WIED Teleconference Call February 9, 2010 Minutes

Present: Pat Backer, Susan Burkett, Jacqueline El-Sayed, Mara Knott, Susan Lantz, Adrienne Minerick, Laura Pauley, Donna Reese, Mara Wasburn, Bev Watford

Absent: Beena Sukumaran

Agenda

- 1. Elections Update (Susan L.)
 - a. Bev to send Susan L. position descriptions. Susan L. will prepare an announcement asking for volunteers and nominees. Donna will need names, bios and get the website up and running for elections.
 - b. Discussion about storing position information on the website in a secure spot. This is done so that the new committee members are not always re-creating processes. Adrienne to prepare a secure section on the site for any processes to be uploaded.
- 2. Strategic Plan Update (Jackie)
 - a. Jackie has received feedback on the strategic plan, including suggestions to make sure we are positioning ourselves correctly with respect to SWE and WEPAN missions. Jackie: The committee will meet again and come back with recommendations. The time line will be to make these recommendations by the upcoming March 16 meeting.
- 3. AEG Update (Bev/Laura)
 - a. We have received 30 applications. Laura has put together a review committee of 8 selected from volunteers. The volunteers have no conflict of interest (COI) with applicant pool. The applications are posted in pdf format on a secure system that reviewers have access to. Reviewer ratings are due the last week in February. Reviewers are asked to address: record of achievement, potential for future contributions, and future involvement with WIE. There was some discussion about preference being given to applicants that had not previously won an award. Bev is waiting to hear back from ASEE about whether something could be put in the awardee's registration packet. If not, something could be placed on the registration table. Bev also had to modify language related to award about screening for COIs.
- 4. Dues Update (Bev)
 - a. Dues increase has been approved. It is not clear when it will take place.

 Executive Board members are asked to alert the rest of the committee when they receive their dues statements.
- 5. Conference Update (Mara W)
 - a. Papers Status (Mara W): 30 papers have been submitted from 54 abstracts, 2 rejected. Reviews are due soon.
 - i. Best Paper Update (Laura): Some discussion about how to determine the nominees to forward to the review committee. Bev suggested that Mara look at the top 5 before forwarding. The committee that Laura has assembled will review the paper with the most votes.

- ii. Bev commented that the authors from WIED best paper award last year have submitted their augmented paper to JEE. Bev to send information for Adrienne to post.
- b. Reception Status (MIND/WIED/K-12) (Mara/Bev). At this point, trying to determine number of attendees to order appropriate amount of food. Bev will ask other divisions to estimate their attendees but a rough estimate might be 300 (100/division). For A/V needs: a microphone and podium were requested by Bev. Jackie will follow up.
- c. Funding Update (Bev). Susan L. has not been successful at lining up GE contacts. Bev to contact Lexmark.
- 6. Treasurer's Report (Jackie). The Eaton contribution has been posted. Balances shown in Treasurer's report sent 2/8/10.
- 7. Website Update (Adrienne)
 - a. Usage is up with spikes in usage just after an email is sent to the division. 36% visit the jobs page but also go to other pages from there. There are a number of visits to the Honor Roll and AEG. She is encouraged by 60% of the traffic is direct traffic (email) and around 30% from search engines or another site including the WEPAN Knowledge Center. Getting visits from a variety of countries as well.
 - b. Discussion about Webmaster position. In the future, one of the Director positions will be to assist the Webmaster. The positions should be staggered to avoid loss of continuity. One solution to this problem is asking Adrienne to serve one additional year as Webmaster. This requires a change in the by-laws. Bev to investigate this change at the same time she works on the change associated with the dues increase.

Meeting Adjourned at 1:50 pm EST

Remaining calls: March 16, 3:30 pm EST

April 20, 2:00 pm EST May 25, 2:00 pm EST