

ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting Minutes
 Monday, June 25th, 2018 – 11:30 am – 1:00 pm
 Room 250D Convention Center, Salt Lake City, UT

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 | |
| Janie Brennan | Washington University in St. Louis | | Director |
| Matthew Cooper | North Carolina State University | Director | Chair-Elect |
| Joshua Enszer | University of Delaware | Chair-Elect | Chair |
| Laura Ford | Tulsa | Past-Chair | |
| Richard Gilbert | University of South Florida | | 2019 Local Events Coordinator |
| Anju Gupta (on phone) | Rochester Institute of Technology | Membership Chair | |
| Milo Koretsky | Oregon State University | Awards Co-Chair | |
| David Silverstein | Kentucky | Past Summer School Chair (2017) | |
| Bernie VanWie | Washington State | Past Awards Co- Chair | |
| Margot Vigeant | Bucknell | Awards Co-Chair | Summer School Chair (2021) |
| Troy Vogel | Notre Dame | Chair | Past-Chair |

1. We introduced ourselves as above.
 - a. Election Results
 - Matthew Cooper was elected as incoming Division Chair
 - Janie Brennan was elected as incoming Director (2 year term)
 - b. Promotions, New Positions, Passing of Members
 - Joshua Enszer was promoted to Associate Teaching Professor
2. Minutes from the last Executive Committee Meeting (October 30th, 2017 in Minneapolis, MN) were approved as submitted.
3. Finances (Cheryl Bodnar) – a financial report is attached as Appendix 1.
 - ASEE has now been able to complete their audits and all financial records are up to date and correspond with division records
 - There are still some adjustments listed on this treasurer's report due to the last round of audits that were performed since the 2017 June meeting
 - We have received sponsorships from U.S. Didactic as well as CACHE to help support division activities and awards

- The BASS Admin Fee is equivalent to 30% of all net income that comes into the BASS (Banking and Account Service System) accounts. ASEE has been performing a verification study to determine how much employee time and effort goes into maintaining these accounts and after collection of six months worth of data it appears that the 30% level seems appropriate
- We are currently spending out slightly more than we are bringing in to the division but this is okay since ASEE would like us to spend down the BASS accounts where possible. These expenditures should be done on items that are of meaning to the division but could include food purchases for business or executive meetings, social events, etc.
- The dues on the ASEE website have been updated as of November. All members are now being charged \$7 for division membership
- Our operating account funds align with how many individual members we have in the division. This has been going down in recent years but we could obtain more funds if we increase our overall membership.

4. Updates

- a. 2018 Annual Meeting (Daniel Anastasio)
 - Total of 49 abstracts were submitted to the conference this year. Out of these 1 abstract was rejected, 9 abstracts were withdrawn and five papers missed the draft deadline. This led to a total of 34 papers finalized for the program schedule
 - The 34 papers in the program are broken down as follows: 20 technical talks, 7 Work in Progress Postcard talks, 2 posters and 5 Work in Progress Posters.
 - There is also a panel happening this year between Matt Cooper and Milo Koretsky discussing adding rigor to your engineering education studies
 - There is no lectureship award session this year (there was a speaker that was approached but unfortunately unable to make this year's meeting)
 - Key notes from this year's program include reminding individuals to place "Work in Progress" in the title for ease of review. Also it would be helpful to reinforce the need to follow the paper guidelines, particularly those focused on works in progress, when submitting papers
- b. 2018 Annual Meeting Awards Banquet (Dan Anastasio for Tony Butterfield)
 - At the time of the banquet all 40 tickets were sold (5 were sold the day of the banquet)
 - Tony will go by the restaurant (Cucina Toscana) early to make sure everything is in place
- c. Awards (Margot Vigeant and Milo Koretsky)
 - Two mentoring awards, the best poster award, the best paper award for the ASEE 2017 conference and Chemical Engineering Education journal along with the CACHE award were presented this year (see Appendix 3)
 - The Distinguished Lectureship award has veered in recent years away from someone that is active in ASEE to more of an individual that just shows up, gives their lecture, and then leaves. For this reason, the awards committee proposed the combination of the Distinguished Lectureship award with the Lifetime Achievement Award to allow for an individual to be selected that has a strong vested interest in Chemical Engineering Education. Margot and Milo will put together a proposal and then circulate it for votes.
 - It was also mentioned that the awards committee would like nominations for awards to stay effective for at least 3 years. This will ease the burden on individuals that are nominating people for the awards. All individuals that are nominated (or their nominators) would be provided the opportunity to update their nomination packages before each new competition
 - Currently, the awards committee has a proposal with Exxon Mobil for sponsorship that they are waiting on hearing back about
 - The awards committee is also in conversation with Armstrong about sponsorship but they need to prepare a proposal for them
 - The awards committee has approached other companies that sponsored the summer school but unfortunately have not had success so far
 - Margot is looking for a volunteer who can judge the poster session tomorrow (Laura Ford mentioned she would volunteer)
- d. Membership (Anju Gupta) – a membership report is attached as Appendix 2
 - We managed to get 6 new members this year
 - All of the ASEE divisions are seeing big declines in memberships

- 395 professional members, 25 students, 3 K-12 educators, 53 other members for a total of 476 members
 - We are #4 in terms of membership after electrical, mechanical, civil engineering
 - We can have a table set up at the ASEE Division mixer that allows individuals to sign up and this way we can verify that they are selecting the ChE division in their sign ups
 - Anju is also chairing the Young Faculty Forum and will get word out about membership that way
 - Richard Gilbert suggested moving to a K-14 grouping that will allow individuals in community colleges to be able to sign up for membership
 - Our dues are still listed as \$3 although they are supposed to be at \$7 according to the vote 3 years ago (see Finances section that shows this was rectified as of November 2017)
 - Matt Cooper suggested we go back and look at attendees from the summer school and see who hasn't signed up for ASEE ChE division membership
 - Milo Koretsky just mentioned e-mailing everyone that attended the summer school to see if they have signed up and to remind them that there is an extra box that needs to be checked to sign up for ChE Division membership
 - Josh Enszer will send out the e-mail after David Silverstein provides the list of attendees and e-mail addresses
 - Anju Gupta mentioned that with ASEE's new communication policy it is possible that individuals may uncheck the reminder box which could cause more individuals to lapse in their membership
 - Anju did send out an e-mail to lapsed members to try to remind them to renew their division membership
 - Another suggestion was raised to have a booth at the graduate student fair at AIChE as a means to obtain new members
 - Richard Gilbert mentioned that targeting members of the Math division could be an additional source of members due to the amount of math built into chemical engineering
- e. ASEE Diversity Delegate (Shannon Ciston via Troy)
- Was not able to be present via phone
 - If any of the committee members have any questions or concerns they can reach out to her via e-mail
- f. ASEE CEE Diversity Special Issue (Cheryl Bodnar)
- The Diversity Special Issue came out in Spring 2018
 - It consisted of a perspective piece, a teaching piece, two editorials, and a series of research papers that discussed not only chemical engineering diversity in general but specific implementations ranging from K-12 to graduate education
 - The editors (Cheryl and Arthur) thank all the reviewers who helped throughout this process
- g. Website (Tony Butterfield via Troy)
- The website has been without incident for awhile
 - The latest word press seems to have fixed the gap
 - Tony has the archives in his possession back several years. Tony can't just post the archives because there are materials there that have individual's social security numbers present
 - David shared that several years ago they were given a box of records that included meeting minutes along with some award reimbursements. The award reimbursements have the confidential personal information. David mentioned that we need to keep the documents due to the historical value but Richard Gilbert was mentioning that it would be better to destroy the materials because it has personal information connected to it.
 - The archives have a lot of interesting information on publishing issues from back in the 60s and 70s with CEE. There is a lot of information built into there that would need to be gone through.
 - Richard Gilbert suggested that we get rid of all the electronic records (pdf copies). They are broken down by year so there is approximately 30 files.

- Troy will ask Tony if he can give an estimate on the number of pages and how much it would take to redact the information. Floated the suggestion of one of Tony's students doing the redaction of the personal information.
- h. Newsletter Editor (Elif Miskioglu via Troy)
- Preparing a formal document that will help ease transition in the future between newsletter editors
 - If previous newsletter editors have any suggestions or tips, it would be very helpful for future individuals
- i. Summer School 2017 (David Silverstein)
- Started off with \$132,000 as an opening balance
 - Brought in an additional approximately \$200,000 from industrial partners and NSF
 - Expenses were \$211,517
 - Net Loss on the summer school ended up being \$13,518. Over-spent intentionally, particularly on food, to draw down the balances
 - Current balance of the account is \$118,366
 - Performed a lot of assessment including a survey that was recently sent out this month to get feedback. Based on the assessment performed all of the respondents mentioned that the summer school had some impact, most of it significant on their teaching. A lot of individuals mentioned that the summer school benefited their research and professional service as well.
 - Word cloud was generated that summarized the open-ended feedback received. Good words came out of this including active learning, techniques, etc.
 - Also did a word cloud in terms of service impact and found out that AIChE was higher represented than ASEE
 - Matt Cooper mentioned that individuals might be associating more with AIChE rather than ASEE due to the additional meet up this past October at AIChE and that it is easier for young faculty to participate in educational scholarship/research at AIChE.
 - David Silverstein mentioned that it would be helpful to have participants realize the beneficial nature of an ASEE membership
 - Richard Gilbert mentioned that participation in ASEE can really help with their broader impacts that need to be in all NSF proposals
 - Milo Koretsky mentioned that a workshop could be given on building an educational plan for a CAREER proposal
 - Bernie VanWie mentioned that he would be willing to offer this type of workshop (CAREER) or help with it at the future ChE Summer School
- j. Past-chair (Laura Ford)
- Coordinated with other people for the Martin Award
- k. Incoming-chair (Josh Enszer)
- Trying to identify aspects that are value added for why you may want to get ASEE ChE Division membership. Mentioned that he might include this as part of the general business meeting tomorrow. Margot mentioned something about this could be built into the open mic session during the conference
 - Matt Cooper mentioned that we should more broadly advertise the bring a student for free option
 - Milo Koretsky mentioned that we could do a more careful job of distinguishing between the AIChE education division and the ASEE ChE division.
 - Have a session next year in the program that would be focused on inter-disciplinary work (Matt Cooper). Milo mentioned that topics that are overarching in nature such as flipped classrooms would be a value add to the division. Troy mentioned that this type of coordination should be done at the programming chair level. Dan A. mentioned that there is no way to currently see papers from other divisions unless a programming chair reaches out and says do you want us to transfer this paper into your division

- David mentioned that in the past there was a session at AIChE that was really research focused and provided a good overview of educational research techniques which helped keep ASEE and the ChE division at the forefront of participants at this conference
- Janie Brennan mentioned that perhaps there should be representation at the student division or the meet the stars type events to help promote new members joining

5. New Business

a. Summer School 2021 (Margot Vigeant, 2021 Summer School Chair)

- The committee for the summer school has been formed and consists of:
 - Milo Koretsky
 - Laura Ford
 - Matt Liberatore
 - Taryn Bayles
 - Daniel Lepek
 - Daniel Burkey
 - Margot Vigeant (chair)
- Call for proposals for a location to host the summer school has gone out to the chairs. Will also send this proposal out to all ChE Division members. Goal is to have a location selected prior to the AIChE meeting this fall
- There is no need to have your chair's approval for hosting the summer school just need the space availability
- Had input from prior participants that five years between summer schools is a little too long given people's tenure timelines
- Have created a timeline for what is necessary to be able to get the summer school set up within the 4 year timeframe

b. 2019 conference in Tampa, FL (Troy Vogel)

- Programming Chair: volunteer opening
 - Dan A. mentioned that he would be willing to help the new programming chair for Tampa
 - Note: At the time of the Business Meeting Reg Rogers agreed to serve in this capacity for the division
 - Also need to arrange for a programming chair and local events coordinator for the 2020 meeting in Montreal, Quebec, Canada
- Local arrangements: Richard Gilbert
 - Richard suggested three potential options for the dinner:
 - a. Ulele which requires a river taxi trip up to the restaurant
 - b. A restaurant on the other side of the bridge (within walking distance of the hotels)
 - c. A Hispanic restaurant that would require either a trolley ride or shuttle from the hotels (this option allows for the presence of Flamenco dancers and would also be in a historic setting)
 - Concerns were raised about the cost of the options. The executive committee felt that keeping the cost of the ticket to \$50-\$60 was the most reasonable with having a target of 50 people attend
 - It was also mentioned that the restaurant selected needs to be cognizant of working with dietary restrictions as this could otherwise lead to limited attendance
 - Richard will take the time to price out all three of these options and then we can discuss at the next executive committee meeting in Pittsburgh this fall

- Laura suggested that since we need to spend down the BASS funds we could have the division membership as a whole pay for award winner banquet tickets (through use of BASS funds) rather than just having the individuals attending the banquet cover these costs through their banquet ticket price

6. Plan for Business Meeting

- Troy shared the tentative agenda for the business meeting on Tuesday

Appendix 1 – Treasurer’s Report

American Society for Engineering Education Chemical Engineering Division
Treasurer's Report – June 2018

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

Credits

| | |
|---|------------|
| Interest (FY17 Oct. 2016 – Sept. 2017) | \$10.86 |
| Interest (FY18 Oct. 2017 – Dec. 2017) | \$1.11 |
| Dues (January 2017 through September 2017) | \$1,070.00 |
| Dues (October 2017 – March 2018) | \$1,441.00 |
| 2016 ASEE Banquet Revenue Correction | \$1,129.95 |
| 2017 Banquet Revenue | \$2,280.00 |
| Sponsorships (U.S. Didactic Division Donation, June 2017) | \$1,000.00 |
| Sponsorships (CACHE, May 2018) | \$1,200.00 |

\$8,132.92

Debits

| | |
|---|----------------|
| 2017 Lectureship Travel | \$205.44 |
| BASS Admin Fee Correction (June 2016 – Sept. 2016) | \$460.95 |
| BASS Admin Fee (FY 17 Jan. 2017 – Sept. 2017) | \$574.23 |
| BASS Admin Fee (FY 18 Oct. 2017 – Mar. 2018) | \$432.30 |
| 2017 Awards Banquet Reimbursement | \$2,435.90 |
| 2018 Awards – Fahien, Corcoran, CACHE, Portion of Future Faculty | \$4,430.00 |
| <u>Reimbursement of Banquet Ticket for Corcoran Award Winner</u> | <u>\$60.00</u> |

\$8,598.82

Total BASS Account (June 13, 2018) **\$16,550.20**

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

Credits

| | |
|----------------------|----------|
| 2017/2018 Allocation | \$470.00 |
|----------------------|----------|

Debits

| | |
|---|-----------------|
| <u>Future Faculty Grant (Portion of grant; \$900 total)</u> | <u>\$470.00</u> |
| | \$0.00 |

Total Operating Account (June 13, 2018) **\$ 0.00**

Appendix 2 – Membership Report
American Society for Engineering Education

COMMUNICATION

Date: June 20, 2018

To: Executive Committee

From: Anju R Gupta, Membership Chair (2016- present)

Subject: CHE DIVISION MEMBERSHIP REPORT

RECOMMENDATION

Receive and file.

REPORT

I. CHED MEMBERS

Following data is from the ASEE CHE Division membership directory current and recent rosters (June 20, 6:15 pm).

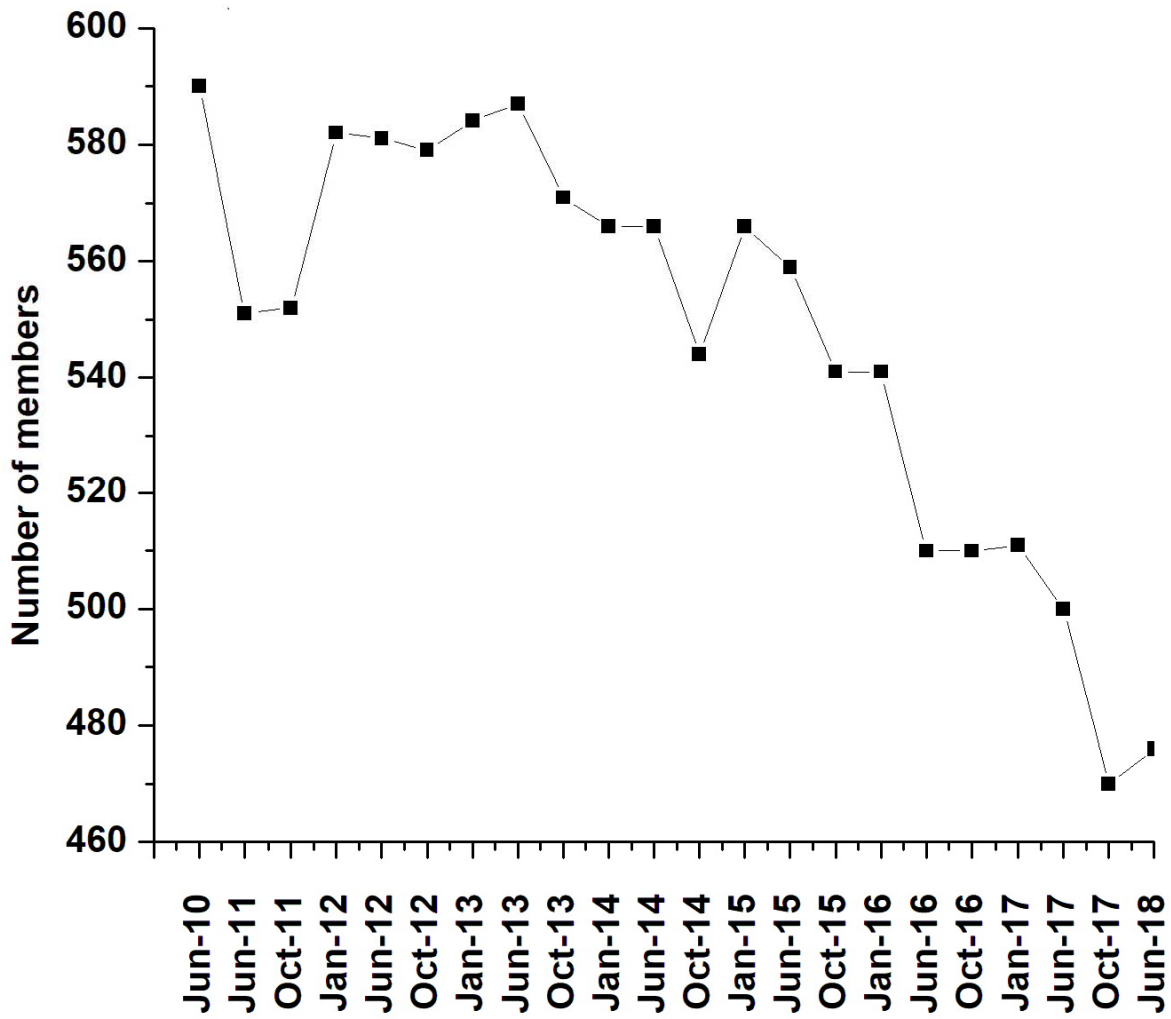
Total members (Oct 2017) - 470

Total members (June 2018) - 476

The breakdown of the different types of members from the CHED current roster are as follows:

| <u>Member types</u> | <u>Jun 2018</u> |
|---------------------|-----------------|
| Professional | 395 |
| Student | 25 |
| K-12 educator | 3 |
| Others | 53 |
| Total | 476 |

CHE Division members by the numbers (Jun 2010- Jun 2018)



II. COMPARISON WITH OTHER DIVISIONS

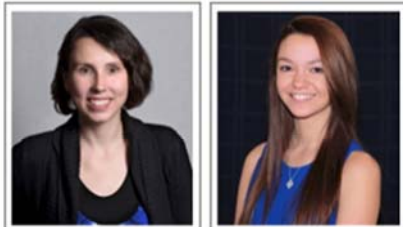
Based on information received from ASEE staff and ASEE Annual PIC meeting June 2018-

| DIVISION | MEMBERS |
|--|----------------|
| Aerospace Engineering (PIC I) | 297 |
| Architectural Engineering (PIC I) | 237 |
| Biological and Agricultural Engineering (PIC I) | 129 |
| Biomedical Engineering (PIC II) | 491 |
| Chemical Engineering (PIC I) | 476 |
| Civil Engineering (PIC I) | 540 |
| College Industry Partnerships (PIC V) | 523 |
| Community Engagement (PIC III) | 819 |
| Computers in Education (PIC IV) | 408 |
| Computing & Information Technology (PIC III) | 874 |
| Construction Engineering (PIC I) | 124 |
| Continuing Professional Development (PIC V) | 160 |
| Cooperative & Experiential Education (PIC V) | 220 |
| Design in Engineering Education (PIC II) | 893 |
| Educational Research and Methods (PIC IV) | 1452 |
| Electrical and Computer Engineering (PIC I) | 758 |
| Energy Conversion and Conservation (PIC III) | 1150 |
| Engineering and Public Policy (PIC III) | 198 |
| Engineering Design Graphics (PIC III) | 167 |
| Engineering Economy (PIC I) | 110 |
| Engineering Ethics (PIC IV) | 1254 |
| Engineering Leadership Development (PIC II) | 1113 |
| Engineering Libraries (PIC IV) | 213 |
| Engineering Management (PIC I) | 241 |
| Engineering Physics and Physics (PIC III) | 187 |
| Engineering Technology (PIC II) | 464 |
| Entrepreneurship (PIC IV) | 377 |
| Environmental Engineering (PIC II) | 327 |
| Experimentation and Lab.-Oriented Studies (PIC IV) | 312 |
| Faculty Development (PIC IV) | 207 |
| First-Year Programs (PIC III) | 541 |
| Graduate Studies (PIC IV) | 253 |
| Industrial Engineering (PIC I) | 239 |
| Instrumentation (PIC III) | 131 |
| International (PIC IV) | 218 |

| | |
|--|-------|
| Liberal Education/Engineering & Society (PIC III) | 344 |
| Manufacturing (PIC I) | 232 |
| Materials Engineering (PIC II) | 813 |
| Mathematics (PIC III)s | 176 |
| Mechanical Engineering (PIC I) | 821 |
| Mechanics (PIC III) | 303 |
| Military and Veterans (PIC II) | 250 |
| Minorities in Engineering (PIC IV) | 547 |
| Multidisciplinary Engineering (PIC II) | 1389 |
| New Engineering Educators (PIC IV) | 278 |
| Nuclear and Radiological Engineering (PIC II) | 78 |
| Ocean and Marine Engineering (PIC II) | 206 |
| Pre-College Engineering Education (PIC IV) | 592 |
| Software Engineering (PIC II) | 305 |
| Student (PIC IV) | 695 |
| Systems Engineering (PIC II) | 256 |
| Tech. & Engr. Literacy/Philosophy of Engr. (PIC III) | 625 |
| Two-Year College (PIC III) | 389 |
| Women in Engineering (PIC IV) | 872 |
| Total | 24530 |

Appendix 3 – Awards Brochure

Joseph J. Martin Award



Cheryl Bodnar & Abigail Kulhanek

for “*Chemical engineering student perceptions of communication development from participation in game-based activities*”

Professor of Experiential Engineering Education, Rowan University / DuPont

This award recognizes the most outstanding Chemical Engineering Division paper presented at the ASEE Annual Conference

Picture credits: Everyone's official university picture except AK/HG - LinkedIn

ChE Division Young/Future Faculty Travel & Mentoring Grant

Hassan Golpour,
Postdoctoral
Research Scholar,
Chemical
Engineering, NC
State University



ChE Division Engineering Education Mentoring Grant

Monica Lamm,
Associate Professor
of Chemical and
Biological
Engineering, Iowa
State University



Hello! Thanks for reading this far. I have a secret message, just for you!

Do you have a great colleague? You know someone who goes above and beyond for the students, for the profession, or for the world? Please consider nominating that person for one or more of these awards. Please visit the division website for more info:

<https://ched.asee.org/awards/>

ASEE ChED Awards 2018

Recognizing the achievements of our esteemed colleagues.

Best Poster Award

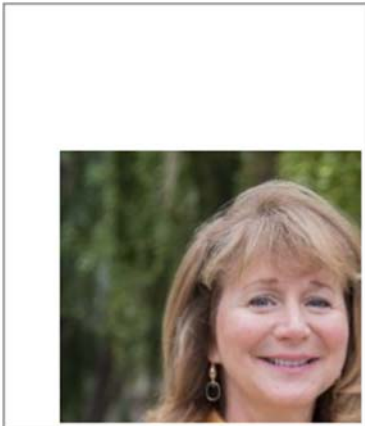


Anthony Butterfield & Kyle Branch

for “*Development and usage of an online homework system in a chemical engineering curriculum*”
Assistant Professor (Lecturer) of
Chemical Engineering / Graduate
Student, University of Utah

This award is presented to the author of the most outstanding poster presented at the ASEE Annual Conference.

The Thomas and Donna
Edgar CACHE Award for
Excellence in Chemical
Engineering Education



Jennifer Sinclair Curtis,
Distinguished Professor of Chemical
Engineering and Dean of the College
of Engineering, UC Davis

This award, sponsored by the CACHE
Corporation, is presented for significant
contributions in the development of computer
aids for chemical engineering education.

The Ray W. Fahien Award



Jason Bara,
Associate Professor of Chemical
Engineering, University of Alabama

This award is given in honor of Ray Fahien, who
was editor of Chemical Engineering Education
from 1967-1995, and who was effectively the
founding father of the journal, establishing it as a
premier publication vehicle in the field of
chemical engineering education. This award is
given to an education who has shown evidence of
vision and contribution to chemical
engineering education within their first 10 years as
faculty.

The William H. Corcoran
Award



Polly Piergiiovanni
for "Students learn without lectures:
Scaffolded problem-based learning in
an applied fluid flow and heat transfer
course"

Professor of Chemical Engineering,
Lafayette College

This award is presented to the author of the
most outstanding article published in Chemical
Engineering Education.