

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting Minutes

Tuesday, June 23rd, 2021 – 3:30 pm – 4:30 PM

Online (via Zoom)

1. Board Update
   * Award nominations were down this year (will be video for using new system for nominations)
   * Future HQ-hosted events will require vaccines if in person
     + Out of an abundance of caution for our staff and their families, for in-person meetings that ASEE staff will attend, ASEE will require staff, members, participants, and guests to attest that they’ve been vaccinated for COVID-19. Those who can’t or choose not to be vaccinated may or may not be able to be accommodated at the meeting.
   * Future conferences will have recommended local charity links to encourage P-12 and DEI
   * Ethics committee was formed last year and adjudicated 2.5 cases
     + Abstract review
     + Self-Plagiarism
     + Meeting conduct
   * New Committee on Scholarly Publications. Scope to include JEE and AEE, as well as division-led journals.
     + Division representatives will be included in the committee.

1. PIC Updates
   * PIC Bylaws were approved in FY 2021
   * Distinguished Lecture proposal evaluation rubric has been updated.
   * Interdivisional Town Hall Committee has been formalized and restructured.
   * ASEE Reviewer Expectations created

1. New distinguished Lecture Proposal Rubric
   * 1. The degree to which you believe the proposed speaker(s) has the appropriate expertise to present the topic in an elevated session at the Annual Conference. (Likert 1 - 5)
   * 2. The degree to which you believe the topic is of interest to the community. (Likert 1-5)
   * 3. The degree to which you believe the topic is necessary/beneficial to the community. (Likert 1-5)
   * And for discussion: How similar is the content of each proposal is similar to other proposals?
2. Conference updates:
   * Number of Attendees: 3110 (3263 in 2020)
   * Number of Published Papers: 1713 (1762 in 2020)
   * Number of Unique Authors:1374 (1423 in 2020)
   * The conference venue will be available to registered attendees for up to a year.
     + Presentations will be available as “view only” and are not downloadable.
     + A link will be made available on the Annual Conference 2021 to direct attendees back to the virtual conference platform.
     + We are planning on an in-person meeting in Minneapolis.
     + ASEE is launching a new Paper Management System for the 2022 conference.
     + The new system is scheduled to launch in late September 2021.
     + This means that abstracts won’t be due until October 2021.
3. Financial Update
   * Membership (as of Q2):
     + Institutional (Academic): +0.7%
     + Institutional (non-Academic): -17.39%
     + Individual: -2.7%
   * Financial Status:
     + We are cautiously optimistic about the FY21 budget. There is a $600K shortfall from the Annual Conference income (again this year).
     + ASEE’s first PPP loan from the government has officially been converted into a grant. ASEE has received a second PPP loan as well. To date, ASEE has not had to furlough any staff.
4. Chemical Engineering Division Programming - VJ Tocco
   * 7 Technical sessions (4-6 papers/session)
     + “Learning Outcomes and Assessment within Chemical Engineering”: Monday 1:15 – 2:45 PM
     + “Experiential Learning in Chemical Engineering”: Monday 3:00 – 4:30 PM
     + “Works in Progress in Chemical Engineering Education”: Tuesday 9:45 -11:15 AM
     + “Teaching Professional Skills in Chemical Engineering”: Tuesday 11:30 AM – 1:00 PM
     + “Chemical Engineering Pedagogy”: Wednesday 8:00 – 9:30 AM
     + “Business and Professional Literacy within Chemical Engineering”: Wednesday 3:30 – 5:00 PM
     + “Virtual Instruction of Chemical Engineering Courses”: Thursday 8:00 – 9:30 AM
   * 2 Special Sessions
     + “Promoting Mental Health and Wellness in Undergraduate Engineers”: Tuesday 3:30 – 5:00 PM
     + “Inclusion in Chemical Engineering: Reflections From the Conversation Series on Inclusion and Thriving”: Wednesday 1:45 – 3:15 PM
   * 1 Poster Session (Only 2 Submissions ☹) Wednesday 9:45 – 11:15 AM
   * 2 Donald Woods Lectureship Award for Lifetime Achievement in Chemical Engineering:
     + Milo Koretsky: Thursday 11:30 AM – 1:00 PM
     + Taryn Bayles: Thursday 3:30 – 5:00 PM
   * 1 Business Meeting: Tuesday, 1:45 – 3:15 PM
5. Award winners:
   * Joseph J. Martin Award - Best paper at ASEE 2020
   * “Using Incident Reporting to Integrate Hazard Analysis and Risk Assessment into the Unit Operations Lab”
     + Sarah Wilson
     + Samira Azarin,
     + Chris Barr,
     + Janie Brennan,
     + Tracy Carter
     + Amy Karlsson
   * William H. Corcoran Award - Best paper in CEE 2020
   * “Revealing the Decision-Making Processes of Chemical Engineering Students in Process Safety Contexts”
     + Cheryl Bodnar
     + Emily Dringenberg
     + Brittany Butler
     + Daniel Burkey
     + Daniel Anastasio
     + Matthew Cooper
   * Thomas and Donna Edgar CACHE Award - Computer Learning Aids for ChemE
     + John Falconer
   * Raymond W. Fahien Award - Early Career ChemE Scholar & Educator
     + Elif Miskioglu
   * Donald R. Woods Lectureship for Lifetime Achievement in Chemical Engineering Pedagogy
     + Taryn Bayles
     + Milo Koretsky
6. Proposed awards changes
   * Make the current ChED website text the official text with the following change:
   * Remove all award amounts
   * Rectify discrepancies between ASEE/CHED and CHED awards webpages
   * Designate the ChED exec committee as the source of subcommittee members (3 each) for each individual award   
     (with CEE editor for Corcoran)
   * Adopt the idea of a rubric for evaluation of nominations
   * Adopt a conflict of interest policy for the award subcommittees
   * Doc: [Awards Changes for Voting.docx](file:///C:\Users\tony3\Downloads\Awards%20Changes%20Language%20for%20Voting.docx)
7. Membership:
   * Recruitment activity: Reached out to those attending ASEE 2021

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1. Fundraising:
   * **Nature of Contacts Made:**
     + Instructional Hardware and Software Companies at ASEE & AIChE
     + Contacts with Industrial Representatives
   * **Materials Provided:**
     + Verbal Explanations: Nature of the Award & Approximate Donation Amount Expected
     + Formal Proposal from the CHED Secretary / Treasurer – Victoria Goodrich
   * **Strategies to improve fundraising opportunities in 2022**
     + Exhibitor area AIChE Annual Meeting (Nov. 2021)
     + University of Florida’s Career Fair (Sept 2021)
     + Industry contacts of ASEE – CHED
     + Alumni databases in selected Universities
2. **CDEI Updates**
   * ASEE CDEI and Board have designated 2021-2022 as a year to create impact on Racial Equity in Engineering
   * Individual members may sign up to a task force or your division may choose a project for the year
   * To learn more and sign up see: https://diversity.asee.org/deicommittee/yire/
   * Awards: ASEE Constituent DEI Award and ASEE Best DEI Paper Award
3. P-12 and the 2021-2022 Year of Impact on Racial Equity

* **P-12 efforts in YIRE:**
* **Increased participation and comfort among black and brown P-12 children** in pre-college engineering activities which communicate that an engineering career is an option for everyone
* Ways for **P-12 Teachers** to connect to ASEE’s P-12 efforts
  + Framework for P-12 Engineering Learning (<https://p12framework.asee.org/>)
  + P-12 Engineering Workshop (usually at the same time as annual conference, <http://precollege.asee.org/pcee_conference/>)
  + Engineering for Us All (<https://e4usa.org/>)