



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting
 July 20, 2021 – 2:30 pm – 4:00 pm EST
 Online (via Zoom)

Attendees and Affiliations

Name	Affiliation	Position
Chris Barr	University of Michigan	Membership Committee
Janie Brennan	Washington University St. Louis	Membership Committee
Tony Butterfield	University of Utah	Web Master, Chair-Elect
Tracy Carter	Northeastern University	Membership Chair
Matthew Cooper	North Carolina State University	Past-Chair
Ashlee Ford Versypt	University at Buffalo	Chair
Fernando Merida	University of Florida	Fundraising Chair (incoming)
Reg Rogers	University of Missouri	Director
David Silverstein	University of Kentucky	Incoming Chair-Elect
VJ Tocco	University of Florida	2021 Program Chair
Bernie Van Wie	Washington State	Fundraising Co-Chair
Margot Vigeant	Bucknell University	Awards Chair, Summer School Chair (2022)
Sarah Wilson	University of Kentucky	Director

Agenda

1. Introductions with current roles
 - a. All attendees introduced themselves and confirmed roles and affiliations
2. Election Results
 - a. David Silverstein is the new incoming Chair-Elect
 - b. Elif Miskioglu is an incoming Director
3. Minutes from the last Executive Committee meeting & last business meeting (December 2020)
 - a. Victoria will update a names that were mistyped.
 - b. Clarification about by-laws standing.
 - c. Minutes approved.
4. Officer/Committee Reports
 - a. For anyone giving a report at the business meeting, please add your report to the slides provided using the ASEE template.
 - b. Programming Chair (VJ)
 - 54 total technical submissions that ended with 36 total finalized submissions
 - 7 technical sessions, 2 special sessions, 1 poster session, 2 Donald Wood's Lectureship Awards, and 1 business meeting
 - Martin Award – VJ, Margot, and Victoria will be the committee for this year
 - Ashlee and VJ noted that we don't yet have an incoming program chair!
 - c. Chair: elections, Conversation Series on Inclusion and Thriving
 - Thanks to Tony for managing the elections and Matt for soliciting nominations (along with the membership)
 - Tony reported greater election participation than previous years. There were additional election reminders (3) compared to previous years, so that is likely helpful in the future.
 - Conversation Series on Inclusion and Thriving met approximately weekly from July through May. In total, 24 sessions were held. A panel will be held to show the division what we have been doing around the topics of inclusion and diversity.

- Tony asked if there were plans to continue this conversation series. Ashlee indicated that there is interest in something continuing but it may not be in the same form. We should consider this as a board and not require this just be a new chair activity. Panel will attempt to give more detail on what interest is next.

d. Secretary/Treasurer

- Will be shared at business meeting

e. Awards (Margot)

- Awards Winners shared with all attendees (list can be found at end of the minutes)
- We made changes to our awards and reflected those changes in our own website. However, the ASEE website reflects awards information that is up to 7 years out of date. We need to be more formal about these changes, so Margot will give formal language to use here which can then be included for vote at the business meeting. We also need to add official information about the awards and how they are handed out.
- Summary of proposed changes that were originally presented by Margot:

Summary of Proposed Changes	
Adopt revised language captured on TONY's version of our webpage (\$, names, etc)	
Formalize selection processes	
	Adopt the idea of a rubric (perhaps this specific rubric)
	Adopt the following sub-committee structure: Awards chair plus two others from the exec committee (including two past chairs) who are not conflicted . ELIMINATE past winners from the list. Create a backup list of past officers / committee chairs.
	Adopt the following conflict of interest: an award subcommittee may not have anyone actively under consideration for the award. In the case of the best paper/poster, subcommittee members may remove their work from consideration if they wish to serve on the subcommittee. Those who have nominated candidates or are in the department of candidates should also recuse themselves from relevant subcommittees. Any person who feels they are conflicted for any given subcommittee is encouraged to recuse themselves as well.
Discuss	
	Funding the best paper / poster
	Setting new funding level for Woods, Fahien, CACHE(?)

- This year, Margot developed and used a rubric which helped the process of selecting awards. Proposed changes to subcommittee structure to remove obligation of old winners to be on committee. We don't currently have a conflict of interest policy. Although it hasn't yet been needed, it would be better to have an official policy (as stated above).
- Margot shared the rubrics used this year and stated she will send those out to the group so that people can review those in depth.
- Additionally – last year the committee discussed changing around awards amounts and if there should be more funding for more early career awards and less for later career awards. Ashlee noted that this is also an Old Business item and can be discussed at that time.
- Ashlee noted that CACHE Award needed to be updated last year for name and so it had to go through the ASEE Awards Committee. Any changes that we approve as a group will still need to go through that committee in order to be fully approved and updated award names.
- Margot noted that the major change to push forward is the Wood's Award and clarified what needs to go to the ASEE Awards Committee. Ashlee indicated anything on the website about awards must go through that committee. Internal documents, like rubrics, would not need to go to that committee.

f. Fundraising (Fernando with introduction from Bernie)

- Fernando has agreed to take over as Funding Chair and Bernie will act as co-Chair.
- Fernando shared companies that were contacted over the last few years as well as information about state of current contacts. Currently, companies are not responding or have declined sponsorship. In some cases, they've indicated that it is due to the pandemic. In other cases, there are challenges in getting to the marketing people.
- Fernando will continue to contact but with neutral expectations.
- Bernie noted that many companies just stated they aren't in a position to do this right now. Still talking with Gamry and they have been interested in the young faculty award.

Asked if there is any way to support electrochemistry. Bernie is unsure if we could make a preference for electrochemistry researchers or something like that. Ashlee noted that if Gamry wanted to earmark a particular area, that it should be a separate award.

- Fernando will use in person AIChE to better approach sponsorship options.
- Bernie asked if we should follow up for a new electrochemistry award with Gamry. Ashlee noted that continual, endowed awards can be more tricky from ASEE if that's of interest. Bernie is going to follow up with Gamry. Margot noted that she's not sure if we have enough in electrochemistry to make this a meaningful award, and we would likely not want it to be required to be given every year. Margot's concern is about more significantly supporting the division than a subset of consideration. Matt asked if they would also support people who work in sensors, Arduinos, etc. as a portion of that award – maybe learning technology.

g. P12 Committee Delegate (not present)

- If there are things to report back, it can be brought to the business meeting

h. Newsletter (not present)

- Elif prepared the newsletters for the conference with no other information

i. Website (Tony)

- Newsletter is posted

j. Summer School: July 24-29, 2022, proposals open (Margot)

- Planning and fundraising are continuing with AIChE Foundation funding
- Dates: July 24-29 in Golden, CO
- Call for workshops is out. There is a form to fill out that has many checkboxes and paragraph fill ins, but it was made fairly simple to propose a workshop.
- Workshop reviews will hopefully begin in September
- Tony offered that he could add the proposal to the website.

k. Directors (Sarah)

- No report

l. Membership (Tracy)

- Tracy shared where we are with membership, noting that they reached out to people who attend the annual meeting and suggested they become members if they aren't already. Since tracking began in fall 2019, CHED is continually around 400 members. Since 2000, steady decline from 750 members, but this tracks with ASEE membership as well.
- Chris noted that we are declining less slowly than ASEE is. Janie noted that membership is declining more recently in part because of virtual conferences as many people tend to renew membership when attending the conference.
- Ashlee noted she had a full division membership list from last year and asked if Matt had an older list. Matt noted that Andre Gupta may have that as she was a past membership chair and likely was the last person with membership roles. Janie noted they have that data going back to 2019.
- Tracy indicated that they do reach out regularly to anyone who has fallen off the membership list.
- David Silverstein noted that in past Summer Schools it has been a great place to renew the membership of the ASEE division. The division should consider how we can do that and capture folks at Summer School.

5. New Business (Ashlee)

- a. Nominations needed for Program Chair. Janie expressed some interest for 2023, but we still need a 2022 chair. In addition, Margot is down a co-chair for the Awards Committee. Neither of those positions need to be elected. Ashlee asked for other positions that we need to fill. Sarah Wilson noted she can help with awards. Reg Rogers also agreed that he can help as awards co-chair as well. Ashlee noted we really need Program Chair nominated within the next week or so.

b. Awards

6. Old Business (Ashlee)

a. Awards

- If you look at ASEE Awards, it lists awards and specific monetary amounts. Looking at our past discussion of awards, the board indicating changing awards to give money for best poster and best paper, but there was not a vote on a formal amount that could be found in the minutes.

