MINUTES
Separations Division Online Planning Meeting
Friday, May 11, 2018 – 11am - Noon (EDT)

Approval of Minutes from the 20 February 2018 Meeting (Atanas Serbezov)
A motion to approve the minutes as distributed by e-mail was seconded and passed by acclamation.

Update from the 2018 Spring Meeting (Roger Whitley)
Roger participated in the Annual Meeting Programming Retreat.
• There will be continuing challenges with the number of session rooms for many years and for various reasons.
• There will be an increased focus on topicals and RAPID programming to ensure that current topics of importance are adequately covered.
• Areas should consider engaging with future topical chairs to put some of their sessions under their quota or collaborate to propose future topical(s). There is an 18-24 month planning process for new topicals.

There is a call for workshops for the 2018 Annual Student Conference. If an area is interested, please see the announcement in the Appendix to the Minutes.

Roger attended the Young Professionals Mixer, which the Division supports each year. There was a very large turnout. The Division has received a thank you note from the YPs for its support.

2018 Annual Meeting Programming Update (Roger Whitley and Mark Davis)
The timeline for completion of the technical program is as follows:
– Monday, May 14, 2018 – Deadline to Request Additional Sessions
– Friday, May 25, 2018 – Chairs Accept/Reject Abstracts & Order Sessions
– Friday, June 15, 2018 – Draft Program Available for Review
– Friday, June 22, 2018 – Comments from Chairs Due
– Friday, June 29, 2018 – All info in Confex for Invited Sessions & Plenaries
– Friday, July 6, 2018 – Final Program Posted
Moving forward, many important emails will be coming through Confex. Be sure to add aiche@confex.com to the safe senders list to ensure that these notifications are received. Questions or concerns regarding this or any upcoming programming deadlines should be addressed to the contacts below:

<table>
<thead>
<tr>
<th>Kelsey Kettelhut</th>
<th>Cody Hirashima</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Specialist, Program Development</td>
<td>Engineering Associate, Program Development</td>
</tr>
<tr>
<td>AIChE Global Home Office</td>
<td>AIChE Global Home Office</td>
</tr>
<tr>
<td><a href="mailto:programming@aiche.org">programming@aiche.org</a></td>
<td><a href="mailto:programming@aiche.org">programming@aiche.org</a></td>
</tr>
</tbody>
</table>

**Review of Session Submissions & Allocations for the 2018 Annual Meeting (Roger Whitley)**
Currently the Division has 69 sessions in Confex. However, AIChE has allocated only 58 sessions to the Division. See details in the Appendix to the Minutes. Roger led a discussion on possible session reductions and additional session requests to reconcile the difference. Roger will follow-up with area chairs as needed after the planning meeting call.

**Reinstating Poster Awards at Annual Meetings (Ranil Wickramasinghe)**
Ranil is working on a draft for the administration of the poster awards and will distribute it soon to the Division leadership for review. The following elements will be part of the proposal:
- A smartphone app will be used for judging. Ranil will contact John Pellegrino and Paul Scovazzo who have developed a similar app for the TED-SEP session.
- Poster session chairs will work with area chairs to appoint judges.
- The number of awards will be correlated with the number of posters.
- First and second place awards will be given.
- Certificates will be sent to the winners after the meeting

**Sponsorship Request for a Refresh of the “Frontiers in Chemical Engineering” Report (Roger Whitley)**
Roger followed up with Teresa Fryberger, Director of National Academy Board on Chemical Sciences and Technology who was coordinating a National Academy of Sciences study for this refresh. The Academy was unable to gather sufficient federal funding to go forward with the study. Phil Westmoreland, is planning to get this study going through the AIChE.

On a related topic, the Academy is currently conducting a study about Chemical Separations. Details can be found at [http://nas-sites.org/dels/studies/separations/](http://nas-sites.org/dels/studies/separations/)

**Awards Update (Anand Vennavelli)**
See the Appendix to the Minutes for details.

**Separations Division Awards Dinner Update (Ranil Wickramasinghe)**
Ranil is working with AIChE on arrangements. The dinner will be off-site. The targeted price is $60 for a three-course meal and a drink ticket. The target attendee number is 70.

**Treasurer’s Report (Roger Whitley)**
The report was sent out via email. There were no questions or discussion related to it.

**Division Planning Meeting at the 2018 Annual Meeting in Pittsburgh (Roger Whitley)**
Roger is planning for a shorter than usual meeting, 3 hours total, from 1pm to 4pm or 2pm to 5pm.

APPENDIX
Dear AIChE Programming Leadership,

Workshop proposals for the 2018 AIChE Annual Student Conference are now being accepted. If your group is interested in participating in this year’s Student Conference, please review the information below and consider submitting a workshop proposal.

Overview
Like last year, workshops will be scheduled into cohesive tracks that will allow the students to plan out their workshop schedule depending on what their goals are for the conference. The workshops will be organized into categories such as:

- Volunteering & Outreach
- Post-Graduation Planning
- Professional Development Skills
- AIChE Student Chapters
- Specialty Areas of Chemical Engineering

A draft grid is available to view here. Further information about the conference is available at www.aiche.org/asc.

Logistics
When putting together a workshop proposal, the following logistical aspects should be taken into consideration:

1. Workshops will take place on Saturday, October 27. All confirmed workshops will be scheduled into a 45-minute timeslot between 10:45am and 4:30pm.
2. Workshops will be set up theatre style.
3. Presenters will be provided with a lapel microphone, screen and projector with an HDMI connector for PCs. Presenters will need to provide their own laptop. Note: Mac users should bring an HDMI adapter with them if planning to use a Mac computer.
4. All workshop chairs will be responsible for creating their own PowerPoint presentations and finding their own presenters (if applicable).

To submit a workshop proposal, please fill out the Call for Workshops form:


Submissions are due no later than June 22, 2018 and notification of acceptance will be sent on Friday, July 13.

Thank you in advance. Please don’t hesitate to contact us with any questions you may have.

Sincerely,

Kelsey Kettelhut
Engineering Specialist, Program Development
American Institute of Chemical Engineers
120 Wall St. 23rd Floor
## 2018 Annual Meeting Programming Update

<table>
<thead>
<tr>
<th>Area 2</th>
<th>Separations Division</th>
<th>Original</th>
<th>Actual</th>
<th>Poster</th>
<th>2018 Area Chair</th>
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<td>Dan Summers</td>
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<td>1</td>
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<td><strong>63</strong></td>
<td><strong>69</strong></td>
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<td>Award</td>
<td>Responsibility</td>
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<tr>
<td>Founders</td>
<td>Division Chair</td>
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<td>Kunesh</td>
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<td>Education and Outreach</td>
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<td>Awards Dinner</td>
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<td>GSRA</td>
<td>Awards Director facilitates thru Area Chairs</td>
<td>Anand Vennavelli</td>
<td>9</td>
<td></td>
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<tr>
<td>Gerhold</td>
<td></td>
<td>Paul Bryan</td>
<td>?</td>
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</table>

Awards Director copied on all nominations (for record keeping) – helps carry forward nominations for certain awards
## GSRA Award Nominations

<table>
<thead>
<tr>
<th>Area</th>
<th>Area Name</th>
<th>Nominations</th>
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<tr>
<td>2a</td>
<td>Distillation and Absorption</td>
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<tr>
<td>2b</td>
<td>Crystallization and Evaporation</td>
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<td>2c</td>
<td>Extraction</td>
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<td>2d</td>
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<td>2f</td>
<td>Fluid-Particle Separations</td>
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<tr>
<td>2g</td>
<td>Bioseparations</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
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</table>

A late submission in 2d was not accepted for 2018, but marked as a submission for 2019 – is there a precedent to dealing with this?

**Area Chairs, please communicate your decisions to the Awards Director by May 31st**
2018 Area Recognitions

• Orlando (Spring Meeting)
  – Andrew Sloley (Distillation and Absorption)

• Pittsburgh (Fall Meeting)
  – Area chairs have been asked to provide any area honors session details

For division records, please also provide a list of past honorees in each area to the Awards Director (vennavelli@fri.org) or to Alice He (azhe@chevron.com)
Awards Succession Plan

• Anand Vennavelli
  – Term ends 2018
  – to continue until the end of 2018
  – Will help prepare for 2019
  – Available in 2019 to assist

• Seyi Odueyungbo (Director: 2018-2022)
  – Will take over in 2019
  – Being copied on all 2018 Award communications