

**Business Meeting Agenda**  
**125<sup>th</sup> ASEE Annual Conference**  
**Salt Lake City, UT**  
**June 24-27, 2018**

- I. Call to Order and Introductions
- II. Approve
  - A. Agenda
  - B. Minutes from 72<sup>nd</sup> Midyear Meeting—see attached
- III. Secretary / Treasurer's Report
- IV. Director's Reports
  - A. Membership—see attached
  - B. Programs—see attached
  - C. Publications—see attachments
  - D. Communications/Website—see attached
- V. Awards – Presented Tuesday evening during EDGD Awards Banquet
  - A. Editor's Award
  - B. Distinguished Service Award
  - C. Chair's Award
- VI. Committee Reports
  - A. Nominating Committee
  - B. Elections Committee
  - C. Policy Committee
  - D. Distinguished Service Award Committee
  - E. Bylaws Committee
- VII. Vice-Chair's Report—see attached
- VIII. Chair's Report—see attached
- IX. Old Business
- X. New Business
- XI. Announcements
- XII. Adjournment

## EDGD Business meeting minutes

Date: 1/4/17

Time: 12pm

Location: Holiday inn resort

Thursday, January 4, 2018

12:08 PM

Led by Bob Chin

The business meeting is open to anyone who is interested in the operation of the division.

Members at the meeting: Bob Chin, Lulu Sun, Jennifer McInnis, Mary, Pat, Sheryl, Jeremy, Dan, Aaron, Holly, Norm, Jorge

### I. Call to Order

Bob as the division chair called the meeting to order at 12:08 PM. Bob showed the slides proposal completed by Dennis who is the site chair of 73<sup>rd</sup> midyear conference at UC Berkeley in Jan 2019.

Dennis noted that if anybody wants to run the program and help him out, please do so.

- Call for the program chair of 73<sup>rd</sup> midyear conference

### II. Review agenda

- A. Minutes are not available at this moment. Heidi will send out last meeting minutes to everyone for review and approval. Bob briefed the executive meeting last night.

### III. Treasurer's report

Aaron motioned and Bob seconded to open the discussion. Mary questioned how to spend the money in the bass account. Bob mentioned that it will be used to pay the student assistant for website maintenance and travel grants. Sheryl mentioned the indexing of EDGJ. Bob believes it should go through the journal financial account. Aaron pointed out the low submission rate. Sheryl said the situation should get better if we have the impact factor. It could be ~0.13. Sheryl mentioned the large balance of the bass account comparing to the expenditure. Dan wondered if the website cost should be charged to the bass account. Check 1007 should be corrected and the charge should be from the bass account. Sheryl wondered the administrative fee. Holly wondered why we have to put the income into the bass account. Sheryl mentioned that we have to be careful with the money we want to put in the bass account. Make sure that Heidi is aware of it. Do not put it in the bass account unless we have to. Bob motioned to accept the treasurer's report as the amendment. Treasurer's report was approved as the amendment by general consent.

### IV. Director's reports

#### A. Membership report

1. Mary concerned about losing members.

#### B. Program report

1. Heidi is working on annual conference. Three restaurants were suggested for the banquet at the Salt Lake City. Mary suggested to choose the restaurant within .7 miles not 1.5 miles. Aaron mentioned that meatball qualifies the endorsement.
2. Call for 2019 annual conference program chair who needs be in Salt Lake City. Mary suggested Ted to email everyone to call for the program chair. Correction: EDGD 72<sup>nd</sup> conference. Sheryl and Norm are conference chairs. Both are from University of Cincinnati. Sheryl Sorby, Mary Sadowski, and Marva Blankson are co program chairs.
3. Call for 73<sup>rd</sup> midyear conference program chair.
4. Sheryl mentioned that Patty promoted to use ASEE service to manage the midyear conference. Sheryl sensed if ASEE will manage the registration, corporate sponsorship, hotel etc, all incomes will go to the bass account. Patty cannot come to the midyear conference this time because she is in the hospital. Ted needs to be informed the potential issues if Patty pushes to use ASEE service. Dan suggested to use paypal for

future midyear registration collection, which may only charge 2%-3% service fee and is acceptable. Heidi can look into it.

5. 74<sup>th</sup> midyear conference will be at Virginia Beach. Petros is the site chair. The proposal needs to be submitted by the annual conference.
6. Call for the program chair. The proposal is not submitted yet.
- C. Publication report: AJ' term will be ended by 2018. Election needs to be held in January. Mary suggested to publish the digest in EDGJ. AJ needs to look into it.
  1. Financial report: Jeremy should follow up with Nancy to see uncashed check.
- D. Communication report: Jennifer will email everyone in the committee to see if the new website is approved to be published.

V. Award: no award

VI. Bylaw committee reports

- A. Nominating committee
  1. Nominating committee consists of five members including three past chairs of the division and two other qualified members. They are Norma Veurink, Nicholas Bertozzi, Kevin Devine, Dennis Lieu, Aaron Clark. The chair is Kevin Devine. Nominating committee needs to form the solicitation and start the election in January. Heidi will design the election on the surveymonkey.
- B. Elections committee
  1. Since the election was switched to the online format, there is no need to have such a committee. By law committee needs to be formed to review the existence of election committee.
- C. Policy committee
  1. No assignments were identified and no committee was formed.
- D. Distinguished service award committee
  1. They are Kevin Devine, Norma Veurink, and Nicholas Bertozzi. The chair is Kevin Devine.
- E. Bylaws committee
  1. No bylaws committee at this moment.

VII. Vice chair report: Lulu reported the vice chair's report.

VIII. Chair report: Bob reported the chair's report.

IX. Old business

- A. Travel grants. Heidi was asked to identify new grants. Travel grant was Schroff. Since he is not going to fund the travel grant. The division decided to rename the travel grants.
- B. SDC Participation grant is ended. Website needs to be updated.
- C. Some criterial need to be fleshed out. Rising educator award will be given at the midyear and the outstanding educator award will be given at the annual conference. Program chair will be able to coordinate and allocate the time slot for the presentation. Mary mentioned that Orthogonal award may be an option in lieu of the outstanding educator award since it is an honor. We do not need to use Orthogonal criterial. Bob will share these with the rest of the committee members.

X. New business

- A. By laws committee
  1. By laws committee needs to be formed.
    - Call for chair of the bylaws committee
  2. Eliminate the election committee or rewrite it
  3. Rewrite the diversity section (such as 'he' was used in the bylaws which was pointed out by AJ) and update it on ASEE website.
  4. What is our division process which is used to identify the best paper so that it can be submitted to PIC III. The process needs to be included in bylaws.
  5. Bylaws need to be reviewed periodically, otherwise we will be kicked out by ASEE.

XI. Adjournment

Pat moved to adjourn the meeting, Mary/Sheryl (do not remember who did it actually) seconded at 2pm (maybe).

DRAFT



## Engineering Design Graphics Division

Membership Report,  
125<sup>th</sup> Annual Conference & Exposition,  
Salt Palace Convention Centre,  
Salt Lake City,  
UT.  
June 24-27, 2018

### **Membership**

The latest membership roster (June 2018) shows 164 members. These include 6 from Canada, 3 from Ireland, 1 from Italy, 1 from Sweden, and the remainder from the USA. A breakdown of current membership across U.S. states is shown in Table 1. The previous membership report at the 71<sup>st</sup> MidYear Conference was 161 members.

**Table 1** – Breakdown of current membership across U.S. states

State	No. of Members	State	No. of Members
AK	1	NC	10
AL	1	ND	1
CA	10	NE	2
CO	1	NH	3
CT	1	NJ	5
FL	3	NY	4
GA	4	OH	8
HI	1	OK	1
IA	3	PA	12
ID	1	SC	1
IL	9	TN	3
IN	13	TX	13
KS	1	UT	2
MA	4	VA	9
MD	1	WA	7
ME	1	WI	2
MI	12	<b>Total USA</b>	<b>153</b>
MN	1		
MO	2		

### **Changing of the Guard**

After five years of service to the division as Director of Membership, I unfortunately have taken the decision to step aside. Unfortunately I am no longer in a position to regularly attend Annual Conferences and Mid-Year Meetings. The nature of my work at University of Limerick has changed somewhat and I now need to focus my time and energy in other aspects of my research. That is not to say that I will no longer be part of the division. I hope to continue to be involved and attend midyear meetings and annual conferences into the future when possible. I just feel that the position could be filled by somebody who is able to attend meetings in the U.S. more frequently. It has been a wonderful 5 years and I hope I have left the position in a good state. I am very thankful to each and every division member who has supported me along the way.

Respectfully submitted,

Diarmaid Lane  
EDGD Membership Director  
20<sup>th</sup> June 2018

**Report – Director of Programs**

***2018 ASEE Annual Conference & Exposition***

June 24-27, 2018 – Salt Lake City, Utah

Program Chair – Heidi Steinhauer, Embry-Riddle Aeronautical University

***2019 ASEE Annual Conference & Exposition***

June 16-19, 2019 – Tampa, Florida

Program Chair – *Still need someone. Branoff is the default*

***2020 ASEE Annual Conference & Exposition***

June 21-24, 2020 – Montréal, Québec, Canada

***2021 ASEE Annual Conference & Exposition***

June 27-30, 2021 – Long Beach, California

***2022 ASEE Annual Conference & Exposition***

June 26-29, 2022 – Minneapolis, Minnesota

***2023 ASEE Annual Conference & Exposition***

June 25-28, 2023 – Baltimore, Maryland

**EDGD Midyear Conferences**

***73<sup>rd</sup> Midyear Conference***

Site – Berkeley, California

Site Chair – Dennis Lieu, University of California, Berkeley

Program Chair – Dan Kelly, Texas Tech University

***74<sup>th</sup> Midyear Conference***

Site – Virginia Beach, Virginia

Site Chair – Petros Katsioloudis, Old Dominion University

Program Chair – TBD

If you are interested in hosting a Midyear Conference or being the program chair at a conference, please let me know.

Respectfully Submitted,



Ted Branoff



## Director of Publications Report

ASEE Engineering Graphics Division

2018 ASEE Annual Conference & Exposition

Salt Lake City, Utah

June 23-27, 2018

### **EDGJ Report**

The recipient of the 2017 Editor's Award is Diana Bairaktarova for her paper, "Coordinating Mind and Hand: The Importance of Manual Drawing and Descriptive Geometry Instruction in a CAD-Oriented Engineering Design Graphics Class."

Since the 72<sup>nd</sup> Midyear Conference in Jan. 2018:

- Three issues have been published – the Winter, Spring, and Fall 2017 editions
- Six new manuscripts have been submitted
- Five manuscript have been accepted
- One manuscript has been returned to the authors for minor revisions
- No manuscripts have been declined
- Four manuscripts are in review

In May, the Journal received a second flag from Scopus due to its underperformance in 2016. The Journal failed to meet the benchmark on all six metrics. In comparison to other journals in the same subject field (Engineering and Social Sciences) the self-citation rate is too high, the total citation rate is too low, the CiteScore is too low, the number of articles published per year is too low, the number of full-text clicks on Scopus.com is too low, and the abstract usage on Scopus.com is too low. Since it has been flagged as underperforming for two consecutive years (2015 and 2016), the Journal will be re-evaluated by the Content Selection and Advisory Board (CSAB). The CSAB will use criteria similar to the Scopus content selection criteria for new journals: journal policy, quality of content, journal standing, publishing regularity, and online availability.

### **Current Activities**

#### *Web of Science Application*

Robert Chin is in the process of preparing an application for the Journal to be listed in the Web of Science, a citation indexing service.

#### *Publication method*

Publish articles as they are ready in a yearly journal issue or continue to publish three issues per year?

Respectfully Submitted,

AJ Hamlin

Director of Publications



## **Director of Communications Report**

ASEE 2018 Annual Conference

Salt Lake City, Utah

June 24-27, 2018

### **Website Migration:**

The new website is complete, and I have been contacted by the person at the ASEE who can update the website in the ASEE directory. The last phase of this project, which should be completed in the next two months, is to update files and photos that are hosted on the old server and linked within the new site, to enable us to completely take down the old site and server.

### **EDGD Midyear Website:**

The 73<sup>rd</sup> midyear website is hosted on our webpage this year, and we plan to complete registration and payment ourselves. I will continue to work with the chairs to keep the website updated and to set up the registration page. As we learn this year, we can potentially set up a template or procedure for getting each year's midyear conference page up and running, and avoid needing to contract out this work which has been getting more expensive each year.

### **General update:**

Regular maintenance of the webpage has been completed as needed, awards posted and plaques/certificates prepared, documents posted. Funds for a student worker will help get conference proceedings posted and indexed this summer; Yun has been a huge help in the website migration and in the conference proceedings work.

Respectfully Submitted,

Jennifer McInnis





*Vice Chair Report*  
*Engineering Design Graphics Division of the ASEE*  
*ASEE's 126<sup>th</sup> Annual Conference & Exposition*  
*Salt Lake City, UT*  
*June 23-27, 2018*

**Election results**

Kathryn Holliday-Darr used surveymonkey to run ballots for this year's nomination. We had three candidates running for three positions. The results are shown below.

1. Vice Chair – Heidi Steinhauer - steinhah@erau.edu, 386-226-6978
2. Director of Publications – Nancy Study - nes14@psu.edu, 814-898-6563
3. Secretary-Treasurer - Petros Katsioloudis - pkatsiol@odu.edu, 757-683-5323

**Nominating committee**

Five members (three past chairs of the Division, and two other qualified members)

Norma Veurink, Nicholas Bertozzi, Kevin Devine, Dennis Lieu, Aaron Clark

Chair (senior past chairman): Kevin Devine

Nominating committee determined this year's DSA, which goes to Nancy Study. Bob Chin notified Nancy Study of her award.

**Award plaque preparation**

Jennifer McInnis was reminded to prepare DSA plaque and Chair service award for the ASEE annual conference. Either Holly Ault or the Dean from Southern New Hampshire University will carry the plaques to the ASEE annual conference.

Lulu Sun  
EDGD Vice chair  
06/13/18



## Chair's Report

125<sup>th</sup> ASEE Annual Conference

Salt Lake City, UT

Jun 24-27, 2018

As I close out my tour as your Division Chair, please permit me to thank the members of the executive committee for their patience with me in fulfilling our responsibilities to the Division. A special thank you needs to be extended to Heidi Steinhauer for the work she did pulling our annual program together. Please add your thanks to mine when you get a moment.

Norma Verink and Lulu Sun: thank you in particular for serving as effective bookends supporting me as I negotiated my responsibilities as Chair. Lulu, I hope I will be as supportive of your efforts when you assume responsibility as the Division Chair in a few days as you have of mine. While I got the basics done, I did neglect getting a few things done or at least started—specifically finding the 2017 ASEE Annual minutes, the disposition of the Orthogonal Medal, the grants Heidi Steinhauer start, and work on the Division by-laws—and that's on me. So, I guess Lulu will be assigning these to me as we get the new year started.

Regarding the by-laws, we haven't looked at them in over five years. Please consider this a call for assistance to do so. Members, especially new ones, please consider supporting this effort. The executive committee would like your input to leave the Division with up-to-date guidance and guidance that will help us negotiate the next five years.

The 72<sup>nd</sup> Mid-Year Conference was a huge success. Special thanks is extended to Jamaica's University of Technology, one of our sponsors, and the Holiday Inn, Montego Bay for hosting the Conference. Thank yous are also extended to our other sponsors: CADENAS PARTsolutions, Purdue Polytechnic, and SolidWorks. In addition, this conference is a reality due to the efforts of Sheryl Sorby, Mary Sadowski, and Marva Blankson, the conference co-chairs, and Norman Loney.

Jennifer McInnis and Lulu Sun, thank you for your efforts as we proceed with the transition to the Division's new website. We're all looking forward with bated breath to its launching: about two months from what I understand.

And AJ Hamlin, thank you, the reviewers, and your staff for your persistence in getting volume 81 (2017) of the EDGJ published. It looks like we have the potential to get caught up in very short order given the number of manuscripts in the pipeline. I also understand that much of the credit for the high-quality product that's been produced is owed Nancy Study for bringing aboard Judy Birchman to assist.

Thank you all for the opportunity to have served.

Respectfully Submitted,

Robert A. Chin

2017-18 Chair