

EDGD Business meeting minutes

Date: 12/14/18

Time: 3:00 pm

Location: Online Meeting

Friday, December 14, 2018

3:00 PM

Led by Lulu Sun

Members at the meeting: Bob Chin, Lulu Sun, Jennifer McInnis, Petros Katsioloudis, Heidi Steinhauer, Nancy Study, Ted Branoff.

I. Call to Order

Lulu as the division chair called the meeting to order at 3:00 PM. Lulu showed the slides of the Website of the 73rd midyear conference at UC Berkeley in Jan 2019.

II. Review agenda

A. Minutes are not available at this moment.

III. Treasurer's report

Petros will be sharing a treasurer's report at the January 6th executive meeting as challenges have occurred on trying to gain access to the online accounts.

IV. Director's reports

A. Director of Programs (Ted Branoff) – Ted's term as Director of Programs will end in 2019. Ted gave an update of the information for the ASEE Annual Conference in Tampa, June 2019. Currently have 24 abstracts accepted. Here are the sessions as they stand now:

1. Executive Committee Meeting: Sunday, June 16, 2019, 1:15pm-2:45pm
2. Division Mixer: Sunday, June 16, 2019, 4:30pm-6:00pm
3. EDGD Technical Session 1: Monday, June 17, 2019, 11:30am-1:00pm
4. EDGD Business Meeting: Monday, June 17, 2019, 3:15pm-4:45pm
5. EDGD Technical Session 2: Tuesday, June 18, 2019, 8:00am-9:30am
6. EDGD Poster Session: Tuesday, June 18, 2019, 11:30am-1:00pm
7. EDGD Technical Session 3: Tuesday, June 18, 2019, 3:15pm-4:45pm
8. EDGD Awards Banquet: Tuesday, June 18, 2019, 6:00pm-9:00pm

B. Membership report

1. Many concerned about losing members.

C. Heidi Steinhauer and Lulu Sun presented

Election s needs to be organized. We have three positions: Director of Programs, Vice Chair and Director of Publications. Nominating Committee is made by past 3 Chairs and 2 senior members. Norma, Nick and Bob + 2 qualified members. Nick will be the Chair of the Committee. Chair of the Committee will present the results upon completion.

1. Heidi will send an email out for nominations. Nominating committee consists of five members including three past chairs of the division and two other qualified members. Heidi will design the election on the survey monkey.

D. Publication report (Nancy Study)

The committee is working on releasing the Spring 2018 edition and soon after that the Fall 2019 edition. The journal will move into "publish as accepted" process.

E. Communication report (Jennifer McInnis)

Jenniferspoke of the new website. The old one will be removed from the web completely. Hosted Mid-Year Website using Google Docs. Working on Indexing Conference Proceedings.

V. Annual Conference 2019

Bob Chin will be the Program Chair for the 2020 annual conference in Montreal.

VI. Bylaw committee reports

B. Policy committee

1. No assignments were identified.

C. Distinguished service award committee

D. Bylaws committee

Bob has been working on the revision of the bylaws. The draft version was sent to the committee members along with the current bylaws on the website. Focus items are listed below and need to be discussed at the executive committee meeting.

1. An awards committee and the director.
2. The identification of the three past chairs—senior past chair, past chair, and junior past chair, or titles that discriminate among the responsibilities
3. The diversity statement.

Adjournment

Lulu moved to adjourn the meeting.

DRAFT