

Meeting Minutes
AIChE Education Division Board Teleconference
Tuesday, September 27, 2011
11:00 AM CDT

Participants: David Silverstein, Ben Davis, Dick Zollars, Robin Ng, Milo Koretsky, Taryn Bayles, Jason Keith, Don Visco, Fred Justice

I. Approval of 2/2/11 Meeting Minutes, if available (Silverstein)

Minutes from the previous meeting are still in process; Silverstein will highlight points from his notes from last meeting as we proceed. Davis will take notes for this meeting as well as Silverstein.

II. Election Results (Silverstein on behalf of David DiBiasio)

- The election software worked well
- Undervotes would have affected election
- Bayles was elected to be 2nd Vice-Chair
- Davis was elected to be Secretary/Treasurer
- John O'Connell was elected to be Director
- Visco and Keith will advance to Chair and 1st Vice-Chair, respectively
- 165 were eligible to vote (all members of the Division minus undergraduates)
- 76 votes were cast - very high response rate

III. Financial Report (Silverstein on behalf of DiBiasio)

- \$2313.46 in balance at the end of July
- \$448 in dues income for 2011
- \$4.24 accrued in interest
- -\$100 for graduate student support grant for K-12 event at 2011 Spring Meeting
- We don't have a budget currently since we don't have a list of things to spend money on

IV. CTOC Approval of Regular Status for Division (Silverstein)

The Chemical Technology Operating Council (CTOC) has approved us coming off of probation as of March 2011. We are now an official, permanent division of AIChE, with all the rights and privileges thereof.

V. AIChE Staff Changes (Silverstein)

- Different divisions and forums interact differently with the administration of the institute – staff assistance comes from separate departments
- AIChE was recently reorganized under June Wispelwey – we were interacting with Membership under Felicia Gugliemi as our liaison. She resigned earlier this year and was succeeded by June Lee, who resigned Sept. 2.

- We are likely still working with Membership our best guess is that Martin Clancy, Director of Membership is currently acting as our liaison
- Justice will get in touch with Martin to see whether he is our contact or not
- The Secretary-Treasurer (Davis) will need to work with them to learn how to secure reimbursements
- Visco added that as long as Jeff Wood is still at AIChE, programming should still be through him

VI. Programming (Visco)

- 27 sessions at Annual Meeting this year (2 are poster sessions, 7 are workshops)
- 139 presenters + 153 posters = 292 total presenters
- Our group programming meeting is Tuesday, October 18th at 11:15 AM (Keith will run the meeting)
- Our business meeting will be at 11:15 AM on Wednesday, October 19th
- We have scheduled a spring meeting session as well
- We have a session in honor of the Lewis Award winner (T.W. Fraser Russell won last year) – this will be our de facto plenary session for this year's meeting
- The banquet for the division (also honoring Russell) is on Sunday evening – please let Jason know right away if you still want to participate (Jason will talk to people at the University of Delaware to make late arrangements)
- There will be a session on international perspectives in ChE with a panel at the end of the session, unique because AIChE provided complementary registrations to the panelists
- There will be two sessions on incorporating safety, plus the two mentioned above, on AIChE on Demand
- The department heads forum is split in two this year – there will be a lunch break with President Burka giving a presentation in between the two sessions
- Silverstein asked if there was any discussion yet about programming at spring meeting. Keith said that yes, there are some papers, but he doesn't know if there will be enough for a full session.
- Our strategy for scheduling at the Annual Meeting is to do only three days of programming and aimed at minimizing overlap between similar cohorts

VII. Committee Reports as available:

a. K-12 (Zollars, Davis, Bayles)

- Zollars is working on an ad-hoc committee at AIChE on K-12 activities with Frank
- Zollars also sent out a survey on K-12 activities, but Davis and Bayles didn't receive it
- Davis will E-mail people in AIChE at large about their K-12 events

b. International (Lale Yurttas, Daniel Lepek, Marcel Liauw)

- None of the committee members were present
- Keith makes the point that if we're expecting things out of our international committee, we should broaden the membership of that committee (increase from three to five or six people)
- Justice will provide the chair of this committee with a list of international members from the division, so they can ask if there's anything the committee can do to engage them
- Liauw was suggested as the preferred option to make that contact

c. Undergraduate (Chuck Coronella)

- Silverstein said we were invited to make a workshop for the undergraduates, but we didn't do that due to their packed schedule.
- Ng added that we should be trying to bridge the gap from students in college to young engineers in industry (early career industry members)
- Justice said that Ng's list of young ChEs would be a good resource for AIChE at large. Robin is trying to supply student chapters with local chapter information
- Silverstein suggested that we could provide a workshop targeted towards young professionals. Visco responded that Don Woods is giving a session called "Polishing Your Networking Skills", which might engage young professionals
- Ng is looking forward to working with us to develop a program for young professionals in the future

d. Newsletter (Silverstein, Jessica Zimmerlin, Liauw)

- We will have another issue in November (Zimmerlin is working on that)
- We need to brainstorm how to be more relevant in the newsletter – perhaps a focus group to better understand the needs of the division membership
- Silverstein asks if it is worth approaching the ASEE ChE division to merge our newsletters.
- Brand confusion and independent viability of both organizations is at risk, but better efficiency and could eventually become a positive.
- Justice mentions that ASEE has 600 members, but we only have 25% of that. We need to differentiate the two in order for both of them to remain healthy; he doesn't think that ASEE gains a lot from such a merger
- Davis asked how many people-hours it takes to make the newsletter; Silverstein responds that it takes a significant amount. We have to solicit a new article on Education, a summary of a recent academic article in education. The newsletter is beyond reporting names and facts.

e. Liaison (Eric Maase (CACHE), Daniel Lepek (Divisions & Forums), David DiBiasio (Safety))

- No one is present to comment on this
- VIII. Membership discussion (Justice)

- We are broadly but thinly represented across the academic institutions; we should approach someone at each institution about expanding membership among their colleagues
- We aren't in danger of shrinking, but we do want to grow the membership; we are marginally successful, we would like to be wildly successful
- Some colleges we have very good membership, which indicates a good personal commitment
- Koretsky adds that people who are active in education/research tend to be subscribed, but a lot of professors tend to identify more with their field/research
- Justice would like to know somebody who knows many academic members and could work with him. Silverstein will add that to his call for volunteers at the annual meeting
- Silverstein says that there were 128 members in February but 23 had yet to renew; it would help if it were easy for renewing members to add an affiliation
- It's hard to get the division affiliation, but it's also hard to get out
- People don't get around to doing it – it would be good to work with Martin Clancy to see about making it easier for people to add division memberships
- We will seek out an academic volunteer to serve as a membership director to work with Justice to better recruit members. Justice mentions that calling customer service is the easiest / best way to join the division.

IX. New Business

- Silverstein asked Zollars if there was anything new from CEOC. Dick responded that they just had a meeting last Wednesday, but there was nothing in particular for the Education Division
- No other new business. Silverstein states that if anyone has any other things to add, please E-mail him