

WIED Teleconference Minutes,

Jan. 16th, 2019

1:00-2:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/166983665>

Minutes to be taken by Pitiporn Asvathanagul

Present: Bethany Brinkman, Janet Callahan, Sandra Eksioglu, Lily Gossage, Brian Kirkmeyer, Rachelle Reisberg, Kristi Shryock, Beena Sukumaran, Pitiporn Asvathanagul

Absent: Jodi Prosis

Excused: Panadda Marayong, Claire McCullough, Jenahvive Morgan

- Chair Call to Order at 1:05am
- Approval of minutes from November 2018 and December 2018 teleconference calls. The minutes are in Dropbox.
November 2018 and December 2018 minutes are approved.

1) Annual Conference 2019 – Janet

- a. Janet is sending a reminder to all authors about the deadline to submit draft is on Feb 4, 2019. The next deadline for the final paper submission is Mar 25, 2019.
- b. One of our session is moved to Sunday because of schedule conflicting with a regular Program.

2) MIND/PCEE/WIED Reception for the Annual Conference - Kristi

- a. Finalize ticket information – 12/17 Kristi sent an email to Jane and Sandra about the details of Reception.
- b. The ticket price of the Reception is \$20 with one free drink ticket included.
- c. Kristi will try to place orders for the menu list. If Kristi cannot, the Program Chair has to take care of it.

3) Diversity Conference – Beena

- a. The CoNECD (Collaborative Network for Engineering and Computing Diversity) Conference Planning Committee sent an email to invite nominations for 2 awards that recognize individuals, groups and organizations for their commitment to promoting diversity and inclusion in engineering and computer science. Email sent by Sandra.
- b. Diversity Conference is working on the commitment letter for the keynote speaker.

4) Treasurer's Report – Brian

- a. Our ASEE contact (Jessalyn Vermillion) is moving to a different role outside of ASEE, and so Sarah Luo will be our new contact person. She said she was trying to get the new budget reports out in a few weeks.
- b. Brian uploads all WIED financial document in dropbox, except Jan 2018.

- c. There is a question why the large administration fee (\$6,600) was collected. Janet explains it is collected based upon the percentage.
 - d. WIED was asked to cosponsor one invited lecturer during the ASEE conference. Sandra sent all WIED committee members information and agreed to cosponsor because the talk shared the same mission/goal with WIED (\$1,600).
- 5) Webmasters' Report – Claire (excused) and Bethany
 - a. All job posting, and announcements are up on the website and are run well. If there are any changes, please contact Claire and Bethany.
- 6) Awards Committee – Lily
 - a. Lily will send an email to WIED committee members about the Call for Awards. After approved, the Call will be sent to WIED Livserv during the 3rd week of January.
 - b. Rachelle, Bethany, Sandra and Kristi volunteer helping in review of award applications.
 - c. Lily and Beena are working on CoNECD Awards. Lily has not heard back from CoNECD. Sandra suggests Beena can coordinate.
- 7) Nominating Committee – Jenahvive (Excused)
- 8) Delegate to Diversity Committee – Rachelle
 - a. Diversion Pavilion at the ASEE conference needs WIED members volunteering. However, there is no time slots specified for WIED members (WIED future information).
 - b. The footprint of the ASEE conference is being finalized. The Diversity Committee will send out to all Divisions for review (WIED future information).
- 9) Discussion about inclusive WEID – Janet
 - a. On ASEE.org website, there is no active hyperlink to WIED Division. Sandra will get it resolved.
 - b. WIED have new bylaw that WIED approved during Fall 2018. WIED name was discussed and the “WIED” title is kept. WIED mainly supports women faculty and students. Today, today Janet proposes to broaden the participation by adding “We welcome male and female members with interest in promoting these goals.”
 - c. The old WIED website, the bylaw displayed is not updated. Sandra will get it resolve by removing the old WIED website.