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MINUTES

Separations Division Planning Online Meeting

Tuesday, April 19, 2016 – Noon – 1pm (EST)
Remote Meeting

Attendance (via phone or Skype):

Scott Husson

Atanas Serbezov

Megan Donaldson

Mark Pilling

G. Glenn Lipscomb

Marina Tsianou

Haiqing Lin

Nick Urbanski

Mark Davis

Neil Yeoman (last 10 mins)

Tarun Poddar

Lauren Greenlee

Dan Summers

Nick Merchant

Andrew Sloley

Roger D. Whitley

Tim Frank

Anand Vennavelli

Alice He

Matthias Thommes

Sharon Robinson

Matthias Thommes

Approval of Minutes from the Planning Meeting on March 4, 2016 (Atanas Serbezov)

The minutes were distributed via e-mail. No correction or amendments have been received. A motion to approve the minutes as distributed by e-mail was made, seconded and passed by acclamation.

Review of Action Items from the Planning Meeting on March 4, 2016 (Scott Husson)

Awards

- Develop a proposal for a future structure of poster awards.
 - Scott will take the lead with help from Anand. They will also contact John Pellegrino and Paul Scovazzo (the TED-SEP session organizers).

Programming

- Communicate to Area Chairs and Vice-Chairs the recommendation that they should accept no more than 7 presentations in the oral sessions and that they should communicate this recommendation to session chairs
 - Done
- Contact AIChE to explore the feasibility of modifying the Confex system so that the duration of the talks in a session is preset to 20 min (7 talks), 25 min (6 talks), 30 min (5 talks)
 - Done, it is not possible.
- Present results from ALTSEP Workshop in 2016 SF meeting. Discuss with Darlene Schuster (Director, AIChE Technical Activities) to elevate visibility of the event.
 - Glenn Lipscomb is leading this effort.
 - Darlene Schuster has been contacted; she will help with organizing and advertising.
 - The session will be in the form of a panel discussion. Glenn is a co-chair. Panel participants are not known as of yet; they will be determined after the conclusion of the last ALTSEP Workshop in August.
 - The division will advertise the panel session via the LinkedIn group and the website.

- Decide whether to continue joint poster session practice.
 - To be discussed at a future planning meeting. See attached CTOC documents for more information on poster sessions.
- Contact area chairs for 02B and 02D to make sure that all sessions for 2016 SF meeting sponsored or co-sponsored by these areas have co-chairs.
 - Done.

Policy for Handling Voting via E-mail

- Tim Frank will develop and present for approval a procedure for e-mail voting when timing is an issue
 - Work in progress. Will be discussed at a future meeting.

CTOC liaison

- Scott Husson will contact the CTOC Chair to discuss succession plans.
 - Done.
 - Sharon Robinson remains our CTOC liaison through end of the year.
 - Liaison assignments are typically done at the end of the year/early next year.

Director responsibilities

- Current Directors who are willing to fill one (or more) open roles from the list should contact Scott Husson.
 - Chris Burcham to work with Mark Pilling on advisory council.
 - Alice He to work with Scott Husson on by-laws.
 - Alice He to work with Anand and Marcus on awards advertising.
 - Lauren Greenlee is currently discussing possible roles with Scott.

New Action item: Atanas will send all planning meeting minutes since 2009 to Alice He and Scott Husson (to review for by-laws updates) and to Megan Donaldson (to post on the Division's web site).

Treasurer's Report (Tarun Poddar)

Tarun is the assistant treasurer. The treasurer, Neil Yeoman, was not on the call at the time. Tarun provided an overview of the Division's finances for 2014 and 2015. The slides can be found in the Appendix. Highlights:

- The Division assets have not changed significantly over the years. The Division has approximately \$75,000 in its account, held by AIChE. In a typical year, revenues and expenses balance each other.
- The revenue stream is consistent year to year; 50% come from membership dues, 25% come from donations, and 25% come from the awards dinner.
- The types of expenses vary year to year and patterns are difficult to establish. In 2014 travel for officers to attend planning meetings contributed 25% of the expenses. Having online spring planning meeting will significantly reduce this category of expenses.
- A more detailed analysis of Division's revenue and expenses will be provided at the annual planning meeting.
- A comment was made to change the wording from "Net Earnings" to "Net Change".

Awards Program Status and Plans (Anand Vennavelli)

There are only two nominations for the Graduate Student awards. There is one nomination for the Founders award. The nomination deadline for both awards is May 1.

The process and responsibilities for managing the nominations is confusing. The administration of the awards is divided among too many officers, and most of them have this responsibility only for one year. Anand, the current Awards Director, is of the opinion that there must be a common point of contact for all the nominations, and that this point of contact should be the Awards Director.

Nick Urbanski, previous Awards Director, commented that in the past, the Awards Director was indeed the single point of contact for all nominations. At that time the Awards Director was also responsible for the Awards Dinner as well. With the addition of new awards and with the growth in the Graduate Award nominations, there were a number of moves to alleviate some of the responsibilities of the Awards Director. In doing so, some synergies have been lost. Since now the Awards Dinner is a responsibility of the Second Vice Chair, Nick is supportive of the idea to make the Awards Director the single point of contact for all awards nominations. Once the nominations are received, the Awards Director will channel them the various Awards Committees for review and recommendations.

There was a consensus that the awards administration process needs streamlining. This will be further discussed at the annual planning meeting.

Action item: Anand will prepare a proposal for a new awards administration process. The proposal will be discussed and voted on at the annual planning meeting. The new process will become effective in 2017.

Annual Awards Banquet Planning (Roger Whitley)

Empress of China, our traditional, off-site venue for San Francisco, has unfortunately closed. Roger suggested and the officers agreed to hold the dinner at one of the conference hotel venues. Roger has contacted Todd Caporizzo from AIChE to find out what information is needed to reserve an event space. Roger had the following questions:

- What is the target ticket price? – This will be discussed later in this call.
- What is the maximum subsidy per person? – This will be discussed later in this call.
- Are honorees paid out of a separate pool? – There is no separate pool for the Awards Dinner.

It was clarified that the Division pays the dinner fee for everyone who has won a Division award. For the Gerhold, Kunesh, and Founders awards, the Division will also pay the dinner fee for one person accompanying each winner.

Subsidy for Annual Awards Banquet (Scott Husson)

This topic has been discussed at previous planning meetings. The goal of the Division is to encourage members to attend the Awards Dinner. The price of the dinner depends strongly on the city. In costly venues, such as San Francisco or Atlanta, the Division has historically subsidized the dinner by fixing the cost to members (\$60 dinner tickets) and absorbing the loss. For example, in 2014 in Atlanta, the amount of the subsidy was \$2,270; in 2015 (Salt Lake City) the subsidy was only \$120.

Based on past experience, it seems that \$60 for a dinner ticket has been a good number. Increasing it will most likely deter members from attending, while decreasing it will result in larger subsidies by the Division.

Motion: That the Division set the ticket price for the Awards Dinner at \$60 and subsidize the difference between the actual cost of the dinner and the revenue collected by the ticket sales. The motion was seconded and passed unanimously.

CTOC Update (Sharon Robinson)

Sharon shared documents distributed at the CTOC planning meeting in Houston. The documents can be found in the in the Appendix. Highlights:

- CTOC is working to increase the quality and prestige of the poster sessions
- The AIChE Foundation is doing very well. \$200K available to fund programs for the spring cycle. The deadline to submit proposals is May 15th, 2016.

Discussion of Innovation Award Administration (Scott Husson)

This item will be deferred to the annual planning meeting as part of a more comprehensive discussion on awards administration.

Proposed Topics for May Meeting (Scott Husson)

- Area reports (Area Chairs or Co-chairs)
- Website status and plans (Megan Donaldson)
- Social media status & plans (Marcus Mello)
- Separations Division Advisory Council Update (Mark Pilling)
- How to improve TED-SEP session attendance/participation (All, invite John Pellegrino and Paul Scovazzo)
- Decide whether to continue joint poster session practice (ALL)

Announcements

- Please solicit nominations for awards (especially Kunesh).
- Please update your AIChE web profile and photo.
- Please send Scott Husson any topics you would like to include in future planning meetings.

APPENDIX

Financial overview for 2015

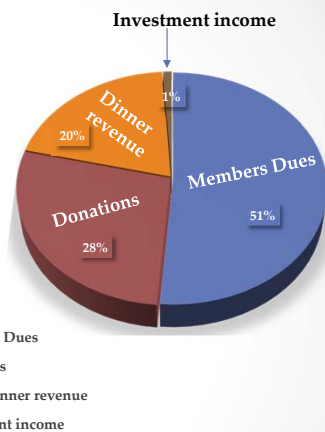
| | |
|----------------------|-----------|
| Assets on 12/31/2014 | 72,460.12 |
| Assets on 12/31/2015 | 75,896.94 |
| Net Change | 3,436.82 |

| | | | |
|---------------------|-----------|--------------------------|-----------|
| Total Receipts | 16,000.68 | Held by AICHe | 73,276.94 |
| Total Disbursements | 12,563.86 | TD Bank Checking Account | 2,620.00 |
| Net Earning | 3,436.82 | Total | 75,896.94 |



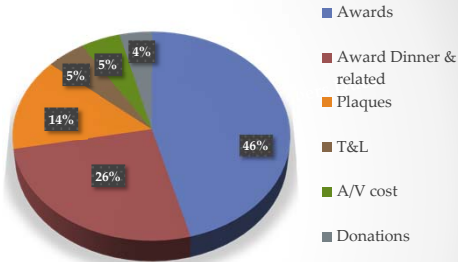
Revenue details for 2015

| | |
|----------------------|-----------|
| Members Dues | 8,205.00 |
| Donations | 4,400.00 |
| Award dinner revenue | 3,240.00 |
| Investment Income | 155.68 |
| Total Revenue | 16,000.68 |



Expense details for 2015

| | |
|------------------------|------------------|
| Awards | 5,750 |
| Award Dinner & related | 3,293.54 |
| Plaques | 1,793.77 |
| T&L | 602.74 |
| Audio/Visual | 622.32 |
| Donations | 500 |
| Miscellaneous | 1.49 |
| Total Expense | 12,563.86 |



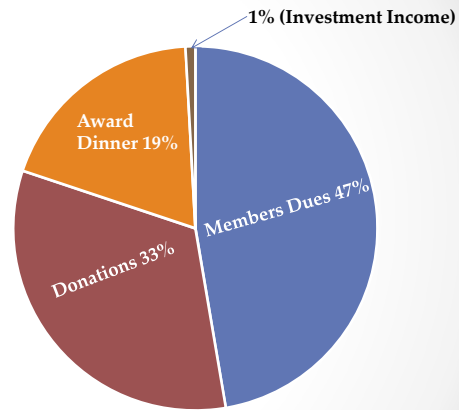
Financial overview for 2014

| | |
|----------------------|-----------|
| Assets on 12/31/2013 | 73,798.46 |
| Assets on 12/31/2014 | 72,460.12 |
| Net Change | -1,338.34 |

| | | | |
|---------------------|-----------|--------------------------|-----------|
| Total Receipts | 17,371.27 | Held by AICHe | 69,960.12 |
| Total Disbursements | 18,709.61 | TD Bank Checking Account | 2,500.00 |
| Net Earning | -1,338.34 | Total | 72,460.12 |

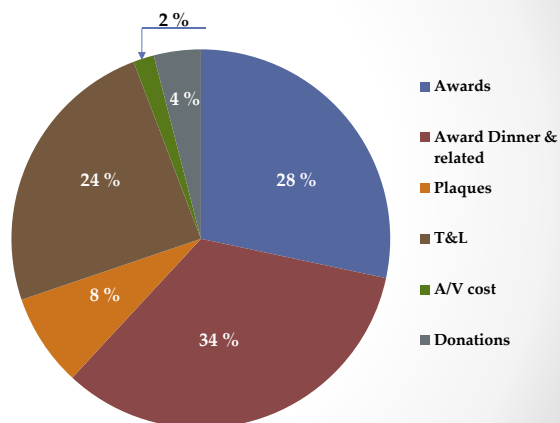
Revenue details for 2014

| | |
|-----------------------------|------------------|
| Members Dues | 8,220.00 |
| Donations | 5,700.00 |
| Award dinner revenue | 3,300.00 |
| Investment Income | 151.27 |
| Total Revenue | 17,371.27 |



Expense details for 2014

| | |
|-----------------------------------|------------------|
| Awards | 5,300.00 |
| Award Dinner & related | 6,273.94 |
| Plaques | 1,477.26 |
| T&L | 4,569.09 |
| Audio/Visual | 332.08 |
| Donations | 750.00 |
| Miscellaneous | 7.24 |
| Total Expense | 18,709.61 |



Creating Prestigious Poster Sessions

One of the most common comments that the EBPC Poster Improvement Taskforce receives is that posters are treated as “second-class” to the oral sessions. This is unfortunate, as the poster sessions enable collaboration through a one-on-one discussion in a way that oral sessions do not. Poster sessions are an opportunity for collaboration, while oral sessions are an opportunity for lecture. Treating both in high regard is necessary to deliver a world-class conference.

Outcome measures based on participant feedback show that the poster sessions are well attended, have significant content, and are generally of good quality. Improvement is needed from all divisions and forums that provide content, to strive to treat poster sessions as prestigiously as the oral sessions. It is for this purpose that the EBPC Poster Improvement Taskforce has put together this quick guide to create prestigious poster sessions.

Tips for Creating Prestigious Poster Sessions:

- **Tip 1:** Programming chairs should hold their poster sessions in a non-compete time block in the afternoon.
- **Tip 2:** Poster session chairs should organize their posters in a specific order so that similar research topics are grouped together.
 - To learn how to do so in Confex, please review this list of steps:
[Organizing Posters in Confex →](#)
- **Tip 3:** Poster session chairs must develop a content strategy of rapid fire presentations.
- **Tip 4:** Divisions and Forums should not use the poster sessions as a “dumping ground” for oral presentations that do not fit in their oral sessions. Poster presentations should be held to the same standard as oral presentations.
- **Tip 5:** Consider establishing a recognition process for those who submit high quality posters.

Metrics:

Metrics are used to determine the effectiveness of the poster sessions based on surveys to determine attendee’s impressions of the poster sessions. The following attendees (1500+) were polled: Division/Forum Programming Chair; Poster Session Chairs; Poster Presenters; and the EBPC.

We received over 150 replies to our survey and wanted to share some of the feedback received with the divisions and forums. You’ll find some on the next page.

Results:

| I learned something at the poster sessions. | | | | | |
|---|-------|---------|----------|-------------------|------|
| Strongly Agree | Agree | Neither | Disagree | Strongly Disagree | N/A |
| 32.4% | 54.1% | 8.1% | 4.1% | 0.7% | 0.7% |

| I found something that I can use in my profession during the poster sessions. | | | | | |
|---|-------|---------|----------|-------------------|------|
| Strongly Agree | Agree | Neither | Disagree | Strongly Disagree | N/A |
| 26.4% | 42.6% | 19.6% | 8.8% | 0.7% | 0.7% |

| Ease of Locating Specific Posters | | | | | |
|-----------------------------------|-----------|-------|-------|------|------|
| Excellent | Very Good | Good | Fair | Poor | N/A |
| 20.9% | 31.8% | 23.0% | 12.8% | 4.7% | 6.8% |

| Quality of Poster Presentations | | | | | |
|---------------------------------|-----------|-------|------|------|------|
| Excellent | Very Good | Good | Fair | Poor | N/A |
| 20.9% | 38.5% | 27.0% | 2.7% | 2.0% | 8.8% |

| Quality of Rapid Fire Presentations | | | | | |
|-------------------------------------|-----------|-------|-------|-------|------|
| Excellent | Very Good | Good | Fair | Poor | N/A |
| 20.4% | 25.9% | 25.9% | 14.8% | 13.0% | 0.0% |

| I liked the poster sessions. | | | | | |
|------------------------------|-------|---------|----------|-------------------|------|
| Strongly Agree | Agree | Neither | Disagree | Strongly Disagree | N/A |
| 30.4% | 52.7% | 9.5% | 3.4% | 3.4% | 0.7% |

Selected Feedback Received:

- “Having prime-time poster sessions is absolutely great! That way, they are truly part of the conference. Evening poster sessions always competed with the hospitality suites (or with getting ready for those events) and poster sessions usually lose that battle. More 3:15pm poster sessions is a major improvement!”
- “I found that the evening poster session was a little bit "slow in motion" due to people being a little bit tired after a whole day. I usually find poster sessions as being much more efficient at lunch time... for having more interactive talks.”
- “Give feedback to the poster presenters.” – Session chairs, poster presenters, and judges should be more engaged with their session.

Foundation Proposals

spring cycle (for 2016 funding) opened March 31st. **The deadline to submit proposals will be May 15th, 2016.** Announcements of grants awarded will be made July 1st, 2016

CTOC would **like your thoughts on the current set of ideas generated at the CTOC meeting in Salt Lake City, and if you have any new ideas, please share them with us.** Informal, just a paragraph on the concept is fine to start. Please forward these ideas to a newly created CTOC task force (led by Frank van Lier) who will help our staff liaison (Kristine Chin) decide what's strategic to try in any given Foundation call.

- Subsidized Honoraria
 - Attract Industrial, Thought Leaders, PIs, SMEs, Influential
 - Record for Academy (extra subsidy)
- High Level/Nobel type award
 - Paper to Product (concept to implementation)
 - Hand out at the Gala
- Industry Involvement in Judging Posters
 - Sweat equity/Involvement vs simple \$ sponsorship for award
 - Or simply hand out the awards to increase prestige
- \$ for Equipment so Local Sections can stream another section's U-tube video
- Invited speakers – 1 day comp of fee
- Website – shared resource support that D&Fs could use
- International
 - Middle east process engineer conference
 - Send some US presence
 - Ambassador approach
- **3D printing (Hot topic proposed to be pursued via EBPC)**
 - Prototyping & scaffolding for organ growth
 - High level session
- Speaker's circuit for local sections & local universities
 - Web content, high energy