



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Business Meeting Minutes
Thursday, June 25, 2020 – 3:00 PM – 4:00 PM ET
Online Conference

Attendees and Affiliations

-Recorded via Google Sheets and checked with Participant List in Zoom

Gary Aurand	Penn State University
Michael Barankin	Colorado School of Mines
Chris Barr	University of Michigan
Joanne Beckwith	University of Michigan
Betul Bilgin	University of Illinois at Chicago (UIC)
Janie Brennan	Washington University in St. Louis
Anthony (Tony) Butterfield	University of Utah
Katie Cadwell	Syracuse University
Tracy Carter	Northeastern University
Jennifer Cole	Northwestern University
Matthew Cooper	NC State University
Kate Dahlke	University of Wisconsin
Kevin Dahm	Rowan University
Gautom Das	University of Maryland Baltimore County
Josh Enszer	University of Delaware
Jennifer Fiegel	University of Iowa
Laura Ford	University of Tulsa
Ashlee Ford Versypt	Oklahoma State University
Tracy Gardner	Colorado School of Mines
Jacqueline Gartner	Campbell University
Allison Godwin	Purdue University
Victoria Goodrich	University of Notre Dame
Nicolas Hudon	Queen's University
Lucas Landherr	Northeastern University
Melodie Lawton	University of Rochester
Matthew Liberatore	University of Toledo
Andre Maxson	Ohio State University
Adam Melvin	Louisiana State University
Jenn Pascal	University of Connecticut
Michel Perrier	Polytechnique Montreal
Reg Rogers	University of Missouri-Columbia
Justin Shaffer	Colorado School of Mines
David Silverstein	University of Kentucky
VJ Tocco	University of Florida
David Tomasko	The Ohio State University
Bernie Van Wie	Washington State University
Bruce Vaughn	AICHE/CCPS

Jonathan Verrett	University of British Columbia
Margot Vigeant	Bucknell University
Donald Visco	University of Akron
David Wagner	San Jose State University
Jason White	University of California, Davis
Sarah Wilson	University of Kentucky

1. We circulated a sign-up sheet in Google Sheets and asked all attending to complete the sign in (see names listed above). Attendance was also monitored through the listed participants via Zoom.
2. Greeting and Opening Member Updates (Matthew Cooper)
 - a. Election Results
 - Tony Butterfield was elected as incoming Division Chair
 - Sarah Wilson was elected as incoming Director (2 year term)
 - b. Promotions, New Positions, Passing of Members shared by membership
3. Minutes from the last Business Meeting (June 17, 2019, Tampa, FL) were approved as submitted.
4. Ongoing Business
 - a. Finances - a financial report is attached as Appendix 1.
 - Compared to previous years:
 - The interest and membership dues are split up to reflect ASEE's financial years (Oct 1st – September 30th).
 - Dues are similar to the last 2 years (\$2754 and \$2511)
 - Allocation is also similar to the last 2 years (\$463 and \$470)
 - Awards spending was slightly lower than previous years (between \$3500 and \$7000 for last 5 years).
 - We have received sponsorships from U.S. Didactic. We hoped for additional sponsorship, but they currently are on hold due to pandemic reasons.
 - We made a small profit on the ChE Division banquet last year (~\$370). There was a bit of confusion in the accounting where we were charged for another division. That's being fixed and this budget reflects that issue.
 - We actually spent less money in awards this year because both the CACHE and the Lifetime Achievement Award winner chose not to accept their honorariums so they remained in the division.
 - 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. Our goal was to spend down to ~\$10,000 by planning some additional events at the conference, but those were obviously cancelled.
 - b. 2020 Annual Meeting (Taryn Bayles)
 - Taryn shared a huge thanks to all authors, reviewers, and moderators. It's been phenomenal!
 - 60 abstracts were submitted. A total of 33 final papers were published. It seemed many authors decided to not finalize their papers possibly due to the online format of the conference. Likely we could expect some will re-apply to ASEE Conference in Long Beach for 2021.
 - There were a total of 7 CHED sessions with 4 or 5 papers per session.
 - Matt noted that before the move to an online format this was going to be our biggest division meeting ever. 33 final papers is fairly similar to most years, so Taryn did a great job!
 - c. Awards (Margot Vigeant)
 - Announced award winners
 - Expect to get your plaques in July!

- No awards banquet during conference - Online get-together for award winners co-hosted by ASEE CHED & AIChE Ed. Div. tentatively scheduled for Thursday, July 16 at 7 PM over Zoom!
 - Looking for people to do mentoring for the mentoring awards
 - Send a message to Milo Koretsky or Margot to set that up.
- d. Membership (Tracy Carter)
- Monthly renewal drives via email are being sent out to remind people to renew. Currently that goes to ~50 people/month
 - Looking at recruiting new members. The membership team sent emails to those who:
 - Attended Summer School
 - Presented in last 2 years at ASEE
 - Published in CEE
 - In total, the team sent ~300 emails and got ~30 new members from that drive.
 - The CHED division membership has declined but along the same rate as ASEE so this is not completely unexpected.
- e. Fundraising Committee (Bernie)
- Fernando Merida has joined and brought a lot of great energy!
 - Not a lot of success last year in getting new fundraising commitments.
 - Contacted hardware and software companies and all kinds of industrial representatives
 - Some companies that have been contacted and their response:
 - US Didactic – tight budget due to COVID-19 but they have expressed interest in sponsoring a lectureship
 - Edibon – representative is very interested but no real response yet
 - Pitsco – does gift certificates (\$360) for young faculty member – it’s been applied for but won’t hear back until probably July
 - Eppendorf – Fernando is in contact but awaiting
 - CACHE – They are once again going to support that award! Some misunderstanding of if they were continuing to support, but Ashlee Ford-Versypt helped confirmed that they are continuing.
 - Fernando has set up a more formalized Fundraising Plan for future efforts which the committee plans to execute over the coming year.
 - If anyone has ideas of people that we should be talking to, please let Bernie or any of the CHED division leadership know.
- f. ASEE P12 (Pre-K – 12 grade) Education Delegate (Jennifer Cole)
- At the P12 meeting, they wanted to highlight their new website and videos
 - They have helped to create and collect some summer opportunities – Parent-Teacher Facebook group, virtual summer camps for children (multiple based on age group), etc.
 - The division does support P12 teachers who are looking for grants for supplies for projects. This requires an advocate from someone in division.
 - P12 has partnered with Engineering for USA. They now have a course for high school students, and they are looking for colleges who would be willing to give credit for students with that high school course credit.
 - Please use P12 tag for papers submitted that have interest to this community.
- g. DEI Delegate (Jen Pascal)
- In response to Police Violence and all that is going on they’ve released a statement, call to action, and strategic framework “Thriving for All”
 - New subcommittee on Equity, Culture, & Social Justice In Education has been created.
 - Many may find interest in the FREE virtual workshop summer series. These include:
 - Teaching in times of COVID
 - Culturally Relevant Pedagogy
 - Dealing with Student Mental Health
 - Equity issues
 - <https://diversity.asee.org/deicommittee/2020/05/04/summer-workshop-series/>
- h. CHED Website (Tony)
- Revised Position Descriptions are up on the website.
 - Links to Newsletter have been added as well (Matt added a great big thanks to Elif for a great Newsletter).
 - Please send online teaching resource links, and Tony will continually to post various resources on the front page.

- Matt noted that the Mission Statement and Benefits were worked on by Janie and Ashlee a long time ago and those are now also posted on the website.
- i. Summer School (Margot)
 - Visit Golden, CO! Now in July 25-30, 2022
 - Excellent professional development for teaching and research
 - Call for presenters, participants, sponsorship coming throughout 2021
 - If you can support financially or help find sponsorship as they move to establish an endowment in hopes to reduce the reliance on sponsorship (Matt and Laura are headlining that)
5. New Business
 - a. Upcoming Conference in Long Beach, CA
 - VJ Tocco will be program chair
 - VJ added his thanks everyone who so far has said yes to serving as a reviewer!
 - The division is look for any volunteers to help with local arrangements. Both the awards dinner and social events will need input. If anyone knows the Long Beach area this would be especially helpful.
 - b. CEE (Don Visco)
 - Don Visco is the Editor in Chief of CEE
 - If you publish in ASEE you can also publish in CEE – submission must be ~25% different. Some options for doing this could be looking at different domain or added more research to what you've present. Some aspect should be different from your ASEE paper. Contact Don if you have a question.
 - Special Issue coming up with target date of Winter 2022 (January of 2022) around online learning shifts taken during this time. Topics can include:
 - What worked and what did not work
 - Literature reviews reviews, empirical articles,
 - Details on the Special Issue will be in the journal in the next issue of CEE – Please contact Alison for any questions especially on the special issue
 - Additionally, short term 1 page “Teaching Tips” (~600 pages) will be presented over the next several issues. Please consider adding to this!
 - c. Brainstorming Time
 - All participants were split into breakout rooms of 3-4 people each. They were asked to consider and bring back to the group:
 - Feedback on virtual conference? What did you like? What would you change?
 - What else can CHED do for you? What do you want to see in the future?
 - Any other comments/suggestions?
 6. PIC I Chair (Christi Luks)
 - Christi reminded all that we have a Code of Conduct for Meetings even when we are virtual! Please be aware and follow the Code of Conduct.
 - a. Conference numbers were slightly up from last year but down from what was expected for Montreal.
 - As a reminder: Conference attendees can access to videos and slides for 1 year
 - b. PIC Reorganization
 - For most ASEE members, this may not mean much, but has been a 2 year process!
 - The basic problem that was being addressed is that some PICS were 15 division and others were 3. This can make Best PIC paper difficult to compete and harder to make an equitable process across PICS.
 - 3 plans were sent out and the Red plan was selected and approved by the ASEE Board of Directors. To make this change, all PICs will be dissolved on Sunday at midnight and new PICS, divisions, and chairs will be officially selected on Monday afternoon.
 - Another goal of regrouping in this way is to hopefully create interesting programming and cross-disciplinary programming.
 - c. Updates from the ASEE Board
 - Membership has down a little bit – this is a trend we've seen for several years.
 - The total income has been down a lot ~\$200k but that is not too bad because ASEE is down \$700k from the conference.
 - ASEE received a \$1.1M PPP (Paycheck Protection Program) loan and in July will meet conditions to convert that to a grant, but it must be approved.
 - If ASEE is well funded as the year ends, they hope to reduce fees at next year's conference, but that will also depend on institutional membership.

- d. BASS Accounts
 - ASEE would like each division to budget for how they plan to reduce the account balance if it is currently above \$10,000. In addition, provide details for keeping balance at an appropriate level for the future.
 - ASEE will continue to charge a 30% overhead due to their costs for staff to manage these funds.
- e. IT Update
 - Monolith replacement is underway. This will be the last year of this system.
 - In July 2020 ASEE Hub will be rolled out as communication tool. This should help ASEE wide as well as within division communication.
 - The new system will begin next July and be used for the 2022 conference.
 - The new system is expected to work well with phone apps as well, a significant improvement over Monolith.
- f. Health of Division
 - Overall, the division looks good and is staying pretty stable
 - This year, there were fewer conversions of abstracts to papers, but it was not as severe as some divisions
 - ASEE membership as a whole is down and CHED is also down.
 - As of right now, there are no real concerns with the Division but CHED should continue to monitor division numbers.
- g. Matt asked when we will get numbers for attendance/numbers at meeting and sessions? Cristi will look into it for us but that's not known yet.
7. Thank you to Taryn! A plaque as outgoing programming chair should be arriving if it's not there already!
8. Matt virtually passed the Golden Wrench to Ashlee Ford-Versypt as the new CHED chair! The physical wrench is in the mail already!
9. Remarks from new the chair, Ashlee Ford-Versypt:
 - a. For running for office she really wanted to emphasize the community and rich communications we have with each other so she would really like to bring those interactions into a digital space.
 - b. She would like to have space to hold where we can talk to her or others. She will plan and send out dates for those conversations.
 - Any ideas of what would be helpful as an educator or just as a person, please send along to Ashlee (AshleeFV@okstate.edu)

APPENDIX A

American Society for Engineering Education Chemical Engineering Division
Treasurer's Report – June 2020

BASS Account total reported June 17, 2019 **\$15,605.28**

Credits

ASEE Member Allocation	\$450.00
BASS Interest (FY19 – Q3 and Q4)	\$45.44
BASS Interest (October 2019 – March 2020)	\$57.84
Dues (April 2019 through September 2019)	\$1,127.44
Banquet Reimbursement – Charge Correction	\$2,576.85
Dues (October 2019 – March 2020)	\$1,564.00
US Didactic 2019 Sponsorship	\$1,500.00
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	\$7,321.57

Debits

ASEE Admin Fee (October 2019 – March 2020)	\$469.20
BASS Admin Fee (FY 19 – Q3 & Q4)	\$338.10
2019 Awards & Appreciation Plaques	\$1,330.05
2020 Appreciation Plaques (Division and Program Chair)	\$171.00
Net Diff in ASEE Banquet (Tickets Sold Comp Catering)**	\$2,205.70
2020 Awards (Corcoran, CACHE, Fahien, Travel)	\$3,500.00
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	\$8,014.05

Total BASS Account (*Projected* June 20, 2020) **\$14,912.80**

* This before fix of charges applied (Banquet is net positive with reimbursement)

**Note: The last official balance given by ASEE was March 31,2020

March 2020 Balance - \$15,835.95

Awards or Banquet Reimbursement not included on March 31 statement