

Chemical Engineering Division of ASEE

Executive Committee Meeting

Minutes

Monday, June 23, 2008 (Session 1113)

7:00 – 8:15 a.m. (Pittsburgh, PA, David L. Lawrence Convention Center, 401)

Attendees: David Miller, Joe Shaeiwitz, Polly Piergiovanni, Margot Vigeant, Don Visco, David Silverstein, Valerie Young, Kevin Dahm, Adrienne Minerick, Sundar Madihally, Dick Zollars, Jason Keith, Randy Lewis (by conference call)

Meeting convened at 7:07AM

1. Attendees welcomed by Valerie Young, who submitted minutes for the November 2007 meeting. Minutes approved unanimously with a minor change.
2. David Silverstein reported that 47 ballots were cast in the recent election. Randy Lewis was elected Chair-elect for 2008-2009. Adrienne Minerick was elected Director for the 2008-2010 term.
3. Silverstein presented a balance sheet and income statement for the division accounts. The BASS account was restored to a level of \$20,889.69 as a result of awards sponsorships from 2007 being paid (Dow) and a new 2008 sponsor for the Lectureship, Chemstations. The operating account is at a zero balance. A check from *Chemical Engineering Education* was received for the Fahien sponsorship. A check from Eastman is still outstanding. The division will resume funding a student to assist in maintaining the website.
4. Kevin Dahm reported on award winners and a need for more nominators and consequently nominations. A proposal that each award winner be given one banquet ticket was approved unanimously. Each winner will continue to receive a plaque. Communication with local arrangements chair for banquet count was cited as important by local arrangements chair Joe Shaeiwitz. An increase in the travel allowance for the Lectureship winner up to \$1500 was approved. Young noted that Chemstations has informally committed to 5 years of sponsorship before re-evaluation. Award brochures will be distributed the first session this meeting and should be distributed early at future meetings. Award winners will be posted on the website when selected, and by email lists. An award letter from Eastman should be located, it may be expiring.
5. Jason Keith, 2008 program chair, reported on issues regarding accepted abstracts, where no paper was submitted were dropped by ASEE. All but two abstracts were reinstated into the program. Young reported similar problems applied to all divisions. 50-60 total presentations were scheduled. The Publish-to-present (PTP) requirement will be in effect next year. Joe Shaeiwitz described the banquet arrangements.

Sundar Madihally, 2009 program chair, described the PTP requirement and a drop from 45 to 37 sessions available per day. Christine Schmidt, UT Austin, will be the local arrangements chair. Joe Shaeiwitz will advise. Margot Vigeant volunteered to be program chair for the 2010 meeting in Louisville, KY. Michael Prudich had also expressed interest. Jim Watters has volunteered to be local liaison. Adrienne Minerick volunteered to be program chair for the 2011 meeting in Vancouver, B.C.

6. Joe Shaeiwitz reports a meeting amongst 2007 Summer School chair Kirk Schulz, Shaeiwitz, and Jennifer Curtis to consider location for the 2012 Summer School. The University of Maine is the leading candidate. Other possibilities include U. of Rhode Island, Rensselaer (Albany, NY), Northeastern (Boston, MA), Cornell (Syracuse, NY), U Conn, MIT, New Hampshire, Tufts, Worcester.
7. David Miller, membership chair, reported membership numbers a little down. Will contact summer school participants to encourage joining ASEE. Wants to promote the division at the AIChE meeting. Most of lapsed members are retiring or ending free membership periods. A plot of membership numbers since July 2006 was distributed, indicating current membership at about 572.
8. Adrienne Minerick, newsletter chair, reported two newsletters were sent this year. The fall issue featured awards, and the spring issue featured elections. Content writers are requested, especially a summary of this meeting.
9. Silverstein reported on the current status of the division website. An email to encourage conference presenters to post on the forum will be sent. A mailing to department chairs was proposed, including other information for one mailing per year, including CFP, Forum, other things.
10. Silverstein reported on the planned Topical Conference on Education at AIChE 2008 Centennial Annual Meeting and distributed the program, encouraging members to attend.
11. Silverstein described a proposal to be submitted to AIChE to form an Education Division within AIChE. The function of that Division will engage in activities that are mutually exclusive to ASEE's ChE Division.
12. Visco described PIC1 meeting proposal to Board of Directors "SPEED" programs to improve interdisciplinary interaction for training educators.
13. Young called for a new Awards co-chair to succeed Kevin Dahm. Jason Keith volunteered.

Adjourned at 8:16