

ASEE Engineering Libraries Division

Session 3641: ASEE ELD Extended Executive Committee Meeting Minutes

Wednesday, June 27, 2007, 4:30-6:10 pm, Hawaii Convention Center, 301A, Honolulu, HI,

Present: A. Van Epps, J. Bhatt, J. Teleha (rec.), M. White, D. Mizzy, S. Stitch, L. Thompson, J. Cook, L. Whang, J. Mitchell, K. Thomes, M. DeSart, K. Andrews, P. Gibbs, C. Mullen, J. Van Fleet, B. Neville, B. Heyer-Gray

Meeting called to order at 4:30 pm

Minutes of the June 2006 EEC Meeting, Chicago, IL were approved.

Reading of the agenda:

- 1) Feedback on this conference
- 2) ELD accounts and appropriate expenses
- 3) Archives – next steps (communication to the EEC from Paige and Cecilia)
- 4) Activities in other committees – progress and communication
Writing and mentoring group – reviewing papers – how do we promote?
- 5) JSTOR, ELD, ASCE, ASME and Portico
(See if ELD would consider supporting an effort of lobbying faculty for support of the Jstor Engineering collection)
- 6) ELD and ASEE – Are there any collaborative opportunities to support ABET requirements for institutional accreditation? Past experiences? Do we need to do anything – charge the Accreditation committee?
- 7) Any others? How about “Copyright Transfer” and “Publish to Present” related issues?
- 8) Planning for Pittsburgh

1) Feedback on this conference

Several issues were raised, including:

- Evaluation Forms: does ASEE want these forms? How do presenters get feedback?
 - The Moderator collects the forms and turns them in to ASEE. Data (feedback) is hard to get from ASEE. It comes as an Excel file that is difficult to interpret.
 - A few years ago, ASEE did not care or want the forms. Apparently this policy has changed.
 - One common complaint was that the forms should have arrived before the start of every session and Jay had to track down blank copies.
 - Action item: Amy will check with ASEE about the role of this form.
- Workshop on Sunday had 40 attendees and was a good mix of librarians and engineering faculty.
 - Complaints centered on a time management issue, there was no time for the planned hands-on exercise. This made the workshop seem more like a Technical Session than a workshop.
- Great response on the food.
 - Many thanks to Larry and Stephen and the vendors.
 - Do we want to do it again at future conferences? Yes!
 - Gives members a chance to eat, stay onsite, and network.
 - Tables (or the lack of) were “not a big deal” except for the Business Meeting
- 7:00 am sessions:
 - This was a first “in a long time.”
 - Hawaii was “easier” to do a 7:00 am session than most other venues.
 - Action item: Larry will e-mail attendance figures at all sessions for evaluation.
- Banquet feedback:
 - “Great!” “Fantastic!” “Desserts were wonderful!”
 - Attendees: 85 RSVPs, 15 Guests, 10 vendors, 5 from Elsevier
 - Cost: Buffet \$53.00/person
Bar \$27.00/person
Music \$215.00/hour
 - Ross Graber of Ei was “very pleased.”
 - Michael recommended using eVite (or similar) next year. It would help us get a better idea regarding numbers. It could be used for both the Banquet and the Welcome Reception.
 - Michael also recommended that payments for the banquet guests be sent to the Treasurer rather than the Director.
- Welcome Reception feedback: Tabled until the “Planning for Pittsburgh” Agenda item

2) ELD accounts and appropriate expenses

Note: See discussion text on the Agenda.

- Ongoing balance in the BASS accounts sits at about \$10,000.00
 - Answers the question “do we have funds?”
 - Need to track/determine the appropriate use of those funds
- Action Item: Amy will track decisions to use those funds through the next few years.
- Moderators: Can they be reimbursed?
 - Only for materials purchased for their sessions
 - Program chair should approve in advance
- Guest speakers reimbursed/pay for
 - Travel (air)
 - Hotel (one night)
 - Taxi (from airport)
 - Meals (guest at Banquet or Welcome Reception)
 - Registration and other Conference related fees
- Also need to track what is NOT approved. Any institutional memory?

3) Archives – next steps (communication to the EEC from Paige and Cecilia)

- The EC approved the proposal to permanently house the ELD Archives within the University of Massachusetts Dartmouth Archives. Section 7 of Addendum 1 of our By-laws will need to reflect this change.
- UMD is currently expanding their Archives and this is a great opportunity.
- Action Item: Paige will send out a “Deed of Gift” draft before the fall for comments.
 - This would be a standard form from the UMD archivist for accepting gifts.
 - Once the items are accepted as gifts, UMD can never charge ELD for housing our collection.

4) Activities in other committees – progress and communication

- Jay wants more communication about committee activities – other than what appears in their Annual Report
- Chairs of the ELD committees have the responsibility to bring issues to the EEC.
- EEC Listserv was created a few years back to facilitate communication: eldeec@u.washington.edu
- Action Item: Mel will add new EEC members to this non-moderated discussion list ASAP

Writing and mentoring group – reviewing papers – how do we promote?

- Members planning to use this service need to understand that it is a review service, not a rewrite service.
- This year, one paper was submitted and feedback was given by three reviewers.
- SmoothPaper requires Abstracts in October and papers in January. That’s not a lot of turnaround time from when the author(s) know they are accepted to when they have to submit for publication.
- If ASEE moves toward “publish to present,” ELD will need to encourage more members to publish. This could result in more papers to review.
- General question: how can we encourage more members to publish?

5) JSTOR, ELD, ASCE, ASME and Portico

(See if ELD would consider supporting an effort of lobbying faculty for support of the JSTOR Engineering collection)

- Larry reported that JSTOR is very enthused and believes that the Engineering Collection will be a good project/product.
- They have gotten good response from most publishers, but not ASCE nor ASME:
 - ASME has not said “yes” or “no.” They have not responded at all.
 - ASCE is “not interested in a joint project.” Apparently such a project would “compromise our unified ASCE library” expected to be released within five years.
 - The good news is that ASCE at least has a plan. We know nothing about ASME.
- Should ELD members contact our Faculty with ties to ASME? Find out who the leadership members of ASME are? Have them ask about ASME’s plan? Get them to push ASME to digitize the backfiles?

- Action Item: Larry will develop a background document to take to the Faculty. This document will highlight “what JSTOR will do for ASME.” This document will also describe what “you as a faculty member will get out of this project.” Larry will also draft a letter (template) for ELD members to take to their faculty for the faculty to send to ASME.
- 6) ELD and ASEE – Are there any collaborative opportunities to support ABET requirements for institutional accreditation? Past experiences? Do we need to do anything – charge the Accreditation Committee?
- Dianne Mizzy reported on the Tuesday afternoon meeting of the Accreditation and Standards Committee:
 - Revise and update the ELD Information Competencies for Engineering
 - Create a Guide to ABET Accreditation, include sample reports, and identify librarians who are willing to share their experiences with the process
 - Create a Wiki and encourage ELD members to contribute assessment-related documents (such as rubrics) to the Wiki
 - Barbara Williams (University of Arizona) attended the meeting of the ASEE Accreditation Activities Committee (ASEE/AAC) and is going to seek appointment as an at-large member
 - Bring in Gloria Rogers of ABET to speak at a workshop or Technical Session
- 7) Any others? How about “Copyright Transfer” and “Publish to Present” related issues?
- Bob reported that there was one person who asked “How come there is no Blog of the Conference activities? Or at least ELD’s activities?”
 - In the same vein, why wasn’t there a recorder for the Mentoring Panel Discussion? Why wasn’t Clifford Lynch recorded?
 - “Publish to Present” could come up again. We will wait and see what ASEE decides.
 - Copyright Transfer conversation needs to continue.
 - It is difficult to find the right person within ASEE to talk to.
 - Action Item: Mel and Kate will continue to pursue this.
- 8) Planning for Pittsburgh
- Welcome Reception:
 - Luau was fantastic! Thanks Carol and IEEE!
 - Can we return to the informal setting that provided networking opportunities?
 - It would be nice to have more substantial food, but without the formality of a sit-down meal.
 - Kate would be thrilled to host the Welcome Reception at her library.
 - Transportation should be provided and construction might be an issue.
 - Main library could be an alternate site.
 - **2008 ASEE Pittsburgh Program/Session ideas**
Based on feedback from ELD members during and after the 2007 conference
 - Assessment, with regards to accreditation
 - Steve Hiller – University of Washington
 - ABET Guest Speaker – Gloria Rogers (Dianne Mizzy has contact info)
 - Information Literacy:
 - podcasts
 - ethics/writing/plagiarism (for graduate students)
 - for international students
 - rubrics
 - sample
 - what are they and how to use them
 - best practices
 - successful liaison programs (could also have a collection spin)
 - collaborative teaching with faculty
 - Patents – for entrepreneurs
 - best resources session
 - co-sponsor w/ entrepreneurship & engineering innovation division
 - ‘integrated product development’ faculty @ Lehigh interested in co-sponsoring

- 21st Century library buildings
 - Renovations
 - new buildings
 - space considerations
- Standards
 - boot camp on industry standards
 - collecting
 - Info Lit standards within engineering
- “Basics” topics – mentioned as a possible workshop
 - standards
 - resources and acronyms
 - patent searching
 - business information
 - collections
 - liaison
- Mini-plenary idea
 - Richard Sweeney – NJIT
 - Millennial student characteristics
 - Gaming
 - Second Life
- Managing grey literature in the digital age
- Solo librarianship
- Data curation
- Professional issues forum
 - can vary widely
 - depends on moderator
 - Need to keep things moving
- Author rights/copyright transfer
 - poster session?
 - Are other Divisions affected by copyright transfer?

Respectfully submitted,
John C. Teleha
ELD Secretary/Treasurer