



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Business Meeting
June 27, 2023 – 1:30 pm – 3:00 pm EST
Hyatt Regency Hotel, Regency Room

Attendees and Affiliations

Name	Affiliation
David Silverstein	University of Kentucky
Reg Rogers	University of Missouri
Victoria Goodrich	University of Notre Dame
Joe Shaeiwitz	Auburn University
Matt Garnett	Auburn University
Josh Enszer	University of Delaware
Janie Brennan	Washington University in St. Louis
Chris Barr	University of Michigan
Jennifer Cole	Northwestern University
Christi Luks	Missouri S&T
Courtney Pfluger	Northeastern University
Joanne Bechwith	Carnegie Mellon University
Lisa Bullard	North Carolina State
Joe Holles	New Mexico State University
Matt Liberatore	University of Toledo
Maureen Tang	Drexel University
Wujie Zhang	Milwaukee School of Engineering
Matt Cooper	North Carolina State
Mechteld Hillsley	Penn State University
Lorena Grundy	Tufts
Allison Godwin	Cornell
Stephanie Velegol	Penn State
Jennifer Nash	MIT
Maddalena Fenelli	Michigan State University
Tim Shenk	Campbell University
Dan Burkey	University of Connecticut
Allen Hersel	Trine
Don Visco	Akron
Kevin Dahm	Rowan University
Bernie Van Wie	Washington State University
Jacqueline Gartner	Campbell University
Stacy Firth	University of Utah
Christy Wheeler West	University of South Alabama
Robert Hesketh	Rowan University
Tracy Carter	Northeastern University
Eric Husmann	John Hopkins University
Sakul Ratanalert	John Hopkins University
Taryn Bayles	University of Pittsburgh
Betul Bilgin	University of Illinois, Chicago
Adam Melvin	Louisiana State University

Liz Melvin	Louisiana State University
George Prpich	University of Virginia
Dan Anastasia	Rose-Hulman
Jennifer Fiegel	University of Iowa
Fernando Merida	University of Florida
Rebecca Harmon	Ohio State University
Carlos Landaverde	UT Austin
Glaucia Prado	UC Davis
Jason White	UC Davis
Chris Chen	Columbia University
Luke Lahdherr	Northeastern University

Agenda

1. Welcome and Introductions

- a. All attendees introduced themselves and confirmed affiliations

People who mentioned they are interested in helping!

- Jacqueline Gartner – willing to do something but not something like program chair
- Stacy Firth – Univ of Utah – willing to do something but first time at ASEE!
- Wujie Zhang – would like to volunteer as well
- Stephanie Velegol – Penn State – would be willing to help a little bit
- Mechteld Hillsley – potential help (from Penn State)
- Jennifer Nash – MIT – willing to get involved!
- Taryn Bayles – willing to get involved (maybe secretary/treasurer)

2. Moment of Remembrance

- a. Daniel Lepek, Jim Stice, DennisPrieve, G Paul Wilhite

3. Community Announcements and Celebrations

- a. Reg Rogers Award! Christy Patton Luks VP for Membership Affairs, Margot Vigeant
- b. Jennifer Cole – will be new director for Center for Engineering Education Research
- c. Matt Liberatore is featured speaker at Christian Fellowship Breakfast

4. Meeting Minutes

- a. Notification will be posted and you will be notified they are ready on division website
- b. If no corrections are provided, minutes are assumed to be approved.

5. Election Results

- a. Chair-Elect: Janie Brennan, WUSTL
- b. Secretary-Treasurer: Victoria Goodrich, Notre Dame
- c. Director (2023-2025): Nagu Daraboina, Tulsa

Reports:

6. Chair

- a. Institute Finances – we don't have access to the money we know we do have in our BASS account, but we hope to have access starting next year. We can ask our PIC chair more about this later in the meeting
- b. Summer School leadership progression (later this meeting)
- c. Chair Election Committee for Next-Year's Election

7. Secretary-Treasurer

- a. There are minimal updates from ASEE on what money the division has available. Assumption is that once BASS accounts are repaid, we will have ~\$7500 available.
- b. Right now, we can only spend money based on what we've brought in. Unfortunately, these are limited to sponsorships as we are not yet able to access dues.
 - Fernando has a few notes about sponsorship during his report
- c. In the past year, our only expenditures are related to the awards. We anticipate a small cash generation from banquet, but otherwise no real changes to account.
- d. Additional information was provided by Christi Luks:
 - We have just shy of \$10,000 in our account as of right now which is less than the \$12,880 from 9/30/22 which was our last officially provided update.
 - We are going to be repaid that money. They still have about \$5000 in external debt in September and they now have worked out a plan and are paying off external creditors. We still owe 1.3 million to external creditors. We are on track to pay off in January. In February, internal creditors (BASS) will be paid off.
 - In addition paying off old debt we have not accrued any new debt. We are actually in pretty good shape compared to where we were in October.
 - We do need divisions to keep track of how much money you believe we owe you. In February, it's not going to be everyone gets the same 1% each month or something like that. Groups that need access to funds earlier will get that money earlier. We need treasurers to give view of when we need to spend your money.
 - Starting October 1, any dues will be immediately available into new BASS account and be immediately available.
- e. Matt question – How did this happen? Christi – a few people at corporate were spending money they shouldn't have. They spent things that weren't board approved as they should have. It was broken policy but nothing actual illegal. Future plans to help – always will be a member of the board who can see all accounts. The money is no longer siloed as it had previously been. Past silo of information was not
- f. Matt – all expenditures were legitimate then? Answer: Yes, and we can expect new safety rails on financial situations
- g. Clarification asked - They are spending money they don't have. Were those all non-reoccurring expenses? Christi – Nemo is new monolith because we got rid of Slayte. Slayte was purchased without having full membership or board fully analyze if that was a good purchase, as an example.

8. Programming Chair

- a. Thanks to everyone! Special thanks to Neha who was our Local arrangements host
- b. Thanks to all our moderators! Thanks to authors and reviewers!
- c. 77 abstracts submitted to 58 final papers – 47 full papers, 11 works-in-progress, 6 posters
- d. 100 total reviewers!

9. PIC Chair – Elliot (University of Florida)

- a. ASEE has 50+ Divisions that are organized into 5 Professional Interest Councils. We are PIC 1
- b. I'm the liaison between division and board of directors and ASEE staff. How can I help you be successful as a division?
- c. Record setting conference - ~4000 attendees with record number of abstracts, 3240 - 1927 finalized papers
- d. Hope everyone is coming Portland next year to continue!
- e. Working on consistent paper schedule which we wanted to start this year, but we were working through NEMO issues. IT is working on stabilizing NEMO for next year. We set a schedule that we intend to keep each year from here forward.
 - That will be coming out, but did not have the dates with him now.

- f. This year, collecting nominations for ASEE Hall of Fame (in Wednesday Widget email). This hasn't been done since the 100th anniversary, 30 years ago. Please look at how to nominate someone. Difference between Fellow and Hall of Fame: Fellow has service to ASEE as an aspect but Hall of Fame is not but is for people deserving of recognition.
- g. Best PIC 1 paper from LEES, Best overall paper from PIC 2 (Univ of Florida, Faculty Development Meeting).
- h. Big thing this year is finances – On Sept 30 it was discovered that operating account and rainy day fund accounts were essentially empty. Thanks to a donation, a forensic auditor went through what happened. All expenses were appropriate for ASEE but result of not very careful financial practices and not completely appropriate spending. Software purchases were put in operating costs instead of capital gains.
 - BASS accounts had been comingled with operating accounts and they are empty but will be paid back
 - Starting this October 1, expected membership incomes and fundraising done this year is available
- i. Questions from Membership:
 - Matt – having only an hour for lunch is too short and too difficult. Even an hour and a half is really difficult. Lots of places ran out of food yesterday. Jimmy Johns ran out of bread another place ran out of meat. Chipotle had only rice!
 - Jennifer Cole – Things like multi-division stuff are great, but could we non-compete division things with those interdivisional events. Elliot – when there are divisions with similar missions/topics could they not be overlapped so much? We'll look at what we can do as divisions are making decisions, but can we make inter-divisional operations. There are requests to do earlier cooperation meetings between division program chairs to make that easier
 - Janie – program chairs are scheduling simultaneously so it's really hard to know what other divisions are doing. Elliott – Maybe the new timeline and system will make this easier. David Suggestion – 2nd round of scheduling to be able to move things around would maybe be a way to help with that?
 - David – we've never had enough chairs for business meeting. Joe noted that at ticketed Fellows lunch they didn't have enough chairs and they knew how many would come!
 - Edouglas@ufl.edu if anyone needs to contact him for questions

10. Awards Chair (David presents for Margot)

- a. Ashlee Ford-Versypt joined as co-chair for awards this year
- b. Please provide more nominations! We definitely need more. We are not giving out a couple of our awards this year
- c. Chris – if you are curious who has won awards before, it's on the website.
- d. We are no longer doing an awards hard copy handouts, but we will be honor these at the banquet.
- e. CEE has agreed to fund Fahein and Corcoran Award this year (thanks!)

11. Summer School 2022 Chair

- a. It happened and it was great! See published paper for more information.
- b. There was a net \$70k from this year to combine with previous \$120k from more years. Leftovers are all going into an endowment that will fund future summer schools. You can give to the foundation if you'd like!

12. Fundraising Chair (Fernando)

- a. Sponsors over past year, Gamry, CACHE, and CEE! Thanks sponsors!
- b. Several sponsors in progress as well as others who have shown interest but we need to follow up with them.
- c. Please share if you have any companies that you think we could reach out to! Alumni who may know someone. Reach out to Fernando or Bernie with any leads and they can provide the mini-proposal to the company for sponsorship.

- d. Bernie – just talked with armfield and they said they will definitely sponsor \$5k lectureship award for next year

13. Membership Chair (David for Tracy)

- a. Membership numbers have gone up a little bit from earlier in the year, but long term we have been declining. We started charging dues and that reduced numbers from our largest numbers (~800 in 1999 no ~400 now).
- b. All members – if you find value in the division, please recruit people from your institution
- c. Challenge is that we don't have access to all of the lists, so we don't know who has left and come in. Christi noted that she will be talking to see if we can do this and how we can help with getting everyone the information we need

14. Communications Co-Chair (David for Elif- Newsletter)

- a. Moved from a periodic to monthly mode to be more current.
- b. Feedback on change to ~monthly? General crowd seems to be happy with the change
- c. Still working on how to deal with the long editions that link to PDF (conference and election newsletters)
- d. Matt – Allison does great job with ERM every 2 weeks. I like having the regular chair touchbase even if it's something small. David – yes we modeled monthly after ERM and opened up for others to write in the newsletter as well
- e. Elif would like to step down so we are looking for someone to take this on! Regular newsletters are mostly copy/paste. Regular work but not lengthy regular work!

15. P-12 Delegate (Jennifer Cole)

- a. Commission report directly to headquarters and not through PIC
- b. Each commission has delegate from each division
- c. Updates from P-12 – please continue to submit things to them to spotlight things you are doing for K-12 or P-12 activities. There are forms that are easy to fill out and they can be put in highlights. They want more spotlights from lots of division.
- d. Framework for P-12 Engineering Learning (FREE PDF Guide)
- e. Engineering Teacher Profession Development Endorsement by ASEE (NOT FREE)
- f. Anyone interested in being our new rep? They want to overhaul how they run their commission, so it's a good time to join.

16. DEI Committee Chair (Jennifer Cole)

- a. ASEE public statement that was put out in 2020
- b. 2023 a new ASEE response to state legislation prohibiting funding towards DEI – full letter is available on ASEE site. You can use this template to send this to state representatives if needed.
- c. ChED DEI initiatives
 - Increase visibility around diversity issues
 - Enough papers for a technical session this year! DEI in ChE
 - Co-sponsored Engineering to Promote Social Justice session
 - Thanks to everyone who flagged papers with DEI content. Top CHED DEI paper was submitted to CDEI to go up for best DEI paper.
- d. Directing future efforts
 - Training for ASEE members who are interested in leading DEI workshops (Partner Initiative)
 - More professional learning opportunities (around DEI) especially at annual conference
 - Culture change initiative – equity audit and equity audit guidelines
- e. Suggestions you have for ChED? Email Jennifer Cole!

17. Publications Board Chair (editor: Don Visco)

- a. Announcements: We are looking for up to 3 assistant editors with materials due by July 10, 2023
- b. We do have some members of editorial team here so you can reach out to them. Thinking about what is the commitment and what are the aspects. The expected start would be in September
- c. I know there were 100 reviewers for the conference. Quality and response of reviews for journal have really gone up over the years. It's the result of our work in the division. If you are not a reviewer, you can go to the website and sign-up as a reviewer to identify key words and such of how to help.

18. Communications Co-Chair (Website – Chris)

- a. Thanks to Tony who has been doing the website for many years! Last year he helped me start to take over.
- b. Looking to change name from Webmaster to something more appropriate. We believe we have landed on Communications Co-Chair, Website.
- c. Benchmarked with other division websites and revamped in the Summer 2022 to add new pages.
- d. There are some issues with updates of security certificate that will eventually get fixed when ASEE financial stuff gets figured out

19. Old/Ongoing Business

- a. Volunteer Opportunities
 - Sec/Treasurer and Chair-Elect will come up in spring for nominations
 - Other positions could start right away!
 - If you know anyone who could possibly help with local arrangements for 2024 please let us know.
 - Program Chair for next year – Sarah Wilson, University of Kentucky
- b. Announcing next Summer School Leadership
 - Next Summer School Chair (Ex Comm identified and voted for chair) – we asked people over the past year to nominate or let us know if you are interested to get to people beyond our immediate sphere – we had an excellent nomination who was selected – Christy Wheeler West from University of South Alabama.
 1. We'll be looking for a location soon

20. New Business/Announcements

- a. Maddalena Fanelli – Promoting Global Connection and Inclusion with a Periodic, Virtual mini-Conference
 - Add value but don't interfere with ASEE
 - Brief, focused and easy to attend. 1 day at most – 4 hrs, 6 hrs?
 - Lots of ideas about potential formats
 - Promote global interactions with our students as well
 - Questions – does this make sense? Thoughts? Solicit input on what it should be and is there interest? Potential facilitators, contributors, etc.?
 - David adds: Lots of possibilities and this isn't well defined yet. Looking for volunteers to help us identify unmet needs and how could this help? We are not trying to compete with VCP's, regional or national conferences? Please talk with Maddalena outside of this meeting. Maybe do something small this spring? ADD email address for people to contact
- b. David Silverstein
 - Committee to Develop an Online Resource for CEE
 - People interested in conducting customer discovery and develop a plan for the site please contact David
 - NO development of website at this time, just what should it do to best serve

- Daniel Burke – Why do we have 2 websites? Don: Original site was cee.che.ufl.edu which then gets you to the open journal system through University of Florida. We have this resource that isn't doing much as it has the graduate guide. How can we use this to benefit the larger community to compliment what goes with the journal?

21. Additional New Business

- a. Allison Godwin – we do have a survey about the CEE journal and its direction. We will send that out and would love your input and your colleagues' input. Please help shape the journal's future.

Reg Rogers – Looking forward to stepping into the role, but first let's thank David!

- b. David had a lot to go through that we had lined up that we had to really adjust due to ASEE financial
- c. David gets certificate of appreciation because he refused a plaque – this is our thank you!
Looking forward to you being past chair and helping out!
 - We have 2 more people to recognize. Janie – thank you for being our program chair especially with NEMO system and new stuff
 - Elif – we want to thank her for all that she's done with the newsletters and volunteering. She's not here, but we'll have a plaque for her and certificate of thanks
- d. David – as chair-elect he has been really helping with things this year, so let's thank him for all he's done

Meeting Ended