Division/Forum Best Practices
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Moderated by:

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Division/Forum Best Practices

The following items summarize practices recommended for AIChE Divisions and Forums to follow. These items reflect "BEST PRACTICES identified during a recent review by a working group authorized by CTOC in consultation with leaders of divisions and forums. The items can be used as a "checklist" for each group to consider not only if the practice is being followed, but "how well" it is being followed.

Division/Forum Best Practices

For instance, on a scale of 0-10 an entity can decide if adequate effort is being spent to follow each best practice:

♦ 10-8 = excellent to very good adherence,

♦ 7-4 = fair but definitely needs to be improved,

♦ 0-3 = poorly followed -- needs immediate action.

Such a checklist, therefore, provides a "self-study" guide for entities to structure plans to become more aligned with the best practices being followed by the most effective groups in the Institute.

1. Organization (bylaws, organizational and technical leadership, standing committees, ways and means, membership growth and development)

♦ a. Bylaws for the entity should be formally reviewed and up-dated every 4-5 years [rate 0–10____].

♦ b. The "application domain" of the entity should be reviewed every 4-5 years to _add new areas and delete outdated areas_ pertaining to the fundamental area of knowledge that the entity claims as its reason for existence. [rate 0–10____]

♦ c. The structure, procedures bylaws and attitudes of the entity should engender enthusiasm as well as provide clear opportunities to volunteer and participate in the operation of the entity. [rate 0–10____]

♦ d. To avoid overloading a few key people, active volunteer recruitment programs, coupled with clear succession plans and an atmosphere of cooperation and responsibility, should be encouraged. [rate 0–10____]

♦ e. The leaders of each entity should actively participate in AICHE workshops and training exercises focused on assisting them in making their entity function well. [rate 0–10____]

♦ f. A formal self-study evaluation of the degree of adherence to this minimum set of best practices should be submitted to CTOC every 4 years. [rate 0–10____]

2. Planning and Group Dynamics (organizational, long range divisional and technical program, leadership recruitment and promotion of a sense of community)

a.   Entities should have _both_ regular "short term" and "long term" planning activities. [rate 0–10_____]

b.   Short term planning should focus on items like implementation of sessions and events at the next annual or spring meeting. These activities should occur in face-to-face meetings at least once a year, and preferably twice a year. [rate 0–10_____]

c.   On-going longer-term planning activities should include more strategic and visionary issues like the creation or elimination of a programming area, modification of bylaws, etc.. Teleconferences can assist in preparation for face-to-face meetings, but shouldn't be used to replace them completely. [rate 0–10_____]!

Besides formal planning meetings, assembling members of the entity in an annual social event to network and informally communicate should be done to promote a sense of camaraderie and community.

[rate 0–10_____]

3.Technical Programming (accountability within the division, programming process, interactions with other divisions, interaction with the Institute e.g., .the programming conference, continuity of programming themes)

♦ a.   Each entity should do programming at the fall and/or spring meetings to ensure adequate coverage of the application domain and core fundamental knowledge it claims as its reason for existence. [rate 0–10_____]

♦ b.   Each entity should have a formal Programming Chair, with a specific term limit, to oversee the programming in a way that serves the specific needs of the entity. [rate 0–10_____]

♦ c.   For larger entities, a Programming Chair (PC) is recommended to oversee a Programming Committee comprising "area chairs"—all with a specific term limit. This structure avoids overloading the PC, or focusing narrowly on a small portion of the application domain of interest to the entity. [rate 0-10____]

Effective programming requires experience, so the structure of the entity should encourage overlapping with the previous PC or area chair to ensure effectiveness in this position. [rate 0-10____]

4. Communication & Member Service (newsletters, networking poster sessions, divisional dinners, web pages, topical meeting preprints, novel web-based outreach, etc.)

a.   Newsletters (electronic or paper) provide continuity between the Fall & Spring meetings, and each entity should have some form of newsletter that appears on a regular basis that can be counted on by its membership. [rate 0-10___]

b.   Since finding good information for a newsletter is challenging, recruiting and supporting a motivated volunteer for the newsletter position should be given high priority by each entity. [rate 0-10___]

c.   A good website engages members and builds their allegiance but requires an active volunteer to provide up-to-date content. Resources should be provided by the entity to support such a volunteer (e.g, providing a part-time student helper). [rate 0-10___]

d.   "Annual meeting dinners" & "poster interactive" sessions with refreshments, etc., promote networking. Each entity should host at least one such event per year. Organizing these events takes effort, so resources and support for volunteers who organize such events should to be provided by the entity. [rate 0-10___]

5. Recognition (professional achievement, student achievement, volunteer contribution)

◆ a.   Plaques, certificates and acknowledgements in newsletters and at annual dinners should be stressed by each entity to recognize contributions and achievements by members. [rate 0-10____]

◆ b.   Writing letters to employers to commend an AIChE volunteer is encouraged if the contributions were made on the member's <u>personal time</u>. [rate 0-10____]

◆ c.   "Startup" awards for non-tenured faculty working in the area of the technical focus of an entity should be used to attract <u>new faculty involvement</u>, since such items show up well in promotion packets and can build career-long allegiance by faculty to an entity. [rate 0-10____]

◆ d.   "Practice awards" for significant contributions in the area of the technical focus of an entity by <u>mid-career</u> industrial and academic members should be used to attract and maintain the involvement of mid-career members.

◆ [rate 0-10____]

e.   Honoring sessions and special awards for senior distinguished leaders should be used to highlight major contributions by leaders who provide the intellectual core of a division or forum . [rate 0-10____]

6. "Overarching "Best Practice"

The AIChE began its existence as the "keeper of the keys of knowledge" on thermodynamics, mass transfer and reaction fundamentals and practice. Entities later expanded beyond this core area to define the current intellectual domain of the Institute. Each viable entity should have a strategy and follow active plans (addressed in item 2c above) to maintain its ownership of the intellectual area that it wishes to claim as its own.

Each entity should pursue at least one externally visible product to maintain its position as "Keeper of the Bank of Knowledge" in the area the entity claims. If necessary, an entity can approach the Institute with a proposal regarding such an externally visible product. Within its means, the Institute will assist in the initiation of such a product, with the aim that the product will become financially self-sufficient for any viable entity. Examples of such a product could be a handbook, a recurring symposium with electronic or hard copy archive, a short course, etc.) that goes beyond simple annual programming at annual meetings. [rate 0-10___]

Key Suggestions and Needs based on discussion held at session

<u>Suggestions:</u>

❖ Generation of a "Speakers Bureau but at a local level … Map of US with <u>Divisional/ Forum</u> input on who could contribute a talk with "volunteer" (No Pay) Presentation

❖ Grass Roots Version of "1" first >

Officers of local sections, start building a database of "good" speakers

<u>Needs:</u>

❖ Communications - Written/News Letters

❖ Need to connect with Local Sections for better understanding of value (of different staff services)

❖ Conference call with info on web & allow forum to discuss on line (the various services offered to divisions/sections)

❖ Can we get a list of tasks/contributions carried out by staff liaisons?

Dr. William J. Koros

In fall 2001, Dr. Koros joined the faculty of Chemical Engineering as the Roberto C. Goizueta Chair in Chemical Engineering. Dr. Koros received all of his degrees in Chemical Engineering from The University of Texas. He worked in the Engineering Department of the E. I. DuPont Company for four years and joined the faculty of the Chemical Engineering Department at North Carolina State University in 1977. He was promoted to full professor in 1982 and joined the faculty of the University of Texas in 1983 as part of the Separations Research Program that began in that same year. He served as Chairman of the Chemical Engineering

Department at UT from 1993 to 1997.

Dr. Koros has published over 200 articles and holds six US Patents in the areas of sorption and transport of small molecules in polymers, molecular sieve carbons and ceramics. Besides his research program, Dr. Koros serves as the Editor-in Chief of the Journal of Membrane Science, which is the major archival resource for the membrane field. This journal publishes over 4,000 pages a year from authors around the world. Dr. Koros is also the Secretary of the North American Membrane Society and is a past Chair of the AIChE Separations Division.

Dr. Koros has received a number of honors in recognition of his research efforts. Dr. Koros received the American Institute of Chemical Engineers (AIChE) Institute Award for Excellence in Industrial Gases Technology in 1995 and the AIChE Separation Division Clarence Gerhold Award in Separations in 1999. He was also elected to the National Academy of Engineering in 2000 and selected as a Distinguished Alumnus of the College of Engineering at UT Austin in 2000.

Dr. Joseph J. Cramer

Before accepting the position as Director of Programming for AIChE, Joe was Supervisor for Air Quality Engineering with Bechtel in Houston and Manager of the Air Quality Engineering Department for Brown & Root in Houston. He has been active in the environmental consulting field since receiving his Ph.D. from the University of Pennsylvania in 1971. His undergraduate and master's studies in chemical engineering were at Penn and MIT, respectively. Joe spent 20 years at Stone and Webster in Boston and Cherry Hill, NJ, as a chemical environmental engineer, project manager, program manager and consulting engineering. He has written and taught extensively on a number of environmental, process safety and professional issues, including one text on process risk management published in 1991.

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Joe has been a member of AIChE for 37 years, beginning with his undergraduate days at University of Pennsylvania. He has been active in a number of AIChE activities where his professional interests and experience could be best utilized. Among his many national positions with AIChE, Joe has served on the Board of Directors 1993-1995, Chair of the Environmental Division 1991 and Meeting Program Chair for the 1992 Summer National Meeting in Minneapolis. Joe has been a member of the Chemical Engineering Technical Operating Council since its inception in 1999, and continues in his role on the Council of Division Officers as well as his responsibilities as Secretary on the National Program Committee.