

Meeting Minutes  
AIChE Education Division Business Meeting  
Monday, October 29<sup>th</sup>, 2012  
11:00 AM EDT

0. Opening Remarks (Don Visco)

These meetings are largely informational, but we see it as a good opportunity to solicit volunteers for division committees. We went through introductions of the current executive board. Fred Justice's term as director is up this year; Tim Anderson will be the next new director.

We gave an award to Fred Justice to honor his tremendous contributions to the Division. He was the "founding director" of the division and his contributions to growing the membership of the division have been invaluable.

Elections this year: Tim Anderson was elected director for 2012-2015. The new division logo was approved by the membership, as well as the proposed new bylaws for the division. The bylaws change has been approved by CTOC as well.

We will be soliciting nominations for Director, 2<sup>nd</sup> Vice-chair, and Secretary/Treasurer for 2013.

The remainder of the meeting was reports from the various board members and committee chairs.

1. Financial (Ben Davis)

Current account balance is about \$5700, but some of that is from tickets to the banquet. All of our income this year to date was from dues, banquet fees, and a small amount of interest.

We bring in about \$1200 in dues every year at our current membership and dues rate. We encourage the membership to E-mail Ben Davis or Don Visco with ideas for the 2013 budget. So far we have a budget for the Future Faculty Program, Honoraria for the Division Awards, and domain URL registration. Obviously, growing the membership will increase our income rate.

2. Membership (Fred Justice)

We only get 6% of AIChE members who work in academia.

How do we make our content useful to industry? (We currently have 22 industrial members)

Target was 250 members in 2012 (we currently have 179 or so).

The best way to join the division is to call 1-800-242-4363.

### 3. Programming (Jason Keith)

There are 31 sessions this year at the annual meeting including workshops and co-sponsored sessions. 4 sessions on Computing and Technology and sessions on ABET, Safety, Free Forum on Engineering Education, and "How we Teach" sessions (Design this year).

40 people have signed up for banquet tomorrow

2013 Spring meeting programming – San Antonio. Two sponsored sessions – Linking Industry and Education: Technology in the Classroom, Free Forum on Eng. Ed.

2013 Annual Meeting – San Francisco. E-mail Jason Keith with programming ideas.

### 4. Course Survey Committee (David Silverstein)

Design sequence this year, presented on Wednesday.

Need volunteers for future surveys – Transport and Electives.

Please encourage your department chairs to complete the surveys.

### 5. International Committee (Said AbuBakr)

Gave missions and objectives of the committee.

Lots of students now are getting work internationally or collaborating internationally – increasing pressure on education.

Need volunteers, ideally with experience with/aptitude for international education.

### 6. K-12 Committee (Dick Zollars)

SIOC put on outreach activity on Sunday in association with YPs.

We should coordinate the activities more formally with each other and with SIOC – Ben Davis will look in to that.

### 7. Awards (John O'Connell)

Three awards are proposed: Excellence in Engineering Education Research, Service to Chemical Engineering Education, and Innovation in Chemical Engineering Education.

They must be voted on by the division and included in the bylaws.

There will be a three person committee for nominations.

There will be a budget for plaques and honoraria.

#### 8. Future Faculty Mentoring Program (Milo Koretsky)

Have a list of 8 mentor/mentee pairs for this year.

We would prefer to have faculty on the associate/full professor level as future mentors.

8 mentee candidates were chosen from 33 applicants from the Meet the Faculty Candidate poster session.

Membership in the division was sponsored for the 8 mentees for two years in honor of Fred Justice. This will hopefully be good way to increase membership/participation in the division for those younger members.

#### 9. Liaison Reports: Student Chapters Committee (Chuck Coronella)

We would like to improve coordination between the Student Conference and the main Annual Meeting programming.

A task force has developed, headed by Vincent Grassi of Air Products, in order to increase communication between students/YPs/industry. It will disband soon, so we need new volunteers.

Should we pursue funding (NSF?) to get students to attend main meeting programming?

#### 10. Liaison Reports: SAcHE (Don Visco – Chip Howat)

We would like to develop a better relationship with SAcHE.

#### 11. Liaison Reports: CAcHE (Don Visco – Clare McCabe)

We would like to develop a better relationship with CAcHE.

#### 12. Newsletter (Don Visco)

Jessica Eastman would like more input for the newsletter – anything you would like to submit is encouraged.

#### 13. Website (David Silverstein)

Our website is <http://www.engr.uky.edu/aicheed/> . Please go look at it for information about the division and what we're doing.

#### 14. Education Division Representation in the Institute (Bette Lawler)

Continuing Education Committee – organizing content across the institute (Webinars, E-learning, etc.) We need to identify gaps we have in training professionals and what the institute's role should be in those activities.

Body of Knowledge Committee – organized by CEOC. It will be a big task but one which is well needed. There is a body like this in Civil Engineering already (Book of Knowledge); it's intended to be a comprehensive collection about what ChEs should know. E-mail Bette to volunteer to contribute to that work.

David Silverstein is the representative from the Division to that committee.

#### 15. CTOC liaison to Division (Alon McCormick)

We look forward to interactions between CTOC as a whole and the division.

#### 16. New Business

We would like to increase the membership – what should be the action items? Talk to department chairs? We should look at how we're represented on the main AIChE website – Bette Lawler will look in to this.

There is a lot of informal communication between our division and ASEE/ASChEE. We have been and will continue to be sensitive to the relative missions of our groups.

Has there been any discussion of having young professionals come to division programming in order to motivate life-long learning?

Meeting was adjourned at 12:08 PM.