Meeting Minutes

2023 ASEE Environmental Engineering Division
Environmental Engineering Division Business Meeting
Key 5 Ballroom Hilton Hotel Baltimore MD
Monday, June 26, 2023, 3:15-4:45 PM

1. **Attendance.** The below listed EED members were in attendance. A picture of the attendance roster with email addresses for each attendee is found in Appendix A.

Dr. Shannon Parks (Program Chair)	Dr. Fethiye Ozis (Board Member)
Dr. Ginger Scarbrough	Dr. Jean Andino
Dr. Hayder Zghair	Dr. Andrew Pfluger (Secretary)
Dr. Alexa Rihana-Abdallah (Treasurer)	Dr. Andrew Schulz
Dr. Stephanie Laughton	Dr. Zuania Pacheco
Dr. Michelle Marincel Payne (Board Member)	Dr. Nelson Granda
Dr. David V.P. Sanchez (Division Chair)	

2. **Introductions.** The meeting began at 3:28p with introductions. Each attendee gave their name and affiliations.

3. **2022 Business Meeting Minutes Approval.** Dr. David V.P. Sanchez [DS] provided an overview of the minutes and referred everyone to the EED website for additional information. Dr. Jean Andino [JA] motioned to approve the minutes. Dr. Michelle Marincel Payne [MP] seconded. All voted for approval.

4. **Reminder of EED Social.** DS reminded everyone of the social from 6:30-8:30 PM at Luna Del Sea and referred to Dr. Alexa Rihana-Abdallah [AR] for further details.

5. **Officer Reports.**

   a. **PIC IV Chair**, Dr. Kaitlin Mallouk [KM]. KM was not present at the beginning of the meeting and presented later, but her notes are placed here for continuity. Below are notes from her presentation and Q&A session.

      ○ **Presentation.** Via slides KM discussed her position, 2023 conference data (# of attendees, etc.), and division membership numbers. EED division membership is healthy at ~300 members (the exact number varies based on the timing of renewals, etc.). Other notes:
         ▪ KM discussed the status of BASS accounts. ASEE tentatively intends to start repaying these accounts in FEB 2024. Of note, any new membership dues that come in after 1 October will be available to our division for the next FY.
         ▪ ASEE is working to put in place better safeguards so there are no further financial crises.
         ▪ ASEE is working to standardize the conference abstract/paper, etc. submission

process for future conferences.

- Looking for nominations for ASEE Hall of Fame (130th), due by 31 July 2023. KM apologized for the very short "flash to bang".
- KM discussed the best paper awards for PIC IV and ASEE.
- KM stated that slides will be made available for everyone in the division.

- **Q&A**. KM fielded questions from EED members in attendance. Notes are below.
  - Dr. Andrew Schulz [AS] suggested that NEMO have a function for reviewers to view comments from other reviewers. The function would be especially improved if reviewers can discuss comments prior to sending them to the author.
  - MP stated that the NEMO schedule builder was not user friendly.
  - DS stated that ticked events were easier to handle outside of NEMO, but there is a lot of additional overhead for payment, etc.
  - AS suggested that ASEE integrate PEER into Google Scholar to make it easier to find ASEE Conference Proceeding papers.
  - Dr. Hayder Zghair [HZ] stated there was lots of confusion from an inability to navigate conference session locations.
  - Dr. Nelson Granda [NG] suggested that there be a search function in the app to identify authors by institution.
  - Dr. Fethiye Ozis [FO] stated the QR code on the back of the name card doesn't work (or has issues with scanning through plastic). Blinq was suggested as an alternative.
  - AR stated that the conference hall was difficult to navigate. A digital or hardcopy map would have been useful.
  - MP stated that in NEMO, to show your schedule, you need to hit registration.
  - KM stated one of the comments she is going to provide to ASEE is to have an IT ticketing system to track issues, or input comments.
  - AS asked that there be a post-doc registration price. A lot of post-docs were priced out given they needed to pay faculty registration prices. Also, it would be helpful for ASEE to communicate to PhD students / post-docs that the Exhibition Hall is a place for them to bring their CV and business cards.

b. **Division Chair** [DS]

- **Thank You.** DS thanked members and our Executive Board, which consists of the following (4 total, for a 4-year assignment):
  - Stephanie B. Velegol (2018-2022) – ended last year
  - Mónica Palomo (2019-2023) – ending this year
  - Veera Gnaneswar Gude (2020-2024)
  - Michelle Marincel Payne (2021-2025)
  - Fethiye Ozis (2022-2026)
  - David Sanchez (2023-2027) – incoming this year

- **Membership.** DS provided a membership update. EED has approximately 300 members. The most we have had was 427. DS stated we have a healthy membership.

- **Changes to By-laws – Membership Dues.** The current membership dues are $2. Given on-going challenges with money and ASEE, plus inflation, DS proposed that we increase dues to $5/person. MP motioned and AR seconded the motion. All approved the increase.

- **Division Name** – DS discussed several slides regarding a possible change to the division name. A survey was issued earlier this spring to present the concept, provide reasons for the change, and gain ideas for what the division name should be. DS discussed reasons for the change outlined in the slides. Survey results indicated that 83% of the voting members were in favor of including sustainability in the division name. Most comments provided were concerning the name of the division moving forward. DS discussed next steps, which is to send it up to the PIC leadership.
  - Six possible new division names were provided. DS discussed the minor differences between them. Each recognized the importance of retaining the full "environmental engineering" in some form.
  - AS recommended that we use "sustainability" instead of "sustainable". Recommended the first one "Environmental Engineering and Sustainability" Division. DS also spoke to the strengths of this name. AS also talked about how EOP grantees could find this division as a home to present work.
  - There was discussion about how sustainability has been part of the call since 2016, so it honors our history.
  - There was also some discussion about using the term education in the name, but others suggested it was implied as part of ASEE.
  - DS provided a QR code for voting in real time. Results will be consolidated through DS's UPitt website.
  - Dr. Ginger Scarbrough [GS] suggested that the acronym could be useful too. SEED is a nice acronym. DS agreed that marketing is important.
  - JA motioned and GS seconded to send out the survey and then vote later (i.e., the name change will not be tied to meeting itself, but to the later survey results).

    Survey Results (post-meeting)
    Environmental Engineering and Sustainability Division - 42%
    Sustainability and Environmental Engineering Division - 24%
    Environmental and Sustainable Engineering Division - 21%
    Sustainable and Environmental Engineering Division - 6%
    Environmental Engineering Division - 3%
    Other - 3%
    Environmental Engineering and Sustainable Engineering Division - 0%

- **Officer Elections**
  - DS briefly discussed EED officer titles and the election process. DS enlisted the help of each current officer to discuss their position's responsibilities. Discussed some advances we have made over the last few years.
  - Introduction of Nominees: Dr. Steph Laughton [SL], Dr. Ramanitharan Kandia [RK], Dr. Hayder Zghair [HZ] were the three nominees DS received beforehand.

No on the floor nominations.
- o SL and HZ were present to discuss why they would like to be the Treasurer. DS presented on behalf of RK since he was unable to attend.
- DS asked attendees to please vote between the business meeting and Wednesday, June 29th, 2023 at 11:59 pm.
  - o SL was elected Treasurer.
- DS also discussed division delegate positions: P12 and Diversity.
  - o RK has agreed to assume one of the committee duties for P-12/Diversity
- DS also discussed how we would benefit from committees dedicated to enhancing sponsorship opportunities and to integrating Sustainability across ASEE for the division. He said that committees should comprise a current Executive Officer(s), board member(s), and general members and should be implemented in the coming year.
  - o HZ has agreed to assume leadership in the Sponsorship committee

c. **Program Chair** [SP]

- o SP provided updates from 2022-2023 paper submission process: 22 Abstracts submitted + 1 transferred in: 15 Finalized and in Technical Sessions; 2 Rejected; 1 Withdrawn; 2 did not submit drafts; 1 Poster; 2 panel papers.
- o SP discussed collaborations this year: New Engineering Educators Division - Joint Panel.
- o SP discussed awardees (Best Faculty Paper, Best Diversity Paper, Early Career Award). SP stated that awards will be presented at the EED social.
- o SP provided a big THANK YOU to all reviewers, authors and moderators who make EED sessions happen!!!

d. **Secretary and Incoming Program Chair** (Andrew Pfluger) [AP]

- o 2024 Annual Conference, Portland, OR, June 23-26, 2024
- o 2024 Call for Papers. The group discussed ideas for the 2024 Call for Papers:
  - ChatGPT & AI integration. How does this tie to sustainability?
  - Sustainability – joint sessions with other divisions.
  - Community engagement & citizen science. Social justice topics.
  - Cross-collaborations. Need a delegate to help usher this in (along division name change).
  - EOP session – home for them.
  - International experiences.
  - Student engagement in the division (poster for work in progress) – poster competition.
  - FO recommended that we extend the business meeting to discuss this in greater depth at future meetings.
  - Workshops, collaborations, panels

e. **Treasurer** [AR]

- AR provided a status of our EED BASS account. Money is currently unavailable.

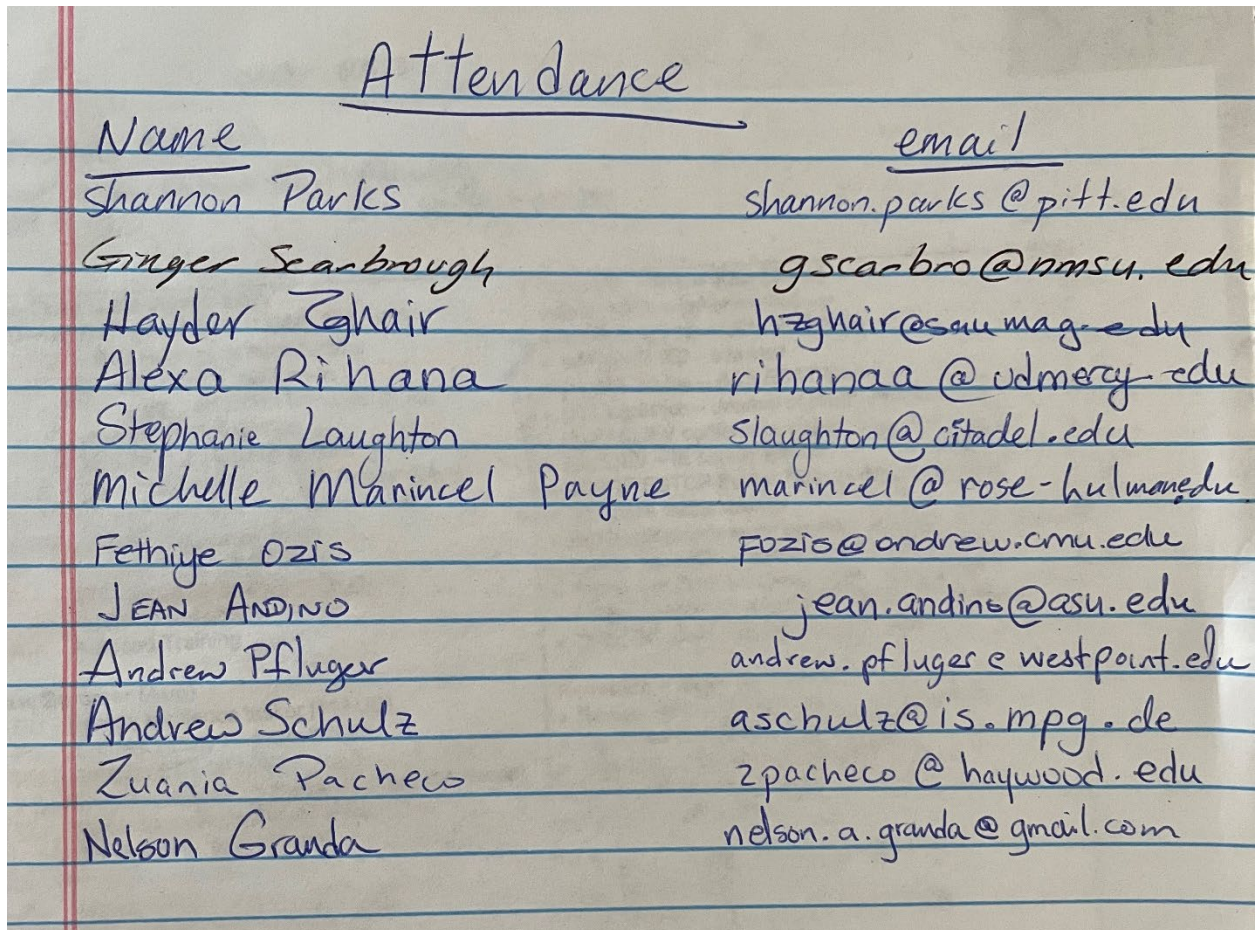   f. **Diversity & P-12 Committee Delegate** [GS]
- Diversity Committee. New focus is on partnerships, instead of gatekeepers, with marginalized communities.
- No report for P-12 Committee.

6. **Reminders and Meeting Close** [DS]
- DS provided reminders: EED social tomorrow at 6:30pm, vote for Treasurer.
- Four conference calls during the academic year with officers: September 13th, December 13th, March 13th, and June 2024 at the annual conference.

7. **Motion to Adjourn**. AS motioned, FO seconded. All voted in favor. Time 4:52p.

Appendix A. Attendance roster with email addresses.

Attendance

Name	email
Shannon Parks	shannon.parks@pitt.edu
Ginger Scarbrough	gscarbro@nmsu.edu
Hayder Zghair	hzghair@saumag.edu
Alexa Rihana	rihanaa@udmercy.edu
Stephanie Laughton	slaughton@citadel.edu
Michelle Marincel Payne	marincel@rose-hulman.edu
Fethiye Ozis	fozis@andrew.cmu.edu
JEAN ANDINO	jean.andino@asu.edu
Andrew Pfluger	andrew.pfluger@westpoint.edu
Andrew Schulz	aschulz@is.mpg.de
Zuania Pacheco	zpacheco@haywood.edu
Nelson Granda	nelson.a.granda@gmail.com