


AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting - Boston, Massachusetts

Monday November 8, 2021

No one to take minutes; will use slides and my (Tony's notes).



Are you here in any sense?
 • <https://bit.ly/3bKNT58>

Most recent newsletter:
 • <http://ched.asee.org/newsletters/>

Promotions, new positions,
 passing of members?

Roll call:

	A	B	C
1	Name	Affiliation	Email address
2	Tony Butterfield	University of Utah	tony@chemeng.utah.edu
3	Tracy Carter	Northeastern University	T.carter@northeastern.edu

Chris Barr	University of Michigan
Janie Brennan	Washington University St. Louis
Matthew Cooper	North Carolina State University
Ashlee Ford Versypt	University at Buffalo
Fernando Merida	University of Florida
Reg Rogers	University of Missouri
David Silverstein	University of Kentucky
VJ Tocco	University of Florida
Bernie Van Wie	Washington State
Margot Vigeant	Bucknell University
Sarah Wilson	University of Kentucky

Approval of Minutes...

- Previous CHED Exec Meeting
 - July 20, 2021 - 2:30 - 4:00 PM EST
 - Via Zoom

<https://bit.ly/31wd0H0>

Summer exec committee minutes approved unanimously.

Finances:

Finances

- No official changes to our accounts have been reported since the July meeting
 - Expect official ASEE report any day
- **Actual account expected to be ~\$8,500 as of Oct 2021**
 - + CACHE Award
 - - Awards Plaques and Shipping

BASS Account total reported June 2020		\$14,912.30
Credits		
Dues (April 2020– September 2020)		\$1,106.34
Dues (September 2020 – June 2021)		\$ 2,170.00
ASEE Membership Allocation		\$ 436.00
Interest Revenue		\$ 18.82
CACHE Award Sponsorship (2020)		\$1,200.00
		<hr/>
		\$4,931.16
Debits		
2020 Awards & Appreciation Plaques		\$ 232.70
2020 Award Shipment		\$ 30.84
2021 Awards (Applied to Account)		\$ 7,395.00
2021 Awards (Not Applied Yet)		\$ 3,395.00
ASEE Admin Fees		\$ 651.00
BASS Administration Fee (March – September)		\$ 324.30
		<hr/>
		\$12,028.84
Total BASS Account (July 26, 2021)		\$7,814.62

In last 2 years, Awards have been only significant cost to Division. Dues and Award Sponsorships are main source of Revenue.

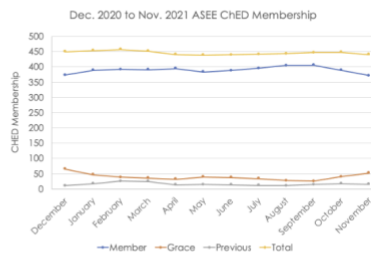
Membership updates:

Membership updates

- Membership a bit lower than normal (drop ~mid 2020, you know why...)
- Past year membership has been pretty steady
 - More "Grace" members around Nov/Dec due to ASEE abstracts deadline time.
- Membership Drive events:
 - Outreach to grad students (Late Winter/Early Spring)

Why ASEE instead of (or in-addition to) AICHE for graduate students? We'd like to hear your opinions.

 - Summer School Membership Committee Presence



Awards update:

- Seeking to update descriptions and amounts officially

- Happy thing - there is sponsorship (THANK YOU Bernard & Fernando! And especially Gamry Instruments!)
 - Tony will add sponsor to site.
- Seeking nominations for: Fahien, CACHE, Lifetime, Travel/Mentoring

Proposed changes to awards:

Item 1: Alter the text of the division website to eliminate the monetary value from awards, listing only an “honorarium” or, in the case of the travel award, “registration and some funding towards travel”.

Item 2: Add “honorarium” to both the Martin (ASEE ChED best paper) and Best Poster awards on the division website.

Item 3: Adopt the website language as the official awards description language to be used on the ASEE awards websites.

Item 4: Adopt the following language as procedure for the awards co-chairs and subcommittees. Note this will supersede existing language on subcommittee composition.

The awards committee co-chairs or chair will convene one subcommittee for each division award. The default committee consists of three members, including at least one of the co-chairs and one or two members of the ASEE ChED executive board, with the addition of the Chemical Engineering Editor (or their designee) for the Corcoran award. Directors will be the first choice for additional subcommittee members, with the stipulation that the each subcommittee should be constructed in such a way as to balance the workload across the executive committee and avoid conflicts of interest (see below). If needed, recent past members of the executive board may be asked to step in when no other suitable subcommittee members are available. The subcommittee will follow established procedures and should use a rubric to aid in fair evaluation of all candidates. The rubrics will be maintained and updated by the awards chair / co-chairs.

The awards subcommittees will avoid conflicts of interest by recusing any potential members who: 1) are under consideration for the award 2) nominated a candidate for the award 3) are a collaborator or department-mate of a candidate for the award 4) for any reason feel they cannot be make a fair evaluation (ex: because they are a close friend of a nominee). For the non-nominated best paper / best poster awards, a potential subcommittee member may serve by first removing their paper / poster from consideration. Having a conflict of interest for one subcommittee does not preclude an executive board member from serving on a different subcommittee.

Changes were unanimously approved. Tony will make changes to the awards chair duties on the web site.

Summer School:

- Programming proposals closed, all submissions under consideration

- Attendee registration to open end of year/ early 22
- Fundraising is underway

ASEE Conference:

Tony has been getting many requests to push the paper deadline back, but he does not have that power, and made the request to Jacqueline. Jacqueline reported back that she will push the deadline back to Nov. 15, moved the review phase to Nov. 29 (instead of Nov. 22).

Currently we have 23 abstract submissions on Slayte.

Web Site:

Tony requested a web site co-pilot to help manage the site during his year as chair, but there were no takers.


New Business:







New DE&I Business

- ASEE CHED Division DE&I Chair/Subcommittee
- Why?
 - Build on Ashlee Ford Versypt's great work
 - Use some of the IDEAL momentum
 - It's about time
- Discussion...

Tony proposed to initiate a DE&I Division Subcommittee. The group was unanimously supportive.



Newer New Business?



Tony also wanted to gauge if the division should reconsider how they keep in contact with division members. There was no consensus on what social media platform would be best, if any. Tony will send out a poll to the division members to gauge interest on how best to reach members.