



AMERICAN SOCIETY FOR ENGINEERING EDUCATION

CHEMICAL ENGINEERING DIVISION

Executive Committee Meeting
 June 24, 2024 – 11:00 am – 12:30 pm PST
 Portland, OR, Hyatt Regency, Willamette 4

Attendees and Affiliations

Name	Affiliation	Position
Chris Barr	University of Michigan	Director (rolling off) Communications co-chair, Website person Incoming Program Chair
Janie Brennan	Washington University St. Louis	Chair-Elect
Matt Liberatore	University of Toledo/ Trine University	Summer School Endowment Fundraising
Sarah Wilson	University of Kentucky	Program Chair Incoming Secretary/Treasurer
Monica Crowl	University of Connecticut	Communications Newsletter Co-Chair
George Prpich	University of Virginia	Membership Committee
David Silverstein	University of Kentucky	Past Chair
Ashlee Ford-Versypt	University of Buffalo	Awards Co-Chair
Victoria Goodrich	University of Notre Dame	Secretary/Treasurer
Taryn Bayles	University of Pittsburgh	Future Chair-Elect
Reg Rogers	University of Missouri	Chair
Tracy Carter	Northeastern University	Membership Committee
Christy Wheeler West	Univ of South Alabama	Summer School Chair
Bernie Van Wie	Washington State University	Co-chair Fundraising Committee
Fernando Merida	University of Florida	Chair, Fundraising Committee
Ginger Scarborough	New Mexico State University	Visitor

Agenda

1. Introductions with current roles
 - a. All attendees introduced themselves and confirmed roles and affiliations
2. Transitions (Reg)
 - a. Any added names, corrections to put into these slides?
 - b. Any corrections?
3. Minutes from last meetings (Reg)
 - a. All are available on the website
 - b. Janie moved to approve. David second. Motion to approve carries.
4. Chair's Report (Reg)
 - a. Institute Finances – prepare any questions for PIC Chair
 - People have previously been asked to think of questions
 - b. Chair of Election Committee for Next Year's Election
 - Chair-Elect, Director, Local Host (Montreal, QC, Canada)
 - One name provided already as possible local host.
 - Chris Barr may know somebody who is from Toronto who is interested in being involved and could possibly help as local host.

- Janie – do we have all the people for the other committees?
- Jennifer Cole is CDEI rep and will continue. P12 – Jaqueline has been on it and wants to stay on. We may need to have a rep for interdivisional town hall.
- Chris Barr – stepped in as interdivisional town hall rep as co-program chair.

5. Secretary/Treasurer Report (Victoria)

- 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.
- 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
- Bass Account questions for later today – When will money come in and how will we have access to it (what rate is it going to be paid back at)?
- Margot and Fernando noted that we should check on Gamry sponsorship – Have they paid out their entire 3 year sponsorship? Ask again if they haven't already paid 3 years
- David has received Bass Account updates – received Quarter 2 of 2024 – he will share with Victoria to update information
- Chris – should we consider adding the travel grant if funding is available?

6. Programming Chair (Sarah)

- 75 conference speakers across 12 sessions!
- Lightning presentations and posters as well.
- Lightning allows for people to present without needing to have a full paper.
- Adam Lambert was Local Host and was very helpful with getting the banquet set up.
- Banquet will have ~80 people. We needed 70 for breakeven so we should make a small profit. Event at Easton Broad. There will be food truck outside and ~10 tables for eating and Voodoo Donuts for dessert. A bit more informal than some years, but should be fun!
- Conference schedule –
 - Open mic on Wednesday – if anyone has topic areas of interest, please submit topics. There is a QR code. One topic that's likely is AI as everyone is talking about that already.
 - Richard Felder can't be here for distinguished lecture. Instead Sarah and Sindia did an interview that will be played during the start of the session and then have discussion in the room.
 - Lightning Roundtable will have ~6 tables set up in the room and you'll rotate. Abstracts can be found using the QR code. Planned to continue this in the future.
 - Matt noted that Woods Lecture wasn't announced and it wasn't in the newsletter – Ashlee said it should have been somewhere. Sarah said there are still 40-50 that are signed up to attend. Ask to share/remind any CHED members before event.

7. Awards Committee (Ashlee)

- Ashlee and Margot are the Awards Committee
- Joseph J. Martin Award – Luke Landherr
- Best Poster Award at ASEE – Benjamin Phillips will be there
- William H. Corcoran Award – Christopher V.H.-H. Chen and Scott Banta
- Raymond W. Fahien Award – Betul Bilgin – really stiff competition this year!
- Donald R. Woods Lectureship for Lifetime Achievement in Chemical Engineering Pedagogy – Bernie Van Wie
- PIC I Best Paper 2024 – “To Record or Not Record? Collaborating through Conflict” – nominated from CHED and won for best PIC 1!
- Chris helped judge poster presentations this morning. Sarah's committee looked at technical papers and they are currently evaluating for Martin Award.

- i. Please keep nominating!
- j. Victoria – no CACHE award again? Ashlee confirmed that CACHE award was not selected this year.

8. Membership Report (Tracy)

- a. Membership continues to decrease
- b. We can now get names so we send monthly reminders to renew if you haven't.
- c. Data is different from what we used to have, so we are trying to track people to have people come back if they haven't renewed. We need to re-vamp that analysis.
- d. Considering what we can do to get more members.
- e. Joanne Beckwith is other member and she reached out to graduate students for membership.
- f. Matt- just became a life member and you don't have to pay dues again!
- g. We also learned that they autopopulate your renewal so you have to email if you aren't on the divisions you want to be on. This is why it is really important to track who fell off
- h. It's all fine at the moment, but something we should continue to track.

9. Fundraising Report (Fernando)

- a. We identify sponsors at ASEE and AIChE Annual Meetings – this has been the most useful. Suppliers of lab equipment, software, etc. Also attempting alumni and industry contacts, but exhibitor area has been most productive.
- b. Strategies – talk to them first, then pitch awards afterwards. Submit a 2-page proposal and talk back and forth – takes a lot of follow up!
- c. If you know anyone from industry who could be a potential sponsor, please let Fernando and Bernie know to help!
- d. Chris – is it listed explicitly that their logo will be on the CHED website? Fernando – yes, we should now add that to the proposal.
- e. Last year's sponsors – Gamry, CACHE and CEE
- f. This year's sponsors – Edibon (Best Poster), DAC Worldwide (Corcoran), CEE (Fahien) – each sponsor will have a represented at the banquet in order to help with presenting award
- g. Plans for next year is to hopefully have 2 more awards available!
- h. CACHE is still on board with sponsorship once we have someone.
- i. Great job Fernando and Bernie!

10. CP-12 (Reg in place for Jacqueline Gartner)

- a. Teacher Conference happened on June 22 – usually planned before conference if you know teachers with interest in future years.
- b. Proposal submitted for Best P12 Paper at ASEE that would run similarly to Best Diversity Paper.

11. CDEI (Reg for Jennifer Cole)

- a. Organization Communication and Collaboration of roles
- b. Educational Initiatives and Professional Development
 - 4 virtual sessions, 15 conference sessions, 18 conference sessions
 - Total of 29 papers submitted for best DEI
 - Sarah says 14 from CHED were checked as diversity and there were 5 that were finally reviewed to the look at and 1 was sent for nomination to larger committee.
- c. Follow up with Jennifer if interested!
- d. Strategic plan for 2023-2024 focused on volunteers and increasing visibility

12. Communications (Monica – newsletter, Chris – Website)

- a. Aiming for 15th of the month for newsletters
- b. Shared email account for announcements. We do also try to solicit announcements if none have been submitted

- c. Summer has been a bit slower in announcements. Just finished election cycle and conference newsletter.
- d. Please send feedback to the gmail account (ched.ASEE.newsletter@gmail.com) or to Monika or Lorena.
- e. Website still has issues with not being considered as a secure website. Chris believes this is a server issue within ASEE that is so old. Because of current financial situation assuming that isn't changing soon. Now becoming an issue because sponsors will want people to go and see their highlighted information!
- f. Duties are outdated for chair and possible for other executive committee roles – Chris reached out to executive committee to have everyone update their roles
- g. Fernando – one of the sponsors really wanted to see their link quickly and Chris acted very quickly to get it all put up!

13. Summer School 2027 (Christy)

- a. There will be release of site at the afternoon meeting!
- b. Matt will then be able to provide information on fundraising through the AIChE foundation.
- c. Matt - Endowment of poster session at summer school in Daniel Lepek's name is a goal. \$25,000 is the goal with 30% in place. Each gift is matched dollar for dollar by an anonymous donor. Need to raise ~\$10k more to get this done. Great goal for this year.
- d. Bernie – asked if we are applying to NSF for funding. Christy noted that can't do that until we are closer to the date (within 2 years). Taryn noted that can at maximum be \$99,000 so there is a lot of other fundraising needed.
- e. Matt – Goal is \$1M endowment which could then support at least half of the conference cost

14. On-going Business (Reg)

- a. Recruiting for volunteer opportunities!
 - Chair-Elect (2025-2026)
 - Director (2025-2027)
 - Local Arrangements for Montreal (2025)
 - Program Chair for 2026 (Charlotte, North Carolina), 2027 (Pittsburgh)
 1. Chris Barr already set as Program chair for 2025!
- b. Anything else we need to add or are missing?
- c. Can we see if we can get more space into the Business Meeting this afternoon? It does not appear to be big enough for our typical numbers!