WIED Teleconference Agenda

December 8, 2017

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| **2:30 pm  |  Eastern Daylight Time (New York, GMT-04:00)  |  1 hr**  |

Dial In: 208-426-7347 PIN: 248924

Present: Sukumaran, Beena; Brian Kirkmeyer , Janet Callahan, Jenahvive Morgan, Claire McCullough, Rachelle Reisberg, Malini Natarajarathinam,

Absent: Sandra Eksioglu, Lily Gossage, Beth Holloway, Barbara Bernal, Debra Friedrichsen , Jodi Prosise,

Minutes to be taken by Malini

1. Approval of minutes from November teleconference. Minutes are in Dropbox.

Minutes approved

1. Annual Conference 2018 – Sandra
	1. Paper reviews
	2. Program Chair Elect assistance
	3. Panels, Distinguished lectures

Update from Sandra via email: Fri 12/8/2017 9:04 AM

* 1. Paper reviews:

Total nr. of abstracts submitted: 58
Total nr. of papers submitted by this morning: 1

We have 103 reviewers signed up to help with papers, so, we will be able to assign 2 reviewers per paper without a problem.

* 1. Program Chair Elect assistance

I have contacted Patti to give Janet the right to access the Paper Management site so she can help with the reviews.

* 1. Panels, Distinguished lectures

The 3 Panels sponsored by WIED are accepted.

The 2 Distinguished lectures we are co-sponsoring are accepted.

1. Diversity Conference update – Beena

Not more than 4 parallel sessions at the conference

Conference from Sunday to Noon on Wednesday

Location is in Arlington

1. Treasurer’s Report – Brian

No significant updates on finances.

1. Webmasters’ Report – Barbara and Claire
	1. Updates to website and web traffic
	2. Submission of job openings

Job postings are posted

The form that Barbara created is not working.

Am mom and daughter contacted Claire this morning asking if the webpage can have more info about Women in Engineering.

Claire wanted to edit content on the main page, but has not been able to contact Barbara. Beena has also not been able to contact Barbara.

Need to update the page if it is going to be publicized in the webpage.

Please send some material that you have to be included in the newsletter

Jenahvivie will provide a write up about some recent articles published in this division

1. Awards Committee - Lily

Lily was absent

1. Nominating Committee – Jenahvive

Jenahvive wanted to access the nomination template and Beena showed how to access a template and provided some general instructions.

1. Diversity Committee – Debbi

Update from Debbi via email Fri 12/8/2017 1:36 PM

General overview:

2017-2018 Progress

1. Priorities – Progress has been made on all priorities
2. Maintaining Diversity Committee initiatives that are starting to gain recognition: paper program, pavilion, best diversity paper, Student essay/video competition
3. Development of operational organization structure
4. Better communication between board, Diversity Committee, and divisions to see what everyone is doing to help leverage and highlight activities and scholarship
5. Goals – Progress has been made on most goals
6. Development of operational procedures for a sustainable organization structure connected to the strategic plan
7. Identify and provide strategic plan connection to sub-committees
8. Increase diversity paper submissions
9. Increase member participation
10. Increase number of delegates
11. Think about struggles and develop new goals: e.g. partnership activities or foot prints
12. Every sub-committee chair should set at least 1 goal – Some progress
13. Align committee strategic plan and actions with ASEE board and organization mission/vision/strategic doing
14. Website sustainability
15. Brand ASEEIncludes – No progress

A few additional notes:

1. The committee is proposing a name change to Committee on Diversity, Equity, and Inclusion
2. The student essay/video contest is now open - see the website for information (http://diversity.asee.org/essay-contest).
3. A Diversity Committee Newsletter is scheduled to be out this month.
4. The Diversity Committee is working on letters pertaining to a) ASEE Response to Racism on College Campuses and b) a letter relating to student loan issues, the current tax plan and impact for engineering students.

Please let me know if you have ideas for the diversity committee and/or contributions for the newsletter.