



# ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

## CHEMICAL ENGINEERING DIVISION

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Executive Committee Meeting  
 June 28, 2022 – 8:00 pm – 9:00 pm CST  
 Minneapolis, MN L100B

### Attendees and Affiliations

Name	Affiliation	Position
Chris Barr	University of Michigan	Membership Chair, Incoming Director
Janie Brennan	Washington University St. Louis	Incoming Program Chair, Membership Committee
Tony Butterfield	University of Utah	Web Person, Chair
Jennifer Cole		P12 Rep
Elif	Bucknell University	Director, Newsletter
Ashlee Ford Versypt	University at Buffalo	Past-Chair
Victoria Goodrich	University of Notre Dame	Secretary/Treasurer
Fernando Merida	University of Florida	Fundraising Chair (ONLINE)
David Silverstein	University of Kentucky	Chair-Elect
Joanne Beckwith	Carnegie Mellon	Membership Committee

### Agenda

1. Introductions with current roles
  - a. All attendees introduced themselves and confirmed roles and affiliations
2. Transitions
  - a. Added transitions to the slides for business meeting later today – those who have passed in the past 1-2 years.
  - b. Promotions
3. Minutes from the last Executive Committee meeting (Fall 2022)
  - a. Current Meeting Minutes from the fall are not complete because the attendance is not recorded
  - b. Minutes will be approved online at a later date.
4. This Conference
  - a. Thanks to our Program Chair, Jacqueline Gartner and Local Host Alon McCormick
  - b. Thanks to moderators and speakers
5. Chair of Election Committee for Next-Year's Election
  - a. Soliciting candidates in business meeting via Google Form
    - Chair Elect - candidates
    - Director - candidates
    - CDEI ChED Delegate - candidates
    - Local Host (Baltimore, Maryland) - volunteer
6. Banquet – sold out!
  - a. Virtual Program this year – descriptions of awards and winners
  - b. We will possibly meet early for happy hour?

- Some confusion between tickets that are printed (says 7 PM), Slate and Calendar invite says 6 PM.
- Tony will confirm with Brit's Pub and then we'll send information out to the group.

## 7. Business Meeting

- PIC Chair is coming at the second half of the meeting.
- Any other slides needed to be added? Please check these before the meeting tonight.
- We will share award winners document at business meeting as well

## 8. Open Mic Ideas

- Tony has a number of ideas, but we can add additional before the session.
- All agree on it's good to have starting conversation ideas

## 9. Treasurer Report

- Treasurer's Report attached at the end of report. We have had less information from ASEE national and therefore this is a bigger guess than expected.
- Question to consider: Can we use some funds to reduce cost of the banquet for graduate students? Could we do that for those who are presenting. I think many would rather spend \$5 more to give that benefit to the graduate students.
  - Could we have coupon code for the banquet? We need to check with ASEE to find out if this is possible.

## 10. Awards

- Reg is going to be Chair-Elect – is he still willing to be Awards Chair? During Chair-Elect year he likely will but probably shouldn't be chair and awards chair in the following year.
- Membership (Chris)
  - All ASEE membership is going down and our section is as well.
  - Membership roster stuff has been updated from Monolith to Slayte so it doesn't appear we have tracking in the same way that we did before.
  - I believe you can download the roster in an Excel file, but it doesn't show if someone hasn't renewed yet or is just about to fall off.
  - Current membership is 404 from that list, but unsure if that actually means we are slightly up from January (appears so)
  - Outreach – pulled together a list of departmental chairs, graduate program chairs, and staff members involved with graduate students for CHE programs in US (122), Canada (14), Puerto Rico (1), and Mexico (1). Asked them to forward flier about benefits of being a member to their graduate students and post-docs.
    - Jennifer – I'm AICHE EdDiv and we sent a similar thing out to all at the future faculty posters from our meeting so we should coordinate
  - Membership is now trying to figure out what to do for membership with new system and wondering how this will change things going forward.
  - Tracy Carter is returning as membership chair
  - Joanne Beckwith is coming on as Committee Member
  - Janie will not continue as Committee Member since she is going to be program chair
  - By-laws say up to 3 members, so we should try to rotate someone else in
  - Ashlee – from booth, there were 3 Engineering Education programs that are ChemE background that were really interested in the division. Maybe they would be a great option.
- Awards
  - We are giving awards! People did marvelous things.
  - 2 best papers, there was no best poster from last year. No Woods Lecture this year

- We want to encourage nominations for next year
  - Margot introduced some rubrics 2 years ago to simplify awards process. We don't have a best poster rubric. Some information is in our By-Laws about how we do rubrics from papers no longer make sense because of the new Slayte system.
  - Reg Rogers is the co-chair of the awards committee and we have volunteers from board to help.
  - Tony - Website has updates on how awards committee is put together and conflicts of interest. We also removed all mention of money on our website.
  - ASEE website is still wrong with some of the old wording. We must have awards committee of ASEE approve our awards to be able to update the ASEE Website.
  - David – could we add the rubrics to the website so their location is obvious in future years. There are archives. Margot – current rubrics are currently in Google Folder that keeps getting updated. David – concerned that there may be restarts in creating rubrics over and over
- d. Elif – Newsletter
- Great job!
  - We skipped the winter update this year, but it will come back next year
- e. Fundraising – Fernando
- Not a lot of changes this year. We are still targeting hardware and software companies. Trying to identify alumni, former coworkers, etc. as help.
  - We are using materials of verbal explanations and have a formal proposal that has been prepared by Victoria and Bernie in the past. We are also working on a shorter version of these proposals that don't have to be added as an attachment. This update is coming
  - Sponsorships
    1. Gamry Instruments is sponsoring Best Paper. Former graduate student from Bernie. They committed to 2 years.
    2. CACHE Corporation – yearly sponsorship of our combined award.
    3. We paused 2022 sponsorships this year to give priority to ChESS as coordinated by Matt Liberatore.
    4. Not great for ASEE-CHED but opens up further opportunities for us and for future ChESS.
  - Strategies
    1. Exhibitor are and industry led workshops during ChESS
    2. Exhibitor area during AIChE
    3. Industry contacts/database – does one exist with ASEE or AIChE? If not – create one?
      - a. Everyone here thinks we don't have one. Ashlee – Bernie would be most likely to have something like this. We should note that this isn't going to be posted publicly, but is an internal use of the education related divisions.
    4. Industry contact survey among ASEE-CHED & AIChE-EdDiv Members – can we create a strategy on this? Should this go out?
    5. Follow up on former contacts and companies (including US Didactic who has sponsored before)
  - What do we think of contact form (Google Forms provided by Fernando)
    1. List of approximately 12 questions – takes ~5 minute to complete
    2. Suggestions, comments, and feedback to Fernando
      - a. Is this a good idea?
      - b. Is the form reasonable? Is this the right information?
    3. Industry contacts could be used for sponsorships, speakers, connections, etc.
    4. Would like to present preliminary version at AIChE if possible.

5. Ashlee – make sure it's very clear that this is NOT publicly available. Maybe we could also distribute to LinkedIn to also get industry people to self-populate (also talking about other kinds of donations of time and expertise and not just monetary).
6. Tony – is the idea that this form gets shared at the business meeting? Fernando – Yes, we advertise internally with division as much as possible then also share in newsletter. If only minor changes are needed, it can go out today. Otherwise, hold it until the newsletter or later date to introduce.
7. Chris – the only worry I have is sharing other people's information without their approval. I would be more willing to send the form to somebody in industry so they know rather than I share their information. Janie noted – there is a spot to say if we want them to be contacted.
8. David – this shouldn't be shared to individual universities or with national ASEE or AIChE. There should be guidelines for usage because there could be some competition between ASEE and AIChE. This collaboration could have potential issues.
9. Margot – we don't have a big database, but Matt Libertore has everyone he's contacted for Summer School. I don't think we can share that, but that could be a conversation. A chunk of the summer school fundraising came through AIChE.
10. Tony – sounds like this is not ready to be put out today. We need to have the rules and such up at the top of the form before sending out. We need to put those out
11. Fernando – yes, we should get everything put together before sending that all out. I can make it so it's preview only and not allowing people to enter information yet.

f. P-12 (Jennifer)

- Pre-College Engineering Education Division and P-12 Commission are separate.
  1. Commission works with division, first-year programming, and all other divisions that do anything related to P12. Please make sure and
  2. They do endorsements of PD for P12 teachers. They do spotlights of best practices and they will add to their website if you are doing something.
  3. Jennifer is happy to continue doing that but is open to others.

g. Website (Tony)

- Security certificate has expired and PHP version expired
- ASEE IT is busy and can't help with that.
  1. Say we need to move to different server that has SSL certificate, but they will not give an ETA.
  2. Tony will reach out again after the conference when they will maybe be less busy
  3. If you go to https(our site) you get a scary message
- Can somebody else possibly take this on? I am going to be Associate Chair duties and I may not have ability. Chris- possibly can help with Tony but may not be able to take over completely. Tony and Chris could co-chair this.
  1. Need Word Press experience or learning. Tony did some extras, but he could talk anyone through it.
  2. Ashlee – we should capture institutional knowledge and train others.
  3. Tony – I have all the division archives in a Google Drive, but would love to have a backup. These have private information so they need to be protected in some way.
  4. Victoria – should secretary have backup version of all files? Maybe yearly update?
  5. Chris – should we have a shared drive with all of this information. We can also add different permissions for different folders.

6. Ashlee – for archived and financial that goes only to a number of people and be very careful with access
7. Chair, chair-elect, secretary/treasurer have full access to folder at all times.
  - a. Access to sub-folders based on needs
  - b. Some access needed for CEE Editor because they have additional archives.
8. Chris – is website also a historian type of role? Tony – we have newsletters and minutes is all really but no other historian stuff

## 11. Old Business

- a. Looked at adding more communication (slack, groups, linkedin, twitter) and nobody really wanted that.
  - Ashlee – we kind of already have a channel even if it's not our brand - Because we have membership and overlap with AIChE and they do a great job already (go Sindia!), we don't really feel a need for that in many cases.
  - Tony – feel good that we don't need to add to that.
- b. Fall Ex-Comm mentioned that we should have a DEI chair that would be appointed
  - Hope that would continue and that person could help in selection of ASEE best DEI paper award. Feel like person should have expertise in that and be willing to continue.
  - Ashlee – we've done a lot of grassroots in this, but didn't want that to be a chair role. I think there are people doing the work whether we could formalize that role. This would also show that we are committed to sustaining that. I would nominate Jennifer or Neha if they are interested.
  - Chris – Is this on the business meeting? Tony – no, that is the CDEI liason and could be in both places. Chris – can grad student members do these roles? Do you have to be “full” members? Janie – I don't think graduate students are considered separate, so I'm not sure if there is any reason they couldn't. Jennifer – maybe a faculty and grad student member? David – part of the committee role could be are we supporting grad committee? Ashlee – it's important to find ways for people to apprentice and come into a role. This would also enable more people into the room. David – as we solicit for new CDEI person, this could be a role. Ask for individuals on this committee and chair or one member would CDEI person.

## 12. New Business

- a. Golden wrench – not sure where it is – currently somewhere in Ashlee's house post move!
  - We may need to get a new wrench! Buy a wrench and paint it.
- b. Margot – summer school – 157 attendees and 65 presenters! This is slightly smaller overall than last time (3 fewer workshop sessions). We trimmed this down by 1 day from previous years to allow for travel and everything within one week.
  - We seem to have many more people staying at hotels than before.
  - There are lots of places where summer school chain has been broken. Used to be old faculty told new faculty. There are significant fraction of chairs who do not seem to know this is a thing in the same way.
  - Ashlee – needed to really describe this better. In many cases, chairs haven't been themselves and are unaware.
  - 250 would be every seat sold out in every single thing, so we are in a good place
  - Ashlee – is there a booth at ChESS for ASEE? Tony plans to come Tuesday and Wednesday for the booth – could others come by and help at the booth for some parts of the time to help solicit members? Janie – membership committee wondering how they could help with this. Ashlee suggested making flyer update to have there. David – trying to capture videos of people saying why they are members. Putting that together in a loop to have at the booth. Also Dean's Program is a big pain but could we send something out to membership? Deans' Program – university of college pays for first year of

membership at a discounted rate. It's an incentive for new members to try it out. Joanne – it's a PDF form that you have to fill out. Margot – we could have that and encourage people to send that to their Dean. It's hard to get that filled out. Have a million ways to get this out to Dean's from people that are showing up.

- c. Tony believe listserv changes hands on July 1, so David should have it soon! Ashlee – chair and program chair have email permissions so Janie needs to be added as well because no one else has access to that. Janie – program chair mostly goes through Slayte? Ashlee – yes, but you can call for papers or other things to the whole list.
- d. Tony – thank you everyone!