

**Chemical Engineering Division of ASEE
Executive Committee Meeting
November 5, 2007 11:00 am – 12:30 pm
Salt Palace Convention Center Room 155F (Lower Level)**

Attendees: Adrienne Minerick, Polly Piergiovanni, Mark Bricka, Eric Maase, Randy Lewis, Chuck Coronella, Jason Keith, David Silverstein, Pat Walton, Don Visco, Kevin Dahm, Valerie Young, Frank Bowman.

Meeting convened at 11:13 AM

1. Attendees were welcomed by Valerie Young. Attendees introduced themselves.
2. David Silverstein submitted minutes from the June 2007 Honolulu Executive Committee meeting. Minutes approved with minor spelling corrections.
3. Young discussed the need for officer nominees for the upcoming election.
4. Silverstein presented a balance sheet and income statement for the division accounts. The BASS account was at a low \$14,261.54 due to a lack of payment by awards sponsors, in particular Dow (Lectureship) and no Fahien sponsor. Young indicated that the former contact at Dow was no longer with the company, but she was in contact with Dow to find an appropriate contact. Mark Bricka suggested AIChE's Dow contact be contacted. Tim Anderson committed to sponsorship of Fahien award without credit from *Chemical Engineering Education* budget. Young will request written commitment. The report was approved with no corrections.
5. Kevin Dahm on behalf of the awards committee reported that he would be handling judging management and plaques. Young will handle collecting nomination packets. Staggered terms for awards chairs was suggested but no progress on implementation was made.
6. Program Chair Reports
 - a. 2008 (Pittsburgh) – Jason Keith reported that 60 abstracts were submitted and were in review. He requests that SmoothPaper allow designation of preference to present orally or by poster.
 - b. Chuck Coronella committed to speak with Tom Edgar to identify a local arrangements chair for the 2009 Austin meeting. Sundar Madihally is Program Chair.
7. Young presented the membership chair report on behalf of David Miller. ASEE reports the division has 576 members in good standing. Emails are being sent to recently lapsed members. Recruitment of members at the Summer School was not pushed until the end. Miller will be asked to email all participants in the summer school along with a copy of the division newsletter. Young will assist.
8. Young reported on behalf of the Summer School committee that some participants have not yet received travel reimbursements. A post-conference DVD is not available. Copies of ASEE Prism may be requested for mailing to participants. May combine DVD mailing with ASEE membership materials. Kim Ogden, Randy Lewis, and Joe Shaeiwitz expressed an interest in organizing (but not raising funds) for the 2012 Summer School. Shaeiwitz would lead organization.

9. Silverstein reported that the division website is still functioning but the Forum has stagnated. A link to Jim Henry's Online Laboratory repository has been added. No student assistance for website maintenance was requested for the year due to the award sponsorship situation.
10. Adrienne Minerick reported that the newsletter was distributed on time.
11. Polly Piergiovanni reported that the revised bylaws were on track for acceptance and will be considered by the ASEE Board of Directors before the June 2008 meeting.
12. New Business
 - a. Silverstein reported that the Education programming group of AIChE was planning an Education Topical Conference at the November 2008 Centennial meeting. A social event was being considered, but may require funding for a deposit. A request will be made to the ExCom with details if support is needed.
 - b. Silverstein also reported a proposal to form an Education Division of AIChE was being developed. Support from the ASEE ChED leadership was sought. Concerns about potential overlap of activities were expressed.

Meeting adjourned at 12:18.