

**DRAFT**

AICHE Education Division Business Meeting

November 10, 2010

Salt Lake City Utah

Division Officers present: David Silverstein, Don Visco, Jason Keith, Fred Justice, David DiBiasio

Participants: Chuck Coronella, Tim Anderson, Jessica Zimmerlin, Karen High, Joe Biernacki, Marcel Liauw, Ben Davis, Lale Yurttas, Daniel Lepek, Jim Henry, Doug Ludlow, Jim Watters, Taryn Bayles, Eric Maase

1. Meeting was called to order by DS at 11:10 am.
  - a. General welcome and introduction of officers
  - b. Minutes of the Nashville meeting (2009) were approved.
  - c. Presentation slides attached to these minutes.
2. Secretary/Treasurer report (DDB)
  - a. Election results: of the 108 eligible voting members, 58 cast votes. Milo Koretsky was elected as a Director. In response to audience questions DS explained the roles of Director: serves in advisory capacity; takes role in specific division activities (for example K-12 outreach, marketing, etc.) DS also explained the 6-year chair line cycle. 2<sup>nd</sup> vice chair is the spring meeting coordinator; 1<sup>st</sup> vice chair is the annual meeting programming chair, then chair serves a 2-year term.
  - b. Financial report: balance of \$1,515.33; all income from division dues. There was some discussion of possible fundraising and possible solicitation from members of fundraising ideas. JK urged audience members to recruit new members.
3. Membership Report (FJ)
  - a. See slide #3 from presentation slides. Current membership is 125. The ChE Division of ASEE has approximately 4 times that amount. FJ announced a target of 200 for 2011.
  - b. Discussion took place regarding an issue with joining the division. It is problematic to join the division if one joins after renewing an annual membership.
  - c. FJ stated an interest in increasing international and industrial membership. He distributed two marketing documents (attached with these minutes), one with an academic focus and one with an industrial focus. He urged attendees to pass these out in person to prospective members, in addition to public postings.
  - d. There was recognition that this new division may have generated more sessions per member than that at ASEE, and that member recruitment should go out to all speakers. DV has contacted all speakers.
4. Current Division Projects (DS)
  - a. DS reviewed several ongoing projects including the teaching survey, partnering with other divisions' activities, the Newsletter, and using the Division web site for disseminating educational scholarship results.
5. Programming (DV)

- a. 2010: DV summarized the results of programming at this year's AIChE meeting. Workshops were very well attended and 28 sessions were full. Additionally 44 attended the division dinner the previous night.
  - b. DV reviewed future programming for the Chicago spring meeting and the fall Minneapolis meeting. Session moderators are needed.
- 6. Division Website (DS)
  - a. DS reviewed the status of the division web site including the Conferences page and the Multimedia page. The latter has complete video/audio of the 2008 topical conference presentations (with the exception of the transport stuff due to technical difficulties).
- 7. Division Needs (DS)
  - a. The urgent need for a committed Newsletter editor was described and attendees were urged to volunteer or suggest names to DS. It's a great opportunity to get involved in the Division.
  - b. Ideas for web site display such as: short papers, teaching tips, and other useful educational information were presented. This should not compete with CEE and Phil Wankat will help review items to avoid conflicts.
- 8. Closing (DS)
  - a. Volunteers are needed in a number of important areas that could include small committees:
    - i. Work with undergraduates and SCC
    - ii. Outreach for K-12 and MAC
    - iii. Outreach to graduate students and new faculty
    - iv. International collaborations
    - v. Safety education with SACHÉ
    - vi. Collaboration with CACHÉ
    - vii. ChEnected: blogs and social networking
    - viii. Virtual local sections
    - ix. Be an officer
  - b. Membership
    - i. DS urged recruitment of more members. The Division is on probationary status and strong membership totals (>100) are needed. Sustained leadership and substantive activities beyond programming are also needed.
  - c. Miscellaneous (all)
    - i. Several items were discussed including: possibility of Division awards, travel awards for graduate students, international project possibilities, submission of AIChE papers to CEE
    - ii. Several audience members volunteered for items several activities. DS will circulate the final list after the meeting.
- 9. The meeting was adjourned at 12:05 pm