



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting

Minutes

Monday, November 17, 2014 – 11:15 – 12:15

Atlanta Hilton, Room 201, Atlanta, GA

Attendees: Lisa Bullard, Dave Dixon, Laura Ford, Allen Hersel, Daniel Lepek, Christi Luks, Joe Shaeiwitz, and David Silverstein, with Bernie Van Wie on the phone

1. Greetings and Introductions (Lisa): no news on promotions
2. Minutes from summer 2015's executive committee meeting were approved with no changes (Laura).
3. Updates
 - a. Abstract submissions (sent in by Kevin Dahm): We accepted 42 of 47 abstracts and will have 6 sessions with one poster session. We will have 3 panels: diversity and virtual communities of practice with the third possibly being safety. There will be a Sunday workshop, and the banquet will be at The Daily Grill for \$56. ASEE apparently has a default ticket price, so we'll need to make sure it is set to our value.
 - b. Bernie gave an update on awards. Since the deadlines are mostly in January, there is not much to report. There has been only one application for a mentoring award (Future Faculty), so we suggested an email blast to membership for advertisement. The newsletter went out just before the deadline to promote the awards. We should consider combining some of the mentoring awards into one with a larger value to make it more attractive. We need to make sure people are aware of the January deadline. Joe Menicucci will be forming award sub-teams in January. Armfield is interested in sponsoring the Lectureship, and we need to formalize the agreement for 2016. Bernie will be working with his university's development office on a new Corcoran sponsor; please send him ideas if you have any.
 - c. Cheryl Bodnar and Arthur Felse sent proposals for the diversity initiative.

Proposals 1-3 are all in progress. A diversity panel is in the works for the 2015 conference, and they are working with Kevin on a technical paper session, which depends on the abstracts that were accepted. They are working with Phil Wankat on a special diversity issue of *Chemical Engineering Education*.

Proposal 4 is assigned seating at the Division Awards Banquet to mix up old and new people, which led to a lot of discussion. Since some people use the banquet to conduct business, they would not like assigned seating. With the many last-minute additions, a seating chart would be hard to make. Suggestions were to encourage people to sit with someone new and to look for the stars for first-timers. Please send ideas for this to Cheryl and Arthur.

Proposal 5 was to create a standing committee on diversity, which was tabled. We would need to amend the division by-laws, and it was unclear what the committee

would do. It was decided to wait until the panel discussion in 2015. We would like to have a representative on ASEE's diversity panel, as it was felt the larger group of people would contribute more than our small division could [we have since found out that we need a commitment to diversity statement in our by-laws to have a representative on ASEE's diversity committee.].

Proposal 6 was a link on the division's website with statistics, which David will add if someone provides the content.

Proposal 7 was travel grants and diversity awards. They will work with the awards committee, and it was suggested that the diversity committee find a sponsor.

Proposal 8 was to work with the membership chair to recruit under-represented groups. Since we have trouble recruiting at all, it was felt our best efforts are spent on recruiting all rather than sub-sets.

4. On-going Business

- a. Allen reported that our membership remains stable.
- b. David reported that we are still looking for someone to take over the website and move it to ASEE's site.
- c. Laura presented a treasurer's report, which is included as Appendix A. David has asked Adrienne Minerick about ASEE's financial stability since we are concerned about it. Since the treasurer's report does not have much new information since the last report, because ASEE has not provided it, Laura will update when she has further information.

5. New Business/Additional Items

- a. David reports that planning for Summer School 2017 is going well. Matt Cooper will be serving as the social events chair. The committee will be asking department chairs and associate professors for their needs. How much the Summer School will be encouraging ASEE membership depends on our division's chair and membership chair. Opportunities and encouragement to sign up were recommended, as well as maybe memberships for the poster winners. Allen will work with the Summer School committee.
- b. Arthur Felse will serve as programming chair for 2016 in New Orleans. Joe will be visiting New Orleans over Christmas and may be able to look at restaurants for the banquet. Mike Elsass will do local arrangements in Columbus 2017. Dave needs suggestions for director and chair elect. Several people were suggested, but they all have current obligations. Lisa Hwang from Stanford was mentioned. Please send ideas to Dave.

The meeting adjourned at 12:15

Appendix A
American Society for Engineering Education Chemical Engineering Division
Treasurer's Report – November 2014

BASS Account total reported June 12, 2014 **\$35,597.07**

Credits

Interest (none posted for FY Oct. 2013 – Sept. 2014 yet) \$

Dues (April through June 2014) \$354.00

\$354.00

Debits

Part of Appreciation and Award Plaques (\$1337.30 total) \$1,220.30

Awards Banquet \$3,302.40

\$4,522.70

Total Bass Account (September 30, 2014) **\$31,428.37**

Operating Account total reported June 12, 2014 **\$ 117.00**

Credits

None

Debits

Part of Appreciation and Awards Plaques (\$1337.30 total) \$117.00

\$117.00

Total Operating Account (September 30, 2014) **\$ 0.00**