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.