



# ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

## CHEMICAL ENGINEERING DIVISION

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Executive Committee Meeting Minutes  
 Tuesday, June 23<sup>rd</sup>, 2020 – 3:30 pm – 4:30 pm  
 Online (via Zoom)

### Attendees and Affiliations

Name	Affiliation	Current Position	Upcoming Position
Taryn Bayles	University of Pittsburgh	2020 Program Chair	
Chris Barr		Director	
Janie Brenan	Washington University St Louis		
Tony Butterfield	University of Utah	Web Master	Chair-Elect
Tracy Carter	Northeastern University	Membership	
Jennifer Cole		P12 Delegate	
Matthew Cooper	North Carolina State University	Past-Chair	
Ashlee Ford	Oklahoma State University	Chair	Past-Chair
Versypt			
Victoria Goodrich	University of Notre Dame	Secretary/Treasurer	
Milo Koretsky	Oregon State University	Awards Co-Chair	
Fernando Merida	University of Florida	Fundraising Committee	
Elif Miskioglu	Bucknell University	Newsletter Editor	
Jennifer Pascal	University of Connecticut	DEI Delegate	
Reginald Rogers	University of Missouri	Director	
VJ Tocco	University of Florida	Membership Committee	
Bernie VanWie	Washington State	Fund-raising chair	
Margot Vigeant	Bucknell University	Awards Co-Chair, Summer School Chair (2021)	
Sarah Wilson	University of Kentucky		Director

1. We introduced ourselves as above.
  - a. Election Results
    - Tony Butterfield was elected as incoming Division Chair
    - Sarah Wilson was elected as incoming Director
  - b. Promotions, New Positions, Passing of Members were shared.
2. Minutes from the last Executive Committee Meeting (November 2020 in Orlando, FL) were approved as submitted.
3. Finances (Victoria Goodrich) – a financial report is attached as Appendix 1.
  - Compared to previous years:
    - The interest and membership dues are split up to reflect ASEE's financial years (Oct 1<sup>st</sup> – September 30<sup>th</sup>).
    - Dues are similar to the last 2 years (\$2754 and \$2511)
    - Allocation is also similar to the last 2 years (\$463 and \$470)

- Awards spending was slightly lower than previous years (between \$3500 and \$7000 for last 5 years).
  - We have received sponsorships from U.S. Didactic. We hoped for additional sponsorship, but they currently are on hold due to pandemic reasons.
  - We made a small profit on the ChE Division banquet last year (~\$370). There was a bit of confusion in the accounting where we were charged for another division. That's being fixed and this budget shows that reflection.
  - We actually spent less money in awards this year because both the CACHE and the Lifetime Achievement Award winner chose not to accept their honorariums and instead reinvest them in the division
  - We are currently spending out slightly more than we are bringing in to the division but this is okay since ASEE would like us to spend down the BASS accounts where possible. Our goal was to spend down to ~\$10,000 using some additional events at the conference, but those were obviously cancelled.
  - Bernie noted that CACHE no longer supports but we have asked and they have no longer supported
  - Ashlee expressed some surprise as CACHE met recently to ask about people getting awards. This wasn't brought up specifically. She will pursue this question.
  - Matthew shared that ASEE as an organization was hit pretty hard by the pandemic. They are taking a \$730k hit from the conference. They got a PPP loan from the government which will hopefully be converted to a grant.
  - Matthew added that ASEE wants a statement of how we plan to spend down the money in our BASS account and recommended we keep that account under \$10,000.
    - We were planning to spend on social for the conference.
    - We must spend it on the membership. Matt likes the idea of socials. We can also save money for 3-5 years and spend on bigger events as long as that is in our plan.
    - Another possibly is to host an event at Summer School which could both engage membership and possible recruit new members.
  - Jennifer Cole asked about creating a travel stipend/grant for people who don't get as much profession development support from their institutions.
  - Milo suggested that we consider a way for the division to support folks in their activities for remote teaching. There's definitely a need.
  - Ashlee noted that AIChE community groups of practice are active, but there's not a ton developed for pedagogical.
  - Margot suggested that we could also just make the banquet have a nominal cost only for 2 years. She does like there being more travel grants though
4. 2020 ASEE Program (Taryn Bayles)
- Thanks to everyone who helped with writing/reviewing/moderating!
  - There were a total of 60 submitted abstracts which converted to 33 final papers with 7 sessions.
  - She had many moderator volunteers and help from membership.
  - Overall, this was a fairly normal year as far as our sessions went including high attendance with it appeared lots of people not from the division.
5. Awards (Milo Koretsky and/or Margot Vigeant)
- a. Milo and Margo provided updated award winners.
  - b. Margot – we have a great slate of award winners!
    - There will be an online awards meeting next month.
  - c. The division is switching our plaque company. Margot found out Bucknell's printing division makes great plaques but they are delayed this year because they nobody could go to work.
    - Should come in by July 16<sup>th</sup>.
    - Plaque price is about 50% of our previous cost!
  - d. Awards committee wants to establish awards processes and amounts to go into the by-laws
    - Old process had past award winner as part of the committee, but that tends to make people pick people like them which may limit who is being considered.
    - Instead, the division could make an explicit award committee that includes the Awards chair/chairs plus some members of the Exec Board
      1. Martin, Best Poster, and Corcoran have their own structures already in place.

- Ashlee asked if the awards proposed process will formalize the options for when there is a conflict of interest.

#### 6. Membership Committee (Tracy Carter)

- Primary drive is taking place in 2 parts
  - First, reminders are sent for monthly renewal of membership. ~40 people a month that need to renew and since January 55 have renewed.
  - Second, a new membership drive (via email) has reached out to people who went to Chemical Engineering Summer School or presented at the last 2 meetings. A total of 31 new members were brought in through that drive.
- Membership has been declining (as with all ASEE membership) although it's stable this year.
- Matthew praised the great job on the membership drive! Incidentally, our decline up to 2019 looked to be statistically the same drop as the overall ASEE membership drop (~16%). Pretty much every division saw that continue this past year, but we didn't which shows how well the drive went.
- In addition, the membership committee thinks they have figured out how to see if someone just seemed to forget to check the box so they can parse that out and send targeted emails.

#### 7. Fundraising Committee (Bernie Van Wie)

- US Didactic was very interested in sponsoring the Woods award, and Oliver Scheel feels that the profession has really served him in so many ways. However, with COVID they just aren't able to help this year.
- Many companies do not seem to be in a good position to help right now with COVID.
- Bernie had many discussions but few have followed up.
- Pitsco doesn't do monetary awards but can do gift certificates. Bernie filled out a formal application within last 2 weeks.
- Fernando put together a great plan for sponsorship –
  - Put together ideas of potential sponsors even though we know it's a challenging time.
  - Some companies have already been contacted in some way (although not always in the marketing department).
  - Groups that have seen expenses in online teaching (like Zoom) maybe could sponsor new teaching/faculty mentoring award.
  - Contact more companies committed with education especially those that are selling equipment (such as Eppendorf which Fernando has a contact in sales there).
  - The major suggestion is to look at a wide variety of company types we are considering.

#### 8. P12 Delegate (Jennifer Cole)

- New items brought forward to ASEE including:
  - New website
  - Teacher/parent Facebook page to give activities for kids to do over summer
  - Hosting virtual summer camps that are ~1 hour online per day.
  - Grants for P12 teachers to get supplies they may need but they have to have an advocate that is member of the P12 division
- Partnering with E4USA (Engineering for USA)
  - Looking for universities that would like to give credits from this
- Lots of P12 papers in different divisions but they are not always using the tags to help find those members. Please try and tag those papers so they can find them more easily.

#### 9. DEI Delegate (Jennifer Pascal)

- Released a joint statement and call and pledge for action
- Promote and engage in #EngineersShowUp
- Over the summer, there is a Virtual Summer Workshop series – Jenn has gone to several with culturally relevant pedagogy, student mental health and wellness, etc. that have been excellent.
  - Free to ASEE membership and each are about 1 hour long.

- ASEE has released shared community resources that can also be helpful.

#### 10. Website (Tony Butterfield)

- Tony has updated these pages.
- Thanks to Elif for great newsletters that she's put together. They get posted on the website as each is released.
- There are new position descriptions up and ready to be looked at on the website. Please let Tony know if there's any feedback.

#### 11. Upcoming ChE Summer School (Margot Vigeant)

- Summer school moved back to 2022 even though 2021 could be back to normal. Since everything is so disrupted it made it difficult to prepare and conceive of travelling next summer.
- This is just puts Summer School back to on time instead of early as was originally planned.
- It is expected to be the same week of July that it was before.

\*\*\*\*Victoria lost internet and missed part of the meeting to take minutes on. This included past chair and chair-elect remarks (Matt may have notes from this section)\*\*\*\*

#### 12. New Business (Matt Cooper):

- 2021 conference in Long Beach, CA
  - Programming chair is not known just yet but should be confirmed shortly.
  - The division is looking for any volunteers to help with local arrangements.
- Journal advertisement in Newsletter
  - We had a Chem E division member who is the guest editor for special issue of ECE and asked Elif and Matt if they could advertise. This was listed as a community announcement and opportunity for members to share their work in the Newsletter.
  - Don Visco was concerned that this was added because it could be considered competition of CEE journal which is technically under our division
  - Do we or should we have a policy for non-CEE journals in the newsletter?
  - One suggestion is that we could add a CEE Corner regularly in the Newsletter. This would be good reminder of special connection between CEE corner.
  - Matt shared that CEE Corner is a nice idea and no reason why we shouldn't do something like that since it is our journal. It strengthens the bond between them. In addition, it's our responsibility to our membership to provide opportunities and put aside the fact that we have a specific interest in CEE.
  - Milo shared his opinion – First, noted that he is a member of the CEE Publications Board. As a division we are volunteers to support excellence in ChemE education. If CEE feels a threat from another journal, then the pub board should be making publishing in that journal more compelling and not reduce information and opportunities. These are his personal reflections and not an official statement of the publication board.
  - Reg add that his personal opinion is that this should be more collaborative. We are here for the members and we should not be trying to force people to CEE as an only option. That's not a good philosophy and we should try to support membership to diversify and promote professional development. We want everyone to find a way to grow and develop.
  - Ashlee noted that this should apply holistically to all types of announcements. If they are relevant to group even if they are tangential they should be passed along as community announcements.
  - **Vote taken:** If we believe it has value to our membership, should we provide it in our community announcements without issue?
    1. Passes unanimously
  - **Vote taken:** Should we add the CEE corner and allow Don or one of his editors to create this content for each newsletter?
    1. Passes unanimously



APPENDIX 1

American Society for Engineering Education Chemical Engineering Division  
Treasurer's Report – June 2020

**BASS Account total reported June 17, 2019** **\$15,605.28**

Credits

ASEE Member Allocation	\$450.00
BASS Interest (FY19 – Q3 and Q4)	\$45.44
BASS Interest (October 2019 – March 2020)	\$57.84
Dues (April 2019 through September 2019)	\$1,127.44
Banquet Reimbursement – Charge Correction	\$2,576.85
Dues (October 2019 – March 2020)	\$1,564.00
US Didactic 2019 Sponsorship	\$1,500.00
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	\$7,321.57

Debits

ASEE Admin Fee (October 2019 – March 2020)	\$469.20
BASS Admin Fee (FY 19 – Q3 & Q4)	\$338.10
2019 Awards & Appreciation Plaques	\$1,330.05
2020 Appreciation Plaques (Division and Program Chair)	\$171.00
Net Diff in ASEE Banquet (Tickets Sold Comp Catering)**	\$2,205.70
2020 Awards (Corcoran, CACHE, Fahien, Travel)	\$3,500.00
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	\$8,014.05

**Total BASS Account (\*Projected\* June 20, 2020)** **\$14,912.80**

\* This before fix of charges applied (Banquet is net positive with reimbursement)

\*\*Note: The last official balance given by ASEE was March 31,2020

March 2020 Balance - \$15,835.95

Awards or Banquet Reimbursement not included on March 31 statement

## APPENDIX 2 – Saved Chat from the Zoom Meeting

15:43:25 From Jennifer Cole : What about travel stipends for people who don't get a lot of professional development support from their uni?

15:43:55 From Janie Brennan : I was going to suggest something similar for Summer School -- for anyone who is "extra" from their department, helping them get the funds to come

15:47:28 From Prof. Margot Vigeant : We could also just make the banquet have a nominal cost only for 2 years. I do like there being more travel grants though.

15:54:40 From Ashlee Ford Versypt : will the awards proposed process formalize the options for when there is a conflict of interest?

16:00:16 From Chris J Barr : One of the other things we are starting to do is put together a document if/when any of us step down to help with a transition for a new committee chair.

16:01:04 From Matthew Cooper : ashlee raises a good point - codifying conflict of interest procedures for award review is a good idea

16:01:15 From Matthew Cooper : I think that's a great idea, Chris

16:02:16 From Prof. Margot Vigeant : Good point. Right now, people are using personal ethics (we've had several recusals in the past few years for example, it's gonna happen since we know each other / work together so often). It's worth putting into the bylaws/

16:02:49 From Prof. Margot Vigeant : Along with the idea of where we seek a backup committee member as a replacement

16:03:25 From Janie Brennan : As a suggestion, Directors are probably good first choices for committee member replacements

16:03:37 From Janie Brennan : Since they don't have many formal responsibilities

16:03:51 From Prof. Margot Vigeant : Great visual communication Fernando

16:04:20 From Reg Rogers : I agree with Janie. Directors should be considered first choice as alternate committee member replacements.

16:06:07 From Koretsky, Milo David : We might also consider formalizing length of terms and selection processes

16:11:29 From Jenn Pascal : <https://diversity.asee.org/deiccommittee/2020/05/04/summer-workshop-series/> - virtual summer workshop series

16:33:26 From Janie Brennan : I personally also agree with Matt and Milo -- I like the idea of a CEE corner (seems like a nice easy way to build the bond between us and the journal), but definitely need to put our first priority to our membership and promote relevant opportunities

16:34:03 From Prof. Margot Vigeant : Apologies - I have to go to another meeting!

16:34:04 From Tracy Carter : I personally also agree with Matt, Milo and Janie.

16:34:20 From Prof. Margot Vigeant : I'm with Matt & co

16:34:23 From Jenn Pascal : I also agree.

16:34:29 From Victoria Goodrich : I also agree

16:34:34 From Fernando Merida : I also agree

16:34:37 From Elif Miskioglu : Agreement with everything that has been said!

16:34:37 From Sarah Wilson : I agree.

16:34:39 From Joshua Enszer : I agree with what everyone is saying. I remember once being asked to promote something via a ChED email but I didn't want to show some sort of preferential treatment - so we put it in the community announcements part of the newsletter

16:34:44 From Ashlee Ford Versypt : CEE corner is a cool idea, Milo and Matt

16:34:44 From tbayles : I also agree

16:34:50 From Bernard Vanwie : I agree

16:34:50 From Joshua Enszer : also like the CEE corner

16:35:07 From Sarah Wilson : CEE corner sounds like a great opportunity to educate the community, as well.

16:35:23 From Reg Rogers : Yes, CEE corner is a great idea

16:38:16 From Bernard Vanwie : If anyone knows of a prospective postdoc or new PhD student in interested in chemical engineering education research let Bernie van wie know

16:38:19 From Janie Brennan : Good to see everyone!

16:39:27 From Koretsky, Milo David : Thanks Matt!!!

16:39:29 From Janie Brennan : Thanks so much, Matt!!

16:39:30 From Joshua Enszer : thanks everyone! see you in another zoom room!

16:39:34 From Jenn Pascal : yes, thanks Matt!

16:39:35 From Ashlee Ford Versypt : I wasn't hearing ship

16:39:36 From Ashlee Ford Versypt : ...

16:39:46 From Reg Rogers : Thank you Matt!