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