

## WIED Teleconference Agenda,

Aug. 13, 2018

11:00 am EST

### Conference Call Information:

Use Zoom via the following link: <https://csulb.zoom.us/j/462773998>

Present: Claire McCullough, Sandra Eksioglu, Brian Kirkmeyer, Panadda Marayong, Jenahvive Morgan, Jodi Prosis, Pitiporn Asvathanagul

Absent: Janet Callahan, Bethany Brinkman, Lily Gossage, Kristi Shryock, Beena Sukumaran (not received invitation)

Minutes to be taken by Pitiporn Asvathanagul

- 1) Introductions and Welcome to New Board Members: Kristi, Pitiporn, Panadda (Nim), Bethany

- 2) Access to DropBox

Approval of minutes from May teleconference. Minutes are on DropBox. (Minutes from Business Meeting to be approved in June 2019).

Minute approved

- 3) Annual Conference 2019 – Janet

- a. Call for Abstracts:

Janet sent the draft on 7/23. Please, review and send feedback directly to her. WIED has to submit the final call for abstract soon.

- b. Adding text related to inclusion and diversity

Per draft of CALL FOR ABSTRACT, send feedback directly to Janet.

- c. Panel ideas – 3 panels and please let Janet know.

- d. Distinguished lectures – send it to Janet

- i. Last year: *Laura J. Bottomley*.

Last year we did too late (Oct 2017). Review the abstract and let Janet about agree or disagree for inviting Laura as our distinguished lecture.

- 4) MIND/PCEE/WIED Reception for the Annual Conference - Kristi –

Please, get in touch with Kristi and Janet about the reception. In 2019, WIED will lead the reception. Sandra has had an experience organizing the reception, and Sandra can provide more information regarding our previous WIED reception.

- 5) Diversity Conference – Beena;

Beena will take the leadership. Sandra will contact Beena if Beena needs supports from WIED.

- 6) Treasurer's Report – Brian

- a. Sponsorships for events. There is no official confirmation.

- b. Sponsorships for conference awards. EEEG submitted the receipts and everything.

c. Ideas for fund raising

7) Webmasters' Report – Claire and Bethany

a. Update the website:

- i. Nominations for 2019 WIED Officers
- ii. New officers

Requesting for photograph of new officers with additional information in order to update WIED webpage. Please, email to Claire and Bethany.

iii. Current officers

Sandra will check that Bethany is authorized to access WIED website prior to managing information on the WIED webpage.

WIED committee approves and allows to post information regarding mother engineers research participation on the website.

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b. Job openings

c. Newsletter

For the last six months, Claire has not received enough information provided to put them together as newsletter.

WIED committee is considering how often newsletter should be prepared and distributed. Previously, newsletter was sent out weekly, which was too frequently and caused people not paying attentions. Newsletter should be prepared and distributed regularly, not whenever the materials/information are sufficient.

Examples of the contents in the newsletter are award info, call for abstract, job posting, new position or promotion, and conference information.

All information should be prepared and emailed to Claire and Bethany prior to putting in the newsletter.

d. Honor roll

8) Awards Committee - Lily: **tabled**

Lily is not on the call.

9) Nominating Committee – Jenahvive (previously Brian):

Jenahvive will prepare the new nomination for this cycle: 4 Directors (Awards/Positions/At large) and treasurer.

10) Delegate to Diversity Committee? (previously Debbi, Brian).

“Rachelle Reisberg is the WIED representative. <https://www.asee.org/about-us/the-organization/advisory-committees/diversity-committee> Janet is the Materials Division rep, if I remember correctly, and I'm the LGBTQ Delegate (no affiliated division)” Brain's email.

11) Membership:

- a. 64 signed-up during the division mixer.  
ASEE asked the attendances only their roles such as authors, but not asking about membership.
- b. Last year free membership to authors.  
WIED is Looking forward to seeing membership continual of these authors with first year membership waived. Then, the committee will evaluate if we want to continue providing free membership to authors. We will see the results in Jan/Feb 2019.

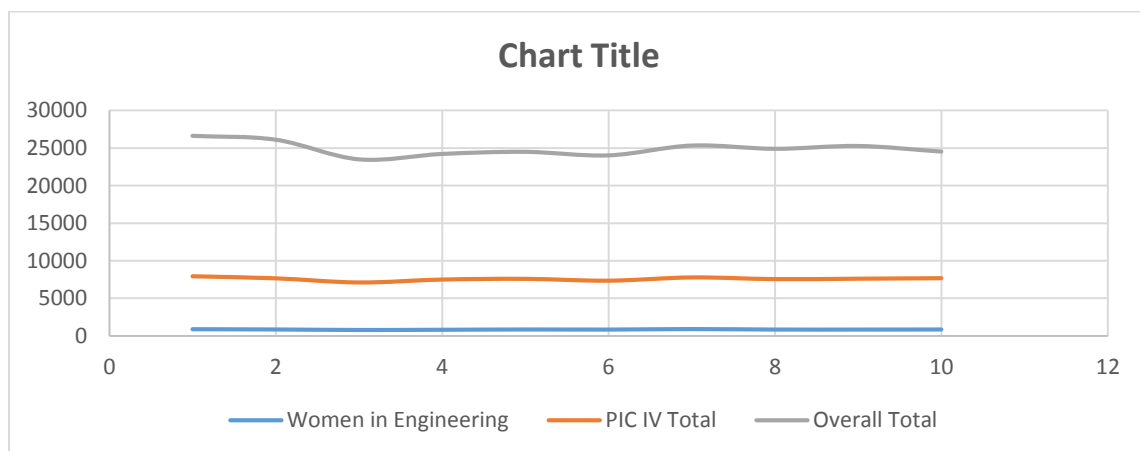
12) Other business items?

- a. Update bylaw and website to incorporate diversity language – suggested during PIC IV meeting at the annual conference. **Need a committee? Just changing wording about diversity. A couple ASEE committees (only a few), have bylaw completed. Sandra will draft then send to everyone in WIED committee.**
- b. Pitiporn will get in touch about our Fall meetings. **Doodle will be resent.**

**Notes from: Meeting for Incoming/Current Program & Division Chairs**

- a. Distribute to members via division listserve. Just posting it on the ASEE website may not be sufficient.
- b. Reach out to past authors.
- c. Indicate (if you are) that you're accepting work-in-progress as well as full papers, and what the standards/expectations are for each. Some divisions (ERM, CoED) have statements about what constitutes a work-in-progress that you might want to look at from this past year.
- d. If you welcome non-traditional sessions, make this clear in your CfP. Even mentioning it will assure authors that such proposals will be considered.

**Membership:**



	Jun-09	Jun-10	Jun-11	Jun-12	Jun-13	Jun-14	Jun-15	Jun-16	Jun-17	Jun-18
<b>Women in Engineering</b>	907	872	807	834	873	860	923	862	858	872
<b>PIC IV Total</b>	7930	7659	7115	7499	7590	7352	7776	7557	7610	7678
<b>Overall Total</b>	26,635	26,118	23,490	24,212	24,497	24,022	25,335	24,900	25,278	24,530

**From: Tim Manicom, Director, Member Services**

The following are division members and no action will be taken.

1. Ms. Amy Beth Prager
2. Dr. Daniela Faas
3. Dr. Jennifer A Gatz
4. Dr. Aditya Johri
5. Dr. Kimberlyn Gray
6. Mrs. Laine Schrewe
7. Dr. Anne M Lucietto
8. Dr. Laura K Alford
9. Ms. Henriette D Burns

The following will be receiving complimentary division membership. I should have these memberships activated by the end of tomorrow (Thursday). ASEE CFO, Joe Dillon (copied) will arrange to have \$84 (\$7 x 12 members) transferred from the WEID's BASS account to the ASEE individual membership account.

1. Dr. Vicki V. May, P.E.
2. Ms. Lucy Lenhardt
3. Mr. James Samuel Carter III
4. Dr. Sarah B. Lee
5. Ms. Renee Desing
6. Dr. Alexa N. Rihana Abdallah
7. Madison E. Andrews
8. Dr. Roberta Rincon
9. Harold Ackler
10. Idalis Villanueva
11. Dr. Mariappan Jawaharlal
12. Dr. Pradeep Kashinath Waychal

The following are not ASEE members and no action will be taken.

1. Marialuisa Di Stefano / [marialuisa.distefano@aggiemail.usu.edu](mailto:marialuisa.distefano@aggiemail.usu.edu)
2. Mrs. Loretta F McKinniss / [lmckinni@purdue.edu](mailto:lmckinni@purdue.edu)
3. Prof. Emilia Rodrigues Araújo / [emiliararaujo@gmail.com](mailto:emiliararaujo@gmail.com)
4. Dr. Nehal I. Abu-lail / [nehal@wsu.edu](mailto:nehal@wsu.edu)
5. Prof. Victor Freitas de Azeredo Barros Barros, P.E. / [yfbarros@dsi.uminho.pt](mailto:yfbarros@dsi.uminho.pt)
6. Ahmed M El-Sherbeeney / [sherbo@hotmail.com](mailto:sherbo@hotmail.com)