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MINUTES

Separations Division Planning Online Meeting

Tuesday, May 17, 2016 – 11 am - Noon (EST)
Remote Meeting

Attendance (via phone or Skype):

Scott Husson

Atanas Serbezov

Marcus Dutra e Mello

Megan Donaldson

Marina Tsianou

Stephen Thiel

Paul Scovazzo

Mark Davis

Neil Yeoman

Jeff McCutcheon

Alice He

Matthias Thommes

Mark Pilling

Roger D. Whitley

Tim Frank

Anand Vennavelli

Dan Summers

Isaac K. Gamwo

John Pellegrino

Approval of Minutes from the Planning Meeting on April 19, 2016 (Atanas Serbezov)

The minutes were distributed via e-mail. 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 April 19, 2016 (Scott Husson)

- Scott Husson and Anand Vennavelli are developing a proposal for the future structure of the poster awards. It will be presented at the annual planning meeting in San Francisco.
- Anand Vennavelli is preparing a proposal for a new process for the administration of the Division's awards. The proposal will be discussed and voted on in San Francisco. The new process will become effective in 2017.
- Tim Frank is developing a procedure for e-mail voting. The procedure will be discussed and voted on in San Francisco.
- Atanas has sent 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).

Website Status and Plans (Megan Donaldson)

The planning meeting minutes are posted on the Division's web site, but at present, the access is restricted and requires AIChE account logon. Megan will change the permission level so that the minutes are accessible without logon.

Changes have been made to the content of the Awards page. The Division has very limited control over the content of this page. Anand, the Awards Director, thanked Megan for the changes made on the Awards page.

The Leadership page is not very well organized but the Division has no control to make changes. Previous attempts to work with AIChE webmasters and improve the organization have not been successful. Megan will try one more time to engage AIChE.

Division leadership is encouraged to update their AIChE profiles and include a photo.

LinkedIn Update (Marcus Mello)

Currently there are approximately 140 registered users. There are no active discussion threads. The LinkedIn account is viewed as an additional channel to reach out to members and direct them to the Division's webpage, where they can find detailed information.

In the past year LinkedIn has been used for the following announcements:

- Call for elections
- Call for special sessions
- Call for papers
- Call to check website for new postings

Marcus will continue to work with Megan and look for synergies between the content on LinkedIn and the website.

Advisory Council Update (Mark Pilling)

Last year Mark polled the council members to identify specific initiatives. The top two ranked initiatives were:

- Identify opportunities for use of Division's funds;
- Develop educational opportunities for those who do not attend the annual meeting.

Paul Bryan has expressed an interest to lead the first one. Jimmy Humphrey has expressed an interest to lead the second one.

Chris Burcham, Division Director, will join Mark in pursuing the above initiatives. However, additional people are needed.

Action item: Mark and Chris will contact the members of the Advisory Council and will try to get more people involved. The target is to have 4 to 5 people working on each initiative.

Operating Manual for the Division Leadership Roles (Scott Husson)

The purpose of the Operating Manual is to facilitate leadership succession and retain the knowledge of best practices for the various leadership roles. The Operating Manual is a collection of documents that outline what each officer/committee chair needs to do and when. Versions of such documents for the Division Chair and the Awards Director have been in existence for some time but not easily found. At the annual planning meeting in Atlanta (2014) there was an action item to post these documents on the web site, but this has not been done.

Scott is currently revising the document for the Division Chair. In addition to the specific items, Scott is creating a schedule with deadlines and check boxes.

Scott is encouraging everyone in the current leadership to create a similar document for their position.

Action item: Scott will collect the completed documents for the various leadership roles, assemble them together, and post on the web page.

TED-SEP Rapid-Fire Oral Presentation Session (John Pellegrino)

The session is modeled on the TED talk concept. Presenters have 5 minutes to "pitch" their work to live audience. Presentations are recorded and uploaded to a YouTube channel.

The first TED-SEP session was organized at the 2015 annual meeting in Salt Lake City. It was held on Sunday, from 4 pm to 6 pm, in parallel and in the same hall as the general poster session. There was a low number of participants, only 6. Attendees were mostly people who happened to walk by and stopped to listen to a talk or two. Only a few people stayed for the entire session. A lot was learned from the first TED-SEP session and there many opportunities for improvement.

- **Quality of TED-SEP Talks.** Presenters did not quite well understand the concept of the TED talk. To help with this, the Division will produce and post on a YouTube channel several model TED talks. Potential participants in the session will be instructed to view these presentation to become familiar with the format.

Action item: By the end of June, Jeff McCutcheon will produce a model TED-SEP talk and will send it to John Pellegrino and Paul Scovazzo, the organizers of the TED-SEP session in San Francisco.

- **Number of TED-SEP Talks.** The number of submissions to the session has to be increased. There is an excellent opportunity to accomplish this in San Francisco. Most of the oral sessions in San Francisco are oversubscribed. A significant number of submissions will have to be rejected from the regular oral sessions. The TED-SEP session may be able to recruit high quality participants from the pool of rejected submissions. To accomplish this, however, oral session chairs must be made aware of the existence of the TED-SEP session so that they can transfer submissions to the TED-SEP session, rather than to the general poster session.

Action item: Scott Husson will send an e-mail to the area chairs with a request for them to contact their session chairs and ask them to consider transferring overflow submissions to the TED-SEP session.

- **Quality of the Recording.** In Salt Lake City the video recording were done on an iPhone, which did not produce good quality audio. In the future, consider the use of a better grade recording equipment, especially for the audio.
- **Co-Sponsorship.** The method of delivery (TED talk format) is attractive to young professionals. In the future, work with the YP organization within AIChE to co-sponsor and co-advertise the session.

Elevating the Stature of the Poster Session (All)

AIChE is working to increase the quality and prestige of the poster sessions. See the Appendix for specific tips suggested by AIChE. The Division has already implemented many of the tips. However, there are fundamental obstacles that hinder this effort.

- Companies will not approve travel for poster presentations.
- Poster presentations count very little (if at all) in tenure portfolios of young faculty.
- Poster sessions are largely considered as “dumping grounds”.
- Authors / presenters want guaranteed attendance but at poster sessions attendance is difficult to predict.

Joint Poster Session for the Division (All)

The Division participated in a joint poster session for the first time in Salt Lake City (2015). The session was on Sunday from 4 to 6 pm. The Division will participate in another joint poster session in San Francisco (2016). The Division needs to make a decision whether to continue with this. There were no immediate objections from the leadership.

Action item: Scott Husson will solicit input and form a group to look deeper into this.

Announcements

- Chair of area 12B, Pilot Plants, plans on holding a session titled “Pilot Plant Separations” at the spring 2017 meeting. He is looking for individuals who work in pilot plants and could contribute to the content of this session. Contact Scott Husson if you have information.
- North American Membrane Society (NAMS) is seeking to partner with Area 2D to do joint programming and a possible awards program. Jeff McCutcheon is the point of contact.

APPENDIX

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.