

Civil Engineering Division: Executive Board Meeting

May 15, 2020

1. Welcome and Call to Order C.J. Riley
 - 1.1. Attendees: Ron Welch, Dave Saftner, CJ Riley, Brock Barry, Andrea Welker, Jenny Retherford, Matt Lovell, Tonya Nilsson, Steve Burian, Sean St Clair, & Mary Katherine Watson

2. Approval of 2019 Executive Board minutes David Saftner
 - 2.1. Matt Lovell moved to approved, Ron Welch second
 - 2.2. Unanimous approved

3. Upcoming virtual conference Steve Burian
 - 3.1. Program agenda
 - 3.1.1. Technical Agenda – We have 15 technical sessions and 61 papers. Of the 15 sessions, 14 are technical sessions and one is a roundtable. All presentations will be pre-recorded using PowerPoint – converted to MP4. They are limited to 15 minutes. The presentations will be available for attendees to view starting June 21 (I believe). There will be a live session 20-minute Q&A session built into the conference program (10-12 M-F). In that session, the moderator will open session, each presenter will have 2 minutes to provide summary of paper, then overview for Q&A. Moderators may permit 1-2 slides for each author for the 2 minute summary. There is no poster session.
 - 3.1.2. Best in 5 Session – This technical session is co-sponsored with EED. It includes 5 CED papers and 3 EED papers. The proposed approach to deliver this session is (pending a technology check) to have moderator open the session and provide each presenter 1-minute to give an overview. Then each presenter is assigned to a breakout room (i.e., roundtable). Audience members join breakout rooms to interact with the presenter. In the breakout rooms, presenters deliver their 5-minute demo presentation and then open for Q&A. Rotate breakout rooms every 10 minutes. Attendees would be able to visit 5 rooms (or more if they can come and go as they wish).
 - 3.2. Distinguished Lecture
 - 3.2.1. Continued Conversation - Social Disruption of Emerging Technologies and Implications for Engineering Education. Wednesday 2:00-2:30.
 - 3.3. Division Mixer
 - 3.3.1. Monday 4:30-5:30 pm EDT
 - 3.3.2. Will be same as exhibitor activity. We need to provide material to put on our virtual landing page. Visitors can then enter a room to hang out with us. Need to check technology to see if we can have multiple breakout rooms --- one for info seekers, one or more for those that want to hang out. MK has been requested to create one sheet and other info for landing page.
 - 3.4. Business Meeting
 - 3.4.1. Wednesday 3:30-4:30 pm EDT

- 3.4.2. Access managed by conference platform. Attendees Join the room. Gallery view, chat, interactive on Zoom. Non-registered guests may participate, but how is not clear. Division Chair will be moderator to start.
 - 3.5. Planning Meeting
 - 3.5.1. Thursday 3:00-4:00 pm EDT
 - 3.5.2. Access managed by conference platform. Attendees Join the room. Gallery view, chat, interactive on Zoom. Need to confirm that technology will allow roundtable breakout rooms. Non-registered guests may participate, but how is not clear. Division Chair will be moderator to start handoff to Matt.
 - 3.5.3. Break out rooms – on the fly? Could set up in advance using confirmed email address, would reduce the amount of on-the-fly sorting. Use poll to ask people which room they want to go in, would take about as much time to shuffle chairs
 - 3.6. Virtual RAP Session and Banquet/Award Ceremony
 - 3.6.1. A combined event on Tuesday evening 7-9 pm includes RAP Session and Awards Ceremony.
 - 3.7. Other features
 - 3.7.1. Attendee profile. Attendees can create a digital profile --- contact info, descriptive info, photo, etc.
 - 3.7.2. Discussion forums provided with a chat feature.
 - 3.7.3. One-on-one private networking. Attendees can put in schedule and then interested individuals can reach out to setup virtual meetings. Attendees can search and find people to meet with. All managed and facilitated with the platform.
 - 3.7.4. Sponsor/exhibitor space. Clickable logos/landing page. Virtual trade show booth --- attendees can enter live room during scheduled hours. Can also schedule one-on-one meetings with exhibitors. Real-time call feature also possible.
 - 3.8. Thanks to Steve, organized two conferences, live & virtual
4. Upcoming social events Steve Burian
- 4.1. Virtual RAP Session & Banquet/Award Ceremony
 - 4.1.1. Tuesday 7-9 for RAP & Wednesday 7-9 for Banquet
 - 4.1.2. Separate events in one hour events, combine into one 2-hour event, or cancel RAP & only have 1-hour Award Ceremony? See discussion in 4.2
 - 4.1.3. RAP details – See 3.6
 - 4.1.4. Virtual Awards details – See 3.6
 - 4.2. Which option for social events?
 - 4.2.1. Meeting fatigue & battling family evening activities likely issues with two events
 - 4.2.2. Opportunity for new members to get involved in our Division and see more about what we do
 - 4.2.3. Hard stop? What if it goes long? – no hard stops, moderators still need to end on time, buffer for social events
 - 4.2.4. Consensus is one event on Tuesday, fun at first (~30 minutes, breakout rooms), transition to business
5. Updates on budget David Saftner
- 5.1. Treasurers report

- 5.2. How much to spend on CE Division registration support? Lots of schools canceling travel & travel support
 - 5.2.1. Roughly match previous expenses
 - 5.2.2. Advertise before expenses go up at the end of May (\$543)
 - 5.2.3. Criteria for choosing 5 “scholarships”? Random, leadership, application, young leaders
 - 5.2.4. Meet again if necessary to determine “scholarships”

6. Action Items Completed All – lead by C.J. Riley
 - 6.1. Decker voted next Newsletter Editor, CJ linking Mary Katherine & Decker

7. Items for Business Meeting Agenda All – led by C.J. Riley
 - 7.1. Review Business Meeting Agenda Minutes from 2019
 - 7.1.1. Update committee chair/co-chair for last year prior to conference
 - 7.2. Review Business Meeting Agenda Draft for 2020
 - 7.2.1. CJ updated agenda based on feedback

8. Other business/discussion C.J. Riley
 - 8.1. Dropbox Reminder
 - 8.2. Division Operating Manual
 - 8.3. Ron nominates Brock as the Historian, unanimous approval
 - 8.4. WIP, 5 minute, award quality paper discussion
 - 8.4.1. WIP in title
 - 8.4.2. 5 minute is not in instructions to be in the title, that would simplify reviewer issues
 - 8.4.3. Reference Brock’s old paper to help reviewers identify award quality paper & reduce reviewer grouchiness in reviews
 - 8.4.4. Automation of Monolith simplifies assignment of reviewers, if WIP/poster/5 in title, grouping reviewers so their expectations are consistent would be realistic. Titles key to this if a realistic task to Division leadership
 - 8.5. Increase membership
 - 8.5.1. Reach out to ExCEED group to encourage participation
 - 8.5.2. Survey to DH received low response rate – Feedback included competing demands, emphasis of technical committees for P&T
 - 8.5.3. Since ASEE membership is dropping, unlikely our membership will increase, but limiting rate of decrease to ASEE rates is reasonable goal
 - 8.6. Award presentation and participation
 - 8.6.1. Program updates recorded
 - 8.6.2. Confirmed that non-registered guests can attend social, business, & planning meetings
 - 8.6.3. Brock will contact awardees now that details are out

9. Adjourn