



Executive Committee Meeting Agenda

125th ASEE Annual Conference
Salt Lake City, UT
June 24-27, 2018

- I. Call to Order and Introductions
- II. Approve
 - A. Agenda
 - B. Minutes from 72nd 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 executive committee meeting minutes

Date: 1/3/17

Time: 6pm

Location: Holiday inn resort

Wednesday, January 3, 2018

6:05 PM

Committee members on site: Bob Chin, Lulu Sun, Jennifer McInnis

Committee members online: AJ Hamlin, Ted Branoff, Nancy Study

I. Call to Order

Bob as the division chair called the meeting to order at 6 PM

II. Approve minutes

The minutes were not presented. Heidi will send out last meeting minutes to everyone in the committee for discussion and approval.

III. Secretary/Treasurer's report

The committee needs to spend the money in the bass account. Spending down the money in the bass account such as website maintenance and the travel grants were discussed. Bob will check with Sheryl and Heidi to see if there is any deadline for spending the money in the bass account. A motion was made by Ted and seconded by Nancy. Treasurer's report was approved by general consent.

IV. Director's reports

- A. Membership report: The committee members reviewed the membership report. A motion was made by Ted and seconded by Nancy. Lacking discussion, the membership report was approved by general consent.
- B. Program report: Heidi is the program chair of 2018 ASEE annual conference at Salt Lake city. Dennis provided the powerpoint to propose 73rd midyear conference. The proposal will be presented again at the business meeting. Approximate conference dates are Jan 6-8th, 2019. A program chair is needed. AJ motioned and Nancy seconded. Bob called for discussion; there was none. The program report was approved by general consent.
- C. Publications report: AJ hopes to get Winter 2017 out by next week. Ted motioned and Nancy seconded. Bob called for discussion, there was none. Publication report was approved.
 - 1. Financial report: Nancy mentioned that \$2000 was paid to Judy to catch up and finish the editing work. Ted motioned and AJ seconded. Bob called for discussion, there was none. Financial report was approved.
- D. Communications report: ASEE new website is ready. Jennifer, Lulu will communicate with Yun so that a message will be sent out to everyone in the committee to decide if the new website will be launched. A due date needs to be specified. Bob motioned and Ted seconded. Communication report was approved by general consent.

V. Awards: Bob mentioned that we do not have any awards for this conference.

VI. Bylaw Committee Reports

- A. 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.

- B. Election committee: 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: no assignments were identified and no committee was formed.
- D. Distinguished service award committee consists of three past chairs of the division. They are Kevin Devine, Norma Veurink, and Nicholas Bertozzi. The chair is Kevin Devine.
- E. Bylaws committee: The last bylaw committee was formed in 2012. A new bylaw committee is needed to review the bylaw. The new bylaw committee consists of Norma Veurink, Nancy Study, and one more recent past chair.

VII. Vice Chair's report. Lulu presented the vice chair's report. Ted motioned and AJ seconded. Vice chair's report was approved by general consent.

VIII. Chair's report: Bob presented the chair's report. Nancy motioned and AJ seconded. Chair's report was approved by general consent.

IX. Old business: 2 travel grants were proposed. Ted motioned and Jennifer seconded to move to the discussion of the two awards.

- a. Heidi will make the following changes. For Rising educator award, it will be given at the award banquet at the midyear conference. It is limited to the midyear conference for better communication. Recipient prepares a presentation (presentation length may vary). It will be up to two awards per midyear. Program chair will determine the presentation length of the recipient. A committee will be formed and addressed by the bylaw committee. The recipient will receive a framed certificate and a reimbursement of receipted registration, travel, food, and accommodation expenses up to \$1,500. The first awards will be given at the midyear conference hosted by UC Berkeley in 2019.
- b. Outstanding educator award: rewording each paragraph to emphasize 7 years' experience. Up to one award will be given at the annual conference. The recipient will receive a plaque and reimbursement of receipted registration, travel, food, and accommodation expenses up to \$2,000. The first award will be given at 2019~2020 annual conference.

Ted motioned to accept the amendment, Jennifer seconded. All accepted.

X. New business: Bob will form the by-laws committee and take care of 3 things at least. (election committee, diversity- gender neutral, communicate with headquarter to update the bylaws.) Jennifer motioned and AJ second. No further discussion.

XI. Announcements

There are no new announcements.

XII. Adjournment

Ted moved to adjourn the meeting, Jennifer seconded at 8:00pm.



Engineering Design Graphics Division

Membership Report,
125th 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 71st 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	Total USA	153
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
20th 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

73rd Midyear Conference

Site – Berkeley, California

Site Chair – Dennis Lieu, University of California, Berkeley

Program Chair – Dan Kelly, Texas Tech University

74th 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 72nd 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

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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 73rd 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 126th 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

125th 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 72nd 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