

2019 ASEE WIED Business Meeting
Tampa, Florida. Tue, Jun 18, 2019 at 5:00PM – 6:00PM.

Minutes taken by Pitiporn Asvapathanagul

1. **Approval of Agenda:** approved.

2. **Approval of 2018 WIED Business Meeting Minutes:** approved

3. **Honors and Recognition by Lily Gossage:**

- 2019 Mara H. Wasburn Early Engineering Educator Grant (EEEG)
 - o Faculty: **Dr. Leanne Gilbertson**, Assistant Professor, Civil and Environmental Engineering, University of Pittsburgh
 - o Faculty: **Dr. Alison Wood**, Assistant Professor, Environmental Engineering, Olin College of Engineering.
 - o Student: **Julie Rorrer**, Ph.D. Chemical Engineering student, University of California, Berkeley.
 - o Student: **Elizabeth Spingola**, Ph.D. Engineering Education, Virginia Polytechnic Institute.
- 2019 Denice D. Denton Best Paper Award: *A Mixed Methods Analysis of Task Values and Achievement Goals for Participants in the WISE Honors Program* by Dr. Jennifer A Gatz, Dr. Angela M Kelly and Dr. Monica Bugallo (Stony Brook University)
- 2019 WIED Best Diversity Paper: *Assessing the networking preferences and resource satisfaction among engineering faculty in the California State University system* by Dr. Lalita Oka, Dr. Kimberly Stillmaker, Dr. Constance Jones, Dr. Arezoo Sadrinezhad, and Dr. Maryam Nazari (California State University, Fresno)
- All awards were presented to the winners last night at the reception. All award information is displayed on the WIED website.
- Division Chair requests the audience that would like to share their accomplishment or their colleagues' attainments by providing information on the index cards placed on each table. These contributions will go on the "Honor Roll" section of WIED website.

4. **Treasurer's Report by Brian Kirkmeyer**

- BASS account reconciliation update
 - o Reconciliations through FY18 are complete.
 - o Quarterly financial statements have been provided through 3/31/19. The next statement will be received by the end of June 2019.
- FY18 Budget Outcome
 - o 30% administrative fee is applied
 - o \$6,000 CoNECD revenue really helps out.
 - o Significant positive net balance for this 2019 of \$25k, which is comparable to the balance from last year (Table 1). This gives more flexibility to provide support to WIED awards and activities such as double the awards and more swags for the Conference.
 - o Overall balance remains healthy
- FY19 Budget
 - o Received \$20 for University of Nebraska participation in CS project

- 441 memberships through May 2019, which is the similar trend with other years. This number is slightly lower than May 2018 (Figure 1).
- ConECD funds allow us to increase EEG awarding, some new swag, and pop-ups for Division Mixer. ConECD not yet included in the 2019 data; will be receiving \$5,903.50.
- Anticipate positive net balance for year
- Brian will help the new treasurer processing all awards and travel reimbursements to the recipients.

Table 1 Annual balance from 2016 to 2019

	FY2016		FY2017		FY2018		FY2019	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	As of 3/31/19
Starting Balance (BASS)	\$ 15,517.58	\$ 15,517.58	\$ 13,971.53	\$ 13,971.53	\$ 14,999.98	\$ 14,999.98	\$ 25,093.03	\$ 25,093.03
Income								
Operating Allocation	\$ 860.00	\$ 898.00	\$ 860.00	\$ 862.00	\$ 860.00	\$ 830.00	\$ 874.00	\$ 874.00
Membership Dues	\$ 5,132.00	\$ 4,641.00	\$ 5,000.00	\$ 5,026.00	\$ 5,000.00	\$ 4,928.00	\$ 5,000.00	\$ 2,541.00
Interest	\$ 8.00	\$ 5.90	\$ 8.00	\$ 7.53	\$ 8.00	\$ 34.89	\$ 8.00	\$ 105.41
Ticket Sales								
CoNECD Conference Net Income						\$ 17,170.75		
Other Income						\$ 500.00		\$ 20.00
Total Income	\$ 6,000.00	\$ 5,544.90	\$ 5,868.00	\$ 5,895.53	\$ 5,868.00	\$ 22,633.64	\$ 5,882.00	\$ 2,666.41
Expenses								
Denton Best Paper Award	\$ (500.00)	\$ (500.00)	\$ (250.00)	\$ (250.00)	\$ (250.00)		\$ (250.00)	
Wasburn EEG Awards	\$ (4,000.00)	\$ (3,999.14)	\$ (4,000.00)	\$ (2,000.00)	\$ (4,000.00)	\$ (4,425.12)	\$ (4,000.00)	\$ (2,000.00)
Swag	\$ (250.00)							
Printing	\$ (30.00)		\$ (30.00)		\$ (30.00)		\$ (30.00)	
Conference Costs (AV/Catering)	\$ (520.00)	\$ (1,199.51)	\$ (520.00)	\$ (803.83)	\$ (520.00)	\$ (1,371.54)	\$ (520.00)	
Teleconferences								
Other Expenses				\$ (305.45)		\$ (114.31)		
Admin Fee (30% of Dues)	\$ (1,539.60)	\$ (1,392.30)	\$ (1,500.00)	\$ (1,507.80)	\$ (1,500.00)	\$ (6,629.63)	\$ (1,500.00)	\$ (768.30)
Total Expense	\$ (6,839.60)	\$ (7,090.95)	\$ (6,300.00)	\$ (4,867.08)	\$ (6,300.00)	\$ (12,540.60)	\$ (6,300.00)	\$ (2,768.30)
Balance for Year	\$ (839.60)	\$ (1,546.05)	\$ (432.00)	\$ 1,028.45	\$ (432.00)	\$ 10,093.05	\$ (418.00)	\$ (101.89)
Balance	\$ 14,677.98	\$ 13,971.53	\$ 13,539.53	\$ 14,999.98	\$ 14,567.98	\$ 25,093.03	\$ 24,675.03	\$ 24,991.14

FY runs 10/1 through 9/30

5. Webmaster's Report by Sandra Eksioglu:

- WIED website is still using the same format with an update of photographs taken at this 2019 ASEE Annual conference. The Division Chair asks for the photograph release consents from the audience at the business meeting. All grant their permission to post their pictures on WIED webpage.
- The WIED honor roll page lists the awards, achievements and recognitions by our WIED members.
- Job opportunity is another resource for Ph.D. students and Ph.D. graduates that look for a job.
- Other information available on WIED website are WIED strategic plan, research opportunity such as REU (Research Experience for Undergraduates) and other graduate research assistantship, WIED minutes, Election results and list of WIED officers.

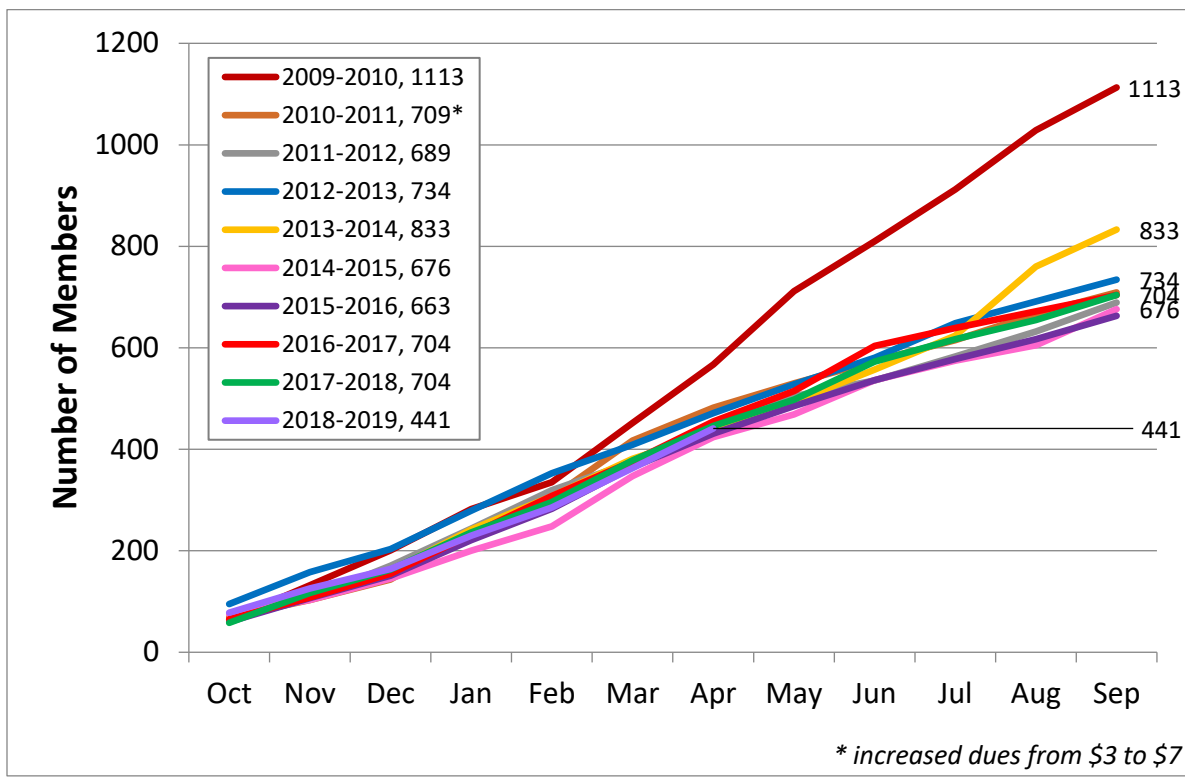


Figure 1 Memberships from 2009 to 2019

6. PIC IV Chair's Report by Teri Reed

Announcements:

- PIC IV meeting will be at 6PM.
- The PIC Best Paper section was arranged this year on Monday morning. There was a total of 29 best papers from last year participating.
- Best PIC IV timeline system was used to help the faculty and authors keep track on their deadlines. There were 13-14 divisions participating for the PIC Best paper. There were only 8 reviewers this year. PIC no longer accepts work-in-progress.
- Ethics Task Force: Code of Conduct for the Conference was started 2 years ago. However, PIC did not renew or process it in the past because of lacking staffs. Fortunately, last Sunday, Task Force reported the Board that they were creating Ethics Overall Committee, and they were under creating reporting process to assist on the ethical issues such as plagiarisms.
- This year PIC provides help to moderators by providing a moderator handbook.

7. Election Results by Sandra Eksioglu:

- Four new officers:
 - o Treasurer: Angela Lueking
 - o Director, Positions: Jenahvive Morgan
 - o Director, Awards: Lily Gossage
 - o Director at Large: Malini Natarajarathinam
- Full list of WIED 2019-2020 Officers:
 - o Beena Sukumaran – Past Chair

- Sandra Eksioglu – Division Chair
- Janet Callahan – Program Chair
- Kristi Shryock - Program Chair Elect
- **Angela Lueking** – Treasurer
- Pitiporn Asvapathanagul – Secretary
- **Lily Gossage** – Director of Awards
- **Jenahvive K. Morgan** – Director of Positions
- Claire McCullough – Webmaster
- Bethany Brinkman - Assistant Webmaster
- Panadda (Nim) Marayong - Director at Large
- **Malini Natarajarathinam** – Director at Large
- Out-going Officers:
 - Brian Kirkmeyer
 - Jodi Prosis

Thank-you both very much for your hard work and dedication to WIED!

8. WIED Volunteers

- The volunteer form is provided on each table. Members can select their preferable volunteering activities along with their contact information.
 - 43 Reviewers for abstracts and papers this year. WIED needs a lot of reviewers for abstracts and papers. WIED has short review periods. Janet took the lead for this year.
 - Additional reviewers selected the best paper. Lily took the lead for this year.
- Thank-you everyone!

9. Chair’s Report for 2018-2019 by Sandra Eksioglu

- To sustain our WIED division, memberships are important. 892 are the current WIED memberships, which is 2.3% increase (reported by Janet from PIC meeting). At the end of today Business meeting, Division Chair would like to discuss on how to increase membership.
- ConECD conference had a great impact on WIED memberships as well. Beena Sukumaran (Past Chair) was in charge on ConECD. This year ConECD revenues were used for
 - sponsoring the ConECD key note speaker Sandra Begay
 - awarding the Mara Wasburn EEG Awards to two faculty and two students during the ASEE annual meeting
 - obtaining banners and clippers which we handed out during the division mixer.
 - Co-sponsoring the distinguished lecturer Laura Bottomley.
- Last year, WIED awarded 1-year ASEE memberships for ASEE members that worked with authors. This might be a reason of 2.3% membership increase. Division Chair will follow up how many of them renew ASEE membership.
- Janet Callahan (Program Chair) took the lead for this year technical sessions and panels. If there are any ideas for our ASEE conference next year, please contact Janet Callahan.

10. Program Chair Report for 2018-2019 by Janet Callahan

- Papers
 - 35 final papers submitted/published in proceedings (34 papers in 2018).
 - 12 papers withdrew (12 last year)
 - 5 are in “past deadline” draft state (17 in total).

- 43 people who actively reviewed.
 - Roberta Rincon and Jessica Ohanian Perez both requested 10 reviews! It is more typical to request 3 to 5 abstracts and papers to review.
 - Thank you everyone.
 - If you'd like to review: callahan@mtu.edu
- Sessions
 - total 6 technical sessions, and one poster session. (7 last year).
 - have three panels (and 3 last year). The panels were suggested by WIED members.
 - After #MeToo: What's next for Women in the Engineering Workplace?
 - International Faculty Perspectives on Engineering Education
 - Caring for Elders – Some Lessons Learned (Wed. 11:30-1:00 Room 39)
 - have the following on deck for tomorrow, Wednesday:
 - 8:00 – 9:30, W151, Room 39 of the Tampa Convention Center
 - 9:45 – 11:15, W240 Distinguished Lecture, Laura Bottomley, NCSU – Room 17 of the Tampa Convention Center
 - 11:30 to 1:00 PM – Room 39, Panel Caring for Elders – Some Lessons Learned
 - 1:30 to 3:00, W451, Room 39
- The reception was co-hosted as usual with MIND and PCEE, held Monday
- Reflections from Past Chairs of the Women in Engineering Division by four panelists (formers WIED Chairs). <https://peer.asee.org/panel-discussion-on-the-history-of-the-women-in-engineering-division-reflections-from-past-chairs-of-the-division>
 - Dr. Beena Sukumaran, Rowan University, Dr. Donna C. Llewellyn, Boise State University, Executive Director of the Institute for STEM and Diversity Initiatives, Dr. Beth M. Holloway, Purdue University, Assistant Dean for Diversity and Engagement and Leah H. Jamieson Director of the Women in Engineering Program, Dr. Noel N. Schulz, Washington State University, Fellow ASEE, IEEE, Prof. EE.
 - This was from the panel last year to celebrating 125th ASEE. Suggested research questions included:
 - How can we effectively mitigate unconscious bias to influence culture change (ensuring that we are reviewing faculty candidates, award nominees, administrative candidates and tenure/promotion cases without implicit bias)?
 - What strategies can universities and colleges with limited funding and personnel resources implement to effectively improve the situations on our campuses?
 - What factors influence the creation of an inclusive environment in an academic department, college of engineering, or university? What evidence is there of the impact of best practices?
 - How important is good mentoring on the success of young faculty, especially those from underrepresented groups?
 - What is the impact of increased diversity among student and faculty populations on the success of women or other underrepresented populations?

11. Open Discussion Topics

- PIC V membership decrease
 - o There is not enough time to discuss this topic today. The Program Chair asks members how we should take care of this issue and most members agree to discuss within the WIED officers first, then send the recommendations to WIED members.
- Good strategies to increase membership:
 - o Participation in division mixer
 - o Increasing the number of awards
 - o Reaching more members from undergraduate/graduate students as well as industry
 - o Forming allies with other divisions
- Impactful activities we can sponsor.
 - o Lily: Provide more awards/travel grants to students to attend the conference.