

Community of Division & Forum Officers

2020 Summer Teleconference – July 14, 2020 | 1:00 PM – 2:00 PM EDT

Agenda:

1. AICHE & Virtual Conferences: Best Practices Discussion + Spring Preview (30 minutes - Stephanie, Justin)
2. Rollout & Questions regarding the new D&I Statement (10 minutes - Lucas)
 - a. See attached D&I Statement
3. CDFO Survey Task Force (20 minutes)
 - a. 2019 Survey to be sent to CDFO for reference (below)
 - b. Please send any questions suggestions to codyh@aiiche.org

2019 Division and Forum Annual Activities Survey Questions

1. How often do you hold meetings of your executive committee?
2. How do you primarily communicate with your membership?
3. Do you engage with other AICHE Divisions and Forums (beyond co-sponsorship of sessions) or other entities (within or external to AICHE)?
 - a. If so, please briefly describe these engagements and their significant outcomes. Indicate if any of them are NEW this year.
4. Identify your level of outreach with these constituent groups (on a scale of 1, little to no engagement – 5, high engagement)
 - a. Undergraduate Students
 - b. Graduate Students
 - c. Young Professionals
 - d. Women and under-represented minorities
 - e. Industrial Members
 - f. Government Labs or Federal Agencies
 - g. Academic Members
 - h. International Members
5. As a division/forum, do any of the following concern you? Please indicate your level of concern (on a scale of 1, not concerned – 5, highly concerned).
 - a. Sponsorship of Awards
 - b. Quality of division/forum programming
 - c. Membership levels
 - d. Balance of academic/industrial membership
 - e. Other area of concern (please specify)
6. Please describe purposeful efforts planned/implemented to increasing the participation of underrepresented groups in your entity membership and/or leadership.
7. How many CDFO Webex meetings have officers in your division/forum participated in 2019?
8. How valuable do you find CDFO WebEx Meetings?
9. Please suggest a topic for future CDFO online meetings.
10. Do you participate in any other activities you would like to tell us about? Particularly, activities that address the Institute's strategic objectives.

11. What do you provide exclusively to your membership that a non-member would otherwise be unable to access?
 - a. Technical Content (e.g. webinars, electronic content, magazine)
 - b. Networking Among Membership (e.g. social/dinner events)
 - c. Newsletter or Other Means of Communicating Information on a Regular Basis
 - d. External Programming (outside of AIChE Annual and Spring meetings)
 - e. Awards & Recognition
 - f. Leadership Opportunities (e.g. D/F officers, committee members, programming/session chairing, mentorship)
 - g. Outreach Opportunities (e.g. liaising with student chapters, K-12 opportunities)
 - h. Career & Professional Advancement
 - i. Other (Please specify)
12. Division & Forum Value Assessment
 - a. Please review your Division/Forum's objectives and goals from your By-laws and assess how well the Division/Forum is meeting each of these objectives/goals.
 - b. Please provide any additional thoughts/details of items that you are offering regarding "Value Proposition" for your D/F.
13. Are there any award, programming, or other initiatives your entity would pursue if funding were available?
14. Please share any other concerns you wish with CTOC and AIChE.