

Subject: Minutes of AIChE Education Division Conference Call

Date: October 26, 2010, 3 pm EST

Participants: D. Silverstein, D. DiBiasio, R. Zollars, D. Visco, J. Keith

1. Welcome and agenda review (DS)
2. Minutes (DDB)
 - a. Minutes of the June 2009 board meeting were approved. Minutes of the 2009 General Business Meeting were approved for final approval at the 2010 business meeting in Salt Lake City.
3. Elections (DDB)
 - a. Results of the election for a one-year Director term were announced: Milo Koretsky was elected.
 - b. The online election process worked well. Of 108 eligible members, 59 votes were cast.
 - c. Next election (DS): 2nd vice chair, Sec/Treas. and Director—all need to be contested.
 - i. Chair and 1st vice-chair are by succession
 - ii. All were urged to solicit candidates at the Nov. AIChE meeting. The 2nd vice-chair should be someone willing to do programming and provide future leadership
4. Finances (DDB)
 - a. The division has \$1,317.49 as of August with no outstanding expenses. (note: Sept balance, arrived post phone conference: \$1,515.33)
5. November Conference Update (DV)
 - a. 28 sessions, 4 workshops filled. Volunteers for 2011 workshops already in hand. Emails on programming and business meeting sent to all division members. Jeff Wood was a great help with logistics and other issues. Minimal scheduling conflicts with all division sessions on MTW.
 - b. Spring Meeting (JK): scheduled for 3/13-3/17 in Chicago. Abstract submission deadline is Nov. 1. There are 5 Education sessions. Three sessions do not have any papers. The other sessions have 3 and 1 papers. JK will remind session chairs to solicit papers. Workshops will be filled without paper submissions.
6. Membership (DS for Fred Justice)
 - a. 125 total in 2010; of the 109 professional members, 32 are industrial. FJ will report at Nov. business meeting. Goal for 2011 is 200.
 - b. DV reported that nearly 400 people are associate with Education Division papers at the Nov. meeting.
7. Website (DS)
 - a. DS summarized web activity. Site is updated frequently. Currently 41 papers and videos from 2008 topical conference are posted.
 - b. Other resources from conference will be posted as recommended by others.

8. Division Status (DS)

- a. Roles of CTOC and CEOC were reviewed. DS will present division activities in Nov. Please review draft presentation for content. Plans for distributing the ED newsletter at the CTOC meeting and throughout the registration and other areas at the Nov. meeting were reviewed.

9. Old Business (DS)

- a. Survey project: the project continues. 2010 results presented at Nov. member with S. Fogler opening the session.
- b. Collaborations with SEF/EPA/PH: DS is working with each and Green Engineering text efforts will be presented Sunday at Nov. meeting. There is an unresolvable conflict with the student program.
- c. Newsletter: 1st issue is out. Discussion occurred around finding an editor who has interest and time to generate at least 2 issues per year. Send suggestions of such people to DS.

10. New Business (DS)

- a. Teaching materials repository: DS described progress on the NSF-funded “concept warehouse”. A broad discussion of the goals, collaborations (e.g. with CACHE), content, and control of the database occurred.
- b. Faculty Development: A discussion about the potential and market for a teaching workshop aimed at senior graduate students and new faculty occurred. Workshop could complement NETI which is aimed faculty 2 years into teaching positions. Various formats, locations, and lengths were discussed with no resolution. The topic may be brought up at the Nov. business meeting to gather more feedback on feasibility.
- c. Programming Funding: funding for lab demos and other expenses related to annual conference presentations was discussed. Costs could be \$500-600 annually. There was general sense that if the division creates programming that requires expenses then we should budget for it. However, we need to recognize this is about one-half of our annual income.
- d. Division Stability: DS presented concerns for sustaining the division—how to actively engage more members and broaden the base of participation. Subsequent discussion included committees with specific responsibilities such as K-12 outreach, engaging graduate students, engaging undergraduates, interfacing with other AIChE-sponsored but similar efforts, etc. General agreement was that officers would recruit volunteers at the Nov. meeting.

The call was adjourned at 4 pm EST.