

WIE (PIC IV) Teleconference Minutes

March 23, 2021

1:00-2:00 pm EST

Meeting URL: <https://ufl.zoom.us/j/98416684405?pwd=UDRzc0FLWHRSNF1xbEwwTzdwbXA3Zz09&from=addon>

Meeting ID: 984 1668 4405

Passcode: 707070

Attendees: Bethany Brinkman, Janet Callahan, Lily Gossage, Brian Kirkmeyer, Jenahvive Morgan, Jessica Perez, Kristi Shyrock, Idalis Villanueva

Excused: Claire McCullough, Angela Lueking

1) Approval of minutes from past teleconference –

- (January 2021 minutes approved on 2/18/2021)

2) Bylaws Update- Janet

- **Talking Points:**
 - (Bylaws): The proposed name with tag line is: *Women in Engineering: Alliance for Diversity, Equity, and Inclusion* along with a one-page rationale for the name change based on survey entries was shared with PIC. They were supportive of the change but asked we shared this intent with the ASEE CDEI committee. CDEI responded and suggested a name change to Women and Gender Minorities in Engineering Division with a removal of the tag line. The concerns were around diluting the purpose of the division and potential overlap with the goals of CDEI. The recommendations were shared with the ASEE WIED group in the March 23, 2021 meeting.
 - (Membership Fees): The ASEE WIED group was supportive of Brian's email to waive membership fees to WIED for this year's conference (we will cover those costs).
 - (Diversity, Equity, and Inclusion): Janet shared the idea of including those cross-cutting divisions (e.g., MIND, WIED, etc.) as a highlight to this year's conference, year of impact focus. Six out of the eight divisions agreed to this and a formal request was sent to ASEE.
- **Actions to Take:**
 - (Bylaws): After much deliberation, the ASEE WIED group felt there should be a separate division for gender minorities that would allow a more diverse leadership to arise within ASEE. Janet will respond to CDEI on the ASEE WIED's decision to keep the name and tag line as is.
 - (Membership Fees): Brian will follow up with an emailed announcement closer to the 2021 ASEE Annual Conference
 - (Diversity, Equity and Inclusion): No action needed at this time. We are awaiting next steps from ASEE leadership.

3) Awards Update– Lily

- **Talking Points:**

- (Ethics/Plagiarism): There is a widespread concern about ethics and plagiarism where there have been cases across all of the ASEE divisions including WIED. It is being recommended that a protocol is created to catch instances of plagiarism, including self-plagiarism. There is a parallel move to ensure that issues of maleficence and intellectual property theft, particularly for scholars of color will be a focal point of ASEE from this point forward. Also, more people of color will serve as reviewers and gatekeepers for publications and funding mechanisms to minimize this issue.

Finally, ASEE has announced that when issues of plagiarism are found, the Zone Chairs are to follow the following process:

- (a) Reviewers to report it to the program chair
- (b) Program chair will report it to the PIC chair
- (c) PIC chair to submit to the Ethics committee for review
- (d) Ethics committee to make a decision and report it to the Board
- (e) If plagiarism is found, then a reprimand letter would be sent to the institution of the lead author of the submitted proposal/paper

- (Wasburn Award): A lot of packages have been submitted to this award, including many Canadian applications. There may need to be a consideration of how to pay people who can't attend the conference if awards are given. It is anticipated that 5 awards will be given this year.
- (Best Diversity Paper Award): She will coordinate with Kristi to assemble a package for evaluation of the best diversity papers.

- **Action to Take:**

- (Ethics/Plagiarism): An email will be sent to all authors (Kristi will take care of this) to send a “warning” email and explain the process we will follow to identify plagiarism and self-plagiarism. Lily will assist Kristi to include language about self-plagiarism in the email.
- (Wasburn Award): Lily will send a packet for the committee to review.
- (Best Diversity Paper Award): Lily will coordinate with Kristi to assemble a package for evaluation of the best diversity papers.

4) Diversity, Equity, and Inclusion- Claire

- **Talking Points:** Nothing to report except to review the announcements for DEI activities hosted by ASEE
- **Actions to Take:** N/A

5) Update about ASEE Conference- Kristi

- **Talking Points:** The deadline for best diversity papers is May 7 and the author upload deadlines for ASEE revised papers will be April 19. The final decision deadline for ASEE papers is April 26. Currently, we have 51 papers and 2 panels. So far, eleven papers have been withdrawn. Most

authors preferred virtual talks. The conference bookmark along with the approved WIED bylaws, a small blurb, and the name with the tag line needs to be included in ASEE Hub soon. A template of the 2021 WIED bookmark is yet to be determined but will be sent Lily once it is ready for upload.

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- **Action to Take:** Kristi will send an email announcement that includes the plagiarism details and any other information for the authors. Kristi will coordinate with Brian to assist the conference bookmark.

6) Treasurer's Report – Angela

- **Talking Points:** N/A
- **Actions to Take:** N/A

7) Webmasters' Report – Bethany and Krystal

- **Talking Points:** Election site is setup and but the Google Forms has not been activated yet. On April 1, they will send it out for distribution. Bethany will send this email on April 1 to Janet and she will send it along. People will have a month to vote and they will need their ASEE member number. Nomination slates are closed at this time.
- **Actions to Take:** Follow up with Google Forms

8) Other items – Idalis

- **Talking Points:** N/A
- **Actions to Take:** N/A