

Meeting Minutes
AIChE Education Division Board Teleconference
Tuesday, February 23, 2016
12:00 PM Eastern Time

Participants: David Silverstein, Said AbuBakr, Matt Liberatore, Taryn Bayles, Don Visco, Christi Patton-Luks, Doug Ludlow, Margot Vigeant, Evan Wujcit, Norm Loney, Juergen Hahn, Marcel Liauw, Katie Cadwell

I. Approval of 8/21/15 Board Meeting Minutes (Bayles)

Taryn Bayles sent out the minutes of the 8/21/15 board teleconference with one minor change (noting that Jason Keith's CACHE trusteeship has concluded). The minutes were approved unanimously and without further changes.

II. Financial Report (Cadwell)

Our current balance is \$9543.62 as of December 30, 2015 (preliminary). At the last teleconference (June 2015) we had a balance of \$7831.77 and we had \$5606.70 in June 2014 – savings continue to grow

Our preliminary 2015 revenue was from dues (\$2205.00 up from \$1743.00 in 2014), the banquet (\$2665.00), and interest (\$13.37). Our expenses in 2015 were for the banquet (\$2333.82), sponsorship of a poster session at the annual meeting in Salt Lake City (\$500), plaques (\$135.50) and website domain fees (\$14.99).

Have not yet received any revenue/expense statements for 2016. We anticipate expenses from awards (honoraria, plaques), domain registration and the banquet. Not certain that we'll be asked to sponsor refreshments at an annual meeting poster session again, had to do with logistics of SLC meeting.

If anyone has suggestions for the 2016 budget, please let Katie Cadwell know.

III. Programming Report (Liberatore)

- a. Spring 2016: No EdDiv sessions
- b. Fall 2016: 31 total sessions for SFO, including 5 student conference sessions, 6 workshops, 2 poster sessions, and 18 traditional sessions. A total of 49 session chairs/co-chairs organizing.

IV. Future Faculty Committee Report (Visco)

Program is going strong; need more mentors.

V. Membership Report (Patton-Luks)

At time of teleconference, Christi Patton-Luks had not yet received an updated membership report. Katie Cadwell will send the list of recipients for one-time membership due waivers from the promotion offered at the Fall 2015 annual meeting to Bette Lawler.

After the teleconference, Christi Patton-Luks sent the following update (03-02-2016):

We have 276 paid members and 18 free professional members (for a total of 294 professional members). We have 5558 student members.

VI. Awards Report (Ludlow)

In order to hopefully increase nominations for EdDiv awards, Doug Ludlow will prepare a notice/advertisement to distribute to department chairs and the Education Division.

VII. Banquet Update (Bayles)

Jason Keith is in touch with two locations in Union Square for estimates for the banquet, with a target size of 50 attendees. Currently considering Puccini and Pinetti Italian and Johnny Foley's Irish Pub.

VIII. Committee/Liaison Updates

a. Course Survey (Vigeant)

The 2016 course survey will be for the ChE curriculum as a whole. We hope to do data collection by having students query department websites for curricular specifics, followed up by a survey of department chairs consisting of more conceptual questions. Looking into the possibility of obtaining some funding from NSF.

b. Body of Knowledge (Silverstein)

A link to the BoK has been added to the Highlights block of the main AIChE webpage.

c. International (Liauw / AbuBakr)

An Engineers Without Borders session is in the works for SFO.

d. K-12 (no report)

e. SACHÉ (?)

Safety Division is waning, they could really use some fresh blood/champions.

f. CACHE (Hahn)

Juergen Hahn is the new liaison for CACHE, replacing Jason Keith. There are currently 21 CACHE trustees from academia and 7 CACHE trustees from industry. The CACHE education task force currently consists of 11 trustees; more information can be found on the CACHE web site:

<http://CACHE.org/headquarters>.

The current focus of the education task force is to develop material supporting capstone design classes and conducting a survey on what material faculty would like to see developed in the future.

The education task force has developed questions for a survey for educators that the CACHE communication task force will disseminate to solicit feedback on what material would be the most appropriate to develop in the medium term.

g. SCC (Bayles)

There hasn't been an SCC liaison for a while now.

h. CEOC (Bayles)

There is a need for volunteers to review Engineering Documentation Packages from the upcoming regional competitions. These reviews are done all online - so there is no need to travel to any of the competitions. Training will be provided by AIChE to the reviewers. If you are interested in being a reviewer, please contact Sarah Ewing at sarae@aiche.org.

i. CTOC (Silverstein)

There will be proposed amendments to the AIChE Constitution this fall, and CTOC will be asking for the Division's support in getting out the vote without regard to whether that vote is Yes or No on the amendments.

The Executive Board of the Programming Committee is committed to continuing to raise the profile of the poster sessions and appreciates the Division's participation in this effort during the 2015 Fall meeting.

CTOC (and the other operating councils) will be happy to work with the Division to submit proposals to the AIChE Foundation to support events and project of value to the Institute and the Profession. The Foundation website has examples of previously funded projects. Proposals are only accepted from the Operating Councils. The next deadline will be in late spring.

IX. Newsletter (Wujcik)

Some of the same sections will continue for 2016 (From the chair's edge; Meeting at a Glance; Meeting Overview; back cover with updated leadership). We will be setting a timeline for the solicitation/submission of articles, so we are not scrambling in October/November. We'll consider research letters, opinion columns, teaching tips, course suggestions—anything of interest to ChE Educators. Articles will be editorially reviewed and may be referred, with the author's permission, to Chemical Engineering Education for consideration as an article according to their existing guidelines and standards.

X. Other Business

a. Institute Items (Bette Lawler via Bayles)

Bette Lawler will provide an update during the next teleconference on the new Process Safety effort that the institute is working on with SACHÉ - along with new SACHÉ certificate training and safety workshops for professors.

XI. New Business

a. Sponsorship of Banquet (Libertore)

Do we want to consider sponsorship of the banquet, either through advertisements or use of Division funds?

b. Student Travel (Lowney)

Is it possible for students travelling to present on Engineers Without Borders to receive some travel reimbursement? Bette Lawler might know.