

**ASEE Chemical Engineering Division Executive Board Meeting**  
**Meeting Minutes**  
**August 19<sup>th</sup>, 2024**

**In attendance:** Janie Brennan, Tracy Carter, Chris Barr, Reg Rogers, Betul Bilgin, Eric Husman, Taryn Bayles, Joanne Beckwith, Jacqueline Gartner, Monika Crowl, Bernie Van Wie, Sarah Wilson

**Meeting Minutes**

- Welcome/introductions
- "Tour" of new Google shared drive
  - Google drive can be found here:  
<https://drive.google.com/drive/folders/0AIcQQuCokDCZUk9PVA>
  - If you don't have access, you can click request access or send an email to [cjbarr@umich.edu](mailto:cjbarr@umich.edu)
  - Great to save all the things in this drive but storage is somewhat limited. Try to limit it to word docs and excel docs.
  - Monika/Lorena – please provide a link to your newsletter materials, if possible.
- Call for papers (Chris)
  - Call for papers has been uploaded to Nemo and goes live September 1st
  - October 1<sup>st</sup> is the deadline for abstract submission
  - Note about mentioning of IRB has been added to both the call for papers and to the reviewer guidelines
  - From Taryn: Recommend that a new email is sent out to make sure the dates are all in alignment. Also check the website because there are some discrepancies.
    - From Chris: Discrepancies have been addressed and new email will go out.
- Update on BASS account/funds (Sarah/Reg)
  - Reg - No BASS account reports at the moment.
  - Elliot has been asked to add Janie and Sarah to the emails on the BASS report.
    - From Janie: Emails were sent and Patti is added Janie and Sarah to the reports.
  - Banquet made money and everything has been paid off.
- Awards (Margot/Ashlee)
  - 2024 conference winners
    - Martin and Poster award winners have been announced – they'll go in a formal newsletter next month.
  - Travel grants??
    - We are going to wait another year since things are still a bit unclear with the BASS accounts.
  - Other awards (deadlines, updates, etc.)
  - For this next year: Add an additional item to the awards application – if the nominee has previously received an award, an explicit comment about new accomplishments will be necessary.

- Fundraising (Fernando/Bernie)
  - New sponsor: TQ (TecQuipment) – They will sponsor the Martin award.
    - \$1300 sponsorship – award, banquet tickets, plaque
  - Edibon will sponsor Outstanding Poster again
  - DAC will sponsor Corcoran
  - CACHE sponsors its award
  - Don Woods Lifetime Achievement still doesn't have a sponsor -- Armfield was previously warm to the idea, but said they couldn't do it this year. Reps at ASEE gave Bernie contact info for general manager in UK -- might be able to do it next year (January 1).
  - Fahien award does not have a sponsor -- looking for someone because CEE is not continuing to sponsor
  - Travel and Young Faculty awards still also don't have sponsors
  - How do they pitch to a company: (Example added to the google drive)
    - Recognition that they have sponsored the award
    - Will be listed in ASEE publications
    - Advertised at Annual Conference, Advertisement in CEE< newsletters
    - Sponsor's name and logo in the ASEE-ChED website
    - Banquet ticket for the award sponsor if they attend
    - Option for additional advertisements and workshops for conference or summer school.
    - To add to pitch: Potential tax benefit for the company, Publicity with chemical engineering educations across the country
- Membership (George/Joanne/Tracy)
  - Any changes from conference meeting?
    - No membership listing in July, will look at August update.
  - Projects/initiatives for this year
    - From Reg: What is our identity and how might it evolve over the next 1-2 years?
      - How do we differentiate ourselves from the AIChE Education Division?
    - Focus group at ASEE next year?
      - Focus on our identity – can have different goals – establishing our identity, identifying why we engage with the community and what we get out of it, understanding how we can help to increase membership
      - Sarah will work with folks to be able to bring it together
      - Tracy, Betul, Taryn are interested in helping

- How are faculty using their professional development funds? Having a representative speak with interested faculty to share their experiences with the division.
  - Betul:
    - Is everyone aware that professional development funds can be used for ASEE membership/conferences?
    - Should we reach out to regional folks? Personal connections could really help
      - Maybe do it like we do grad student recruitment -- have a Zoom meeting and offer to talk about experiences and answer questions
      - There are regional conferences, too -- not always easy to get there
      - Can we get listserves for regions in ASEE? Not necessarily our target -- thinking more about trying to reach people we don't know
  - Joanne: We're not doing as much for people who don't come to the conferences -- do we want to put effort into marketing and working with them?
- Website
  - Updating officer duties
    - Double check that your officer duties are up to date.
  - Other needs?
- *Teaching with AI* book club (Janie/Taryn)
  - First meeting is September 6<sup>th</sup>, sign up in the newsletter
- Other business
  - ASEE Business Meeting at AIChE: October 28<sup>th</sup> from 11-12 o'clock in Aqua 311 at the Hilton Bayfront