

## WIED Teleconference Agenda

May 11, 2018

2:30 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Dial In: [208-426-7347](tel:208-426-7347) PIN: 248924

Present: Beena Sukumaran, Jenahvive Morgan, Brian Kirkmeyer, Beth Holloway, Rachelle Reisberg, Sandra Eksioglu, Jodi Prosise, Lily Gossage

Absent: Barbara Bernal, Malini Natarajarathinam, Janet Callahan, Claire McCullough, Debra Friedrichsen

Minutes to be taken by Jenahvive Morgan

- 1) Approval of minutes from April teleconference. Minutes are in Dropbox and attached.

Minutes approved

Attendance sheet was sent out

- 2) Annual Conference 2018 – Sandra
  - a. Session assignments
  - b. Best Paper and Best Diversity Paper
  - c. Business Meeting and Joint Reception
  - d. Joint sessions with other divisions

There are two panels. One Monday late afternoon, and one Tuesday morning. Six technical sessions. Three technical sessions with 5 presentations. What is seen on the schedule is different from what has been assigned, and some presentations are double booked.

It was identified that the technical sessions are in a different place than the panel sessions. The panel sessions should be set up, but technical sessions may be assigned as panels. Panels assigned to technical sessions may need to be deleted and vice versa. There was a discussion as to whether a technical session can be used as a panel to have less papers in each technical session.

Best Paper and Best Diversity Paper have been identified. Beena is sending the results out.

The Best Paper and Best Diversity Paper were identified by the reviewers. ASEE was notified once the final reviews for these awards were conducted.

The business meeting is on Tuesday at 5pm and the reception is also on Tuesday at 7pm for the ASEE conference. Also, we have joint sessions with other divisions at the conference.

There was a question as to how the awardees get reimbursed. It was suggested that they keep their receipts to seek reimbursement after the conference.

- 3) Diversity Conference update – Beena
  - a. Number of registrants

Beth, Janet, and Rachelle were at the conference. Great reviews!! Inspiring!! A rich discussion where new connections were made. 308 registered attendees, far exceeding expectations. Overall, went well. Great showing from our division.

It was suggested that the next conference should be published to gather more interest. Flyers can be placed at the division mixer. Next year the conference may be earlier.

- 4) Diversity Related Papers

Beth had arranged a meeting with WIED, MIND, and the Diversity Committee. WIED and MIND are focused on their particular demographics, but the Diversity Committee is also submitting papers etc. This was a meeting to explore what can be done, especially with other diverse populations not being represented in the divisions of ASEE. Thoughts on accepting different diversity group papers? Should there be a new PIC? Would it be possible to create a new division. What would a new division be focused on? Would it encompass all of the other groups that we don't include presently? Or sessions could be jointly sponsored.

- 5) Treasurer's Report – Brian
  - a. Memberships – moving forward
  - b. Financial statement

Financial statement – We started out at the end of September with \$15,000, and by the end of March we had \$16183.02, with \$2600 in dues revenue. Overall, we're doing good, but we're not getting a lot of detail on the financials from ASEE.

It was noted that we need to keep track of the authors who were offered the free year membership, so we don't offer the same free membership to returning authors each year.

- 6) Webmasters' Report – Barbara and Claire
  - a. Updates on website
  - b. Google analytics
  - c. Election site

Barbara and Claire were not present. Beena will remind everyone to vote, and Debbi sent the statistics out.

- 7) Awards Committee - Lily
  - a. Best Paper and Best Diversity Paper Reviews

- b. Mara Wasburn awards
- c. Process changes

All of the results are in the google docs, and there is not a place in the dropbox for the google docs. It was confusing about where to look. Files may need to be reorganized and relabeled. Maybe just a general file needs to be created. A standard operating procedure may be needed.

- 8) Nominating Committee – Jenahvive
  - a. Process changes for future

Everything has been going well. If we get somebody who can be more active in the social media space, then we can be active in Facebook and Twitter to use them more effectively.

- 9) Diversity Committee – Debbi

Debbi is not on the call. The annual report is being prepared.

- 10) Other topics of discussion

June 8<sup>th</sup> is our next call to plan for the conference, and decide on who will bring various materials. Beth, Lily, Rachelle, Brian, Jodi, Jenahvive, and Beena will be attending the conference.