

**American Society for Engineering Education**  
**Minutes of the Biological and Agricultural Engineering Division Business Meeting**  
**Portland, Oregon**  
**June 15, 2005**  
**(unapproved by the membership)**

Members present: Evangelyn Alocilja, Tom Brumm, Tom Cathcart, Ann Christy, David Gattie, Art Johnson, Marybeth Lima, Steve Mickelson, Paul Schreuders, Dennis Schulte, Bob Stwalley, David Thompson, Ernest W. Tollner, and Lalit Verma.

- I. The meeting was called to order by Chair Steve Mickelson at 4:36p.
- II. J.P. Molson, PIC-1 chair, joined the meeting to listen and answer questions
  - a) Tollner: Are we in the right PIC? Does it hurt/help collaborations with other divisions? Molson: Collaborations should not be hurt by membership in a particular PIC. If you are planning to collaborate on a session, let the PIC chair know by October so that there aren't time conflicts between collaborative and division sessions.
  - b) Johnson: Suggestions – cut sessions to improve quality, 7:00a sessions not practical. After an open discussion Molson asked that we communicate time concerns for sessions to him by January.
- III. Approval of Minutes.
  - a) Stwalley moved, Schreuders seconded, that the minutes from the previous meeting be approved, as corrected for typographical errors. The motion passed unanimously.
- IV. Treasurer's report: Lalit Verma
  - a) Verma reported their was a balance of \$2,456.60 in the BASS account (an increase of ~\$800 over last year) and \$439.59 in the operating account. Johnson moved to accept and approve the report, Schreuders seconded. The motion passed unanimously.
- V. Program chair's report – Bill Tollner
  - a) 2005 session attendance was good with good comments from the attendees. Session 1 (Bringing Biology into Engineering) had about 40 attendees, and sessions 2 (Innovative Curriculum Developments ) and 3 (Documenting Success) had about 30 each.
  - b) There were some problems with CAPS in the beginning, but everything was solved.
  - c) Discussion ensued about co-sponsoring sessions with another division. Concern was raised that co-sponsoring sessions results in the lost of a session solely sponsored by the division. It was unclear whether this was true or just an "urban legend." Brumm will clarify with the PIC chair.
  - d) Tollner: it is unclear we were awarded time slots for our sessions. Brumm will clarify with the PIC chair.
- VI. PIC-1 meeting report – Bill Tollner substituting for Steve Mickelson
  - a) The Engineering Economics division moved to PIC-1 by request of the other divisions in PIC-1.
  - b) Program chairs will now be recognized in the program.
  - c) An on-line journal will be forthcoming, in response to the change of the Journal of Engineering Education to a greater research focus. It will be peer reviewed and will handle the more descriptive papers about engineering education. An editor has been named. It will be accepting papers either late this fall or next spring.
  - d) The 2<sup>nd</sup> edition of the "Engineering – Go For It" brochure will soon be ready for distribution.
  - e) ASEE is now the lead society for ABET accreditation of non-discipline programs such as general engineering, engineering technology, etc.
  - f) There was information presented about program organization. The number of sessions is governed by the meeting facility. There was 280 sessions in Portland and there will be 280 in Chicago next year. There will be one less session per division next year (perhaps) – these "lost" sessions will go to a big pool to get re-distributed in order to provide flexibility for growth. To get the session back, a division needs to make a request based on interdisciplinary focus and previous evidence of attendance. Sessions will be awarded in November at the PIC chair meeting.
  - g) Each division needs to review its by-laws.

- h) There is a policy in place to alert divisions that they are on probation. A division gets on probation by: having under 125 members, evidence of inactivity, or failure to review the by-laws.
- i) A meeting of the new program chairs will be Wednesday, June 15 at 2:30p, to review responsibilities and timelines. Brumm noted that he will be unable to attend, but Tollner and past program chairs offered tutoring and guidance.

VII. Division Awards – Marybeth Lima

- a) The Teaching Materials and Methods award (plaque and \$500) went to Andrew Ward of Ohio State University, for his book on hydrology.
- b) The Best Paper award (certificate and \$250) went to Steve Mickelson and Tom Brumm of Iowa State University for their paper, “Measuring Success in Learning Communities.”
- c) The awards committee consists of the past division chair and the previous year’s winners. Next year’s award committee will be Mickelson, Schrueders (substituting, since Mickelson will be past chair and past award winner) and Ward.

VIII. Newsletter report – Tom Brumm

- a) A website has been created and has been reviewed by some of the members. Iowa State has agreed to host. Brumm will now populate with material. The URL is:  
<http://learn.ae.iastate.edu/asee-bae>

IX. Old Business

- a) A BAE brochure. The division would like to create a brochure to distribute in its sessions, and for other purposes. Some of the language for the brochure can come from the website. Brumm will solicit pictures both for the website and brochure. He will also develop a draft brochure.
- b) Distinguished lecture. The Division wishes to sponsor a distinguished lecture on “Biology in Engineering” and invite Jim Dooley to speak. The Division is willing to pay related expenses, but is unsure of the process to secure such a lecture. We requested one in 2005 but got no response. Brumm will request a distinguished lecture through his correspondence with the PIC-1 chair.

X. New Business

- a) By-Laws. ASEE has by-laws posted on-line, but they are old. They were reviewed in 2003 and last modified in 2001. Brumm will put the current by-laws on the division website and solicit comments with feedback to Tollner. The Executive Committee (Division officers) will make recommendations for changes for consideration at the 2006 business meeting.
- b) ASAE is forming an education division including publications in Transactions and Applied Engineering in Agriculture. Christy read an email from BAE member Bob Gustafson who has been spearheading this effort. Gustafson asked for participation in the organization process at the ASAE meeting in Tampa in July.
- c) Election of Officers. The following slate was elected by unanimous consent.
  - i) Past-chair: Steve Mickelson
  - ii) Chair: Ernest W. Tollner
  - iii) Program Chair: Tom Brumm
  - iv) Treasurer: Lalit Verma
  - v) Newsletter: Tom Brumm
  - vi) Secretary: Paul Schrueders
- d) Ideas for the 2006 BAE sessions were discussed. They included:
  - i) Biology for Engineering I
  - ii) Biology for Engineering II
  - iii) Documenting Success
  - iv) Distinguished lecture, “Biology in Engineering”
  - v) Co-sponsoring a “biology in engineering” session with BME and/or ChE divisions.

- XI. Adjourn. Latit moved and Gattie seconded that the meeting adjourn. The motion was approved unanimously and the meeting adjourned at 5:47p.

Respectfully submitted,

Tom Brumm  
Secretary  
BAE division