

Meeting Minutes  
AIChE Education Division Board Teleconference  
Tuesday, June 18, 2013  
1:00 PM EDT

Participants: Don Visco, Ben Davis, Taryn Bayles, Jason Keith, David Silverstein, Christi Patton-Luks, Alon McCormic, John O'Connell, Milo Koretsky

I. Approval of 01/16/13 Meeting Minutes (Davis)

Davis sent out the minutes of the 1/16 meeting on 6/17/13. The minutes were approved unanimously.

II. Financial Report (Davis)

Our current balance is \$4,844.20 as of April 2013. Last year at this time (April 2012) we had a balance of \$3,188.76. Our year to date income has been almost all from dues and we have had no expenses on the year to date; Davis anticipates that most will come later in the year around the annual meeting.

III. Programming Report (Keith and Bayles)

a. Fall 2013

We will have about 20 technical sessions and 5-6 workshops at the 2013 Annual Meeting. There is a plan to have technical sessions on Sunday. Our sessions will likely be Monday through Thursday this year. We will try to avoid having Education Division sessions on Thursday and Friday if we can avoid it, though with the San Francisco venue it's unlikely that we will be able to avoid Thursday sessions. The banquet will be on Tuesday night. Keith asked if we should invite the Lewis Award winner to our banquet; last time they approached us about the collaboration. We have been asked to provide our award winners for the program book; Keith will provide information to AIChE about which awards we will offer, but we haven't finished our awards cycle yet.

i. FE/PE Session

There was mention of a session on the benefits of getting a P.E. license. Please contact Keith if anyone is interested in that.

ii. Industry Needs Session

This session is being sponsored by Education Division with the Young Professionals Advisory Board (YPAB). Visco and Nemoy Rau from YPAB are the co-chairs. Divisions and forums are going to talk about their needs in terms of what graduates know and

how those needs are being met. Fred Justice will be representing the Education Division at that session. The plenary session is also on this topic; John Chen is in charge of organization of the plenary.

b. Spring 2014

Bayles put in a free-forum session on engineering education into the spring 2014 program.

IV. Future Faculty Committee Report (Koretsky)

a. Current year

We had 8 mentor/mentee pairs in the Future Faculty Program this year. The pairs met at the annual meeting in 2012 and for a teleconference in April 2013 (12 of the 16 attended). The group has been very engaged and things are off to an outstanding start on this program.

b. Next year – Proposal for Continuation and/or Institute Interest

Koretsky proposes that we continue the program for next year; we have a call out for 2013 mentors and mentees already (deadline is September). Feedback about the program: possibly have older mentees (two years in program) be assigned a new mentee to make a three person team. Also: possibly starting in the summer to work better with the academic hiring schedule. Koretsky says that we should determine how the program administration should rotate (every 3 years?) Having 8 pairs again for 2013 would be fine. O'Connell suggests retired department chairs as good targets for mentors. Also, the Fellows are developing an institute-wide web-based tool (the Mentor Center) available for all institute mentor programs to find mentors/mentees through an online forum. We are in discussion with this group and will both provide feedback about the tool and look for the ways this tool best fits with the objectives of the Future Faculty Program.

V. Membership Report (Patton-Luks and Anderson)

We are up to 187 members. The number of graduate student members is low and the number of international members has gone down. We had 10 undergraduates last year, but none this year. We are growing, but not up to our goal of 250. We expect numbers to increase around the annual meeting when people renew their dues. Davis suggested that Patton-Luks craft an E-mail advertizing the division that we could send out to students/faculty we know. Working through liaisons could also be effective. Full report attached on the following page. She will reach out to faculty at the ASEE meeting next week.

## Education Division Membership Report

June 12, 2013

There are currently 185 members. (This is an increase – we had 169 as of the fall meeting in 2011 and 181 as of the fall meeting in 2012. Although this is up, it is well below the goal of 250.) We have 22 delinquent members. Of these, 2 have renewed their AIChE membership and did not include the Education Division. The other 20 have not renewed AIChE membership for the year. An email has been sent to the delinquent members.

Delinquent Members:

[illegible]

The body of the email:

Hello! I am membership chair for the AIChE Education Division for 2013. I noticed that you have not yet renewed your division membership for the year. I wanted to encourage you to include division membership when you renew your AIChE membership this year. If you would like to know more about the division, our webpage is <http://www.aiche.org/community/divisions-forums/education>. You may renew your membership online <http://www.aiche.org/community/membership> or, if you prefer, a writable PDF file is attached. If you have questions that I can help with, please ask. I look forward to seeing you at future Education Division events!

## VI. Awards Report (O'Connell)

We received three nominations for the awards: two for the innovation, one for the excellence, and none for the service. The awards committee will discuss the awards further and update us when they have made a decision.

## VII. Committee/Liaison Updates (Bayles)

### a. Course Survey (Silverstein)

The survey (on elective courses) went out about three weeks ago and there have been some responses so far. We will have a session on the results at the annual meeting, but no "Steal this Course" session this year due to lack of interest.

### b. Nominating Committee (Silverstein)

Davis has agreed to run for Secretary/Treasurer again. We have two candidates for director, one confirmed candidate for Second Vice-Chair, and one other potential candidate for vice-chair. Nominations close on July 1<sup>st</sup> and ballots are to be distributed by August 1<sup>st</sup>.

### c. BoK (Silverstein)

This process is proceeding in a disjointed way; the committee is trying to put together a compendium of what chemical engineers should know by the time they are 4 years in to their job. They are editing a baseline document that was started (but not completed) several years ago.

### d. International (Bayles)

Said Abubakr and Marcel Liauw are heading this committee. They report that we have filled the "International Education" Session for the annual meeting.

### e. K-12 (Bayles)

Dick Zollars, Bayles, and Davis are on this committee. We are soliciting volunteers for outreach events at the annual meeting; Visco has sent out an E-mail to the membership to that effect. Please contact Keith if you are interested. Patton-Luks mentioned that SIOC would like more formal interaction between with Education Division on these activities. Davis will follow up with Frank Petrocelli (in charge of the K-12 activities of SIOC) to determine how that interaction would work.

### f. SAcHE (Bayles)

Chip Howat is the liaison to SACHe; he was unavailable, so Bayles reached out to Tom Spicer for details on this committee. He says they have made some revisions to the SACHe website. The Beacon archive interface has been revised to list Beacon issues by title (in chronological order). Some issues with the archive search have been addressed and the language filter has been clarified.

SACHe is working on revising the Product listing to display SACHe Products by associated course category (e.g., Fundamentals, Heat transfer, Mass transfer, etc.) This display is still in review by the Committee.

Some Spanish translations of SACHe Product files have been prepared. It is planned that these new translations will be included with the English files in the Product pages.

An Editorial Board has been formed to review and update the SACHe Safety Certificates. We are in the process of getting this group started. We are currently considering standards for web-based courses and any input from the Education Division will be greatly appreciated.

The next SACHe Faculty workshop is planned for August. For details, see <http://sache.org/workshops.asp>.

#### g. CACHe (Bayles)

CACHe is trying to find better ways to interface with their constituents. One way to improve interaction with CACHe would be for education division members to consider serving on CACHe task forces and also to use and promote the use of CACHe products in their classes. One such area needing support is the energy modules task force chaired by Jason Keith.

Another mechanism to participate is as a content expert to update web links on the CACHe teaching resource learning center.

Any questions or comments on CACHe can be directed to the CACHe liaison Clare McCabe or to Jason Keith who is a CACHe trustee and an officer in the education division of the institute.

#### i. CACHET (Keith)

CACHET is a website to host chemical engineering department advertisements and faculty candidate bios. CACHe trustee Dave Kofke provided Keith with information that he summarized for the committee. Annual usage has faculty advertisement totals in the 30-40 range with a growing number of candidate profiles (currently at 62). Following suggestions from the “Meet the Faculty Candidate” session chairs, the following changes are being implemented:

- Display the date of uploaded files (obtained from the file metadata)

- Provide candidates the ability to give a direct link to a paper (in addition to, or instead of, an uploaded file)
- Provide candidates the ability to give external links to their LinkedIn profile, a YouTube video, a presentation, or other things the candidate thinks are worthwhile

We continue to be open to suggestions for improvements.

Please encourage your colleagues to use and promote the site, suggesting to their chair to use it to post openings, and to their academically-oriented graduate students to post profiles, and even encouraging people they know at other departments to consider it.

#### h. SCC (Bayles)

Chuck Coronella is heading this committee. The EBPC subcommittee charged with coordinating programming between student chapters and the professional meetings is moving forward with several initiatives, aimed at: one is using the existing system (Confex) to program the ASC, in coordination with the SCC, and two is enticing students to schedule a regional conference at the spring annual meeting.

#### VIII. Other Business (Visco for Lawler)

The Education Committee of AIChE has not yet met again this year. However, work does continue on the concept of developing a comprehensive “AIChE Academy”. At a ‘Senior Managers Roundtable’ at the Spring Meeting, managers expressed interest and support for the idea of short videos/e-learning classes about fundamentals of practical topics that the early career engineer needs. Additionally, a breakfast meeting of CTO’s is being planned to determine the level of support industry will consider for this effort.

The Education Department at AIChE continues to develop public, e-learning, and in-company course for members. The safety related courses are the most well attended and the CCPS Safety Boot Camp is scheduled or has already run in individual companies 32 times this year.

The International Committee would like to propose that international students’ dues are free like U.S. students which are subsidized by the “Scale Up” Program. They are working with CEOC to develop a proposal.

The Board of Directors is meeting in New York this week and will be looking at AIChE strategy. Education is one of the key components of the strategy. The Strategy was developed in 2007-2008 and there has not been a great deal of work on some of the components of the plan. Lawler will report back with any updates on that effort.

As incoming President, Otis Shelton has a strong commitment to trying to help grow Local Sections. He is putting together a task force to attack the issue of why so many local sections are not strong. He is interested in input from both industry and academia.

a. Staff Update / Institute items

The headquarters office will move in mid- August to 120 Wall Street (downtown Manhattan. An upgrade is in progress for the Membership database that is expected to “go live” in mid July. Both of these projects involve a fair number of staff and have added temporarily to the workload over the summer. Annual meeting registration is staged to go up on July 1<sup>st</sup>.

IX. New Business

Our next meeting will be prior to the 2013 annual meeting. The meeting was adjourned at 2:05 PM.