

Meeting Minutes
AIChE Education Division Board Teleconference
Thursday, May 8, 2014
1:00 PM Eastern Time

Participants: Don Visco, Ben Davis, Jason Keith, Margot Vigeant, Matt Liberatore, Doug Ludlow, David Silverstein, Milo Koretsky, Christi Patton-Luks, Chip Howat

I. Approval of 10/30/13 Board Teleconference and 11/6/13 Business Meeting Minutes (Davis)

Davis sent out the minutes of the 10/30/13 teleconference and the 11/6/13 business meeting. The minutes were approved unanimously. Visco will send out the final slides from the business meeting for the record. Davis will work with Silverstein on posting *.pdf files of the board meeting minutes on the website.

II. Financial Report (Davis)

Our current balance is \$5,932.23 as of January 2014. Last year at this time (January 2013) we had a balance of \$4,666.80. Our 2013 revenue (\$3,510.35) was from dues, banquet payments, and a small amount of interest. Our 2013 expenses were a plaque for the Award for Excellence in Engineering Education Research (\$102.52), an honorarium for that award (\$250.00), a web hosting fee (\$14.99), and the banquet cost (\$1996.41). We anticipate spending more in 2014, assuming we give out three awards rather than just the one from 2013. If anyone has suggestions for the 2014/15 budget, please let Davis know.

III. Programming Report (Liberatore)

a. Spring 2014

Liberatore and Bayles will send a brief report to the board.

b. Fall 2014

Liberatore and Bayles will send a brief report to the board.

IV. Future Faculty Committee Report (Koretsky)

The program is going very well; we had 17 mentees between this year and last. 8 have obtained tenure-track positions. Many mentees remain engaged with their mentors. Getting high-quality mentors to participate is an issue. In the third year of the program, Said AbuBakr will come on as co-coordinator. Koretsky will forward the link to the

program website to the board; it would be helpful to share the request for mentors with others:

http://jimi.cbee.oregonstate.edu/concept_warehouse/FFMentor/

Liberatore has really enjoyed the program this year.

V. Membership Report (Patton-Luks)

The membership looks good, but it is skewed by the many student members. Our return rate is good. A full membership report is attached on the following page.

VI. Dues Waiver Candidates

Davis sent out a list of candidates for sponsored division membership. He suggested that we discuss whether to waive their division dues and for how long, and that we vote on it formally as per the procedure in the bylaws. It was moved and seconded that we provide the 11 candidates here with division dues for two years:

Name	Institution	Title	E-mail address
Bryan Wong	Drexel	Assistant Professor	usagi@alum.mit.edu
Ali Zomorodi	Penn State	Post-doc	zomorodi@enr.psu.edu
Fateme Rezaei	GA Tech	Post-doc	fateme.rezaei@chbe.gatech.edu
Heather Emady	Rutgers	Post-doc	hnemady@gmail.com
Shelby Hutchens	UMass	Post-doc	hutch@mail.pse.umass.edu
Sarah Perry	U of Chicago	Post-doc	perrys@uchicago.edu
Ashlee Ford Versypt	MIT	Post-doc	ashleefv@mit.edu
Gennady Gor	Princeton	Post-doc	ggor@Princeton.EDU
Matthew D. Green	Delaware	Post-doc	mdgreen@udel.edu
Cun Wen	USC (Carolina)	Post-doc	wencun6@gmail.com
Jeffrey Mark Halpern	Technion – Israel	Post-doc	jmh12@case.edu

The motion passed unanimously. Davis will contact Lawler and CC Patton-Luks about dues waivers for these 11 people.

VII. Awards Report (Ludlow)

Ludlow has received one award nomination so far. Keith will send Ludlow the information on the awards.

VIII. Banquet Update (Visco)

Visco is working with two venues on hosting the division banquet on Tuesday, November 18th in Atlanta. They are:

AIChE Education Division Membership Report

March 26, 2014

Prepared by Christi Patton Luks on 3/25/2014

AIChE appears to have changed the way they are doing the reporting.

The report lists 690 current members

(Compare to 189 in October 2013 187 in June 2013, 181 Nov 2012, 169 Nov 2011, but below goal of 250)

- 141 are renewals

- 195 paid (the remainder are invoiced, but not paid)

- 465 are new AIChE members

- 237 international members (student or professional)

- 187 female

- 498 are student members

Of the 195 PAID members:

- 23 are international

- 35 are female

- 5 are students

- 9 are new AIChE members

- 154 academic

- 41 industrial

34 delinquent members (up from 20 in October 2013)

- 1 paid AIChE dues but not division dues

*I am confused about what the difference is between this list and the unpaid current members.
Some of these names are unexpected (REDACTED)*

1. Max Lagers Wood-Fired Grill & Brewery - <http://maxlagers.com/groups/>
 - 7 minute walk from the hotel
 - We can use the "Copperview Room" with round tables of 8
 - Price would be around \$65 per person. This would include:
 - Salad
 - Choice of three entrees (meat, fish, vegetarian)
 - Desserts
 - Soda, tea, coffee
 - Minimum party size is 35, but Visco believes he can get this down to 30
2. Azio Downtown (Italian) – <http://www.aziodowntown.com>
 - 5 minute walk from the hotel
 - They seat about 10 - 15 in long tables
 - Price would be around \$65 per person. This would include:
 - Appetizers
 - Salad
 - Entree (fish, veal, chicken, ravioli, pasta)
 - Dessert
 - Soda, tea, coffee
 - Minimum party size is unknown

If anyone has strong opinions, please let Visco know. Visco plans to move forward this week on reserving a location. He mentioned that, so far, the brewery seems more popular.

IX. Newsletter

We need a new newsletter editor. Koretsky will announce this to the future faculty candidates / PFF mentees.

X. Committee/Liaison Updates (Bayles)

a. Course Survey (Vigeant)

The report on the electives survey will be given at ASEE. The next survey will be on transport courses; the survey is in beta-minus mode right now. Daniel Lepek from Cooper Union is taking the lead on that. The goal is to get the survey out by the end of May.

b. BoK (Silverstein)

There has been no progress on the Body of Knowledge yet. There will be a meeting about it soon.

c. International (Keith)

Nothing new to report.

d. K-12 (Davis)

Davis asked the board's opinion about having an "event chair" for outreach events under our division. Frank Petrocelli has indicated that he would like his activities (currently through SIOC) to be more formally structured under AIChE and it seemed to him like we're a good fit for that. There was some discussion and the board agreed that while we will continue to participate individually in these events, it would be onerous on the division to be structured formally such that we were required to organize these events.

From Frank Petrocelli: "[our current plan is for] the Fuels and Petrochemicals and Environmental Divisions continue to take the lead in planning an outreach event for the Spring Meeting, and YPC, SIOC, and, perhaps, the Education Division do the same for the Annual Meeting. We can then develop 'standard formats' for each meeting's event, reducing the amount of pre-planning required each year." There was an event at the spring meeting but Davis has not heard how it went.

AIChE had a booth at the USA Science and Engineering Festival in Washington, D.C. and that event reportedly went very well.

e. SChE (Howat)

Howat asked SChE how the Education Division can assist in their efforts and how SChE can assist the Education Division. From him:

"The SChE goal is to provide materials that are useful for learning process safety. SChE is, in some sense, in a mode of transition from defined topic examples printed in hardcopy to more easily accessible, multi-media eLearning materials available to students, faculty and departments. SChE, in general, is soliciting feedback on the usefulness of their products to the educational community and on topics the education community would like to have added. The summary points follow:

To Assist SChE:

- SChE would like to know whether their products are useful in real classes.
- SChE would like to know what the Education Division would like to see in terms of products.
- SChE would like to know whether the product organization, specifically, and the website, generally, are useful.

- SACHÉ would like some insight and feedback from those using the eLearning products for content, utility and motivation for usage.

To Assist the Education Division

- SACHÉ would like to know how it can assist the Education Division in preparing for the new ABET requirements.”

Davis suggested that SACHÉ prepare a list of questions or, ideally, a survey for the Education Division membership. Silverstein suggested that we send that survey to the department chairs as well. Howat will follow up with SACHÉ and see what they say.

f. CACHÉ (Keith)

CACHÉ produces a range of educational products with a computational focus. There are several task forces working on additional modules and educational materials. They are always looking for more collaborators, so anyone that is interested should talk with Jason Keith.

g. CACHET (Keith)

CACHET is a website set up for posting faculty positions. Some of the suggestions that have been made in the past by attendees about CACHET are being integrated into the meet the faculty candidate session at AICHE.

h. SCC (Keith)

Nothing new to report.

XI. New Business

No new business to report. The meeting was adjourned at approximately 1:55 PM.