

Biological & Agricultural Engineering Division
American Society for Engineering Education
Meeting Minutes
Monday, June 23, 2003
2:30-4:15 PM, Nashville, TN

Committee Officers

Chair: David Gattie
Vice Chair/Program Chair: Marybeth Lima
Treasurer: Lalit Verma
Secretary: Steven Mickelson
Newsletter Editor: Tom Brumm

Members Present

Dave Gattie, Marybeth Lima, Paul Schreuders, Vangie Alocilja, Bill Tollner, Tom Brumm, Mike Brugger, Robert Gustafson, Ei Dale Threadgill, Art Johnson, Jerry Gilbert, Lalit R. Verma, Ann D. Christy, and Steven K. Mickelson.

Call to Order

David Gattie called the meeting to order at 2:38 PM on 6-23-03. David congratulated Marybeth Lima on the excellent program sessions. Officers were asked to present their reports.

Reports

Secretary's report: Marybeth handed out the 2002 meeting minutes and noted corrections. Corrections to the officer's list were noted. Steve Mickelson is the secretary and Tom Brumm is the newsletter editor. No other changes were made or suggested. Ann Christy moved approval of the minutes and Paul Schreuders seconded the motion. There was unanimous approval.

Treasurer's report: Latit Verma presented the treasurer's report. The balances for the division accounts are:

Operating: \$476.23
BASS: \$652.57

Dave covered how the accounts could be spent. The operating account needs to be spent before the end of the fiscal year or the money is returned to ASEE. The BASS account carries over to the next fiscal year. Discussion took place over how the operating account should be spent. Latit suggested we spend about \$400 yet this year on something. Robert suggested considering an exhibit for recruiting members. Paul and Lalit suggested creating a brochure for promoting and encouraging membership in the BAE Division. Distribution and creation of such a brochure was discussed in detail. Tom Brumm and Lalit will work on creation of the brochure, both in

both electronic and hardcopy form. The goal will be to have this completed by the end of July. Lalit suggested working also with ASAE staff on this.

Program Chair report

Marybeth noted that there would be 18 presentations at three separate sessions, with one abstract picked up one from the not designated division group. Concern was noted about have session times that overlap with the Biomedical Division. It was noted by Paul that trying to make a change could result in worse times.

PIC 1 Report

Dave presented the PIC 1 report. There will be a surcharge for all hardcopies.

Future meetings will be held at:

2004 Salt Lake City, UT

2005 Portland, OR

2006 Chicago, IL

2007 in Honalulu, Hawaii

2008 in Pittsburgh, PA

David noted that several divisions that have minimal abstracts submitted for the number of sessions they have reserved.

Most divisions would prefer poster session verses the multimedia blitz.

A resubmission of the request for change in dues to \$5 will be made to ASEE. This has been a long-term problem that needs to be taken care of.

For general knowledge, the "Proposed Changes to PIC I Bylaws" document was handed out. They were approved earlier at the PIC meeting.

Division Teaching Award

The "Best Paper Award" was given to Steve Mickelson, Tom Brumm, Larry Hanneman, and Brian Steward. The "Award for Excellence in Teaching Materials and Methods" award was given to Vangie Alocilja. The awards were given out at the first session.

Newsletter and Website Update

No new news. Tom has agreed to continue on in this role, as he helps with the new brochure.

Old Business

Ann gave some background on the awards process in ASEE. A proposed best paper process from ASEE was handed out. She handed out the recommendation made by the BAED Award

Committee. Three recommendations were made (see handout). Discussion took place on each recommendation. Changes were made to each recommendation as follows: (get this from Ann)

A motion was made by Ei Dale that the Award Committee is given approval to develop the accepted best paper criteria that will be used for next years meeting. Marybeth seconded the motion. The motion passed.

Art moved approval of all the recommendation with suggested changes. Paul seconded the motion. Motion was approved.

New Business

BAED membership and growth.

Dave handed out several documents. The first one was related to division membership. The BAE Division has grown in membership. The second document was the BAED Profile created by Paul. Input for changes was requested. Some changes were made.

Election of Officers for 2003-2004

Past Chair: David Gattie

Chair: Marybeth Lima

Vice-Chair/Program Chair: Steven Mickelson

Secretary: Bill Tollner

Treasurer: Lalit Verma

Newsletter Editor:

Unanimous ballot. Approved.

Program suggestion for 2004:

Projects

Student papers or senior design or other design projects (even if presented by mentor)

Undergraduate research education

Experiential learning opportunities (service learning, etc.)

Mathematical modeling of biological systems for use in the classroom

General trends in BAE

Round table teaching techniques, methods (request additional session)

No other new business was discussed and the meeting was adjourned.

Tom moved adjournment and Paul seconded.

Respectively submitted

Steven Mickelson

