

Meeting Minutes for June 24th, 2024 Business Meeting

Attendees:

Brian Novoselich, Anna Howard, Jamie Canino, Siamak Farhad, Rungun Nathan, Niloofar Kamran, Soheil Fatehi, Gozde Ustuner, Najmus Saqib, Daniel H Cortes, Anna Howard, Prabhakar Venkateswaran, Larry Funke, Mike Cheadle, Katie Brinkwater, Renee Rottner, Paymay Borumand, Chuck Baukal, Rasim Guldiken, Mike Foster, David Mikesell, Yucheng Liu, Autar Kaw, Nandike D'Souze, Maryam Darbeheshti, Amir Karimi, Adrian Rodriguez

Location:

ASEE Annual Conference, Multnomah Room, Hyatt Regency Portland (HQ Hotel)

Time:

Schedule for 3:15 pm called to order by Brian Novoselich at 3:20 pm

Slides

Slides are available at  2024 ASEE ME Division Business Meeting.pptx .

PIC Chair Report:

Lynn Albers provided the PIC Chair report. Lynn discussed ASEE's current fiscal situation and confirmed our treasurer's report on the amount of money that is both available and unavailable in our BASS account.

Lynn said that ASEE has begun providing the \$1/member to our BASS account which is in addition to the \$5/member dues that the ME division charges. Lynn also said that the 30% fee on member dues has been removed for a few years now so we should be receiving \$6/member. Lynn said that membership dues will be increasing and that ASEE will no longer be offering a discount at the Annual Conference.

NEMO will be with us for at least the next 3 years with little opportunity for upgrades due to the budget. It was noted that most people found NEMO to be acceptable.

The Board is asking all divisions trying to obtain sponsorship, first contact conferences@asee.org before making the request. ASEE wants to make sure that requests are tracked so that conflicts can be avoided whenever possible.

Lynn said that the forms to apply for Senior Member and Distinguished Member of ASEE will be available in approximately 6 months.

Lynn congratulated our division for having the best PIC V paper.

Lynn asked for any questions. One question was asked concerning the cause of the monetary issues that have plagued ASEE for the last few years. Lynn responded that it was mostly due to the fact that several large contracts from the government expired at the same time and that IT costs were actually a small part of the problem.

Brian Novoselich thanked Lynn for their time.

Approval of Minutes

Anna Howard made the motion to approve the minutes as written (

[2023 ASEE ME Business Meeting Minutes for June 26 2023](#)). The motion was seconded by Jamie Canino and was passed unanimously.

Program Chair Report

Siamek Farhad reviewed the program chair report. He believes that the papers were of good quality this year. He also mentioned that the accepted papers grew from 71 last year to 84 this year. Siamek also encouraged Jamie Canino, the 2025 program chair, to consider co-sponsoring sessions since he believes that is a way for us to better serve our members.

Siamek also encouraged the Executive Board to provide a more formal process for identifying the best ME Division Diversity paper. Brian Novoselich informed the group that the ME division has for the last several years nominated a Diversity best paper to the PIC but we did not publicly recognize that paper within the Division. Brian noted that the Executive Board decided to publicly notify the division this year by awarding a best ME Division Diversity paper for the paper that was nominated for the PIC V award. Brian and Siamek agreed that the Division will create a more formal process for awarding the 2025 Best Diversity Paper award.

Brian Novoselich thanked Siamek for all of his hard work this year.

ASEE Finances/Treasurer Report

Brian Novoselich reviewed the division finances (slide 17). We currently have \$1,039.18 available to spend. This came from dues that members have paid since October 1st. Brian noted that this was just enough to pay our conference expenses which include 1 day conference passes for the NSF panelists, and paying the best paper and new educator awardees their stipends. We currently have \$29,817.15 that is unavailable. The ASEE Board will work diligently to pay these funds back over the next many years.

Convivium Report

All conference activities, including the convivium, had to be close to revenue neutral this year due to the absence of BASS Funds. The executive board tried to find a corporate sponsor for the Convivium and contacted over 30 companies. However, no sponsorship was obtained. Despite this the ticket price was set at \$60 per person and the Convivium will be held at Pips & Bounce.

Any members with a contact that might be useful for next year's convivium are encouraged to contact Siamek Farhad or Anne Spence.

Awards Committee Report

Brian Novoselich thanked the awards committee for their efforts. The awardees are:

2024 Roe Award Winner: Phillip Cornwell, United States Air Force Academy

2024 New Educator Award Winner: Aimee Cloutier, Rose-Hulman Institute of Technology

Additionally, based on reviewer feedback Siamek Farhad selected "The Wooden Bike Frame Challenge: Learning Statics Through Hands-On Design" by Jenni Buckley, Amy Trauth, Alex De Rosa, Heather Doty, from the University of Delaware as the 2024 Best Paper Winner.

Moreover, based on reviewer feedback Siamek Farhad selected "Mechanical Engineering Sustainability Curricular Content and Bachelor's Degrees Awarded to Women," by Angela Bielefeldt, U. Colorado Boulder as the Best Diversity Award.

Finally, "Work in Progress: Mechanical Engineering Curriculum Renewal Process at Ohio State University," by Prof. Sandra Anstaett Metzler P.E. and Prof. Annie Abell, Ohio State University as the best Poster.

Newsletter

Brian Novoselich thanked Crystal Han for being the newsletter editor. Two newsletters were sent out this last year. If you did not receive an email with the newsletter please email Brian Novoselich at brian.novoselich@westpoint.edu.

There was a discussion about the frequency of the newsletter and the forwarding of job postings. It was decided that job postings should be forwarded to the membership every two weeks while the newsletter will remain a twice a year endeavor.

Webmaster

Darson Li is working hard to do a complete overhaul of our website such that it is more mobile friendly and easier to update in the future.

Division Report

While the ME division is the 12th largest division in ASEE, we lost 75 members this last year. After a discussion on this issue by the membership the executive committee agreed to look into possible ways to increase membership in 2024-2025.

Officer Election

Anna Howard provided a slate of proposed officers and Brian Novoselich opened the floor to further nominations for the member at large position. Hearing none, he closed nominations for the member at large position. Then Brian Novoselich asked Najmus Saqid and Prabhakar Venkateswaran to say a little about themselves. After both spoke, Brian asked for a motion to proceed with the election. Jamie Canino made the motion which was seconded by David Mikesell. Anna Howard administered the election and Najmus Saqid was elected as a new member at large.

Brian Novoselich then opened the floor for nominations for other officer positions. Hearing none he closed nominations. David Mikesell moved that the remainder of the slate of offers be accepted as presented. The motion was seconded by Rungan Nathan and passed unanimously.

Brian Novoselich asked if Prabhakar Venkateswaran would be willing to be appointed to the nominating committee. Prabhakar Venkateswaran graciously agreed to serve the division in this capacity.

Executive Committee:

- Division Chair: Siamak Farhad (24-25)
- Program Chair: James (Jamie) Canino (24-25)
- Program Chair-Elect: Anne Spence (24-25)
- Secretary / Treasurer: Rasim Guldiken (24-25)

Past Chair: Brian Novoselich (24-25)

Awards Committee:

- Chair: David Mikesell (24-25)
- David Mikesell (22-25)
- Yucheng Liu (23-26)
- Adrian Rodriguez (24-27)
- Joe Rencis (Roe Award Winner 2022, on committee 23-25)
- Volker Sick (Roe Award Winner 2023, on committee 24-26)
- Phillip Cornwell (Roe Award Winner 2024, on committee 25-27)

Newsletter Editor: Crystal Han (23-26)

Webmaster: Darson Li (23-26)

Members at Large:

- Mohammad Shafinul Haque (22-25)
- Daniel Cortes (23-26)
- Najmus Saqib (24-27)

Nominating Committee Chair (immediate past Division Chair): Brian Novoselich (24-25)

Additional Nominating Committee Volunteers (appointed) Prabhakar Venkateswaran, and Gozde Ustuner

ME Div Representative to P-12 Engineering Education Committee: Sara Wilson (23-26)

ME Div Representative to ASEE's Commission on Diversity, Equity, & Inclusion – Alex de Rosa (23-26)

ME Div Representative to Interdivisional Town Hall – Leigh McCue (23-26)

Brian Novoselich congratulated the new officers.

P-12 Commission Report and ASEE DEI Committee Report

Brian Novoselich reviewed this slide.

New Business

Brian Novoselich reviewed this slide.

Adjournment

Brian Novoselich thanked everyone for attending the meeting and adjourned the meeting at 4:45 pm.

Action Item List

Task	Assigned to
ME Division will develop a formal process for identifying the best Diversity Paper	Executive Committee
Improve messaging to help increase division membership	Executive Committee
Connect with ASME Education Division	Executive Committee

Find a sponsor for the 2025 Convivium	Executive Committee
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