ASEE WIED Teleconference Minutes

AUGUST 28th 2024

2:30 pm- 3:30 pm Eastern Time

Meeting URL: <https://unab-cl.zoom.us/j/3300026250>

Meeting ID: 330 002 6250

Attendees: Suzanne Zurn-Birkhimer, Brian Kirkmeyer, Idalis Villanueva, Monica Quezada, Darcie Christensen, Lily Wang, Jessica Perez, Yuchen Huang, Margaret Pinnell, Chiamaka Asinugo, Laura Gelles (Quorum)

Excused: Kristi Shryock, Sarah Jayasekaran, Gozde Ustuner, Claire McCullough

1. **Introductions** – Brian

* Welcome and Introductions
* **Talking points**
  + Each officer gave a brief self-introduction.
* **Actions to take**
  + NA

1. **ASEE WIED** –Brian

* Previous minutes
* **Talking points**
  + Previous minutes approved.
* **Actions to take**
  + Correct misspellings in participants' names.

1. Treasurer’s Report – Lily

* **Talking points:** Budget and updates
  + Quarterly report and update provided at the Business Meeting in Portland.
  + Balance at 03/31/2024, $8,100.00.
  + Funds available to award a Washington grant.
  + Additional funds held by AIC, to be relinquished in the future.
  + Division receives a portion of membership dues.
  + No new updates.
* **Actions to take**
  + NA

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

* Updates and needs
  + **Talking points:** Key aspects of the upcoming conference ASEE 2025
  + Abstract submission open on September 1st, close in October 1st
  + Extensions will not be granted.
  + Desired paper length and format: 10-15 pages.
  + Undergraduate, graduate, and postdoctoral students are encouraged to submit panels.
  + Encourage practitioners to present at ASEE.
* **Actions to take:**
  + Opening the abstract submission window.
  + Finalizing paper length guidelines.
  + Change the year from 2011 to 2025.

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

* No new updates

1. Awards – Jessica

* Updates and plans
* Talking points:
  + Consider supporting travel for tenure-track faculty and graduate students.
  + Potential to encourage more applications through travel support.
  + Suggestion to replicate a model that includes membership benefits.
  + Proposal to help fund membership or offset costs for award recipients.
  + Aim to build ongoing relationships with recipients beyond a one-year commitment.
* Actions to take:
  + Plan to discuss specific solutions at the next meeting.
  + The announcement about the abstract submission will be sent.

1. **Elections** – Yuchen Huang

* Updates and plans
* **Talking points:**
  + The elections were finalized this year (2024).
  + Improve how newly elected individuals are notified to plan their participation in the conference.
  + Add information on when the election results will be announced, aiming for emails to be sent in January.
* **Actions to take:**
  + NA

1. Web manager’s Report – Darcie / Chiamaka

* Updates
* **Talking points:**
  + All pending website updates have been completed.
  + Encourages the use of Forms for any special requests.
  + Requests photos from the ASEE June 2024 conference to be included in the website carousel (gallery).
* **Actions to take:**
  + NA

1. Interdivisional Town Hall – Gozde Ustuner

* Updates
* **Talking points:**
  + Interdivisional Town Hall committee topic: Larger-scale issues impacting engineering education (such as Generative AI's impact on teaching and evaluating student work).
* **Actions to take:**
  + Check if there are any updates

1. **Other**

* Updates from other officers
* **Talking points**:
  + For future meetings, discuss:
    - Distinguished WiE Lecturer
    - Attendance at Sessions - how to increase
    - WIED stickers to put on name badges.

Meeting adjourned.