

## ASEE 2019

### Environmental Engineering Division Quarterly Meeting Agenda and Minutes

September 4, 2019 4pm EST

#### ATTENDANCE:

Michelle K Marincel Payne – Rose Hulman Institute (Program Chair)  
Fethiye Ozis – Northern Arizona University (Secretary)  
David Sanchez – University of Pittsburgh (Treasurer)  
Rebekah Oulton – Cal Poly San Luis Obispo  
Felicia Jefferson – Fort Valley Jefferson  
Byron Richard Hempel – University of Arizona

#### MEETING MINUTES

1. Welcome by Michelle Marincel
2. Introductions; each attendee announced their name and institution. See attendance list above.  
Note: Byron Hempel joined half way through the meeting.
3. Environmental Engineering Call For Papers  
Michelle Marincel (program chair) shared the link to the call for paper and talked about the general themes and highlighted the following:
  - a. Collaborations with the Civil Engineering Division
    - i. Promotion of Education activities that advance the teaching of the National Academy of engineering grand challenges
    - ii. Beyond the Capstone – seeks papers that highlight authentic student design challenges
    - iii. Interactive Teaching Demos – seeks short papers describing your most impactful classroom demos or activities
    - iv. Student competitions – invites papers exploring the effectiveness of student projects, contests and competitions.
    - v. Challenges and insights gained from transitioning from ABET a-k to 1-7.
  - b. Collaborations with the Faculty Development Division
    - i. Innovative development for tenured/tenure track faculty panel. Panel approach regarding tenure and professional track faculty (include folks in our division and in the other division)
  - c. Panel proposals – are done at the same time as the abstracts
    - i. There was a question about honoraria offered (or not) for panel members. David Sanchez (Treasurer) was going to look into it if we've done this in the past, and the amount per panel member? Is there a requirement on ASEE's end?  
Response from David (via email on Sep 18<sup>th</sup>) included the following :

Hi Michelle,

Thanks for your patience. I have talked to people who have been heads of other Divisions, Sections and Regions for ASEE. I also looked at our bylaws and the ASEE operating manual for divisions. There is nothing specific about having honoraria for panel members.

The recommendation I received is that we do not offer honoraria because we don't necessarily want to set the precedent of having to give every panel member honoraria moving forward. I would say that's the prudent thing to do, given our uncertain projections for membership, that it may not be well received given that it may take a percentage of our account to pay honoraria.

If we simply highlight the panel at the conference, and on our website that may be good enough for them to participate. It also may encourage those panel members to participate by submitting papers as well.

I hope that answers your questions,

All the best,  
Dave

4. David Sanchez (Treasurer) asked that we share the rubric for rating papers and mention the awards for our division. Michelle Marincel shared the list of our award and reiterated that awards were based on a rubric that included Significance, Potential Impact, Research Quality, and Quality of Assessments with a scale of 1-5.
5. Fethiye Ozis (Secretary) – Presented that we are hosting a contest for a logo design that would represent our division. The logo could be placed on our ribbons at the conference and all publications.

All Division members are eligible to submit their design. The competition will end on December 4, 2019 which is our next quarterly division call. We will decide on the top 3 submissions after which the top designs will be shared for a larger vote by the division.

Fethiye shared that we will follow up with Ramani Kandiah from Central State University as he will be collating all design submissions. We will share the submission process to the larger division.

6. David Sanchez (Treasurer) shared the update that we currently have 290 members and reminded all to remember to select the Environmental Engineering Division when they renew their memberships and register. The fee is \$2.

7. Members were reminded that the Abstract deadline is October 14, 2019 and to email if they have any other questions.
8. Meeting ended approximately 4:45 with reminders that our next meetings will be held on December 4<sup>th</sup>, and March 4<sup>th</sup> at the same time.