



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting Minutes

Monday, November 12th, 2019 – 10:45 pm – 11:45 pm
Hyatt Regency Orlando, Bayhill Room 33, Orlando, FL

Attendees and Affiliations

Name	Affiliation	Current Position	Upcoming Position
Taryn Bayles	University of Pittsburgh	2020 Program Chair	
Janie Brenan	Washington University St Louis	Director	
Tony Butterfield	University of Utah	Web Master	
Tracy Carter	Northeastern University	Membership	
Matthew Cooper	North Carolina State University	Chair	
Joshua Enszer	University of Delaware	Past-Chair	
Ashlee Ford	Oklahoma State University	Chair-Elect	
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Victoria Goodrich	University of Notre Dame	Secretary/Treasurer	
Milo Koretsky	Oregon State University	Awards Co-Chair	
Daniel Lepek	The Cooper Union	2 nd Vice Chair of AIChE Ed Div	
Fernando Merida	University of Florida		Fundraising committee
Elif Miskioglu	Bucknell University	Newsletter Editor	
VJ Tocco	University of Florida	Membership Committee	
Bernie VanWie	Washington State	Fund-raising chair	
Margot Vigeant	Bucknell University	Awards Co-Chair, Summer School Chair (2021)	

1. We introduced ourselves as above.
2. Minutes from the last Executive Committee Meeting (June 17, 2019 in Tampa, FL) were approved as submitted.
3. Finances (Victoria Goodrich) – a financial report is attached as Appendix 1.
 - Victoria noted that ASEE has provided updated reports up to September 30th, 2019.
 - Victoria 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 a debit of \$2,205.70.
 - Not included in this report is a \$1,500 donation given by US Didactic received in person yesterday.
 - Matt Cooper noted that ASEE has ask divisions to keep their BASS accounts at less than \$10,000. Therefore, we should consider additional expenditures that could benefit the membership. Possible options include a mixer at ASEE and hiring a photographer for event.
4. Updates
 - a. 2020 Program Chair (Taryn Bayles)

- Taryn noted that there was some confusion with the system because you are invited to be reviewer and must accept the invitation and a number of abstracts. This created some issues with the number of reviewers available.
 - 63 abstracts submitted were submitted this year (up from 40 abstracts last year).
 - 2 papers were transferred to other divisions and 6 abstracts were rejected. An additional 7 people tried to submit after the reviews were due.
 - Taryn noted that the business meetings are all being scheduled during technical sessions or at 7 AM. The executive board meeting is set for 7 AM, but the business meeting will not be set that early.
- b. 2019 Annual Meeting Awards Banquet and Social Events (Taryn Bayles)
- List of 5 restaurants to currently check for banquet
 - Matt asked if the Directors could help with the awards dinner and some of the research and selection process.
 - Matt noted that he wants to hire a photographer to attend the division social which we can then use those photos in division communications and the website.
 - Taryn noted that all requests for schedule are in. She hopes to have open mic session in last session and follow that with the newly proposed social event but ASEE is blocking out that time for an open bar with the Exhibitors Hall. If this time is chosen, we will have to move the social off-site.
 - Matt proposed having the social after the business meeting. Taryn noted that it currently doesn't work, but that she will look into options available. Having the mixer directly before the dinner is proposed as another possible option.
- c. (Margot Vigeant/Milo Koretsky)
- Milo noted that the travel grant has received several strong nominations.
 - Possible issue – the travel grant due date is November 1st and writers are not always aware that their abstract has been accepted (presenting a paper is required for travel grant). Milo suggested moving the deadline for the grant application to address this issue.
 - Suggestion put forward to move the deadline for the travel grant to 1 month after notification of abstract acceptances have been released.
 - Bernie Van Wie moved for a vote to change the deadline as described above, Matt Cooper seconds, and vote passed unanimously
 - Milo described some challenges to the lifetime achievement award process. While there are qualified people that are known, they are not getting actively nominated. Milo opened the floor for suggestions of how to better meet this award needs with possibilities in if the division should actively solicit nominations for specific people.
 - Milo raised the prospect of the current form versus proactively reaching out for individual unit chairs about people we identify.
 - Janie suggested doing both – ask for nominations but proactively go after people that the ASEE board or greater community would identify.
 - Ashlee asked if the unit heads know when these are done and are actively engaged. Milo noted that they are notified via email but there is currently no proactive outreach about particular people.
 - Victoria described using a form that asks for nominations from the greater community (provide names only) and then a subcommittee would select a number of people from that list and proactively solicit a nomination packet from their unit heads.
 - Milo was asked and agreed to make this nomination process start during online elections by adding a box that would allow for voting members to give up to 3 names to be considered. He will ensure that the process description will be updated in the awards description.
 - Ashlee suggested that we track the votes so that we can also ask for nominations at the ASEE business meeting without double counting a person's suggestions.
 - Margot described the status of sponsorship by US Didactic for the Lifetime Achievement award. The sponsorship appears to be possible, but Victoria and Bernie will follow up with US Didactic during the AIChE meeting to confirm any outstanding needs.
 - Bernie noted that US Didactic was still interested in the lower \$1000-\$1500 yearly giving and would consider the lifetime achievement award. He felt they have and would continue to benefit from the involvement.

- Victoria noted that US Didactic had some questions about where their sponsorship would be noted and logo included and that it sounds like a problem that can be solved easily.
 - Matt noted that as long as we call any sponsored award as the “Named Award Sponsored by ...”, it fits with what the division has done before.
 - Margot reminded the group to please nominate worthy colleagues for award.
- d. Membership (Tracy Carter/VJ Tocco/Chris Barr)
- Tracy presented a number of figures on current membership. Some key findings included:
 - The division sees a jump in membership following Summer School years.
 - Total members are steadily increasing
 - Vast majority of members are university faculty (vast majority in this group), staff, and students – small numbers from others
 - Tracy posed the question of who we want to target as new members.
 - She noted that there are a number of universities that contribute large number of graduating chemical engineers but don’t really participate at ASEE
 1. Should we focus on recruiting members from those universities since they have an interest in educating chemical engineers?
 - Matt believes that we have a number of people who are presenting in the division but are not members. He asked if there are ways to encourage those members. Also there are several universities near ASEE 2021 (Long Beach) that have significant numbers of chemical engineering graduates but no participation in the division. He described a number of methods to reach out to those universities that will be in the conference area.
 - Tracy asked if the division should recruit new members to come from non-faculty group to include more diversity of our program.
 - Matt asked for specific initiatives that could occur this year. Tracy suggested targeted outreach to universities with low numbers for faculty membership. Additionally, if attempting to recruit other groups besides faculty, we could reach to industry to advance discussions of addressing the academic-industry gap.
 - Matt asked if the membership committee could look at authors on abstracts from this year and last year and cross-list with member list. For anyone who is not a member but has published with the division, reach out directly to see if they would like to be a member and describe the benefits of membership.
 - Taryn noted that she currently only gets first authors, but she can work on getting a full author list.
 - Janie agreed to work with Taryn and the committee on this initiative.
- e. Fundraising (Bernie Van Wie)
- Matt asked if there were any suggestions of who could help Bernie with the fundraising initiatives and soliciting sponsorship. Fernando was suggested and agreed to help with this endeavor.
 - Bernie would like to have a team of people to help set goals and move forward more effectively.
 - Bernie noted that he has talked with Armfield and Edubon representatives. They each responded that they may be interested and he followed up. Additionally, he reached out to ExxonMobil again (turned down last year) and contact said he had gone several times to philanthropic committee that turned him down but they are going to check on if sponsorship is a possibility this year.
5. Miscellaneous Updates/Ending Remarks
- Josh asked that any suggestions or nominations for positions be sent his way. He noted specifically that he is looking for names for director and incoming chair.
 - Ashlee noted that this meeting time is continually set over the undergraduate poster session and the Women’s Initiative lunch. Asked if it would be possible to move the meeting to an alternate time in future years. Daniel noted that as program chair for the following year he would look at other possibilities.
 - Due to time limitations, Matt suggested ending the meeting, but he offered to send out updates of the remaining agenda items that were not covered during the meeting.