

**ASEE Mechanical Engineering Division
Executive Committee Business Meeting
at
2020 Annual Conference and Exhibition**
Thursday, June 25, 2020
3:00-4:00 PM EDT
(Montreal cancelled. Conference Virtual)

Call to Order at 3 pm

Matt Gordon

- Attendance: Matt Gordon, Anna Howard, Thomas DeNucci, Brian Novoselich, David Mikesell, Rungun Nathan, Nathan Washuta, Orlando Ayala, Grant Crawford, Tony Kerzmann, Hope Weiss, Ventzi Karaivanov, Nicole Okamoto, Brian Novoselich, Kenneth Van Treuren, Anne Spence, Elizabeth Pollack, James Myndderse, Agnes d'Entremont, John Crepeau, Maryam Darbeheshti, Muthu Govindaraj, Pradip Sagdeo, Ronald Averill, Sudeshna Pal, Manuel Belino, Eleazar Marquez, Diane Peters, Chuck Baukal, Amir Karimi, Devanshi Shah, Christi Luks (PIC chair)
- Approval by acclamation of 2019 Business Meeting Minutes.

Program Chair Report

Tom DeNucci

- 16 Technical Sessions (limited by ASEE)
- 133 abstracts submitted. 11 rejected. 32 withdrawn – high, many due to virtual conference. 18 past deadline (abstract approved, no draft/final paper).
- 72 final
- Distinguished Lecture Co-sponsor
- ASEE moving away from Monolith. Easier review process next year
- Thank you to paper reviewers and session moderators

Address from PIC Chair

Christi Luks

- Code of Conduct for ASEE Meetings ([link](#))
- 3263 attendees. 1762 papers (down 150 from expected) +8 PAPERS > 2019
- 1423 unique authors, 19 more than 2019
- Presentations will be available for a year within the asee20.pathable.co site.
- PIC's are management system. Will still have 5 PICs each of which has a chair who's on the board for ASEE. Rebalancing divisions. ME will become part of PIC V (5). Chair for PIC V is Maureen Baric (2 years remaining).
- New PIC arrangement will try to provide opportunity for division officers to interact to grow new programming between divisions, improve the fairness of best papers, etc.
- Financial health of the organization: membership is down. Institutional (academic) membership -0.7%. Institutional (non-academic) membership: -4.08%. Individual: -3%.
- Partial good news: ASEE for the year is about \$267K down even though we have a \$733K shortfall from conference.
- More good news: ASEE got a \$1.1M PPP loan which we hope to have converted to a grant to pay for staff salaries and rent. If this converts to a loan, we'll have a surplus for

the year. If we do not lose too many institutional members, we'll try to return money to members by cutting costs for next year's conference.

- Next year's conference is in Long Beach. 2025 was scheduled for Hawaii. They are building a new venue which may not be done in time. Hawaii will be 2029 or 2030 and 2025 will be back in Montreal.
- Bylaws for all divisions need to be updated every 5 years. Everyone needs to have a diversity statement.
- BASS accounts. The Finance Committee has requested that each Division prepare a statement regarding the spending plan for your BASS account funds (i.e., basically how you are budgeting your BASS account funds for this next year). Please remember that BASS account funds are for the benefit of the division, and their use should be communicated to the membership. Justification for any balances carried forward should also be given. Expectation from Doug (??) that Division Officers will receive a new form to report spending plan to show how the BASS account benefits the membership of each division.
- The 30% charge to BASS account income continues to approximately cover the costs associated with managing these funds, so the charge will continue as is.
- ASEE Hub is a communication tool to make it easier for ASEE to communicate with members and for divisions to communicate with members. This should debut in July 2020.
- Monolith will be gone after Long Beach (ASEE 2021). Paper management and conference management will be in new system by July 2021.
- The new program should be usable for sections and zones as well as national.
- Both JEE and AEE will publish special editions for Covid-19.
- Best PIC papers. We participated. ECE division had best paper. "Hands on Cybersecurity Curriculum using a Modular Training Kit." Best overall came out of Pic 3.
- Mechanical engineering publications have been going up every year even this year.
- Number of abstracts submitted compared to the number of papers that actually got published: we're on a par with other divisions. Not quite as many published based on abstracts submitted, but the move out of Montreal hurt that.
- Membership. Though our membership is declining, this is true of all divisions, and we are not out of line with other divisions.
- We need to update (or at least reapprove) our bylaws this year. We have the inclusion statements we needed.
- Question: How does one become a PIC chair after the reorganization? Have to have been a Division Chair at some point. In another year they'll be looking for replacements for Maureen.
- Question: Is someone else using our paper management system? Adaptation of something used by other organizations, yes.

Treasurer's Report

Anna Howard

- Reminder: No operating account since 10/1/19
- \$5 /membership dues. + \$1 per member from ASEE.

- After the 30% charge, the division nets about \$2800 per year.
- Balance as of 3/31 \$24,675 with 781 members less the \$125 honorarium just authorized for Dr. Cengel. Note: ME division did not offer any scholarships for ASEE 2020.

Awards Committee Report

Brian Novoselich

- Handles the New Educator Award and the Roe award.
- Chair - Dr. Brian Novoselich (2017-20), Members - Dr. Bijan Sepahpour (2018-19--dropped out last year), Dr. Jaime Canino (2019-22), Autar Kaw. Michael Peshkin also dropped out.
- 9 New educators nominated: 2 Roe nomination. All super strong. Tough Decisions.
- Dr. Grant Crawford was the Roe Award Winner. Dr. Agnes d'Entremont won the New Educator Award.

Division Newsletter

Diane Peters

- Successfully published. Thank you for everyone who contributed.
- Goes out twice a year. [May 2020 version](#)
- (Popular place to sell a wind tunnel!)

Division Website

David Mikesell

- We do have a diversity statement as required.
- As up to date as it has been in the past few years.
- Kuddos were given to David Mikesell for the work he has done on the website.

Convivium Report

Rungun Nathan

- No convivium due to virtual conference

Division Report

Matt Gordon

- The PIC 1 annual membership is decreasing overall. ME is decreasing, but we're following the trends.

Officer Elections

Matt Gordon

- Matt Gordon explained the ME Division Organization
 - Executive committee of Division Chair, Program Chair (technical committee chair), Program Chair-Elect (in charge of convivium), and Secretary/Treasurer. Four year progression.
 - Executive committee also includes Nominating Committee Chair (usually past Division Chair), Awards Chair (usually the most senior on the Awards committee), ME Newsletter Editor, and Members at Large (3)
 - Awards Committee (3 year term): Chair + two elected members + three most recent Roe awardees
 - Nominating Committee (1 year term): Chair + two members
- Responsibilities:
 - Secretary/Treasurer

- Take minutes at business meeting
 - Process reimbursements, award disbursements
 - Participate in Exec Comm conference calls
 - Keep Exec Comm apprised of financial status
 - Committed to attend ASEE Annual Conference for next four years
 - Cycle through four leadership positions
 - Member at Large
 - Participate in Exec Comm conference calls, emails
 - Participate in ad hoc committees per interest
 - Otherwise: the job is what you make of it
 - 3yr term
 - Awards Committee Member
 - About 4-5 hours work in February to rate each applicant.
 - Receive the New Educator awards. (ASEE collects Roe nominations and forwards to the Awards Committee Chair.)
 - Work with ASEE on the back end to arrange honorariums and plaques.
 - 3 year term. Senior member becomes chair in their 3rd year.
 - Commit to attend ASEE in 3rd year.
 - ME Div Representative to P-12 Engineering Education Committee
 - Participate in committee conference calls, emails
 - Report committee efforts etc. to ME Division
 - Write an ME Newsletter article on the topic
 - 2yr term(?)
 - ME Div Representative to ASEE's Commission on Diversity, Equity, & Inclusion
 - Participate in committee conference calls, emails
 - Report committee efforts etc. to ME Division
 - ME Newsletter article on the topic
 - Furthering the goals of increasing diversity, equity, and inclusion within ASEE and our engineering education community.
 - 2yr term(?). Note: Maryam Darbeheshti attended meeting on 6/20/2020
 - Newsletter Editor
 - Comes out twice a year.
 - Talk to division chair to make sure an email goes out to the membership to ask for contributions. Ask chair for his letter.
 - Collate and put together the newsletter.
 - ME Div Representative to ASEE's Commission on Diversity, Equity, & Inclusion
 - Met on Saturday before the conference.
 - Changed from committee to commission.
 - Three categories of members: standing members nominated, delegates from divisions, and friends.
 - Has eight committees.
- Vote taken by email to Tom DeNucci <Thomas.w.DeNucci@uscga.edu> and David Mikesell <d-mikesell@onu.edu>

- Secretary/Treasurer (4 year commitment/rotation)
 - Chuck Baukal & Brian Novoselich nominated before the meeting. No nominations from the floor. Brian Novoselich elected.
- Member at Large to join Pavan Karra (2018-21) and Maryam Darbeheshti (2019-22)
 - Candidates: Orlando Ayala (open for whatever), Chuck Baukal, Mazharul Islam (not present), William Oakes (not present). Orlando Ayala elected.
- Awards Committee to join Jaime Canino (2019-22)
 - Diane Peters is also willing to trade off newsletter editor for awards committee. Nathan Washuta is coming off being member at large and would be happy to go back on or to serve on the Awards Committee. Jaime is willing to continue.
 - Eleasar Marquez nominated earlier. (vote for 2)
 - Nathan Washuta and Diane Peters elected.
- P-12 Engineering Ed Committee Rep to replace John Chen (2018 – 2019). Came up last year as well. Sriram Sundararajan finished off John's term.
 - Hadi Noori (not present) and William Oakes (not present) nominated. Anne Spence nominated from the floor. Anne Spence elected.
- Newsletter to replace Diane Peters.
 - Maryam Darbeheshti nominated from the floor. Maryam Darbeheshti elected.
- Representative to ASEE's Commission on Diversity, Equity, & Inclusion
 - Leigh McCue, Alexander De Rosa, William Oakes. Leigh McCue will be nominated.
- Nominating Committee
 - Chuck Baukal was nominated from the floor and elected.

New Business

Matt Gordon

- Tom Denucci will be the new chair.
- Tom would like to thank Matt Gordon for all his leadership, time, and involvement.
- Suggestion from Diane Peters that the ability to host in Zoom in others who could not otherwise attend the conference. Might help with diversity and inclusion. Suggested that we should email ASEE individually.
- Suggested that minutes are posted at the website as a draft. Changes can be made then after the division is able to review it. Perhaps we can include the data between each bylaw change, maybe 5 years. Suggested that we roll off

Old Business

- Google Drive files are still there. Originally set up by David Mikesell. The owner of many files is still Bruce Florsheim. Probably safe until David Mikesell leaves ONU.

Final Remarks, Adjournment

- There was none and meeting was adjourned at 4:41 pm.

Slate of officers for 2020-2021:

Executive Committee:

Division Chair – Tom DeNucci

Program Chair – Rungun Nathan

Program Chair-Elect – Anna Howard

Secretary / Treasurer – Brian Novoselich

Awards Chair – Diane Peters

Newsletter Editor – Maryam Darbeheshti

Webmaster – David Mikesell

Members at Large – Pavan Karra (2018-2021), Maryam Darbeheshti (2019-2022), Orlando Ayala (2020-2023)

Awards Committee:

Chair – Diane Peters (2020-2021), Members – James Canino (2019-2022), Nathan Washuta (2020-2023)

Nominating Committee:

Chair - Matt Gordon (2020-2021), Members - Colin Reagle (2018-2021), Chuck Baukal (2020-2023)

Other:

ASEE Committee on P12 Engineering Education ME Division Representative: Anne Spence

ASEE Committee on Diversity, Equity, and Inclusion ME Division Representative: Leigh McCue