor of the work for people reporting on their own courses; Reid, Gail, Robert, and program-chair elect will focus on this.

5. Treasurer's Report and Rising Division Chair's Overview – Reid Bailey

- BASS: \$16789.50; Operating: \$878
- Main expense last year was \$3500 sponsorship of capstone conference
- Discussions about how to gain better visibility for DEED via P-12 theme of next year. Also discussions about having a mechanism to support/recognize new faculty in design.

a. Suggestions for Director's Charges for 2016 -2017

- Focus on making – how can we do this more effectively? Coordinate with Manufacturing Division more proactively.
- Focus on Design Thinking – what can we do to better engage DEED in this topic?

• ABET changes

- Olga P reported out from meetings on the ABET changes. We all have until June 30 to put in our comments.

• Election of Officers – Peter Schmidt (15 minutes).

b. Program Chair Elect

- Jessica Kuczenski, Santa Clara, nominated and elected. She will be Program Chair for ASEE 2018.

c. Nominations for Director

- Luis Monterrubio, Robert Morris University, Self, via email
- Norman Loney, New Jersey Institute of Technology, Self, via email



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- Mansoor Nasir, Lawrence Technological University, Self, via email
- Peter Schuster, Cal Poly
- Quamrul Mazumder, Univ. of Michigan Flint
- Zahed Siddique, University of Oklahoma
- d. Ballot for Director positions (3)
  - Quamrul Mazumder, Peter Schuster, Zahed Siddique were elected as the three Directors for 2016-17.
- e. Formation of nominating committee for the DEED distinguished service award.
  - New Directors will be this committee for next year
- New Business
  - Ability One Design Challenge is now the Source America Design Challenge. Projects are due every January.