

ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting Minutes
 Monday, October 29th, 2018 – 10:40 am – 11:40 am
 312 Convention Center, Pittsburgh, PA

Attendees and Affiliations

| Name | Affiliation | Current Position | Upcoming Position |
|------------------|------------------------------------|--|-------------------|
| Cheryl Bodnar | Rowan | Secretary/Treasurer | |
| Janie Brennan | Washington University in St. Louis | Director | |
| Tony Butterfield | University of Utah | Webmaster; 2018 Local Events Coordinator | |
| Shannon Ciston | UC Berkley | Diversity Co-Chair | |
| Joshua Enszer | University of Delaware | Chair | Past Chair |
| Anju Gupta | University of Rochester | Membership Chair | |
| Milo Koretsky | Oregon State University | Awards Co-Chair | |
| Elif Miskioglu | Bucknell University | Newsletter Editor | |
| Bernie Van Wie | Washington State | Past Awards Co-Chair | |
| Ashlee Ford | Oklahoma State | Director | P12 Delegate |
| Versypt | | | |
| Margot Vigeant | Bucknell | Awards Co-Chair & 2021 Summer School Chair | |
| Troy Vogel | Notre Dame | Past Chair | |

1. We introduced ourselves as above.
2. Minutes from the last Executive Committee Meeting (June 25th, 2018 in Salt Lake City, UT) were approved as submitted.
3. Finances (Cheryl Bodnar) – a financial report is attached as Appendix 1.
 - Cheryl mentioned that ASEE has provided updated reports up to September 30th, 2018.
 - Cheryl mentioned there was a deficit between the amount of money made on tickets for the banquet and the cost of the banquet. It amounted to an additional \$302.44.
 - We received an allocation for next year's operating account but it is down from previous years likely due to the lower amount of members in the division.
 - We are gradually reducing the BASS account level down to what is observed in other division's finances.
4. Updates
 - a. 2019 Annual Meeting (Reginald Rogers given by Josh Enszer)
 - This year we had 40 abstracts submitted in comparison to the 48 last year. There was one abstract that was turned down without review.
 - There is interest in having a panel this year, Reginald wanted to confirm whether the panel should be focused on Thermodynamics. Seemed to have interest to move ahead with the panel. Suggestion was to have the paper that is focused on this topic to start the panel. Josh mentioned he would talk to some individuals off line to determine who would be potential speakers for the panel.
 - Confirmed that the open mic session should be a technical session not a social session.

- Currently, business meeting is set for Tuesday evening. Executive committee meeting is set for Monday around lunch.
 - Division dinner is planned for Tuesday night and is currently priced at \$50/ticket. Did we want to increase this cost? We are thinking that the ticket price needs to be set around \$60/ticket.
 - We had a very healthy group of reviewers (total of 50).
 - Confirmed that the business and executive meetings can continue as planned.
- b. 2018 Annual Meeting Awards Banquet (Reginald Rogers / Richard Gilbert given by Bernie Van Wie)
- Richard currently has two places under consideration. (1) Located in an old water treatment house and is about a 20 minute boat ride. (2) Columbia Restaurant. Located in an older district and has flamenco dancers. It is about a 10 minute trolley ride. Found out that the trolleys are actually free. The flamenco dancers appear to be an optional extra opportunity. Thinking of targeting a no frills approach and then giving people the option to partake if they are inclined to do so.
 - Josh mentioned that we should ask Richard if the second location has a private room for the banquet. Josh will follow up with him on that regard.
 - Troy mentioned that we could incorporate the cost of the boat within the price of the ticket.
 - Margot mentioned that the programming part may be more difficult to host when we are not in our own space.
- c. Awards (Margot Vigeant / Milo Koretsky / Bernie Van Wie (awards sponsorship))
- Bernie has contacted Exxon Mobil about sponsorship. Exxon Mobil says that they won't be able to sponsor the ASEE division
 - Bernie was going to follow up with Chevron to see if they would be interested. The former contact at Chevron, Buddy Lang, has now moved on to Weir. Has followed up with Armstrong but hasn't received any response.
 - Ashlee suggested reaching out to Honeywell about potential sponsorship. Provided a contact point that might be helpful.
 - Bernie reached out to U.S. Didactic shortly after our meeting about contributing a bit more than \$1,000 enough to cover an actual award but the donation has stayed steady at \$1,000 over the past few years.
 - Josh thanked Bernie for all of his service in this role over the past several years.
 - Margot shared that the call for award nominations is out. Big new thing in the awards is the merger between the Lectureship and the Lifetime Awards this year.
 - Encourage nominations for the different awards in the division.
- d. Membership (Anju Gupta)
- The division has 455 members as of October 2018. She has followed up with Tim Manicom and all divisions across ASEE were observing the same changes.
 - She has been e-mailing the lapsed members to try to get them to renew. Has not had much more success with this but will continue to try.
 - Followed up with the two year college division to see if they could let their members know about the Chemical Engineering Division. She has reached out to them but she hasn't been able to get any response. She is thinking of going to ASEE and talking to those individuals in person to see if this would help.
 - Sent a reminder to Joshua Enszer to e-mail summer school participants about enrolling in the ChE division.
 - The best approach to providing information to AIChE members about enrolling in the ChE division is to distribute flyers while at the AIChE meeting in the Education Division sessions. Found out that it would be too cost prohibitive to follow this route. Could look into a booth of some sort for ASEE.
 - We have new members that are joining the division but we are seeing our older members no longer renewing their memberships.

- Josh posed the idea as to whether it would be helpful to have a membership committee rather than just the membership chair. Josh will send out an announcement to the membership of the division to see if anyone is interested in participating. Anju proposed the idea of potentially having someone that is affiliated with K-14 division. This would always allow one member of the committee to be present at each meeting.
- e. ASEE Diversity Delegate (Shannon Ciston)
- Formal new name Diversity, Equity, and Inclusion
 - Sub-committees have been formed with a big focus on conference programming. Call for special sessions to the committee – professional development, panels, etc. These sessions would accompany the safe zone training, best diversity papers, etc.
 - Program chairs should contact John Estell if they have questions
 - Resources available on targeted harassment. Links are:
[https://mathedcollective.wordpress.com/AAUP Resources \(scroll down to resources about Turning Point\)](https://mathedcollective.wordpress.com/AAUP-Resources)
[University of Iowa Faculty Support & Safety Guidance](#)
 - Ford Fellowship program is an opportunity that individuals can also pursue. Link to opportunity: [Ford Foundation Fellowship Programs](#)
 - Josh will reach out to Reginald to see how many papers submitted to the division were diversity related.
- f. Website (Tony Butterfield)
- The website is going smoothly
 - The issue still remains about what we do with the historical archives from the division. Tony looked through the materials (all available on a Google Drive), but didn't necessarily see the value in getting all of this material posted to the website. General decision was that we would hold on to the materials but we wouldn't post them directly to the website. Will post a statement on the website to this effect.
 - Milo mentioned that Phil Wankat is stepping down as Editor of the Chemical Engineering Education, this is a very important position and we need to have nominations for a new editor. Posted this on the website and communicated this information across the membership.
- g. 2021 Summer School (Margot Vigeant)
- Have solicited and received bids for the location.
 - Wanted to announce the decision at AIChE but won't be able to do so. There were 12 proposals that were received. Currently, working on making a face to face decision between the two institutions that they have narrowed the pool down to.
 - Constraint on moving up the summer school by one year will be to receive the necessary funding especially from NSF.
 - Once we have secured the location, will settle on the dates and then start publicizing.
 - The goal will be to make the announcement over the next few weeks.
- h. Past-chair (Troy Vogel)
- Troy passed the official golden wrench to Josh
- i. Incoming-chair (Matt Cooper) – no report
5. New Business
- a. P12 Education Delegate (Josh Enszer)
- Had a couple of self-nominations and general nominations
 - Ashlee Ford Versypt was put forward as the candidate and elected during the executive meeting
- b. Calls for Nominations / Suggestions for Chair-Elect, Director, Secretary/Treasurer, 2020 Program and Local Events Chair (Josh Enszer)
- Taryn Bayles has volunteered to serve as the 2020 program chair. She will shadow Reg Rogers over the course of this year.

- Janie had mentioned about how we could make nominations more wide reaching across the membership. Troy voiced that we want to make sure that the individuals that are being active within the division are individuals that are nominated for these officer positions. Josh mentioned that we should ensure that individuals that commit to these roles are willing to take on the work load associated with these roles.
- Typically want to have the newsletter by April so that members could have the opportunity to send in additional nominations before the vote goes out in May and then decisions are made prior to June. These dates have been slipping in recent years but Josh is going to try to push them back this year.
- Janie mentioned that even if we don't get nominations from the e-mail out to division members it still sends the right message.
- Start to solicit nominations for programming chair for 2021 (Long Beach CA). Dan Knight could be a potential contact for local dinner arrangements.
- If someone is going to coordinate the Montreal dinner then it should probably be a co-chair type position since there is no one immediately local to the Montreal area.
- Josh mentioned the possibility of creating a fundraising committee. Will solicit nominations through e-mails to the division membership. Jason Keith would be a useful potential contact for the committee based on his past success with fundraising.

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

BASS Account total reported June 13, 2018 **\$16,550.20**

Credits

BASS Interest (January 2018-September 2018) \$23.02
Dues (April 2018 through September 2018) \$1,204.00
Sponsorships (U.S. Didactic Division Donation, June 2017) \$1,000.00

\$2,227.02

Debits

BASS Admin Fee (FY 17 Apr. 2018 – June 2018) \$721.20
2018 Awards & Appreciation Plaques \$791.00
Net Difference in ASEE Banquet (Tickets Sold Comp Cost Dinner) \$302.44

\$1,814.64

Total BASS Account (October 22, 2018) **\$16,962.58**

Operating Account total reported June 13, 2018 **\$0.00**

Credits

2018/2019 Allocation \$463.00

Debits

\$0.00

\$0.00

Total Operating Account (October 22, 2018) **\$ 463.00**

American Society for Engineering Education Chemical Engineering Division
2019 Annual Meeting Programming Update – October 2018

Abstracts Submitted for Meeting: 40
Abstracts under Review: 39
Abstracts Rejected Without Review: 1

Number of Reviewers in Pool: 50

Panel/Workshop Update

We have not received much interest from members regarding the delivery of a workshop. Based on the feedback from the abstract reviews, a panel will be identified and setup. There has been interest in a focused topic on Thermodynamics. Is that still the case?

Session Requests

The panel, business meeting, and division social have all been requested. Technical sessions will be allocated by HQ and assigned accordingly. Is the open mic session considered a technical session or a social event?

For the division social, what will be the ticket price? I currently have it set at \$50 per person. Is there a typical value we wish to have the ticket prices set to for the banquet?

The executive committee meeting has been requested for Monday, June 17th from 12pm to 1pm. The division business meeting has been requested for Tuesday, June 18th from 5pm to 6pm. Are these times okay with the executive committee?

Works-in-Progress vs. Full Papers for 2019 Meeting

There are currently 8 WIP and 31 full paper abstracts under review for the 2019 meeting.

American Society for Engineering Education

COMMUNICATION

Date: Oct 29, 2018

To: ASEE Chem-E Div Executive Committee

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

Subject: CHE DIVISION MEMBERSHIP REPORT

RECOMMENDATION

Receive and file.

REPORT

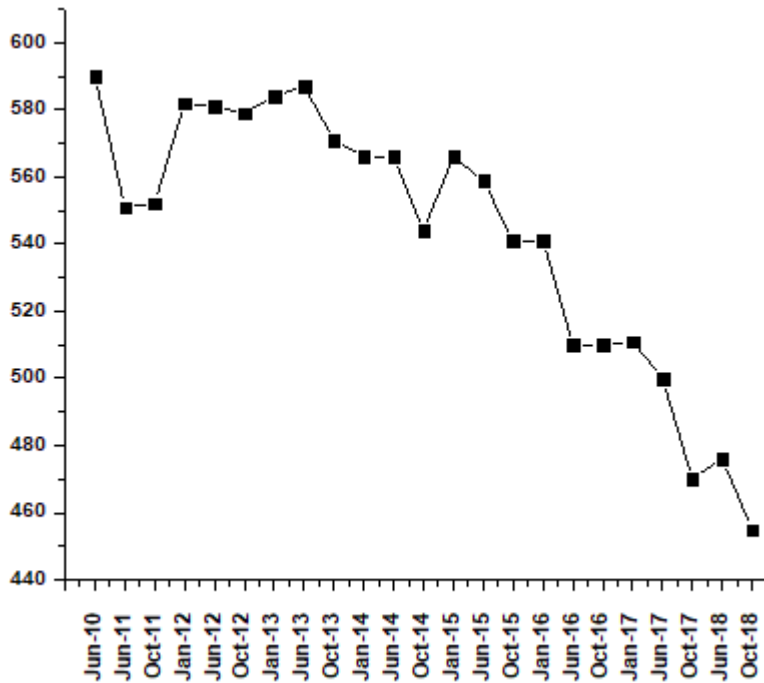
I. CHED MEMBERS

Following data is from the ASEE CHE Division membership directory current and recent rosters (Oct 11, 8:35 pm)

Total members (June 2018) - 476

Total members (Oct 2018) - 455

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



There has been a decrease in total ASEE membership and in Chemical Engineering Division membership. Between 10/14 and 10/17 there was a 12% decrease in total ASEE membership. The Chemical Engineering Division saw a 7% decrease in membership during the same time period.

II. COMPARISON WITH OTHER DIVISIONS

Based on information received from ASEE staff and ASEE Annual PIC meeting June 2018 (haven't received the updated info) -

| 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 |

Committee suggestions from previous meetings and follow up actions:

1. Moving K12 to K14 (sent)

Action: reached out to ASEE rep- his response “I tried to pull all the members at two colleges with the letters ‘chemical’ in their department name, but I came up empty handed.

“You may want to put together a CHED promotional email and send it to the chair of the Two Year Colleges Division asking if they’d be willing to pass it along to their constituents”

(<https://www.asee.org/member-resources/groups/divisions/two-year-college/officers>)”

Email was sent out to Nicholas Langhoff (Skyline College) and Ismail Fidan (Tennessee Technological University)

2. Reach out to ASEE summer school participants

Action: Emailed Joshua to remind him to send email to summer school participants

3. Table sitting with a laptop at annual meeting for AIChE conference attendees to sign up for CHED membership

Action: Emailed Kelsey Kettlehut. And received the following response “This year, we unfortunately do not have table top options for this Meeting, just the full exhibit booths. If the division is interested in officially exhibiting, I could put you in touch with our sales representative to secure a booth space; otherwise, I think your best bet would be to create a flyer and distribute them during your sessions”