

WIED Teleconference Minutes

April 22nd, 2019

2:00-3:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/635236402>

Minutes to be taken by Pitiporn Asvathanagul

Present: Bethany Brinkman, Janet Callahan, Brian Kirkmeyer, Panadda Marayong, Jenahvive Morgan, Jodi Prosise, Rachele Reisberg, Pitiporn Asvathanagul

Absent: n/a

Excused: Sandra Eksioglu, Lily Gossage, Claire McCullough, Kristi Shryock, Beena Sukumaran

- Janet - Call to Order at 2:06pm
- Approval of minutes from February and March 2019 teleconference calls. The minutes are in Dropbox.
 - February and March 2019 Minutes are moved/seconded and approved. The minutes link must be sent to the committee members along with outlook calendar of the next meeting.

1) Annual Conference 2019 – Janet

- a. There is a total of 33 papers, 3 posters and 2 panels in our session (a total of 37).
- b. Janet selected 20 papers (out of 37) and sent them to Sandra and Lily prior to further reviews of best papers and best diversity papers.
- c. Lily will send these 20 papers to our WIED best papers subcommittee today or tomorrow.
- d. Janet shares her selection methods of these 20 papers.
 - i. If 20 points (out of 30 points max) was rated, the paper was eliminated from the best papers/best diversity papers pool.
 - ii. Several papers, the numerical rating was not given. Janet went over all papers one by one, and made a recommendation for the best papers/best diversity papers pool.
 - iii. If the paper was rated as excellent or very good, the paper would be selected for the best papers/best diversity papers pool.
- e. The schedule for these 37 talks is discussed.
 - i. One session is 1:30 hours, and one talk is approximately 15 mins. We can do 5-6 presentations per session.
 - ii. One session was scheduled on Sunday afternoon, two sessions were scheduled on Monday, 3 sessions were planned on Wednesday.
 - iii. The committee has a concern about low participations if the talk is scheduled on Wednesday.
 - iv. Two panels were arranged on Wednesday from 11:30am – 1pm.
 - v. Business meeting is on Wednesday from 5-6pm.

- 2) MIND/PCEE/WIED Reception for the Annual Conference - Kristi
 - a. Kristi is not present in this call. Pitiporn is assigned to contact Kristi to obtain an update about MIND/PCEE/WIED Reception for the Annual Conference. (The email was sent to Kristi right away after the meeting.)

- 3) Diversity Conference – Beena
 - a. Beena excuses. Beena is in India for her family reason.
 - b. Brian attended the Diversity Conference this year.
 - c. Brian and Rachelle highly suggest the committee members to attend this conference.
 - d. The Diversity Conference in Sp2018, there were many participations. Hence, the registration fee for this Sp2019 Diversity Conference was decreased because of large revenue carried over.
 - e. The Sp2020 Diversity Conference is tentatively planned for mid to April next year. However, in 2021, the conference might be moved to Spring Break week.

- 4) Treasurer’s Report – Brian
 - a. No addition report is received. Brian presumes there might be some money carried over and displayed on the next report.
 - b. The committee members brainstorm about swags such as bluetooth speakers, sunglasses, power banks, sunscreen, beer cup holders and chip clips.
 - c. The committee agrees selecting chip clips. Jodi volunteers to design WIED logo and quote.
 - d. Brian will figure it out how to order swags. Janet offers if there is help needed to purchase swags. Brian sends us an email promptly after the meeting “It doesn’t seem as though there is a specific protocol we must follow, but if he gives us another place to price out, that will be fine.”
 - e. The existing bookmark design in dropbox is discussed and sent to Janet.
 - f. Jodi kindly provides the quote for the chip clips right after the meeting. See attachment.



St Ambrose Power
Clips.pdf

- 5) Webmasters’ Report – Claire and Bethany
 - a. May 1 is the deadline to vote.
 - b. The committee suggests sending another email to the members not yet voting.
 - c. 37 candidates for our WIED officer election.

- 6) Awards Committee – Lily excuses for her family reason. However, Lily provided an update before today meeting.
 - a. WASBURN AWARDS: All 4 Wasburn awardees have been notified. Lily is preparing their certificates and will bring with me to ASEE Conference.
 - b. BEST & BEST DIVERSITY PAPERS: Janet has done much of the heavy lifting and compiled (from review of 33 papers) a list of 20 papers with

higher scores; they're stored in our WIED folder, under 2019 ASEE Conference, "Best Paper Candidates."

- c. Lily would like a few more volunteers on Awards Committee to help me review these papers. We have to submit our decisions to PIC IV Chair by May 8.

7) Elections – Jenahvive

- a. All information is in care of the WIED webmasters.

8) Delegate to Diversity Committee – Rachelle

- a. There is no update. However, the plan is moving forward. At the Diversity Pavilion, the Diversity table will be arranged.

9) Other items?

- a. Jenahvive recalls about inviting new faculty to the meeting.
- b. Janet: Discussion about draft of agenda for business and reception.
- c. Most awards will be announced during Business meeting.

10) Adjourned at 2:44PM.

Next Meeting Tuesday May 14th at noon-1PM (EST)