

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%3A%5CUsers%5Ctony3%5CDownloads%5CAwards%20Changes%20Language%20for%20Voting.docx)
7. Membership:
	* Recruitment activity: Reached out to those attending ASEE 2021



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/>)