



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting
 Wednesday, Dec. 9, 2020 – 9:00am – 10:00 am CST
 Online (via Zoom)

Attendees and Affiliations

Name	Affiliation	Position
Chris Barr	University of Michigan	Membership Committee
Janie Brennan	Washington University St. Louis	Membership Committee
Tony Butterfield	University of Utah	Web Master, Chair-Elect
Tracy Carter	Northeastern University	Membership Chair
Jennifer Cole	Northwestern University	P12 Delegate
Matthew Cooper	North Carolina State University	Past-Chair
Ashlee Ford Versypt	Oklahoma State University, University at Buffalo	Chair
Victoria Goodrich	University of Notre Dame	Secretary/Treasurer
Fernando Merida	University of Florida	Fundraising Committee
Elif Miskioglu	Bucknell University	Newsletter Editor
Jennifer Pascal	University of Connecticut	CDEI Delegate
Reginald Rogers	University of Missouri	Director
VJ Tocco	University of Florida	2021 Program Chair
Bernie Van Wie	Washington State	Fundraising chair
Margot Vigeant	Bucknell University	Awards Co-Chair, Summer School Chair (2022)
Sarah Wilson	University of Kentucky	Director

Agenda

1. Introductions with current roles
 - a. All attendees introduced themselves and confirmed roles and affiliations
2. Minutes from the last Executive Committee meeting & last business meeting (June 2020 online during ASEE Annual)
 - a. Victoria will update a few affiliations and positions that were missing from last year.
 - b. Matt Cooper moved to approve the minutes. Margot Vigeant seconded. Minutes were approved.
3. Officer/Committee Reports
 - a. Chair (Ashlee Ford Versypt)
 - Ashlee described the two main initiatives that she has spearheaded over the last year.
 - First, connections have been made to the ASEE CDEI. Since the June ASEE meeting, 12-13 meetings in the “Conversation Series of Inclusion and Thriving” initiative. The meetings have regularly had ~10 people with ~15 regular attendees.
 - A Google Doc records regular notes and provided to a large mailing list. The meetings will kick off again in January with a poll sent out to pick a best meeting time.
 - The group will use the spring to focus on mentoring initiatives and launching that programming. The group felt this was something that is addressable within this particular group.
 - Second, initial group and planning related to teaching track/lecture track faculty needs. Interest and plans for supporting have begun, but not much has started as faculty have not had much time to start this up. Hopefully, this group will get off the ground in the soon – look forward to some programming in the spring.
 - b. Secretary/Treasurer (Victoria Goodrich)

- Treasurer report is attached at the end of the minutes.
 - Since our June meeting, there have been very few credits and debits in the account.
 - With our account at \$16,000, we should still be considering how to spend down the account. The recommendation from ASEE is to keep the account at less than \$10,000 or have a plan of how we will do that.
 - Suggested use of additional funds:
 1. Paying for specific workshop fee for mental health workshop with Sarah Wilson at ASEE conference.
 2. Add to the travel grants (possibly not until 2022 conference due to awards deadlines)
 3. Continue or increase social events. Janie noted that a mixer was planned for ASEE 2020 and that would be a good addition for the next in person conference.
 4. Decrease cost of annual banquet tickets
 5. Possibility of grants for pedagogical improvements? Ashlee noted that this may be difficult as the amount would be low and making those payments could be difficult.
- c. Commission on Diversity, Equity, and Inclusion Delegate (Jennifer Pascal)
- ASEE Constituent DEI Award: <https://diversity.asee.org/deicommitee/asee-constituent-equity-and-inclusion-award/>
 - Elevate Inclusion DEI Virtual Community of Practice with ASEE: <https://engineerinclusion.com/>
 1. If interested, email Meagan Pollock: mp@engineerinclusion.com Commission wants to remind people of their blog and webinars
 - ASEE DEI Blog – look out for webinars: <https://diversity.asee.org/deicommitee/blog/>
- d. Programming Chair (VJ Tocco)
- Abstract submission and review went well. In total, there were 54 abstracts submitted and accepted.
 - For ASEE, there are 7 technical sessions, 1 poster, and 2 special workshops on (1)inclusion and (2) mental health.
 - Possibly needs help on the banquet – Should we continue to try to organize as if we will be in person even it’s up in the air as virtual/in-person?
 - Several members asked what the chances were of an in-person meeting or moving the meeting to a new location. Ashlee confirmed that she has not heard anything yet, but she will check more.
 - Reg noted that planning for banquet probably needs to start around February or March, so VJ can give a bit of time before planning this.
 - Matt asked if people would even want to have an in person banquet where eating together indoors. He noted that there may be a number of people attending virtually even if there is an in-person ASEE.
 - Ashlee indicated that we could plan a virtual banquet and meeting as well where Awards could be acknowledged.
 - Margot noted that if in person we may want to consider having an Awards Picnic to allow people to more socially distance outside for any event.
 - VJ concluded by noting that programming is running smoothly and there are no large concerns at this time.
- e. Awards (Margot Vigeant)
- Currently open for nominations and have a few inquiries about Woods lecture, so hopeful that we will have nominees. Nominations are open, so please nominate for Fahien award, Woods award, and CACHE award.
 - Bernie noted that there is no sponsorship for Woods at present due to financial stress. This award will likely need extra money from BASS account to support.
- f. Membership (Tracy Carter)
- Tracy gave updates on the current membership numbers. A full report can be found at the end of the minutes.
 1. 416 current members
 2. 35 “Grace” status – within 3 months of expiration
 3. 20 “Previous” status – 3-6 months past
 4. 88 removed from ASEE data as of August 2019
 - Some initiatives of the membership committee:

1. Monthly renewal emails
 2. January & June – reach out to people removed from ASEE monthly data
 3. April – reach out to CEE 2020 authors, AIChE 2020 Ed Div Presenters, ASEE 2021 Presenters
 - Janie has made a fantastic spreadsheet to figure out and complete data analysis!
 - Full report attached at the end of the document.
- g. Fundraising (Bernie Van Wie)
- Bernie has been working with Fernando on fundraising. He’s been extremely helpful in reaching out to many new places. They have done a lot of work but haven’t had a lot of success with finding sponsorship.
 - Fernando will take over as Chair beginning Summer 2021 with Bernie acting a supporting role.
 - List of contacts over the past year with responses are in the fundraising committee report at the end of the document, which includes who has been contacted with various groups.
 - Ashlee noted that if thinking of any companies in the health care space, they may have more funds available compared to petrochemical
 - Fernando reminded the group that many companies are finishing budgets in December, so hopefully, this will be a good point to send out additional proposals. He noted that finding the right contacts has been challenging, and he encourages anyone who has contacts or information to please share them.
 - Fernando asked if not enough sponsors are found, how do we cover awards? Ashlee noted that as of right now, we can cover some of this through the BASS account if we don’t have fundraising come in. This is part of why we have some reserves.
- h. P12 Committee Delegate (Jennifer Cole)
- New Framework for P12 Engineering Learning. The Report has learning goals for engineering literacy by age group. <https://p12framework.asee.org/>
 - A webinar (aimed at P12 teachers and administrators) about the new framework. <https://bit.ly/3mEhZez>
 1. This webinar can be sent to P12 teachers and talk about how people are using it in their classrooms.
 - Please tag P12 papers!
 1. There should be only 1 tag now so it should be easy to use if there is any relationship to P12. They do have their own section, but so many other places have publications that link to P12.
 - Chris Barr plugged the ASEE P12 Facebook group. It has many interesting things come up and good ideas for parents. (<https://www.facebook.com/groups/687366151802693>)
- i. Newsletter (Elif Miskioglu)
- Timeline for next newsletter: Last year, elections update and conference update were put out as two separate newsletters. No updates now, but expect to see the elections newsletter first.
- j. Website (Tony Butterfield)
- Website is caught up on updates!
 - Ashlee asked if anything the ASEE official site can be updated or do we need to go through the national organization. Do we have control of all of these?
 - Tony confirmed that all ASEE awards information has been updated on the site as of right now.
- k. Summer School (Margot Vigeant)
- Summer School is in July 24-29, 2022. Most planning been on a meeting hiatus since everyone has been a bit busy in other places.
 - Officially, the Summer School is now co-sponsored by both AIChE and ASEE.
 - Laura Ford and Matt Liberatore have been moving forward with establishment of account through ASEE to be an endowment to Summer School.
 1. Possibly could be self-sustaining with \$1 million endowment.
 2. Could pay for future summer schools (not 2022)
 3. Could reduce need of sponsorship each year.
 - Planning restart will come up soon. Expect to see planning for workshop proposals – likely opening around when ASEE happens so that the conference is a chance to remind people to apply. Closing in late summer so additional calls can be made at AIChE if needed. Timelines may change if everything ends up being virtual.
- l. Directors (Reginald Rogers)

- No news to report.
- Reg reminded committees to reach out to directors if any help is needed.
- Ashlee noted that directors may be contacted for additional review of travel grants or other awards as needed.

4. Old Business (Ashlee Ford Versypt)

- a. Thomas and Donna Edgar CACHE Award is officially renamed
 - Name didn't show up in main ASEE spot which we were notified of at November. ASEE has now updated it to match our division page.

5. New Business

a. DOIs for Chemical Engineering Education articles

- Don Visco has asked if we can support DOIs for the journal. Plan to assign these going forward and retroactively apply those to existing publications.
- Fairly modest fee - \$400 for all previous and \$10-\$50 per year moving forward
- Decision was made between chair, past chairs, and treasurer to approve that but charges have not come in yet.

b. Bylaws review

- Contacted by our PIC chair to note that bylaws looked fine, but they do need to be reviewed every 5 years.
- If they are not amended, we can approve them here. Otherwise, we need membership to vote on any changes we would want to make. Any discussion?
- Matt noticed that the program committee outline is not actually how we really do things. Do we need to update that to match what we are actually doing? Currently it says we have the current chair and next chair as a committee. Board would need to nominate 2022 chair and next 2023 chair to have pipeline.
- Ashlee asked current and recent programming chairs about needs.
 1. VJ said that what we are doing isn't really a problem but the pipeline could be helpful.
 2. Reg noted that a 2 year out programming shadow could be really daunting especially if you are early in the tenure track. Maybe if we know someone is strongly interested in being the programming chair then we do set them up to start this process. Maybe not 2 years, but let anyone with interest move forward.
- Ashlee described the current cycle. The election for 2022 chair is in the spring so there is no planning overlap on chair (generally not elected until May)
- VJ noted that the programming chair elect shouldn't need to have a lot of responsibilities but more to just see how it goes and see the software used.
- Ashlee proposed an additional election in the fall so it's not quite as long but does let someone get in a bit earlier (if 2022 came on board now they could see more)
- Reg did note that it is difficult to get elected and then have everything done by start of August when you only learned about the role at ASEE meeting in June. Anything that can reduce that stress would be helpful.
- Ashlee confirmed that we will not change the bylaws in that area but instead move the division to more closely meet what is described.
- Motion to approve bylaws as written brought by Reg. Janie seconds the motion. Motion to approve bylaws is carried.

c. Nominations/suggestions for Chair-Elect, Director, and 2022 Program Chair, other positions

- Please nominate or self-nominate for these positions!
- Reg will cycle off as director so looking for that position.
- Potentially looking for 2023 program chair as well.

d. Other?

- Note Ashlee's email will change but should be able to find her via OSU or Buffalo email for a while.
 1. ashleefv@okstate.edu (old) or ashleefv@buffalo.edu (new)

Appendix 1 – Treasurer’s Report

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

BASS Account total reported June 2020 **\$14,912.30**

Credits

Dues (April 2020– September 2020)	\$1,106.34
CACHE Award Sponsorship	\$1,200.00
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	\$2,306.34

Debits

2020 Awards & Appreciation Plaques	\$232.70
2020 Award Shipment	\$30.84
BASS Administration Fee (March – September)	\$324.30
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	\$587.84

Total BASS Account (September 30, 2020) **\$16,630.80**

Appendix 2 – Membership Committee PDF attached

Appendix 3 – Fundraising Committee PDF attached

Appendix 4 – Saved Chat from Zoom Meeting

10:03:02 From margot : good morning! I am driving to get my kid from RIT! so just voice

10:03:22 From Chris J Barr : I’m membership committee, Ashlee. Thanks for the promotion though :-D

10:03:25 From Jennifer Pascal (she, her) : I apologize, I have to leave at 10:30 for another meeting, but I can share updates from DEI in the chat

10:03:52 From margot : I also apologize I’m going to stay unmuted so I can drive without touching phone

10:24:30 From Jennifer Pascal (she, her) : (1) ASEE Constituent DEI Award:

<https://diversity.asee.org/deicommittee/asee-constituent-equity-and-inclusion-award/>

(2) Elevate Inclusion DEI Virtual Community of Practice with ASEE: <https://engineerinclusion.com/>

a. If interested, email Meagan Pollock: mp@engineerinclusion.com

(3) ASEE DEI Blog – look out for webinars: <https://diversity.asee.org/deicommittee/blog/>

10:29:56 From Jennifer Pascal (she, her) : gotta run to another meeting (blame Dan Burkey, haha) - thank you all!

10:31:14 From Jennifer Cole : Yes outdoor!

10:31:20 From Fernando Mérida (UF) : that's a wonderful idea!

10:36:40 From Matthew Cooper : great job as always membership committee!

10:37:08 From Janie Brennan : Great job, Tracy!

10:46:12 From Jennifer Cole : (1) New Framework for P12 Engineering Learning. The Report has learning goals for engineering literacy by age group. <https://p12framework.asee.org/>

(2) A webinar (aimed at P12 teachers and administrators) about the new framework.

<https://bit.ly/3mEhZez>

(3) Please tag P12 papers!

10:46:30 From Victoria Goodrich (she/her) : Thanks for the notes - will move them to official minutes

10:48:07 From Chris J Barr : <https://www.facebook.com/groups/687366151802693>

10:56:11 From Sarah Wilson (she/her/hers) : Sounds great! Happy to help wherever necessary.

10:58:31 From Jennifer Cole : Sorry I have to run to another meeting. Thank you all!

10:59:55 From margot : thank you Ashlee and everyone! I also need to sign off. happy holidays y'all!

11:01:18 From Elif Miskioglu : I have to go too, thank you everyone - stay safe and take care!!

11:08:44 From Tony (he/him) Butterfield : Thank you Ashlee!

11:09:03 From Tracy Carter : Thank you Ashlee! Thank you everyone, have a safe and peaceful holiday break!

11:09:03 From Reg Rogers : Thank you everyone!

11:09:07 From Sarah Wilson (she/her/hers) : Thank you!

11:10:08 From Victoria Goodrich (she/her) : Thanks all!

11:10:13 From Janie Brennan : Good luck, Ashlee!!