

WIED Teleconference Minutes

Jan 16, 2020

1:00-2:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/281941467>

Minutes to be taken by Pitiporn Asvathanagul

Present: Janet Callahan, Sandra Eksioglu, Angela Lueking, Claire McCullough, Jenahvive Morgan, Malini Natarajarathinam, Rachelle Reisberg, Kristi Shryock, Pitiporn Asvathanagul

Absent: n/a

Excused: Bethany Brinkman, Lily Gossage, Panadda Marayong, Beena Sukumaran

- Chair – Call to Order at 1:10 PM
- 1) Approval of minutes from Nov. teleconference. Minutes are in Dropbox.
November 2019 Minutes is moved/seconded and approved. No December 2019 meeting.
- 2) Annual Conference 2020 – Janet
 - a. A total of 74 drafts, 5 posters and 5 panels were accepted. All authors are preparing their final manuscript.
 - b. WIED mixer is scheduled on Tuesday evening, WIED business meeting is at 7am on Tuesday. WIED distinguish lecture is Wednesday afternoon.
 - c. Early register is opened. Early registration will be continued until next month.
 - d. Janet is aware of the timeline to forward top ranked papers to Lily (award committee). From November minutes the timeline for forwarding top ranked papers to Lily is April 1, 2020.
- 3) MIND/PCEE/WIED Reception for the Annual Conference - Kristi
 - a. MIND will lead the reception for 2020 conference, not WIED. Kristi is joined planning with MIND and PCEE.
 - b. Last year (2019) WIED did not lead the reception, either. This year MIND leads the reception and all things have been planned. Hence, WIED cannot be involved much. The committee wonders about the rotation of the reception organizing among MIND/PCEE/WIED.
- 4) CoNECD - Beena (excused)
- 5) Awards - Lily (excused)
 - a. Sandra is going to follow up with Lily for an update.
- 6) Treasurer's Report – Angela
 - a. Balance is remained the same as last year.

- b. There is a new form sent from ASEE national that will be a new form used for reimbursement and invoicing.
- 7) Webmasters' Report – Claire (present) and Bethany
 - a. Both are doing great and keep things updated.
 - b. There are not many new posts on the job announcement on WIED website because most were posted in Fall 2019.
- 8) Elections – Jenahvive
 - a. There will be four positions open for 2020 election, which are Director at Large/Secretary/Program Chair Elect and Assistant Webmaster.
 - b. The final description of the call for nomination is under review. For examples, term for Program Chair Elect of 8 years will be included (Beena's suggestion) as well as links of WIED past Chairs' accomplishment, so they can see the impacts of involving in WIED committee. Furthermore, support of WIED chairs in the WIED committee will provide enough training to newly elected members.
 - c. Mar 15, 2020 is the deadline for nomination.
 - d. Jenahvive urges the leadership committee to provide their feedbacks regarding modification of each position description asap, and Sandra will do final review for the call prior to distributing to WIED members.
 - e. Janet suggests reaching strong WIED authors to get involve in the leadership committee. Janet will also include the description of the call for these four positions in the next monthly email.
- 9) Delegate to Diversity Committee – Rachelle
 - a. The committee is making plan for the conference. The Diversity Pavilion will be arranged again this year. The committee is collaborating with K-12 and have a plan for crossover interaction with WIED members.
 - b. Diversity Committee is in the preliminary stage of the planning.
 - c. Announcement regarding WEPAN (Women in Engineering ProActive Network) award at CoNECD conference – Monday evening. Jan 21 is the deadline for nomination. Self-nomination is encouraged. More information can be found on www.WEPAN.org. The committee is considering a simple version of nomination form in order to attract more people and easy to submit.
- 10) Other items:
 - i. We have a twitter account now.
 - ii. WIED notes feedback: Janet thinks WIED notes on dropbox works great, and Malini confirms the WIED notes platform on dropbox provide easy access for reviews. All WIED committee members can directly add information on the file. The file will be created each month. Janet reminds all members to promptly add information onto the note and do not create new document.
 - iii. Janet will provide a discount code included in the Feb email. This discount code for ASEE members can be used to register for CoNECD conference.
 - iv. Sandra forwarded a Stacy's email a while ago to all WIED leadership members. The email requested for a WIED representative to join P-12 engineering education committee.

Sandra volunteers to represent WIED in P12 committee. Sandra will step down from WIED chair this June, but Sandra will also be on the WIED leadership committee as WIED past chair. WIED leadership committee supports Sandra as WIED representative to P-12.