

WIED (PIC IV) Teleconference Minutes

November 17, 2020

1:00-2:00 pm EST

Meeting URL: <https://ufl.zoom.us/j/95655750635?pwd=UW9lemw4bnpWQndyQk81QjNoc2lrQT09>

Meeting ID: 956 5575 0635

Passcode: 895008

Attendees: Janet Callahan; Brian Kirkmeyer; Angela Lueking; Natarajarathinam Malini; Jessica Perez (proxy for Lily); Jenahvive Morgan; Kristi Shyrock

Excused: Lily Gossage; Claire McCullough

Absent: Krystel Castillo; Sandra Eskioglu

1) Approval of minutes from October 2020 teleconference –

- (September 2020 minutes approved on 10/20/2020)

2) Bylaws Update- Janet

- **Talking Points:** Beth Holloway had included a tentative DEI statement to be submitted for approval by the Full Board in January. It is proposed that our revised bylaws alongside this statement below will be included. However, for this, the officers must approve our bylaws statement.
Statement to be considered:
The <Insert Name of Unit> (Division /Section/Zone) is committed to fostering collaborative and inclusive environments that value equity and celebrate diversity. The <Insert Name of Unit> (Division/Section/Zone) commits to ensuring that we continually challenge ourselves to deepen and broaden our understanding of inequities, so that we are prepared to take action to transform our (Division/Section/Zone), ASEE, our institutions, universities, and the whole of the engineering community. More information can be found on ASEE's Statement on Diversity and Inclusiveness at <https://diversity.asee.org/about/> and the ASEE SEFI Joint Statement on Diversity, Equity, and Inclusion. (https://diversity.asee.org/wp-content/uploads/2020/05/ASEE-SEFI_DEIStatement.pdf)
There will also be consideration to move the diversity section from "L" to before item "C", as per this document: <https://www.asee.org/documents/member-resources/model-division-bylaws.pdf>
- **Actions to Take:** Create a survey for review from the WIED officers regarding our existing and proposed bylaws. Upon receiving feedback from the officers and from Beth, another vote will be taken to decide how to best use or blend the statements. Also, in the survey, a question about the change of name for our division will be included. Jenahvive, Janet, and Idalis will draft a survey and send to the officers for comment.

3) Awards Update– Jessica (as a proxy for Lily)

- **Talking Points:** Lily requested reviewers for the Wasburn Committee and the Best Diversity Paper award.
- **Action to Take:** Jessica annotated volunteers within the group who agreed to review and indicated Lily would follow up with an emailed update and request for reviewers.

4) Update about ASEE Conference- Kristi

- **Talking Points:** All abstracts were accepted. Kristi fixed the “4” and “5” issues for abstracts. No one had more than 2 reviews. A total of 58 abstracts with 2 panels and a poster were submitted. All business meetings have been scheduled and MIND accepted to host the social event. Kristi asked for the “minimum room capacity for the session”.
- **Action to Take:** Per recommendations from Janet, the room capacity was capped to 45 attendees.

5) Treasurer’s Report – Angela

- **Talking Points:** Nothing to report. She looked to see if there were updates from the accountant from Quarter 2 and identified a flush in the account.
- **Actions to Take:** N/A

6) Webmasters’ Report – Bethany and Krystal

- **Talking Points:** Nothing to report.
- **Actions to Take:** N/A

7) Update from Diversity, Inclusion, and Equity – Claire

- **Talking Points:** Claire sent a list of information and events related to DEI for the officers to view.
- **Actions to Take:** From the first point about nominating ASEE WIED for the DEI award, it was deemed that this would be postponed for next year until a strategic plan with a coherent record of actions taken is recorded. Idalis will begin to create a document that is developed from the meeting notes with a Google Doc link that ASEE WIED can rely on. This folder will be included in the Dropbox folder as a separate folder.