

ASEE WIED Teleconference Meeting Minutes

May 19, 2022

11:00am to noon Eastern Time

Meeting URL: <https://ufl.zoom.us/j/93605741462?pwd=dDdVeIRmVTB1cWd6ZU5xN0hyNExDQT09&from=addon>

Meeting ID: 936 0574 1462

Attendees: Brian Kirkmeyer, Kristi Shyrock, Idalis Villanueva, Jenahvive Morgan, Rachelle Reisburg, Lily Wang, Jessica Perez, Krystal Castillo (quorum)

Excused: Bethany Brinkman, Janet Callahan

1) ASEE WIED- Janet

- **Talking Points:**

- ASEE WIED Email Issue
 - Somewhat resolved and Kristi is doing additional follow-up to resolve before the Annual Meeting
- PowerPoint for Business Meeting
 - Janet will draft the presentation and send to WIED officers for additions
- Welcome email to 2022-2023 ASEE WIED officers
 - Idalis asked for a list of job responsibilities or roles to be included in the invitation to the new officers of ASEE WIED.
 - Jenahvive will invite the new ASEE WIED officers to the business meeting along with an attachment of their roles.

- **Actions to Take:**

- Follow-up on the Annual Business Meeting Presentation Slides
- Invite the new ASEE WIED officers to attend to the business meeting

2) Awards- Jessica

- **Talking Points:**

- Update on awardees for Wasburn award
 - Dr. Holi Golecki is this year's awardee. Congratulations!
- Update on graduate student/postdoctoral panelists
 - Two reimbursement travel grants and application have been given. Two additional awardees are Darcie Christiansen and Melanie Villatoro

- **Actions to Take:**

- N/A

3) ASEE Conference- Kristi/Brian

- **Talking Points:**

- Business Meeting Logistics and Updates
 - Technical sessions are scheduled from Sunday to Tues afternoon. The schedule is as follows:

- Technical Session - Sunday, 6/26, 3:00-4:30
- **Business Meeting - Monday, 6/27, 9:45-11:15**
- Technical Session - Monday, 6/27, 11:30-1:00
- **Panel Discussion - Monday, 6/27, 1:45-3:15 (Panel Discussion: Admissions Policies and Practices)**
- Technical Session - Monday, 6/27, 3:30-5:00
- **WIED/MIND/PCEE Social - Monday, 6/27, 7:00-9:00**
- Technical Session - Tuesday, 6/28, 8:00-9:30
- Panel Discussion - Tuesday, 6/28, 1:45-3:15 (Graduate Student and Postdoctoral Fellow Perspectives on Advancing Women and Gender Equity in Engineering)
- Technical Session - Tuesday, 6/28, 3:30-5:00
- There is an issue with Slayte double-booking technical sessions and panel sessions. Trying to not overlap panel with technical sessions and to reduce 6 technical sessions (these sessions are not added to the schedule). Kristi will try to split panel and technical sessions.
- **Actions to Take:**
 - Coordinate with Idalis to ensure business meeting is virtual and ensure the double-booking of sessions is resolved before the Annual Business Meeting

4) **Treasurer's Report-** Lily Gossage

- **Talking Points:** Budget and Business Meeting
- **Actions to Take:** N/A

5) **Webmasters' Report – Bethany/Krystal**

- **Talking Points:** Krystal with Bethany with last training and after the conference they will go over every single application and make sure it is up to date. Looking forward to next cycle and training the next person.
- **Actions to Take:** N/A

6) **Elections-** Jenahvive

- **Talking Points:** We're up to 21 unique responses on the elections! Thanks, Bethany for the update! With pending results, that means (changes from this year are highlighted and bolded):

2022-2023 ASEE WIED Officers

Callahan - Past Chair

Shryock – Chair

Kirkmeyer -- Program Chair

Villanueva - Chair Elect

Perez - Director Awards

Morgan - Director Positions

Jayasekaran – Secretary

Gossage - Treasurer

Wang - Director at Large
Castillo - Web Manager
Christensen - Asst Web Manager

- Idalis asked for a list of job responsibilities or roles; Jenahvive was the member of the board and invite them to the business meeting along with the attachment of the roles. Make sure new officers are invited to the business meeting (send before ASEE conference).
- **Actions to Take:** Send the welcome email to Janet that includes the list of roles and responsibilities to the new ASEE WIED members. Invite them to the Annual Business Meeting.

7) Diversity, Inclusion, and Equity – Claire/Rachelle

- **Talking Points:** The planning for the DEI booth and division mixer underway. A lot of work on artwork, sessions, footprint. Rachelle will put out a call for folks to help staff booths and moderate. Any help is appreciated!
- **Actions to Take:** N/A

8) Other

- **Talking Points:** Lily Wang reported that there are 31 graduate student/postdoctoral panelist applicants and thanks for Jessica/Idalis for working on to review them. Thinking of selecting 6 panelists. Panel is 1.5 hours long. Also, WIED can also select next year's panelists with this submission pool, and they can also work on working on the paper for next year's ASEE panel. Lily Wang, Jessica, and Idalis will meet with the panelists tomorrow to do a practice session. This year's theme is year of racial equity and next year will be on internal/external systemic barriers.
- **Actions to Take:** N/A