

WIED Teleconference Minutes

Feb 25, 2020

4:00-5:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/694520554>

Minutes to be taken by Pitiporn Asvapathanagul

Present: Bethany Brinkman, Janet Callahan, Sandra Eksioglu, Angela Lueking, Jenahvive Morgan, Rachelle Reisberg, Beena Sukumaran, Pitiporn Asvapathanagul

Absent: n/a

Excused: Lily Gossage, Panadda Marayong, Malini Natarajarathinam, Claire McCullough, Kristi Shryock

- Chair – Call to Order at 4:04 PM
- 1) Approval of minutes from January 2020 teleconference. Minutes are in Dropbox. https://www.dropbox.com/s/b70otfb68gby4dg/WIED%20Teleconference%20Minutes%20Jan_2020.docx?dl=0
January 2020 Minutes is moved/seconded and approved.
- 2) Annual Conference 2020 – Janet
 - a. There is a total of 35 papers need to be reviewed for best papers and diversity awards. Janet tries to go over all of them with assistance from board members, Sandra, Beena, Bethany, Jenahvive and Pitiporn. Janet also urges the board members helping review the papers to use the rubric and identify Janet directly about the best paper and diversity awards.
 - b. There are 10 more papers waiting for reviewer decisions. Three papers are waiting for final version and three papers are waiting for revisions.
 - c. A total of 51 papers are accepted, which 2 of them are panels. The remaining of 49 papers will be arranged in technical sessions. This number is comparable to the 2019 number of paper.
 - d. Jenahvive shares the rubric for the review process sometimes was displayed on the same screen with the paper. However, sometimes it was not, and it was appeared in a new window. This might be the reason that the reviewers did not rate the paper using the rubric. This is the ASEE technical problem.
 - e. Rachelle mentions there are inconsistency once the email for ASEE paper reviews sent from different ASEE division. Some emails provide clear guidelines, but some divisions do not.
- 3) MIND/PCEE/WIED Reception for the Annual Conference - Kristi (excuse)
- 4) CoNECD - Beena
 - a. There was a conference call last week and there will be a call tomorrow.
 - b. Everything for CoNECD conference has been nicely organized.

- c. Beena sent an email to all board members regarding sponsorship from the member's Dean. Currently, Janet agrees to sponsor.
 - d. There is a new initiative at CoNECD conference regarding diversity plan created by each college or school. Dean or representative will be recognized with a Bronze award during the first submission and presenting at the conference. In the following year, if the same school or college submits more advance plan, there is higher award granted.
- 5) Awards – Lily (excuse)
- 6) Treasurer's Report – Angela
 - a. The balance on the account is remained the same.
- 7) Webmasters' Report – Claire (excused) and Bethany
 - a. No report
- 8) Elections – Jenahvive
 - a. The deadline for nomination is March 15, 2020. Currently, there is only one nomination for a position of Program Chair Elect. Our former WIED leadership board member is the only one nomination received.
 - b. Jenahvive works with Bethany to put up the call for nomination on the website.
 - c. Jenahvive sent a nomination email to Janet. Janet will send a separate email about call for nomination to all WIED members with the attachment provided by Jenahvive. Janet will also forward the email to Sandra. Both will help distribute the call to our members.
 - d. Director at Large, Secretary and Assistance Webmaster are three position with absence of nomination. For Director at Large nomination, Bethany will provide information of the candidate running for the election last year but did not win to Sandra. Sandra will reach them and provide information regarding the opening opportunity for the same position through the election.
 - e. Sandra urges the board member to nominate their colleagues.
- 9) Delegate to Diversity Committee – Rachelle
 - a. The committee is working hard to get things ready for the conference in March.
 - b. Rachelle seeks for volunteering at the diversity booth during the conference for an hour.
- 10) Other items:
 - a. Dropbox. Exceed the capacity (no fee option), and Janet starts transferring files to gdrive.
 - b. Sandra: division itself can pay for \$120 a year for extra space on dropbox.com. This will help us get all information at the same place. Sandra will contact ASEE national and have ASEE national taking care of the storage space for us and charges us by autopay. Beena seconds Sandra to reach or find out first with ASEE national.
 - c. Planning for the conference: Janet will bring ribbons with green WIED printed. Janet will contact Jodi to bring chip clips to the National conference. Sandra will bring the banners.