



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting Minutes

Monday, November 14th, 2016 – 10:45 am – 12:15 pm

Hilton San Francisco Union Square, Continental 3, San Francisco, CA

Attendees and Affiliations

Name	Affiliation	Current Position	Upcoming Position
Cheryl Bodnar (via phone)	Rowan	Secretary/Treasurer and Diversity Co-chair	
Daniel Burkey	University of Connecticut	2017 Program Chair	
Tony Butterfield	University of Utah	Webmaster	
Matthew Cooper	North Carolina State University	Newsletter Editor and Director	
Laura Ford	Tulsa	Chair	Past-Chair
Milo Koretsky	Oregon State	Director	
Christi Patton Luks	Missouri S & T	Past-Chair	
David Silverstein	Kentucky	Summer School Co-Organizer	
Troy Vogel	Illinois at Urbana-Champaign	Chair-Elect	Chair

1. We introduced ourselves as above.
2. Minutes from the last Executive Committee Meeting (June 28, 2016 in New Orleans, LA) were approved as submitted.
3. Finances (Cheryl Bodnar) – a financial report is attached as Appendix 1.
 - Cheryl received a very rough update on the finances from ASEE at the end of last week. Unfortunately, they weren't captured in this Treasurer's report due to the late timing of their arrival and that additional information was needed to clarify the information provided. Cheryl is working with the ASEE controller to get the additional information and can share with the executive committee as it is provided
 - Based upon the information received to date, the accounts have been updated to reflect that the down payment on the awards banquet was never actually made (see reversal charge under Credits) and that we have received the donation from U.S. Didactic Division. No interest is posted since information from ASEE has not been complete
 - The Debits consist of the remaining expenses from the ASEE Annual meeting including printing, banquet reimbursement and lectureship travel
 - Cheryl found out from the ASEE controller that the BASS Fee is only charged on items apart from contributions and sponsorships such as dues and banquet revenue. For this reason, no fee has been charged on the U.S. Didactic Division donation
 - Cheryl will follow up with the Controller to find out whether there is any formal documentation to support the process being used when administering the BASS fee which will help answer questions pertaining to whether for instance the BASS fee is just charged on profit from the banquet or if it is charged on banquet sales
4. Ongoing Business
 - a. 2017 Annual Meeting (Daniel Burkey)
 - This year we have 32 accepted abstracts. We are estimating that we will have between 24-25 papers based on attrition rates from past conferences (25% attrition rate)

- We have 8 technical sessions scheduled. All of our sessions are Monday, Tuesday and Wednesday
 - The Executive Committee meeting is proposed to take place in the 11:30 am – 1:00 pm time slot on Monday
 - The Lectureship session is currently planned for 1:30 pm – 3:00 pm on Monday to prevent it interfering with lunch and the interdivisional town hall meeting which is scheduled for 3:15 pm on Monday afternoon
 - We will have one additional technical session on Monday from 3:15 pm – 4:45 pm
 - Currently, we have 6 general categories of talks, one of which will be Works in Progress (6 papers fell in this category). We have two co-sponsored sessions proposed for this year.
 - Dan mentioned that he is willing to circulate the proposed session topics with the executive committee to get input before finalizing them. It was proposed that this should be done once the papers are actually submitted
 - Dan will also follow up to determine how many diversity related abstracts were submitted to assist the Diversity Committee
- b. 2017 Annual Meeting Awards Banquet (Daniel Burkey)
- Michael Elsass is looking into local options at the moment for the Monday night dinner
 - Currently the focus is determining what the price point for tickets should be especially in light that banquet revenue may be subject to the 30% BASS Admin Fee (per Finance update)
- c. Awards (Laura)
- The winners for the Best Poster Award (Elif Miskioglu) and Martin Award (Matthew Cooper) have been announced by the committee
 - Laura had approached the ASEE Awards office after hearing that CACHE was interested in creating an endowment for their annual award and changing its name. She was told that the process for changing the name was relatively simple but that it was necessary to account for the BASS administrative fee for the endowment amount. This would be equivalent to having to place \$78,571 in the endowment to be able to keep the award covered at its present level. CACHE mentioned they would discuss this information at their next meeting and get back to the division with their decision
 - Laura mentioned that she had also reached out to the ASEE Awards office to find out about the process of changing the name for the Lifetime Achievement Award and its nomination procedures. The name was supposed to have been changed a few years ago but never actually got done. There is a brief application that needs to be completed in order for this to take place
 - Finally Laura mentioned that the ASEE Awards office stated that they would need a proposal from our division to be able to combine the Future Faculty and Mentoring Awards into a single Future Faculty Mentor Award. Supposedly, the proposal should not be too difficult and as long as reasonable justification is provided it should be approved without issue. Laura will follow up with the Awards Committee to see if they would like to work on the proposal
 - Laura will also follow up with Bernie who unfortunately was unable to make it to the executive committee meeting to see what other award related updates that he had
- d. Diversity Committee (Cheryl Bodnar)
- Cheryl mentioned that she and Arthur have been primarily focused on the creation of a Diversity Special Issue for CEE. She and Arthur will be co-editors and the proposed plan is to release the call for papers in early January
 - Call for papers will be distributed to the ASEE ChE and Biomed divisions, AIChE Education Division as well as to the ChE Department Chair listserv. In addition, Arthur and Cheryl will reach out to authors of diversity papers from the ASEE 2015, 2016 and 2017 conferences to see if they are interested in adding 33% more to their conference papers to allow for their papers to be considered as candidates for the special issue

- The call for papers will end June 30, 2017 and the goal will be to review all the papers and complete edits so that the special issue is finalized in December 2017 with a proposed publication date of Spring 2018.
- e. Membership (Anju)
- Christi mentioned that she has received no updates from Anju about membership
 - Laura said that she would follow up with Anju to see if she is having any difficulty getting information from ASEE
- f. Website (Tony Butterfield)
- The plan is to complete the transfer of the website to the new Word Press Platform over winter break
 - Tony mentioned things are progressing smoothly and there appears to be no issues at the moment
- g. Summer School (David Silverstein) – The next Summer School for Chemical Engineering Faculty will be held in July 29 – Aug. 4, 2017, in Raleigh, NC.
- Call for nominations of candidates to attend the summer school is now open. They have already seen many nominations coming in with multiple nominations from a single institution despite the additional costs that would be involved which shows the strong support for this initiative
 - Currently project that there will be 200 candidates in attendance this is up from previously 150-160 candidates in prior summer school offerings
 - David will be handing out the call for nominations to the Department Chairs at tomorrow's Department Chair meeting. He also encouraged members to speak to session chairs of sessions at AIChE to see if they could announce this opportunity at the start of sessions throughout the conference
 - David needs help with getting the nomination call out to individuals on an international scale (Canada and overseas). If anyone has contacts that would be appreciated
 - It was mentioned that NSF funding can't be spent on international candidates that select to attend although corporate sponsorship, such as Chevron, can be spent in this area
 - David is also sending out the call for nominations to a list that he has of faculty members with titles like lecturer and professor of practice which should help with getting word out to the individuals that would benefit a lot from the summer school
 - Call for presenters will be closing at the end of November. The presenters will find out whether their sessions will be part of the program by the end of February. To ensure that the sessions are meeting the candidates' needs, once nominations are received the candidates will be asked to complete a registration form that asks for feedback on what sessions they would like to attend while at the summer school.
 - May also need to invite new presenters if there are any areas that are missed which are of candidate interest
 - It was mentioned that some sessions may need to be combined based on the needs of different sponsors. For instance, Chevron (donating \$25,000) is interested in a session on safety that might overlap with other proposals already received. In this instance, the presenters can work together with the company contacts to create a session that should meet both the candidates' and sponsors' needs
 - The sessions, especially workshops, are proposed to be small (20-30 people) but based on interest they can run multiple sessions to allow candidates the opportunity to participate in the sessions that they are interested in
 - CACHE Corporation has been handling all the finances associated with the summer school which has simplified matters

- h. 2018 Annual Meeting (Laura) – Stated that we should start seeking out individuals that are interested in taking on the program chair role. Ideally, would like to start approaching individuals soon. Tony is willing to do the local arrangements for the banquet.
5. Past Chair Report (Christi) – Need to start working on getting nominations for positions that need to be replaced on a yearly rotation (such as chair-elect and director). Matthew Cooper also mentioned that he would like the executive committee to start seeking out an individual that might be willing to replace him as newsletter editor after his 5 year service in this role. He will continue in the role for one more year but afterwards would like a replacement.

Appendix 1
American Society for Engineering Education Chemical Engineering Division
Treasurer's Report – November 2016

BASS Account total reported June 19, 2016 **\$25,217.13**

Credits

Interest (none posted for FY June 2016 – Sept. 2016)	\$
Reversal of 2016 Awards Banquet Deposit (was never made)	\$562.50
Sponsorships (U.S. Didactic Division Donation)	\$1,500.00
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	\$2,062.50

Debits

2016 Lectureship Travel	\$500.00
2016 Awards Banquet Reimbursement	\$3,059.55
ASEE 2016 Printing	\$20.00
Additional Award Brochure Printing	\$71.04
Awards Plaques	\$854.00
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	\$4,504.59

Total BASS Account (September 30, 2016) **\$22,775.04**

Operating Account total reported June 19, 2016 **\$0.00**

Credits

\$0.00

Debits

\$0.00

\$0.00

Total Operating Account (September 30, 2016) **\$ 0.00**