

# American Society for Engineering Education



## Chemical Engineering Division

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### *Spring Executive Committee Meeting Minutes*

**June 15, 2009 – 7:00 A.M. Austin CC, Room 4C (ASEE Annual Meeting)**

Attendees: Donald Visco, David Silverstein, Jason Keith, Randy Lewis, Adrienne Minerick, Margot Vigeant, Joe Shaeiwitz, Mike Prudich, Jim Watters, A. Allen Hersel, Sundar Madihally

#### **Meeting convened at 7:04 AM**

- Attendees were welcomed by Donald Visco.
- Visco reported on the PIC1 meeting. PIC1 will be reallocating operating budgets based on membership. There were significant Smoothpaper issues reported, will remain in use for 1 year before transition to internal product. Best PIC1 Paper was from ME Division. There is a new endowed national award for Engineering Economy. National membership down 1.6%. Attendance at meeting down at least 10%. Student membership at all time high.
- David Silverstein submitted minutes from the November 23, 2008 Executive Committee Meeting at Philadelphia. Minutes were unanimously approved with minor changes.
- Silverstein presented a balance sheet and income statement for the division accounts. The BASS account balance was reported as \$24,841.16 and the operating account was at zero balance. The report was approved. The location of summer school funds was discussed, since they are not held by the Division. Joe Shaeiwitz will ascertain their location. Transferring excess funds for management by the Division was suggested whenever not required by grantor regulations.
- Adrienne Minerick reported that two newsletters (fall, spring) were distributed to membership. The fall issue focused on awards, and the spring on elections.
- Silverstein reported that the Division website is functional with student assistance. Updates are made in response to membership requests and following major events (conference papers, awards, elections).
- Silverstein reported that Margot Vigeant was elected chair-elect for 2009-10, Laura Ford elected secretary-treasurer for 2009-2010, and Taryn Bayles Director for 2009-11. Fifty-eight votes were cast, 10 of which were by fax. No issues were reported regarding use of online voting mechanism. Questions regarding role of secretary-treasurer in running election when also a candidate to be addressed by proposed bylaws amendment.
- Minerick reported on activities to assess member involvement at section level in order to increase membership at national level. Surveys were conducted. Summary of results distributed. Minerick will work with liaisons to further develop sectional involvement of chemical engineers.

- Vigeant reported on surveys on coverage of courses with associated books and laboratories. AIChE Special Education Projects Committee once conducted these surveys, currently the AIChE EduDiv is resuming these surveys. Will attempt to publicize to broader membership.
- Allen Hersel distributed plot of membership trends, current membership at just over 600. Currently is pursuing Chemistry faculty and ChE faculty not members of division. Around a dozen memberships have resulted from efforts thus far. Emails are sent to lapsed members. May recruit a chemistry member to serve division membership. "Be more welcoming of outsiders". Could work with NOBCCChE or other organizations to recruit members. Idea proposed to subsidize CEE subscriptions for schools showing significant increase in membership.
- Jason Keith distributed handouts listing awards winners. A policy was proposed for Martin Award. Shaeiwitz will find prior documentation. Valerie Young may have CD with more documentation.
- Sundar Madihally (2009 Program Chair) reported that 2009 abstract submissions were down from 50 to 35. 27 papers were in program, number low possibly due to publish to present requirement. The Awards Banquet will be held Tuesday evening, low 40s expected to attend.
- Michael Prudich (2010 Program Chair) reported he had attended training for program chairs. Will still require a publication to present. Deadlines will be similar to this year.
- Jim Watters (2010 Local Arrangement Chair) reported on the possibility of the Awards Banquet being held at Churchill Downs Museum. Would run \$45-50 for meal, \$10 admission to museum, transportation will be required. Ticket would need to be \$70 including transportation. The event would run from 6-10. A suggestion was made to reduce price to \$60, provide as much informal transportation as much as possible. Will plan for Monday evening event.
- Shaeiwitz suggested UWash people to handle local arrangements in 2011 (Vancouver, B.C.) (Finlayson, Baratucci).
- Mahbud Uddin, chair of general engineering program at Trinity University was suggested as 2012 (San Antonio) local arrangements chair
- 2012 Summer School Report – Joe Shaeiwitz and Randy Lewis reported that the 2012 summer school will be held at the University of Maine. Date to be selected. Will market as family vacation spot. Are investigating possibility of bringing 10 people from outside US as first step in developing an international summer school. Lewis discussed possible schedule. Requested comments and ideas. Will determine topics of interest before soliciting sessions.
- Shaeiwitz reported that the archives committee would begin its work immediately following the conference. Expressed concern over lack of communication with Publications Board, will follow up.
- Visco proposed a bylaws change on election procedures. The amendment was slightly modified, then approved unanimously. A vote by membership will be held in the fall.
- Silverstein announced the formation of the AIChE Education Division and invited all ChED members to join the Division and consider attending the Division Dinner in November.

**Meeting adjourned at 8:26**