ASEE WIED Teleconference Agenda

November 9th 2022

3:00 pm- 4:00 pm Eastern Time

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| **Meeting URL:** | https://ufl.zoom.us/j/97534298424 |
| **Meeting ID:** | 97534298424 |

Attendees: Kristi Shyrock, Brian Kirkmeyer, Sarah Jayasekaran, Jenahvive Morgan, Darcie Christensen, Jessica O Perez, Rachel Reisberg & Idalis Villanueva (Quorum)

Excused: Lily wang

1. **ASEE WIED** –Kristi

* Previous minutes approved
* **Talking Points:**
  + The treasurer change has been informed to the ASEE officials
* **Actions to Take:**
  + N/A

1. Treasurer’s Report – Lily

* **Talking Points:** Budget and updates
  + N/A
* **Actions to Take:**
  + N/A

1. **ASEE Conference** – Brian / Idalis

* **Talking Points:** Updates and needs
  + ASEE Abstract
    - Asee abstract deadline extended to Nov 30th
    - More people available to review papers
    - Discussion of the abstract review system
  + Panel discussion
    - How to propose panels
    - Executive leadership team needs to approve the panel;
    - Having a paper requirement with in-depth abstract is helpful
    - Provide a disclaimer and have clarity from the start about the panel
* **Actions to Take:**
  + N/A

1. **Diversity, Inclusion, and Equity** **–** Claire / Rachelle

* **Talking Points:** Updates
  + Commission on dei has a Call for programming deadline - Nov 15th
  + High rate of acceptance and no papers needed
  + <https://diversity.asee.org/deicommittee/call-for-programming/>
  + If interested in Workshop, you can also showcase it as a joint panel
* **Actions to Take:**
  + N/A

1. Awards – Jessica

* **Talking Points:** Updates and plans
  + Send out a call for award nominations with updated dates
* **Actions to Take:**
  + N/A

1. **Elections** – Jenahvive

* **Talking Points:** Updates and plans
  + Preparing for the call for nominations, and will be sent out early next year
* **Actions to Take:**
  + N/A

1. Web manager’s Report – Krystal / Darcie

* **Talking Points:** Updates
  + Working on a simpler process by which people can submit information using google form
  + Once approved, It gets implemented in the newsletters in the future
  + Job posting and announcements will be automatic
  + We will have different excel sheets as the output making the process more streamlined
  + Anticipating the announcements will release on the 15th of every month
  + Conference page and minutes are up to date on our website
  + Discussion on the Logo update, check bylaws for restrictions
* **Actions to Take:**
  + Check bylaws for restrictions on logo

1. **Other**

* **Talking Points:** Updates from other Officers
  + N/A
* **Actions to Take:**
  + N/A

Meeting adjourned