

ASEE CHED Executive Committee Meeting

AIChE Orlando – Monday, November 6, 2023

In attendance:

- Chris Barr (Michigan)
- Sarah Wilson (Kentucky)
- Nagu Daraboina (Tulsa)
- Christi Luks (Missouri S&T)
- Christy Wheeler West (South Alabama)
- Monica Lamm (Iowa State)
- Tracy Carter (Northeastern)
- Sandy Pettit (Alabama)
- Monika Crowl (UConn)
- David Silverstein (Kentucky)
- Ashlee Ford Versypt (Buffalo)
- Reg Rogers (Missouri)
- Janie Brennan (WashU in St. Louis)

Minutes (Action Items highlighted):

- Introductions
- ASEE Finances (Christi)
 - Board budget had included returning money to the BASS accounts, but during some audits of past years, they found some additional “negative surprises”
 - Audit firm has a several year delay – they just finished the 2018 audit, and hope to have 2 more audits done this year. Will be 2 more years before they are done auditing up to the present.
 - Overhead rates for fellowships depend on audits, so they found that ASEE owed more money to the government than previously expected.
 - Board has revised budget for the “worst case scenario”. Any money they have left over at the end of the fiscal year (November 2024) will go directly to BASS accounts.
 - Any money that CHED brings in (dues, grants) starting October 2023 is going to a separate account that we’ll be able to use. They will eventually credit dues from this past year.
 - Conference registration was opened extra early so that they can make payroll this winter.
 - Implications for CHED:
 - Travel grants won’t be possible this year
 - Keep any dollar amounts off of the website
 - CEE will hopefully fund 1 more year as a contingency (Reg reach out to Don about it)
- Minutes from last meeting – Reg/Victoria send out for approval via email
- Programming (Sarah)

- 72 abstracts were submitted (vs. 79 last year), and reviewers have been assigned. Reviews due November 15.
- There will be NO extensions this year or moving forward! If the turnaround time is too short (or there are other issues with the timeline), email Sarah to give feedback.
- NEMO system shows Sarah's decision deadline and not the review deadline, which may be potentially confusing
- Membership (Tracy)
 - There is not much to report, as it's unclear how to get detailed membership lists like before
 - **Tracy and Reg** will reach out to Tim Manicom to see what options there are and get current list of members
 - What could/should we do?
 - Check current members against CEE authors, abstract authors, ASEE reviewers from past few years (**Sarah** to send this list of emails), Summer School attendees (not sure who has access to this list)
 - Put an ad in CEE? – either a half page at the end of an article or an odd page if available. **Reg** will talk to Don to see if there may be space.
 - Reach out to graduate students/graduate program administrators again
 - We would want some way of recording how effective these interventions are
- Awards (Ashlee)
 - Since Margot is interim provost, Ashlee is taking the lead. Will probably start review process earlier to accommodate schedules. Will ask Directors to help review.
 - Nominations for awards due in January. **Ashlee** can reach out to chairs to help with nomination packets
 - Added a section into this year's newsletter/website for this past summer's winners in order to help them get press
- Communications (Monika, Chris)
 - Monika working with Lorena Grundy (Tufts) on newsletter
 - New Google account for announcement collection: ched.asee.newsletter@gmail.com
 - Will collect announcements by the 10th of each month, post newsletter by ~15th
 - **Chris** to post on website how to contribute to announcements
 - Chris has ownership of a Facebook page. Needs content to post and/or someone who wants to help post. Will be working with EdDiv to coordinate.
- Fundraising (Reg speaking on behalf of Fernando Merida)
 - CEE can potentially sponsor the Corcoran and Fahien Awards for one more year, unless we find other sponsors.
 - We should keep CEE sponsoring the relevant award (Corcoran – Best Article published in CEE). Fernando will follow up with Don Visco on that
 - Armfield expressed interest to sponsor the Wood Lectureship Award this year during the ASEE conference. A proposal was sent during ASEE. No concrete response thus far, but we are following up on that.
 - Gamry sponsorship (Martin Award) ended this year. Bernie is following up with them for a continued sponsorship of the Young Faculty Award.

- Potential sponsors contacted in ASEE: OnShape, Infnit Technologies, Edibon, DAC Worldwide. Edibon expressed lots of interest. They have received the initial communication and/or proposals. Fernando will be following up with them, especially as we approach to the end of their budget year.
 - Fernando will tour the vendors area during AIChE Annual.
- New CP-12 representative: Jacqueline Gartner
- Summer School (Christy Wheeler West):
 - Steering committee chosen and meeting monthly: Christy, Ashlee, Luke Landherr, and Adam Melvin
 - Created a site proposal questionnaire – due February 1
 - **Christy** to send as announcement for newsletter
 - Hope to have a site selected by next summer
 - Endowment is coming along. There is some tension in fundraising for the endowment vs. the next summer school. If can get \$1 million by 2031, will be relatively self-sustaining.
- Past Chair/Nominating Committee (David)
 - For this year's election, need candidates for Chair-Elect (3-yr cycle), Secretary-Treasurer (2 yr term), and Director (2 yr term)
 - Good opportunity for early and mid-career folks, so please nominate good candidates (or encourage them to nominate themselves)
- EdDiv Update (Monica)
 - Nothing much to report
- Next officer's meeting: Will be a little while – other than membership issues, there is not much to discuss