

Meeting Minutes
AIChE Education Division Board Teleconference
Wednesday, January 16, 2013
1:00 PM EDT

Participants: Don Visco, Ben Davis, Taryn Bayles, Anne Schaeffer, David Silverstein, Bette Lawler, Tim Anderson

I. Approval of 09/05/13 Meeting Minutes (Davis)

Davis sent out the minutes of the 9/5 meeting. The minutes were approved unanimously.

II. Financial Report (Davis)

Our current balance is \$3,350.61 as of November 2012. Last year at that time (November 2011) we were at \$2,836.21, so in one year we gained about \$500. All the income has been from dues and a small profit from the banquet; we brought in \$959 in dues income this year (2012) to date (we had about \$1000 in dues income in 2011) and Silverstein reports we made a profit of \$328.05 from the banquet (38 tickets sold at \$65 each). Three people did not attend the banquet who had purchased tickets; we are happy to refund them if they come forward. We were charged \$931.90 for something at the annual meeting; Davis will follow up with Lawler about that charge.

Proposed division budget for 2013:

Item	Contact	Quantity	Unit cost	Total cost
Lunch for Future Faculty Mentoring Program	Milo Koretsky	16	\$ (10.00)	\$ (160.00)
Honoraria for Awards	John O'Connell	3	\$ (250.00)	\$ (750.00)
Banquet revenue from 2012	David Silverstein	38	\$ 65.00	\$ 2,470.00
Banquet cost from 2012	David Silverstein	1	\$(2,141.95)	\$(2,141.95)
Dues income	Christi Patton-Luks	170	\$ 7.00	\$ 1,190.00
Website renewal	David Silverstein	1	\$ (9.99)	\$ (9.99)
			Total	\$ 598.06

III. Programming Report (Keith)

Keith was not able to participate, but submitted the following report after the conference call: The Fall 2013 program has been submitted. There are 20 technical sessions, not counting additional sessions co-sponsored with other divisions (there are an additional 4 or 5 of these). There are 5 workshops and 2 poster sessions. Highlights of the program include the Young Faculty Forum, ABET sessions, Free Forum on Engineering Education, Safety, Steal This Course / Survey Results on Electives, and two special sessions on laboratories and the ChE summer school. Finally, there are sessions honoring Phil Wankat and the Lewis Award winner William Deen. It is expected that the decision on actual number of sessions will be determined by the MPCs after the abstract submission phase has ended.

IV. Future Faculty Committee Report/Proposal (Bayles)

This program met on Sunday night of the annual meeting with 8 faculty mentors and 8 graduate student mentees. The program is going well. The group will have a conference call in April. Suggested changes for next year: include post-docs as mentees, restrict mentors to associate or full professors, focus on increasing the available mentor pool.

V. Membership Report (Anderson)

Anderson has been asked to be part of the Membership Committee in his first term as director. Our membership last year was 181. Right now we're at 142 with 63 delinquent members. Patton-Luks will follow up with these delinquent members. There are about a dozen states that have no representation in the division. Most members are academic. We had 33 new members in 2012, which is about a 20% increase. Division membership is about 1/3 as large as in ASEE CHED, which is unusual. Visco says we anticipated growing based on this fact, so perhaps we need to do some more advertising. We haven't quite hit upon the right strategy for increasing membership. Anderson says he had similar problems starting up the Materials Division. We need to give people a purpose to be a member of the division. Anderson also mentioned a strategy (suggested by Visco) that each Chemical Engineering Program have an Education Division Liaison. This person would report back to his/her Department (at faculty meetings) about important items associated with Education. In fact, the Education Division could provide these reports (perhaps monthly) to these Liaisons. Such an approach might demonstrate on a departmental level the value of the Education Division. For their service, the liaisons might receive some benefit (such as a discounted Banquet ticket, for example). Another possibility is to spread information about the division at the Department Heads Forum – perhaps sharing data on courses, students, budgets, etc. Visco agreed with that idea and encouraged the Membership

Committee to work with the session chair/co-chair this year to make that happen. Going after new faculty is also a good strategy; Visco says that the Future Faculty program will feed into that. Silverstein says that the course survey is something which is provided by the division; we also provide a list-serve for department chairs. Anderson asked who sponsors ChE Car (SCC); Chuck Coronella would be the contact for that. Possibly we could take SCC under the division. Another idea might be to reach out to ACS Education.

VI. Committee/Liaison Updates (Bayles)

a. Course Survey (Silverstein)

The draft report for the design sequence is in for review right now. Once it's complete, it will be sent out to department chairs and others who requested it. The next survey will be on elective courses; Margot Vigeant will be in charge of that survey with Davis assisting. The following year will be the transport sequence.

b. International (Bayles)

Nothing to report.

c. K-12 (Bayles)

Nothing to report.

d. SACHe (Bayles)

Tom Spicer (from SACHe) has invited Chip Howat to their next phone conference.

e. CACHe (Bayles)

Nothing to report. Visco suggested, perhaps, identifying another new CACHe liaison.

f. SCC (Bayles)

Frank Bowman from the University of North Dakota is the new chair of SCC. The EBPC subcommittee that has been working for a year to integrate programming between the annual student conference and the annual student meeting officially disbanded at the 2012 annual meeting. The subcommittee was led by Vince Grassi of Air Products. Activities are ongoing, however, in a group led by Robin Ng, representing both EBPC and the YPAB.

g. Awards (O'Connell)

O'Connell is not present.

h. Vote on By-Laws Change

A proposed revision to the bylaws was sent out in writing on 1/15/13. The revised bylaws were approved by the board unanimously. Visco, O'Connell, and Davis will work together with Silverstein to send out the proposed changes to the membership.

VII. Other Business

a. Continuing Education Committee (Lawler)

Lawler reports that this group needs to meet to discuss new directions and a strategy for continuing education.

b. Book of Knowledge Update (Lawler)

This is a new committee out of CEOC; they are just recently getting their minutes together from their first meeting. Silverstein was not aware that this committee had met; Lawler will contact the chair to see how the division can be included in this effort.

VIII. New Business

Schaeffer reports that 2013 is the first year that the Institute's e-Learning courses are up and running. Lawler will send out the catalog to solicit suggestions about what should be offered.

Schaeffer has been working on getting the video from the Rich Felder session online so division members can look at it. Schaeffer will follow up with Silverstein on this.

Davis mentioned that (at Silverstein's suggestion) we should probably plan to price tickets for the banquet conservatively so that we can build up some "buffer" in the division account to cover the expenses from the banquet.

The meeting was adjourned at 1:55 PM.