



ASEE AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Business Meeting

June 24, 2024 – 3:15 pm – 4:45 pm PST

Hyatt Regency Hotel, Willamette 5

Agenda

1. PIC 1 Chair Update (Eliot Douglas)

- a. There are 5 PIC chairs which each has 10-12 divisions that we help. We sit on board of directors and are the liaison to the board. He has 1 more year on his term
- b. ASEE working on new strategic plan – Stakeholder input on draft priorities open now for 1 more week.
 - Redefine ASEE’s Value Proposition and Continuously improve members experience
 - Increase membership for a thriving community of practice
 - Financial sustainability (top of pyramid)
- c. Status of finances.
 - Operational costs reduced (58 employees down to 34) – other operational costs reduced like renegotiating HQ rent and eliminating some long-term document storage
 - \$10M in grants so increase in revenue
 - Audits of prior year finances ongoing (FY18 and 19 complete, FY 20 in progress, expect to be caught up by end of FY 25)
 - As financial audits are completed, overhead rate for that year is finalized. Final rates are likely lower than provisional rates, requiring payback to the government as audits are completed.
 - Future committees identified changes to constitution, bylaws, and financial policies (many changes expected)
- d. BASS Accounts
 - BASS accounts are not frozen, they were emptied prior to October 1, 2022
 - Timing of repayments to BASS accounts is uncertain
 1. Need to wait at least until financial audits are complete and government paid back.
 2. Total owed to BASS accounts is over \$1M
 - Division dues collected as of October 1, 2023, are being added to BASS balances
 - Division allocation of \$1 per member will be added to BASS balances in October – reallocation that hasn’t been done in the past. Based on membership as of March 31st.
- e. Membership
 - 2004 was height but have dropped to ~8800 members and seems fairly stable over last 4 years.
 - Want to look at membership and improve retention. We get 200 new members a month but are also losing members at about the same rate. Why aren’t they renewing?
- f. PIC/Conference Updates
 - NEMO – pretty good but limited possibility for upgrades
 - Divisions can fundraise to support activities
 - COI policy – papers submitted by program chairs are handled by the PIC Chair
- g. Distinguished Lecture title returned
 - Every division can have one Distinguished Lecture
 - 2024 conference has 7 Distinguished Lectures
 - New this year: PIC sessions

- h. Paper Deadlines for 2025 – about 1 month to 3 weeks earlier than last year (helps cash flow)
 - Abstracts open – September 1
 - Abstracts due October 1
 - Abstract decisions November 1
 - Draft papers due January 15
 - Draft decisions February 7
 - Revised papers due February 21
 - Revised paper acceptance due March 7
- i. Division Officer Updates
 - List of division officers for 2024-2025 due to Tim Manicom on July 1
 - Confirm that officers are members of both ASEE and your division
 - Include
 1. Bass account holder – different from Treasurer but can be the same person
 2. Delegate for inter-divisional town hall planning committee
 3. Delegate for CDEI
 - New membership grades -Senior Member (10 years member, 6 conferences), Distinguished (10 years member, 6 papers published, 3 out of 7 things related to service to ASEE) – No change to membership fee or benefits except a cool ribbon
- j. Best Paper Nomination won beset PIC 1 paper!
 - Best conference came from PIC IV – First Year Programs
- k. Sarah – question came up about documentation of IRB within submitted papers. Lots of our papers didn't mention it but is there a way to ask about it at the ASEE level? Elliot – we now have VP of Scholarship and looking at this vs. PIC? That is with Scholarly publications committee to consider. There is some discussion happening if it should be and how it should be considered. Sarah noted that it is not consistently reviewed.
- l. Reg – In regards to communication between leadership. We had the new position of the BASS account, and we weren't getting BASS account information to only the BASS accountant holder only. Elliot – in the future, make the BASS account holder the treasurer. David – in the beginning it seemed that this was a position in order to add other check and balance and not that it was just two positions to the same person.
- m. BASS account statements only started going out in January or February of this year.

2. Welcome and Introductions

- a. All officers introduced themselves and confirmed affiliations
- b. Bernie Van Wie announced – prayer breakfast from 7 – 8 AM tomorrow

3. Moment of Remembrance

- a. See slides for 8 people listed that have passed away

4. Community Announcements and Celebrations

- a. Slides provided a number of announcements about appointments/awards/promotions/etc.
- b. Additional announcements?

5. Meeting Minutes

- a. Any corrections should be reported. Can be found on the website.

6. Election Results

- a. Chair-Elect: Taryn Bayles
- b. Secretary-Treasurer: Sarah Wilson
- c. Director (2023-2025): Betul Bilgin

Reports:

7. Chair Report (Reg)

- a. Please continue to pass on any questions to executive positions or our PIC I chair.
- b. Chair of Election Committee for Next Year's Election
 - Chair-Elect – 1 year as chair-elect and 1 year as chair (1 year as past chair)
 - Director – elected each year and serve for 2 years
 - Local Host (Montreal, QC, Canada)
 - Janie – we may also need an interdivisional town hall delegate – Reg – understanding is it is only a few meetings for the year. Basically spent time ideating topics and during the conference help moderate if available.
 - Matt – Taryn was program chair for when we were supposed to go to Montreal in 2020 and Matt was president

8. Secretary-Treasurer Reports (Victoria)

- a. Quarterly updates were not provided to me, but we did discover that they had been available to our past-chair, David Silverstein. He shared the most recent balance which will be shared on the next slide.
- b. ASEE is still providing payback to division accounts, therefore we do not have all of our money yet available. We are now getting regular Field Unit Dues to be added to the account.
 - We do not have a payback date for all account money to be available. We continue to be cautious about use of available funds.
 - In the past, we've been told that payback is going to be prioritized for divisions that have immediate need so we were not provided an exact timeline.
- c. The Fundraising Committee has been able to find good revenue for support of division awards. This has been our only expenses in the last few years.
- d. As of March 2024, we have an available balance of \$5,835 and an unavailable balance of \$11,124.

9. Programming Chair (Sarah Wilson)

- a. Thanks to everyone! Special thanks to Adam Lambert as the local host.
- b. Total of 75 conference speakers lightening talks and posters.
- c. Thanks to session moderators to make sure everything is running smoothly!
- d. We do have some tickets available to awards banquet – it will be held at Easton Broad with cash bar, food truck, and Voodoo donuts for dessert
- e. What's left of this conference? Many Tuesday and Wednesday events!
 - Open Mic on Wednesday – please submit topics to Google Form if you have ideas
 - Lightning Roundtable Wednesday 11:30 – 12:45 with list of abstracts – Attendees will circulate through the tables every 10 minutes – will be looking for that in the future as well and it will be a great opportunity to present work that is not yet ready to be fully published but allows for discussion
- f. Question – are abstracts submitted the same way for lightning talks? No – they go out through an email and not through NEMO as long as you are a CHED member!

10. Awards Chair (Ashlee Ford-Versypt)

- a. Announced winners!
 - Joseph J. Martin Award – Luke Landherr
 - Best Poster Award at ASEE 2023 – Benjamin Phillips, Anne Spence, and Alexandre Yokochi
 - William H. Corcoran Award – Best Paper in CEE 2024 – Christopher Chen and Scott Banta

- Raymond W. Fahien Award – Early Career ChemE Scholar and Educator – Betul Bilgin
- Donald R. Woods Lectureship for Lifetime Achievement in Chemical Engineering Pedagogy – Bernie van Wie
- PIC I Best Paper 2024 – To Record or Not to Record? Collaborating through Conflict – Emily Crum, Kristin Bennett, Stuart Adler, David Bergsman, Nicole Minkoff, Alexis Prybutok

b. Thank you to people who served as reviewers!

11. Membership Chair (Tracy)

- a. Membership numbers have declined since 2000-ish.
- b. If your membership is about to expire, you will get an email from George
- c. We noticed this year that when you renew it automatically sets your divisions. You need to make sure that CHED is part of the renewal. You can't just check a box to change your division choices, so you have to email if it's a problem!
- d. Members – Tracy (chair), Joanne Beckwith, George Prpich
- e. This year they reached out to student chapters and especially graduate students.
- f. Any other ideas for building this?
- g. Janie – are you looking for more members to the committee? Tracy - If people would like to get involved, we would love help and more outreach.

12. Fundraising Chair (Bernie)

- a. Fernando has really done a great job with this
- b. We identify sponsors at ASEE and AIChE, reach out to alumni, job fairs, etc.
- c. Strategy – pitch the division and various awards. We submit a 2 page proposal that highlights what they get from sponsorship
- d. If they get approved we coordinate for invoices, if not there are lots of follow ups and calls or move on to next potential sponsor
- e. Sponsor 2023 – Gamry (Martin Award), CACHE (CACHE Award), CEE (Fahien and Corcoran)
- f. Sponsors for 2024 – Edibon (Best Poster), DAC Worldwide (Corcoran), CEE (Fahien), CACHE will continue if needed
- g. We thought we had Armfield last year, but still hoping to get them next year
- h. If you have ideas, please let us know! Would also welcome any others who would be interested in helping

13. CP-12 Delegate (Reg gives for Jacqueline Gartner)

- a. CP-12 is looking for feedback and sharing your P12 engineering education outreach and research efforts
- b. CP12 Teacher Conference took place on June 22.
- c. Proposal submitted to have a Best P12 Paper for ASEE that would work similar to the Best Diversity paper.
- d. Any ideas, please contact Jacqueline Gartner or Katey Shirey if needed!

14. CDEI Delegate (Reg gives for Jennifer Cole)

- a. There are 4 scholar spotlights during the year
- b. 29 papers were submitted for best DEI paper
- c. Strategic plan is still going on focused on volunteers and increasing visibility
- d. Please reach out to Jennifer if there is interest! They really want to build up the base of CDEI members and work.

15. Communications Co-Chair (Newsletter - Lorena)

- a. Monthly release on the 15th of the month
- b. Please send any announcements to ched.ASEE.newsletter@gmail.com by the 10th of the month

- c. Anything that could be of interest to this community could be useful – job postings, events, etc.

16. Communications Co-Chair (Website – Chris)

- a. We have a website! I've done a lot of revisions over the last couple of years.
- b. If anyone has any suggestions of what else we can do with this that would be value added, please let me know!
- c. There are some issues with updates of security certificate that will eventually get fixed when ASEE financial stuff gets figured out.
- d. Just be aware that it may flag it, but you can proceed. If you drop the s off of the https it should work

17. 2027 Summer School (Christy)

- a. Committee – Christy, Jennifer Cole, Adam Melvin, Luke, Ashlee have been working on selecting a site
- b. Site Selection has been made!
- c. 2027 Summer School – Washington University in St. Louis! We will also be welcoming Janie Brennan to the planning committee!
- d. Ashlee – we did have 2 outstanding proposals!
- e. Matt – help support summer school! Endowment Goal: \$1 Million before the 100th anniversary in 2031.
- f. Give now or consider an end of year gift! Taryn and Matt are looking to help.
- g. Sub-goal – Raise \$25,000 in memory of Daniel Lepek (30% there so far) to name the poster session after him. We have an anonymous matching donor so we have a good chance to get there!

18. Old/Ongoing Business

- a. Volunteer Opportunities
 - Chair-elect, Director, Local Arrangements (Montreal), Program Chair for 2026
 - Please talk to Reg Rogers or Janie Brennan if interested!
- b. Programming Chair is a lot of work, so we would love to have someone for 2026 to shadow Chris during 2025. This allows you to see what happens and understand what is going to happen during your year.
- c. Chris Barr will be acting as the program chair for 2025 in Montreal!
 - Being co-chair in 2024 was relatively easy and I got to see behind the scenes of what the system looks like but it hasn't been a huge lift in this first year.
 - Sarah – programming chair is hopefully getting easier because we are learning so much about NEMO and we have lots of support from past programming chairs as well! Even have things like past emails to pass along.
 - There are many other ways to help!

19. New Business/Announcements

- a. Time to transition! Janie Brennan as new Division Chair – Passing of the imaginary gold wrench!
- b. Reg – it's been a tough year with all the financial implications. Huge thanks to Fernando for fundraising, thanks to Ashlee for all the Awards, Sarah thanks so much for everything you've done to keep us going. It's been a ton of fun to be a chair. We have a really great community and I'm honored to pass this along to Janie!
- c. Janie – Super excited to be your chair. It's something I love. I love the community so much and helping in how to make it even better.
- d. Ashlee – we used to have a physical wrench but now we have a virtual one that is easier to deal with!
- e. Conclusion of our meeting! We look forward to seeing you in Montreal!