WIED Teleconference Call
January 24, 2011, Minutes

Present: Donna Reese, Brian Kirkmeyer, Kristen Constant, Pat Backer, Bevlee Watford, Adrienne Minerick, Laura Pauley, Jacqueline El-Sayed, Susan Lantz

Absent: Beena Sukumaran, Mary Phelps

Agenda

1. Approval of November Minutes (Brian)
   a. Minutes were approved without changes.

2. Treasurer’s Report (Jackie)
   a. No expenses in 2011 so far other than teleconference fees.

3. Webmaster’s Report (Adrienne & Mary)
   a. Adrienne emailed the usage report for the WIED website, with most traffic still from direct traffic but positive increases in traffic due to more frequent updates of the site.
   b. Secure website – will help with file management and reviews. Everyone will get login information.
   c. Hierarchical organization of the website. A mock-up will be sent by Adrienne in the next few weeks for feedback, and once approved it will go live.
   d. ?? is contacting Dwight Wardell to update officers of WIED on the ASEE website.

4. AEG Update (Laura)
   a. Application deadline is February 15th, with recipient(s) announced by March 15th. Eligible women are graduate students, post-docs, lecturers, research associates, and other non-tenure track faculty. Tenure-track women faculty who are not more than three years into their first faculty position are also eligible.
   b. Discussion ensued regarding the parameters of the award, particularly with respect to non-tenure-track applicants. The parameters will remain unchanged for now.
   c. Online applications will hopefully be up for next year, according to ASEE.

5. Nominating Committee (Susan)
a. Nine-member committee, but only two self-nominated nominees. Susan is working on an email with descriptions of the open positions so the call for nominations can go out.

6. Conference Update

a. Paper update (Donna)
   i. Fifty-six (56) final abstracts were submitted, two were rejected, five were withdrawn and five had no submitted paper.
   ii. Forty-four (44) papers were submitted and await review, with the same reviewers for abstract and paper.

b. Session update (Donna)
   i. All requested sessions were approved, covering all session time slots. All ASEE sessions are now 90 minutes long.
   ii. WIED has four paper sessions and several panel sessions.
   iii. An email from Donna will be sent soliciting volunteers from the WIED membership to serve on a panel jointly sponsored with MIND and ERC on issues that are particular to women and minorities in establishing research programs.

c. Reception planning (Kristen)
   i. Co-sponsored with MIND and K-12 Divisions.
   ii. Reaching out to these divisions to identify past practices and commence planning of the event.

d. Business meeting (Donna)
   i. Leadership needs to start thinking about agenda items.

7. New Business

a. No new business.

Meeting Adjourned at 4:30 pm EST. Next conference call is February 28th, 2011, at 3:30PM EDT.