

WIED Teleconference Minutes

June 3rd, 2019

1:00-2:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/178588758>

Minutes to be taken by Pitiporn Asvathanagul

Present: Janet Callahan, Sandra Eksioglu, Lily Gossage, Panadda Marayong, Jenahvive Morgan, Jodi Prosise, Kristi Shryock, Beena Sukumaran, Pitiporn Asvathanagul

Absent: n/a

Excused: Bethany Brinkman, Brian Kirkmeyer, Claire McCullough, Rachelle Reisberg

- Chair - Call to Order at 1:03PM
 - 1) Approval of minutes from May teleconference. Minutes are in Dropbox.
May 2019 Minutes is moved/seconded and approved.
 - 2) Annual Conference
 - a. Material required
 - i. Chip clips can be mailed to Sandra, or Janet will take the chip clips from Jodi during the dinner on Saturday.
 - b. Program bookmarks
 - i. Janet is working on the program bookmarks. The program bookmarks have well been taken care of.
 - c. WIED Banner
 - i. Beena mailed the banner from last year to Sandra this morning.
 - ii. Sandra is using the same vendor to print new WIED banners and table cloth. However, Sandra is experiencing difficulties to upload the file. Sandra will try uploading the banner/table cloth files again.
 - d. Table at meet and greet on Sunday
 - i. WIED committee needs a few WIED board members to be at the meet and greet table on Sunday. Sandra and Janet will be at the table to meet with other members. We will use this opportunity to recruit people to participate in our WIED division.
 - ii. Sign in sheet: Jenahvive volunteers to bring the sign in sheet form used from last year to the table.
 - e. Diversity booth
 - i. Lily signed up to represent the WIED division at the Diversity booth.
 - ii. Beena informs Lily to be at the booth and provide our WIED division information to guests. WIED program bookmarks can be distributed to the guests.
 - iii. Brian will be at the Diversity booth as well.
 - iv. Janet will bring bookmarks (100 to 150 of them) to the division mixer.
 - v. Lily will call Janet and Jodi to arrange the bookmarks and chip clips pick up before being at the Diversity booth on Monday 9am-12pm. Also, we can leave the swags at the Diversity Pavilion, so it is easier.

- f. Presentation – dropbox, please fill in your sections
 - i. Sandra uploaded the ppt file in the dropbox folder, and emailed everyone in the committee. Each member in charge for each section is required to complete the slides for their own section.
 - ii. There will be additional slides on the business slides to reflect benefits of becoming a member of WIED and being a WEID board member.

- 3) MIND/PCEE/WIED Reception for the Annual Conference - Kristi
 - i. This year, MIND is leading for the social event. MIND has the access to order foods. Everything for the social event has been already prepared.
 - ii. Currently, MIND/PCEE/WIED are preparing powerpoint slides.
 - iii. Sandra suggests MIND/PCEE/WIED to come up with ice breaking activities because last year (without ice breaking activities) people from each division segregated and stayed at the different places in the room. Kristi will work with MIND/PCEE to prepare for ice-breaking activities.

- 4) Diversity Conference – Beena
 - i. \$5,900 is the revenue from CONNED. This \$5,900 is the revenue after WIED sponsors speakers and adjustment for repayment of the last year annual conference. WIED got the same amount as last year, but this year we had more expenses.

- 5) Treasurer’s Report – Brian
 - i. Brian is preparing slides for WIED business meeting.

- 6) Webmasters’ Report – Claire and Bethany
 - i. The website is up-to-date. The recent update is the WIED best diversity papers and WIED best papers as well as other WIED committee activities.
 - ii. Sandra acknowledges Claire and Bethany and wishes both or either one of them can attend the annual conference this year.

- 7) Awards Committee – Lily
 - i. Lily will print out certificates for awardees.
 - ii. Lily acknowledges the WIED committee this year to be able to provide 4 awards (2 students and 2 faculty).
 - iii. Sandra acknowledges Beena for her contribution bringing large revenue from Diversity Conference that Beena organized to our Division. This revenue is for the WIED awards.

- 8) Elections – Jenahvive
 - i. This year election was done. The number of votes increased twice compared to last year election.
 - ii. Newly elected members are

Treasurer: **Dr. Angela Lueking** joined Missouri S&T as Associate Dean for Research and Professor of Chemical Engineering at the Missouri University of Science and Technology in August 2018.

Director of Awards: **Dr. Lily Gossage** is Director, Maximizing Engineering Potential: Center for Gender, Diversity & Student Excellence at Cal Poly Pomona.

Director of Positions: **Dr. Jenahvive Morgan** is the instructor for EGR 100 - Introduction to Engineering Design at Michigan State University.

Director At Large: **Dr. Malini Natarajarathinam** is an Associate Professor in the Department of Engineering Technology and Industrial Distribution at Texas A&M University.

Dr. Natarajarathinam was used to serve the WIED division in the last.

- iii. All newly elected members were notified and invited to attend the business meeting at the annual conference.

9) Delegate to Diversity Committee – Rachelle

- i. Please stop by the Diversity table at the Division Mixer.
- ii. Rachelle forwarded (via email) a link to Pitiporn, Janet, and Sandra to forward to WIED leadership for signup times to help staff the Diversity Pavilion (on the exhibit hall floor).
- iii. It would be greatly appreciated if WIED leadership could sign up for a few time slots.
- iv. <https://docs.google.com/spreadsheets/d/1SLracBaqdw7Ud3ub98Akl8PSQTZEg3-J36h6t4yHm1g/edit#gid=0>

10) Other items?

- a) Two panels for WIED division
 - i. Sandra will moderate one panel discussion, and Janet will moderate the other.
 - ii. Beena cannot be at the conference. One of our two panels is missing one panel member accordingly.
 - iii. Lily will help find another panel member to substitute Beena.
 - iv. Lily informs the member being in the panel may from different division. The WIED committee discusses and suggests if that person has an interest in WIED, it will be fine.
 - v. Lily informs the person is in a leadership position.
- b) Lily does not have author's contact information for the best papers. Meanwhile, WIED will ensure the awardees will participate the annual conference as well as present their paper at the conference. Janet and Lily will corporate and inform the award recipients.
- c) One WIED session on Wednesday afternoon was eliminated because there was only 2-3 papers in that session. Janet incorporated these 2-3 papers in other different technical session. Normally, there are 5 papers presented within 90 minutes. Three of our WIED session will have 6 papers presented.
- d) Janet will bring copies of a paper written from last year panel about the reflections of former chairs of WIED division. The copies will be on the WIED mixer table for guests to read.
- e) WIED does not have any specific guidelines for session Chairs. WIED will inform Chair of each session to arrive 15 mins before the session begins. Chair will also contact the speakers to request for their information prior to introducing the speaker at the beginning.

- f) Sandra will send a link of the contact information of the committee members that will attend the conference. The cell phone number for each member will also be included. This spreadsheet will be in the dropbox.
 - g) Next week (the week of June 10th), Sandra will be traveling and has limited internet access.
 - h) Our first WIED session is on Sunday at 3PM (Room 2 of the Tampa Convention Center). There will be 5 papers presented.
 - i) Lily will send the session moderation handbook to everyone.
 - j) Sandra and Janet will be arriving at the conference on Saturday. Jenahvive will be at the ASEE conference from Saturday to Thursday.
- 11) Adjourned at 1:42PM

Next Meeting Tuesday Jun 18th at 5-6PM (EST) BUSINESS MEETING