

# **CDFO Meeting @ Annual (Virtual)**

November 16, 2020

(8:30 AM – 9:30 AM PST / 11:30 AM – 12:30 PM EST)

# Agenda (PST times)

- 8:30 – 8:40 AM: Welcome, Agenda Review, Introductions, Code of Conduct Review (**Laura Dietsche**)
- 8:40 – 9:00 AM: 2020 Activities Survey Results Presentation & Discussion (**Jessica Winter**)
- 9:00 – 9:20 AM: CTOC Data Task Force Report (**Jean Tom**)
- 9:20 – 9:30 AM: Broader Engagement Opportunities for Division & Forums (**Laura Dietsche**)

# Code of Conduct for Volunteers and meeting attendees

- AIChE's volunteers are the core of the Institute and make all of its programs, conferences and educational efforts possible. These offerings provide excellent opportunities for AIChE members and meeting attendees to gain greater technical expertise, grow their networks, and enhance their careers. AIChE events provide engineers, scientists, and students a platform to present, discuss, publish and exhibit their discoveries and technical advances. At all times, volunteers and meeting attendees should act in accordance with AIChE's Code of Ethics, upholding and advancing the integrity, honor and dignity of the chemical engineering profession. AIChE's Board of Directors has developed these guidelines to foster a positive environment of trust, respect, open communications, and ethical behavior. These guidelines apply to meetings, conferences, workshops, courses and other events organized by AIChE or any of its entities and also to volunteers who conduct other business and affairs on behalf of AIChE.
- Specifically:
  1. Volunteers and meeting attendees should **understand and support AIChE's Code of Ethics**.
  2. Volunteers and meeting attendees should **contribute to a collegial, inclusive, positive and respectful environment** for fellow volunteers and attendees, and other stakeholders, including AIChE staff.
  3. Volunteers and meeting attendees should **avoid making inappropriate statements or taking inappropriate action** based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, marital status, political affiliation, presence of disabilities, or educational background. We should show consistent respect for colleagues, regardless of discipline, employment status, and organizations for which they work, whether industry, academia, or government.
  4. Disruptive, harassing or other inappropriate statements or behavior toward other volunteers, members, and other stakeholders, including AIChE staff, is unacceptable.
  5. Volunteers and meeting attendees should **obey all applicable laws and regulations** of the relevant governmental authorities while volunteering or attending meetings. Volunteers and meeting attendees taking part in any AIChE event, including the Chem-E-Car Competition™, should also comply with all applicable safety guidelines
- **Violations of this conduct policy should be reported promptly to the AIChE President or Executive Director.**

# Code of Ethics → Professionalism

- The Board of Directors of the American Institute of Chemical Engineers adopted this Code of Ethics to which it expects that the professional conduct of its members shall conform, and to which every applicant attests by signing his or her membership application. Members of the American Institute of Chemical Engineers shall uphold and advance the integrity, honor and dignity of the engineering profession by: being honest and impartial and serving with fidelity their employers, their clients, and the public; striving to increase the competence and prestige of the engineering profession; and using their knowledge and skill for the enhancement of human welfare. To achieve these goals, members shall:
  1. **Hold paramount the safety, health and welfare** of the public and protect the environment in performance of their professional duties.
  2. Formally advise their employers or clients (and consider further disclosure, if warranted) if they perceive that a consequence of their duties will adversely affect the present or future health or safety of their colleagues or the public.
  3. **Accept responsibility** for their actions, seek and heed critical review of their work and offer objective criticism of the work of others.
  4. Issue statements or present information only in an **objective and truthful** manner.
  5. Act in professional matters for each employer or client as faithful agents or trustees, **avoiding conflicts of interest and never breaching confidentiality**.
  6. Treat all colleagues and co-workers fairly and respectfully, recognizing their unique contributions and capabilities by **fostering an environment of equity, diversity and inclusion**.
  7. Perform professional services only in **areas of their competence**.
  8. Build their professional reputations on the merits of their services.
  9. Continue their **professional development** throughout their careers, and provide opportunities for the professional development of those under their supervision.
  10. **Never tolerate harassment**.
  11. Conduct themselves in a **fair, honorable and respectful manner**.

# AIChE Equity, Diversity, and Inclusion Statement



AIChE believes that all who wish to be a part of the chemical engineering community should have equal opportunity to pursue and attain success. We work towards a better future for all — not just through our technical expertise but through how we inspire, engage, retain and advance future talent, and how we treat each other within and beyond the profession.

**AIChE is committed to promoting equity.** We believe that some groups experiencing historical and present discrimination continue to face specific challenges in entry to or participation in engineering and science professions. AIChE holds forth a vision of the profession in which discrimination and conscious or unconscious bias is unwelcome and unacceptable. Efforts to support and promote diversity must also address root causes of inequities and narrow gaps, not just their manifestations.

Solutions to 21st century problems require innovation and creativity. These are accelerated through diverse teams and by ensuring that spaces are inclusive.

**AIChE is committed to nurturing an inclusive, respectful and welcoming environment where people of all backgrounds and identities are valued and respected and can achieve their full potential,** regardless of:

(i) race, ethnicity, or national origin; (ii) religious or spiritual practice, or absence thereof; (iii) sex, gender identity and expression, or sexual orientation; (iv) family or relationship structure; (v) any type of disability or perceived disability, past or present; (vi) age; (vii) any ascribed status or visible or invisible difference.

Through intersectionality and the awareness of shared difficulties, we can work to recognize our differences and achieve greater inclusion.

We encourage inclusion and intentional representation of people from diverse backgrounds and experiences, not only because it is ethical and honorable, but because it enhances the innovation and creativity necessary to find solutions to current and future challenges. We aim to eliminate disparities pertaining to gender and underrepresented minorities, recognizing that specific strategies will be required for specific groups and that long-standing narratives will need to be combated. **We expect all members of our community to support and celebrate equity, diversity and inclusion.**

# D&F Activity Report Summary (CDFO Survey)

# Data Task Force Update

# Broader Engagement Opportunities for Division & Forums

- Identifying Diverse Candidates from the Community of Divisions & Forums for Institution Award Nominations
  - <https://www.aiche.org/awards>
  - <https://www.aiche.org/awards/awards-provisions-eligibility>
- Foundation Grant and CTOC Funding opportunities
  - <https://www.aiche.org/giving/impact/stories/aiche-foundation-awards-grants-five-projects>
  - <https://www.aiche.org/giving/impact/funds/annual-fund>
- RAPID, AMPS (Advanced Manufacturing and Processing Society) engagement
- Institute for Learning and Innovation opportunities
- Look for other synergy and collaboration opportunities
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**Thank you for attending.  
Have a great meeting!**

# Back-up

# Chemical Engineering Technology Operating Council (CTOC)

Laura Dietsche (2020 Chair)

Jessica Winter (2020 Vice-Chair)

Reza Mostofi  
JoAnn Lighty  
Carmo Pereira  
Ravindra Aglave  
Elizabeth Haughton  
Helen Lou  
J. Zach Hilt  
Alan Fuchs  
Taryn Bayles  
Paul Collins  
Alissa Park  
Julie Liu  
Ian Glasgow  
Linda Broadbelt  
BOD Liaison II TBD

Vice-Chair for 2021  
Director (2019-2021)  
Director (2019-2021)  
Director (2019-2021)  
Director (2019-2021)  
Director (2019-2021)  
Director (2020-2022)  
Director (2020-2022)  
Director (2020-2022)  
Director (2021-2023)  
Director (2021-2023)  
Director (2021-2023)  
Director (2021-2023)  
One Year (2020-2021)  
Two Years (2021-2022)

**Directors Rotating Off:**

Jean Tom (Past-Chair 2020)  
Virginia Sommer  
Ranil Wickramasinghe  
Hal Alper

**BoD Liaison Rotating Off**

Ana Davis

# 2020 CTOC FOCUS AREAS

## Aligned with the Strategic Plan

- **Data Task Force:**
  - Develop strategy to gather, analyze, and use data for continuous improvement objectives
  - Partner with EBPC Data Mining Task Force
- **Survey Task Force:**
  - Assess activities and health of technical communities
- **Bylaws Task Force:**
  - Generate best practices document and templates to aid D&Fs in creating and/or revising their bylaws
- **Support Technical Communities:**
  - Synergy and collaboration opportunities
  - Develop communities in emerging & underserved areas
- **Quality Programming and Publishing:**
  - Flip to Virtual Meetings
  - Lifecycle approach to content development/delivery
  - Focus on emerging areas

**1 LEADERSHIP**

AIChE will enable the success of all members and stakeholders as *the leader* in advancing the chemical and related engineering professions. AIChE will:

- Continue to advance the profession, globally.
- Be broad, diverse and inclusive of all constituents and stakeholders.
- Explore alternate models for engagement.
- Strive to be the best.
- Act nimbly.

**2 COMMUNITIES**

AIChE will strengthen existing and create new, relevant communities. AIChE will:

- Strengthen existing communities, by representative constituency (i.e., industry, academic, government), by technical/topical/social interest, or by committee (i.e., division, ITG, MAC, local section).
- Develop new communities in emerging and underserved areas.
- Grow in advanced manufacturing areas, while strengthening and sustaining the RAPID Manufacturing Institute.

**3 CONTENT**

AIChE will enhance the academic curriculum and promote lifelong learning across the profession by developing trusted content. AIChE will:

- Develop and curate timely content across all delivery methods, with global reach, delivering through multiple media and venues.
- Address workforce and professional development gaps to benefit industry and members along the entire career in areas such as safety, digitization and advanced manufacturing.
- Develop and implement competency assessment programs covering specific skills.

**4 DIVERSITY & INCLUSION**

AIChE will expand the diversity and inclusivity of the profession. AIChE will develop initiatives to engage and retain diversity across the profession. AIChE will:

- Begin early for engagement (i.e., middle and high schools).
- Explore alternative entryways to ChE, e.g., community colleges.
- Promote inclusion programs.
- Leverage partnerships (e.g., organizations, universities, corporations and funding agencies).

**5 SOCIETAL**

AIChE will address important societal issues by utilizing the expertise of the profession. AIChE will discuss and engage with key constituencies such as the government, industry, academia and the public on important issues. Those issues may include safety, sustainability, public health, education, manufacturing, and the environment. AIChE also will perform societal outreach, demonstrating how ChEs can, and do, make the world a better place.

**6 TRANSFORMATIONAL TECHNOLOGIES**

AIChE will proactively innovate and deliver products and services through transformational technologies. AIChE will:

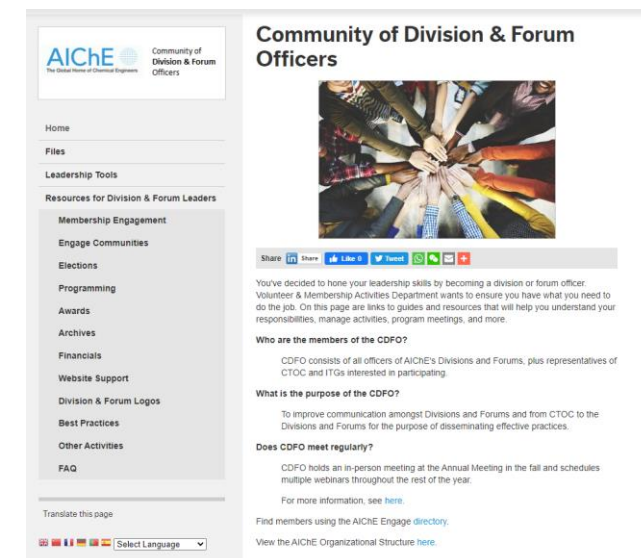
- Deliver content using state-of-the-art platforms, providing global impact and accessibility.
- Utilize more interactive and collaborative delivery methods.
- Develop and deploy new tools for educational training.

# 2020 Accomplishments

## Communities

### ■ Continue to build the Community of D&F Officers (CDFO)

- Supporting CEOC-led Community Counts Program (logos, value propositions) to position entities for sustainable growth
- Extract/correlate information using 2018-2020 demographics data from integrated Personify (membership) + Confex (meetings) databases to help D&Fs understand their membership characteristics and identify EDI opportunities
- Use CDFO survey results to provide best practices and ideas (focus on EDI and Foundation Grant activities/ideas)
- Encourage review of bylaws and operating rules with focus on clear objectives and up-to-date references and procedures



### ■ Identify/support community synergy/collaboration opportunities:

- Advanced manufacturing initiatives: work towards getting appropriate D&Fs engaged with Advanced Manufacturing and Processing Society (AMPS)
- Food Area: the Food, Pharmaceutical, and Bioengineering Division (FP&BE) worked with the Society for Biological Engineers (SBE) to plan two FOODIE conferences
- Renewable Bioproducts Topics: explore further collaboration opportunities between Forest & Plant Bioproducts Division (FPBD) and Sustainable Engineering Forum (SEF)



# 2020 Accomplishments

## Content

### ■ Executive Board of the Program Committee (EBPC):

- Topical conference review process implemented for the AIChE Annual Meeting
- “Meet the Industry Candidate” Poster Session to debut at the 2020 Virtual Annual Meeting (80 submissions, up from 18 submission at 2019 Spring Meeting)
  - In collaboration with PD2M
- Abstract Quality Task Force created and reviewing abstract submission process

### ■ EBPC Data Mining and CTOC Data Task Forces:

- Define and use data mining methods (natural language processing and text mining) to identify and quantify topic overlap and session synergies

### ■ Publication Committee:

- Task Force evaluating new journal(s) in emerging area(s)
- Strategic editorial reviews of AIChE Journal, Process Safety Progress, Bioengineering & Translational Medicine
- Three new books in review/development pipeline



Get ChEnected @AIChE

**2020 Meet the Industry Candidate Virtual Poster Session**  
At the AIChE Annual Meeting

**TUESDAY, November 17, Candidate Q&A 8-9AM**  
(posters hosted [online](#) all week, starting 11/14)

Sponsor: Pharmaceutical Discovery, Development and Manufacturing (PD2M)



This session is designed to facilitate pharmaceutical industry scientists and recruiting teams to network with industry candidates. Come meet the next generation of talent!

Confirmed participants (plus many more):



THIS SESSION WILL BE A GREAT OPPORTUNITY FOR  
PHARMA COMPANIES/ORGANIZATIONS to

- See the latest and greatest research from top universities
- Meet new talent across the entire AIChE community coming out of academia in one setting
- Grow connections or increase collaborations with academic partners

The confirmed **60+ presenting authors** are graduate students/post-docs looking for employment in the pharmaceutical industry

# Resources and Constraints

## Resources

- Our volunteer base and staff support is our backbone
- Data mining opportunities to gain insights, adjust priorities/activities, and track progress
- Creative use of Foundation Funding allocated to CTOC to further these initiatives and promote AIChE strategy and values

## Constraints and Challenges

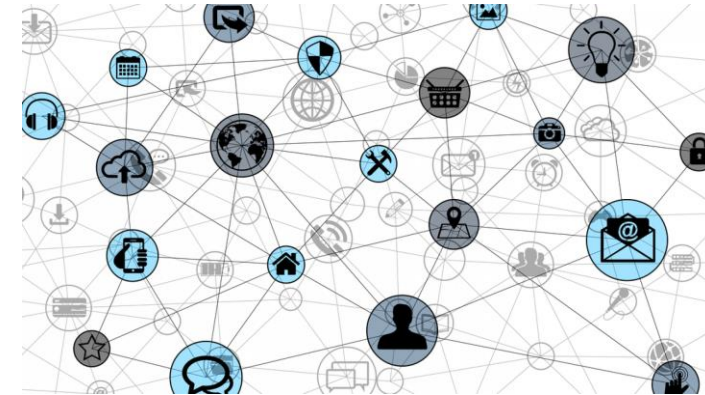
- Increasing EDI and ethics awareness within technical communities
- Increasing a spirit of collaboration (rather than competition and possessiveness) between technical communities
- Communicating clearly, sustainably, and inclusively to a diverse volunteer base



# 2021 Plans and Vision

## Communities

- **Continue to build the Community of D&F Officers (CDFO)** and support the health and growth of the Divisions and Forums
- **Increase EDI awareness and opportunities in technical communities**
  - Work with cross-OC EDI task force to identify new opportunities
  - Identify best practices for embedding D&I in D&F activities (new task force)
  - Increase awareness of institute-level award nomination opportunities
  - D&I focused review of D&F operating procedures and bylaws (Bylaws taskforce)
  - Evaluate D&I progress/benchmarking (Data and Survey taskforces)
- **Continue to support community synergy/collaboration opportunities:**
  - Take the next steps in establishing synergies in Advanced Manufacturing and Processing Society (AMPS) initiatives
  - Look for new synergistic opportunities beyond AMPS





# 2021 Plans and Vision

## Content

- **Continue to focus on quality programming**
  - Capture positive learnings from virtual programming
  - Support EBPC initiatives to refresh content, improve quality, and add opportunities
  - Support technical communities in developing/delivering topical conferences, particularly at D&F intersections
- **Strengthen interactions with Publications Committee and Editorial Boards**
  - Review editor and board responsibilities documentation
  - Consider diversity in appointments
  - Promote inclusion and open sharing of ideas
- **Look for opportunities to get technical communities involved with Institute for Learning initiatives**

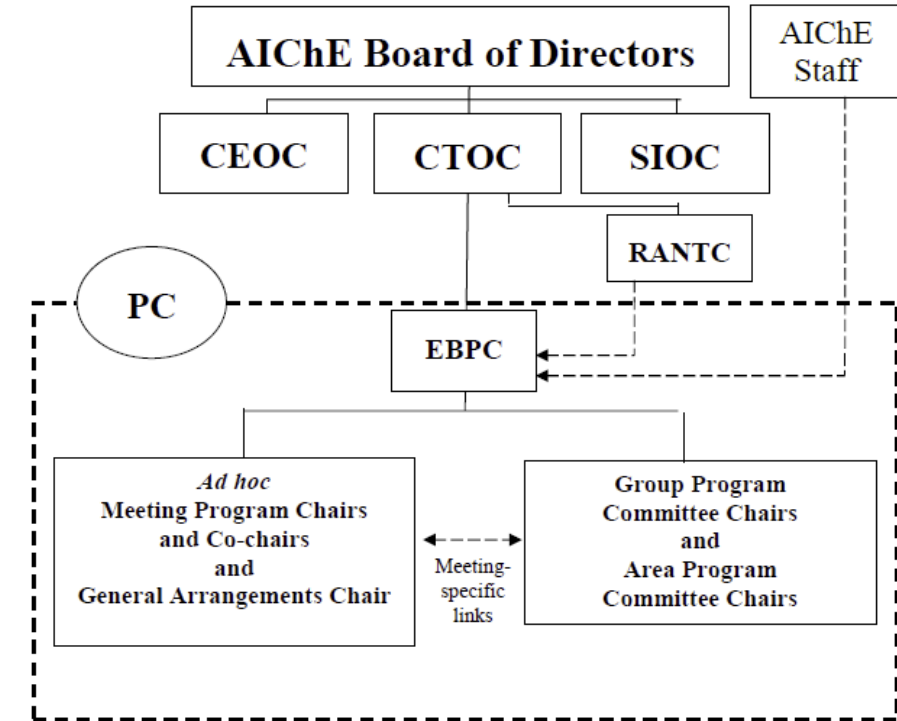


Figure 1. Structure of the AIChE Program Committee

CEOC = Career and Education Operating Council  
CTOC = Chemical Engineering Technology Operating Council  
SIOC = Societal Impact Operating Council  
RANTC = Research and New Technology Committee  
PC = AIChE Program Committee (block enclosed by a dashed line)  
EBPC = Executive Board of the Program Committee