

**ASEE North Midwest Section
Business Committee Meeting
Minutes
South Dakota State University – Brookings, SD
Brookings Inn
October 14, 2005 (1:00 PM)**

1. Meeting was called to order by Charlie McIntyre, Section Chair

2. Minutes of 2004 Business Meeting were posted on the website and approved

3. Efforts of SDSU were acknowledged

4. Introductions, section officers and Amir Karimi (Zone Chair)

5. Financial Report (October 31, end of fiscal year)

Basically, the section has approximately \$9,000 in the BASS account that could be used for some useful purpose. Suggestions are welcome.

6. Executive Committee Update

a) Motion was made to transfer residuals of operating account to national teaching award on continuous/ongoing basis. Motion was seconded and passed on a voice vote.

b) Motion was made to increase Edward F. Mikol award for best conference paper from \$100 to \$500 for lead author. Motion was seconded and passed on a voice vote. (Note: this changes the bylaws, effective next year)

7. North Midwest Section Web Page Presentation. (Charles McIntyre)

8. Presentation of Edward F. Mikol Best Paper Award from 2003 North Midwest Section Conference

Josh Bostwick, Adeed Rahmah, and Chris Bapadapolis, all of the University of Wisconsin, Milwaukee

9. Future Conferences

2006 – University of Wisconsin – Stout (Dan Bee spoke)

2007 – Michigan Technological University

10. Resolutions Committee Report (Charlie Johnson reported) – motion approved

Motion was made to accept the resolution, seconded, and passed on a voice vote.

**ASEE North Midwest Section
Executive Committee Meeting
Minutes**

**South Dakota State University – Brookings, SD
Brookings Inn
October 13, 2005 (4:30 PM)**

1. Introductions, members present included:

1. Mike Hennessey, University of St. Thomas
2. Teresa Hall, South Dakota State University
3. Charlie McIntyre, North Dakota State University
4. Chris Carroll, University of Minnesota, Duluth
5. Charles Johnson, Minnesota State University, Mankato
6. Verne Cutler, University of Wisconsin, Milwaukee
7. Ron Perez, University of Wisconsin, Milwaukee
8. Dan Bee, University of Wisconsin, Stout

2. Welcome and Conference Update (Teresa Hall)

3. Meeting Minutes of the 2004 Business Meeting Distributed

4. Executive Committee Membership (representatives from all campuses – campus reps?)
Agreed that the Section Chair (Charlie) would contact the deans of the member institutions regarding memberships on the Executive Committee. Note that it is required (from the bylaws) to have one representative from each school within the section. Similar comment for “campus reps,” i.e. dean needs to appoint them.

5. 2005 North Midwest Section Conference – Action Items

a. Conference papers (multiple submission issues/copyright transfer agreement)

Topic of ethics of multiple paper submissions discussed. For example, several papers were reviewed and accepted but the authors retracted the paper and sent it somewhere else. Agreed to keep current process that entails an abstract submission, 3 reviewers per paper (not abstract). Acceptance email/letter would now make mention of “peer review,” both by abstract and paper. Danny Bee would initiate the copyright transfer agreement from the national ASEE to our section (with modification) – to report on status by September 2006.

b. Edward F. Mikol Best Paper Award (plaques, selection process, award amount)

Bump up Mikol award amount (from \$100 to \$500), add to bylaws and vote on at Business Meeting tomorrow.

c. Procedure for sponsoring a conference

Danny Bee agreed to draft a document and send to section chair for purposes of distribution to Executive Board for further review. Note: Vern suggested that there always be a banquet. Others tended to agree.

6. North Midwest Section By-Laws (Review and Update)

“Homework Assignment” for Board Members: Review current bylaws of the North Midwest Section and return marked up copies to Section Chair.

7. Operating Account and the National Teaching Award

Section receives approximately \$550 from national per year for operating purposes. History of Dow Teaching Award at National ASEE Conference. Dow has subsequently pulled out. Interest in building up endowment to continue this type of award. On an annual basis our section has contributed to enriching the endowment for the last 4-5 years, approved on an annual basis. Suggestion is to seek approval so that the residual operating budget (as of 10/31, end of fiscal year) is automatically earmarked for the endowment, vs. a more general ASEE account. Requires vote at Business Meeting tomorrow.

8. North Midwest Section web site (additions/student financial support)

Good discussion of NDSU student supported ASEE website. Possibility of even funding student workers to maintain the website. Charlie to report back on basic information (hours, expertise, etc.)

9. 2006 North Midwest Section Conference (University of Wisconsin – Stout) – Update

Danny Bee passed out next year’s “Call for Papers” – seems organized and is also combined with a manufacturing conference which should be well attended.

10. Other Business

Resolution committee was formed for purposes of finalizing the previous year’s conference and also thanking the organizing members. It is comprised of Charlie Johnson, Vern Cutler, and Ron Perez.