

Meeting Minutes  
AIChE Education Division Board Teleconference  
Wednesday, Nov. 2, 2016  
1:15pm PM Eastern Time

Participants: David Silverstein, Said AbuBakr, Matt Liberatore, Taryn Bayles, Don Visco, Christi Patton-Luks, Doug Ludlow, Juergen Hahn, Jason Keith, Daniel Lepek, Katie Cadwell

**I. Approval of 1/23/16 Board Meeting Minutes (Bayles/Cadwell)**

Katie Cadwell sent out the minutes of the 1/23/16 board teleconference. Two spelling errors were noted/corrected and no other corrections were made by participants. The minutes were approved unanimously and without further changes.

**II. Financial Report (Cadwell)**

Our current balance is \$11408.86 as of September 30, 2016. At the last teleconference (January 2016) we had a balance of \$9543.62 and about one year ago (October 2015) we had \$10704.43).

Our preliminary 2016 revenue (through Sept. 30) is from dues (\$1190), the banquet (\$1800.00), and interest (\$15.75). Our expenses in 2016 to date include the banquet deposit (\$900.00), plaques (\$245.28) and website domain fees (\$14.99, not yet posted).

We decided not to sponsor refreshments at an annual meeting poster session again, which would have been \$1000. Additional anticipated expenses include another ~\$100 for plaques, the balance on the banquet costs, and \$500 for awards. Additional revenue will include additional banquet fees (none received in October are yet included) as well as dues for the remainder of the year.

If anyone has suggestions for the 2016 budget, please let Katie Cadwell know. We should probably discuss at the business meeting how we might want to use some of these funds now that we've built up some savings.

**III. Programming Report (Liberatore)**

- a. Fall 2016: 135 abstracts, about 30 sessions.
- b. Spring 2017: No EdDiv sessions

**IV. Future Faculty Committee Report (Visco)**

Deadline in early September. Worked with faculty candidate poster session chairs. Had 35 applications and worked with Milo Koretsky to appropriate criteria. 10 mentors with

20 mentees. 8 young faculty – junior mentor. Meeting Sunday evening as a cohort. \$10/person for meal from EdDiv. Matt asked about trying to get more mentors from other divisions. Will try to get mentors from EdDiv at business meeting. Don thinks we have capacity to cover 30 mentees in the Division.

#### **V. Membership Report (Patton-Luks)**

3732 total members: 321 professionals (296 invoiced, up from 283 last year), 3405 undergraduate and 6 grad students. Membership is 24% female, 28% members for 0-5 years, 15% members for 40+ years, and median age 51.

#### **VI. Awards Report (Liberatore)**

One award to David Silverstein for Division Service, including a plaque and \$500 honorarium. Need to get more applicants/nominations – Polly Piergiovanni will work on this.

#### **VII. Banquet Update (Keith)**

Dinner on Monday, 11/14 at Scala's Bistro 432 Paul St. Cost \$65/student; \$100/professional. Max capacity is 60. 28 signed up as of yesterday. 30 is minimum. Tuesday is preferred day for future years.

#### **VIII. Newsletter**

Matt and Taryn have seen draft last week. May need to update as we are past the election (so those pages can be removed). Taryn will reach out to Evan for an update.

#### **IX. Committee/Liaison Updates**

##### **a. Course Survey (Bayles)**

Margot sent report to Taryn. Curriculum survey is open but data is being pulled and analyzed – 68 responses to date. Results will be presented in a Wednesday afternoon session in SFO. Milo talking about NSF RED grant as invited speaker. Topic for next year still up for discussion – Margot is still willing to serve on committee, but proposers of next topic should consider nominating a chair for the committee as well. David says they are trying to engage CACHE to join forces on future surveys. Discussions will continue in SFO.

##### **b. Body of Knowledge (Silverstein)**

Core project is complete, no new updates.

##### **c. International (AbuBakr)**

SFO session on Thursday morning to include 7 speakers from 7 countries, followed by a committee meeting of the International group.

**d. K-12 (no report)**

**e. SACHE (Bayles)**

Per Bette Lawler, new modules for online certificate program, more details will be provided at EdDiv business meeting.

**f. CACHE (Hahn)**

Conducted survey of Assistant Profs – asked how could support computing with these faculty. 70 contacted – 25 responses. Most do lecture. Half would be interested in flipped or similar if resources are available. Trying to work with John Falconer/LearnChemE (newer collaboration). Full report is 50 pages, but will send short version to distribute to EdDiv (previously distributed within CACHE).

**g. SCC (Bayles)**

Helping new chapters/advisors getting started. Committee is lean – Taryn is on it, might not get an additional liaison.

**h. CEOC (Bayles)**

David no longer the liaison. Taryn has been sitting in on conference calls, no new updates.

**i. CTOC (Silverstein)**

Encourage members to participate in constitution amendment vote – need big turnout for vote to count. Ends Dec. 12, David will give a slide at business meeting.

**IX. Other Business**

**a. Institute Items (no report)**

**XI. New Business**

**a. Webinars (Libertore)**

Matt's trained in Webex to help run webinars. Hoping to get 1 per month starting in December with Milo Koretsky on Concept Warehouse. "Pay" is free for EdDiv, credits for other AIChE, pay for outsiders.

**b. New Director (Bayles)**

Election results as of yesterday: Daniel Burkey from UConn will serve 3 years.

**c. Monthly EdDiv Emails (Cadwell)**

Going to try out a monthly announcements email to EdDiv membership, starting after national meeting (probably January). Katie will accept announcements and send at beginning of each month through AIChE.

**d. Business Meeting Slides**

Please send slides for EdDiv business meeting and allow for updates.