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## ***ASEE - ELOS Division***

Business Meeting Minutes – ASEE Summer 2024 Conference – Portland OR

Date: June 25<sup>th</sup>, 2024 (03:15 – 03:45 PM)

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### **Attendance:**

- Natasha Smith (in-person), NS
- Andrew Tubesing (via ZOOM), AT
- Ahmet Can Sabuncu (in-person), CS
- Hans Mayer (in-person), HM
- Maria Javaid (in-person), MJ – first time attendance at ELOS business meeting
- George Prpich (in-person), GP – first time attendance at ELOS business meeting
- Gautom Das (in-person), GD – first time attendance at ELOS business meeting
- Kip Coonley (in-person), KC - first time attendance at ELOS business meeting

### **Agenda:**

- ✓ Call to Order (Natasha Smith)
- ✓ Minutes from 2023 (Natasha Smith)
- ✓ Program Chair Report for 2024 Conference (Natasha Smith)
- ✓ Treasurer Report (Andrew Tubesing)
- ✓ Website Report (Can Sabuncu)
- ✓ Best Papers for 2022 (Robby Sanders)
- ✓ PIC III Update
- ✓ Officer Elections for 2023-2024 (Natasha Smith)

### **Minutes:**

#### ***Call to Order*** (Natasha Smith)

- Meeting called to order by Natasha Smith (NS) at 03:23 pm PST. Mentioned missing members of the committee due to various conflicts and welcomed four new attendees.

#### ***Minutes from 2023 Business Meeting*** (Natasha Smith)

- Motion to approve minutes from 2023 business meeting was made by Hans Mayer (HM). Can Sabuncu (CS) seconded the motion. No further discussion of 2023 business meeting minutes details (members had opportunity to provide input prior to the meeting – NS provided some minor corrections).
- Vote made to approve minutes – all members present voted in favor of motion (4) / all new attendees abstained (they did not have access to the minutes prior to the meeting).
- HM asked about uploading minutes to website – CS indicated he will do this when provided with a pdf copy by HM.

#### ***Program Chair Report for 2024 Conference*** (Natasha Smith in place of Dominik May)

- PowerPoint presentation slides were provided by NS as part of the overview.
- The technical program this year for ELOS included 3 joint sessions that were well attended.
- There are 6 sessions with 1 BYOE (31 total presentations). In addition to the 31 presentations in ELOS, there were 14 other presentations in the joint sessions.
- Dominik May (DM) was able to secure funding for the Best Paper Awards from the IAOE (International Association for Online Engineering), and this was essential because of continued financial issues with

### ***Treasurer Report*** (Andy Tubesing)

- Reminder that prior to ASEE's financial crisis, ELOS had ~\$13K in funds in its BASS account. This money was frozen just like all other divisions to be used by ASEE in the financial recovery process. ASEE hopes to have all funds reinstated at some point, but dates were not provided (ASEE is committed but cannot provide specific details).
- As of October 2023, incoming dues are finally getting put into empty BASS accounts. As of the end of March 2024 ELOS had \$345 of dues available for use. Andy Tubesing (AT) does not have any more recent data but says that more will come in after the end of the current fiscal quarter – so an update will be available in July.
- DM handled the logistics of the Best Paper Award funds (AT did not do this). NS mentioned following up with DM about the transfer of funds from the IAOE so that the awardees can get their checks. AT will follow up with DM about this and ask about the necessary paperwork.
- AT mentioned that as part of the town hall meetings, it has been brought up that an easier system to collect external funds is necessary because currently doing this is difficult (there is actually a disincentive because of how complicated and slow things are). AT mentioned that ASEE might create some kind of fundraising mechanism. It is on the list of desirables but will not be getting attention for a while.

### ***Best of ELOS Awards Report*** (Natasha Smith)

- NS provided a list of the four best papers selected by ELOS for awards (overall, diversity, student, BYOE).
- NS mentioned that we have, and will be, presenting certificates to the winners who are in attendance (in their respective technical sessions). The program includes a QR code for the IAOE conference and if we could mention it to help get the word out this would be a nice courtesy to that organization.

### ***Website Report*** (Can Sabuncu)

- The new ELOS website using the ASEE template was shown to everyone by CS (this is the website that uses WordPress). All old content from the previous website has been migrated to the new website. CS went through each of the available tabs.
- Updates? The minutes will need to be updated when received. CS mentioned that there is a slideshow feature that we can update if we have photographs that we would like to put on the website.
- HM asked if the old website was completely gone (i.e., not accessible via a Google search). CS replied that, yes, the old website is gone.
- HM asked if we can add a link for the best paper funding source (IAOE)? NS replied that that might be a good idea to do and can use the link/QR from the business meeting slides.
- AT asked if we could get photos of the BYOE session for the website. HM replied that he would do this (he is the session moderator for BYOE this year).

### ***PIC III Update*** (Lynn Albers)

- NS started the update as Lynn Albers (LA) was running late.
- LA arrived and introduced herself to those in attendance.
- Strategic Plan: A QR code for an ASEE wide survey was provided. LA mentioned that they would like feedback on three strategies that they are working on with the ultimate goal to increase membership and gain financial stability. Only 2% of ASEE members responded to the original call to participate in the survey, hence they would like more feedback.
- Finances: Review audits have been completed for fiscal years 2018 and 2019 which were the most problematic years for ASEE (the most they were worried about). The ASEE bylaws have been modified to eliminate overhead fees from income earned by divisions. Each division now has a unique BASS

accounts (nothing is lumped together anymore). Across all 60 divisions there was ~\$1M in BASS account funds prior to freezing those funds. ASEE intends to pay back the divisions at some point in time.

- PIC/Conferences Update: You are welcome to reach out for outside sponsorship of your divisions. ASEE only asks that you consult them before asking for funding to avoid any conflicts with the larger ASEE organization. NEMO will be around for 3 more years. There is limited possibility for upgrades due to ASEE finances. COI policy changes have been made so that papers from program chairs can be submitted to their divisions, but the papers will now go to the PIC chair for review.
- Membership: ASEE membership is close to ~8700 members at present. ELOS division stands at 163 members as of June 10 2024. NS wondered in eliminating the division fee is possible in an effort to get new members. AT asked why we would do that if we needed money for new members. NS responded that it might be beneficial if our numbers are influencing our division viability. LA said that our numbers are 'OK' (close to 200 is considered OK). LA said that eliminating the fee would require amending the bylaws and that we could do this if we could get these to ASEE before December for a review by ASEE leadership. LA mentioned that they are exploring ways to boost membership in other divisions. Instrumentation is going to work with Zeiss to do a sponsored workshop next year to bring up numbers.
- Division Officers: Please email Tim Manicom ([t.manicom@asee.org](mailto:t.manicom@asee.org)) with names and positions of all officers by July 1<sup>st</sup> 2024. This will include a new position of BASS Account Holder (which is different from the treasurer but can be the same individual). There is also CDEI representative and the ITH representative. Please also identify which officers have access to the division listserv.
- PIC III Best Papers: NS and DM were acknowledged by LA for being on the Best Paper review committee. There were 12 total reviewers this year so each paper got 5 total reviews. The Best PIC III paper went to the leadership development division. PIC chairs then picked PIC IV for the best overall paper.
- LA ended with a plug to spread the word about [learning.asee.org](http://learning.asee.org) which is a website that has been developed that contains many things for educators including workshops that have been developed.

### ***Office Elections*** (Natasha Smith)

- NS provided a brief overview of officer positions and the concept of moving up the organizational ladder. She mentioned this for the benefit of the four new individuals in attendance. She reminded the new attendees that the Program Chair is the position with the most amount of work.
- CS mentioned that the webmaster position is now much easier with the WordPress template. AT mentioned that the webmaster is typically responsible for putting up the Call for Papers.
- AT informed the new attendees about the basic duties of the treasurer.
- HM mentioned that DM might want to be Program Chair again based on an email he had sent before the conference.
- NS mentioned that she wouldn't mind rotating out of the Division Chair position.
- AT mentioned he would be fine to be out of the Treasurer position. NS asked if he would like to rotate up to Secretary. AT replied that he would be OK with that but was not particularly enthusiastic about any specific role.
- AT wanted the new attendees to be aware that we have quarterly meetings throughout the year and that participation by being an officer means that you have the opportunity to shape the future of the division and make a meaningful impact. NS reminded everyone that the division does not run itself, ASEE does not run itself, and the officers have important tasks to do for the organization.
- Maria Javaid (MJ) asked about differences between Program Chair and Division Chair. NS responded with information about the two roles.
- Gautom Das (GD) asked about responsibilities throughout the year. NS provided some insight about regular meetings. AT mentioned special purpose meetings about ASEE finances. NS mentioned meeting frequency generally increases leading up to the summer conference. She also mentioned that other things could get accomplished if there was a groundswell of interest. AT reminded everyone that BYOE started

because of interest from members and is now a part of the offering. NS said this was similar to the decision to include panel sessions.

- MJ asked if there was a connection between the national and regional conferences. NS responded that the two were different in terms of their organization and planning. The officers to be elected have no role in the programming for the regional conferences.
- NS asked if there were other questions. Then asked about nominations. Please see the following table for possible nominations and roles. Several ad-hoc roles were envisioned to accommodate new individuals who want to participate.

<b><i>Role</i></b>	<b><i>Incumbent</i></b>	<b><i>Nominee</i></b>	<b><i>Elected</i></b>
Director	Bijan Sepahpour	Jacob Bishop	
Director	Jacob Bishop	Robby Sanders	
Past Division Chair	Robby Sanders	Natasha Smith	
Division Chair	Natasha Smith	Natasha Smith / Dominik May	
Program Chair	Dominik May	Dominik May / Hans Mayer	
Co-Program Chair - Technical Sessions	Hans Mayer	Hans Mayer, Kip Coonley	
- BYOE Coordinator - Membership		Gautom Das	
Secretary	Hans Mayer	George Prpich	
Treasurer - Fundraising/Development - Membership/Recruiting	Andrew Tubesing	Can Sabuncu	
Webmaster	Can Sabuncu	Marian Javaid	

- CS mentioned that the bylaws contain only specific titles that are allowed and if we changed this would we need to vote/amend? Conclusion was that if these were considered ‘ad hoc’ positions then no need for changes to the bylaws. The goal here is to involve/incorporate new individuals who want to serve ELOS.
- NS concluded that we will complete elections electronically based on discussions with DM to see what his feelings are about being Program Chair.
- GD asked if we had an award committee for selecting our ELOS Best Papers. The response from NS and AT was that the selection happens based on circumstances that particular year (e.g., who is Program Chair, who can take part in reviews, etc.). There is no official system in place and the decisions often have to be made quickly to fit into the schedule of forwarding choices to the PIC chairs.

#### ***New Business*** (Natasha Smith)

- CS mentioned an informal discussion he had with KEEN about connections/collaboration with ELOS. They seemed interested in doing this. MJ mentioned that KEEN has sponsored a UIUC paper (a DEI award paper?).
- Kip Coonley (KC) suggested that he will talk with Keysight about potentially sponsoring some kind of award (Duke almost exclusively uses Keysight equipment). George Prpich (GP) will think more about other companies that might be interested. MJ agreed that there would be visibility for these companies. GD mentioned Armfield (currently at the exhibition hall). GP mentioned 3D printer manufactures (e.g., Bamboo).
- CS asked if we could have all of our sessions sponsored somehow. NS thought this could be a possibility if we coordinated early enough, e.g., get it in the call for papers. Try to get alignment of sponsorship and papers. Or wait for papers and then identify. The group discussed soliciting sponsor-based papers or go directly to sponsors to co-sponsor?

- NS wondered about sessions with a distinguished lecturer. Asked the group to think about if you know anyone who would like to do this or be appropriate for ELOS. There are questions about whether ELOS can be for a distinguished lecturer or travel expenses for the invited lecturer.
- NS asked the group to think about other panel sessions that they might be interested in.

*Adjournment* (Natasha Smith)

- Meeting formally adjourned at 04:59 pm PST.