



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting Minutes
 Monday, October 30th, 2017 – 10:45 am – 12:15 pm
 Hilton Director's Row 2, Minneapolis, MN

Attendees and Affiliations

Name	Affiliation	Current Position	Upcoming Position
Daniel Anastasio	Rose-Hulman	2018 Program Chair	
Cheryl Bodnar	Rowan	Secretary/Treasurer and Diversity Co- chair	
Daniel Burkey	University of Connecticut	2017 Program Chair (Past)	
Tony Butterfield	University of Utah	Webmaster; 2018 Local Events Coordinator	
Shannon Ciston	UC Berkley	Diversity Co-Chair	
Matthew Cooper	North Carolina State University	Director	
Joshua Enszer	University of Delaware	Chair-Elect	Chair
Laura Ford	Tulsa	Past-Chair	
Anju Gupta	University of Rochester	Membership Chair	
David Silverstein	Kentucky	Past Summer School Co- Organizer (2017)	
Bernie VanWie	Washington State	Past Awards Co- Chair	
Ashlee Ford	Oklahoma State	Director	
Versypt			
Margot Vigeant	Bucknell	Awards Co-Chair	
Troy Vogel	Notre Dame	Chair	Past-Chair

1. We introduced ourselves as above.
2. Minutes from the last Executive Committee Meeting (June 26th, 2017 in Columbus, OH) were approved as submitted.
3. Finances (Cheryl Bodnar) – a financial report is attached as Appendix 1.
 - Cheryl mentioned that ASEE has now reconciled up to right around September 30th, 2017 and our records are now in alignment with their records.
 - Cheryl mentioned that there were some corrections performed to last year's banquet numbers to allow for the division to only be charged the BASS Admin fee on the difference between revenue brought in and expenditures. This is what led to the line items listed as banquet revenue correction and BASS Admin Fee correction (June 2016 – Sept. 2016) on the Treasurer's Report.
 - We were pretty close this past year in terms of revenue brought in for the banquet and our expenditures on the banquet.
 - The amount of travel reimbursement for the Lectureship Award was also less than normal since the selected individual only needed to travel from Pittsburgh to attend.
 - All debits related to other awards (incl. plaques) were included in the June 2017 treasurer's report.

4. Updates

a. 2018 Annual Meeting (Daniel Anastasio)

- This year we had 48 abstracts submitted in comparison to the 32 last year.
- We will have a panel offered this year by Matthew Cooper and Milo Koretsky on how to improve your engineering education outcomes. There will also be the executive committee meeting and the business meeting. The division will also have an open mic and the lectureship award presentation.
- Currently, business meeting is set for Tuesday evening. Executive committee meeting is set for Monday around lunch. Some discussion was had about making the executive committee or business meeting a ticketed event so that food could be available but no final decision was made. Dan mentioned that a decision on whether to ticket an event needs to be reached by December.
- Programming is planned to run from Monday morning until Wednesday afternoon.
- We had a very healthy group of reviewers (total of 75). This meant that each abstract was able to get 3 reviews.
- Work in Progress papers this year are being limited to 5 pages. The oral version of this presentation will consist of a postcard session that will be a 2 slide presentation followed by the remainder of time dedicated to discussion.

b. 2018 Annual Meeting Awards Banquet (Dan Anastasio / Tony Butterfield)

- Have selected a place for the banquet that is within walking distance from the conference venue. It is an Italian place and the restaurant has mentioned that they will be able to accommodate food allergies or limitations.
- The price per plate should be similar to what we had for last year's banquet.

c. Awards (Margot Vigeant)

- The Awards Committee re-wrote the call for awards this year and it has now been shared with the division through the newsletter.
- Due date for most awards is in January although the mentorship award application is due in October as it is tied with abstract submission. The committee has received two nominations for the mentorship award.
- It should be noted that recent awardees will be asked to review for the award that they received.
- Margot mentioned that the Lectureship award seems to be less of a fit with what the ASEE ChE Division is focused upon. She made the proposal that this award be linked to the Lifetime Achievement Award making the lectureship talk focus on key changes that have been made within ChE Education. It was also felt that this might be beneficial as then the award recipient would be an individual that attends ASEE. It was mentioned that by linking the Lifetime Achievement Award to the Lectureship Award, it could become more prestigious and then would receive more applications.
- Best poster and best paper awards recipients have been notified although they weren't mentioned in the newsletter.
- It was mentioned that it is important to provide individuals that need to prepare nominations with enough time to prepare the necessary materials. Reaching out early and often could help with this.

d. Awards Sponsorship (Bernie VanWie)

- Bernie is continuing to try to get sponsors for the various ASEE awards. He sent several e-mails to companies in April and has also followed up with them but still hasn't had anything work out.
- Don Visco was also following up with Chevron and Exxon that sponsored the ChE Summer School to see if they would be interested in sponsoring an award. At this time, they haven't heard anything back.
- Bernie mentioned that they have received declines from International Paper, Armstrong and Aspen. Other companies that haven't responded either way at this time are Eli Lilly, Dow, Proctor and Gamble as well as Honeywell.

- Mike Elsass has been working with some of his industry contacts as well to try to find potential sponsors.
 - US Didactic was willing to sponsor the division again this year (donation of \$1,000; see Treasurer's Report). They mentioned that their donation could go to whatever the executive committee felt would be useful.
 - The idea of an endowment where a group of sponsors come together to donate funds and then the division takes the interest from the endowment each year to cover costs associated with awards was mentioned as an opportunity to consider.
- e. Membership (Anju Gupta)
- The division currently has 470 members. We are #4 after mechanical engineering, electrical and computer engineering, and civil engineering.
 - According to Anju's records received from Tim at ASEE, we haven't had any new members join the division since August 2016. It is quite possible that new chemical engineering faculty members have joined ASEE but just didn't realize that they needed to sign up for the division membership. It was suggested that Anju reach out to Tim to get a list of new chemical engineering faculty members and see how many of them are members of the division to do targeted recruitment.
 - Anju has been working with ASEE to determine what has caused the drop in membership over time although ASEE has mentioned that all divisions are down in membership not just chemical engineering.
 - Anju e-mailed all lapsed and grace members for the division to encourage them to renew their membership with the ChE division. She did receive an e-mail from one individual that mentioned they had decided to renew after her e-mail so she believes the strategy is working.
 - A key focus area at the moment is working with ASEE to determine which e-mails of grace and lapsed members are no longer valid and updating the ASEE database. This is a project that she plans to work on over winter break.
 - It was suggested at the business meeting next year to encourage individuals to sign up for the ChE division as they might not be aware that they aren't currently affiliated with the division. Strategies for achieving this were discussed including: mentioning the issue to ASEE ChE Division Business Meeting attendees, working to enroll them if they provide the membership fee.
- f. ASEE Diversity Delegate (Shannon Ciston)
- Shannon has attended 1 meeting so far.
 - During the meeting they had a discussion about whether the committee name should change to Inclusion and Equity vs. Diversity.
 - The committee has an interest in expanding programs, such as the diversity footprints, to other societies, such as AIChE.
 - Shannon made a request to determine who the best point of contact at AIChE would be for the diversity footprints. David Silverstein mentioned that she should connect with the AIChE Diversity Committee.
 - Shannon also mentioned that there will once again be a student video and essay contest. The theme for the contest is still being decided upon at this time. The committee is collaborating with the student division to allow for this contest to be successful.
- g. ASEE CEE Diversity Special Issue (Cheryl Bodnar)
- The Diversity Special Issue is on target to come out in spring 2018.
 - The Teaching Tip has moved into the production phase.
 - There are 3 manuscripts that are currently in production phase with 7 manuscripts in the process of revision (some have just been submitted this week and the editorial team is working on getting responses to authors while others will be submitted by the end of this month).

- The editorial team has just sent out the reviews received on Adrienne and Stephanie’s perspective piece and have asked to receive the revisions by the middle of November.
- h. Website (Tony Butterfield)
- The website hasn’t been hacked since our last meeting in June.
 - Tony continues to work hard to ensure we have the latest version of WordPress on the site which should help with avoiding issues.
 - Tony is also ensuring that the website gets updated as quickly as possible. Any changes that need to be made should be forwarded to him directly.
 - Dan Burkey mentioned the possibility of including a link on the website that would allow for individuals to become a member of the division.
 - There was also mention that a giving link could be added to the website. Cheryl has reached out to Jessalyn Vermillion (ASEE Controller) to find out if this is possible and how it could work.
 - There is currently an issue with the website that you need to only use “http” rather than “https” as otherwise you receive an error message that the site doesn’t have a proper security certificate. Tony is going to work with ASEE on how to correct for this as more computers are migrating to the use of “https”.
- i. 2017 Summer School (David Silverstein)
- 171 young faculty members participated in the ChE Summer School this summer. There were also 71 presenters that were present. This is the largest ChE Summer School on record.
 - Assessment responses have been very positive so far. The committee will do another follow-up with participants in early January.
 - Most negative comments received pertained to the length of the Summer School and that there wasn’t enough time built into the schedule to allow faculty to do other work (such as check e-mails).
 - The Summer School was well supported with \$100,000 received from NSF and \$60,000 plus some additional small donations from industry.
 - The organizers are waiting on the bill from NC State to determine the final state of expenses for the event. Currently, they are predicting a small net loss (around \$20,000) but this is okay due to excess funds from prior Summer Schools.
- j. Past-chair (Laura Ford) – no report
- k. Incoming-chair (Josh Enszer) – no report
5. New Business
- a. Potential sponsorship from zybooks (Troy Vogel)
- Zybooks is looking for a way to sponsor something related to ChE Education. E-mails have been sent to them to suggest assisting with the ASEE ChE Division although nothing has moved forward at this time.
- b. Summer School 2022 (David Silverstein, 2017 Summer School Chair)
- There is no formal procedure for selection of the individuals that will make up the next Summer School committee. The current committee has a list of about 6 individuals that it feels will be good candidates and will be speaking with them during the AIChE meeting or e-mailing them directly.
 - There are a few key decisions that the new committee will need to make by early next year:
 - When to hold the next Summer School? With current growth in faculty numbers, 5 years may be too long. Perhaps the next one should be 4 years from now.
 - Choice of site selection will be very important. Will want to be at the stage of soliciting proposals for locations by this time next year.
 - Identifying the individual that will be responsible for fundraising will be critical. There are a lot of costs associated with running these events so identifying sources of money early is important.

Appendix 1
American Society for Engineering Education Chemical Engineering Division
Treasurer's Report – June 2017

BASS Account total reported June 16, 2017 **\$17,016.10**

Credits

Interest (FY Oct. 2016 – Sept. 2017)	\$6.15
Dues (January 2017 through September 2017)	\$956.00
2016 ASEE Banquet Revenue Correction	\$1,129.95
2017 Banquet Revenue	\$2,280.00
<u>Sponsorships (U.S. Didactic Division Donation)</u>	<u>\$1,000.00</u>

\$5,372.10

Debits

2017 Lectureship Travel	\$205.44
BASS Admin Fee Correction (June 2016 – Sept. 2016)	\$460.95
2017 Awards Banquet Reimbursement	\$2,435.90
<u>BASS Admin Fee (January 2017 – Sept 2017)</u>	<u>\$540.03</u>

\$3,642.32

Total BASS Account (September 30, 2017) **\$18,745.88**

Operating Account total reported June 16, 2017 **\$0.00**

Credits

\$0.00

Debits

\$0.00

\$0.00

Total Operating Account (September 30, 2017) **\$ 0.00**