

## ASEE CHED ExComm Meeting at AIChE in Phoenix

### Present:

- In person: David Silverstein, Bernie Van Wie, Reg Rogers, Margot Vigeant, Chris Barr, Tracy Carter, Elif Miskioglu, Fernando Merida, Jennifer Cole, Matt Liberatore, Mariah Arral
  - Online: Victoria Goodrich, Janie Brennan
1. Welcome, introductions (David Silverstein) 2 min
  2. Approval of minutes from June 2022 committee meeting (Victoria Goodrich) 1 min
    - a. Victoria noted that the previous minutes said we would approve its prior minutes through email, but we did not do so
  3. Reports and Discussion
    - a. Financials (Victoria Goodrich) 3 min
      1. Difficult to get accurate info from ASEE
      2. Have last quarter's data – matches what we'd expect based on sponsorship
      3. We're waiting for knowledge of how the banquet affects the account (debit or credit, will likely be a few hundred dollars one way or the other)
    - b. ASEE Financial Situation 5 min (Christi Patton-Luks, VP Member Affairs)
      1. Money that we think we have in our accounts does not currently exist, but there is a priority list:
        1. DOE grant
        2. BASS accounts / anything we've raised funds for
      2. Anticipate having BASS accounts open to us next year, but probably not before the June meeting. Ideally will be able to pay within a few months of the conference.
      3. Christi said we'd need approval from the ASEE Awards Committee before we can make any changes to our website concerning awards. For any awards listed in the by-laws, these would have gone through the awards committee. If the awards were done informally, we can do whatever we want.
        1. *We do not have any of our awards in the by-laws. We can do whatever we want with our awards.*
      4. Is ASEE going to survive? Yes, but we need to drum up more membership – that will be key to surviving this. This is partly the money, and partly because it gives bigger donors confidence.
        1. Issue: Membership committee can no longer access member data. Thought this was going to be fixed sooner, but then the bottom dropped out and lost a bunch of IT staff. Those remaining are getting paid, new IT head seems to be level-headed.
      5. Can we make contributions to ASEE for CHED specifically? Not yet – they are working on setting up something for temporary BASS account contributions. Will likely be formalized in early December.
    - c. ChESS Funds Management (Matt Liberatore) 3 min
      1. Current finances are split – half has traditionally been held at the hosting institution, but now (then?) is (was?) with CACHE. This year's funds are with AIChE Foundation, and we have an opportunity to do something with it.

2. We will be ~\$10k in the black after this year's Summer School – we raised more money than ever before.
  3. We have an endowment started. Taryn Bayles (who led the endowment charge) was given an award for her work. Highlighted at the donor dinner last night.
  4. This is not a traditional endowment where need to get money out every year. Frankly, we lost quite a bit from not being more active with the money we've had in past years.
  5. How this works: Money will get pulled from the endowment every few years and moved into the account from which the Summer School runs.
  6. Questions to get answered:
    1. Is this a protected endowment where we can't touch the principle? What are the rules? Would like to get tax/IRS implications so that there is transparency/accountability moving forward.
    2. How is the committee who gives approval for the funds laid out? (Just in case there is a schism between AIChE and ASEE) Would like CHED to maintain ownership of the funds and not give them to AIChE.
- d. Awards (Reg Rogers or Margot Vigeant) 4 min
1. Since Reg is going to be the division chair, Ashlee Ford-Versypt will be the new awards co-chair
  2. Did not have as many nominations as would like last year, but were still able to give out best paper, Fahien, best poster, and CACHE award
  3. No one has received a check for this past year's awards yet, but it will be done soon
  4. Gamry has sponsored the Martin Award (best paper) for 2-3 years, so their name will be all over the plaque!
  5. Please nominate people
  6. Not sure if we'll be able to send checks since ASEE is in such chaos – if the money is from an external source, we should be able to do that any time. If it's from ASEE funds, then may not be able to for the foreseeable future. *Anything that implies financial compensation should be removed from the website.*
  7. Brochure was moved online. Plaques were sent out through mail instead of given in person.
  8. Bernie Van Wie: Gamry would like a copy of the paper – it is linked to the CHED website. Also will see if they will continue sponsoring (was either 2 or 3 years initial sponsorship). May attend next summer to give the award in person.
- e. Fundraising (Fernando Mérida) 4 min
1. See slides from Fernando
  2. None of prospective sponsors have been approached – was waiting to hear that website was updated.
  3. Will continue looking for newer sponsors, try shorter proposal format.
  4. Chris Barr offered to sit down with Fernando to make sure website is in a format conducive to fundraising
- f. Newsletter and proposed change (Elif Eda Miskioğlu) 4 min
1. Been making some changes to the newsletter after the past few years. Fewer announcements have been submitted because the newsletters aren't timely enough.

2. Elif suggesting to change to a monthly update model for primary communication + 1-2 archival quality newsletters each year (perhaps post-conference debrief)
3. Concerns/comments?
  1. Perhaps coordinate with EdDiv to alternate months so that we're not doubling up? But some duplication is OK (and there isn't perfect overlap)
  2. Need to be careful to send out announcements that are time-sensitive
  3. Important to have award winners archived somewhere. Now that website is updated, that is helpful. Having a nice newsletter is still useful.
- g. Membership (Tracy Carter) 4 min
  1. Can't get accurate data from ASEE right now
  2. As of right now, have 410 members. Last time checked, had ~406
  3. What is being done for recruiting?
    1. Don't know who is up for renewal anymore
    2. In January, sent emails to chairs, grad chairs, anyone we think is associated with grad programs. Lost our access to data shortly after, so don't know what the effect is.
  4. Change in committee:
    1. George is joining, and Joanne Beckwith is continuing
- h. Diversity Equity and Inclusion Committee (Jennifer Cole) 4 min
  1. Trying to connect with ASEE Commission on DEI to try and help align ChED goals with them.
- i. Website (Chris Barr) 2 min
  1. Has been updated – now has dedicated pages for each award, including past and current winners.
  2. For Gamry and CACHE awards, believe that papers have been linked.
  3. Now have a page for resources in ChE. Not meant to replace CACHE, but point people to CACHE / LearnChE.
- j. 2022 Summer School wrapup (Margot Vigeant) 5 min
  1. ~150 attendees (vs. ~175 registered). ~70 presenters.
  2. 5 days at CO School of Mines
  3. 30 workshops, not counting industrial workshops
  4. Initial survey feedback is positive
  5. Ongoing issue: AIChE is not paying reimbursements as rapidly or precisely as we were led to expect. Also, AIChE is reaching out to individuals when missing receipts (when Margot et al. has these receipts!) and not communicating with ChESS leadership team in general which is making things more complicated. AIChE has informed the leadership team several times that all checks have been paid when they clearly haven't.
  6. We learned things about our partnership with AIChE this year – will make some changes for next year.
- k. 2023 Annual Conference, Baltimore (Janie Brennan programming, Neha Raikar local arrangements) 5 min
  1. 56 submitted abstracts and lots of reviewers have signed up
  2. Reviewers have been assigned to those that have been submitted
  3. LOTS of IT issues, but Conferences people have responded quickly and fixed things relatively quickly.

4. Deadlines have been moved back quite a bit. Have not officially moved back paper submission deadlines, but they likely will be pushed back accordingly.
  5. Social arrangements – Neha will be working on it after AIChE.
  - i. CEE Discussion with Editor (Don Visco) 5 min
    1. Changes:
      1. What is changing: Milo Koretsky is leading focus groups to adjust focus of the journal. Have a Publication Board meeting next month.
      2. Will work to reestablish indexing via SCOPUS. Working with ASEE to see if we can digitally archive it should the journal cease to exist. Not sure what will happen with recent ASEE financial situation. Is only \$250/yr, so may do this on our own.
      3. Educator Profiles: May have shortened versions of educator profiles – will focus more on their perspectives on engineering education. A more inclusive approach will be used to nominate these.
      4. CEE site (U Florida) is being considered for hosting ChESS materials(?)
    2. Reassurance journal is doing well:
      1. Have ~\$80-90k cash-ready reserves
      2. Teaching data science issue is being shipped now (was delayed due to hurricanes in Florida).
      3. 29 responses to Summer School special issue. Will get feedback to authors soon. Will likely encompass multiple issues, may work in a mentoring model to help these works be ready for publications.
      4. Article views are way up online now that things are more easily searchable.
    3. How can ASEE and we help?
      1. Rely on ASEE for DOI numbers, and the person who used to do it did not come back. Found a new person to help.
      2. Submit publications
    4. Question about open access?
      1. We will follow the lead of JEE.
      2. [There was some other discussion by Matt Liberatore but could not be understood over Zoom]
    5. Also, can purchase CEE polos – see Don Visco.
  - m. Next ChESS Leadership (David Silverstein) 2 min
    1. Soliciting nominations for lead of the committee for next ChESS.
    2. Selection will be done involving everyone from the Executive Committees. Would like to have someone in place by January.
    3. We will need to conform our processes to align with AIChE's setup.
  - n. 2024 Annual Conference, Portland (Reg Rogers) 2 min
    1. Need to start finding people who are interested in getting involved in future leadership team.
    2. Most critical need is a Programming Chair!
4. Additional Business 1 min