

WIED Teleconference Minutes

March 5th, 2019

12:15-1:00 pm EST

Join from PC, Mac, Linux, iOS or Android: <https://csulb.zoom.us/j/771711400>

Minutes to be taken by Pitiporn Asvathanagul

Present: Janet Callahan, Lily Gossage, Brian Kirkmeyer, Panadda Marayong, Jenahvive Morgan, Kristi Shryock, Pitiporn Asvathanagul

Absent: n/a

Excused: Bethany Brinkman, Sandra Eksioglu, Claire McCullough, Jodi Prosis, Rachelle Reisberg, Beena Sukumaran

- Janet - Call to Order at 12:18pm
- Approval of minutes from February 2019 teleconference call. The minutes is in Dropbox.
 - February 2019 Minutes is tabled because WIED members have not yet reviewed.

1) Annual Conference 2019 – Janet

- a. An estimation of 37 papers was accepted for WIED division. 17 papers were accepted without further revision (wait-final manuscript), 13 papers were accepted with minor revisions (wait-revision). Two final papers were uploaded. However, one of them has not registered for the conference. Janet sent an email to the authors in the group. Five papers were passed the deadline, only abstracts submitted, but not papers.
- b. This number, total of 37 papers, is comparable to the number of papers from last year.
- c. 4-6 papers will be assigned to each session. However, WIED committee will wait for Sandra to verify.
- d. Janet assigned five more reviews to WIED committee members because those five papers had only one review each.

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

- a. The reception is being organized. Foods will be placed.

3) Diversity Conference – Beena

- a. An update on the ConECD conference is below:
 - i. 181 registrations for CoNECD as of 2/21/19.
 - ii. Printed Program – there will be both a printed program and a survey app (for evaluations). The cost of an ad is \$2500. If your institution wants to advertise, please ask them to do so.

- iii. Early registration ended March 1. ASEE discount available on request from Patti Greenwalt.
- iv. Program and session details available on website. Starts April 13, 2019 with MAMEPA and WEPAN business meeting on Saturday. Workshops on April 14, 2019. Registration is separate for workshops. Monday through Wednesday – conference. Tuesday luncheon is the speaker we are sponsoring – Sandra Begay
- b. Since WIED co-sponsored last year, so WIED had a lot of revenues (\$16,000) from ConECD conference last year.

4) Treasurer's Report – Brian

- a. The last quarter report of 2018 was obtained in January 2019 with \$25,962.04 current balance. The next report will be delivered next month, and the balance should not be changed much.
- b. Swag idea brainstorming (Janet). Janet will email all WIED committee members brainstorming ideas for swag such as power banks, buttons or other items indicating WIED division participation.
- c. There is a question regarding WIED has our own table cloths. The committee will follow up with Sandra during the next meeting.
- d. The committee agrees on purchasing scrolling banner popups for mixing is a great idea. This costs \$50-\$75 each.
- e. Brian will help with purchasing.
- f. Brainstorming about inviting other people to the reception prior to increasing WIED membership. Drink tickets may be given to the people bringing new guests. This item is discussed and tabled for further discussion during next meeting.
- g. Discussion of one-year free membership for authors of WIED division papers and inviting them to the reception. During the reception, they can learn more about our WIED division. This aims to increase WIED members. June 2018 was the first time WIED division gave one-year free membership to the authors that were not WIED or ASEE members. The committee will follow up in August 2019 that how many of them renew their membership a year later. In 2018 there were approximately less than 20 authors given the one-year complementary membership.

5) Webmasters' Report – Claire and Bethany

- a. Website is updated.

6) Awards Committee – Lily

- a. There is a total of 20 packages received this year. There are two more letters of recommendation submitted today. All 20 applications will be reviewed for four travel awards, two for postdocs and two for early faculty (not more than 3 years). Each award is \$2k, for a total of \$8k budgeted for these travel grants.
- b. Jenahvive volunteers to help review the packages besides the other existing volunteers from WIED committee.

- c. Best papers and Best Diversity paper: Janet has to compile the results from the reviewers' responses. Unfortunately, not all reviewers rate or give feedback regarding Best Papers or Best Diversity Papers. After the results gathered, the WIED committee will decide the Best Paper Awards and Best Diversity Paper Award. Best Papers will be identified first and the Best Diversity paper will be selected from the Best papers poll.

- 7) Nominating Committee – Jenahvive
 - a. We have candidates for all positions. The candidate for Director of Awards has not yet emailed her biosketch to Jenahvive, so her information cannot be displayed on the website. If she does not submit her biosketch, another nomination for Director of Awards is needed.

- 8) Delegate to Diversity Committee – Rachelle
 - a. No update

- 9) Other items? Reception Arrangement
 - a. Lily is in charge of preparing welcome powerpoint slides which include
 - i. WIED, MIND and PCEE division information
 - ii. WIED awards, MIND awards, and PCEE awards
 - iii. Slides for the sponsoring divisions
 - b. Lily will prepare/lead the ice breaker games such as finding people having same stickers.
 - c. Lily will (i) introduce President and Vice-President to talk about our WIED division, (ii) introduce WIED officers, (iii) announce award recipients.
 - d. Create an activity promote networking of attendees in the same field from different schools.
 - i. For new comers, pins should be given, so WIED members can introduce our division and talk to them.
 - ii. Officers will greet all reception attendees at the entrance. WIED plans to ask other divisions to help out. Cross cutting division is possible and Jenahvive will reach out to one of them and report back to the committee during the next meeting.
 - e. Rotation of officers giving drink tickets.

Next Meeting Monday April 22, 2019 at 2:00PM-3:00PM (EST)