

ASEE 2020

Environmental Engineering Division Quarterly Meeting Agenda and Minutes

April 16, 2020 4pm EST

ATTENDANCE:

Gnaneswar Gude – Mississippi State University (Division Chair)

Michelle Payne – Rose Hulman Institute of Technology (Program Chair)

Fethiye Ozis – Northern Arizona University (Secretary)

David Sanchez – University of Pittsburg (Treasurer)

MEETING MINUTES

1. Welcome by Michelle Payne. Check in with David, Faith, and Gnaneswar.
2. Michelle Payne (Program Chair) updated the team about the numbers of the papers;
 - i. 4 Finalized, 6 waiting and 3 “XXXX” total of 13 papers.
 - ii. After the meeting, Michelle sent the conference schedule that she had set with ASEE prior to COVID-19 to all officers. She said she would guess that we might reduce our technical sessions to 2-3 instead of 3-4. She will keep us updated as we approach May 1st.
 - iii. Total number of papers was 19, the drop is possibly related with COVID- 19 pandemic, uncertainty about the conference, travel restrictions, people being busy with online transition or etc. The overall #of papers dropped for other divisions as well.
 - iv. David said he has not decided about his registration, keep it and get 30% off, or count it towards the next year. He stated that he wants to make a decision today, together.
 - v. Faith has registered already, and asked for 30% because she also has two papers she said.
 - vi. Gnaneswar stated that he has not registered yet, because his office access therefore his department credit card access to register to the conference had been restricted. He also suspected that may be that is what other people are experiencing and not being able to register yet with the conference.
 - vii. Gnaneswar mentioned that another conference he was scheduled to attend was cancelled. He said he is expecting maybe ASEE to shorten the overall conference.
 - viii. David mentioned that ASEE will see this as a big financial hit thus they would be hesitant to call the Annual Conference off.
3. Michelle Payne (Program Chair)- Collaborations with the Civil Engineering Division
 - i. 4 papers with Civil Engineering Division (your best in 5 minutes demo session)
 - ii. Michelle will explore if these could turn into video clips.

4. Michelle Payne (Program Chair)- Collaborations with the Faculty development Division
 - i. Michelle is in contact to finalize

5. Michelle Payne (Program Chair)- Panel on Communication: Alexa
 - i. Michelle will contact Alexa to make sure the panelists are still good to go with the original plan.
 - ii. Michelle said we have about two weeks to figure this out.

6. Michelle Payne (Program Chair)- EED social :
 - i. Pre-payment needs to be figured out. David and Michelle will work on this.
 - ii. Faith mentioned that usually we have awardees join us during annual conference social, awardees and their guests eat for free. They also have pictures for the website updates.
 - iii. Dave said some divisions offer an invite to this year's awardees to join to the next years' conference social. The team liked this idea. We will notify the awardees that they will still be able to join the social and have recognition at the social next year in Long Beach, CA.
 - iv. Dave said we might try to have a BYOD social this year over the zoom to virtually recognize our winner in addition to inviting them in person social next year.

7. Michelle Payne (Program Chair)- EED Business Meeting:
 - i. The team talked about what the business meeting for EED would like under current circumstances.
 - ii. Michelle said she reached out to Peter (PIC II Chair) and Peter said only people who registered for the conference can join the virtual sessions including EED business meeting. ASEE will set up all these meetings (?).

8. Fethiye Ozis (Secretary) inquired about Newsletter and its timeline/content:
 - i. Michelle added that usually newsletter has the conference schedule listed. We can't finalize the newsletter till we know the exact schedule. Now that ASEE extended the deadlines, we will have papers finalized later than normal. Officers decided to have EED Newsletter out by May 10th.
 - ii. Faith asked David to send his contact info and headshot to be included in the Newsletter.
 - iii. Faith also needs to include all award winners in the Newsletter.
 - iv. Faith asked to be cced on the email Michelle will send to the awardees.

9. Michelle Payne (Program Chair)- Awards
 - i. There were clear winners for the Best paper (had 4 candidates) Award and Early Career Award (had two candidates). Michelle is going to contact with them, including Faith in

the cc, so that we can let awardees know that they received the award. This might also encourage them to finalize their papers and register for the conference.

- ii. There were six papers where reviewers noted that their papers represented and valued diversity. The team decided on the best diversity paper as EED Diversity Paper. Michelle will forward this paper to the PICII Diversity Paper Award. Dave, as the treasurer, will serve on the PICII Best paper award reviewer committee.
- iii. This years' service award will recognize Dr. Stephanie Luster-Teasley, North Carolina A&T State University Civil, Greensboro, NC (2015-2019).
- iv. Also, Ganeswar Gude outgoing division chair will be recognized with a plaque for his service to the EED as an officer. His term was 2016-2020.
- v. Michelle identified a local place for plaques. Ganeswar suggested that earlier Mary Cardenas used an online service and get them shipped to the conference location. Michelle and the team decided to use the online service and send the plaques to the recipients and ask them to take a selfie to be uploaded to the website.

10. Ganeswar Gude (Division Chair) – mentioned that the website needing update on Division Officers and Board of Division Directors. Also listing the 2019-2020 officers.

- i. Faith said she will fix this on the website.

11. Michelle Payne(Program Chair) : Treasurer Selection for the next year

- i. The team talked about how to handle the election of the treasurer. Dave said he could create a ballot on Qualtrics. Ganeswar will send out an email letting EED members know we will have the election during business meeting, will call for self-nominations. Newsletter will also have a section to talk about the "Call for Self-Nominations for the Treasurer position. Michelle mentioned that some people reached out to her asking about how we will handle the elections, there are people who are interested in running. Ganeswar will reach out to EED member body and ask candidates for Treasurer to share their headshot and bio to go on the ballot.

12. Faith Ozis (Secretary) : Officer meeting minutes.

- i. Ganeswar said, we can finalize and approve the minutes to keep them archived on the website. We are required to keep record of and post our annual conference EED business meeting minutes, however we can document all our meetings to show our service and due diligence to serve some guidance for the next group of officers he said. Faith said she will send the meeting minutes of this meeting and March 4th meeting to be approved by the officers by Monday.

13. The team decided to meet again on May 7th at 1 pm (PST) to finalize issues about Treasurer Ballot and Newsletter. By that time, we will also have a better understanding about the #of papers and schedule etc.
14. Meeting ended approximately 5:29 pm. EST