

WIED Minutes September 3, 2013

Present: Beth Holloway, Helen Muga, Beena Sukaraman, Julie Little-Wiles, Adrienne Minerick, Claire McCullough, Donna Reese, Kristen Constant, Bette Grauer

Minutes taken by Bette

1. Called to order at 1:00pm CDT
 - a. Approval of minutes from the May teleconference - May meeting minutes are missing.

2. Treasurer's Report – Adrienne
 - a. Hawaii check cleared.
 - b. Membership has increased
 - c. Projected budget - \$4000 on new apprentice educator grant.
 - d. Over 12,000 in account currently.
 - e. Advance representative will work with us on advocacy tips for women.
 - i. WIED will archive the list on our website.
 - ii. We can send tip out with each newsletter.

3. Webmasters' Report – Sandra and Debra
 - a. Kristen has not been able to update the private documents in the website. Kristen will work with the webmasters to get all pages updated.
 - b. Will also set up a drop box file.
 - c. Rewriting WIED Description for ASEE website (see current attached).
 - i. Kristen asked for volunteers to rewrite WIED description.
 - ii. Will look at “about” to create new description.
 - d. Newsletter re-design - Need to make newsletter more professional looking.
 - i. Kristen will work on this.
 - ii. Adrienne will help.
 - iii. Do we need to put a weekly newsletter out?
Kristen will create a committee to work on this.

2. Nominating Committee –Muga
 - a. Early engineering educator
 - b. Best paper award
 - c. Kristen will put Helen in contact with Susan Metz

3. Annual Conference 2013 Wrap-up – Beth
 - a. Banner for division? Polo shirts?
 - i. Kristen will work on a banner design.
 1. Discussion about banner design. – we will stick with website banner for design.
 2. Donna will work on a polo shirt.
 - ii. Kristen asked if we were charged for rearrangement of room. Adrienne has not seen any extra charges and will let her know.
 - b. Annual Conference Summary
 - i. Beth – we had good attendance at our sessions.
 - ii. Kristen asked if we were charged for rearrangement of room. Adrienne has not seen any extra charges and will let her know.
4. Annual Conference 2014 – Beth
 - a. Call for papers is behind. Abstract call open until October 20.
 - b. Paper review will be different, but dates are pre set.
 - c. Request for reviewers is out.
 - d. Monolith is not ready to invite reviewers.
 - e. Beth requested ideas for panel topics
 - f. We will have one automatic panel session, but we will need to put others in a technical session. Abstracts will need to be submitted.
 - g. WIED is asked to cosponsor an ethics workshop. Beth requested feedback on participating.
5. Distinguished Lecturer Nominations
Discussed contacting Barbara Morgan as a possible lecturer.
Will contact her through Boise State
6. Days/times for future meetings

Bette will resend the poll out to try to set a better time.
7. Next meeting Wednesday, October 9 at 1:00 pm CDT

Adjourned 2:00pm CDT