

## WIED Teleconference Minutes

Aug 20<sup>th</sup>, 2019

12:00-1:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/134262834>

Minutes to be taken by Pitiporn Asvapathanagul

Present: Bethany Brinkman, Janet Callahan, Lily Gossage, Angela Lueking, Jenahvive Morgan, Pitiporn Asvapathanagul

Absent: n/a

Excused: Sandra Eksioglu, Claire McCullough, Racheal Reisberg Panadda Marayong, Malini Natarajarathinam, Beena Sukumaran, Kristi Shryock

- Chair (Janet) – Call to Order at 12:06PM
  - 1) Approval of minutes from June teleconference. Minutes are in Dropbox.  
June 2019 Minutes is moved/seconded and approved.
  - 2) Annual Conference 2020 – Janet
    - a. Call for abstracts:
      - i. Draft – Call for Abstracts is available. Janet prepares and invites the committee members to review.
      - ii. More information is included in the Call of Abstracts next round in order to provide specific requirements (general guidelines) for final papers such as page limit and reference. The descriptive information of WIED Call for Abstracts will improve the quality of the final papers.
    - b. Reflection from our annual meeting back in June 2019
      - i. Chip clips were useful during the annual conference. More chip clips are available for the next two years.
      - ii. Meet and Greet went well. Our table was at a great location by the door.
      - iii. Lily: Diversity form: It will be great if more people sign up at the diversity pavilion. Moreover, it was a total of 8 hours. However, Lily and Racheal were there most of the time, and Janet stopped by. Lily informs we need more WIED committee members to present and take turn 1 hr per person. Next time, chip clips should be available at the WIED table at the diversity pavilion as well.
      - iv. Reception: The room was too small, but nice and cozy. MIND mostly takes charges of the reception each year although the plan is two years. Technically, in 2019, WIED should be the lead of organizing the reception. The award ceremony was great and gave the meeting the purpose. WIED will continue to arrange the award ceremony in the future meetings.

- v. Photographs: Janet will send Bethany annual meeting photos in order to be put on the website.
    - vi. Business meeting: It went too long. WIED will work more closely on time for the next business meetings.
  - c. Ribbons (for your badge): WIED Ally
    - i. For the next meeting, WIED Ally ribbons put on the badge will be available. The committee agrees and Janet will place an order.
- 3) MIND/PCEE/WIED Reception for the Annual Conference - Kristi (Excused)
- 4) Treasurer's Report – Angela
- i. Angela is in the transition from Brian (WIED former treasurer)
  - ii. Lily informs there are many award recipients' emails goes back and forth regarding reimbursement. WIED and ASEE national are in the transition period. Lily informed them to keep their receipts. Lily will send the name of award recipients to Angela. Angela will check again that the reimbursement was processed.
- 5) Webmasters' Report – Claire and Bethany
- i. Job posting continues and Call for Abstract can be posted once ready.
  - ii. Clair and Bethany have an idea to track number of visits and engagements on WIED webpage. Former WIED webmasters did these in the past (Janet). However, these tasks have never passed to Claire and Bethany. Both will start tracking and inform to the WIED committee during monthly meeting.
  - iii. Photos on the WIED website need an update.
  - iv. Abstract for each award winner will be posted on the website. Lily will send to Bethany
  - v. Remove "cash award"
  - vi. Janet will send Bethany the hot link to PEER database.
- 6) Delegate to Diversity Committee – Rachelle (Excused)
- 7) Other items:
- a. The reorganization of PIC: Three scenarios to pick from
    - i. WIED committee discusses about three PIC options for WIED, which are red, green and blue.
    - ii. WIED committee suggests Chair (Janet) emailing PIC Chairs (Beth and Teri) about the rationales and impacts to WIED for each PIC option. Once the response is provided. Pitiporn will follow to all WIED committee members.
  - b. Pitiporn will send out a new poll for Fall meetings.
    - i. Doodle will be sent to Sandra and Janet before passing options to other WIED committee members.
- 8) Adjourned at 12:40PM