

# ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION CHEMICAL ENGINEERING DIVISION

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Executive Committee Meeting Minutes  
Monday, November 9<sup>th</sup>, 2015 – 11:30 am – 12:15 pm  
Salt Lake City Convention Center, Room 253A, Salt Lake City, UT

## Attendees and Affiliations

Name	Affiliation	Current Position	Upcoming Position
Cheryl Bodnar	Rowan	Secretary/Treasurer and Diversity Co- chair	
Tony Butterfield	University of Utah	Webmaster	
Anju Gupta	Rochester Institute of Technology	Membership	
Arthur Felse (via phone)	Northwestern	Diversity Co-Chair and Program Chair	
Laura Ford	Tulsa	Chair-Elect	
Christi Patton Luks	Missouri S & T	Chair	
David Silverstein	Kentucky	Summer School Co-Organizer	
Bernard VanWie	Washington State	Awards Co-chair	

1. We introduced ourselves as above. Christi welcomed the new officers (Tony Butterfield and Anju Gupta).
2. Minutes from the last Executive Committee Meeting (June 15<sup>th</sup>, 2015 in Seattle, WA) were approved as submitted.
3. Finances (Cheryl Bodnar) – a financial report is attached as Appendix 1.
  - Modifications were necessary to the ASEE ChE Division Treasurer's Report from June 2015 to account for differences in the manner that ASEE charged the BASS and Operating accounts in comparison to how Laura projected. Cheryl commented that the finances now reflect ASEE records and have accounted for missing interest based on the most recent annual financial report received from ASEE.
  - Laura mentioned that the decrease in our operating expenses provided by ASEE is likely reflected of the ChE division membership in comparison to the total ASEE membership.
  - Christi provided an update that the ASEE is currently working on putting together written guidelines for how the 30% indirect cost will be charged but as of right now it appears that it will be charged to any funds that we receive whether through fundraising or industry donations for awards. Christi did state that the 30% indirect cost will not be directly charged to the banquet tickets but will only be charged if we net any profits between the amount brought in for banquet tickets and the total cost of the banquet. Christi also mentioned that ASEE has put in a program that will allow for program chairs to actively monitor banquet ticket sales through monolith.
4. Ongoing Business
  - a. 2016 Annual Meeting (Arthur Felse)
    - Arthur updated us that we have received 46 abstract submissions, 13 of which are Works in Progress. He also mentioned that we currently have 73 reviewers that are helping the division which means that it is very probable that each reviewer will only need to review 2 full papers in February.
    - ASEE will be providing us with 6 technical sessions for the upcoming meeting. The open mic session will also return at this year's ASEE meeting. Based on prior feedback received,

- the open mic session will have 3 or 4 overarching questions and will have Margot Vigeant serving as a facilitator to help the discussion stay on track. The total discussion time will be 60 minutes with an additional 30 minutes left for networking as this was an area that members said was lacking in prior ASEE meetings.
- The executive board meeting is planned for Tuesday at 1:15 pm in the afternoon with the division business meeting on Wednesday morning. This means that there is less than 24 hours to make any changes necessary between the two meetings.
  - The Grand Isle restaurant will be the location of the banquet for this year. It will start at 6:30 pm on Monday evening. After discussion amongst the executive board it was decided that banquet ticket prices will be set to reflect the cost of the meal and that extra banquet tickets associated with award winners will be covered out of award funds received or the funds in the BASS account. It was felt that this approach will allow for more individuals to attend the banquet since the cost would not be as prohibitive as in past years.
- b. Awards (Bernie VanWie)
- Bernie provided an update on the potential industry sponsors for awards. He mentioned that they recently submitted a proposal to Armfield for the Lectureship and they are awaiting hearing back. As a potential alternative, he mentioned that Exxon Mobil might also be interested in sponsoring the lectureship if Armfield declines. They are still waiting on determining who might be suitable sponsors for the Corcoran best paper award.
  - Bernie updated that they only received one applicant for the Future Faculty Grant and no applicants for the mentorship grant. There was discussion on whether these awards should be rolled together due to the lack of interest. There was also mention of rolling over the funds from the grad student mentoring award to the faculty mentorship award.
  - There was continued discussion on lack of nominations for different division awards including the Lifetime Achievement Award. Christi mentioned that she had printed out the two pages in the newsletter that discussed awards and wanted it to be handed out at the Dept. Chairs meeting on Thursday. It was decided that individuals could reach out to specific institutions about nominating some of the individuals that were discussed at the June ASEE executive committee meeting but David reaffirmed that the awards committee had to stay clear of putting in nominations due to the conflict of interest. David also mentioned that since the Lifetime Achievement Award was meant to be of particular significance it didn't need to be awarded each year. He did encourage individuals on the executive committee to speak to people they knew at institutions with people that would be worthy of these awards and try to get them to put in the nomination.
  - Bernie shared that the winners for the Martin award and Best Poster Award have been selected. The winners will be named and notified at a later date.
- c. Diversity Committee (Arthur Felse/Cheryl Bodnar)
- Arthur and Cheryl commented that they tried to emphasize diversity within the current ASEE paper solicitation however Arthur confirmed that no abstracts that were submitted appeared to be relevant to diversity. It was mentioned that this might change when the full papers are submitted in February.
  - Arthur also updated on the possibility of the Diversity special edition of CEE. He is in continued discussion with the editorial board of CEE on what this may look like and is also in discussion with ASEE about the copyright issues of taking articles that are diversity related from past ASEE conferences as starting points for full journal articles to be included within this special edition.
- d. Membership (Anju Gupta) – Christi passed over the current printout of the membership list to Anju. Anju mentioned that as she is now starting to be copied on membership related e-mails she will be able to get up to speed and have a report in time for the June 2015 executive meeting.
- e. Website (Tony Butterfield) – Christi introduced Tony to the group and said that he would be taking over for David. She also thanked David for his service in this area.
- Tony suggested the use of a Word Press platform for the new version of the website which would allow for everyone to contribute if they would like to without having to go through

him. It was felt that this was a beneficial idea especially since it would allow the awards committee and the Chair to post updates when they need to on a short turnaround.

- Tony inquired about what content needed to be brought over to the new site. David mentioned that the papers no longer needed to be hosted on the division website since ASEE now has a more rigorous system that allows for easy identification of Chemical Engineering papers. David did mention that at least a 20 year history of the awards granted by the division should be kept as it is a very important record to have in place.

- f. Summer School (David Silverstein) – The next Summer School for Chemical Engineering Faculty will be held in July 29 – Aug. 4, 2017, in Raleigh, NC.
    - They currently have set the dates for presenter proposals which will be open from June 1<sup>st</sup> – November 30<sup>th</sup>, 2016. Participant registration for the summer school will be open from November 1<sup>st</sup>, 2016 – January 31<sup>st</sup>, 2017.
    - They plan on following a schedule similar to what was used in 2002, which will allow for a full day of sessions on Wednesday and then participants to leave on Thursday morning. No specific recreation time is currently being planned within the schedule although they did say that participants who bring their families would have the opportunity to choose between attending workshops on certain afternoons or visiting the local area.
    - There are also plans to have a full day of the summer school led by industry and to be focused on what the current needs are for graduates heading for industry positions. More information on this will become available once industry partners have been identified.
  - g. 2017 Annual Meeting (Christi) – It was discussed that Daniel Burkey will be the Program Chair for this meeting. No further discussion was possible due to time limitations.
5. Past Chair Report (Christi on behalf of Lisa Bullard) – Lisa passed on her regrets that she couldn't join us. Christi mentioned that Lisa would like all of us to use our contacts and identify new individuals that could run for open positions in the Spring.

Appendix 1  
 American Society for Engineering Education Chemical Engineering Division  
 Treasurer's Report – June 2015

**BASS Account total reported June 12, 2014** **\$35,597.07**

Credits

Interest (none posted for Oct. 2013 to date)	\$
Dues (April 2014 through January 2015)	\$1,314.00
Sponsorships (Eastman Corcoran, 2014; CACHE 2015)	\$3,200.00
2014 Banquet Revenue	\$3,190.00
	\$7,704.00

Debits

Part of 2014 Plaques (\$1,337.30 total)	\$1,220.30
2014 Awards Banquet	\$3,302.40
2015 Awards (CACHE, Lectureship, Corcoran, Fahien)	\$7,000.00
2015 Future Faculty Award	\$500.00
Part of 2015 Plaques (\$1,303 total)	\$793.00
	\$12,815.70

**Total BASS Account (June 17, 2015)** **\$30,485.37**

**Operating Account total reported June 12, 2014** **\$ 117.00**

Credits

2014/2015 Allocation	\$566.00
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Debits

Part of 2014 Plaques (\$1,337.30 total)	\$117.00
2015 Banquet Ticket	\$56.00
Part of 2015 Plaques (\$1,303 total)	\$510.00
	\$683.00

**Total Operating Account (June 17, 2015)** **\$ 0.00**

Treasurer's Report – November 2015

**BASS Account total reported June 17, 2015** **\$30,485.37**

Credits

Missing Interest (based on discrepancy between our Bass account report and that of ASEE)	\$16.34
Interest (posted for FY Oct. 2014 – Aug. 2015)	\$16.56
2015 Banquet Revenue	\$2,652.00
Dues (February 2015 through May 2015)	\$474.00
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	\$3,158.90

Debits

2015 Lectureship Travel	\$500.00
Zero Out Operating Account	\$22.00
2016 Awards Banquet Deposit	\$562.50
ASEE 2015 Printing	\$10.50
Awards Banquet 2015	\$2,219.42
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	\$3,314.42

**Total Bass Account (September 30, 2015)** **\$30,329.85**

**Operating Account total reported June 12, 2014** **\$ 117.00**

Credits

2014/2015 Allocation	\$544.00
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*Note: June 17, 2015 report had the ASEE estimate of \$566.00 for this allocation. Needed to revise this account summary to adjust for change in information provided from ASEE.*

Debits

Part of 2014 Plaques (\$1,337.30 total)	\$117.00
2015 Banquet Ticket	\$56.00
Part of 2015 Plaques (\$1,303 total)	\$510.00
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\$683.00	

**Total Operating Account (September 30, 2015)** **\$ -22.00**

<u>Zero out Account from Bass Funds</u>	\$ 22.00
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**Total Operating Account (September 30, 2015)** **\$ 0.00**