

WIED Teleconference Agenda,

June 9, 2020

1:00-2:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/99845498998>

Present: Bethany Brinkman, Janet Callahan, Sandra Eksioglu, Claire McCullough, Jenahvive Morgan, Rachelle Reisberg, Kristi Shryrock, Pitiporn Asvathanagul

Absent: n/a

Excused: Angela Lueking, Lily Gossage, Panadda Marayong, Malini Natarajathinam, Beena Sukumaran

- 1) Approval of minutes from May 2020 teleconference. Minutes is in Dropbox.
 - a. https://www.dropbox.com/s/ys5wnl213mmisnv/WIED%20Teleconference%20Minutes%20May_2020.docx?dl=0
May 2020 minutes is moved/seconded and approved.

2) Annual Conference 2020 – Janet

- a. Technical sessions and panels
 - i. Janet summarizes the division activities and found that WIED offers one more technical session, which is one session more than last year. Moreover, the number of papers published in WIED division was increase 15% this year. This resulted in a higher number of reviewers participating.
 - ii. Kristi will include “reviewer interest” in the WIED daily email
 - iii. Janet suggests not assigning more than 3 papers to one reviewer. Five paper assigned to a reviewer is considered too many.
 - iv. There are two servers/systems are employed by ASEE now. As a result, one of WIED panel session was dropped. However, Janet helped resolve the issues, and the \$150 registration fee for the speakers were taken care of.
 - v. Kristi went to the new system and verified everything in order to assure WIED information from both systems aligned. Kristi has summary for everything.
 - vi. WIED will verify all papers in our division published accordingly. sbi
 - vii. Janet would like an input about the VDO that will be showed during the MIND/PCEE/WIED Reception. This year, MIND is the lead for the reception. The format will be VDO, music and breakout room. Janet will find a VDO link and send to all WIED Board members. Now the slides for the reception has been submitted. If the WIED board member think the VDO does not well represent the WIED division, Janet will ask the guy not to publish the link.

Commented [1]: d by approximately

Commented [2]: Kristi: whaT does this mean, please clarify, and if you do not understand, delete.

Commented [3]: We should continue to add to our reviewer base. Which adds to our ASEE constituency.

Commented [4]: iez. (change summary for everything, for, summarized everything).

Commented [5]: as to our best ability.

b. Business meeting

- i. WIED leadership committee agrees to have the Business meeting using Zoom (outside the ASEE platform) because this way will be more inclusive.
- ii. Sandra will notify the best paper and best diversity paper authors and invite them to give a talk during the business meeting.
- iii. Janet is going to set up a zoom link, and Janet will be the lead. Janet will allow anyone that will be speaking as co-hosts. WIED will test the zoom link prior to the actual WIED business meeting. The zoom link will be sent to Sandra.
- iv. Sandra will develop the agenda. Sandra will send zoom link and agenda to the members.
- v. Sandra urges the committee members to complete their business slides. Only Jenahvive and Janet have completed it so far.
- vi. Sandra will cover all 10 mins of 2019-2020 WIED business.

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

- i. Kristi will upload information on gdrive, and she will provide the link to all member by today evening. Summary of all WIED activities is handy and Kristi has a copy. Kristi is updating draft of the announcement each of the day. Mixer and reception will be added into the draft.
- ii. Kristi will also perform a final verification of WIED activities and information with ASEE.

4) CoNECD - Beena

- a. On our CoNECD conference call, Bev mentioned that this is the last year of the MOU where WIED, MIND, NAMEPA and WEPAN agreed to do a joint conference. We will need to decide if this is something we want to participate in moving forward. The January conference is still being planned. It is the ones after that we are discussing. At our next conference call, they would like our feedback.
 - i. The discussion is whether WIED should continue support or be a part of the CoNECD conference. The initial agreement is only 3 years. It is time for WIED to consider continuing to participate in the CoNECD conference.
 - ii. Janet found CoNECD coferece was valuable, and WIED made a lot of revenues from this conference. Rachelle also found WEPAN was very useful and beneficial. Once more division combined, more efficient conference was achieved.
 - iii. WIED committee plans to research the number of WIED prospective audience of this conference in the past and analyze the trend before WIED provides the decision.
 - iv. WIED has a concern if WIED continue, the responsibility of CoNECD should be fallen under the past Chair. WIED should designated a volunteer to take care of CoNECD if Beena resigns. However, Beena is always welcome to represent WIED at the CoNECD conference.

- v. Also, WIED members will be burdened and have a responsibility to review the papers.
 - vi. Rachelle is the WEPAN award chair for one more year. Rachelle kindly wants to represent WIED at the CoNECD the year after next.
- 5) Awards – Lily
- i. All award winners must be aware of our business meeting. Paper award winners will be notified about their talks during the business meeting with time constrained. Sandra will reach the authors of best paper and best diversity papers.
- 6) Treasurer's Report – Angela (not present)
- 7) Webmasters' Report – Claire and Bethany
- i. Sandra will send the last year business meeting ppt file as an example to all WIED board members.
 - ii. Bethany will take care of 1-2 slides of webmaster report.
- 8) Elections – Jenahvive
- i. Jenahvive updated the slides for the new members.
- 9) Delegate to Diversity Committee – Rachelle
- i. Diversity Pavilion is at 12-1PM Monday to Friday. Diversity Pavilion is a place for a people to hang out during conference. All are welcomed to be a part of conversation.
 - ii. The Diversity committee is looking for volunteers for this event. Please, email Rachelle if you are interested.
 - iii. No official template has been yet finalized by ASEE. Passable is the tech company to publish the Diversity Pavilion materials. Division mixer is still unclear.
 - iv. The Diversity Pavilion is still under planning because ASEE is finalizing the technical sessions first. A couple ideas for the virtual booth and Meet and Greet are still under development. A lot more updates will be available in the next few weeks. WIED breakout room is also possible for 6 or smaller group.
 - v. Currently, the Diversity committee is allowed to upload the logo, 150 word summary, 5 other links related to the diversity, photographs of staffs working on the Pavilion each day and potential VDO.
 - vi. WIED will include the Diversity Pavilion on the daily list of things.
- 10) Other items: