

ASEE WIED Teleconference Minutes

August 27, 2021

3:00-4:00 pm EST

Meeting URL: <https://ufl.zoom.us/j/94408678562?pwd=RUxyMUV4c2hCcjhYUXdEW FhlcTRzUT09&from=addon>

Meeting ID: 944 0867 8562

Passcode: 904267

Attendees: Janet Callahan, Brian Kirkmeyer, Kristi Shryock, Jessica Perez, Lily Gossage, Bethany Brinkman, Lily Wang, Rachelle Reisberg, Claire McCullough, Idalis Villanueva (quorum)

Excused: N/A

1) Approval of minutes–

- May 2021 minutes and ASEE 2021 Business meeting minutes (July) approved on August 27, 2021

2) Bylaws Update- Janet

- **Talking Points:**
- It was discussed if electronic voting during the ASEE 2021 business meeting would count as the bylaws state that 2/3 vote needs to occur within 30 days before the annual meeting (which it did).
- It was discussed what worked well for the ASEE 2021 business meeting and what areas to improved. It was discussed that the awardee presentations is a positive component and should remain in future business meetings.
- CDEI Representative, Rachelle Reisberg (serving since 2018) and CDEI Delegate, Claire McCullough (2020-2022) were introduced to the group and roles were clarified. Rachelle, is a voting member for CDEI but not from WIED, has chaired conference planning and was in charge of the Monolith system and Pathables. She is looking for a co-chair for the Monolith system. Claire is in charge of communicating information between the CDEI group and our division.
- Idalis was introduced as the ASEE WIED Representative for the Taskforce to Diversify ASEE Leadership. A meeting will be called in September because this taskforce will be divided by zones. This taskforce was created because of an existing need to diversify ASEE leadership (top positions), particularly about who can apply to ASEE national board and see who is being nominated for office.
- Year of Impact for ASEE WIED was discussed as an ongoing agenda item. In this meeting, there was discussion that Kristi wanted to include BIPOC considerations in the 2022 Call for Papers for ASEE WIED. Also, there was discussions about proposing panels and speakers to address these issues on the next conference.

- **Actions to Take:**
- Because no one could not meet in person in the ASEE 2021 business meeting due to COVID-19, it was deemed that an electronic meeting counts, especially because there was a unanimous vote of 100% of respondents approving the changes to the 2021 proposed WIED bylaws.
- Other suggested changes for the next ASEE business meeting is to allot time for new members to introduce themselves; Janet will save a slide placeholder on the existing business meeting slide deck to reflect this change. This talking point will be discussed again in the May 2022 meeting and Idalis will put this consideration as a point of discussion in that agenda.
- N/A
- N/A
- The Year of Impact for ASEE WIED is an ongoing discussion in future agenda items and will addressed on each meeting.

3) Awards Update– Lily/Jessica

- **Talking Points:** Lily met with Jessica to transfer the responsibilities for the Awards, which Jessica will lead for this year. Lily is still in need to reimburse people and needs the webmaster’s help to post awards and papers.
- **Action to Take:** Bethany has updated the awardees and paper information on the ASEE WEID website. Lily still needs disperse reimbursements.

4) Update about ASEE Conference- Kristi/Brian

- **Talking Points: Action to Take:** There was an announcement that a new Monolith system will be used for the ASEE conference paper submissions. The call for papers will be happen soon but no deadlines have been released yet. Brian will be introduced to the new system since he will take Kristi’s place this year.
- **Actions to Take:** N/A

5) Treasurer’s Report – Angela/Lily

- **Talking Points:** Lily is transitioning into the role of treasurer. Thank you Angela for your service!
- **Actions to Take:** Lily will follow up on payment processing.

6) Webmasters’ Report – Bethany and Krystal

- **Talking Points:** All items including the results from the elections, items from national awards, and award announcements are up to date on the website.
- **Actions to Take:** N/A

7) Diversity, Equity, and Inclusion- Claire

Talking Points:

- Claire provided additional recommendations for the Year of Impact around amending the bylaws further for next year’s annual meeting to include language about future DEI Best Paper nominations for AWARDS. MIND has included in their by-laws language about this that we may be able to use as a starting point:

“Annual awards for Minorities in Engineering Division comprise the Best Division Paper (also nominated for best PIC/Conference paper) and/or a Best Diversity Paper (submitted as the Division’s nominee to the ASEE Committee on Diversity, Equity, and Inclusion.”

- There was a question about the status on whether ASEE WIED or other divisions would be highlighted during the year of impact.
- Another recommendation for the Year of Impact is to consider including in the by-laws for next year, language about the role of the DEI representative from WIED (not an officer position) being appointed a member to CDEI.

Actions to Take:

- There was a question about how the model bylaws have refined their language around DEI. It was recommended that these changes are included in the model by-laws first. Claire will take this point up to the next CDEI meeting(s) as part of their Year of Impact initiatives.
- Janet will follow up on the question regarding the ASEE WIED and other divisions would be highlighted during the Year of Impact.
- Claire will follow up and include agenda items in the future about the recommendation to include language about the role of DEI representatives

8) Other items

- N/A

9) Adjourn