

Meeting Minutes  
AIChE Education Division Board Teleconference  
Friday, June 8, 2012  
12:00 PM EDT

Participants: Don Visco, Bette Lawler, Fred Justice, David Silverstein, Jason Keith, Taryn Bayles

Ben Davis wasn't able to join us for the teleconference as he and his wife just welcomed their new son!

Congratulations to Ben and his family!

I. Sampling Membership Policy (Justice)

Justice sent out a Sampling Membership AIChE Education Division policy (draft 1B); after much discussion of Circumstance 3 (*A candidate is not an AIChE member but has made a significant contribution to programming above the norm (incurring international travel costs for example) to the Division, with the prior approval of the majority of the division board members, the Division First Vice Chair may waive AIChE national dues for the remainder of the year, and where justified for the following year*) it appears that there is confusion in understanding the AIChE bylaws as to the ability to waive the national dues. Cheryl Tiech (2012 Chair, AIChE CTOC was invited to join the teleconference, but was unable to do so). Bette Lawler understands the policy to read as Marty Clancy presented it to Fred Justice – however Cheryl had noted that waiving the national dues was against the Institute bylaws. Bette will contact Marty and Cheryl to clarify the policy – and determine if the Education Division can use Circumstance 3 as a pilot sampling membership program. Circumstances 1 and 2 of the Sampling Membership AIChE Education Division policy was approved by the Education Division Board.

II. Awards Committee Proposal (Visco)

John O'Connell sent out the latest draft of the Awards Committee Proposal. A compromise was reached for the application deadline to be May 15 (to accommodate the end of the semester rush and still allow enough time for publication deadline of the AIChE annual meeting programming book.) The Board is in favor of the first two awards that were proposed (EDU Division Award for Excellence in Chemical Engineering Education Research and for Service to Chemical Engineering Education). The Board, however, suggests that a committee of four be asked to evaluate the applications: Awards Committee Chair, 2<sup>nd</sup>-Vice Chair of the Education Division, the past Education Division Chair and a previous awardee (to be identified by the Awards Committee Chair). The minimum size of the committee to evaluate the applications should be three. Additionally, a conflict of interest policy should be developed (Jason Keith will forward the ASEE ChED policy to John O'Connell).

The third award (for Adoption and Implementation in Chemical Engineering Education) was discussed in some detail as members of the Board were not sure who would be the recipients

of the award. Two scenarios were given: a) a post tenure faculty member who is active in research in another area – but has tried something new in the education arena and b) any faculty member who has a focus on novelty and transferability in engineering education. The Board wants to make sure that the award is viewed as making a significant contribution to engineering education and not a participation award; and as such a person fitting category a or b would be eligible for the Award for Excellence in Chemical Engineering Education Research. The Board also would like to ensure the awards of the Education Division of AIChE not to overlap with the awards given by the Chemical Engineering Division of ASEE. Visco will discuss with O'Connell for further clarification of the third award. The Board agreed that the recipients of the awards will receive a plaque and an honorarium of \$100 (but the amount of the honorarium would not be publicized).

### III. Other Business

#### a. RFP Response (Lawler)

Lisa Bullard will represent the Division to review the proposals for the AIChE eLearning Course Development of a PE Review Course. Their first meeting is Monday, June 11, 2012. There were only two proposals received for the RFP for the PE Review Course. The Board members noted that they did not receive the call for proposals (only a draft version) and that they (and others) were planning to submit a proposal. After the teleconference, Lawler sent out the final version RFP and has set a new RFP due date of June 30, 2012 and has delayed the June 11 meeting, so that additional proposals can be submitted and reviewed.

#### b. Book of Knowledge Update (Lawler/Visco)

Visco asked for volunteers to serve on the Book of Knowledge committee, though no one has yet to volunteer. Visco will identify a person from the Education Division membership.

#### c. EduDiv Liaison to CAChE (Visco)

Clare McCabe , a Professor from Vanderbilt and an Education Division member, has agreed to serve as the liaison to CAChE. She currently serves as the CAChE Secretary.

#### d. Other Items (Lawler)

No other items were discussed.

### IV. New Business

No new business was discussed.

Justice asked again about the procedure for sampling members and asked for clarification of Circumstance #3 from Bette, Cheryl and Marty.