

As of June 26, 2023- New link to these notes (for easier access/note PCEE must be capitalized):

bit.ly/PCEEnotes

TEMPLATE

- Attendees:
- Chair - Manuel Figueroa
- Past Chair - Merredith Portsmore
- Chair Elect - Jenny Keshwani
- Secretary/Treasurer - Abeera Rehmat
- Program Chair - Hoda Ehsan
- Past Program Chair - Ibrahim Yeter
- Program Chair Elect - Araceli Martinez Ortiz
- Commission on DEI delegate - Manuel Figueroa
- Commission on P12 - Jennifer Love, Stacy Firth
- Awards ():
- From the floor:

meetings link: **NEW** - - - <http://tufts.zoom.us/my/mportsmore>

K12 & Pre-College Engineering Division			
BASS account 240			
BASS ASEE Membership Allocation	\$286.00		
FY25 Field Unit Dues	\$343.00		
FY25 Expenses	\$0.00		
	\$343.00		
Balance as of 12/31/2024	\$4,758.39	Available	
FY25 Field Unit Dues	\$455.00		
FY25 Expenses	(\$86.93)		
	\$368.07		
Balance as of 03/31/2025	\$5,126.46	Available	
FY25 Field Unit Dues	\$469.00		
FY25 Expenses	\$0.00		
	\$469.00		
Balance as of 06/30/2025	\$5,595.46	Available	
10 % of Unavailable balance payment	\$1,083.19		
FY25 Field Unit Dues	\$301.00		
FY25 Expenses	(\$634.01)		
	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

Zoom Link:

<https://tcnj.zoom.us/j/98174982967?pwd=7Q8HYG9adUPCYIHynHp4snFDygAbeb.1&jst=2>

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FY2026			
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FY26 Expenses	\$0.00		

6/22/2026

ASEE Business Meeting Notes

Attendance (Leadership): Manuel, Hoda, Jennifer Love, Abeera

Welcome – Manuel

- Manuel – Two new attendance
- PCEE Division works with teachers and K-12 students...
- Highlighted PCEE working groups, committee and QR code to sign up.
- Combined social @ 7-9PM in Richard ballroom - Convention Center
- Announcement of incoming and outgoing board members start day July 1st.

Elected Positions	2025-2026	2026-2027
Chair-Elect (2 years)	Jenny Keshwani (yr 1/2)	Jenny Keshwani (yr 2/2)
Chair (2 years)	Manuel Figueroa (yr 1/2)	Manuel Figueroa (yr 2/2)
Past Chair (2 years)	Merredith Portsmore (yr 1/2)	Merredith Portsmore (yr 2/2)
Secretary/Treasurer (2 years)	Abeera P Rehmat (yr 2/2)	Jennifer Love (yr 1/2)
Program Chair Elect (1 year)	Araceli Ortiz (yr 1/1)	Abeera P Rehmat (Y1/2)
Program Chair (1 year)	Hoda Ehsan (yr 1/1)	Araceli Ortiz (yr 1/1)
Past Program Chair (1 year)	Ibrahim H. Yeter (yr 1/1)	Hoda Ehsan (yr 1/1)
PK-5 Rep	Nisha Phillip Malahoo (yr 1/1)	Samieh Khanamani (yr 1/1)
6-12 Rep	Christina Zito (yr 1/1)	Christine Zito (yr 1/1)
K-12 Rep, Other	Chuck Balogh (y1/1)	Deana Lucas (yr 1/1)
At-large Member	Maricruz Zepeda-Wilson (yr 1/2)	Maricruz Zepeda-Wilson (yr 2/2)
At-large Member	Stacy Firth (yr 2/2)	Stacy Firth (yr 1/2)
At-large Member	Jennifer Love (yr 1/2)	
At-large Member	Adrianne Ball (yr 2/2)	Emily Stanley (yr 1/2)

Budget – Abeera

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FY2026				
Q1	FY26 Revenue	\$595.00		
	FY26 Expenses	\$0.00		
	Balance as of 09/31/2025	\$4,749.67	Available	
	Balance as of 09/31/2025	\$9,739.85	Unavailable	
FY2026				
Q1	FY26 Revenue	\$195.00		
	FY26 Expenses	\$0.00		
	Total	\$195.00		
	Balance as of 12/31/2025	\$5,344.67	Available	
	BASS repayment of unavailable balance	\$1,083.19		
	Balance as of 03/06/2026	\$8,627.46	Unavailable	
	Balance as of 03/06/2026	\$8,627.86	Available	
FY2026				
Q2	FY26 Revenue	\$476.00		
	FY26 Expenses	\$0.00		
	Total	\$476.00		
	Balance as of 06/31/2026	\$8,903.86	Available	

Two Bass repayment of unavailable balance = \$1,083.19 each.

CP12 (Katey S.)

- Teacher Conference - approximately over 100 ppl
- Three sponsored teachers were - Christine Zito, Luisa Jeske, Courtney

ASEE 2026- Conference (Hoda)

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	2026	2025	2024
Submissions (rejected)	170 (4)	183 (1)	145 (2)
Published papers	121	121	96
Diversity related	68	76	44
Technical sessions	18	22	14
Oral presentations	84	80	53
Posters	16	25	27
Resource Exchange/Instructional Showcase	21	16	16

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Awards (Manuel & Jenny)

- **Meritorious service awards** - Dr. Meredith Portsmore
 - PCEE chair - 2023-2025
- **Lifetime achievement Award** - Dr. Andre Borowczak –
 - PCEE chair - 2021- 2023
- **Best PCEE paper** -

2026 PCEE Best Paper

This award is given to the PCEE Division author(s) whose paper, submitted to the division for the annual conference, was recognized as the "Best Paper" with regards to its quality and contribution to pre-college engineering education.

Empowering Indigenous Futures by Blending Virtual Environments and Hands-on STEM for Meaningful Learning in Middle School Classrooms in the Navajo Nation (RTP)

Dr. Shawn S. Jordan (Arizona State University), Shari J Metcalf (Harvard Graduate School of Education & the University of Wisconsin - Madison), Ieshya Anderson (Arizona State University), Dorthea Litson, Zane Reynolds (Arizona State University)

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- **Best PCEE 2026 Honorable Mention**

2026 PCEE Best Paper Honorable Mention

A Community-Engaged Model for Rural STEM Education: Lessons Learned from the Development and Implementation of a STEM-focused Engineering Design Program for Rural Middle Schools (Evaluation)

Dr. Tameshia Ballard Baldwin (North Carolina State University at Raleigh), Dr. Latricia Walker Townsend (North Carolina State University at Raleigh), Micaha Dean Hughes (North Carolina State University at Raleigh), Aaron Arenas (North Carolina State University at Raleigh)

- **2026 PCEE Best DEI Paper**

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- 2026 PCEE Best Diversity Paper Honorable Mention

2026 PCEE Best Diversity Paper Honorable Mention

Examining the Impact of Integrating Continental and Diasporic African STEM Achievements into HBCU Engineering Curriculum (Evaluation)

Dr. DeAnna Bailey (Morgan State University), Khadij Khady Tandja (Morgan State University), Kendal Cornell Knox (Morgan State University)

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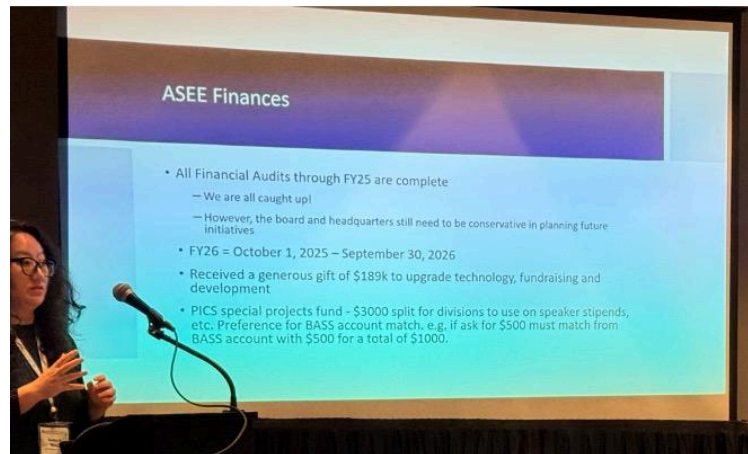
CDEI (Manuel)

- Please join
- New Chair - Stefani Santos –
 - Katey Shirely - out going
 - Incoming chair Bruise Wellman
 - 12 Divisions
 - Approximately 100 teachers
 - 20 sections
 - Pilot faculty workshop this year - to help local teachers
 - PCEE offered many of their own sessions –
 - NSF - Merit strategies to fund a conversation about engineering - Tuesday, 1:30 - 3PM Grand Ballroom
 - AI Navigator is working –
 - In November - there will be a widget that you download
 - PCEE engineering picture books: Focus: Habit so mind, careers, etc.
- Open floor
 - Has the board thought about advice to reviewers - any guidance on using AI for review?
 - Professional expectation that you will read the paper and give recommendation, need to be clear on the review process
 - Share best practices for reviewing next ASEE
 - Guidance on the software that you are using - isn't feeding into the AI model

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- How do we make our papers more accessible

- PIC Division IV Chair – Hui Hui: Northeastern - Arlington Virginia
 - ASEE Finance Update
 - 120K given back to Bass account in the division



- Bass updates will move to update every month
- ASEE technology Strategy - 2026-2031
- Membership Report - 8140 Individuals 5/2026

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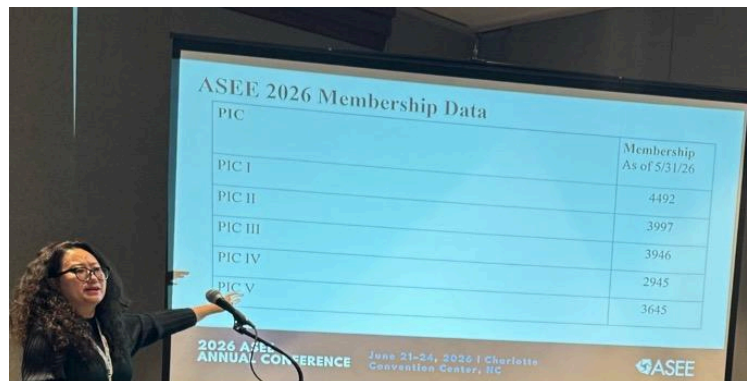


Membership Report – 8140 Individuals 5/2026

	1/2021	1/2022	1/2023	1/2024	1/2025	1/2026
Academic Institutions	420	433	379*	401	405	404
Nonacademic Institutions	41	43	34	46	35	32
Individuals	9573	9108	8440	8783	8389	7849

*During ASEE's 2021-2022 migration from its legacy Monolith system to Impetrium, membership counts could not always be pulled — which is why these records show breaks.

- PIC IV - 2945 membership



ASEE 2026 Membership Data

PIC	Membership As of 5/31/26
PIC I	
PIC II	4492
PIC III	3997
PIC IV	3946
PIC V	2945
	3645

2026 ASEE ANNUAL CONFERENCE June 21-26, 2026 | Charlotte Convention Center, NC ASEE

- ASEE session data

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Division	Abstracts Submitted	Published Papers	Tech	Business	Social	Panel
PIC I	489	307	51	12	11	7
PIC II	717	419	73	14	11	7
PCI III	912	567	106	12	11	9
PIC IV	895	543	96	12	11	15
PIC V	712	423	80	17	5	3
Total 2026	3725	2259	406	67	49	41

2026 ASEE ANNUAL CONFERENCE

Host Sponsor UNC Charlotte

- Code of Ethnic session - Have a representative from this division
- ASEE 2026 Attendance - 4062 - attendee
- CDEI - ccrr21@gmu.edu - draft paper rubric review
- Share your thought about ABET
 - Criterion 3: Student outcomes
 - Criterion 5: Curriculum
 - Criterion 6: Faculty
- Program evaluator

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4/13/2026

- **Attendance:** Manuel, Abeera, Hoda, Christine, Jenny, Adrienne, Maricruz, Jennifer Love, Ibrahim, Araceli
- **Welcome**
- **Announcements**
 - **Awards:** Lifetime (2) and Meritorious (1)
 - 1 outside member from executive board and Hoda to choose award
 - **Election Nominations:**
 - Secretary/Treasurer (2 years) - 1 nomination
 - Program Chair Elect - 1 nomination
 - K-12 Representative, PK-5 (1 year) - **need a nomination**
 - Need an elementary level nomination
 - Manuel will nominate some teachers from NJ
 - K-12 Representative, 6-12 (1 year) - 1 nomination
 - K-12 Representative, Other (1 year) - **need a nomination**
 - Need a nomination - share w/ppl you may know
 - Member at Large #1 (2 years) - 2 nominations
 - Member at Large #2 (2 years) - 1 nomination
 - Voting to be sent tomorrow by Manuel with a a week to vote
 - Finalize by the end of the month

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- Please encourage teachers to attend Saturday Teacher conference especially:
<https://sites.asee.org/commissionp12/newsevents/>
- Link for sponsoring a teacher from ASEE division:
<https://docs.google.com/forms/d/1UkjW82rTkKiJVrei0uFN6VKG95Cy4Mu7QeKGLqdnLeM/edit#responses>
 - Manuel to reach out to Katey to ask about teacher selection
 - Students and faculty role in students thriving (Jenny's update)

- **Program Chair Update (Hoda)**

- Nominate division Best DEI paper by **May 6, 2026** using this link [nomination form](#).
- The best PIC paper process will begin once the final papers are uploaded on Wednesday, 29 April 2026. Then follows a 10 day process
 - Meeting day May 4, 2026 [**Internal deadline May 3, 2026**]
- Waiting for all papers to make the conference schedule
 - 59 submitted final papers
 - Deadline for final paper - April 29
 - Need to think about the best paper

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Balance as of 09/31/2025		\$9,710.65	Unavailable
FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

- Hoda has a list of criteria - no WIP and curriculum exchange, need have a the type of paper in the title
 - Choosing the papers that have all excellent/VG
 - Ibrahim will form a committee to select the paper
 - 2 papers so far
 - Help Hoda with paper selection - Jenny & Ibrahim
 - Hoda to share the CSV file to Ibrahim without authors
 - Resource Exchange - We should share the date based of resources ww have collected over the years with members outside of PCEE (Manuel)
 - Could do a 10 year review next year (Manuel)
- **Budget Update (Abeera)**
 - Amount = \$8,023.83
 - Anticipate one more 10% installment of unavailable balance for FY27 - Final decision to be made in June meeting
 - **Conference Mixer (Manuel)**
 - Monday June 22nd 6:00 - 8:00 pm
 - The Science of West African drumming and Dancing
 - Invoice being sent to for payment from BASS account **\$825 (\$206.25 per division)**, split 4 ways among the divisions and CDEI

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		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
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FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
Balance as of 09/31/2025		\$6,345.64	Available
Balance as of 09/31/2025		\$9,710.65	Unavailable
FY2026			
Q1			
FY26 Revenue		\$595.00	
FY26 Expenses		\$0.00	

- The CDEI has booked an entertainment

- **Updates from CP-12** (Jennifer Love/Manuel)
 - Do we want to co-sponsor a session? Here are [the options](#).
 - The library session (focus on engineering fac) may not be relevant
 - The sociology and STEM (may not be relevant)
 - Future Cities - (relevant)
 - E4USA - (relevant)
 - PCEE to sponsor - 1, 3, 4 and 5 (for co-sponsorship)
- **Bylaws Update** (Manuel)
- **General Discussion**
 - Regional conference (Areceli) - involved in the Gulf Southwest Conference
 - Occurs during spring break (2 day event)
 - K-12 (good place to present due to lack of competition-with high attendance) - approx 400 - 500 attendees
 - Good for early career researchers and graduate students
 - Cost - \$25 for students registration + Travel
 - Executive Board lunch - Tuesday 23rd - 12:30-1:30PM (12 -15 ppl)
 - Maricruz w/ coordinate with Araceli about lunch
- **Next Meeting**
 - Tuesday, May 11 @ 6 PM

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FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

3/9/2026

- **Attendees:** Manuel, Abeera, Hoda, Christine, Stacy, Jenny, Ibrahim, Jennifer Love, Araceli, Adrienne, Merredith
- **Welcome:**
- **Announcements**
 - **Elections Email**
 - <https://docs.google.com/forms/d/e/1FAIpQLSet9OLz19DXscsRkgTvYbBAc8OCNLqGFFfhwQhdrdQB9xAOQ/viewform>
 - **New members requested for:**
 - Sec/Treasurer
 - Program Elect
 - K-12 Rep (k-5); (6-12)
 - Teachers would be Ideal (encourage folks to apply)
 - K-12 Rep Other
 - Member at Large #1
 - Member at Large #2
 - March 31st for nomination - Reviewed and decision in April
- **Program Chair Update (Hoda)**
 - Three rounds of extension - Last 2 not communicated with authors
 - Deadline final decision is next week for revisions is March 18th
 - [Reviewer] Revised Paper Review **new due date Wednesday, 11 March 2026**

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- [Program Chair] Revised Paper Decision **new due date Wednesday, 18 March 2026**
- The author registration due date **remains Wednesday, 8 April 2026** and the final paper upload due date is **still Wednesday, 29 April 2026**.
- Best Paper for PIC decisions - Meeting in early May - nominated papers will be distributed and reviewed by all of the PIC divisions [Need a member for our PIC]
- Nomination for DEI best paper and division best paper [reach out to Ibrahim if need assistance]
- Chair decision to determine if WIP can be nominated as best paper
- **Budget Update (Abeera)**
- As of 02/06/2026 - **Available amount = \$8,023.83**
 - Includes Bass 10% repayment of unavailable funds = \$1,083.19
 - Field Dues = \$595.00
 - Need to pay \$500 for curriculum exchange
 - Ask other division about conference fee
 - E4USA (CP12)
- **Conference Mixer (Manuel)**
 - CDEI is joining our mixer - 4th partner in running mixer
 - Sponsor a performance (cultural performance; dance or music) in addition to splitting cost
 - Meeting at the end of the month to discuss the agenda
 - Monday 7-9 pm June 22nd
 -

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- **PCEE Board Dinner?**
 - The Loft at Hopfly to celebrate Liz Parry's retirement!
 - Tuesday Jun 23, 2026 · 6pm – 8pm
 - Board lunch /expanding the business meeting
 - Araceli will plan the Lunch - Time and Place to be decided
 - Jennifer Love - those of us staffing the booth during lunch/Exhibit Hall won't be able to go to lunch if scheduled at same time
 - 15 PPL reservation for Tuesday Lunch, June 23rd
 - PCEE Board Monday - June 22nd @ 11-12:30PM
- **Interdivisional Town Hall**
 - Jenny - To discuss the topic of Thriving
 - Jennifer Love - Thriving in the sense of belonging?
 - Part of it but can be other things
 - Jennifer Love - Mindset report should be shared and thing about what will be really doing about it.
 - Manuel - Keep in mind the PCEE perspective (students, vs. teacher) - what can thriving look like for P12
 - Next meeting is Friday.
- **Updates from CP-12 (Jennifer Love/Manuel)**
 - Jennifer Love - Discusses about each division rep to bring back the survey for teachers that was requested
 - Teacher conference planning
 - Math works will sponsor w/food
 - Link for sponsoring a teacher from ASEE division: <https://docs.google.com/forms/d/1UkjW82rTkKiJVrei0uFN6VKG95Cy4Mu7QeKGLgdnLeM/edit#responses>

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- White paper that was started by Jennifer and Stacy - Focus on AI and audience ASEE members and those that that work with teachers
 - Link to draft (please add comments!t: https://docs.google.com/document/d/1Dw9RY8iRy96CUgovSIfNnd56QqvJz8LeudJAOjB0/edit?usp=drive_link)
 - The paper is building on the theme session from ASEE Montreal AI roundtable moderated by Katey Shirey.
 - Provide feedback on the whitepaper - or send to Stacy (next week feedback due)
 - Need to also create a 2 page brief
- Updates from CDEI
 - This is the year of Transformative Equity
 - https://www.canva.com/design/DAGzzq3wJQI/s_ReetMmx52QZfj1X4iqoQ/edit
 - Present what we are doing in the next meeting aligned to the three pillars
- **Committee Updates**
- **Bylaws Update** (Manuel)
- **General Discussion**
 - ASEE needs to provide more housing options for ASEE
- **Next meeting**
 - Monday, April 13th 6-7PM

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2/9/2026

- **Attendees:** Manuel, Hoda, Jenny, Jennifer Love, Stacy, Christine, Adrienne, Abeera, Merredith, Maricruz,
- **Welcome**
- **Announcements:**
 - Interdivisional Town Hall Meeting Rep (Jamie G.)
 - Monday June 22 from 3:15-4:45pm of the conference
 - The ITH is an interactive session with discussions over a timely topic related to engineering education. It gives ASEE members a chance to talk with colleagues from other disciplines to find approaches to educational challenges from diverse perspectives.
 - Fill out this [Survey](#)
 - **Need a representative:** Hoda & Jenny
 - Talk about the topic and suggest other that can be included in the list
 - One or two will become a topic at the the conference
 - **Topics we can support:** AI (Focus on coding and coding model that AI developed, Vibe coding; make it applied to something rather than general); Rigor Math and Science (can be reworded to Math and Sci preparation; different model of teaching math and sci in college of engineering; ASEE Engineering mindset

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Report); Social Justice, Responsibility and Ethics;

- Planning meetings for this term will be every other Friday at 12pmET / 11amCT / 10amMT / 9amPT beginning February 13.
 - Nominations for 2026-2027
 - Secretary/Treasurer (2 yrs)
 - Program Chair Elect (1 Year away from next year)
 - PK-5 Rep (1 yr)
 - 6-12 Rep (1 Yr)
 - K-12 Rep, Other (1 Yr)
 - 2 At large members
 - Need to vote on these position
 - Merredith will send a form in the newsletter via Manuel - Feb 23rd to be sent out.
- **Program Chair Update (Hoda)**
 - Papers reviewed papers awaiting review
 - 98 don't have 3 reviews
 - 10 decisions sent
 - 27 drafts awaiting decisions
 - Hoda make request review help, Jen can help
 - \$500 room set up fee for resource exchange?
 - Need to pay to ASEE? [Have not paid in the past]
 - Need to talk to ASEE regarding to payment (Hoda)
 - Workshop approved - AI unplugged
 - Special session approved

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- 20 Technical session
- Business meeting approved
- Distinguished lecture?

- **Budget Update (Abeera)**

- Nothing
 - Account of these expenses
\$500 for ASEE
 - \$295 - 3 teachers each - submit form [here](#)
- Conference mixer - not hosting (not planning) - Plan for contribution
 - CDI wants to join and incorporate a cultural element
 - Manuel will follow up with the divisions

- **Conference Mixer (Manuel)**

- Would it be possible for CDEI to join or partner on this event?
- There is strong interest in incorporating a cultural activity—specifically a live performance. If partnering makes sense, CDEI could potentially use our funds to bring in a performance.

- **Updates from CP-12 (Jennifer Love/Manuel)**

- Sponsor a Teacher ([link](#)) - fill out once for all teachers (Manuel will submit)
 - 3 teachers (see amount in budget)
 - Invite people we know in our networks, possibly in NC,
 - Attend Sat session and some sunday session and research exchange and Poster session on Monday morning,

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- Jen suggested - any teacher a co-author on any PCEE member's poster/paper?
- CP12 teacher conference sessions ([website](#))
 - Reviewed the proposal
 - All final sessions have been chosen
 - Free admission for teachers at the Sat conference
- Navigator link <https://navigator.discovere.org/>
 - The site is live
 - You can submit your university's events on the site.
 - https://navigator.discovere.org
 - You can submit your event if you would like it listed.
 - Maricrus: There are camps all across the country already listed!
 - Emily Monroe (DEED, Darmouth eng faculty) & Jen Love - submitted AI session for teachers - folks are welcome to co-present (Jen to contact Christine Zito, Stacy Firth, Hoda Ehsan)
 - Sunday workshop for ASEE; Sat for teachers
 - Looking for a teacher going to conference (Christine happy to help; Stacy is also able to help; Hoda happy to help)
- **Committee Updates**
 - PCEE Instagram account - who is the owner?
 - Any thing you want to advertise will be be also shared
 - Nomination for teachers will be send out

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- Share with Andrea - so she can share with folks she knows in NC.

- **Bylaws Update** (Manuel)
- **General Discussion**
 - National Engineers Week! February 22 - 28, 2026



-
- **Next Meeting - Monday, Mar. 9 @ 6PM.**

12/9/2025

- **Attendees:** Araceli, Jenny, Jennifer Love, Stacy, Hoda, Christine, Adrienne
- **Welcome**
- **Program Chair Update** (Hoda)
 - Reviewer AI Statement - generative AI in the peer review process (Manuel)
 - As editing a draft is an assistive tool,
 - Reviewers should call it out to the program chair
 - If you used it, disclose it! As part of a community of peers the trust we have for each other.

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- Jen recently served on a NSF review panel in September and they are very strict about NOT using AI as a reviewer. Statements here:

<https://www.nsf.gov/news/notice-to-the-research-community-on-ai>

- “NSF reviewers are prohibited from uploading any content from proposals, review information and related records to non-approved generative AI tools.”
- “Proposers are encouraged to indicate in the project description the extent to which, if any, generative AI technology was used and how it was used to develop their proposal.”
- Session and rooms
 - We have 20 sessions, enter the minimum room capacity 25 is recommended
 - Some sessions need a bigger room like resource exchange
 - Resource exchange will be on Monday
- **Budget Update** (Abeera)
 - Nothing new
- **Conference Mixer** (Manuel)
 - Monday 7-9pm June 22nd
 - Monday afternoon or Tuesday afternoon business meeting
 - Tuesday executive board dinner
- **Updates from CP-12** (Jennifer Love)

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- The annual PreK-12 Teacher Conference will take place on June 20, 2026, at UNC Charlotte. Local and national educators are encouraged to [submit proposals](#) for 90-minute teacher-facing workshops before January 10, 2026.
- CP-12 wants to publish a white paper on AI use in the classroom
 - https://drive.google.com/drive/folders/1FlvS0CF4yka_RWJP5sxx3UU6G702SKY5?usp=drive_link
 - Do you want to contribute to PCEE's input on CP12's white paper on what K-12 educators need to know about AI? Put something on the newsletter - not yet. Once we have something to comment on then we can request a wider audience.
- Jen Love & Emily Monroe (Dartmouth engineering) are writing up a DEED workshop for middle school and high school teachers for the P12 Teacher Conference. How to maintain ownership for written work using AI
- Teacher track for teachers to attend general session talks. We need to develop a curated list
 -
- **Committee Updates**
 - Communications:
 - Let's review together:
 - <https://docs.google.com/document/d/1CKzKothAu8c51-RbPFmTTDO58sBp0pJbx6w81cEgVGM/edit?usp=sharing>
- **Bylaws Update** (Manuel)
- **General Discussion**

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Balance as of 09/31/2025		\$6,345.64	Available
Balance as of 09/31/2025		\$9,710.65	Unavailable
FY2026			
Q1			
FY26 Revenue		\$595.00	
FY26 Expenses		\$0.00	

- Change the meeting to a non-Tuesday time...a couple of conflicts and Figueroa has a night class on Tuesday nights. A survey will be sent out.

Generative AI statement from ERM:

"Hey, this abstract/paper was AI-generated!": In the absence of any reliable tool to detect AI-generated text (because AI detectors are flawed, and it appears that reliably identifying AI-generated text is a statistically undecidable problem without other contextual information), we are left with suspicion alone - an "I know it when I see it" gut instinct. This is different from plagiarism detection, which is something we more solidly enforce practically and through policy (i.e., ASEE's plagiarism policy). When used responsibly, generative AI increases the accessibility of written work (e.g., making the prose more comprehensible, removing awkward phrasing, and catching typos). But it can be used irresponsibly as well, creating a slew of generic abstracts with little care in verifying the facts therein. **In either case, given the undecidability, please refrain from accusing authors of using generative AI in your reviews, even if you do not intend the comment maliciously. If the use of generative AI is truly a concern, privately disclose this to the program chairs.** Remember that the person on the other side of your comments may be a student or early career researcher, and such comments do not reflect the inclusivity that we seek to exemplify in our community. Instead, it can be seen as an attack on the scholarship's quality or undermine the author's effort (especially if AI wasn't used).

"Hey, this review was AI-generated!": Now, on the reviewers' side. Believe us - we know our workloads are virtually infinite, and the email reminders that you have

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FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
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reviews due amount to your workload becoming infinity plus one (or, just infinity again). **Still, as established in our CFP, the use of generative AI to automate your review is disallowed.** Peer review, as imperfect a system as it is, comprises the backbone of much scholarly discourse in the field. If authors wanted feedback from a generative AI model, they could seek that themselves. While perfectly good abstracts can be whipped up in an hour for experienced engineering education researchers, others can take much longer to craft the right summary of their projects. Papers, of course, take longer and even more substantial effort. As such, reviewers are expected to engage fully with the scholarship without inputting the authors' content into a generative AI system, especially commercial models (even enterprise-licensed models you may have through your institution). Technology companies have lied to us before about the use of our data, and flagrantly so. As such, inputting an author's work into commercial tools like ChatGPT to turn around reviews faster is a tacit gamble that Sam Altman (or insert other figurehead here) won't gobble up that yummy data to train GPT-(whatever confusing name they'll give their next model). There are authors who do not want their data anywhere near these systems. Therefore, if you cannot review and feel the need to turn to our generative AI companions to complete them, a polite decline to review is always preferable.

Adapt Two bullet points:

- NSF review panel instructions: NSF reviewers are prohibited from uploading any content from proposals, review information and related records to non-approved generative AI tools.
- Proposers are encouraged to indicate in the project description the extent to which, if any, generative AI technology was used and how it was used to develop their proposal.

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Q1			
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Next Meeting - Tuesday, Jan. 13 @ 7PM.

11/11/2025

- **Attendees:** Manuel, Abeera, Hoda, Ibrahim, Jennifer Love, Christine Zito, Adrienne Ball, Stacy Firth , Jenny
- **Welcome**
- **Program Chair Update** (Hoda)
 - Deadline for paper Jan 21st,
 - Formatting information, remove author information (double blind review)
 - Received 172 abstracts; including transferred paper; 7 withdrew
 - Jennifer Love - Hoda, how were the 7 papers transferred to our division? on what basis, just curious?
 - The division programs made that decision (Civil, ERM (most), Student division
 - One transferred to technology education from PCEE
 - Some papers may need to be reviewed last minute; reminders sent or new reviewers assigned
 - 90 decisions sent already - deadline for decisions nov 12
 - 2 rejected abstracts
 - Reviewed workshops this morning -

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- 3 submission - 1 National academies; AI workshop for PCEE
- Need to be careful about special sessions, vs. panels vs, workshops
- Ibrahim - can request one or more special session if room available - Talk to Monique
- Workshop due - **Nov. 22** [Hoda has to submit]
 - Jennifer Love - Who is the audience for AI workshop - Hoda - For ASEE members and extension from last year teacher workshop by West Virginia Univ faculty (free workshop)
 - Jennifer L. We can do another special panel session with CP12 on Wed.
 - Manuel - How do we review papers on the topic of computer science in K-12 education?
 - Ibrahim - we received 8 or 9 in that field - suggested tying to tie with engineering - all those papers bundled together in one session; can tie with STEM education (STEM+C).
 - Jennifer L - The context needs to be relevant and be connected to engineering or STEM.
 - Hoda - Need to make sure our papers are integrated in engineering education/STEM - rather than a silo discipline, such as CS only.
 - Stacy - Rubric item for the extent to which it can be used for problem solving.

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- Manuel - Add a paragraph in the author guidelines to include language to show how it is integrated into engineering (Motion accepted)
 - **Next time Hoda** - How many resource exchanges do we have? curriculum - to be able to attend teachers
- **Budget Update** (Abeera)
 - No Budget
- **Conference Mixer** (Manuel)
 - Mind, Women in Engineering and PCEE social (split 3 ways) - Women in engineering leading this year
 - The deadline to put in the system in Nov. 15th
 - Amount to be determined
 - Limited to 150 people - Held usually Mon or Tues
 - Jennifer Love - Maybe ticketed (\$25), in the past
 - Will be held off sight
- **Updates from CP-12** (Jennifer Love)
 - Bruce from Purdue to be the be next chair
 - Teacher conference w/UNC Charlotte - Sat June 20th
 - Looking for Sponsorship
 - CP12 accepts proposal for workshop for teachers
 - The call has not come out yet - usually due Jan/Feb
 - Grade Bands - K-2; 3-5; 6-8; 9-12 (Teacher audience)
 - Engineering navigator - 150K for scraper bot - map of the world which is populated with engineering events for kids - Training the bot to find these opportunities

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- Manuel - waiting for the application for teacher nomination
 - Waiting to find out if we Co-Sponsor any special sessions or workshop

- **Committee Updates**

- Received dates for CDEI meeting
- If interested let Manuel Know - if you want to be a delegate
- Communication - Previous efforts to build a resource on the webpage to share K-12 resources
 - Need to find a easy way to share on social media and webpage
 - Every week one section will be shared
- Task - need to check the resources and remove those that are inactive and add new ones
- <https://www.asee.org/education-jobs/PREK-12/eGFI> Engineering Go For It! as its own website is no longer active. Originally funded by ASEE or a grant, anyone know?
- Starting Jan 2026 - Post on PCEE website
 - Manuel to share - please provide feedback to create a comprehensive list
- Adrienne - all ASEE website are down

Bylaws Update (Manuel)

- No updates - stay tuned

- **General Discussion**

- ASEE WordPress sites experienced a security breach so websites are down. They're working on restoring sites by Nov 12.
- **Next meeting - Tuesday, Dec. 9th @ 4pm**

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10/14/2025

- **Attendees:** Stacy Firth, Jen Love, Manuel Figueroa, Maricruz Zepeda-Wilson, Adrienne Ball, Nisha Phillips Malahoo, Ibrahim Yeter, Jennifer Keshwani, Andrea Borowczak
- **Welcome**
- **ASEE Awards Website (Manuel)**
 - From the PIC meeting here is the updated website for ASEE awards:
 - <https://www.asee.org/membership-and-communities/AWARDS-HONORS/Award-List>
 - Looking at bringing back the Division Mixer with WIED and MIND
- **Updates from CP-12 (Manuel and Jennifer Love)**
 - Jen Love is the official delegate for our division
 - 3 teachers will be nominated by PCEE
 - Google Doc to advertise the position
 - CP-12 chair nominations form: <https://forms.gle/7cqyADS3q9CfvPATA> (Nominations close Oct. 15)
 -
- **Program Chair Updates (Manuel Filling in)**
 - Maybe: NOYCE proposal in Math Education
 - AI proposal at the teacher conference. And possibly a panel on Ai in the classroom
 -
- **Budget Update (Abeera)**
 - No updates and no changes to budget

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- Keep in mind our division mixer social
- As well as our three sponsored teachers

● Committee Updates

- P12 outreach vs engagement
 - Stacy
 - Dr Leah Bug
 - Bruce Wellman
 - Jennifer Love
 - Emily Wonnacott-Stanley
 - Marlon Matilla
 - Allison Antink-Meyer
 - Collect and package the expertise in the division
 - Look at already established research parameters
 -
- Teacher certification pathways (Pre-Service STEM Teacher Pipeline)
 - Manuel Figueroa
 - Ibrahim can volunteer on any
 - Stacy
 - I'd be interested in best practices for holistic STEM teacher preparation (not siloed in colleges of Ed or Science, like it is in my institution)
 - Allison Antink-Meyer
 - Stephanie Weber
 - Collect and package the expertise in the division

Bylaws

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- Jennifer Keshwani volunteered to help with reviewing bylaws
- Andrea is happy to help

- **General Discussion**

- Resource document from 2021 to explore for our website (Andrea sent to Manuel, Jenny, & Adrienne)

- **Next Meeting**

- **Tuesday, November 11, 2025 @ 7PM**

09/16/2025

- **Attendees:** Manuel, Abeera, Christine, Jennifer Love, Maricruz, Jenny, Hoda, Andrea, Stacy, Merredith, Ibrahim
- Welcome
- Alternating Meeting Schedule
- Teacher Sponsorship/ Special Session (Manuel)
 - Asee board is willing to sponsor a teacher to attend ASEE
 - P12 Commission wanted each division to sponsor a teacher to go to ASEE
 - Division can pay the \$295 to sponsor teacher (no transportation, housing or food), just registration; can attend Sat teacher conference, Sunday and Monday
 - **Jennifer Love** - Need to have a workshop (e.g., AI literacy) relevant to teachers during those days
 - Sunday workshop on AI literacy - where ASEE fac can hear directly from teachers how they are utilizing AI in their classroom.

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- Various groups (NCWIT) doing AI in engineering can share and exchange information - could be part of the resource exchange
 - Manuel - Hoda to schedule the resource exchange either on Sunday or Monday; note that teachers prefer Sat or Sunday.
 - Hoda - If teacher don't have the means they will be hesitant to stay beyond Sunday
 - Katey in CP12 want to have agenda designed for teachers; we need to be ready to go
 - Sunday - no technical sessions; Mostly workshops and
 - **Maricruz** - Could we consider sponsoring a non-member so they may see a value in membership?
 - **Stacy** - Would a session made up of different discipline members describing their engineering discipline be useful for teachers on Sunday? (what different engineering disciplines are for teachers to frame the conference better.
 - How to relate topics in K-12 to field based engineering disciplines.
 - Potentially 55 teachers across the divisions
 - Manuel - sponsor 3 teachers (agreed by all present)
- Program Chair Update (Hoda)
 - The call - August 29th it went out.
 - Call is up on the ASEE website
 - all the rubrics are out of the author platform
 - Mixer - attend the meeting to get info on the division mixer (next week)

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- Deadline for Sunday workshop - 11/1/2025? ASEE's deadline is November 15, 2025
 - <https://www.asee.org/events/Conferences-and-Meetings/2026-Annual-Conference-Exposition/Session-Management/For-Workshop-Organizers>
 - Manuel - Finding K12 Teacher focusing in AI
 - Finding partner divisions that can co-sponsorship
 -
- Budget Update (Abeera)
 - Balance as of 6/30/2025 = **\$5,595.46**
 - This **does not** include:
 - The 2025 Annual Conference transactions from Montreal were processed after July 1 and are not reflected in these reports.
 - The 10% allotment towards paying back the unavailable balance also occurred after July 1, and will be reflected in the FY2025 Q4 Report, which will be available after the first of the year.

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**K12 & Pre-College Engineering Division
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- Website/Communication/LinkedIn (Adrienne)
 - Ibrahim - a newsletter (ERM style) to send to PCEE members
 - Here is an example:
 - https://mailchi.mp/327bc67583f4/the-engineering-times (free basic version)
 - Microsoft 365 may have a free version (https://learn.microsoft.com/en-us/microsoft-365-apps/outlook/manage/newsletters)

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- Frequency - once a month (Andrea, suggests once a month; will share an example from past)
 - In the newsletter - share event related to PCEE
 - Social media -
 - Maricruz - depending on the audience.
 - Facebook - popular during covid
 - Instagram and Facebook are connected - can post in one
 - Q: does the group account work the same way (Stacy - depending of the setting of the account; Stacy - facebook is losing popularity)
 - Let Manuel know if you are interested in upkeeping the social media
- Setup Committees
 - Awards Committee (5 members; 2 exc committee members; ?(pg 97-98 in notes for bylaw)
 - Merredih - Organization award for ASEE fellow (nominate a PCEE member as an ASEE Fellow, that's what I heard Merredith)
 - CP12 Teacher Conference Committee
 - PCEE Program Committee (Hoda, Abeera)
 - Division Communication
 - Bylaws - Manuel, (happy to help- Abeera)
- Working Groups
 - P12 outreach vs engagement

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FY25 Expenses	\$0.00		
	\$469.00		
Balance as of 06/30/2025	\$5,595.46	Available	
10 % of Unavailable balance payment	\$1,083.19		
FY25 Field Unit Dues	\$301.00		
FY25 Expenses	(\$634.01)		
	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

- Stacy
- Dr Leah Bug
- Bruce Wellman
- Jennifer Love
- Emily Wonnacott-Stanley
- Marlon Matilla
- Allison Antink-Meyer
- Teacher certification pathways (Pre-Service STEM Teacher Pipeline)
 - Ibrahim can volunteer on any
 - Stacy
 - Allison Antink-Meyer
- General Discussion
- Next Meeting
 - **Tuesday, October 14, 2025 @ 4PM**

08/12/2025 - August Kickoff Meeting

- **Attendees:** Manuel, Abeera, Hoda, Nisha, Christine, Ibrahim, Stacy, Araceli, Maricruz, Chuck, Stacy, Adrienne, Jennifer Love (Northeastern)
- **Welcome Everyone! Where ya at?**
- **Introductions / Positions**
 - **Chair:** Manuel Figueroa
 - **Program Chair:** Hoda Ehsan, Araceli Ortiz
 - **Secretary/Treasurer:** Abeera Rehmat

K12 & Pre-College Engineering Division				
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	FY25 Expenses	\$0.00		
		\$343.00		
	Balance as of 12/31/2024	\$4,758.39	Available	
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	FY26 Expenses	\$0.00		

- **6-12 Representative** - Christine Zito
- **K-12 Outreach** - Chuck Balogh
- **Member at Large** - Stacy Firth stacy.firth@chemeng.utah.edu
- **Member at Large/ Webmaster** - Adrienne Ball
- **PreK -5 Representative** - Nisha Phillip Malahoo
- **Member at Large HS-** Maricruz Zepeda-Wilson

- **Our PCEE Mission:**

- To grow and sustain a community whose members collectively build expertise and capacity in pre-college engineering education knowledge and practice.
-

- **Overview of the PCEE annual cycle**

- What happens throughout the year -
 - August / September → set the committees for the year, suggest special sessions and update call for workshops for the annual conference
 - October/November → committee reports, nominate special speakers for annual conference, due workshop
 - December / January → committee reports, review bylaws, host virtual PCEE talks (if available), nominate ASEE award recipients
 - February/March → set nomination docket, nominate PCEE awards, start voting for new positions

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Q1			
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- April/May → committee reports, review papers for best awards

- June → conference

- Vision for the year

- Start the conversation about “outreach” and “engagement”

- Resource, report, or paper?

- Talk, panel, virtual talk

- Some of the faculty who write those grants don’t necessarily come to the conference. Who is the audience?

- STEM Centers could be good to talk to

- A session of how to create that synergy at our institutions

- Research repository to have a broader reach

- Engage with CP-12 commission about the session we decide to create

- Pathway to “teacher preparation/development” (AAPT, UTeach, UTerp, K12?)

- Lack of individuals pursuing teacher ed programs - need a pathway program for engineering teachers

- Hoda’s Science center offers PD to teachers and funding is available - We can think about venues that support teacher PD and development to contribute to the pathway

- 4+1 programs to get experience -

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- Sunday workshops for new faculty pursuing career grants to include/ develop a pipeline for engineering/science teacher
- Inservice science/math teacher education can be also included
- Information flow: Faculty-to-Teacher, and Teacher-to-Faculty flow
 - Asee feels Engineering faculty centric - think ways of creating information flow
 - Link engineering (not available) - resources need to be updated so they are available for teachers [update website]
 - Go to where the teachers are such as NSTA, National Academy of Engineering, <https://www.engineergirl.org/>, ASEE Engineering for K-12; teen [engineering.org](https://www.engineerteen.org/); [teachengineering.org](https://www.engineerteen.org/)
 - <https://www.engineerteen.org/>
 - <https://sites.asee.org/precollege/>
 - K-12 teacher poster presentation at ASEE; certificate for participation - sustain this momentum moving forward
 - Need to include more sessions for k-12 teachers to incentive them to attend
 - Katey Shirey has already made some contacts with Charlotte, NC school districts.
 - JPEER has added a practicer paper - ASEE needs to accept practitioner paper

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Q1			
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FY26 Expenses	\$0.00		

- Special session for teacher at ASEE
 - Implement Engineering Teacher grants
- Brainstorm Possible Themes for PCEE conference
 -
- Budget Check in
 - Balance as of 03/31/2025 = \$5,126.46

K12 & Pre-College Engineering Division			
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- Website/Communications
 - Let's talk about the website:
<https://sites.asee.org/precollege/>

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- Monthly Newsletter
- Send Adrianna resources if you have
- CP-12 report
 - [Bring a teacher](#) to the conference (~55 divisions = 55 teachers!)
 - Best P12 Paper Award for the ASEE community
 -
- General Discussion
- Next meeting to be decided

5/12/2025

- Attendees: Merredith Portsmore
- Secretary/Treasurer (Abeera)
 - Nothing new
- Program Chair (Ibrahim Jenny, Hoda)
 - Completed assigning technical and poster sessions
 - 22 outstanding resource exchange - traditionally we had a room with round tables. Working with Monique. Officially!
 - A lot of requests to withdraw papers
 - Moderators
 - Ibrahim will send a note to ask folks about moderating

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- Special Sessions
 - AI panelist for AI talk cannot travel
 - PCEE Session -
 - Rural Education -
- PCEE Dinner? Tuesday? - Hoda will find an option RSVP promptly
- WIED, MIND session not happening
- **Commission on DEI (Christina)**
- **Commission on P12 (Manuel, Merredith)**
 - Books and Signups?
 - To Do List → More information about the booth
 - Undergraduate Student curating a list
 - Create a 1 pager to describe what Engineering Habits of Mind are supported by each book
 - QR code to access the list
 - Stacy Firth and Jen Love
 - Sign ups
- **Chair - Merredith Portsmore**
 - Division Awards - Need a Chair and members?
 - STACY
 - RYAN
 -
- **Past Chair - Andrea Borowczak**
 - Elections
- **Awards ():**

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Q1			
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- **From the floor:**
- **Next Meeting**
 - June - See you at the conference

04/08/25

- **Attendees:** Merredith, Abeera, Jenny, Hoda, Ibrahim, Andrea, Jen Love, Adrienne Ball, Stacy
- **Secretary/Treasurer (Abeera)**
 - BASS Reports for Q1, FY 2025, from October 1, 2024, to December 31, 2024.
 - Available total = **\$4,758.39 - As of 12/31/2024**
 - What's "Available" in the balance
 - Any other revenue incurred after October 1, 2022
 - FY 24 Field Unit Dues - – only applies to those field units that charge a fee to become a member
 - FY 25 Field Unit Dues
 - FY25 Membership Contribution (1 dollar per member)

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FY2026				
Q1	FY26 Revenue	\$595.00		
	FY26 Expenses	\$0.00		
K12 & Pre-College Engineering Division				
BASS account 240				
	Balance as of 03/31/2024	\$10,793.84	Unavailable	
	Available Funds in FY2023	\$2,952.71	Available	
	FY24 Field Unit Dues	\$735.00		
	FY24 Expenses	\$0.00		
	Balance as of 03/31/2024	\$3,687.71	Available	
	FY24 Field Unit Dues	\$441.00		
	FY24 Expenses	(\$356.32)		
		\$84.68		
	Balance as of 06/30/2024	\$3,772.39	Available	
	FY24 Field Unit Dues	\$357.00		
	FY24 Expenses	\$0.00		
		\$357.00		
	Balance as of 09/30/2024	\$4,129.39	Available	
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- Program Chair (Ibrahim Jenny, Hoda)
 - 29 in draft paper
 - 175 final

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- 37 final papers ready to be published
- Travel concerns which is causing people to pull papers
- See email below
 - Dear ERM members,
 - The ASEE Board of Directors has heard concerns from attendees and potential attendees of the 2025 ASEE Conference in Montreal about traveling to and from Canada, based on current events in the US.
 - These concerns may be related to visas or green cards, travel restrictions or other cost-cutting measures at institutions.
 - Unfortunately, ASEE has no authority over immigration and cannot assist with issues that may occur at the US-Canada border. And due to the size and the scope of the conference, a hybrid conference is not a viable option.
If you have a concern related to your ability to enter or leave Canada, please reach out to me (Cass, cassandra.mccall@usu.edu) or Jessica Deters (jessica.deters@unl.edu), 2024-2025 ERM Program Chairs. We can discuss available options for paper presentations if you are unable to travel. Please include both me and Jessica on the email to ensure that we can get to your inquiry as soon as possible.
 - Note: Papers have not yet been finalized, so Jessica and I will not have technical sessions identified until early May.

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- Your ERM Program Chairs,
 - Case by case scenario - contact the chair
 - Possible idea for virtual and hybrid conference - iposter like AERA
 - Hoda - suggest to have a call and offer option - possibly office hours to discuss
 - Jenny - best DEI and best papers - waiting to receive them
 - Finalization date for best papers (ASEE) - May 16th
 - CP12 special sessions - co-sponsors on our sessions

Title: Exploring the Future: Opportunities and Challenges of AI in Pre-College Engineering

Education

Description: This panel session will bring together practitioners, educators, and researchers pioneering AI integration in pre-college engineering. Through a moderated discussion, panelists will explore AI's potential to enhance student learning, instructional methods, and early engineering skill-building. Topics will include current AI applications in creative problem-solving, data-driven learning, and personalized education, as well as challenges like resource accessibility, ethical considerations, and teacher training. The session aims to inspire and guide educators in leveraging AI to prepare students for future engineering careers, with a Q&A segment for participant engagement.

AI in HS - Hoda

- Having pre-college student voices on the panel or teacher
 - Including admins on the panel from Canadian schools
- Inviting Dean from higher education
- Teaching and learning centers expert can help provide resources - possible panelist
- Industry professionals and how they are using AI (ex. Math works)
- Stacy - Thinking about connecting p-12 educators and higher ed, with the objective of discussing how AI is used in both spaces
- Merredith - Ethan Danahy from Tufts has been teaching courses with AI for undergraduates and for Middle and HS Educators

Title: Advancing Pre-College Engineering Education: A Look Back and the Road Ahead

Description: This panel brings together founding members of the PCEE division to reflect on the division's origins, key milestones, and evolving impact in pre-college engineering education. Panelists will share insights into how the division began, its early challenges, and the initiatives that have shaped its growth. Looking ahead, they will

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discuss future directions and emerging opportunities for innovation and outreach. A moderated Q&A will ensure ample time for audience interaction, allowing participants to engage in a meaningful exchange about the future of engineering education.

- Reach out ITEEA educators (rich history related to industrial arts)
- Some one from the research side - possibly Monica, Senay,
 - Diversity on the panel
- Think about the “who” for now?
- Stacy - Would it be useful to think about where P12 is going in the future?

Title: National Academies of Sciences, Engineering, and Medicine Report on K-12 STEM Education and Workforce Development in Rural Areas

Description: There are numerous challenges to providing high quality STEM education and workforce development in rural areas. Recognizing these challenges, the National Academies was directed to undertake a consensus study through the CHIPS+Science Act to take stock of existing federal programs that support rural STEM education and workforce development and to develop recommendations for federal, state, and local action to improve it.

The National Academies will undertake a consensus study to take stock of existing federal programs that support rural Science, Technology, Engineering, and Mathematics (STEM) education and workforce development, and to develop recommendations for federal, state, and local action to improve STEM education and workforce development in rural areas. For the purposes of this study, “workforce development” includes the interface with preK-12 learning opportunities, with a focus on the interface between postsecondary education institutions and high schools. Rural is defined broadly including population size, density and remoteness, and it may consider relative degrees of rurality (rather than only “rural” or “not rural”). Specifically, the committee will:

1. evaluates the quality and quantity of current federal programming and research directed at examining STEM education (in both formal and informal settings) for students in prekindergarten through grade 12 and workforce development in rural areas;
2. in coordination with the Federal Communications Commission, assesses the impact that the scarcity of broadband connectivity in rural communities, and the affordability of broadband connectivity, have on STEM and technical literacy for students in prekindergarten through grade 12 in rural areas;
3. assesses the core research and data needed to understand the challenges rural areas are facing in providing quality STEM education (in formal and informal settings) and workforce development, as well as the assets embedded in these communities;
4. makes recommendations for action at the federal, state, and local levels for improving STEM education, including online STEM education, for students in prekindergarten through grade 12 and workforce development in rural areas (whenever possible, findings and recommendations for preK-12 STEM education and workforce development in rural areas will be disaggregated to identify and address regional, racial/ethnic, and economic variability); and
5. makes recommendations to inform the implementation of programs in sections 10512 (“National Science Foundation Rural STEM Activities”) and 10513 (“Opportunities for Online Education”), which include the National Science Foundation’s funding for rural STEM activities and online STEM education and mentoring in rural communities.

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- **Andrea (Past Chair)**
 - Nominations?
 - 4 nominations for open slots
 - Need K-12 representative
 - Send an email just about the elections (resend Merredith)
- **Manuel (Chair Elect)**
 - Buying Engineering Books - any suggestions?



- Jen Love recommends:



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FY25 Expenses	\$0.00		
	\$343.00		
Balance as of 12/31/2024	\$4,758.39	Available	
FY25 Field Unit Dues	\$455.00		
FY25 Expenses	(\$86.93)		
	\$368.07		
Balance as of 03/31/2025	\$5,126.46	Available	
FY25 Field Unit Dues	\$469.00		
FY25 Expenses	\$0.00		
	\$469.00		
Balance as of 06/30/2025	\$5,595.46	Available	
10 % of Unavailable balance payment	\$1,083.19		
FY25 Field Unit Dues	\$301.00		
FY25 Expenses	(\$634.01)		
	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		



or



plus The

Magnificent Thing by Ashley Spires (2014)

- Email suggestions with Manuel and Merredith
- **Commission on DEI (Christina)**
 - No updates
- **Commission on P12 (Manuel, Merredith)**
 - Help them staff the booth/reading table (Jen Love and Stacy)
 - They are working hard on recruiting for the teacher workshop if folks have any ideas or connections.
 - Have 2 DoE admins as key speakers
- **Chair - Merredith Portsmore**
 - MIND/WIE/PCEE - unknown - will check again
- **Awards ():**
 - Waiting for election to conclude
- **From the floor:**
 - Images or flyer for the website share with Adrienne
 - Next time - schedule will be confirmed (hopefully)
 - Planning for transition and handoff and business meeting next time

K12 & Pre-College Engineering Division			
BASS account 240			
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FY25 Expenses		\$0.00	
		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
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		\$368.07	
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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

- **Next Meeting**
 - May, 12, 2025 @ 9AM (EST) LAST ONE BEFORE CONFERENCE

03/10/25

- **Attendees:** Merredith, Abeera, Hoda, Ryan, Jenny, Stacy, Andrea, Jen Love
- **Secretary/Treasurer (Abeera)**
 - No updates - Balance still - \$4,129.39
- **Program Chair (Ibrahim Jenny, Hoda)**
 - Award for reviewers? (Ibrahim's ideas)
 - Jenny needs reviewers for DEI and best paper awards
 - Hoda - waiting to hear back from group about sunday workshop
 - Ibrahim - Suggested to think about awards for reviewer
 - Hoda - how do we evaluate and select the best reviewers? What would be the process? Suggestion - Create an AI bot to narrow down the best reviewers. Need to be realistic and think about how students can assist and get recognition.
 - Andrea - Maybe think about as a certificate vs. an award to recognize good reviewers
 - Ryan - it would be motivating if we recognize multiple ppl

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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

- Jen - I like it too... a little more recognition beyond the standard ASEE reviewer certificate - Valuable for Merit and promotion reviews

- **Andrea (Past Chair)**
- **Manuel (Chair Elect)**
- **Commission on DEI (Christina)**
- **Commission on P12 (Manuel, Merredith)**
 - Conversation about booth - book raffle (Manuel), possible wall with photos pertaining to theme? - Discussions continue..
 - CP12 need assistance with teacher conference and finding folks in Canada schools
 - Spreadsheet for teacher recruiting (link to letter template is in the spreadsheet)
<https://docs.google.com/spreadsheets/d/1tDEKXxMq6qrPX5zoW3YVLPFgp26BVhfBjciSoNJvJKY/edit?usp=sharing> Add information if you reach out to a school/district.
 - Let Andrea know if assistance is required.
- **Chair - Merredith Portsmore**
 - **Update from MIND, WIE**
 - Ongoing conversation - more to follow.
 - Nomination for a new position will be done today.
 - Looking for a new Chair elect

K12 & Pre-College Engineering Division			
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FY2026			
Q1			
FY26 Revenue		\$595.00	
FY26 Expenses		\$0.00	

Chair-Elect (2 years)	Manuel Figueroa	OPEN
Chair (2 years)	Merredith Portsmore	Manuel Figueroa
Past Chair (2 years)	Andrea Burrows	Merredith Portsmore
Secretary/Treasurer (2 years)	Abeera P Rehmat	Abeera P Rehmat
Program Chair Elect [formerly: Vice Chair-Elect - Programs] (1 year)	Hoda Ehsan	OPEN
Program Chair [formerly: Vice Chair-Programs] (1 year)	Ibrahim Yeter	Hoda Ehsan
Immediate Past Program Chair (1 year)	Jenny Keshwani	Ibrahim Yeter
PK-5 Rep	Ryan Brown (yr 1/1)	OPEN
6-12 Rep	Karen McGhee (yr 1/1)	OPEN
K-12 Rep, Other	Matt Wyatt ?? (y1/1)	OPEN

K12 & Pre-College Engineering Division			
BASS account 240			
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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

At-large Member	Christina Alston (yr 2/2)	OPEN
At-large Member	Stacy Firth (yr 1/2)	Stacy Firth (yr 2/2)
At-large Member	Jennifer Love (yr 2/2)	OPEN
At-large Member	Adrienne Ball (y1/2)	Adrienne Ball (y2/2)

- **Awards ():**
 - Lifetime achievement award - List to be compiled
- **From the floor:**
- **Next Meeting**
 - April, 8, 2025 @ 7PM (EST)

02/11/25

- **Attendees:** Merredith, Abeera, Jenny, Ibrahim,
- **Secretary/Treasurer (Abeera)**
 - Balance as of 9/30/2024 = \$4,129.39
 - Includes:
 - FY 24 Field Unit Dues - – only applies to those field units that charge a fee to become a member
 - FY 25 Field Unit Dues
 - FY25 Membership Contribution (1 dollar per member)
- **Program Chair (Ibrahim, Jenny, Hoda)**

K12 & Pre-College Engineering Division			
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Q1	FY26 Revenue	\$595.00	
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- 187 total submission
 - 28 Past Deadline
 - 82 Draft revision requested
 - 50 accepted - Final Draft
 - 26 Withdrawn
 - 1 rejected
 - Working with Monique to organize
 - 1 workshop confirmed
 - 74 DEI papers
- Paper awards for DEI - after draft version
 - Last year 4 to 6 were sent for best and DEI papers and they can be the same.
 - Only 2 paper categories DEI and BEST
 - Highlight papers in the newsletters - Merredith
 - Tag CP12 as special sponsors
- Special Session Planning

Title: Exploring the Future: Opportunities and Challenges of AI in Pre-College Engineering Education

Description: This panel session will bring together practitioners, educators, and researchers pioneering AI integration in pre-college engineering. Through a moderated discussion, panelists will explore AI's potential to enhance student learning, instructional methods, and early engineering skill-building. Topics will

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FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

include current AI applications in creative problem-solving, data-driven learning, and personalized education, as well as challenges like resource accessibility, ethical considerations, and teacher training. The session aims to inspire and guide educators in leveraging AI to prepare students for future engineering careers, with a Q&A segment for participant engagement.

Panelists:

- **Andrea (Past Chair)**
- **Manuel (Chair Elect)**
- **Commission on DEI**
- **Commission on P12 (Manuel, Merredith)**
 - CP12 - Moving forward with the conference
 - Video project is moving along
 - Engineering Navigator has started
 - REMINDER: Engineering Navigator Kicks Off Please use this [form](#) to enter your URLs with PreK-12 engineering outreach events. You are welcome to submit more than one form
- **Awards (Manuel, Merredith):**
 - From: Brennan, Janie
 - Sent: Monday, February 10, 2025 9:12 AM
 - To: Luks, Christi P. <luks@mst.edu>; Elliot.douglas@essie.ufl.edu <Elliot.douglas@essie.ufl.edu>
 - Cc: Rogers, Reginald <rrogers@missouri.edu>; Wilson, Sarah <s.wilson@uky.edu>; Taryn Bayles <tbayles@pitt.edu>; Christopher Barr <cjbarr@umich.edu>
 - Subject: Mitigating the risks of publication in ASEE
 -

K12 & Pre-College Engineering Division			
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Q1			
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- Good morning Christi and Elliot, The ChED division had an Executive Committee meeting last week, and a theme in our conversation was fear for our membership with regards to what are now, tragically and unfortunately, very politically sensitive topics -- e.g., DEI.

In particular, we have members (including some students!) who do work in this area and are worried for their safety -- not just of their careers, but potentially of their actual person -- if there is a public record of any publications or awards related to these topics. While I know we all sincerely appreciate the statement that went out reinforcing ASEE's commitment to DEI, that does not mitigate the risk our authors may incur by publishing.

I know I would prefer that these members of our community still contribute and not simply withdraw their work. A couple of potential solutions that our Executive Committee tossed around include:

- Still require papers and posters to go through the formal review, but either:
- Allow the authors to remove their name and identifying information so that the publication can remain anonymous
- Allow the authors to still present the work without publishing the full paper
- If any authors receive awards related to DEI, approach them first to see if they are comfortable having such an award publicly acknowledged.

Regarding the first, I have been told by our senior members that ASEE was not always a publish-to-present conference -- I think it could be reasonable to make a couple of carefully chosen exceptions in these uncertain times.

Regarding the second, the American Institute of Chemical Engineers (AIChE) has already proposed a similar strategy, i.e., doing private awards ceremonies for DEI

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awards, and then allowing the awardee control over how the award is presented to the public.

At the end of the day, we are all engineers, so I believe we can solve this problem. I know we all care first and foremost about our community and continuation of the work we do. We appreciate anything ASEE can do regarding this matter.

Thank you for your service to this wonderful organization.

Sincerely,

- Janie Brennan
- Chair, Chemical Engineering Division
- Keep the award but they decide if they want recognition in social media, etc.
- 74 tagged as DEI papers - keep on top this and add extra safety in place
- **Chair - Merredith Portsmore,**
 - MIND|WIE|PCEE RECEPTION– “I checked with last year's coordinator with the sponsoring university, and it was about \$4,800 in total cost, which was primarily food and 1 drink ticket per attendee. It is possible to make it a ticketed event to help with the costs. In the past the event's hosting division rotated among the three of WIED, MIND, and PCEE, and the host division would pick up the cost each year for simplicity and so that it was a shared cost over each 3-year cycle. I know that there was some variance in funding ability over time, and the hosting cycle was thrown off by both Covid's two virtual conferences plus the financial challenges of ASEE, so if we wanted to change things up and do something different, now might be the time to do that. We like the event, but understand if needs and interests change along with the finances. Thanks!”
 - Have the reception - maybe without food (Jenny)?

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Q1			
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- Discussion space for all - Merredith?
 - The budget needs to be split
 - Keep talking - come back to this (Merredith)
 - Ticketed event?

○ Open Positions

	A	B	C
1	Elected Positions	2024-2025	2025-2026
2	Chair-Elect (2 years)	Manuel Figueroa	OPEN
3	Chair (2 years)	Merredith Portsmore	Manuel Figueroa
4	Past Chair (2 years)	Andrea Burrows	Merredith Portsmore
5	Secretary/Treasurer (1 year)	Abeera P Rehmat	Abeera P Rehmat
6			
7	Program Chair Elect (1 year)	Hoda Eshan	OPEN
8	Program Chair (former)	Ibrahim Yeter	Hoda Eshan
9	Immediate Past Program Chair	Jenny Keshwani	Ibrahim Yeter
10			
11			
12	PK-5 Rep	Ryan Brown (yr 1/1)	OPEN
13	6-12 Rep	Karen McGhee (yr 1/1)	OPEN
14	K-12 Rep, Other	Matt Wyatt ?? (y1/1)	OPEN
15	At-large Member	Christina Alston (yr 2/2)	OPEN
16	At-large Member	Stacy Firth (yr 1/2)	Stacy Firth (yr 2/2)
17	At-large Member	Jennifer Love (yr 2/2)	OPEN
18	At-large Member	Adrianne Ball (y1/2)	Adrianne Ball (y2/2)
19	At-large Member		

- Invite people

- **From the floor:**
- **Next Meeting**
 - Monday, March 10, 2025 @ 9AM (EST)

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FY2026			
Q1	FY26 Revenue	\$595.00	
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01/13/25 - January Meeting

- **Attendees:** Merredith, Abeera, Jenny, Manuel, Hoda, Ryan, Stacy
- **Chair - Merredith Portsmore,**
 - **Special Session Planning**

Title: Exploring the Future: Opportunities and Challenges of AI in Pre-College Engineering Education

Description: This panel session will bring together practitioners, educators, and researchers pioneering AI integration in pre-college engineering. Through a moderated discussion, panelists will explore AI's potential to enhance student learning, instructional methods, and early engineering skill-building. Topics will include current AI applications in creative problem-solving, data-driven learning, and personalized education, as well as challenges like resource accessibility, ethical considerations, and teacher training. The session aims to inspire and guide educators in leveraging AI to prepare students for future engineering careers, with a Q&A segment for participant engagement.

AI in HS - Hoda

- Having pre-college student voices on the panel or teacher
 - Including admins on the panel from Canadian schools
- Inviting Dean from higher education
- Teaching and learning centers expert can help provide resources - possible panelist
- Industry professionals and how they are using AI (ex. Math works)
- Stacy - Thinking about connecting p-12 educators and higher ed, with the objective of discussing how AI is used in both spaces
- Merredith - Ethan Danahy from Tufts has been teaching courses with AI for undergraduates and for Middle and HS Educators

Title: Advancing Pre-College Engineering Education: A Look Back and the Road Ahead

Description: This panel brings together founding members of the PCEE division to reflect on the division's origins, key milestones, and evolving impact in pre-college engineering education. Panelists will share insights into how the division began, its early challenges, and the initiatives that have shaped its growth. Looking ahead, they will discuss future directions and emerging opportunities for innovation and outreach. A moderated Q&A will ensure ample time for audience interaction, allowing participants to engage in a meaningful exchange about the future of engineering education.

- Reach out ITEEA educators (rich history related to industrial arts)

K12 & Pre-College Engineering Division			
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Q1	FY26 Revenue	\$595.00	
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- Some one from the research side - possibly Monica, Senay,
 - Diversity on the panel
- Think about the “who” for now?
- Stacy - Would it be useful to think about where P12 is going in the future?

Title: National Academies of Sciences, Engineering, and Medicine Report on K-12 STEM Education and Workforce Development in Rural Areas

Description: There are numerous challenges to providing high quality STEM education and workforce development in rural areas. Recognizing these challenges, the National Academies was directed to undertake a consensus study through the CHIPS+Science Act to take stock of existing federal programs that support rural STEM education and workforce development and to develop recommendations for federal, state, and local action to improve it.

The National Academies will undertake a consensus study to take stock of existing federal programs that support rural Science, Technology, Engineering, and Mathematics (STEM) education and workforce development, and to develop recommendations for federal, state, and local action to improve STEM education and workforce development in rural areas. For the purposes of this study, “workforce development” includes the interface with preK-12 learning opportunities, with a focus on the interface between postsecondary education institutions and high schools. Rural is defined broadly including population size, density and remoteness, and it may consider relative degrees of rurality (rather than only “rural” or “not rural”). Specifically, the committee will:

6. evaluates the quality and quantity of current federal programming and research directed at examining STEM education (in both formal and informal settings) for students in prekindergarten through grade 12 and workforce development in rural areas;
7. in coordination with the Federal Communications Commission, assesses the impact that the scarcity of broadband connectivity in rural communities, and the affordability of broadband connectivity, have on STEM and technical literacy for students in prekindergarten through grade 12 in rural areas;
8. assesses the core research and data needed to understand the challenges rural areas are facing in providing quality STEM education (in formal and informal settings) and workforce development, as well as the assets embedded in these communities;
9. makes recommendations for action at the federal, state, and local levels for improving STEM education, including online STEM education, for students in prekindergarten through grade 12 and workforce development in rural areas (whenever possible, findings and recommendations for preK-12 STEM education and workforce development in rural areas will be disaggregated to identify and address regional, racial/ethnic, and economic variability); and
10. makes recommendations to inform the implementation of programs in sections 10512 (“National Science Foundation Rural STEM Activities”) and 10513 (“Opportunities for Online Education”), which include the National Science Foundation’s funding for rural STEM activities and online STEM education and mentoring in rural communities.

The proposed session will first present the committee’s conclusions and recommendations followed by a panel discussion with researchers on practitioners related to incorporating the recommendations into pre college engineering education.

K12 & Pre-College Engineering Division			
BASS account 240			
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FY25 Field Unit Dues		\$343.00	
FY25 Expenses		\$0.00	
		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
Balance as of 09/31/2025		\$6,345.64	Available
Balance as of 09/31/2025		\$9,710.65	Unavailable
FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

■ All three session will take place

■ Hoda is working on paper in AI

● **Secretary/Treasurer (Abeera)**

○ Bass Report (Quarter 4)

○ Balance as of 9/30/2024 = \$4,129.39

■ Balance includes membership renewal dues

A	B	C	D	E	F
K12 & Pre-College Engineering Division					
BASS account 240					
	Balance as of 03/31/2024	\$10,793.84	Unavailable		
	Available Funds in FY2023	\$2,952.71	Available		
	FY24 Field Unit Dues	\$735.00			
	FY24 Expenses	\$0.00			
	Balance as of 03/31/2024	\$3,687.71	Available		
	FY24 Field Unit Dues	\$441.00			
	FY24 Expenses	(\$356.32)			
		\$84.68			
	Balance as of 06/30/2024	\$3,772.39	Available		
	FY24 Field Unit Dues	\$357.00			
	FY24 Expenses	\$0.00			
		\$357.00			
	Balance as of 09/30/2024	\$4,129.39	Available		

● **Program Chair (Ibrahim Jenny, Hoda)**

K12 & Pre-College Engineering Division			
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FY2026			
Q1	FY26 Revenue	\$595.00	
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- One submission for Sunday workshop on integration in engineering and math problem solving.

- **Andrea (Past Chair)**

- **Manuel (Chair Elect)**

- CP12 commission attended
- Looking for more application for Sat teacher workshop
 - Need to advertise more - still looking for the proposals
 - Have any Canadian connection - please share with commission
 - Hoda- know teachers in Canada teaching in Independent schools - Hoda will connect with ppl she knows and find out more information.
 - It could be theme based? Or similar to last year.
 - Currently contacts with the host university
 - PD standards for conducting engineering sessions for k-12 teachers- Commission has completed 4 of the 5 videos.
 - They are reviewing workshops - we may be asked to co-sponsor
 - The book event will be repeated this year (raffle books related to engineering).

- **Commission on DEI (Jen Love)**

- **Commission on P12 (Manuel, Merredith)**

- **Awards (Manuel, Merredith):**

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FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

- **From the floor:**
 - Working on positions that will be open for the division
 - Looking for new program chair
 - Hoda will be incoming program chair
- **Next Meeting**
 - Tuesday, February 11, 2025 @ 7PM (EST)

12/10/24 - December Meeting

- **Attendees:** Merredith,
- **Chair - Merredith Portsmore**
- **Secretary/Treasurer (Abeera)**
 - Nothing new as of yet

- **Program Chair (Ibrahim Jenny, Hoda)**

Title: Exploring the Future: Opportunities and Challenges of AI in Pre-College Engineering Education

Description: This panel session will bring together practitioners, educators, and researchers pioneering AI integration in pre-college engineering. Through a moderated discussion, panelists will explore AI's potential to enhance student learning, instructional methods, and early engineering skill-building. Topics will include current AI applications in creative problem-solving, data-driven learning, and personalized education, as well as challenges like resource accessibility, ethical considerations, and teacher training. The session aims to inspire and guide educators in leveraging AI to prepare students for future engineering careers, with a Q&A segment for participant engagement.

Title: Advancing Pre-College Engineering Education: A Look Back and the Road Ahead

Description: This panel brings together founding members of the PCEE division to reflect on the division's origins, key milestones, and evolving impact in pre-college engineering education. Panelists will share insights into how the division began, its early challenges, and the initiatives that have shaped its growth. Looking ahead, they will discuss future directions and emerging opportunities for innovation and outreach. A moderated Q&A will ensure ample time for audience interaction, allowing participants to engage in a meaningful exchange about the future of engineering education.

Title: National Academies of Sciences, Engineering, and Medicine Report on K-12 STEM Education and Workforce Development in Rural Areas

Description: There are numerous challenges to providing high quality STEM education and workforce development in rural areas. Recognizing these challenges, the National Academies was directed to undertake a consensus study through the CHIPS+Science Act

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FY2026			
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	FY26 Expenses	\$0.00	

to take stock of existing federal programs that support rural STEM education and workforce development and to develop recommendations for federal, state, and local action to improve it.

The National Academies will undertake a consensus study to take stock of existing federal programs that support rural Science, Technology, Engineering, and Mathematics (STEM) education and workforce development, and to develop recommendations for federal, state, and local action to improve STEM education and workforce development in rural areas. For the purposes of this study, "workforce development" includes the interface with preK-12 learning opportunities, with a focus on the interface between postsecondary education institutions and high schools. Rural is defined broadly including population size, density and remoteness, and it may consider relative degrees of rurality (rather than only "rural" or "not rural"). Specifically, the committee will: evaluates the quality and quantity of current federal programming and research directed at examining STEM education (in both formal and informal settings) for students in prekindergarten through grade 12 and workforce development in rural areas;

1. in coordination with the Federal Communications Commission, assesses the impact that the scarcity of broadband connectivity in rural communities, and the affordability of broadband connectivity, have on STEM and technical literacy for students in prekindergarten through grade 12 in rural areas;
2. assesses the core research and data needed to understand the challenges rural areas are facing in providing quality STEM education (in formal and informal settings) and workforce development, as well as the assets embedded in these communities;
3. makes recommendations for action at the federal, state, and local levels for improving STEM education, including online STEM education, for students in prekindergarten through grade 12 and workforce development in rural areas (whenever possible, findings and recommendations for preK-12 STEM education and workforce development in rural areas will be disaggregated to identify and address regional, racial/ethnic, and economic variability); and
4. makes recommendations to inform the implementation of programs in sections 10512 ("National Science Foundation Rural STEM Activities") and 10513 ("Opportunities for Online Education"), which include the National Science Foundation's funding for rural STEM activities and online STEM education and mentoring in rural communities.

● STATUS UPDATE ON WORKSHOPS

- Ask Hoda and Andrea

● Andrea (Past Chair)

- Takes recommendations from the committee
- Reaches out and encourage people to apply
- General announcement
- MERREDITH TELL ANDREA POSITIONS THAT ARE OPEN
 - Andrea will update sign-up sheet
 - Send a separate e-mail for registration!!!
 - Separate e-mail for all authors...
- ASEE FELLOWS - Liz Parry, Pam Lottero Perdue, Stacy Klein-Gardner

K12 & Pre-College Engineering Division			
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- Manuel (Chair Elect)
 -
- Commission on DEI (Jen Love?)
- Commission on P12 (Manuel, Merredith)
 - Book Raffle in P12
 - It brings in a lot of people (especially with kids)
 - We could do something more with it. What do we actually think about these books? Should we do an article on it?
 - We got some of the leads...
 - Commission is going to record videos of the Stacy Klein Gardner et al.- Professional Development Best Practices
 - Somebody could get good training if that is there first time
 - Katey Shirey - Recording with Media C productions- record things virtual, put together voice over and stock footage.
- Awards (Manuel, Merredith):
 - Manuel - Chair of Award Committee
 -
- From the floor:
- Next Meeting
 - Monday, January 13, 2025 @ 9AM (EST)

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FY2026			
Q1			
FY26 Revenue	\$595.00		
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11/11/24 - November Meeting

- **Attendees:** Merredith, Abeera, Ryan, Jenny, Matt, Jennifer Love, Stacy, Adrienne
- **Chair - Merredith Portsmore**
- **Secretary/Treasurer (Abeera)**
 - Nothing new
- **Program Chair (Ibrahim Jenny, Hoda)**
 - **Special Sessions** - due Friday 11/15
 - Rank choice voting
 - **AI and K12 -How has K-12**
 - **International Session**
 - **History and Future of PCEE**
 - **Ethic of P12 Engineering Education**
 - **The integration of science and engineering in P12 - Connecting with science educators - focus on STEM w/Science and Math. Where is happening well, how do relationships get established that support engineering being in curriculum and PD?**
 - **PCEE Open Mic** - topic of interest with few moderators that guide the discussion
 - Possible conversations at the teacher conference
 - Possible division wide conversation
 - All abstracts concluded

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- Andrea (Past Chair)
- Manuel (Chair Elect)
- Commission on DEI (Jen Love)
- Commission on P12 (Manuel, Merredith)
 - The PD Committee organized a [Teachengineering.org](https://teachengineering.org) Webinar!
 - TeachEngineering
 - and NCWIT on Thursday, November 21 at 5 PM ET
 - Register here:
<https://calendly.com/edukatey/teach-engineering-webinar>
 - PLEASE
 - SHARE on [LinkedIn](#)
 - or
 - [Facebook](#). Use
 - the Flyer in this [folder](#)
 - (PDF and .jpg)
 - 2025 CP12 Teacher Conference
 - Proposals are being accepted until Jan 15_ Everyone is encouraged to participate.
- The UEF grant was APPROVED for \$150,000! Engineering Navigator is on its way!
- PD videos for teachers in engineering - Stacy helping with storyboarding
- Awards (Manuel, Merredith):
- From the floor:
- Next Meeting

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FY2026			
Q1			
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FY26 Expenses	\$0.00		

- Tuesday, December 10, 2024 @ 7PM (EST)

10/08/24-October Meeting

- **Attendees:** Merredith, Abeera, Adrienne, Andrea, Jenny, Karen, Matt, Jen Love, Hoda,
- **Chair - Merredith Portsmore**
 - No news from Tamara and Morgan regarding the graduate committee
 - Attended PIC meeting
 - Having a distinguished lecturer for the next ASEE? (possible deadline Nov) Calvin Mackie?
<https://www.linkedin.com/in/calvinmackie>
 - Topics? For special sessions and panels- think about if we want a distinguished lecture and/or panel (see below for possible ideas)
 - Jen for awards committee
 - Report from National Academy:
 - <https://www.nationalacademies.org/news/2024/07/report-offers-framework-for-policymakers-school-administrators-and-educators-to-increase-equity-in-k-12-stem-education>
- **Secretary/Treasurer (Abeera)**

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○ BASS Report

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● Program Chair (Ibrahim Jenny, Hoda)

○ Ibrahim update:

- 121 abstract submissions so far.
- Need more reviewers: **do not ask Dan Grindle** (too busy according to J.Love)
- Request graduate students in EngED for reviewers - request in the PCEE email.

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- We have allotted a number of sessions that we can turn into special sessions (Jenny)
- Possible panel on International work in EED (Hoda and Manuel)
 - AI panel; Ethics of Precollege Ed; History of PCEE division (record and document this year for possible paper next year- Jen Love volunteer)
 - AI in K-12 can be a joint session w/CP12 or a possible workshop
 - Reaching out to local Montreal teachers (Matt's suggestion) for Sunday workshop for teachers on a "AI in my classroom" panel
 - Panel - Integrate hands-on and collaborative learning pedagogies that balance student ownership and choice and effectively working with others. (Matt's suggestion)
- **Andrea (Past Chair) -**
 - Think about elections?
- **Manuel (Chair Elect)**
- **Commission on DEI (Jen Love)**

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Partnering for Higher Education Student Success

Strengthen pathways for students who come from backgrounds historically marginalized in engineering through direct support and systemic change initiatives.



Shaping Equitable Academic Cultures

Revise and reform institutional cultures and policies to foster an inclusive, respectful, and fair academic environment.



Collaborative Strategies in Pre-College Education

Enhance pre-college education frameworks to promote equity, preparing a diverse array of students for success in higher education and beyond.

Policy Review and Reformation Solutions

Analyzing faculty hiring, retention, curriculum, and campus culture. Addressing structural inequalities to create educational policies including school discipline, resource allocation, and community engagement strategies.

Joint Programming and Events

Utilize social media and virtual platforms to expand DEI initiatives through joint events and advocacy for policy changes to support diversity and inclusion.

Shared Resources and Networks

Enhances the value of community-driven resources by seeking resources and networks from various established groups.

Mentorship

DEI volunteers establish peer mentorship systems to provide the engagement of the volunteers.

A Year of Transformative Equity

To highlight and support actions towards dismantling systemic barriers, cultivating an environment that upholds dignity, honor, and respect for all individuals within the engineering education community. We aim to achieve procedural and outcome fairness through innovative and strategic interventions that address both visible and underlying inequalities.

-
- <https://diversity.asee.org/deicommittee/call-for-distinguished-topical-plenary-speakers/>

- **Commission on P12 (Manuel, Merredith)**
 - Still looking for a site? Any Montreal Connections?
 - CP12 & Discover E AI bot grant funded by United Engineering Foundation
- **Awards (Jen Love)**
 - Division awards - still looking
 - Student interested in volunteering
 - Bylaws link? There may be a structure already in place that we'll need to follow for who can do what:

https://sites.asee.org/precollege/wp-content/uploads/sites/62/2022/06/ASEE_PCEE_Division_Bylaws_Approved_October_2021-1.pdf

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- From the floor
 - <https://sites.asee.org/precollege/>
 - Website (Adrianne)
 - Review the website and provide feedback for next time agenda (link above)
- Next Meeting
 - Tuesday, November 11, 2024 @ 9am

09/09/24 - September Kick-Off Meeting

- Attendees: Ibrahim, Merredith, Abeera, Ryan, Jenny, Karen, Matt
- Chair - Merredith Portsmore
 - Introductions
 - Graduate Student Collective (Morgan, Tamara at Purdue)
 - K-12 Teacher Committee -
 - Help -Karen McGahee
 - International Committee -(Hoda, Manuel)
- Secretary/Treasurer (Abeera)
 - Any budget reports? Nothing yet
- Program Chair (Ibrahim Jenny, Hoda)
 - Special sessions (Distinguished Lecturer?)?
 - State of K-12 Panel?
- Andrea (Past Chair)
- Manuel (Chair Elect)

K12 & Pre-College Engineering Division			
BASS account 240			
BASS ASEE Membership Allocation		\$286.00	
FY25 Field Unit Dues		\$343.00	
FY25 Expenses		\$0.00	
		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
Balance as of 09/31/2025		\$6,345.64	Available
Balance as of 09/31/2025		\$9,710.65	Unavailable
FY2026			
Q1			
FY26 Revenue		\$595.00	
FY26 Expenses		\$0.00	

- Commission on DEI (Christina) - We need a new representative
- Commission on P12 (Manuel, Merredith)
 - Possible webinars?
 - Received funding for video series for best practices in K-12
 - Submitted a grant on Engineering navigator - AI enhanced?
- Awards ():
 - The Awards Committee shall be composed of five members appointed by the Division Chair, with the advice and consent of the Executive Committee. There will be two subcommittees of the Awards Committee:
 - 1) the ASEE Organizational Awards Subcommittee, attending to awards beyond those given by the division within ASEE (e.g., ASEE Fellow nominations), and composed comprised of the Awards Committee Chair and two Division members; and
 - 2) the Division Awards Subcommittee, focused on division-level awards (section IX) not including Best Paper awards, and composed comprised of the Awards Committee Chair and two members of the Executive Committee.
 - The Awards Committee Chair shall:
 - Be selected from the ASEE Organizational Awards Subcommittee of the Awards Committee.

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- Serve a one-year term as Chair, which may be repeated pending approval by the member and the Division Chair.
- In this role, serve as the Chair of both the ASEE Organizational Awards Subcommittee and Division Award Subcommittee.
- Ensure that policies and procedures related to ASEE organizational awards and Division awards are being followed.
- Members of the Division Awards Subcommittee (of the Awards Committee) shall:
 - Be appointed by the Division Chair
 - Include the Awards Committee Chair (see above), and two additional members.
 - Each additional member will serve a one-year term, which may be repeated pending approval by the member and the Division Chair. ● Follow policies and procedures related to Division Awards (see section IX).
- From the floor:
- Next Meeting - Tuesday, Oct. 8 @ 7PM EST

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Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

06/25/24 - June Meeting

- **Attendees**
- **Division Executive Board Members**

Thank you to all who have served the division this year!

This spring we will be looking for a chair elect and a program chair elect - please consider serving!

Elected Positions

Elected Positions	2023-2024	2024-2025
Chair-Elect (2 years)	Manuel Figueroa (yr 1/2)	Manuel Figueroa (yr 2/2)
Chair (2 years)	Merredith Portsmore (yr 1/2)	Merredith Portsmore (yr 2/2)
Past Chair (2 years)	Andrea Burrows Borowczak (yr 1/2)	Andrea Burrows Borowczak (yr 2/2)
Secretary/Treasurer (2 years)	Rebekah Hammack (yr 2/2)	Abeera P Rehmat (yr 1/2)
Program Chair Elect (1 year)	Ibrahim H. Yeter (yr 1/1)	Hoda Ehsan (yr 1/1)
Program Chair (1 year)	Jenny Keshwani (yr 1/1)	Ibrahim H. Yeter (yr 1/1)
Past Program Chair (1 year)	Jamie Gurganus (yr 1/1)	Jenny Keshwani (yr 1/1)
PK-5 Rep	Tracy Babcock (yr 1/1)	Ryan Brown (yr 1/1)
6-12 Rep	Doug Roberson (yr 1/1)	Karen MacGhee (yr 1/1)
K-12 Rep, Other	Hoda Ehsan (yr 1/1)	Matt Wyatt (y1/1)
At-large Member	Christina Alston (yr 1 /2)	Christina Alston (yr 2/2)
At-large Member	Liz Parry (yr 2/2)	Stacy Firth (yr 1/2)
At-large Member	Jennifer Love (yr 1/2)	Jennifer Love (yr 2/2)
At-large Member	Vemitra Alexander (yr2/2)	Adrianne Ball (y1/2)

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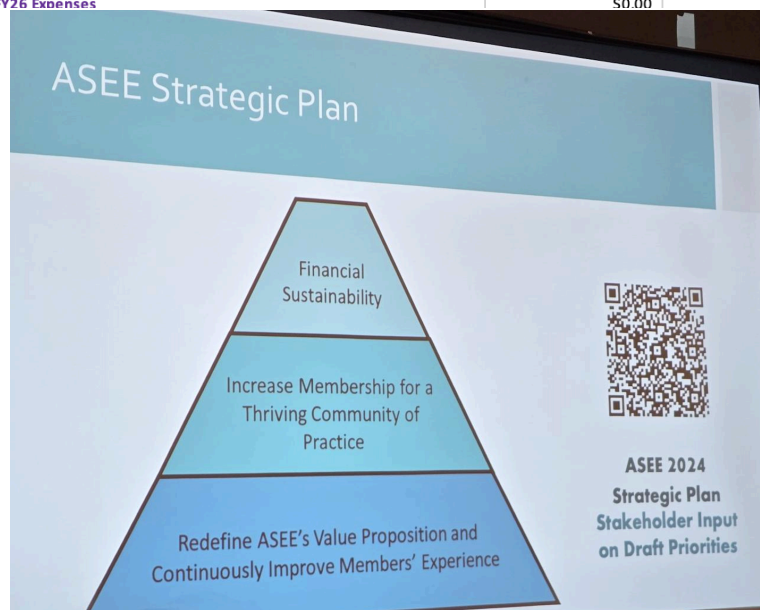
Appointed Positions

- Webmaster - Adrienne Ball
 - CP12 Representatives
 - Leon Grant (year 1 of 3)
 - Erdogan "Kaya" (year 2 of 3)
 - Bruce Wellman (year 1 of 3)
 - PCEE Award Committee Chair
 - OPEN
 - PCEE Award Committee Members
 - TBD/Open
 - Communication Officer
 - OPEN
-
- Treasurer's Report

K12 & Pre-College Engineering Division				
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FY2026				
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	FY26 Expenses	\$0.00		
K12 & Pre-College Engineering Division				
BASS account 240				
	Balance as of 03/31/2024		\$10,793.84	Unavailable
	Available Funds in FY2023		\$2,952.71	Available
	FY24 Field Unit Dues		\$735.00	
	FY24 Expenses		\$0.00	
	Balance as of 03/31/2024		\$3,687.71	Available
	Conference Expenses			
	Award Plaques		\$140.00	
	Books for raffle		\$216.32	
			\$3,331.39	Available-outstand

- **PIC IV Chair Report** - Kaitlin Mallouk
 - ASEE 2024 Strategic Plan - redefine the values to members and communicate these values to the membership

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- Work continues to stabilize finances, audits of prior years finances is ongoing; there will likely be some payback required to the federal government (each audit tends to cost the organizations tens of thousands of dollars); guard rails are being put in place to protect from a future financial situation
- BASS accounts division dues collected as of Oct 1, 2023 are being added to our BASS accounts; Division allocations for \$1 per members is being added each October
- Membership in ASEE is 8783 individual members, 46 nonacademic institutions, and 364 academic institutions

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- This year's conference had 3480 abstracts and 2164 finalized papers - second most of all time.
- Please reach out to Patti and the Conferences team if you plan to fundraise to make sure that multiple divisions do not ask the same donors.
- If a program chair submits to their own division, the PIC chair will handle the review of that paper.
- Each Division can have one distinguished lecturer. This year there were 7
- Draft papers are due 3 weeks earlier for next year. ASEE has a lean cash flow right before conference registration deadline and cannot make payroll so they are making the deadline earlier so that people will register for conference earlier to prevent furloughs. Abstracts due October 1st, draft papers due January 15, revised papers due Feb 21, revised paper decisions March 7, author registration April 7, Final paper upload
- PIC IV had the best paper out of First Year Division. "Near-peer Mentors' Discussions with a Student Avatar Experiencing Logistical Issues on a First-Year Design Team" by Lottero-Perdue, Malladi, Headley, FPD
- Establishing two new membership categories (get fun ribbons)
 - Senior Member - (1) at least 10 yrs consecutive ASEE membership and (2) attended at least 6 ASEE conferences
 - Distinguished Member - (1) at least 10 yrs consecutive ASEE membership, (2) published at least 6 engineering journal of conferences papers sponsored by ASEE, and (3) meets at least 3 of 7

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other requirements

- Lifetime membership = age + membership years is 100 and you can prepay
 - Feedback to PIC chair - we would like to get a list of teachers who are attending the conference ahead of time so we can contact them. The transportation passes were great - they should have handed them out when you picked up your badge. We need a way to prevent double booking if you are presenting in multiple divisions.
- **ASEE 2024 Conference Highlights**
 - **Conference numbers**
 - 178 submissions
 - 101 published papers
 - 59 diversity papers
 - 14 technical sessions
 - 67 oral presentations
 - 21 posters
 - 13 resource exchange - now an instructional showcase - providing guidance to these authors on what to expect would be helpful.
 - PCEE Division Best Paper Award and Division Best Diversity Paper Award
 - **Frank M. Bowman, Bethany Jean Klemetsrud, Emine Ozturk, Julie Robinson, and Erin Lacing**
“Impact of Professional Development in Culturally Relevant Engineering Design for Elementary and Middle School Teachers”
 - PCEE Best Paper Honorable Mention and Diversity paper honorable mention

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- Supporting early childhood educators in implementing and adapting research-based engineering activities designed for families Dr. Gina Navoa Svarovsky (University of Notre Dame), Catherine Wagner (University of Notre Dame), Mia Lettau (University of Notre Dame), Kimberly Marfo (University of Notre Dame), Scott Pattison, Smirla Ramos-Montañez, Viviana López Burgos, Amy R Corbett, Maria D. Quijano, and Diana Contreras

- **Division Awards - Andrea Boroczak**
 - Meritorious Service Awards go to Manuel Figueroa and Jenny Keshwani
- **Commission on DEI - Christina Alston**
 - Please let the commission know if there are targeted DEI efforts that can be highlighted
 - 2025 is a year of transformative equity - how can we support policy change when policy is working against us?
 - Chevron sponsored the conference booth
 - Virtual lunchtime Friday sessions are free and open to all

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2023-2024 ANNUAL REPORT EXECUTIVE SUMMARY

STRATEGIC IMPACT & FUTURE DIRECTIONS

Volunteer Engagement and Recognition: Recognizing the need for greater volunteer involvement and the unity of efforts across all divisions, efforts will focus on enhancing recruitment and retention strategies, aiming to increase participation across all committees.

Increased Visibility: Through the use of digital platforms, social media, and strategic events, CDEI has increased its impact within and outside the engineering community. Recognizing the need for greater volunteer involvement and the unity of efforts across all divisions, efforts will focus on enhancing recruitment and retention strategies, aiming to increase participation across all committees.

Strategic Alignment: The roundtable report from the ASEE board highlighted the CDEI's role in improving the broader organizational culture. This summary reflects the CDEI's commitment to strategic alignment and emphasizes the importance of enhancing volunteer engagement and optimizing communication in the future. Moving forward, the CDEI is set to refine its volunteer management strategies to ensure growth and effectiveness in promoting diversity, equity, and inclusion.

2023-24 CDEI LEADERSHIP
MEAGAN POLLOCK, Chair
HOMERO MUZZI, Past Chair
CHRISTINA ALSTON, Incoming
SINDIA RIVERA-JIMENEZ, Incoming

KEY ACHIEVEMENTS AND METRICS

Organizational Communication and Collaboration

Executive Team:

- Published a guide for Standing Members and Delegates to clarify roles within the CDEI structure. ➔
- Hosted 8 open meetings to foster DEI collaboration.

Communication Committee:

- Released 7 blog posts ➔ and increased LinkedIn ➔ followers by 64% to 325, maintaining engagement despite challenges with Twitter.

Strategic Planning and Assessment Committee:

- Facilitated a roundtable that resulted in a strategic report which was positively received by the ASEE board, influencing future DEI strategies. ➔

Educational Initiatives and Professional Development

Professional Development Committee:

- Conducted four virtual learning sessions with 145 participants. ➔
- Facilitated 15 sessions at the 2023 conference and planned 18 sessions for the 2024 conference. (2024 flyer ➔)

Institutional Change Team:

- Organized a panel on DEISJ integration into engineering curricula, drawing on expertise from key academic figures. ➔

Community Engagement and Volunteer Recognition

Outreach Committee:

- Developed two networking events and a Networking Bingo game for the 2024 conference to enhance participant interaction.

Community Building Team:

- Facilitated a volunteer appreciation event and 3 community discussions on navigating anti-DEI sentiments, consistently engaging attendees.

Encouragement Team:

- Issued 24 personalized Letters of Recognition to acknowledge volunteer contributions to DEI. (See example ➔)

Resource Development and Visibility

Executive Team:

- Raised \$10,000 from Chevron, used in part to purchase new CDEI-branded materials ➔. Half funds the '24 ASEE Member booth.

Conference Planning Committee:

- Coordinated booth activities at the 2023 conference and secured a prime location for the 2024 conference to maximize visibility.

Recognition and Awards

Awards Committee:

- Managed 29 nominations for the Best DEI Paper Award, marking a 10% increase from the previous year.
- Announced 4 finalists for the award, highlighting innovative DEI research within the engineering community. ➔

Spotlight Team:

- Curated 4 detailed scholar spotlights.

-
- **Commission for P12 - Katey Shirey**
 - Works with all 55 member divisions who are doing P12 work but not publishing in PCEE division to support and celebrate ASEE work in the P12 space
 - This is an equity and access commission
 - Commission sponsored sessions and a round table
 - Scan the QR code to get involved in CP12 Committees

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**Commission on
P-12 Engineering
Education**

**SCAN HERE TO JOIN
A CP12 COMMITTEE**



Website: <https://sites.asee.org/p-12committee/>

CP12 COMMITTEES

- CP12 ASEE Annual Conference Planning Committee**
Recruit and propose multi-division sessions for ASEE's Annual Conference in Montreal.
- CP12 Teacher Conference Committee**
Plan the ASEE-led teacher conference in Montreal.
- CP12 Engineering Navigator Committee**
Launch the AI-enhanced Engineering Navigator, find and promote ASEE members' P12 work.
- CP12 Awards Committee**
Launch the new CP12 Best P12 Paper Award. Explore a CP12 Constituent Award Proposal.
- CP12 Communications Committee**
Create and share CP12 messaging with ASEE members and the public at large about CP12's events and opportunities.
- CP12 Outreach Committee**
Network and forge partnerships with local and national interest groups (NSTA, ITEEA, ASEE Zones).
- CP12 Policy and Letters Committee**
Respond as needed to national, international, or local P12 engineering-related events.
- CP12 Professional Development Committee**
This year, recruit and present P12 engineering-related presentations & workshops for ASEE members.

- Grant proposal going in (with DiscoverE) to design a two part AI bot that will scan who is working in P12 space and be used to promote what is happening
- 24 sessions across 14 divisions had P12 papers
- **Graduate Students in PCEE**
 - There was a lot of talk at last years committee but there was no one in the division who moved forward with work on this

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- Tamara Moore is volunteering to take over this committee

- **International Committee - Hoda Ehsan and Manuel Figueroa**

The Need: We recognize that many PCEE members live and work outside the US and contribute to the PCEE community.

Purpose and Vision:

- Establish a platform to connect PCEE US-based and international members, and highlight the work PCEE members conduct globally
- Create opportunities for community engagement; for all of us to interact, learn, and share experiences.
- Facilitate greater conversation, sharing and collaboration among ASEE PCEE members worldwide.

Feb 2023 Meeting Outcomes:

- **Reassurance and confirmation that the need and interest in such a community exist.**
- **Excellent ideas shared on how to create, foster and empower such a community.**
 - Zoom gatherings for international researchers and practitioners to share program highlights.
 - Hosting PCEE member research talks.
 - Facilitating PD sessions on specific engineering education topics.

- **Teacher Committee**

- What is the value P12 teachers can bring to ASEE and what can ASEE bring to P12 teachers?
- How can we have more practicing teachers involved in the division?

- **Items from the Floor**

- Larry Richards inducted into ASEE Hall of Fame
- If you are in the mid-Atlantic section they would like to see more PCEE representation
- Division Mixer (PCEE/MIND/WIED) at tonight 7pm in Convention Center Room 256
- Cp12 business meeting Wednesday at 11am in Willamette 9

- **Upcoming conferences -**

- June 22-25 2025, Montreal

K12 & Pre-College Engineering Division			
BASS account 240			
BASS ASEE Membership Allocation	\$286.00		
FY25 Field Unit Dues	\$343.00		
FY25 Expenses	\$0.00		
	\$343.00		
Balance as of 12/31/2024	\$4,758.39	Available	
FY25 Field Unit Dues	\$455.00		
FY25 Expenses	(\$86.93)		
	\$368.07		
Balance as of 03/31/2025	\$5,126.46	Available	
FY25 Field Unit Dues	\$469.00		
FY25 Expenses	\$0.00		
	\$469.00		
Balance as of 06/30/2025	\$5,595.46	Available	
10 % of Unavailable balance payment	\$1,083.19		
FY25 Field Unit Dues	\$301.00		
FY25 Expenses	(\$634.01)		
	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

- June 21-24, 2026 Charlotte, NC
- June 20-23, 2027, Toronto
- June 11-14, 2028, Pittsburg, PA

05/14/24 - April Meeting

Attendees: Merredith Portsmore, Becky Hammack, Jamie Gurganus, Jennifer Love, Liz Parry, Adrianne Ball, Jenny Keshwani, Tracy Babcock, Christina Alston

Add any updates or announcements to May Division Updates –  May 2024

- **Chair - Merredith Portsmore**

- Monday Dinner at ASEE
- Support for CP12 Event - They have a gap for lunch costs
 - \$250
- Request from E4USA to promote their workshop – We are thrilled to invite you and all of your division members to join us at our upcoming FREE workshop, "Liaisons Wanted: Learn How to Become an e4usa Liaison," during the ASEE 2024 Conference. This workshop will take place on Sunday, June 23, 2024, from 1:00 PM to 3:30 PM in Room C120 at the Oregon Convention Center—U495R.
 - **Yes! MP - MY JOB!**

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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

- **Secretary/Treasurer (Becky)** - please send awardee names to Becky so she can get plaques ordered for them to arrive in time.
- **Program Chair (Jenny K, Jamie)** - sessions are set, Jenny is waiting on two more moderators. 14 technical sessions (53 papers), 27 posters, 16 resource exchange (instructional showcase), Total: 96 papers
Best paper due 5/15, Best DEI paper due 5/19: both identified and in process of being submitted - Jamie will print paper award certificates
Tuesday night at 6:15 there will be a Hall of Fame induction celebration for Larry Richards

We're signed up for the Division Mixer on Sunday -> Merredith

-Folks to man the booth (Jen Love, Liz P)

-What we want to hand out? - Last year, I think we had a 1

pager, Schedule (highlight best paper) MP work with Katie

-Commission ?

- **Andrea (Past Chair)**
 - Voting
- **Manuel (Chair Elect)**
 - Purchase Books for CP12 Booth -
 - Booth Staffing - Jen or Manuel
- **Commission on DEI (Christina)** -
 - Christina is Chair Elect for 2024/2025
 - New sessions for conference
 - Put together - How do we have interactions for folks who are introverts ?

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FY2026			
Q1			
FY26 Revenue		\$595.00	
FY26 Expenses		\$0.00	

- Donation from Chevron (5K)
- Interview for Women in STEM
- **Commission on P12 (Manuel, Merredith)** - Teacher Conference
<https://sites.asee.org/p-12committee/newsevents/>
- **Awards (Vemitra):**
 - 2 people for meritorious service award
 - 1 lifetime achievement was incomplete
 - 1 person was nominated 3 times for the same thing.
- **Web Sites (Adrianne)**
 - <https://sites.asee.org/precollege/>
 - Updated with timely information and links
 - Should we resurrect the annual report?
- **From the floor:**
 - 2024 Paper - History of the PCEE Division
 - **Reference Annual Reports**
 - **Interviews with division founders**
 -

04/9/24 - April Meeting

Attendees: Merredith Portsmouth, Becky Hammack, Adrianne Ball, Vemitra White, Liz Parry, Manuel Figueroa, Jamie Gurganus, Jenny Keshwani, Andrea Borowczak

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Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

NOT Attending:

ANYONE - Anything to add to April Division Update –  April 2024

- Chair - Merredith Portsmore
 - 1.COMING TO ASEE IN PORTLAND ??? Please take a moment to find more details and complete the survey at <https://forms.gle/MH2hgjt1WETgHM2Y7>. So Ibrahim (our Program Chair-elect) can plan a great dinner.
 - Nominations (if Andrea not in attendance - https://docs.google.com/forms/d/e/1FAIpQLSc4i-O_QFj6Uw253Kky6VlwtxshWHfwXfJ48gAmgVBsdboq5g/viewform?usp=sf_link)

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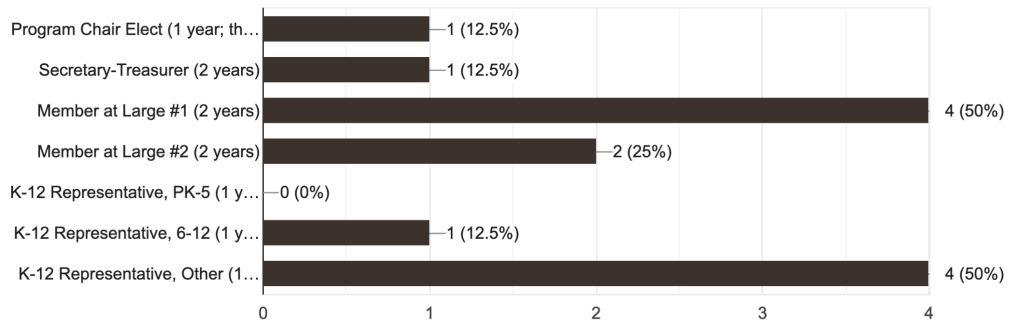
Elected Positions

Position (years)	2023-2024 (starting June 22, 2023)	2024-2025
Chair (2)	Merredith Portsmore (yr1)	Merredith Portsmore (yr2)
Chair-Elect (2)	Manuel Figueroa (yr 1)	Manuel Figueroa (yr 2)
Immediate Past Chair (2)	Andrea Burrows Borowczak (yr1)	Andrea Burrows Borowczak
Program Chair (1)	Jenny Keshwani (for Marcelo Caplan)	Ibrahim H. Yeter
Program Chair Elect (1)	Ibrahim H. Yeter	TBD (for election)
Immediate Past Program Chair (1)	Jamie Gurganus	Jenny Keshwani (for Marcelo Caplan)
Secretary – Treasurer (2)	Rebekah Hammack (yr2)	TBD (for election)
Member at Large (2)	Christina Alston (yr 1)	Christina Alston (yr 2)
Member at Large (2)	Liz Parry (yr2)	TBD (for election)
Member at Large (2)	Jennifer Love (yr 1)	Jennifer Love (yr 2)
Member at Large (2)	Vemitra White Alexander (yr2)	TBD (for election)
P-12 Representative, PK-5 (1)	Tracy Babcock (one year)	TBD (for election)
P-12 Representative, 6-12 (1)	Doug Roberson (one year)	TBD (for election)
P-12 Representative, Other (1)	Hoda Ehsan (one year)	TBD (for election)

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What position(s) is the nominee interested in? Note that positions are described in the PCEE Bylaws (Approved Oct 2021)

8 responses



-
- In the past Andrea has reached out to people who expressed interest in member at large position and asked if they were willing to switch to a different position that had fewer people.
- **2025 - Are we happy with the composition of this group?**
- **MP - Additional P12 Representation** - The P12 representative positions are one year only. They are also usually not able to participate in the meeting calls. Do we think we need to have a different format in this area? There is such a diversity in P12 spaces across the US. Funding and time is also an issue for P12 reps to attend the conference. Can we bring more people into this space and help them with networking and increasing their voice and role with engineering education. We could add an

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additional PK-5 rep and an additional 6-12 rep. Or we could tease out middle school and create a 6-8 rep and a 9-12 rep. Could we involve pre-service teachers, especially if they are at a university that has an engineering education certification pathway? We should be nominating teachers who we work with. There has been a conversation around if engineering education is focused at a collegiate level that is supporting the P12 space or should there be a focus in the P12 space. What can we do to make sure that our higher ed colleagues are doing things in the best way for the P12 space? Putting together an ad hoc committee to talk through some of these things would be a good first step to determine if we need to change the bylaws

○

- **Secretary/Treasurer (Becky)**

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FY2026			
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K12 & Pre-College Engineering Division
BASS account 240

Balance at 9/30/23	\$10,438.84	Unavailable
ASEE's Membership Allocation Funds-FY2024	\$355.00	
Balance as of 12/31/2023	\$10,793.84	Unavailable
Available Funds in FY2023	\$2,952.71	Available
FY24 Field Unit Dues	\$329.00	
FY24 Expenses	\$0.00	
Balance as of 12/31/2023	\$3,281.71	Available

- **Program Chair (Jenny K, Jamie)** - division mixer (this year is MIND's turn, next year is PCEE's turn).
 - 93 revised papers were submitted but that does not include program chair elect papers (Ibrahim is listed as an author), 16 for resource exchange on Monday. Revisions are due April 15. Best paper and DEI paper were sent to Jamie. There were only 3 DEI papers and 6 best papers submitted.
- **Andrea (Past Chair)** - Nominations! When is our deadline?
- **Manuel (Chair Elect)** -
- **Commission on DEI (Christina)** - no update
- **Commission on P12 (Manuel, Merredith)** - The Saturday event is open. Please share widely -

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FY2026			
Q1			
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<https://sites.asee.org/p-12committee/newsevents/> Teachers are starting to register for the teacher's conference. There will be a new wave of advertising coming out - please share with your networks.

- Many years ago, PCEE members published a guideline on how to properly run PD. They are going to create a series of videos to share with people so they can create effective PD for engineering. They started a committee on how to storyboard the videos. Should someone who was involved in that publication should be involved in the videos? The standards are really old at this point- we have learned a lot over the past 10 years about teacher learning. It is important to think about who the audience is and if it is accessible to the target audience. The videos could be good to bring attention to the document and encourage a new updated version. Having someone from PCEE on the video is important. E4usa has created videos for teachers. Manuel will share these thoughts with the commission.
- Tracy had mentioned wanting a guide for how to implement engineering as a P-12 teacher.

- **Awards (Vemitra): Last Call For Nominations**

- There are 4 people nominated but one is not eligible.
- [PCEE Division Awards Nomination Form](#).

- **Welcome to Adrienne Ball who is our new webmaster!!!**

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FY2026			
Q1	FY26 Revenue	\$595.00	
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3/12/24 - March Meeting

Attendees: Merredith Portsmore, Becky Hammack, Manuel Figueroa, Latanya Robinson, Vemitra White, Hoda Ehsan, Traci Babcock, Jamie Gurganus, Jennifer Love

NOT Attending:

•

ANYONE - Anything to add to March Division Update - 

- **Chair - Merredith Portsmore**

- International Meeting PCEE – 6-7 people showed up on Feb 23rd. Conversation about international group - what should be goal of this committee. What activities should we do
 - There were international students and international faculty who are currently in the U.S
 - Noone who was actually outside of the U.S
 - We started talking about is this committee for folks who are international or domestic folks with international contacts, contexts
 - Monthly/Bi-Monthly gathering
- **ASEE Townhall**
 - **Latanya Robinson - lrobi071@fiu.edu** - They are currently brainstorming ideas for topics. There is usually

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an outside organization who partners for the session.

They would like more people to attend to help facilitate table discussions and take notes. If there are concerns or topics that we would like Latanya to bring up, please share.

- Last year Jamie helped with the Townhall. There was quite a bit that came up about P12 in the Townhall. We should encourage our membership to attend the Townhall and represent P12.
- How to do sustained STEM engagement vs. a one time STEM outreach (e.g., teacher PD, once a month programming, summer camps with follow-up); getting faculty to be involved
- **Teacher Committee - Tracy**
 - The committee is varied - one public school teacher, one private school teacher, one state department employee.
 - The committee would like some clarification on what PCEE would like the committee to tackle.
 - P12 teachers do not have time in their day to have researchers just drop by to do an activity unless it is completely aligned with the curriculum - what are the best ways to educate researchers about this? Do we need a policy document or a half pager?

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- Maybe this could be a model for things to consider:
<https://csed.acm.org/cs2023-report-with-feedback/>
 - Getting engineering into schools looks different at the P-5 level than 6-12.
 - Maybe a talk or workshop at the conference where we partner teachers and researchers?
 - Let's get more teachers in PCEE who bring practitioner expertise AND do the half pagers/events
- **Secretary/Treasurer (Becky)**
 - **Update from ASEE Meeting** - Meredith and Becky met with Patti. We were able to get the available balance corrected to reflect the teacher grant expenses that were paid late. We currently have \$2952.71 in our available balance and \$10,438.84 is unavailable. Patti also clarified that there is no cost for using NEMO for the annual conference but if we were to use it for another event, there would be a charge.

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K12 & Pre-College Engineering Division
BASS account 240

	Balance at 09/30/2022:	\$10,165.84	Unavailable
	ASEE's Membership Allocation Funds-Oct 2022	\$439.00	
	Dues Revenue YTD FY23:	\$1,834.00	Unavailable
	FY22 Expenses Paid Late	(\$2,000.00)	
	Balance at 9/30/23	\$10,438.84	Unavailable
	Total Other Revenue FY23	\$7,000.00	
	Total Expense YTD FY23	4,047.29	
	Available Funds in FY2023	\$2,952.71	Available

- **Program Chair (Jenny K, Jamie)**

Best Division Paper deadline: May 15

Diversity Paper deadline: (May 16 last year... haven't seen updated timeline for this year)

102 total papers

47 in rewrite due 4/1

55 accepted

3 nominations for best diversity paper

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	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1 FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

16 resource exchange

19 WIP

Jamie in need of readers for best PCEE paper and best PCEE DEI paper

- Commitment: Read 3 to 4 papers and you provide rankings...
2-3 hours of reading...And 1 meeting...Dates forthcoming.
- Hoda, Jen interested to continue service reading papers

- **Andrea (Past Chair)** - N/A
- **Manuel (Chair Elect)** - N/A
- **Commission on DEI (Christina)** - N/A
- **Commission on P12 (Manuel, Merredith)** - The Saturday event is open.
Please share widely -
<https://sites.asee.org/p-12committee/newsevents/>
- **Awards (Vemitra):** Not a lot of people nominating colleagues or others. We may have one nominee.
 - Vemitra suggested asking other divisions for cross division nominees
 - Merredith wanted to push first for PCEE leadership nominees and member nominees in monthly update.
 - The web site is OUT OF DATE with previous award winners - Merredith will try and find a master list.

K12 & Pre-College Engineering Division			
BASS account 240			
BASS ASEE Membership Allocation		\$286.00	
FY25 Field Unit Dues		\$343.00	
FY25 Expenses		\$0.00	
		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

- From the floor: B.A

CP12 Teacher conference in Portland on Saturday:
registration is now live!

<https://sites.asee.org/p-12committee/newsevents>

Bylaws link:

https://sites.asee.org/precollege/wp-content/uploads/sites/62/2022/06/ASEE_PCEE_Division_Bylaws_Approved_October_2021-1.pdf

2/13/24 - February Meeting

Attendees: Merredith Portsmore, Manuel Figueroa, Jamie Gurganus, Jen Love

NOT Attending: Jenny Keshwani, Vemitra White, Tracy Babcock

ANYONE - Anything to add to February Division Update -  February 2024

Secretary/Treasurer (Becky) - We had a meeting with Patti Greenawalt yesterday. ASEE will now be distributing regular, quarterly BASS account statements, one quarter behind.

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FY2026			
Q1 FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

- BASS report as of 12/31/23 will be distributed after March 31, 2024
- BASS reports as of 3/31/24 will be distribute after June 30, 2024
- BASS reports as of 6/30/24 will be distributed after September 30, 2024
- FY 24 Year End reports will be distributed after December 31, 2024.

The current “**Available Balance**” as of 9/30/23 is **\$952.71** and the current “**Unavailable Balance**” is **\$12,438.48**.

This balance represents any transactions prior to 9/30/22, as well as Field Unit Dues (where applicable) and the Membership Contribution for FY23.

Expenses that were paid “LATE” were supposed to be deducted from the unavailable balance, however, it appears that the last four teacher grants (4@\$500) were deducted from our available balance. Becky has inquired with headquarters about this and is waiting to hear back.

Any events after 10/1/22 that use NEMO will be charged paper handling fees from the “available” balance. The fee to use the system is \$2000 and then there is a \$25 per paper fee to publish papers through PEER. This is only for special events - NOT the annual conference.

Please note that Field Unit dues for FY24 will be available and credited to the BASS as we collect them.

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FY2026							
Q1							
			FY26 Revenue		\$595.00		
			FY26 Expenses		\$0.00		
5/25/2023		1,000.00	Edukatey LLC-2023 PCEE Conference Sponsorship-LB-May 2023				
5/31/2023	4,864.70		Operating PayPal_Reclass undposited fund-May 2023				
5/31/2023		4,864.70	Mathworks_Sponsorship_2023 PCEE K-12-PayPal-May 2023				
5/31/2023		5,000.00	Mathworks Sponsorship of 2023 PCEE K-12 Conf-VT-May 2023				
6/13/2023		1,000.00	Uni of Maryland-PCEE WORKSHOP SPONSORSHIP-VT-Jun 2023				
		7,000.00					
Effective Date	Debit	Credit	Transaction Description			Name	
10/6/2022	500.00		Implement Engineering! Teacher grant			Garrison Forest School, Inc	
10/17/2022	500.00		Implement Engineering! Teacher grant			Rainard School, Inc	
10/20/2022	500.00		ASEE PCEE Implement Engineering! Teacher Grant			High Point Regional High School	
12/26/2022	500.00		Implement Engineering! Teacher Grant			Houston Independent School Distr	
1/2/2023	630.00		Reimbursement - Dropbox account for the PCEE Division			Bowen, Bradley	
6/27/2023	133.86		Reimbursement for PCEE award plaques			Hammack, Rebekah	
7/6/2023	2,519.38		Reimbursement to Breakfast and Lunch Catering expenses 2023			Portsmore, Merredith	
9/30/2023	62.05		Reimbursement - Books for giveaway at 2023 AC_10.13.2023			Merredith Portsmore	
9/30/2023	702.00		Reimbursement - Teacher workshop 2023 AC- Food_10.13.2023			Towson University	
	6,047.29						

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FY2026				
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K12 & Pre-College Engineering Division				
BASS account 240				
	Balance at 09/30/2022:	\$10,165.84	Unavailable	
	ASEE's Membership Allocation Funds-Oct 2022	\$439.00		
	Dues Revenue YTD FY23:	\$1,834.00	Unavailable	
	Balance at 9/30/23	\$12,438.84	Unavailable	
	Total Other Revenue FY23	\$7,000.00		
	Total Expense YTD FY23	\$6,047.29		
	Available Funds in FY2023	\$952.71	Available	

-Action Items -> Meet with ASEE (Merre and Becky)

Andrea (Past Chair) - NSTA Update - Stacy KG started working with NSTA in 2014 → Andrea → Martha (working with Geraldine at ASEE). We lost a liaison between ASEE and NSTA. We have not been able to submit things to NSTA. We could try and build our own relationship. It was incredibly difficult to get people to go. They (NSTA) wanted teachers to go. There were some good pieces with teacher practitioners.

Liz - Started with NGSS and when we started the P12 Commission. It was a very pragmatic thing to do. It was worth doing then to make sure engineering was part of NGSS conversations. We could ask if people are participating. We can

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offer them research opportunities - talk about ASEE and P12 as potential research partners for something they are doing. Find out who in the division is going (members,

Manuel - It would be good if our members were presenting and they had our logo. Some way to track it. ASEE PCEE media kit.

Chair - Merredith Portsmore

- Check in with committees

- Manuel, Hoda - International Community Committee - We had a planning meeting and are going to invite the larger membership to a discussion. Be a place where we can highlight PCEE members (through social media). Plan a certain number of Zoom gatherings for those from other countries to share resources and talk. Next step – send a message to all members

Program Chair (Jenny K, Jamie)

Here are my updates to share with the team. Big question I'd like feedback on is the use of the 2 technical sessions scheduled during the PCEE business meeting.

Program updates:

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145 abstracts accepted

100 paper drafts submitted

Paper type distribution:

65 technical sessions (31 did not include paper type, so assumed technical for now)

19 posters (WIP)

16 resource exchange

Paper draft decisions due 3/8

PCEE has 18 technical sessions (not including posters and Resource Exchange); 2 are scheduled during our business meeting (☹)

If all 65 technical papers make it to the final program, ~3.6 papers/technical session

If we don't use the 2 technical sessions during the business meeting, ~4.1 papers/session

(Manuel - I think the WIP is higher than submission. Jamie - There has been some confusion and angst over paper/poster with authors not wanting to do posters Jenny can request via Patty that our business meeting not compete with tech sessions)

Commission on DEI (Christina)

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Commission on P12 (Manuel, Merredith)

- Books for P12 Booth -  PCEE Engineering Books for Kids 2024
 - Get rid of old books
 - Any new books?
 - We will staff that booth at the conference in the Exhibit Hall
- P12 Conference (Saturday for Educators)- Ton of sessions for all different grade bands. Strands on sustainability and design. Funding from Mathworks and Lemelson Foundation (and some others). Looking to increase attendance by the teachers - maybe a day care session, possible teacher stipends,
- There is an effort to document K12 Engineering Education.....<MORE TO COME>
- Awards Committee- Rubric for this best of P12 Engineering Education paper. Similar to rubric to DEI Commission. FOR 2025!
- Geraldine Gooding at ASME - Great partner for PCEE!
- CP12 Commission also looking for activities (5 minute activities) for booth. They will share flyers.
 - PCEE should recruit from members in April?

Awards (Vemitra):

- Announcement in Division Update --  February 2024

From the floor:

- E-WEEK - NEXT WEEK!
- Social Media -> Event on that Wednesday.

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Q1			
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- Who has access? Martha? Katey?
- Share where you are and where you are going.

1/9/24 - January Meeting

Attendees: Merredith Portsmore, Becky Hammack, Hoda Ehsan, Jenny Keshwani, Jennifer Love, Karen McGahee, Manuel Figueroa, Tracy Babcock, Liz Parry, Vemitra White, Christina Alston

Agenda Items:

Chair - Merredith Portsmore

-Check in with committees

-Tracy -> PK-12 - Mellisa and Matt are on the committee. They have asked "What is the end goal of PCEE regarding teachers? What is the vision for teacher membership (growth, enhance what we already have)? How can we make it easier for teachers to see how research transfers to action in the classroom?"

Answers: PCEE wants to learn from teachers what they want to see and what they need from us. The transfer of knowledge should go both ways. College faculty can learn more about pedagogy from practicing teachers. Engineering

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can be the “do” of all of the “what.” Member teachers can partner with researchers to implement interventions and collect data to measure impact. We need to think about “what teachers.” We would love to grow the membership of emerging leaders. Would love to see PCEE be a true hybrid of teacher and researcher membership. Teachers can also share about the politics and logistics of working in a school system.

Tracy will take this info back to the committee and they will determine some action items.

-Manuel & Hoda -> International - Will meet on Thursday and will have an update at the next meeting. One this they will be thinking about is how to highlight the work that international scholars are doing.

-Manuel Update on DropBox to Google Change - All of our files have moved from DropBox to Google. Meredith has a vision of a paper that is the history of the PCEE Division. Email Manuel at figuerom@tcnj.edu with your preferred google drive email address [j.love@northeastern.edu,]

-Manuel - STEM books - we will have a raffle at the P12 booth - usually give away 15 books. If you work at the booth you get to meet the membership. Manuel will send a spreadsheet of books [LINK HERE?](#) we have used in the past. Please add additional books to the list.

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Secretary/Treasurer (Becky) - still no update from headquarters on our account balance

Program Chair (Jenny K, Jamie) - all requests have been submitted. Papers are due Feb 1, so we are just waiting on those to come in. Paper review requests will be sent out in early February

Commission on DEI (Christina) - Christina will be attending the upcoming board meeting to hear about how they are thinking about DEI and the precollege space. Also going to try to find out what is going in with the initiative and the commission and where the work of each lies. Upcoming Focus Friday on Feb 2" STEM equity and decolonization

Christina is also trying to find out what the other divisions are doing around DEI. Christina also needs to find out what the commission is "allowed" to say. We can work to do more to engage black and brown teachers with the conference.

<https://diversity.asee.org/deicommitee/workshops/>

Chronicle of Higher Education publishes a "DEI Legislation Tracker"

<https://www.chronicle.com/article/here-are-the-states-where-lawmakers-are-seeking-to-ban-colleges-dei-efforts>

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ASEE CEO Jackie El-Sayed is a co-PI on this NSF INCLUDES Alliance grant “Engineering PLUS”

<https://engplusalliance.northeastern.edu/team/>. Jackie has been sharing that ASEE Engineering Dean’s Council has received new applications for Diversity Recognition Program and is promoting more for next year’s cycle.

Commission on P12 (Merredith):

Manuel is now a PCEE representative to the commission. There are already 17 submissions for the workshop. They are currently looking for funders - maybe this could be a coordinated effort across ASEE. The K-5 space is still light, so please submit a workshop if you would like to present at the workshop in Portland.

We are co-sponsoring a special session with the commission so we will want to advertise that.

Awards (Vemitra):

Will be recruiting people to serve on the committee.

From the floor:

Are we doing anything with NSTA? Meredith will ping Andrea to find out what happened with that relationship. Christina is in Denver and Tracy will be traveling to NSTA, so if it is not too late to have a PCEE sponsored session at the Denver conference Christina and Tracy would be happy to help.

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FY2026			
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12/12/23 - December Meeting

Attendees: Merredith Portsmore, Jenny Keshwani, Becky Hammack, Manuel Figueroa, Vemitra Alexander, Jennifer Love, Tracy Babcock, Andrea Borowczak, Jamie Gurganus

Agenda Items:

Chair - Merredith Portsmore

- **Need new webmaster** - Meredith is trying to get the logins as well as identify a new webmaster.
- **Anything for Division Announcements** - will start sending the announcements out after the executive committee meeting. Please share anything with Merredith for the announcements.
 - **Special Sessions**
 - **Special Workshops**
 -

Secretary/Treasurer (Becky) - no report

Program Chair (Jenny K, Jamie)

Program updates:

Thank you to all the reviewers. There was no need to call for last minute reviews!

146 abstracts submitted

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10 % of Unavailable balance payment	\$1,083.19		
FY25 Field Unit Dues	\$301.00		
FY25 Expenses	(\$634.01)		
	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

145 abstracts accepted

1 rejected

Paper draft upload by 2/1 (one paper already submitted???)

174 reviewers active in the system

Jenny is working with Ibrahim on getting sessions scheduled.

MIND/PCEE/WIED social

Still interested in coordinating with the other Divisions? MIND is responsible for planning this year.

Nominations for Topical Plenary - due Friday

Nominations are open for the *ASEE PCEE Topical Plenary Speaker* at the 2024 Annual Conference in Portland, Oregon. Eligible nominees should be emerging leaders in precollege engineering education at any career stage and capable of delivering an engaging presentation.

Two nominations received:

Dr. Christine Alston

Dr. Hoda Ehsan

Dr. Mindy Zarske

Dr. Mariam Manuel (Nominate)

K12 & Pre-College Engineering Division			
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	FY25 Expenses	\$0.00	
		\$343.00	
	Balance as of 12/31/2024	\$4,758.39	Available
	FY25 Field Unit Dues	\$455.00	
	FY25 Expenses	(\$86.93)	
		\$368.07	
	Balance as of 03/31/2025	\$5,126.46	Available
	FY25 Field Unit Dues	\$469.00	
	FY25 Expenses	\$0.00	
		\$469.00	
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		\$750.18	
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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

Pam LP as back up?

Discussion from last meeting: Could we nominate one of our past award winners? Maybe a panel of what engineering education might look like? Perhaps we could also bring in a new scholar? The executive committee will decide at the December meeting.

How established do they need to be in the field? This has not been a conversation at the current program chair meetings and it sounds like who we nominate will be the speaker.

Would it be good to have someone speak about the history and trajectory of pre-college engineering; maybe a review of what is going on with curriculum. Have we considered nominating someone like Mindy Z to talk about TeachEngineering?

Maybe we bring two people - one who is earlier and one more established in their careers. - It is probably too late to do this now, but maybe this could be something to think about for next year.

Can we do a panel of 3? We could reach out to the people who have been nominated for the plenary and ask them to be part of a panel. Also, having folks from industry - MathWorks could be a good one (PJ Boardman); Senay Purzer at Purdue? Jan Morrison at STEM Ties?

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FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

<https://www.tiesteach.org/jan-morrison> potential panelist? backup plenary/distinguished? DEED is interested in a joint panel (see new business below by Jen Love).

Importance of K12 pathways, targeted programs

We have 18 technical sessions this year - 2 will need to go to the plenary and panel.

Marium won a best paper and best diversity paper from PCEE, so she would be great for the plenary.

Panel title: Opportunities for Pre-Collegiate Engineering Education Engagement

Sunday Workshop Requests

Spatial Vis™: Sketching as a First Step to Student Engagement in Engineering

Lelli Van Den Einde & Nate Delson, UCSD

Accepted all requests for co-sponsorship.

Joint 'Resource Exchange/show-and-tell' led by Elliot Douglas. Current plan is to host this session on Monday

Commission on DEI (Christina)

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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

Commission on P12 (Kaya):

- I have fabulous news to share with the CP12 leadership, but I wanted to check and confirm expectations with you first: ASEE is willing to give CP12 and CDEI a free 10'x20' booth attached to the ASEE Membership booth in the Exhibit hall. As you can see from this map it's a prime location just at the entrance to the exhibitors' hall! They are doing this to elevate the two Commissions and "demonstrate the central importance of your commissions by attaching them to the main ASEE booth."

So, that means it would be a Commissions booth and not a CP12 + PCEE booth. Last year, technically, it was also a CP12 booth, but PCEE was instrumental in putting together the book raffle, and many PCEE members staffed the booth.

I want to check in and make sure this feels okay with you. PCEE would not run the book raffle or arrange the books—I would take that on and get the books donated for the raffle. If someone from PCEE wanted to help, that would be sweet, but no pressure.

- Book raffle** - if we decide to keep it, then maybe we can get input from the division on what books to include. If we decide to keep the raffle we need to put it in writing and make sure that it is clear. This should be the same for anything that we want to keep as division and what we want to share. Meredith will propose to Katey that we host the raffle within the booth
- What is the role of the PCEE chair within the Commission?

Awards (Vemitra):

3 to 5 on awards committee (vemitra)

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FY2026			
Q1			
FY26 Revenue	\$595.00		
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From the floor:

New Business brought forward by Jen Love: DEED is proposing a teacher workshop for ASEE Portland Saturday's CP12 teacher conference AND a joint PCEE/DEED panel at ASEE regular conference a few days later. Andrew Olewnik & Charlotte de Vries & Jen Love met with Katey Shirey, who was interested in hearing more from Andrew, Charlotte & Senay Purzer about "honeycomb framework":

<https://onlinelibrary.wiley.com/doi/full/10.1002/jee.20441>

Charlotte de Vries Assistant Professor of Mechanical Engineering at Penn State Erie cud142@psu.edu

Andrew Olewnik Assistant Professor of Mechanical Engineering at University of Buffalo

This is their draft proposal:

"Developing a K-16 Design Community of Practice: DEED/PCEE Panel

Description: The purpose of this panel is to discuss the role that University Faculty and Students can play in supporting K-12 Pre College Education, specifically when it comes to design projects. The speakers in the panel will be college and university faculty who are experienced with either design or using design projects with pre-college engineering students. This panel will serve as a report out around a workshop taking place the Saturday before the National ASEE conference at the ASEE Commission for P12 Engineering Education (CP12) Teacher Conference event.

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The workshop would invoke the Design Honeycomb as a basis for having teachers evaluate and expand their design based projects. The objective or outcome for the K-12 teachers is to give them some alternative forms or types of design related inquiry that they might incorporate in their classroom. During the workshop, the presenters seek to understand the barriers that K-12 teachers face when implementing design processes in the classroom. For the first year, the workshop focus will be on projects targeted at students in 6-8th grades.

The panel session would be during the regular conference and will be co-hosted by DEED and PCEE. The panelists would present what they learned from the teachers in the workshop and lead a discussion with attendees. The objective with this is to start building connections among DEED and PCEE constituents toward building a more connected design community of practice.

Panel Set-up: The panel will consist of three main topics: • Introducing the panelists and allowing them to share how they got involved in K-12 outreach, and give an overview of what it means to serve as a faculty liaison for K-12 outreach. • What are the challenges from Design faculty perspectives in terms of sharing Engineering Design processes at a rigorous enough level but still targeting elementary school/middle school/ or high school students? • Reporting lessons learned from the workshop. Give questions from the workshop participants to the ASEE Design Community. • Giving advice and hearing from the community to start developing a design community of practice. Participants will be able to sign up to have their name listed on the DEED website if they would like to support schools.

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Panel Format Requirement: A panel works best at allowing faculty who are interested in using their design knowledge to support future engineers. This panel format allows those who helped facilitate and participate in the CP12 workshop give a quick report out to the DEED and ASEE community.

Potential Panelists: We plan on having 3-4 Panelists from DEED, PCEE, and experts in Design and K12 outreach:

Potential names listed below.

Senay Purzer? Purdue University purzer@purdue.edu Workshop facilitator. Author of the Design Honeycomb paper used to develop the workshop given during CP12. <https://onlinelibrary.wiley.com/doi/full/10.1002/jee.20441>

Stacy Klein Gardner? e4USA/ Vanderbilt

Cindy Atman? University of Washington

Shanna Daly? Michigan

Design Zones

Mapping Students' Engineering Processes with Design Zones

By Nicole Batrouny, Kristen Wendell, Chelsea Andrews, and Tejaswini Dalvi

<https://www.nsta.org/science-and-children/science-and-children-januaryfebruary-2021/mapping-students-engineering>

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Q1			
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Nicole Batrouny works with Jen Love at Northeastern. Nicole is a new First Year Engineering teaching faculty.

PCEE will cosponsor this. Jen will communicate back out to Katey Shirey, Andrew, Senay & Charlotte by email 12/12/2023 (complete).

11/13/2023 - November Meeting

Attendees: Merredith Portsmore, Becky Hammack, Tracy Babcock, Hoda Eshan, Andrea Borowczak, Jenny Keshwani, Jennifer Love, Jamie Gurganus, Christine Alston, Vemitra White

Agenda Items:

Chair - Merredith Portsmore

- **Need new webmaster**
- **Updates - After this meeting**
- COMMITTEE Checkins
 - Teacher Committee (three members)
 - Tracy Babcock (Exec)
 - Melissa Huppert (melissa.huppert@mnsu.edu)
 - Matt Wyatt (wyatt@townschool.com)
 - The committee met to introduce themselves and they will meet before the January meeting. The committee is trying to identify ways that PCEE

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can better support teachers. They will identify priorities and bring action items to the group.

- Graduate Student Committee (OPEN)
 - Liz will reach out to e4USA to recruit some awesome grad students (Any updates)
- International Committee (OPEN)
 - Hoda Ehsan
 - Manuel Figueroa
 - Start meeting and any other participants?
 - Add to announcements

Secretary/Treasurer (Becky)

- ASEE updates -
 - Any net revenue generated by field units after October 1st, 2022 – excluding member dues – is currently available for units to use;
 - - Member dues collected after October 1st, 2023 are also currently available for units to use;
 - - Member dues that came in between October 1st, 2022 and September 30th, 2023 are not available to use and constitute a portion of the outstanding balance due to individual BASS accounts; and, finally,

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- - Any net revenue generated by ASEE remaining at the end of FY24 is intended for distribution to field unit BASS accounts.
- Becky has not received a BASS report since before the 2023 Conference

Program Chair (Jenny K, Jamie)

Program updates:

145 abstracts submitted

8 have all 3 reviews completed!

37 with 2 reviews

67 with 1 review

33 with 0 reviews

13 indicated Resource Exchange (however many forgot to include paper type...)

174 reviewers active in the system

Multiple abstracts did not have paper type. There might be issues with special characters being kicked back in the system.

Nominations for Topical Plenary

Nominations are open for the *ASEE PCEE Topical Plenary Speaker* at the 2024 Annual Conference in Portland, Oregon. Eligible nominees should be emerging leaders in precollege engineering education at any career stage and capable of delivering an

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FY2026			
Q1			
FY26 Revenue		\$595.00	
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engaging presentation. Please submit your nomination by November 20, 2023, by using this [hyperlink](#).

Could we nominate one of our past award winners? Maybe a panel of what engineering education might look like? Perhaps we could also bring in a new scholar? The executive committee will decide at the December meeting.

Sunday Workshop Requests

Several received so far – direct email with Ibrahim. Also due by 11/20 and then they are due to headquarters by Dec 1.

Co-sponsorship Opportunities

Katey Shirey:

Opportunity to co-sponsor an interdivisional roundtable session during the 2024 ASEE Conference.

CP12's Division Delegate from Technological and Engineering Literacy/Philosophy of Engineering Division (TELPHE), Carl Hilgarth, suggested that CP12 could support the ASEE community by co-sponsoring an inter-divisional roundtable session at ASEE 2024 on the topic of Engineering from PreK to Grade 12 and recommended several ASEE Divisions who could contribute synergetic expertise (please see the proposal attached). We would like to invite PCEE to co-sponsor the session to highlight research on pre-college engineering education. Please review the proposal attached and let me know if you are interested. You would not need to promise any attending members, but we would hope that your members might find the session compelling.

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Josh Hertz (Northeastern University), program chair for First Year Programs

I am interested to see if our three divisions (FYP, PCEE & 2-year college) might have a joint session at the conference. The focus would be the changing pathways to engineering education. There was interest in my division in this topic, especially in light of changes in AP course availability, no/low cost community college, E4USA, and dual enrollment programs. If there are sufficient numbers of papers among the three divisions, this could be a joint technical session of a more traditional format. Alternatively, a panel or roundtable discussion format could be broadly interesting. Please let me know if you want to continue exploring this idea. Jennifer Love (Northeastern University) could help Josh with this on the pre-college side of things and would be willing to help.

Elliot P. Douglas, PIC I Chair

I am writing because your division typically runs some kind of show-and-tell session at the ASEE Annual Conference, whether that is lab demos, lightning talks on teaching techniques, or something else. The PIC Chairs are considering having a cross-divisional show-and-tell session which could either replace or be in addition to your division session. Would your division be interested in participating in this?

My plan would be to schedule the session in a room with round tables so attendees could go around to different tables to see what people have to share. What I need from you is the following:

- Confirmation that your division will participate.

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- An estimate of how many tables your division would need.

Too much noise at the resource exchange is a concern. We should clarify with Elliot if he understands what our resource exchange is and how this would be beneficial to resource exchange participants. We need to have a deliverable, not just a show and tell.

Commission on DEI (Christina): A session this Friday at noon Mountain on Power Dynamics and how to manage them in productive conversations

<https://diversity.asee.org/deicommittee/workshops/>

February 2nd workshop at noon Mountain time on STEM Equity and Decolonization: How do you make sure your classroom is decolonized
The commission is now meeting monthly for divisions to share. PCEE has not shared yet.

Commission on P12 (Kaya):

- Katey's Tool –
https://lookerstudio.google.com/u/0/reporting/5a75232b-d6aa-4316-8071-0b970fcbd7ee/page/p_dvoq7rfz8c
- Session Requests
 - 4 workshops and sessions in progress

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FY2026			
Q1			
FY26 Revenue		\$595.00	
FY26 Expenses		\$0.00	

- 🎉 Tentative P12 Teacher Conference location: PSU's Maseeh College of Engineering and Computer Science. All signs point to go! 🚦

From the floor

The awards committee will start their work after the holidays

10/10/2023 - October Meeting

Attendees: Merredith Portsmore, Jenny Keshwani, Doug Robertson, Manuel Figueroa, Tracy Babcock, Andrea Borowczak, Christina Alston, Hoda Ehsan, Liz Parry, Vemitra Alexander

Agenda Items:

Chair - Merredith Portsmore

- COMMITTEE
 - Teacher Committee (three members)
 - Tracy Babcock (Exec)
 - Melissa Huppert (melissa.huppert@mnsu.edu)
 - Matt Wyatt (wyatt@townschool.com)
 - Graduate Student Committee (OPEN)
 - Liz will reach out to e4USA to recruit some awesome grad students

K12 & Pre-College Engineering Division			
BASS account 240			
	BASS ASEE Membership Allocation	\$286.00	
	FY25 Field Unit Dues	\$343.00	
	FY25 Expenses	\$0.00	
		\$343.00	
	Balance as of 12/31/2024	\$4,758.39	Available
	FY25 Field Unit Dues	\$455.00	
	FY25 Expenses	(\$86.93)	
		\$368.07	
	Balance as of 03/31/2025	\$5,126.46	Available
	FY25 Field Unit Dues	\$469.00	
	FY25 Expenses	\$0.00	
		\$469.00	
	Balance as of 06/30/2025	\$5,595.46	Available
	10 % of Unavailable balance payment	\$1,083.19	
	FY25 Field Unit Dues	\$301.00	
	FY25 Expenses	(\$634.01)	
		\$750.18	
	Balance as of 09/31/2025	\$6,345.64	Available
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FY2026			
Q1	FY26 Revenue	\$595.00	
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○ International Committee (OPEN)

- Hoda Ehsan
- Manuel Figueroa

Secretary/Treasurer (Becky) - Nothing to report. No Updates

Program Chair (Jenny K)

- 4 abstracts submitted so far
- About 110 reviewers signed up already
- Special session proposals - due Dec 15th (is that the right date?)
- Special workshop - How to be a good reviewer? What are the different paper types?

Commission on DEI (Christina):

- Taking nominations for distinguished topical plenary speakers
- Link here:
<https://diversity.asee.org/deicommittee/call-for-distinguished-topical-plenary-speakers/>
- DEI theme - a community of inclusive practices
 - Each division can come to share their DEI efforts

Commission on P12 (Kaya):

- Conversations have started on planning Saturday Workshop
- Commission is discussing a possible award for P-12 paper

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FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

- Possibly printing those papers in a special issue of J-PEER
- What will be the quality of papers from other divisions.
- Do they accept a lot of P-12 papers
- Will the rubric consider what type of data they present

From the floor

- High School students are looking for places they can present their engineering outreach or research
- Hoda will look a little further into this and report back at next meeting
- Andrea reminded us that we will need to think about elections in the spring. The table of positions is below. Everything marked TBD will need candidates for the election ballot. Folks can run again if they are able and willing!

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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

Elected Positions

Position (years)	2023-2024 (starting June 22, 2023)	2024-2025
Chair (2)	Merredith Portsmore (yr1)	Merredith Portsmore (yr2)
Chair-Elect (2)	Manuel Figueroa (yr 1)	Manuel Figueroa (yr 2)
Immediate Past Chair (2)	Andrea Burrows Borowczak (yr1)	Andrea Burrows Borowczak (yr2)
Program Chair (1)	Jenny Keshwani (for Marcelo Caplan)	Ibrahim H. Yeter
Program Chair Elect (1)	Ibrahim H. Yeter	TBD (for election)
Immediate Past Program Chair (1)	Jamie Gurganus	Jenny Keshwani (for Marcelo Caplan)
Secretary – Treasurer (2)	Rebekah Hammack (yr2)	TBD (for election)
Member at Large (2)	Christina Alston (yr 1)	Christina Alston (yr 2)
Member at Large (2)	Liz Parry (yr2)	TBD (for election)
Member at Large (2)	Jennifer Love (yr 1)	Jennifer Love (yr 2)
Member at Large (2)	Vemitra White Alexander (yr2)	TBD (for election)
P-12 Representative, PK-5 (1)	Tracy Babcock (one year)	TBD (for election)
P-12 Representative, 6-12 (1)	Doug Roberson (one year)	TBD (for election)
P-12 Representative, Other (1)	Hoda Ehsan (one year)	TBD (for election)

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9/12/2023 - September Meeting

Attendees: Merredith Portsmore, Vemitra Alexander, Jenny Keshwani, Manuel Figueroa, Becky Hammack, Tracy Babcock, Hoda Ehsan, Christina Alston, Jamie Gurganus, Jennifer Love

Chair Welcome – Merredith Portsmore

- Introductions - Meredith - chair, Tufts, passionate about research to practice and practice to research; Jenny Keshwani - program chair, U Nebraska; Manuel Figueroa - chair elect, College of NJ; Tracy Babcock -P-12 rep, 5th grade teacher in Bozeman, MT; Hoda Ehsan - P-12 rep, Hill School in PA; Christina Alston - member at larger, incoming DEI committee chair, CU Boulder; Jamie Gurganus - past program chair, U Maryland Baltimore County; Vemitra Alexander - member at large, awards committee, NASA program specialist; Becky Hammack - secretary/treasurer, Purdue
- Meeting Time for Fall - 2nd Tuesdays at 6:30PM Eastern
- New business
- Plans for the year
 - Proposed Committees - International, Graduate Students, Teachers
 - International - We have a lot of international members of ASEE. How can we think about more international work? Many international educators/researchers may not have funding or

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visa paperwork to travel. We could leverage the DEI commission. Do we push back on the “attend to publish” policy so we are not losing out on great work due to travel restrictions. Jamie has international colleagues who are looking for collaboration

- Graduate students - there are multiple grad students who want to know more about how to interact with the division
- P12 Teachers - What ways can we (PCEE) interact with teachers? The P12 Commission will now be handling the Saturday Teacher Conference - we can still participate but are not in charge. What are the barriers for teachers to participate in the annual conference (beyond financial)? How can we empower teachers as change makers? There is an ISTE conference that happens at the same time as ASEE and many technology teachers prefer to go to ISTE because it is better for them than ASEE.
- If you are interested in being part of a fact finding group in one of these areas, please let Merredith know - email.
- If we create a new position related to any of these committees, it would require a by-laws change.

Secretary/Treasurer (Becky) - ASEE will be paying back our BASS account over time, depending on what the revenue stream looks like each year. All invoices for the summer conference have been submitted to headquarters for payment.

Program Chair (Jenny K) - Jenny will gain access to NEMO on Friday. She is working on the call for papers. Abstracts open October 1. Jenny will check with Katey to see if she wants any wording about the Saturday workshop to be

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included in the PCEE call (it was there in the past because PCEE was in charge). ASEE doesn't want to extend deadlines anymore.

Meredith is talking with JPEER about the number of papers they will take from us as a way to increase the number of high quality papers submitted.

The quality of reviews has been variable - some are great, but some are horrible. Jamie would like to have a section on the webpage about what it means to be a good author and a good peer reviewer. Julie Martin has a session on reviewer #2 that she presented at the NSF EEC PI conference. We could do a Friday virtual session or a session at the conference.

Commission on DEI (Christina): Instead of the monthly all hands meetings, the commission has moved to biweekly, Monday noon central time meetings, and all meetings are recorded and posted online. They are asking every division and every commission to lead 20 minutes of one of these biweekly meetings to find out what everyone in ASEE is doing around DEI.

Link to sign up to lead one of the 20 minute sessions:

<https://doodle.com/meeting/participate/id/e3wg2Ppe/vote>

DEI Guest Speaker Guidelines:

We kindly ask that the guest speakers touch upon the following points during their 20-minute presentation:

- Engagement in DEI work within their respective ASEE teams

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- Ways in which other members can support their initiatives
- Notable outcomes achieved in their DEI efforts
- Future aspirations and strategic direction
- Any specific guidance for members to disseminate within their home divisions

To engage the audience and foster collective action, we request that all guest speakers conclude their talk with a specific, yet manageable, Call to Action.

This year's focus is on spreading the word about what everyone is doing so that we can grow and continue to network and spread the work that is happening.

The commission is trying to increase the number of people signed up for LinkedIn: https://www.linkedin.com/company/asee_cdei/

They are getting rid of the Hub so Meagen is currently sending out the ASEE CDEI emails through her personal email.

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PCEE Business Meeting

June 27, 1:30PM

Hilton Key 9 and 10, Baltimore

Business meeting slides link:

bit.ly/PCEE2023

Chair Welcome – Andrea Borowczak – Please use the QR code to sign in. PCEE has a website: <https://sited.asee.org/precollege/> I will send out the slides to everyone. You can access all meeting notes at <http://bit.ly/PCEEnotes> Please email Merredith Portsmore to let her know if you would like to be more involved with PCEE.

PCEE Workshop – Merredith Portsmore – Saturday June 24th at Towson Center for STEM Excellence. There were 101 registered and 40 who attended. Extra food was donated to a local organization for those in need. Sponsors included Towson, MathWorks, EduKatey, e4usa, and Tufts. This event will be transitioning over to the P12 Commission next year but PCEE will still be involved.

PIC Chair Updates – Kaitlin Engle Mallouk – ASEE is divided into divisions and the divisions are assigned to one of 5 Professional Interest Councils (PIC). PCEE is in PIC IV. mallouk@rowan.edu

3246 abstracts submitted

3053 accepted abstracts

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Q1			
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2200 draft papers

2000 paper accepted

1927 finalized papers – one of the top two largest ASEEs

3885 registered attendees (as of 6/25 AM)

PCEE membership is 414 (as of May 23)

ASEE froze all BASS accounts but will pay them back. Any division dues that come in after October 1, 2023 will be made available to us to use.

Conference Paper Schedule – ASEE wants to standardize this. The schedule for 2024 is:

- Abstract submission open 10/1/23
- Abstract submission deadline 10/31/23
- Abstract review deadline 11/14/23
- PC abstract accept/decline deadline 11/21/23
- Draft paper submission deadline 1/31/24
- Reviewer draft deadline 2/15/24
- PC reviewer feedback deadline 2/29/24
- Revised paper submission deadline 3/21/24
- Reviewer revisions deadline 3/32/24
- PC paper accept/reject 4/15/24
- Finalized paper submission deadline 4/30/24
- Division best paper deadline 5/16/24
- PIC best paper deadline 5/31/24
- Conference best paper deadline 6/7/24

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Future conferences:

- June 23-26, 2024 Portland, OR
- June 22-25, 2025 Montreal, Canada
- June 21-24, 2026 Charlotte, NC
- June 20-23, 2027 Toronto, Canada

ASEE's 130th Anniversary is this year – there is a gala in DC that you are welcome to attend. They will be inducting into the ASEE Hall of Fame – Deadline to apply is July 31, 2023 – need a letter of nominations, a personal statement, and 5 letters of support. Visit the website for additional information:

<https://www.asee.org/membership-and-communities/AWARDS-HONORS/Hall-of-Fame>

Best PIC IV paper is from PCEE. Best overall PIC paper came from PIC II and will be presented at the 2024 conference.

Things you want to share with ASEE:

- making Wi-Fi available;
- there used to be a PCEE liaison at headquarters and that person is no longer there. Will there be a new staff person coming in and if so, can we get a meeting with that person to discuss P12Commission and PCEE
- Are we still married to NEMO – we established a technology task force to determine what paper management system is used. NEMO is in house. All the technology people left when the financial crisis hit in October when abstracts were due. The next few months headquarters will work on cleaning up NEMO. Kaitlin is going to push for a space for everyone to share all of the common technical issues and what the

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status is for fixing all of the bugs. When you update your profile in membership it does not syn with NEMO.

- Many titles and bios were dropped, so having some process to make sure those things are represented accurately is important.

Treasurer Report – Becky Hammack – ASEE has had a difficult time financially and they have used the BASS accounts to pay their outstanding debts. ASEE will pay back what they borrowed from the BASS account. The goal is to start making installment payments to BASS accounts beginning in Feb 2023. The amount of time it takes to repay the accounts will depend on how much revenue ASEE has each year but it will likely take multiple years to pay everything back. Our balance as of March 31, 2023, is \$8,452.84. PCEE collected sponsorships from MathWorks (\$5,000), EduKatey (\$1,000), and e4usa (\$1,000) that were used to fund the Saturday Workshop and award plaques.

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BASS account 240			
	Balance at 09/30/2022:	\$10,165.84	Unavailable
	REVENUE		
	ASEE's Membership Allocation Funds-Oct 2022		
	Dues Revenue YTD FY23:	\$917.00	Unavailable
	Interest Revenue:	\$0.00	
	Total Revenue YTD FY23	\$917.00	
	EXPENSE		
	Implement Engineering! Teacher grant	\$2,000.00	
	Dropbox account for the PCEE Division	\$630.00	
	Total Expense YTD FY23	\$2,630.00	
	Available Funds in FY2023	\$0.00	
	Balance at 03/31/2023:	\$8,452.84	Unavailable

Thank you to the PCEE elected Executive Board and appointed leaders!

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Chair (2)	Merredith Portsmore (yr1)	Merredith Portsmore (yr2)
Chair-Elect (2)	Manuel Figueroa (yr 1)	Manuel Figueroa (yr 2)
Immediate Past Chair (2)	Andrea Burrows Borowczak (yr1)	Andrea Burrows Borowczak (yr2)
Program Chair (1)	Jenny Keshwani (for Marcelo Caplan)	Ibrahim H. Yeter
Program Chair Elect (1)	Ibrahim H. Yeter	TBD (for election)
Immediate Past Program Chair (1)	Jamie Gurganus	Jenny Keshwani (for Marcelo Caplan)
Secretary – Treasurer (2)	Rebekah Hammack (yr2)	TBD (for election)
Member at Large (2)	Christina Alston (yr 1)	Christina Alston (yr 2)
Member at Large (2)	Liz Parry (yr2)	TBD (for election)
Member at Large (2)	Jennifer Love (yr 1)	Jennifer Love (yr 2)
Member at Large (2)	Vemitra White Alexander (yr2)	TBD (for election)
P-12 Representative, PK-5 (1)	Tracy Babcock (one year)	TBD (for election)
P-12 Representative, 6-12 (1)	Doug Roberson (one year)	TBD (for election)
P-12 Representative, Other (1)	Hoda Ehsan (one year)	TBD (for election)

K12 & Pre-College Engineering Division			
BASS account 240			
BASS ASEE Membership Allocation		\$286.00	
FY25 Field Unit Dues		\$343.00	
FY25 Expenses		\$0.00	
		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
Balance as of 09/31/2025		\$6,345.64	Available
Balance as of 09/31/2025		\$9,710.65	Unavailable
FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

Appointed Positions

Position (years)	2023-2024	2024-2025
ASEE Commission on Diversity, Equity, and Inclusion Rep (3 year)	Megan Rodriguez (yr2)	Megan Rodriguez (yr3)
ASEE Commission on Diversity, Equity, and Inclusion Delegate (2 year)	Christina Crawford Alston (yr2)	TBD (Chair appointed)
ASEE Commission on P12 PCEE Division Representatives (3 year)	Andrea Borowczak (yr2) Erdogan Kaya (yr2) Karen McGahee (yr2)	Andrea Borowczak (yr3) Erdogan Kaya (yr3) Karen McGahee (yr3)
PCEE Awards Committee Chair (3 years)	5 Members: Vemitra Alexander (yr 3) – Chair Karen McGahee (yr2) Lynn Albers (yr2) Jamie Gurganus (yr3) Liz Parry (yr2)	5 Members: TBD - Chair Karen McGahee (yr3) Lynn Albers (yr3) TBD from Elected roster Liz Parry (yr3)
ASEE <u>Organizational</u> Awards Committee Members (3 years)	Vemitra Alexander –Chair ...2 Division Members: Karen McGahee (yr1) Lynn Albers (yr1)	TBD – Chair ...2 Division Members: Karen McGahee (yr2) Lynn Albers (yr2)
PCEE <u>Division</u> Awards Committee Members (3 years)	Vemitra Alexander – Chair ...2 Members of <u>Exec Committee</u> : Jamie Gurganus (yr3) Liz Parry (yr2)	TBD – Chair ...2 Members of <u>Exec Committee</u> : TBD from Elected roster Liz Parry (yr3)
Communications Officer (3 years)	Megan Rodriguez (yr2) Jessica Sain (yr2)	Megan Rodriguez (yr3) Jessica Sain (yr3)
Division Publications Editor (3 years)	Erica Marti (yr3)	TBD (appointed by Chair)

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FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

Program Chair Update – Jamie Gurganus – We had a record number of papers submitted this year. We are 2nd behind ERM in the number of papers submitted.

- Abstracts
 - 154 Submitted
 - 148 Accepted (96.10%)
- Papers
 - 111 Submitted
 - 107 Accepted
 - 103 Published (96.26%)
- Abstracts submitted that because published papers (66.88%)
- Sessions
 - 13 Technical Sessions
 - 3 Panels
 - Poster Session (42 papers)
 - Resource Exchange (16 papers)

THANK YOU TO ALL THE REVIEWERS!

Awards presented by Andrea on behalf of Vemitra Alexander:

- Meritorious Service Award = Dr. Martha Cyr
- Lifetime Achievement Award = Elizabeth Parry

Best Paper Awards presented by Manuel Figueroa

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Q1			
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- Best Paper Award and PIC IV Paper Winner = Challenging the Notion of Role Models in Engineering Outreach Programs for Youth (Fundamental - Paper #38513) by Kelli Paul, Karen Miel, Adam Maltese, and Merredith D Portsmouth
- Best Paper Runner-up = Exploring the nature of engineering during home-based engineering activities designed for Spanish- and English-speaking families with young children (Paper #37959) by Gina Navoa Svarovsky, Catherine Wagner, Mia Lettau, Kimberly Marfo, Andrea Lorena Ortiz, Delaney Ryan, Scott A Pattison, Smirla Ramos-Montañez, Viviana López Burgos, Sabrina De Los Santos Rodríguez, Maria D. Quijano, and Amy R Corbett
- Best Diversity Paper = *Socially Engaged Engineering: A Conceptual Framework for K-8 Education* (Fundamental, Diversity - Paper #37943) by Christine M Cunningham, Gregory John Kelly, and Ashwin Krishnan Mohan
- Best Diversity Paper Runner-up = *Utilizing Culturally Responsive Strategies to Inspire African American Female Participation in Cybersecurity (paper #38109)* by Michel A Kornegay, Deanna Bailey, LaDawn Partlow, Charnee Bowens, Karen Gareis, and Kevin Kornegay
- Congratulations to Pam Lottero-Perdue for being named an ASEE fellow this year!

Commission on DEI – Meagan Pollock – For additional information, please visit <https://diversity.asee.org/deicommittee/author/meagan>

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Commission on P12 Engineering Education – Katey Shirey – the commission works across all divisions to highlight what is happening in the P12 space. The commission’s job is to share that research and outreach with other members and to spotlight it. There are open seats for next year, so please sign up if you want to join the committee. We need two PCEE members (3 year term) and four members at large (3 year term). We also have multiple committees that need volunteers. Please visit the QR codes below to volunteer. We will be alternating with CDEI for Focus Fridays. Shoutout to Kathy Harper for making the booth backdrop.

Opportunities 2023-2024 Commission on PreK-12

Leadership Team	Founding Division Members	At-large Members
Commission on P12 Chair, Katey Shirey	MIND Representative, Elaine Golding	Member-at-Large 1, Mariam Manuel
PCEE Division Chair, Merredith Portsmore	WIED Representative, Sandra Eksioglu	Member-at-Large 2 (open , 3-year term)
PCEE Representative (Immediate Past PCEE Chair), Andrea Borowczak	First-Year Programs Representative, Kathy Harper	Member-at-Large 3 (open , 3-year term)
Secretary Treasurer, Kathy Harper		Member-at-Large 4 (open , 3-year term)
Pre-College Representative 1, Leon Grant		
Pre-College Representative 2 (open , must be a PCEE member, 3-year term)		
Pre-College Representative 3 (open , must be a PCEE member, 3-year term)		
	ASEE Council Members	
	Corporate Member Council, PJ Boardman	
	Engineering Dean's Council (open , 3-year term)	
	Engineering Technology Council (open , 3-year term)	



Sign up now!



Commission on
P-12 Engineering
Education

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Join a CP12 Working Committee!

Endorsements

Communication

Social media, website

Awards

New P12 Paper Award

Spotlights

Share ASEE member efforts

Map

GIS?

P-12 Delegates Committee

Works with P-12 Delegates from other ASEE Divisions, including sending P-12 updates

Professional Development

New Friday PD, alternate w/CDEI

Conference Planning

Booth, speakers, sessions

Strategy & Partners



Implement Engineering! Teacher Grants – Bradley Bowen – Usually, around October we invite teachers to apply for funds to support teacher classroom activities. Last year, we awarded 5. However, only 3 of those teachers communicated back with us to receive the funding. This year we will solicit applications for a limited number of smaller awards (as funding allows)

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Communications Update – Erica Marti – If you are working with teachers or students in a classroom, please share your stories and pictures for the website. You can email Andrea, Merredith, or Erica a paragraph and a picture to share. Megan Rodriguez and Jessica Sein are working on social media. One of the challenges we are running into is what to share outside of conference time. How can we get more stories to share throughout the year. Please share your ideas!

Items from the floor:

- We should start a Legacy Stories feed. In the future, can we have a mentoring system for people who are new to the division?
- Be a bit more intentional with graduate students and knowing who/where they are as well as what is going on in teacher preparation = how are we reaching out to relevant stakeholders?
- Our membership is going down – we were at approximately 800 members 5 years ago, so please help recruit members.
- Certification for PD costs \$500 – where does that money go? This was a way to get ASEE in the precollege space with an endorsed credential. It is an intense process and half of the money went to the reviewers to compensate for their time. The other half was deposited into ASEE to support pre-college initiatives. ASEE is working to reduce some of those barriers. There are two programs that are credentialed (TeachEngineering and e4usa). It did not get marketed well and the price was too high so we only had the two programs go through the process. The list of reviewers is not public but they were people who were involved in the reviews. The list of reviewers should be made public as should where the money is going. This was a ASEE initiative

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with the P12 Commission. There were reviewers who were involved in PCEE but this was not a PCEE Division membership.

- THE PCEE/MIND/WIED social was in a ballroom with no food/drink – let’s try to revamp this and make sure there is food/drink next year. PCEE is only in charge every 3rd year. We will be in charge again in 2025.
- The K12 workshops were a mess this year – why? That is moving over to the commission next year and they will take the lead.
- The whole idea of the commission was so that it was not a member responsibility to do everything and they are more broad because they need to think across the entire ASEE organization.
- What is the value for a K12 teacher to be a part of this organization? Maybe we can have a committee to identify what we can do to serve teachers at the conference next year.

Chair Vision for 2023-2025 – Merredith Portsmore – This a great community of practitioners and researchers = this is our superpower! How can we support you and how can you support the membership = this should be a place to connect. Please complete the surveys below to share your ideas with the executive committee and to volunteer for a committee.

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PCEE SURVEY

<https://forms.gle/qUX6gTnr3HLAJcVb9>

What can PCEE do for you ? What can you do for PCEE members?



PCEE COMMITTEE SIGN UP

<https://docs.google.com/document/d/16nw1Zsk0-z7xAdYl0b12j031tGE9nDYsuaStmuZkxj0lCusp/edit#sharing>

Thank you for all you do!

May 23, 2023

Attendees:

Andrea C. Borowczak, Rebekah Hammack, Jamie Gurganus, Anne Spence, Jessica Sain, Liz Parry, Lynn Albers, Merredith Portsmore

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Next meetings:

June - Conference Business Meeting - Baltimore Convention Center MD, Tuesday, June 27, 2023, 1:30PM ET

Secretary/Treasurer (Becky) – Becky does not receive regular financial reports from ASEE, so if you have sponsorship donations, please let her know so she can keep track of our budget.

PCEE Conference [Formerly called Teacher Workshop] Update (Merredith) – So far 45 have registered and we have capacity for 100. We received plenty of sponsorship money and may have a bit left over. When the P12 Commission takes on the conference next year, PCEE will need to discuss what our involvement looks like. Katey will be the new chair for P12 Commission.

Program Chair (Jamie G) – PCEE will be well represented in Baltimore. We have 13 technical sessions and 44 posters. There will also be panel sessions, Sunday workshop, and round tables. All sessions have moderators – thank you to everyone who volunteered! Jamie will send out a boiler plate email for moderators to use.

Best paper and bet diversity paper have been selected. Jamie is printing the certificates to hand out at the business meeting.

- WIED is hosting the MIND/WIED/PCEE social. It will look different this year due to having no funding but WIED is thinking creatively.

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- Division mixer is Sunday, 3:30-5PM
- Business meeting is Tuesday, 1:30-3PM
- Executive Committee Dinner is Tuesday, 7PM at Pratt Street Ale House – Jamie will send out a Google Form to find out who plans to attend.

Members at Large (Jessica and Vemitra) – no report

P-12 Reps (Tracy and Lynn) – no report

Commission on DEI (Christina) – no report

Commission on P12 (Katey) – no report

Awards (From Andrea per Vemitra) – The committee has chosen award winners. Andrea will share in an email announcement and at the business meeting in Baltimore. Andrea will look into pricing award plaques. There may be leftover funds from the Teacher Conference to pay for plaques. Lynn Albers will need to be replaced on the committee due to a conflict of interest with role as PIC chair.

Website (From Andrea per Erica) – The chair now has the ability to change the elected officials on ASEE's website. If you notice any inaccuracies with what is posted, please contact the current chair.

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Chair report (Andrea) – Jenny Keshwani will be replacing Marcello as program chair for next year. Jenny is a former program chair and will be able to step right into the role while Ibrahim is learning the ropes as program chair elect.

From the floor – Interdivisional Town Hall is Monday. There will be 4 topics. There will be Monday morning panels based on last year's town hall topics, and PCEE and LaTonya are hosting one of the topics. The Town Hall room holds 300 and they want to fill it, so please consider attending.

Next Meetings:

May - Tuesday, May 23 - 1:30-2:30 PT/ 2:30-1:30 MT/ 3:30-4:30 CT/ 4:30-5:30 ET

June - Conference Business Meeting - **Baltimore Convention Center MD**, Tuesday, June 22, 2023, 1:30PM ET

PCEE Election Results - April 28, 2023 (Submitted by Division Chair Borowczak)

Elected Positions

Position (years)	2023-2024 (starting June 22, 2023)	2024-2025

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Chair (2)	Merredith Portsmore (yr1)	Merredith Portsmore (yr2)
Chair-Elect (2)	Manuel Figueroa (yr 1)	Manuel Figueroa (yr 2)
Immediate Past Chair (2)	Andrea Burrows Borowczak (yr1)	Andrea Burrows Borowczak (yr2)
Program Chair (1)	Jenny Keshwani (for Marcelo Caplan)	Ibrahim H. Yeter
Program Chair Elect (1)	Ibrahim H. Yeter	TBD (for election)
Immediate Past Program Chair (1)	Jamie Gurganus	Jenny Keshwani (for Marcelo Caplan)
Secretary – Treasurer (2)	Rebekah Hammack (yr2)	TBD (for election)
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Member at Large (2)	Liz Parry (yr2)	TBD (for election)
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Member at Large (2)	Vemitra White Alexander (yr2)	TBD (for election)
P-12 Representative, PK-5 (1)	Tracy Babcock (one year)	TBD (for election)
P-12 Representative, 6-12 (1)	Doug Roberson (one year)	TBD (for election)
P-12 Representative, Other (1)	Hoda Ehsan (one year)	TBD (for election)

K12 & Pre-College Engineering Division			
BASS account 240			
	BASS ASEE Membership Allocation	\$286.00	
	FY25 Field Unit Dues	\$343.00	
	FY25 Expenses	\$0.00	
		\$343.00	
	Balance as of 12/31/2024	\$4,758.39	Available
	FY25 Field Unit Dues	\$455.00	
	FY25 Expenses	(\$86.93)	
		\$368.07	
	Balance as of 03/31/2025	\$5,126.46	Available
	FY25 Field Unit Dues	\$469.00	
	FY25 Expenses	\$0.00	
		\$469.00	
	Balance as of 06/30/2025	\$5,595.46	Available
	10 % of Unavailable balance payment	\$1,083.19	
	FY25 Field Unit Dues	\$301.00	
	FY25 Expenses	(\$634.01)	
		\$750.18	
	Balance as of 09/31/2025	\$6,345.64	Available
	Balance as of 09/31/2025	\$9,710.65	Unavailable
FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

Appointed Positions

Position (years)	2023-2024	2024-2025
ASEE Commission on Diversity, Equity, and Inclusion Rep (3 year)	Megan Rodriguez (yr2)	Megan Rodriguez (yr3)
ASEE Commission on Diversity, Equity, and Inclusion Delegate (2 year)	Christina Crawford Alston (yr2)	TBD (Chair appointed)

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BASS account 240			
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FY25 Expenses	\$0.00		
	\$343.00		
Balance as of 12/31/2024	\$4,758.39	Available	
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	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

ASEE Commission on P12 PCEE Division Representatives (3 year)	Andrea Borowczak (yr2) Erdogan Kaya (yr2) Karen McGahee (yr2)	Andrea Borowczak (yr3) Erdogan Kaya (yr3) Karen McGahee (yr3)
PCEE Awards Committee Chair (3 years)	5 Members: Vemitra Alexander (yr 3) – Chair Karen McGahee (yr2) Lynn Albers (yr2) Jamie Gurganus (yr3) Liz Parry (yr2)	5 Members: TBD - Chair Karen McGahee (yr3) Lynn Albers (yr3) TBD from Elected roster Liz Parry (yr3)
ASEE <u>Organizational</u> Awards Committee Members (3 years)	Vemitra Alexander –Chair ...2 Division Members: Karen McGahee (yr1) Lynn Albers (yr1)	TBD – Chair ...2 Division Members: Karen McGahee (yr2) Lynn Albers (yr2)
PCEE <u>Division</u> Awards Committee Members (3 years)	Vemitra Alexander – Chair ...2 Members of <u>Exec Committee</u> : Jamie Gurganus (yr3) Liz Parry (yr2)	TBD – Chair ...2 Members of <u>Exec Committee</u> : TBD from Elected roster Liz Parry (yr3)
Communications Officer (3 years)	Megan Rodriguez (yr2) Jessica Sain (yr2)	Megan Rodriguez (yr3) Jessica Sain (yr3)
Division Publications Editor (3 years)	Erica Marti (yr3)	TBD (appointed by Chair)

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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

April 19, 2023

PCEE Meeting

Attendees: Andrea C. Borowczak, Jamie Gurganus, Anne Spence, Merredith Portsmore, Megan Rodriguez, Christina Alston, Lynn Basham

Next Meetings:

May - Tuesday, May 23 - 1:30-2:30 PT/ 2:30-1:30 MT/ 3:30-4:30 CT/ 4:30-5:30 ET

June - Conference Business Meeting - **Baltimore Convention Center MD**, Tuesday, June 22, 2023, 1:30PM ET

Secretary/Treasurer (Andrea for Becky) – Please work with Becky for donations to ASEE PCEE (or any other money matters).

PCEE conference: Meredith,

It is coming together. We are ON in person! Thanks to a large donation from Mathworks. Still looking for more donations. Engineering Inclusion, TUFTS have also become sponsors.

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FY2026				
Q1	FY26 Revenue	\$595.00		
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It will be held at Towson Center for STEM Excellence. Can only fit about 100 people so registration will help us keep track of numbers and will need to be capped. The workshop application is out, it is due by April 30th.

Mathworks will take two workshop slots

E4USA and other folks are interested in doing workshops.

Volunteers needed for Friday setup and Saturday for the workshop.

Meredith will ask ASEE if teachers can come to the PCEE Sunday resource exchange for free as has been done in the past. If extra workshops are needed then an invitation to PCEE resource exchange presenters can be made. Resource guide needs to be put on the website (Christina and Meredith will help with this)

Elections (Andrea for Bradley)

Elections closed with 91 people voting. Out of 600-700 members. Bradley and Andrea will touch base to confirm and then announce winners.

Program chair - Jamie

Reviews will be done by next week and authors will be notified shortly after that. Sessions can be populated afterward. A PCEE/MIND/WID will take place at the convention center on Monday night and the event will be ticketed.

Post program chair (Manuel) will be recruiting people for BEST Paper and best DEI paper

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FY2026				
Q1	FY26 Revenue	\$595.00		
	FY26 Expenses	\$0.00		

Reservation for dinner will be made by Jamie. Reminder, that the original intent of the PCEE dinner was for it to be a pre-meeting before the conference. The dinner was paid for by PCEE funds and the intent originally was to make sure the exec board was all set and ready for the conference so it serves the members that have paid dues. It has been morphed over the years as a way to get together, network, and celebrate the old board and the new board members. We should continue to have the conversation moving forward on the purpose of the PCEE dinner so it is clear for future boards on how to proceed.

No updates from Members at Large

No Updates from P-12 reps

Commission on DEI (Christina). Friday April 21st at 1pm (central) there is a workshop on the mental health of undergraduate students. A panel type workshop which will also include how to learn to support people in equitable ways. In three weeks, there will be a follow up session. Info here: We hope you can join us on Friday, April 21, 2023, from 2:00 PM to 3:30 PM (ET) and Friday, April 28, 2023, from 2:00 PM to 3:30 PM for our upcoming two-part panel focused on mental health and care in the academy [Learn More and Register]. <https://diversity.asee.org/deicommittee/workshops/>

Commission on P12 (From Andrea per Karen McGahee) - no new updates

ASEE at NSTA - no updates

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FY2026			
Q1			
FY26 Revenue	\$595.00		
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Awards - are in process

Communications - no updates. Sharing directly is the most effective way to share an event so please submit any happenings that are taking place.

PCEE website (Erica): - chair reports were usually posted on the website. Martha Cyr used to post and they were phased out because minutes captured everything that we were doing. Erica was looking for these during the last meeting. It turns out the last one was in 2019 so that is why they are not found.

Chair update (Andrea): Members receive emails from PCEE listserv when Chair or Program Chair send an email, and there is no easy way to remove people from the list. But this is the most up to date list based on paid members for the division. If anybody needs to be removed, requests are forwarded to ASEE HQ. The PCEE Dinner (held on Tuesday this year) has historically been an Executive Board meeting for “are we ready for the conference,” and is sponsored/funded by PCEE. This year, as there are no funds, dinners are individually paid and more people can be invited if we’d like.

Tuesday, May 23rd is the next PCEE meeting at 4:30 pm (ET) and this is the last meeting before the conference business meeting on June 22nd at 1:30 pm (ET).

Everyday is PCEE!

March 27, 2023

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FY2026			
Q1	FY26 Revenue	\$595.00	
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Attendees:

Andrea C. Borowczak, Rebekah Hammack, Erica Marti, Lynn Basham, Jamie Gurganus,
Anne Spence, Jessica Sain, Tracy Babcock, Jennifer Love, Vemitra White-Alexander

Next meetings:

April - Wednesday, April 19 - 2-3 PT/ 3-4 MT/ 4-5 CT/ 5-6 ET

May - Tuesday, May 23 - 1:30-2:30 PT/ 2:30-1:30 MT/ 3:30-4:30 CT/ 4:30-5:30 ET

June - Conference Business Meeting - **Baltimore Convention Center MD,**
Tuesday, June 22, 2023, 1:30PM ET

Secretary/Treasurer (Becky) – no updates

PCEE Conference [Formerly called Teacher Workshop] Update- From Andrea per Meredith – Still trying to identify sponsors – she has reached out to people but must find additional sponsors before being able to commit to an in person conference. Need \$5,000-7,000 and it must be identified by early April. Towson will host if it is in person. Meredith is looking for people who might be able to help with connections for sponsors. Jamie G. has connected with Mathworks to see if they are willing to sponsor. Jennifer Love had a

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conversation with Autodesk last week but no promise from them yet. She will follow up with Meredith directly.

Past Chair (From Andrea per Bradley) – We have enough people to move forward with elections. Andrea hopes to have elections open for two weeks at the beginning of April. The link to vote will be in the next chair update.

Program Chair (Jamie G) – There was a program chair orientation today. Between today and March 31, Jamie will be going through all drafts. A little over 130 paper submitted. There are a lot of technical sessions. If a reviewer selects that the paper should be revised, the reviewer will get an email when the revised paper is ready to review. Jamie will ask authors to highlight what they have revised/changed in their revised paper. Jamie may reach out to the committee soon with last minute requests for reviews. Jamie and Manuel will need volunteers for the best paper and best DEI paper selection committee. There is no word yet from Marcello on restaurant reservations. Final upload deadline is May 1 and then Jamie will be putting together technical sessions. Jamie will also need volunteers for moderators.

Division mixer is on the schedule but there has not been information about the set-up. We need to have someone who can be in charge of the table. Manuel has the banners. We will need to staff that table.

Members at Large (Jessica and Vemitra) – no report

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FY2026			
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P-12 Reps (Tracy and Lynn) – no report

Commission on DEI (Christina) – no report

Commission on P12 (From Andrea per Karen McGahee) – We have a 10x10 booth with 1 table and 2 chairs. We will not have an electric outlet. She needs partners from PCEE who would be willing to staff the booth. Please contact Karen if you would like to volunteer kmcgahee@reach.connectionsacademy.org

ASEE at NSTA (Katey) – Held at a session at NSTA last week titled: “Stuck on the ‘E’ in STEM? Practical Resources for Engineering in Biology.” I had about 25 people. I distributed TE swag sent to me by Mindy and shared the PCEE website with my slides.

Awards (Vemitra) – We have a few additional names for the awards and the committee will decide on the awardees by mid-April! There are some great candidates.

Communications (Megan R.) – no report

Website (Erica) – The news page has the most recent chair updates. The archived chair updates will need to be added. The events page has the latest national conference locations. If there are annual reports more recently than

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2018, those will need to be added. The 2022 award winners are posted with the links to their papers. <https://sites.asee.org/precollege/>

Chair report (Andrea) – Please send information to Andrea for the Chair updates! She will send out blurbs about ways to volunteer. If you are working with teachers and have things to highlight, please share with Andrea – we want to highlight the projects that are happening! Please share ideas for how to make PCEE helpful for others and how we can get the word out.

From the floor - N/A

February 16, 2023

Attendees:

Andrea Borowczak, Vemitra Alexander, Anne Spence, Manuel Figuero, Christina Alston, Erdogan Kaya, Jamie Gurganus, Jessica Sain, Becky Hammack, Katey Shirey, Lynn Basham, Lynn Albers, Karen McGahee, Traci Babcock

Next meetings:

March - Monday, March 27 - 1:30-2:30 PT/ 2:30-3:30 MT/ 3:30-4:30 CT/ 4:30-5:30 ET

April - Wednesday, April 19 - 2-3 PT/ 3-4 MT/ 4-5 CT/ 5-6 ET

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May - Tuesday, May 23 - 1:30-2:30 PT/ 2:30-1:30 MT/ 3:30-4:30 CT/ 4:30-5:30 ET

June - Conference Meeting - **Baltimore Convention Center MD**, June 25-28, 2023

Secretary/Treasurer (Becky) – ASEE held a town hall meeting on Feb 15th to provide updates on finances. ASEE had a \$5.7 million shortfall in September 2022 and the long term reserve was spent down close to zero without the board's knowledge. There is a forensic audit underway and the results will be shared when they are ready. ASEE has worked to pay back \$2.9 million but still owes roughly \$1.6 million to outside creditors. BASS account funds were all spent (\$1.1 million) to help pay down the debt. ASEE will honor what was in our BASS account but it will likely be multiple years before they can do that. Currently all funds raised by divisions after Oct 1, 2022 are being tracked separately and are available for use. We will not receive revenue from dues during this fiscal year and that amount will be added to what ASEE owes us. Patti can work with Divisions on social events for the conference on things like deposits but all social events must be revenue neutral.

PCEE Conference [Formerly called Teacher Workshop] Update- (From Andrea and Katey for Merredith): PCEE talked with the K12 Commission about partnering on the PCEE conference but did not go into details. This would bring in additional efforts from multiple divisions to the conference. It is currently in the idea phase.

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Past Chair (From Andrea for Bradley) – Nine people have responded to call for election nominees. We still need a few more nominees for chair elect and program chair elect – please think about your current role and if you would be interested in one of these roles. If you are a past program chair, please consider running for chair elect. <https://forms.gle/xGnNexnLAcMsW8XA9>

Program Chair (Jamie G) – Papers are due Feb 28, 154 submissions. Jamie will need multiple reviewers. March 27 is the official acceptance deadline. There were multiple people who wanted to partner with us in special sessions. WIED and MIND both love the requested speaker for the plenary (Valerie Sheares Ashby) and Jamie should know by Friday if Valerie is available. WIED has an idea for a speaker if Valerie cannot do it. WIED/MIND/PCEE is having a social and WIED is in charge of it. Jamie will provide more details when they are available. The booth is technically run by the P12 Commission and it is a-go but there are still details to be worked out such as furniture. We could have sponsors for the book raffle.

Sessions

<https://docs.google.com/document/d/1y2vxT9s8P0f5OobcM67neluh8ggpjUIIQg2DgrnMfdg/edit?usp=sharing>

Members at Large (Jessica and Vemitra) – No report

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FY26 Expenses	\$0.00		

P-12 Reps (Tracy, Lynn) – No report

Commission on DEI (Christina): Upcoming Workshop: CDEI Professional Development Committee is hosting a workshop on February 17, 2023, from 2:00 to 3:30 PM (ET) titled “Contemplative Pedagogies: A Way of Belonging and Becoming in STEM Education” by Dr. Yevgeniya V. Zastavker and Dr. Madhvi Venkatesh.

https://us02web.zoom.us/meeting/register/tZcldu2rpzkoE9b0-FPCf52_T6KtzF_Sx3Ab

ASEE at NSTA (Katey) – Katey will give a PCEE session. Mindy will send swag.

Awards (Vemitra) – Nomination deadline is Feb 24 but will likely be extended because we do not have any nominations – please nominate people.

Self-nominations are welcome.

https://docs.google.com/forms/d/1qPkTwZ1jqCnsmlw72b35pLjSvSfbiUIRZ3NA1AVk_l8/viewform?edit_requested=true

Communications (Megan R.) – No report

Website (Erica) – <https://sites.asee.org/precollege/about/>

Trying to make sure everything is updated to add the newsletter and announcements. There are four questions on the website and Erica needs them answered to get some fresh info on the website. 1) Who did it?; 2) What did

K12 & Pre-College Engineering Division			
BASS account 240			
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FY25 Field Unit Dues		\$343.00	
FY25 Expenses		\$0.00	
		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
Balance as of 09/31/2025		\$6,345.64	Available
Balance as of 09/31/2025		\$9,710.65	Unavailable
FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

they do?; 3) What was the impact of the work/activity?; 4) What pictures can you add to highlight the story?

Contact Erica Marti (erica.marti@unlv.edu) and submit a story today and remember that you can include pictures too.

Mindy Zarske is also looking for something for the spotlight.

The ASEE Commission on P12 Engineering Education wants to showcase ***your*** activities and programs that support engineering education in the pre-college space through our monthly ASEE PreK-12 Spotlight! These could be activities taking place with students or with teachers; held in-school, extracurricular, or in informal environments; working with just a few individuals, or reaching large groups.

These monthly Spotlights are an opportunity to get your programs some recognition and to inspire others through our website and our Facebook group (ASEE P-12 Instructors and Parents group). You can find the archive of spotlights here: <https://sites.asee.org/p-12committee/newsevents/>

Enter you program information using our Spotlight form link: <https://forms.gle/b6GreyywCLJBfon37>

No information will be shared by the Commission without first securing the approval of those who filled out the survey.

Please contact us if you have any questions.

Kathy Harper – kma@case.edu

Katey Shirey – katey@edukatey.com

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FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

Chair report (Andrea) – We have about 20-25 engaged members and a lot of people who are watching, so please think about what we can do to get more members engaged. Bring your ideas to the next meeting. Thank you all for everything that you do for PCEE.

From the floor: Manuel - as we think about the P12 Commission taking over the teacher workshop it would be a good time to think about what other initiatives we can be a part of.

January 26, 2023

Attendees: Katey Shirey, Lynn Basham, Jamie Gurganus , Marcello Caplan, Andrea Burrows Borowczak, Rebekah Hammack, Merredith Portsmore, Manuel Figueroa, Megan Rodriguez, Karen McGahee, Vemitra White-Alexander

- Send information to Andrea for the Chair update!

Next meetings:

Thursday, **Feb.** 16th - 1 pm PT/ 2 pm MT/ 3 pm CT/ 4 pm ET

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FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

Secretary/Treasurer (Becky) – We are still waiting on Q4 financials. The last financial statement we have is for June 30, 2022.

PCEE Conference [Formerly called Teacher Workshop] Update- Merredith: We can use our ASEE account to deposit sponsorship funds that ASEE will not touch (new money). The budget for the conference is about \$7,000, so we are in need of finding sponsors. In exchange for funding, we can share their logo or allow them to say a few words at lunch time. Merredith wants to seek out funding before putting out save the dates. If you know of anyone who would be interested in sponsoring, please reach out to Merredith. Jamie G. has suggestions for Math Works and other local Maryland organizations, maybe e4usa?. Merredith will write up a one pager with information on how to donate funds. Could we charge the presenters as a way to raise funds? There is not a good process for collecting registration fees.

Past Chair (From Andrea per Bradley) – No report; past chairs are in charge of elections. A call was sent out to submit nominations for elections. Please encourage people you know to consider running for one of the offices. Link for nominations:

<https://forms.gle/xGnNexnLAcMsW8XA9>

Program Chair (Jamie G) – Jamie sent out an email looking for a speaker. Do we want to put forward a nomination (due Feb 6)? There have been years when we have not put a name forward. The concern right now is that we do not have

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FY2026			
Q1	FY26 Revenue	\$595.00	
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funds to pay a stipend or support travel/registration. UMBC has a new president (first female black president) but Jamie is unsure of her schedule. One nomination is Valerie Sheares Ashby (<https://president.umbc.edu/about-our-president/>) She is very passionate about teaching and research and could be a great joint speaker for WIED and MIND. One nomination is Lisa Dieker (faculty at UCF). She works with Lockheed Martin and special education <https://www.linkedin.com/in/lisadieker/>. Manuel nominated Quincy Brown <https://www.linkedin.com/in/quincy-k-brown> who lives in the Baltimore area and is in STEM education policy and computer science education

Jamie will start by contacting Valerie because she is local to Baltimore and if that does not work, Manuel will reach out to Quincy.

Sunday workshop proposals are due Feb 6. Must pay \$150 for workshop presentations.

Booths – normally ASEE covers booth costs. They are willing to pay for the space (10x10) and provide a table and skirt. Any other furniture, swag, etc. for the booth would have to be provided by PCEE which would require sponsorship. Andrea will email PK12 and at-large reps to work with Jamie to try to determine what to do with the booth. The Commission for P12 will have a booth.

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FY2026			
Q1			
FY26 Revenue		\$595.00	
FY26 Expenses		\$0.00	

Drafts are due Feb 14 and Jamie will need peer reviewers – if you are a reviewer, please go into Nemo and check to see if you have assigned reviews.

Andrea created an Ad Hoc Committee to help Jamie with Program Chair conference issues. An email was sent out immediately following the meeting to all leadership, but naming the elected Members at Large and P-12 Reps as members of the Ad Hoc Committee.

Members at Large (Jessica and Vemitra) What do we think about having the P12 Commission take over the Teacher Conference? This would allow the commission to solicit involvement from other divisions. Everyone present at the meeting are in favor of this.

P-12 Reps No Report

Commission on DEI (Katey): Having very productive all hands meetings to figure out how to support the community at conference; they are taking proposals for workshops so if you have ideas on the DEI/P12 space, please submit a proposal here:

<https://docs.google.com/forms/d/e/1FAIpQLScK5GWwYZoTpf1awTI9UE252bfpSCBR5DYInae1Zj0IGPpw3A/viewform>

ASEE at NSTA (Katey) – we can work toward a session at the October meeting in Kansas City

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Awards (Vemitra) – The call for nominations will go out soon. Watch for the chair update.

Communications (Megan R.) – If you have any announcements please share those – we would like to get this shared on social media = tag PCEE in your posts

Website (Erica) – No report

Chair report (Andrea) – our old budget is frozen; problems with proposals and NEMO are the things that Andrea is being contacted about.

From the floor: Lynn would like to promote the Framework
<https://p12framework.asee.org/>

December 15, 2022

Attendees: Andrea Burrows, Rebekah Hammack, Merredith Portsmore, Anne Spence, Vemitra White-Alexander, Erica Marti, Jamie Gurganus, Jessica Sain, Lynn Albers, Christina Alston, Meagan Pollock

Next meetings:

Thursday, **Jan.** 26th - 2 pm PT/ 3 pm MT/ 4 pm CT/ 5 pm ET

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FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

Thursday, **Feb.** 16th - 1 pm PT/ 2 pm MT/ 3 pm CT/ 4 pm ET

PCEE Conference [Formerly called Teacher Workshop] Update- Merredith: We were slated to have in person at Towson. Towson is donating the space, however there would be \$5-6K in expenses (parking, lunch, etc.). With the instability of ASEE finances, we do not know about the ability to access funds. Jamie G. and Lynn A. attended the last program chairs meeting and were told not to plan on using anything in the BASS account. If we want to bring in money through tickets or sponsorships, that will become a separate line item that ASEE will funnel through the system and allow us to use for conference expenses.

Options: (1) keep it in person, find funders, and see if Towson can hold the funds; (2) if Towson cannot hold funds, we can look for some other organizations to hold funds; (3) move to virtual space.

Merredith will visit with Towson to see if they are able to hold the funds.

Past Chair (From Andrea per Bradley) – The executive committee has access to a Dropbox and it costs \$600 per year, it allows for continual access to historic records; Google has a free option but it requires more administration. At this point, the executive committee would like to keep Dropbox.

Elections will be coming up so please think of people you know who might be interested in and be a good fit for program chair or chair elect. Voting must be finished by end of April.

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- Program chair runs the schedule for the conference – abstract through full paper reviews, acceptances, and schedule is set up. There are spurts of being very busy. There are designated roles for the incoming, current, and past chair.
- Chair oversees all of the different spaces to make sure they are moving forward. The work load is slower and steadier.

Program Chair (Jamie G)

Monolith shows 104 submissions but there is a glitch in the system. Some peer reviewers are not seeing that they have abstracts assigned to them. There are number of volunteers which has been wonderful. There may be an adjustment in timeline if the issues are not worked out. There is no deadline yet for when Sunday workshop proposals are due. Last year there were 3 submissions.

Members at Large (Jessica and Vemitra) No report

P-12 Reps **Bigger question: What ideas do we have for P12 Commission? What would you think about the P12 commission taking over the teacher conference and encouraging a lot more Divisions and Sections to participate?

Commission on DEI (Meagan, Christina): Christina has a meeting today with the workshop committee to work on a rubric for speakers. Please let Christina know if there are suggestions for DEI speakers. There are multiple

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opportunities to volunteer on different teams – you can volunteer here -
<https://diversity.asee.org/deicommittee/get-involved/>

Commission on PK-12 (From Andrea per Katey) Katey is still waiting to see if she can represent ASEE at NSTA

Awards (Vemitra) – Vemitra reached out to Manuel to gather information about past awards.

Vemitra will reach out to the awards committee members in January to get the process started for the awards. The bylaws specify 5 committee members but the committee can add additional volunteers to help. ASEE Organizational Awards Committee meeting Wednesday , Dec 22 10:30-11:30 EST

Communications (Jessica) – Megan R. has been pushing out information on social media. If you have any stories or Instagram stories to share, please send them to Megan or Jessica.

Website (Erica) – received the information to update the website with last year's paper award winners; executive committee members' pictures are all on the website, with the exception of Jamie Kennedy. Andrea will email Jamie and cc Erica. Please let Erica know if there is anything to add to the website.

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Chair Update (Andrea) – January will become busy with preparing for the conference, so please take time to relax over the remainder of December.

From the floor: Do we want to have an executive committee dinner in Baltimore? If so, we will need to book that soon. Go ahead and book a location but be sure to note that depending on ASEE finances, individuals may need to pay for their own meal.

November 17, 2022

Attendees: Andrea Burrows Borowczak, Katey Shirey, Lynn Albers, Erdogan Kaya, Liz Parry, Jamie Gurganus, Manuel Figueroa, Karen McGahee, Christina Alston

Next meetings:

2022

Thursday, **Dec.** 15th - 10 am PT/ 11 am MT/ 12 pm CT/ 1 pm ET

2023

Thursday, **Jan.** 26th - 2 pm PT/ 3 pm MT/ 4 pm CT/ 5 pm ET

Thursday, **Feb.** 16th - 1 pm PT/ 2 pm MT/ 3 pm CT/ 4 pm ET

Andrea, Chair for Secretary/Treasurer: Becky

PCEE bass account balance: \$13,900 (as of 6/30/2022). It is possible some of that will be reclaimed. This balance does not reflect the 2022 conference

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expenses, Implement Engineering grants. We should expect the next statement to have a much-reduced balance. ASEE intends to honor the account balances, but they don't have liquid assets to honor those now.

Andrea & Katey for Immediate past chair: Bradley

ASEE + NSTA is still on hold. Usually we pay for teachers to attend, but we have no finances now. Katey talked to Wendy from ASEE (Thanks, Jess!) and had a great meeting: Atlanta in March and Kansas City in October. Katey is kind-of on standby for a Teach Engineering session in March. Preparing for full-deal in October (fingers crossed) **Katey send Andrea a recruiting blurb.** There is no PCEE money.

PCEE Conference [Formerly called Teacher Workshop] Update: From Lynn Albers per Meredith Portsmore

"We're still on" STEM Center in the Harbor, which is owned by Towson Univ. Towson is looking into CEU credits. 1-2 weeks to recruiting email coming out from Meredith.

Program Chair

104 abstracts. On our way to what we normally get, and people are still submitting.

Due date moved to Nov. 31, 2022

A few failed to read and put down the type of paper, Jamie is on it. Thanks to the reviewers!

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Marcelo is handling the Sunday workshops, there is no due date thus far. There will be a Google form for Sunday Workshops for PCEE.

Members at Large

Liz Parry: nothing to report

P-12 Reps

(no report)

Commission on DEI: Lynn Albers

Rachelle Reisburg (CDEI Conference Committee) has meetings on Thursday at 12 ET or 3 PM ET, and at 10 AM on Fridays.

We spoke about what we liked about the last meeting and improvements. The footprints might get cut due to funding, so do we want to get our own funding/sponsors. In general, people thought the CDEI program was good, the location of the booth did not get enough traffic

Book budget was \$500 but only \$230 was spent on books. Jamie will send Andrea the list for the newsletter and for social media sharing.

Commission on P12: Katey Shirey

Not sure about the future direction: no more endorsements.

Any ideas?

- A P12 Commission award for P12 related papers from all divisions (analogous to the CDEI BDEI paper award.)

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10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
Balance as of 09/31/2025		\$6,345.64	Available
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FY2026			
Q1			
FY26 Revenue		\$595.00	
FY26 Expenses		\$0.00	

- Something about P12 in the entrepreneurial space
- A wellness lounge at SWE (nice water, snacks, massage chairs, meet and network) What if there was some kind of lounge with CDEI as the Commissions Lounge? A relaxed space with planning and strategizing going on
- This might be a good time to refresh what the commission offers you: we can support you in the following ways. Helping make connections to help you meet your P12 needs.
- How do you write in a K-12 or P12 “community” piece to your awards proposals (i.e, CAREER) presented by faculty to the ASEE community?
 - Rice has a virtual workshop series about this. eduKatey Shirey
 - Follow up with c.alston@rice.edu to get a Friday session pushed out to ASEE

Awards Committee: Vemitra will be getting that going soon.

We have the five main members for the committee:

Organization-wide awards: Lynn, Vemitra, Karen McGahee

PCEE awards: Jamie, Liz, Vemitra

Comms/Social Media

- Still looking for events and activities stories. “What’s the activity or event? How does it showcase engineering education? What aspects

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Balance as of 12/31/2024		\$4,758.39	Available
FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
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would be most appropriate to tell a large audience? Pictures and fun stuff to share.” Andrea will work to put together a template

- Christina has an article to share about her journey as a writer:
<https://www.tandfonline.com/eprint/GYXTG9DXQJ3KXT74TFVP/full?target=10.1080/15210960.2022.2127396>
- Are we taking camp advertisements? “We can send those out with our monthly update but we will not post them on the website.”

Chair Updates:

- November chair updates just went out. To send more in, please add the month to the subject line “December Monthly Update for PCEE” etc.
- Any partnerships you are developing could be shared and even made into a story.
- All the spots for people on this committee are filled.

Announcements:

- Jamie has engineering students designing and leading summer camps this year and next summer.
<https://ixl.umbc.edu/summer-enrichment-academy/>

Questions:

- Do we have funding for socials and dinners?
- When are abstract reviews due? (...Mid December?)

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FY2026			
Q1			
FY26 Revenue	\$595.00		
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Christina Alston to Everyone (4:53 PM)
 Jamie Gurganus to Everyone (4:53 PM)
 Erdogan Kaya to Everyone (4:53 PM)
 Lynn Albers to Everyone (4:53 PM)
 Liz-SEI to Everyone (4:53 PM)
 Karen McGahee to Everyone (4:54 PM)
 Manuel Figueroa to Everyone (4:54 PM)
 Katey Shirey to Everyone (4:54 PM)

cc45@rice.edu
jgurganus@umbc.edu
ekaya3@gmu.edu
Lynn.albers@hofstra.edu
liz@stemedinsights.com
kmcgahee@reach.connectionsacademy.org
figuerom@tcnj.edu
katey@edukatey.com

K12 & Pre-College Engineering Division			
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FY2026			
Q1	FY26 Revenue	\$595.00	
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October 28, 2022

Attendees: Andrea Burrows Borowczak, Jamie Gurganus, Erdogan Kaya, Jessica Sain,
Meagan Pollock, Liz Parry, Christina Alston, Lynn Albers, Jessica Sain, Karen McGahee,
Katey Shirey

Andrea - Budget issues at ASEE - causing changes - be on the lookout.

Next meetings:

2022

Thursday, **Nov.** 17th - 1 pm PT/ 2 MT/ 3 CT/ 4 ET

Thursday, **Dec.** 15th - 10 am PT/ 11 MT/ 12 pm CT/ 1 ET

2023

Thursday, **Jan.** 26th - 2 pm PT/ 3 MT/ 4 CT/ 5 ET

Thursday, **Feb.** 16th - 1 pm PT/ 2 MT/ 3 CT/ 4 ET

Updates:

- Andrea, Chair, for Secretary/Treasurer (Becky)
"I have received paperwork from 3 of the Implement Engineering Teacher Grant recipients and sent it to headquarters for processing. I am still waiting to hear back from the other recipients."
- Andrea, Chair, for Immediate Past Chair (Bradley)
- PCEE at NSTA is on hold.

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- Budget issues have led to the loss of Gareldaine and as ASEE members, gegooding@gmail.com email her if you'd like.
- Katey will be at a NSTA regional meeting, however we do not have a direct contact
 - Jessica Sain knows Wendy Binder at NSTA may be a resource for us.
- Team's thought on pushing forward with the NSTA- PCEE strand this year
 - Liz - it has taken a while to establish the connection between us, we need to make a link to hold on to partnership
 - Andrea - Do we make a push, or ask everyone we know to represent us?
 - Jamie - There are people who will present. We can leverage the programs we know to represent PCEE.
 - Katey- Proposals were due September 30th. Taking paid exhibitor until October 31st
<https://www.nsta.org/atlanta23/proposals>
- Andrea, Chair, for PCEE Conference - (Merredith, Chair-elect) - Conference is a Chair-elect responsibility. Working on workshops for the PCEE conference now.

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- Program Chair (Jamie) There will be an abstract date extension - Until November 7th.
 - So far very few questions regarding abstracts
 - Only issues are minor regarding reviews
 - Working with Marcello
- Members at large (Liz, Vemitra, Anne, Jessica)
 - Nothing to report
- K-12 Reps (Tracy, Lynn B., Jamie)
 - Nothing to report
- Commission on DEI (Megan P., Megan R., Christina)
 - Meagan P - working on increasing communication and taking feedback from nonCEDI members
 - Chrisitna - Next virtual meeting is set but date has not been established
 - Katey
 - New strategic plan - <https://diversity.asee.org/deicommittee/2022/02/07/cd-ei-strategic-planning-process/>
 - Submit a proposal for virtual workshops and guest Blog
 - 2 DEI award - Due January 31st

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- Constituent award - must be a member
<https://diversity.asee.org/deicommittee/asee-constituent-equity-and-inclusion-award/>
- New CDEI LinkedIn page
 - https://www.linkedin.com/company/asee_cdei/
- Commission on PK-12 (Andrea, Katey, Erdogan, Karen)
 - People are going to the meetings and engaging in discussions
 - Not much new information to report
- Andrea, Chair, for PCEE Awards (Vemitra) - looking for one more person to be on the organizational awards spot
 - Currently it is Lynn A and Vemitra
 - Liz is willing to be on the session however can not as she is on the other awards committee
 - Karen McGahee is willing to - accepted by group
- Communications - (Megan R. & Jessica; Twitter, Facebook, etc...)
 - Ericka - can she help with the website
 - Jessica - we have a new LinkedIn; Plan is to share across all platforms
- Andrea for Publication Editor (Erica)
 - Send in website stories - 1 or 2 page stories. Can be anything.

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- Share with Andrea or Erica

- Chair update (Andrea)

- Budget - Not sure what is going on. Expect changes
- Email info for Oct update asap Label October/chair.
- Partnerships
 - How can we reach wider spaces? Please share potential connections we can make (who are we already working with in our spaces?).
- Members
 - As of today all spots, elected and appointed, are filled
- Remember that you can add discussion points to the agenda - just email Andrea

From the Floor:

Christina

- Please help disseminate my survey
- **Any current or former K-12 teachers can take this survey.**
https://coeuh.co1.qualtrics.com/jfe/form/SV_2sZdTzK35zcQcLk

Lynn A

- Town Hall planning community
- Recruiting members beginning in early December

Updated (10/28/22) Appointed and Elected PCEE Members:

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Q1			
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Elected Positions

Position (years)	2022-2023	2023-2024
Chair (2)	Andrea (Burrows) Borowczak (yr2)	Merredith Portsmore (yr1)
Chair-Elect (2)	Merredith Portsmore (yr2)	TBD
Immediate Past Chair (2)	Bradley Bowen (yr2)	Andrea Burrows Borowczak (yr1)
Program Chair (1)	Jamie Gurganus	Marcelo Caplan
Program Chair Elect (1)	Marcelo Caplan	TBD
Immediate Past Program Chair (1)	Manuel Figueroa	Jamie Gurganus
Secretary – Treasurer (2)	Rebekah Hammack (yr1)	Rebekah Hammack (yr2)
Member at Large (2)	Anne Spence (yr2)	TBD
Member at Large (2)	Liz Parry (yr1)	Liz Parry (yr2)
Member at Large (2)	Jessica Sain (yr2)	TBD
Member at Large (2)	Vemitra White Alexander (yr1)	Vemitra White Alexander (yr2)

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P-12 Representative, PK-5 (1)	Tracy Babcock	TBD
P-12 Representative, 6-12 (1)	Lynn Basham	TBD
P-12 Representative, Other (1)	Jamie Kennedy	TBD

Appointed Positions

Position (years)	2022-2023	2023-2024
ASEE Commission on Diversity, Equity, and Inclusion Rep (3 year)	Megan Rodriguez (yr1)	Megan Rodriguez (yr2)
ASEE Commission on Diversity, Equity, and Inclusion Delegate (2 year)	Christina Crawford Alston (yr1)	Christina Crawford Alston (yr2)
ASEE Commission on P12 PCEE Division Representatives	Andrea Borowczak (yr1) Erdogan Kaya (yr1) Karen McGahee (yr1) Optional: Bradley Bowen (yr 3)	Andrea Borowczak (yr2) Erdogan Kaya (yr2) Karen McGahee (yr2) Optional:

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PCEE Awards Committee Chair	5 Members: Vemitra Alexander (yr 2) – Chair Karen McGahee (yr1) Lynn Albers (yr1) Jamie Gurganus (yr2) Liz Parry (yr1)	5 Members: Vemitra Alexander (yr 3) – Chair Karen McGahee (yr2) Lynn Albers (yr2) Jamie Gurganus (yr3) Liz Parry (yr2)
ASEE <u>Organizational</u> Awards Committee Members	Vemitra Alexander –Chair ...2 Division Members: Karen McGahee (yr1) Lynn Albers (yr1)	Vemitra Alexander –Chair ...2 Division Members: Karen McGahee (yr2) Lynn Albers (yr2)
PCEE <u>Division</u> Awards Committee Members	Vemitra Alexander – Chair ...2 Members of Exec Committee: Jamie Gurganus (yr2) Liz Parry (yr1)	Vemitra Alexander – Chair ...2 Members of Exec Committee: Jamie Gurganus (yr3) Liz Parry (yr2)
Communications Officer (3)	Megan Rodriguez (yr1) Jessica Sain (yr1)	Megan Rodriguez (yr2) Jessica Sain (yr2)
Division Publications Editor	Erica Marti (yr2)	TBD

September 13, 2022

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Attendees: Andrea Burrows Borowczak, Vemitra Alexander, Anne Spence, Katey Shirey, Jamie Gurganus, Jessica Sain, Liz Parry, Erdogan Kaya, Geraldine Gooding, Rebekah Hammack, Megan Pollock, Megan Rodriguez, Merredith Portsmouth, Christina Alston, Lynn Basham

Notes from the last meeting

<https://docs.google.com/document/d/19FuML8doFURqQpV1YCIPEgSY2Q9pToTJyZASoBoFh04/edit>

Committee updates

Secretary/Treasurer - Becky

Q2 financial report was received this week. The overview is below:

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K12 & Pre-College Engineering Division				
BASS account 240				
	Balance at 9/30/2021:	\$	16,199.96	
	REVENUE			
	ASEE's Membership Allocation Funds-Oct 2021		\$475.00	
	Dues Revenue YTD FY22:	\$	1,148.00	
	Interest Revenue:	\$	8.65	
	Total Revenue YTD FY22		\$1,631.65	
	EXPENSE			
	Implement Engineering Teacher Grant	\$	1,000.00	
	NSTA register to present a PCEE sponsored session	\$	125.00	
	PCEE Div Dropbox account annual fees	\$	525.00	
	ASEE Administrative Fee:	\$	344.40	
	Total Expense YTD FY22	\$	1,994.40	
	Balance at 03/31/2022:	\$	15,836.61	

Immediate Past Chair (Bradley) - Five recipients have been chosen for the Implement Engineering Grants. Recipients are Wendy Argueta, James Beam, Jennifer Bell, Brooke Martin, and Victoria Rushin.

PCEE Conference - Merredith (chair-elect) – 35 people attended in June; we have started planning next year's conference; Merredith has a meeting scheduled with a contact from Towson with space across from the conference venue; If you are interested in helping, please let Merredith know.

Program Chair – Jamie – there is a program chair orientation next week; everything is ready to go on our end to post everything; just waiting on

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headquarters for info on posting to SLAYTE. We are looking for best DEI paper reviewers and best paper reviewers. Marcelo will be handling the Sunday workshop and we will need reviewers. Please reach out to Jamie if you are interested in reviewing for any of these. Jamie will also be looking for reviewers - please spread the word. Everyone put on your thinking hats for going out together in Baltimore! Share with Marcelo or Jamie Gurganus.

Members at large (Liz, Vemitra, Anne, Jessica) – teachers in grades 6-12 needed for an advisory panel to provide feedback on an APP in development. If you know practicing teachers who might be interested, please let Jessica know.

Learnics is looking for teachers in grades 6-12 to serve on a Teacher Advisory Panel to provide feedback on their new online research tool funded by NSF - please contact Jessica Sain jsain14@vt.edu, or complete the form below if you are interested: https://docs.google.com/forms/d/e/1FAIpQLSdm_qEYyYcyqtj07Z9SaL5w3gTib0A8GT4CPIOLuCR3YKYQuw/viewform

K-12 Reps (Tracy, Lynn, Jamie) – no report

ASEE Commission on DEI (Megan P., Megan R., Christina) – Meagan Rodriguez is our new rep. Christina Alston is our delegate. New strategic plan was approved by the board and we need volunteers to help enact that new plan – sign up here:

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		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
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FY2026			
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<https://diversity.asee.org/deicommittee/join-a-committee/>

There is a workshop this Friday, September 16, 2022, 2-3PM Eastern.

<https://diversity.asee.org/deicommittee/2022/08/17/how-to-be-an-inclusiv-e-leader/>

ASEE PK-12 Commission Division Rep (Katey, Andrea, Erdogan, Karen)

– The division chair is a member and three other members. Katey is in her second year. Kaya and Karen will be joining this year. First meeting was today and focused on how to facilitate the endorsement programs. They are also working to identify what all divisions are doing in the P12 space and brainstorming ways to get that information out to the entire membership. They are still looking for someone from the Dean's Division. If you know of someone who might be interested, have them email Katey: katey@edukatey.com

PCEE Awards (Vemitra) – The entire committee has 5 members: the chair, 2 division members, and 2 executive committee members. This year, the hope is to start the process earlier but must wait on ASEE to update their site with current award information.

Communications - Katey (Twitter, Facebook, etc...) – We are in search of someone to take on this position. Made posts about the P12 spotlights. Megan Rodriguez and Jessica Sain volunteered to take over communications.

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Publication Editor (Erica) – This is our new website:

<https://sites.asee.org/precollege/>

An article was added in July and August. We have been trying to highlight things the membership is doing. If you have anything to highlight, please write it up and let us know. The news highlights are here <https://sites.asee.org/precollege/news/>

Please let Erica know if you are interested in helping with the newsletter.

Chair update – Andrea - A clear message is important and well received. Having a Pre-collegiate space is useful, but it would be good to have a central theme or central mission to share out and share. In the next update, Andrea will offer some and invite others, so that we can discuss them.

- a. This bubbled up when we were looking for articles for the website: it's a big space, so if we could wrangle the variety into a few categories we could pay special attention
- b. Email or chat ideas to add to the “what we could focus on...” email.

Chair Update comes out ~1 week after these meetings. Send Andrea a blurb via email:

- a. Subject of email: “[Month of meeting] PCEE”

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b. Body of email: a few sentences of what you'd like to say. Use an overview sentence first. Then, digestible nuggets of clear call to action, and who can participate/volunteer (i.e., "this opportunity is open to anybody")

c. Get it to her by Friday the week of the meeting OR send an email by Friday saying I'll get you a blurb by Monday/Tuesday

d. For September, if we don't receive her email by next Wednesday, tell Andrea.

i. Send communication to
Andrea.c.burrows@gmail.com AND to
Andrea.Borowczak@ucf.edu

Doodle poll will try to get ppl together, but best case, we'll try for different schedules on alternating months to please everyone

July 13, 2022

Attendees: Katey Shirey, Anne Spence, Jamie Gurganus, Erica Marti, Merredith Portsmore, Andrea Burrows, Rebekah Hammack, Manuel Figueroa, Lynn Basham, Vemitra White, Matthew Traum, Christina Alston

Notes from the last meeting

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<https://docs.google.com/document/d/19FuML8doFURqQpV1YCIPEgSY2Q9pToTJyZASoBoFh04/edit>

Committee updates

Program Chair - Manuel

The sessions were well attended (17-25 attendees), morning sessions had fewer attendees; For next year, if we have the same number of sessions, there is an option to spread out into Wednesday; sent a corrected award certificate to Miriam; Manuel has the banners and can mail them to anyone who needs them for an event

Still waiting on final numbers for social; WIED is paying for extra food from the social. Next year, WIED is in charge of the social. Jamie reported on the session on how to review papers, Jamie will reach out to Marcello

Secretary/Treasurer (Rebekah) – all receipts that have been submitted to headquarters form processing; we are still waiting for the invoice for the social

Members at large (Liz, Vemitra)– no report

K-12 Reps (Tracy, Lynn, Jamie) – no report

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ASEE Commission on DEI – Meagan Pollock is the incoming chair

ASEE Commission Division Rep – Katey Shirey is the incoming chair; spent the summer gathering info from divisions that have not previously been involved with the P12 Commission

PCEE Awards – Vemitra gave thanks to everyone who helped with the process; we presented awards at the conference and everyone had a great time.

Publication Editor – Erica is updating the executive committee information on the website; all past chair reports are posted; Matt Traum submitted an article which will be reviewed for posting on the website; the information for the Implement Engineering grants needs to be updated – applications are due at the end of July. It would be nice to have a dedicated area on the website related to conference information for authors and reviewers.

Communications - Katey (Twitter, Facebook, etc...) –Katey has emailed photos top award winners and is working on getting Award announcements posted to social media. Katey will be rotating out of this position; if you or anyone you know would be interested in serving in this role, please let Andrea know.

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PCEE Conference - Merredith (chair-elect) – Thank you to all volunteers!
 About 40 attendees, 9 sessions, amazing facility. We are already planning for next year. Towson may have a space for us. We lacked sponsors so we will need to adjust the budget:

\$1,344.91 - Food (Dunwoody)
 \$125 - RSVPify (Paid by Tufts)
 \$100 Copies (Paid by Tufts)

\$1569 Total

Originally
 \$500 - PCEE
 \$500 - Tufts
 Conversation with Mathworks fell through
 Local sponsors challenging due to numbers

Proposed...
 \$800 - PCEE
 \$775 - Tufts (\$225 already paid, PCEE Invoice Tufts for \$550)

Proposed budget changes were approved.

Chair update – Andrea

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The conference was amazing! There was a lot of positive feedback on the sessions. Kudos to everyone for all of their work to make it a success! There were no negative comments. Our membership numbers are down – please encourage colleagues, friends, graduate students, etc. to join the division. Please send any blurbs for the

Updates From the Floor:

University Liaisons – Katey is looking for people to work with high school students in the following locations

- Boynton Beach HS (FL) – FAU seems like a good university but no one has written me back there
- Alliance Collins Family College-Ready High School (Los Angeles) – UCLA, USC, CSULB are all good area schools
- Alain LeRoy Locke College Preparatory Academy (Los Angeles) – UCLA, USC, CSULB are all good area schools
- Valley Torah Girls HS – UCLA, USC, CSULB are all good area schools. I do have an industry liaison for this school, so I would place other schools before this one.
- The Hill School (Pottstown, PA) – I think I'll get Drexel to pick them up, but it would be great to add Swarthmore or Villanova.

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- East Brunswick (NJ) – I think TCNJ will pick them up. Princeton hasn't responded. Let me know if you have any good ideas though in that area.

Manuel is joining a committee to improve the Slayte experience for next year; they will be putting together a variety of feedback groups – please consider participating

Upcoming Meetings:

- September- Tuesday, 13th - @ Noon MT/ 2 pm ET

June 28, 2022

- Welcome & Chair updates (monthly) – Andrea (Burrows) Borowczak
 - Thank you to leadership team who has worked together via zoom. The slides were sent out via email. If you are not getting monthly chair update, please check that you are a member and that they are not in spam. All past meeting minutes are in Google doc. Please sign up with interest in volunteering for PCEE work.
- PIC Chair Update – Kaitlin Engle Mallouk
 - PIC IV has 11 total divisions
 - Please provide feedback on Slayte to ASEE during one of the listening sessions

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- Board wants to increase institutional membership – working on language and marketing materials – will give to divisions to add their own flare – hope to highlight a new division each week
- Two open positions: VP Scholarship and JEE Editor; Scholarly Publications Committee is being established and will include editors of all ASEE society and division level publications and working on ways to value our publications for tenure and promotion; Prism revenue is down and costs are up – they are going to reduce to quarterly issues and increase digital presence
- Forming a user group that will be involved in all future software purchases
- Apology for Slayte experience = \$50 discount on choice of 2022 dues or Baltimore registration
- \$50 gift for one new member
- Ethics committee – if you experienced any negative interaction during conference please let the committee know
- 25 papers nominated for best DEI paper
- No nominations for ASEE Constituent Award, only been awarded once, it is a multi-year process and you must bring a DEI focused constituent to ASEE and submit a package to ASEE; Black in Engineering is previous recipient
- Bylaws – many are missing a discussion of what happens if an officer can no longer serve their term

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- Please take survey on Teaching Excellence – what competencies would be important for an engineering educator certification process
- If PCEE had opportunities for students please email to J.ElSayed@asee.org
- Alignment of ASEE values and Sponsor values – our values are Excellence, Engagement, Innovation, Integrity, Diversity & Inclusion
- Financials are positive – issues with transition to new management system
- PCEE is charged 30% on BASS account – fee will be dropped and will be replaced by a fee in dues
- Working on a method to give cash advances to social planning committee so that a member isn't racking up bills on personal credit cards
- Membership – membership is down – possibly due to covid, PCEE membership 431 active last year was 516, all divisions have a drop so it could be the new system
- Best PIC IV paper was out of WIED; Best ASEE paper was out of ERM (Main and Griffith)
- Attendance – 3300 for Minneapolis; Tampa attendance was 3800
- Questions for chair or items to bring to board: Teachers from Saturday workshop came to the resource exchange – we are hopeful that ASEE will continue to provide opportunities for teachers; fantastic that BASS fee is going away; why is exhibit hall not

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opening until 5PM on Monday? Ability to get food in a reasonable amount of time is a challenge (maybe bring in food trucks), not many vegetarian or vegan options in the limited food venues in the convention center; More service opportunities throughout the week, we appreciate the PIC updates; no social media presence this year – it would be nice to have the little challenges

- Division Executive Committee and Appointed Positions– Andrea Borowczak
 - Thank you to the Executive Board for the work they do. The awards committee consists of 5 members broken between the organizational and division awards to ensure we are following the bylaws. Thank you to Vemitra White for chairing the committee.
- Division Awards – Vemitra (White) Alexander
 - Meritorious Service – Christina Crawford-Alston
 - Lifetime Achievement – Pam Lottero-Perdue
- Annual Conference Summary – Manuel Figueroa
 - 90 paper presentation, 17-25 attendees per session, a few more events to come. PCEE/MIND/WIEN social Nicollet C at Hyatt; Poster session (32 papers) at 9:45 in Exhibit Hall B and C
 - Paper breakdown by type – Fundamental 21%, RTP 6.7%, Evaluation 16.7%, WIP 32.2%, Resource Exchange 17.8%, Other 5.8%
 - 11% of papers were and the committee was impressed with how they addressed diversity
- Best Paper Awards – Manuel Figueroa

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- Thank you to best paper committee:
- Best Paper – Miriam Manuel
- Best Paper Honorable Mention – Ron Skinner Danielle Harlow
- Best DEI paper committee: Hoda Ehsan, Jamie Gurganus, Liz Perry, Meagan Pollock, Jamie Kennedy
- Best DEI paper – Miriam Manuel
- Best DEI honorable mention - Christine Cunningham and Greg Kelly
- Update from Commission on Diversity, Equity, and Inclusion – Meagan Pollock & Christina (Crawford) Alston
 - Workshop Committee had 31 members, put on 6 virtual workshops attended by 250 unique members, want to increase that outreach; CDEI is opening up more positions to help members focus on specific roles; all workshops are on the CDEI website – please use them and provide feedback; past year was Year of Impact on Racial Equity – CDEI is thankful to everyone’s work
- Update from Commission on P12 Engineering Education – Katey Shirey, Bradley Bowen, or Mindy Zarske
 - Video on difference between PCEE and Commission on P12 Education, Katey is soliciting feedback on the video; divisions connect members by professional interest, each division has the ability to have a representative on the commission and connects all of ASEE around a specific cause
 - Meeting tomorrow morning at 8am (100D) to form breakout groups to identify areas of focus for the upcoming year; only 12 of

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	FY26 Expenses	\$0.00	

55 divisions have representatives – looking for more divisions to be involved; if you are a member of another division that is not represented or know someone, please sign up at the P12 Commission Booth; the Framework developers will be at the booth;

- Established Credentials – Teacher PD Credential for your PD program to see how well they align with the standards for PD
- Working to develop a credential for curriculum that aligns with the framework.
- Bylaws were updated this year
- Monthly spotlights on Facebook page – if you want to have a spotlight on your program, sign up your program at the booth
- Secretary/Treasurer’s Report – Rebekah Hammack
 - Shift to the new management system has slowed down reports. Currently we have only received financial reports for Q1.
 - Overall, our balance has remained stable
- Year in Review
 - PCEE Conference (Saturday workshop)– Merredith Portsmore
 - § Schools dealing with pandemic and Minneapolis Teacher strike, Dunwoody MN Center We had 65 registrations, about 40 participants came, 10 presentations, small size allowed for great conversations
 - § Logistics problem for making sure it was accessible to participants; we will be in Baltimore next year so if you have contacts in Baltimore please let Meredith know

K12 & Pre-College Engineering Division			
BASS account 240			
BASS ASEE Membership Allocation	\$286.00		
FY25 Field Unit Dues	\$343.00		
FY25 Expenses	\$0.00		
	\$343.00		
Balance as of 12/31/2024	\$4,758.39	Available	
FY25 Field Unit Dues	\$455.00		
FY25 Expenses	(\$86.93)		
	\$368.07		
Balance as of 03/31/2025	\$5,126.46	Available	
FY25 Field Unit Dues	\$469.00		
FY25 Expenses	\$0.00		
	\$469.00		
Balance as of 06/30/2025	\$5,595.46	Available	
10 % of Unavailable balance payment	\$1,083.19		
FY25 Field Unit Dues	\$301.00		
FY25 Expenses	(\$634.01)		
	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

- Implement Engineering! Teacher Grants – Bradley Bowen
 - § 8 grants awarded in 2020-2021
 - § 2022-2023 updates
- Reminder: Bylaws
 - § Approved by ASEE HQ on 12.18.19
 - https://drive.google.com/file/d/1JJieuJroiT5V6epxU5O_O7ov1alD3UqH/view?usp=sharing
- Website Updates – Erica Marti
 - § The new website is up; please contact Erica if there is information to be added the website
- Communications Officers Updates – Katey Shirey
 - § Links to PCEE social media are on the new Website
 - § Twitter tip of the day – it matters when you tweet and that your immediately connected followers touch it.
- Members at Large or Representative Updates -
 - Anne Spence, Leon Grant, Jessica Sain, Vemitra White Alexander,
 - Tracy Babcock, Jamie Kennedy, Meg Draeger
 - § We are working on more ways to support members and teachers and getting work disseminated.

· Items from the floor

- July 31 is the deadline for the implement engineering grant – please share widely with teachers.
- Conference papers can go to JPEER

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FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

ASEE Pre-College Engineering Education Division Executive Committee

Elected Positions

Position (years)	2021-2022	2022-2023
Chair (2)	Andrea Burrows (yr1)	Andrea (Burrows) Borowczak (yr2)
Chair-Elect (2)	Merredith Portsmore (yr1)	Merredith Portsmore (yr2)
Immediate Past Chair (2)	Bradley Bowen (yr1)	Bradley Bowen (yr2)
Program Chair (1)	Manuel Figueroa	Jamie Gurganus
Program Chair Elect (1)	Jamie Gurganus	Marcelo Caplan
Immediate Past Program Chair (1)	Katey Shirey	Manuel Figueroa
Secretary – Treasurer (2)	Rebekah Hammack (yr2)	Rebekah Hammack (yr1)
Member at Large (2)	Anne Spence (yr1)	Anne Spence (yr2)
Member at Large (2)	Leon Grant (yr2)	Liz Parry (yr1)

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FY2026				
Q1	FY26 Revenue	\$595.00		
	FY26 Expenses	\$0.00		

Member at Large (2)	Jessica Sain (yr1)	Jessica Sain (yr2)
Member at Large (2)	Vemitra White Alexander (yr2)	Vemitra White Alexander (yr1)
P-12 Representative, PK-5 (1)	Tracy Babcock	Tracy Babcock
P-12 Representative, 6-12 (1)	Jamie Kennedy	Lynn Basham
P-12 Representative, Other (1)	Meg Draeger	Jamie Kennedy

Appointed Positions (note that some of these appointments are tentative)

Position (years)	2021-2022	2022-2023
ASEE Commission on Diversity, Equity, and Inclusion Representative (3 year)	Megan Pollock	Megan Rodriguez (yr1)
ASEE Commission on Diversity, Equity, and Inclusion Delegate (2 year)	Christina Crawford Alston (yr2)	Christina Crawford Alston (yr1)
ASEE Commission on P12 PCEE Division Representatives	Andrea Burrows; Bradley Bowen; Katey Shirey; Leon Grant; (Mindy Zarske)	Andrea Borowczak (yr1) Bradley Bowen (yr 3) Erdogen Kaya (yr1) Karen McGahee (yr1)

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PCEE Awards Committee Chair	Vemitra White Alexander (yr 1) 5 members	5 Members: Vemitra Alexander (yr 2) – Chair Hoda Ehsan (yr1) Lynn Albers (yr1) Jamie Gurganus (yr2) Liz Parry (yr1)
ASEE Organizational Awards Committee Members	Stacy Klein-Gardner (yr 2) Manuel Figueroa (yr 2) Susan Walden, Uni of Oklahoma (yr 1) Lynn Albers, Hofstra (yr 1)	Vemitra Alexander –Chair ...2 Division Members: Hoda Ehsan (yr1) Lynn Albers (yr1)
PCEE Division Awards Committee Members	Jamie Gurganus (yr 2) Vemitra White Alexander (yr 2) Matt Traum (yr 2)	Vemitra Alexander – Chair ...2 Members of Exec Committee: Jamie Gurganus (yr2) Liz Parry (yr1)
Communications Officer	Katey Shirey (yr2)	Katey Shirey (yr3)
Division Publications Editor	Erica Marti (yr1)	Erica Marti (yr2)

June 16, 2022

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	FY26 Expenses	\$0.00	

Attendees: Rebekah Hammack, Katey Shirey, Andrea Burrows, Anne Spence, Vemitra White, Manuel Figueroa, Merredith Portsmore, Jamie Gurganus, Jen Love, Jessica Sain, Lynn Basham, Erica Marti, Drew Casey, Meagan Pollock

Notes from the last meeting

<https://docs.google.com/document/d/19FuML8doFURqQpV1YCIPEgSY2Q9pToTJyZASoBoFh04/edit>

Committee updates

Program Chair - Manuel (& Jamie) – Manuel is working on a version of a PCEE program to hand out to attendees

Division Mixer is Sunday, June 26th 4:30-6PM. Manuel purchased swag to be distributed at the mixer. Swag will be there.

Business meeting is Monday, June 27th 1:45-3:15PM. Bradley will send the banners to Manuel to set up outside of the meeting space. Division Awards and Best Paper Awards will be handed out at business meetings. Coffee will be served.

PCEE/WIED/MIND Social is Monday, June 27th 7-9PM. Food has been ordered. Attendees will show their tickets when they arrive. Navigating Slayte for tickets is challenging. Katie will send out an update on how to add tickets for the social. Manuel will talk to the PCEE/WIED/MIND chairs to have them each say some words at the social.

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Executive Committee dinner is Tuesday, June 28th 7-9PM. The location is a wine bar-ish venue.

Secretary/Treasurer – Rebekah – when submitting expenses for reimbursement, please send your receipts and completed Vendor Bank Information Form to Rebekah and she will submit paperwork to headquarters

Members at large - Anne, Leon, Jessica, Vemitra – no report

K-12 Reps - Tracy, Jamie, Meg – no report

ASEE Commission on DEI - Meagan, Christina DEI strategic plan:

<https://diversity.asee.org/deicommitee/vision-strategic-plan/>

Christina is rotating off and we will need a new person to step into the role. DEI has 7 committees – if interested, please volunteer for committees <https://diversity.asee.org/deicommitee/join-a-committee/>

ASEE Commission Division Rep - Bradley, Katey, Leon, Andrea -

Katey is working on a pdf with Geraldine Gooding that explains the difference between the work of PCEE, Commission on P12, and Commission on DEI. Andrea will share in the chair update. Bradley will be sending out teacher grant information to Andrea soon and they will be in the June Chair update.

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PCEE Awards Committee Chair - Vemitra (ASEE Org Awards; PCEE Division Awards) – Missing one award winner bio; Vemitra will reach back out to the winner to request the bio to use when presenting the awards

Publication Editor – Erica – website: <https://sites.asee.org/precollege/>
They are working on adding election results and committee members to the website; Meg wrote the first highlight article for the website. If you would like to write a highlight, please get in touch with Erika about it. When you send in a piece please send to Erika and copy Andrea. There is an archive of old newsletter – the link of those needs to be added to the new website. Manuel will add the website link to the PCEE session handout to get more traffic on the website.

Communications - Katey (Twitter, Facebook, etc...) – we are advertising to get teachers to register for the teacher conference; please share via all your social media channels

PCEE Conference - Merredith (chair-elect) – 55 registered (10-12 are PCEE folks); Event will be at Dunwoody College Technical College (event space is free). There are 10 presenters. Final numbers are due to caterer on Monday.

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There will need to be a lot of strategic planning efforts for next year. Moving forward, we might need to think about a hybrid model (maybe a few sessions);

Chair update – Andrea

Executive Board Election Results:

Marcella Caplan – program chair elect
Rebekah Hammack – secretary/treasurer
Liz Parry – Member-at-large
Vemitra White-Alexander – Member-at-large
Tracy Babcock – K-12 Representative, PK-5
Lynn Basham – K-12 Representative, 6-12
Jamie Kennedy – K12 Representative, Other

What do we need to send out in the June chair update?

Email Andrea any "blurbs" that need to be sent out by end of day Monday next week. Please put "June update" in the subject line.

Upcoming Meetings:

...ASEE Conference June 26-29, 2022 in Minneapolis, Minnesota
July - Wednesday, 13th - @ 9 am MT/ 11 am ET
August - Thursday, 18th - @ 2 pm MT/ 4 pm ET

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FY2026			
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September- Tuesday, 13th - @ Noon MT/ 2 pm ET

May 13, 2022

Attendees: Katey Shirey, Andrea Burrows, Anne Spence, Liz Perry, Meg Draeger, Vemitra White, Rebekah Hammack, Manuel Figueroa, Merredith Portsmore, Jamie Gurganus, Christina Alston, Matthew Traum; Meagan Pollock

Notes from the last meeting

https://docs.google.com/document/d/19FuML8doFURqQpV1YCIP_EgSY2Q9pToTJyZASoBoFh04/edit

Committee updates

Program Chair - Manuel (& Jamie with a dinner update) –
 ASEE conference team just met; we have 90 papers – due on Monday; 40 of the 90 have yet to be updated so hopefully they will be in by Monday; 4 papers per session, 16 sessions; next week authors will receive their schedules;
 important events =

- Sunday, June 26th 3:00 PM - 4:30 PM PCEE
 Resource Exchange Teachers who come to Saturday

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workshop will be able to attend Sunday's resource exchange

- Sunday, June 26th 4:30 PM - 6:00 PM Division Mixer (PCEE Table)
- Monday, June 27th 7:00 PM - 9:00 PM PCEE / WIED / MIND Division Social
- Monday, June 27th 1:45 PM - 3:15 PM PCEE Business Meeting
- Tuesday, June 28th 9:45 AM - 11:15 AM PCEE Poster session
- Tuesday, June 28th 7PM –9PM Division dinner at the News Room for elected, appointed, or invited guests
<http://www.thenewsroommpls.com/home.aspx>

Best paper committees have met and have narrowed to best three papers and will make final decisions next week.

Manuel will send out an email for volunteers for moderators and Division Mixer

PCEE has a booth shared with DEI and P12 Commission – we need volunteers to man the booth; Mindy Zarske recommended having activities to engage in with the public; for example, Jamie's group will talk about the Framework, please visit the google form https://docs.google.com/forms/d/e/1FAIpQLScLv2kx-i8RcqlrDe_Krq7zBz9X9_EtTkgyRPeUB5c2hrPZdA/viewform

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Manuel proposed spending \$500 for swag and the executive committee approved

Jamie proposed purchasing \$500 books to give away in a raffle and the executive committee approved

Manuel, Jamie, and Katey will hold an Ask the Program Chair Q&A meeting on Tuesday, June 28 at 3PM to remind members about types of papers and best practices for paper review. They also plan to develop a seminar on the topic.

Secretary/Treasurer – Rebekah – please keep receipts and contact Rebekah for necessary forms for reimbursement of division related conference expenses.

Members at large - Anne, Leon, Jessica, Vemitra – no report
K-12 Reps - Tracy, Jamie, Meg – no report

ASEE Commission on DEI - Meagan, Christina – next workshop is May 20 and the topic is making engineering departments more inclusive to faculty with disabilities; happy to host a virtual workshop on paper reviews;

ASEE Commission Division Rep - Bradley, Katey, Leon, Andrea - Resource exchange materials in the PCEE/P-12/CDEI

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booth sign up form:

https://docs.google.com/forms/d/e/1FAIpQLScLv2kx-i8RcqlrDe_Krq7zBz9X9_EtTkgyRPeUB5c2hrPZdA/viewform

Map to see all engineering offerings:

https://www.google.com/maps/d/u/0/edit?mid=1aZiaQZUCD2MFsMJPbaZ51DWxq_RHSrvA&usp=sharing

Please add your engineering offerings to the map with this form:

<https://forms.gle/EEExFWKi7GZuHv7F89>

PCEE Awards Committee Chair - Vemitra (ASEE Org Awards: PCEE Division Awards) – award winners have been notified and invited to receive their award at the business meeting

Publication Editor - Erica (website, newsletter, etc...) – we are not moving forward much; the updates Andrea sends out are more of announcements or requests for surveys and are not newsletter type events; the new website is being populated with information but has not yet gone live; hoping to get one story out this semester in the newsletter format (e.g., initiative, upcoming camp, etc.); Meg would be willing to write about a high school PLTW community project; Liz will ask Stacy if she can send a page on E4UsA; would like to get something out by end of May; moving forward Andrea would like to have these types of stories in the

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	Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026				
Q1	FY26 Revenue	\$595.00		
	FY26 Expenses	\$0.00		

bank to send out more frequent newsletters – please send them to Andrea with the subject line “PCEE Newsletter.” Matthew can write a short article on the pair of high school STEM summer camps running at UF to be in the queue.

Communications - Katey (Twitter, Facebook, etc...) – Tech Tip: how do you hashtag tweets? Talkwalker.com; let’s come up with a few hashtags and try to milk it at the conference; Katey will look into starting a PCEE LinkedIn

PCEE Conference - Merredith (chair-elect) – we are still in need of a few proposals – we are a little late on early elementary level workshops; the caterer is the last price point we are waiting on; registration is not locked down yet – any ideas on process? Andrea suggested we make registration free and allow for more registrants than there are spots for to allow for attrition; send out a confirmation of attendance email the week before to help get a firm number for catering; PCEE could sponsor up to \$500 for food to keep it free for attendees

Chair update – Andrea – executive committee elections were sent out and winners will be notified shortly; Email Andrea any "blurbs" that need to be sent out by end of day Monday next week. Please put “May update” in the subject line; Andrea is switching institutions which could result in email hiccups – she will be going

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		\$343.00	
Balance as of 12/31/2024		\$4,758.39	Available
FY25 Field Unit Dues		\$455.00	
FY25 Expenses		(\$86.93)	
		\$368.07	
Balance as of 03/31/2025		\$5,126.46	Available
FY25 Field Unit Dues		\$469.00	
FY25 Expenses		\$0.00	
		\$469.00	
Balance as of 06/30/2025		\$5,595.46	Available
10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
Balance as of 09/31/2025		\$6,345.64	Available
Balance as of 09/31/2025		\$9,710.65	Unavailable
FY2026			
Q1	FY26 Revenue	\$595.00	
	FY26 Expenses	\$0.00	

to UCF so please use one of the following emails:

andrea.c.burrows@gmail.com -and- andrea.burrows@ucf.edu

Items from floor

The Journal of Pre-College Engineering Education Research is interested to be more involved with PCEE. We (JPEER) takes the best papers for a publication so maybe there's a role for us at the JPEER at your meeting to talk about how to move conference publications to journal pubs. – usually, we provide the best division papers to JPEER

Upcoming meetings;

2022

June - Thursday, 16th - @ Noon MT/ 2 pm ET – just a touch base to take care of last minute needs before conference

...ASEE Conference June 26-29, 2022 in Minneapolis, Minnesota

July - Wednesday, 13th - @ 9 am MT/ 11 am ET

August - Thursday, 18th - @ 2 pm MT/ 4 pm ET

September- Tuesday, 13th - @ Noon MT/ 2 pm ET

April 12, 2022

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FY2026			
Q1	FY26 Revenue	\$595.00	
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Attendees: Christina Alston, Vemitra White, Jessica Sain, Tracy Babcock, Manuel Figueroa, Meagan Pollock, Merredith Portsmore, Leah Bug, Jamie Gurganus, Andrea Burrows

Manuel - Program Chair - Formal acceptance notices being sent out; 98 papers considered with second revision and ~70 accepted; Bulk email for acceptance happening this week; ~28 papers are still in review with some issues; Biggest issue with Slayte went straight to spam/junk and people didn't see the request; Slayte is here to stay (Jasmine Peroti - Slayte help) and they are looking to make a smoother conference next year;

Scheduling - Link to draft schedule:

<https://docs.google.com/spreadsheets/d/1fXYLYIikLCpFBkRUuiVdG3mr1G49IH6gF-R-Gv-2N6k/edit?usp=sharing>

Brainstorming on mixer - Getting new members; What are we giving away? Swag? We organize;

1) What should we do for this?

2) Monday night and mixer (WISE and MIND w/PCEE) - PCEE give awards or something else?;

3) Business meeting - Tuesday, June 28th 1:45-3:15 pm CT; Time for business and refreshments; PIC chair needs time to visit

4) We have 17 technical sessions; Cut the 8 am sessions since many don't come at that time; Poster session and resource exchange are planned too; Should the resource exchange be on Tuesday (instead of Wednesday) after the meeting?

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5) CDEI booth is shared w/others - Meetings are Thursday at 1 or 4 pm; Jamie will try to go; Meagan attended at the beginning and might be able to go again; How do we advertise what PCEE does well? What do we give out? Martha or Bradley have banners;

Andrea for **Rebekah** - Financials Q1 reported with ~15,800 available

Vemitra, Jessica - Members at Large - N/A

Tracy, Jamie - K-12 Reps - N/A

Meagan & Christina - ASEE Commission on DEI - Two workshops coming up (Good Friday) Positionality 101; Second one is May 20th is making engineering departments more accessible; Workshops on Fridays starting at 2 pm ET; Always accepting workshops year-round
CDEI programming & workshops; Look out for those; Strategic planning is going well; All meetings are recorded -

Andrea - ASEE Commission Division Rep - PK-12 Commission moving forward with bylaws and serving all of ASEE

Vemitra - PCEE Awards Committee Chair - Meeting Thursday at noon CT; Winners & certificates through Rebekah; Needs to completed properly so winners can attend if they can;

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Publication Editor - Erica (website, newsletter, etc...) - not available at meeting

Communications - Katey (Twitter, Facebook, etc...) - on vacation

Merredith - PCEE Conference (aka Workshop) - Saturday from 9-3 CT; We have a place; Connected w/people in Minneapolis and put on with Minnesota State Engineering Center of Excellence; 15 minute walk from the conference space; Space provided for free and offer tours at the end; MSECE supports K-12; Looking for members for committee or reviewers; Form out to our members asap; Three workshop slots and four rooms; Prioritizing in-person but could have some hybrid options (e.g., keynote hybrid); Questions - Spots for 12 presenters, timeframe? Slotted for 75 minutes so there is time for a break in between; Information from last year - what do you need?; It's free but people don't show up sometimes; Another piece - food is restricted to catering food services; Solicit sponsors - maybe MathWorks? - <https://www.mathworks.com/company/jobs/opportunities/27761-k-12-stem-technical-evangelist>

Chair updates are needed by Friday morning this week. Please put "April update" in subject.

Next meeting: **May** - Friday, 13th - @ 1 pm MT/ 3 pm ET

June - Thursday, 16th - @ Noon MT/ 2 pm ET

...ASEE Conference June 26-29, 2022 in Minneapolis, Minnesota

July - Wednesday, 13th - @ 9 am MT/ 11 am ET

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August - Thursday, 18th - @ 2 pm MT/ 4 pm ET

September- Tuesday, 13th - @ Noon MT/ 2 pm ET

March 14, 2022

In attendance – Jamie Gurganus, Marcelo Caplan, Merredith Portsmore, Anne Spence, Joni Lakin, Katey Shirey, Meagan Pollock, Meg Draeger, Vemitra White, Andrea Burrows, Rebekah Hammack, Megan Rodriguez, Tracy Hammond, Leon Grant, Jessica Sain

Committee updates

Program Chair – Manuel – Jamie reported that everything looks good in SLAYTE

Secretary/Treasurer – Rebekah – no report

Members at large - Anne, Leon, Jessica, Vemitra – no report

K-12 Reps - Tracy, Jamie, Meg – no report

ASEE Commission on DEI - Meagan, Christina – Christina is active on the virtual workshop team and is looking for more proposals. Link to submit proposal: <https://diversity.asee.org/deicommitee/workshops/>

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Meagan is doing a workshop on inclusive leadership and will send out additional information when the date is set.

The commission is in the process of developing a strategic plan to help understand what the commission should do for the next 3-5 years. 87 people completed the survey, 15 people attended a listening session. The commission is currently sifting through the data to identify key strategic indicators to work toward a plan.

ASEE Commission Division Rep - Bradley, Katey, Leon, Andrea – Katey has been doing weekly updates of Year of Impact on racial equity on social media. She has been very busy sharing information on social media. Had a few meetings about how to get members from other divisions involved in the educator conference – ASEE showed interest. There will be a booth at the exhibition hall.

PCEE Awards Committee Chair – Vemitra – Numbers of applicants have not changed since last time. ASEE organization award packets have been submitted. The division awards committee will meet to review the nominations for meritorious service and lifetime achievement awards (there are two nominations for each award).

Publication Editor - Erica (website, newsletter, etc...) – The website is almost ready to go; Erica needs to set a goal date for a potential launch of the website.

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Q1			
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Communications - Katey (Twitter, Facebook, etc...) – Please follow, like, and share on all sites.

insta @asee_pcee Facebook @AseePCEE Twitter text @ASEE_DC

PCEE Conference - Merredith (chair-elect) – There has been a teacher strike in Minneapolis; folks who were super excited are starting to wane because of being overwhelmed with what is going on. There is an option for a private school location in Maplewood, MN. Uncertain what the turnout will be like at this location; it looks like our options may be Maplewood or virtual. We could potentially do a hybrid approach.

Maybe we can send out a survey to last year's attendees and to teachers in the area to see if there is interest – this would give us a feel for how many people in the area might be interested.

Maybe reach out to the MN STEM Network -

<https://www.scimathmn.org/mnstemnet/> to check for interest and reach out to MN schools to look for a potential host.

Joni has a contact at the state department and can reach out about finding a space.

What do we need to send out in the March chair update? Send Andrea any "blurbs" that need to be sent out by Thursday this week.

2022 Upcoming Meetings

K12 & Pre-College Engineering Division			
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FY2026			
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April - Tuesday, 12th - @ 10 am MT/ Noon ET

May - Friday, 13th - @ 1 pm MT/ 3 pm ET

June - Thursday, 16th - @ Noon MT/ 2 pm ET

...ASEE Conference June 26-29, 2022 in Minneapolis, Minnesota

July - Wednesday, 13th - @ 9 am MT/ 11 am ET

August - Thursday, 18th - @ 2 pm MT/ 4 pm ET

September- Tuesday, 13th - @ Noon MT/ 2 pm ET

February 16, 2022

In attendance: Andrea Burrows, Jamie Gurganus, Katey Shirey, Merredith Portsmouth, Meagan Pollock, Jennifer Love, Christina Crawford, Manuel Figueroa, Matthew Traum, Leon Grant, Vemitra White-Alexander, Rebekah Hammack. Leah Bug, Bradley Bowen

Notes from the last meeting - questions? (Secretary/Treasurer -Rebekah, Google Doc)

<https://docs.google.com/document/d/19FuML8doFURqQpV1YCIPEgSY2Q9pToTJyZASoBoFh04/edit>

Committee updates:

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Program Chair – Manuel – 98 papers were submitted, there were 125 abstracts. Reviewers have been assigned, reviews due in 2 weeks. The Sunday workshop is being withdrawn because it was accepted to another division. Katey’s workshop was placed as a combo workshop in a different division by the PIC chair. The business meetings still need to be scheduled PCEE is hosting the social this year. PCEE has a booth in the main conference room (back left corner-sharing with CDEI). The division needs to have resources to put in the booth (i.e., videos to share). There will be a pillar for people to write down answers to questions Katey has posted. Would like to have an activity or resources for an activity that can be placed at tables in the booth. We want the booth to be interactive.

Secretary/Treasurer - Rebekah – FY 21 financials : \$16,619.93 opening balance, \$16,199.36 closing balance.

Members at large - Anne, Leon, Jessica, Vemitra – no report

K-12 Reps - Tracy, Jamie, Meg – no report

ASEE Commission on DEI - Megan, Christina – In the process of completing 5 year strategic plan. There is a survey to collect information about where the membership believes the focus should be in the next 5 years.

<https://diversity.asee.org/deicommittee/2022/02/07/cdei-strategic-planning-process/> Members Survey closes February 28th:

<https://forms.gle/CZbEHsX3n6zb39at7>

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There will also be working groups to help provide input to CDEI

Virtual Workshop Team – There are a number of upcoming workshops that will run through August but dates will not be finalized until next week. Christina will share dates once they are finalized. Christina will be holding a workshop on how to develop a diversity statement.

James Holly will be distinguished lecturer this year. Katey is working on P12 pillar of Year of Impact on Racial Equity - Images were posted weekly using the hashtag #ASEEYIRE to Twitter (@PCEE_Div), Instagram (@asee_pcee), and Facebook (@AseePCEE)

<https://www.youtube.com/playlist?list=PLRnP3I4dzj2VwMGeWLKrpEfs9JYHX4Jqi>

Please share PCEE social media posts. CDEI calendar of events:

<https://diversity.asee.org/deicommitee/calendar/> There are many ways to be involved in CDEI: <https://diversity.asee.org/deicommitee/get-involved/>

Request from the Faculty/Admin pillar to the Deans:

One way your school and you as a Dean can participate in the Year of Impact on Racial Equity and show your commitment to racial equity is to respond to one question as part of the ASEE CDEI Year of Impact on Racial Equity Faculty and Administrator focus area. The question we want an answer to is: Given all of your efforts to improve DEI in your college, what do you feel have been the top 1-2 most effective programs or actions to improve conditions for BIPOC students, staff and faculty in recent years and why?" You can copy and paste your answer into the following google form. We plan to highlight and share the great work you are doing as part of the Year of Impact on Racial Equity

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Showcase at the ASEE annual conference and on the CDEI website. Please respond to this form by 3/31/2022: <https://forms.gle/3sfHfYRmPB8QTkNx6>

Participating schools:

Fresno State Univ.'s ASCv (Outreach)

Grand Valley State Univ.'s ASME (Recruitment & Retention)

The College of New Jersey's NSBE (Recruitment & Retention)

U. of Nebraska's Engineering without Borders (Outreach)

U. of Nevada-Las Vegas' Engineering without Borders (Outreach)

UBC's Bionics Engineers (Recruitment & Retention)

UGA's Equity Engineers Council (Recruitment & Retention)

UMBC's AIChE & SWE collaboration (Recruitment & Retention)

UW-Madison's AIChE (Culture)

Utah State U.'s SWE (Outreach)

CDEI has a brainstorming document about how ASEE can partner in Minneapolis.

<https://docs.google.com/document/d/1GpQPooXgn-AyDPaqKiIyMgTFqH3gPaBKYO0pXkjM8cw/edit>

ASEE Commission Division Rep - Bradley, Katey, Leon, Andrea – PCEE Division is focused on our membership and the P12 Commission is ASEE wide

PCEE Awards Committee Chair - Vemitra (ASEE Org Awards; PCEE Division Awards) – Division Awards – two awards for each award. For ASEE level awards we currently have the following: 2 Fellow Member Nominations, 1

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ASEE's President's Award Nominee, 2 Sharon Keillor Award for Women in Engineering Education Nominees, and 1 ASEE Lifetime Achievement Award Nominee

Publication Editor - Erica (website, newsletter, etc...) – Erica is working to get the website updated to get the updated recipients on the website. The new website can be previewed <https://sites.asee.org/precollege/> You can email Katey with questions about the website. ASEE will no longer let us make changes to the old website.

Communications - Katey (Twitter, Facebook, etc...) - Images were posted weekly using the hashtag #ASEEYIRE to Twitter (@PCEE_Div), Instagram (@asee_pcee), and Facebook (@AseePCEE)

PCEE Conference - Meredith (chair-elect) -There is a lot of interest in Minneapolis but we are yet to confirm a location. Once we have a location we can make decisions about event capacity. The Saturday before the conference is the current proposed date. The plan is to be primarily face-to-face but we could have a keynote that could be broadcast virtually. Nothing is set in stone yet. CreateMPLS is interested in helping <https://creatempls.org/>

Executive Committee Open positions – Open positions for this election cycle: Secretary/Treasurer, Member at Large (2 positions), Program Chair Elect, all K-12 representative positions; contact Bradley if you or someone you know might be interested.

K12 & Pre-College Engineering Division			
BASS account 240			
BASS ASEE Membership Allocation	\$286.00		
FY25 Field Unit Dues	\$343.00		
FY25 Expenses	\$0.00		
	\$343.00		
Balance as of 12/31/2024	\$4,758.39	Available	
FY25 Field Unit Dues	\$455.00		
FY25 Expenses	(\$86.93)		
	\$368.07		
Balance as of 03/31/2025	\$5,126.46	Available	
FY25 Field Unit Dues	\$469.00		
FY25 Expenses	\$0.00		
	\$469.00		
Balance as of 06/30/2025	\$5,595.46	Available	
10 % of Unavailable balance payment	\$1,083.19		
FY25 Field Unit Dues	\$301.00		
FY25 Expenses	(\$634.01)		
	\$750.18		
Balance as of 09/31/2025	\$6,345.64	Available	
Balance as of 09/31/2025	\$9,710.65	Unavailable	
FY2026			
Q1			
FY26 Revenue	\$595.00		
FY26 Expenses	\$0.00		

Upcoming Meetings:

March - Monday, 14th - @ 2 pm MT/ 4 pm ET

April - Tuesday, 12th - @ 10 am MT/ Noon ET

May - Friday, 13th - @ 1 pm MT/ 3 pm ET

June - Thursday, 16th - @ Noon MT/ 2 pm ET

...ASEE Conference June 26-29, 2022 in Minneapolis, Minnesota

July - Wednesday, 13th - @ 9 am MT/ 11 am ET

August - Thursday, 18th - @ 2 pm MT/ 4 pm ET

September- Tuesday, 13th - @ Noon MT/ 2 pm ET

December 13, 2021

ASEE PCEE Meeting

In attendance: Andrea Burrows, Christina Crawford, Meg Draeger (notetaker), Manuel Figueroa, Jamie Gurganus, Jamie Kennedy, Meagan Pollock, Merredith Portsmore, Katey Shirey, Vemitra White, Matthew Traum, Amanda Gunning, Liz Parry

- Welcome
- Committee Updates:
 1. Program Chair – Manuel - Paper stats shared: 134 abstracts submitted, 6 rejected, 125 accepted, 3 diverted to other Divisions.

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Deadline was extended to accommodate reviewers and Slayte challenges Categories of submissions should prompt a future review and discussion of the distribution among the multiple categories; does that distribution match desired representation? January 17 is the workshop proposal deadline. Workshops submitted are discussed later in Minutes.

- Budget – Reported by Andrea from Rebekah – working on reimbursement for NASA presenters; Jamie G. will notify them.
- Members-at-Large – no update
- K12 Update – Jamie K. – newsletter update, seeking articles for winter issue with topic of Racial Equity.
- Commission on DEI – Christina – some division and ASEE members attended the workshop last week. Upcoming workshop on Gender Identity in January. Call for presenters for Virtual Workshop Series and Conference; deadline was extended to December 31. Manuel praised the 90-Day Challenge offered; Christina was not directly involved; no update on participation or its success. Meagan added that a Virtual Listening Session is being planned about James Holly's session.
- Division Reps – P12 Commission – Katey – recruiting ideas for MN area potential partners and connections – employers, educators, etc. Katey will draft a summary of Commission/Conference/Division objectives and missions and send them to Andrea.

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7. Awards Committee – Vemitra – December 16 organizational meeting. Leon was previously added to the committee as an Executive Committee member; Jamie G. was added as the second Executive Committee member; Liz Parry and Christina Crawford volunteered to join today too. Working on updating the link for nominations.

8. Publication – Editor Erica – working with Jamie K. on newsletter.

9. Communications – Katey – Twitter and Facebook are active, and a new Instagram. Engage with those media, and send Katey ideas for items to post.

10. PCEE Conference – Merredith – details TBD – date, format, virtual/hybrid/in-person. Seeking planning committee members: Meg, Jamie K. and Liz volunteered.

At this point in the meeting, Katey and Vemitra were excused from the meeting, since they both submitted workshop proposals.

11. Sunday Workshops – Manuel – 3 submissions: Inspire documentary video series, NASA BEST program, and Bio-inspired Design for STEAM. Reviewed the proposals and determined following actions: refer INSPIRE workshop to CDEI workshop and PCEE Conference; refer NASA BEST workshop to PCEE conference; keep Bio-inspired Design workshop as sole Sunday Workshop to be submitted for conference.

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November 12, 2021

Welcome & introductions – Happy Early Thanksgiving wishes!

Members present – Andrea Burrows, Bradley Bowen, Manuel Figueroa, Katey Shirey, Anne Spence, Matthew Traum, Jessica Sain, Meg Draeger, Vemitra White Alexander, Erica Marti, Rebekah Hammack, Leon Grant, Tracy Hammond, Jamie Kennedy

Notes from the last meeting - questions? (Secretary/Treasurer -Rebekah, Google Doc)

<https://docs.google.com/document/d/19FuML8doFURqOpV1YCIPEgSY2Q9pToTJyZASoBoFh04/edit>

Committee updates:

Program Chair - Manuel (Invitation to submit to PCEE - Abstracts due the 15th now)_

- SLAYTE is the new submission system – you will need to create a new password

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- Deadline was extended to November 15th; there are 67 abstract submissions so far – hope to reach the 100 mark by Monday’s due date. Last year there were 127 abstracts
 - Deadline for abstract reviews is December 3rd – be looking for emails from Manuel the weekend of December 1 for last minute review needs
 - Deadline for workshop proposals was November 15th but Manuel has extended it to November 19th – workshops need to be approved by end of December
 - In prior years, PCEE has paid for workshops which are \$150
 - Manuel will share the call for workshops and proposals with the executive committee and we will review them at the Dec 13th meeting and determine which ones to move forward.
- § Dr. Laura Ettinger has submitted a workshop proposal to share videos (funded by NSF) about trailblazing women engineers. She wants to disseminate the videos and teacher guides for use in K-12 classrooms through a 1 hour workshop. In addition to the \$150 workshop application fee, Dr. Ettinger’s workshop would require conference services costs associated with zooming the practicing teacher in to present at the conference;
- Maybe ASEE TV could air the videos – Manuel will reach out to Geraldine about this.
 - Video information:

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- Inspire! Educational Videos and Documentary featuring Trailblazing Women Engineers; Laura Ettinger, producer, and Zac Miller, director; Funded by the National Science Foundation
- Inspire! is a collection of three educational videos with an accompanying discussion guide that will empower middle school and early high school girls to explore careers in STEM. All three videos are beneficial for young people regardless of gender identification.
- * Encourage! Leading Women Engineers Encourage the Next Generation (4:40 minutes)
- * Motivate! Motivational Messages from Accomplished Women Engineers (3:39 minutes)
- * Educate! What is an Engineer? Perspectives of Trailblazing Women Engineers (3:55 minutes)
- * Discussion guide for K-12 teachers, guidance counselors, Scout leaders, Robotics advisors, etc.
- <https://www.clarkson.edu/inspire>

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<https://www.youtube.com/watch?v=miDLLxHRNow&t=7s>

Secretary/Treasurer - Rebekah

- All Implement Engineering! Grant funds have been processed and teachers should have funds in hand by end of next week.
- Waiting on information from NSTA presenters for registration reimbursement

ASEE Commission on DEI - Megan, Christina

- CDEI group wants to support the local area where the annual conference lands to make sure that the organization is having a positive impact in the community – currently looking for Minneapolis/St. Paul areas partners. If you have suggestions, please reach out with any suggestions.

ASEE Commission Division Rep - Bradley, Katey, Leon, Andrea

- The Commission on P12 Engineering Education is developing a set of bylaws, please send any input to Bradley.

PCEE Awards Committee Chair - Vemitra (ASEE Org Awards; PCEE Division Awards)

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- Deadlines for awards are in the bylaws, Bradley will reach out to Vemitra and share his institutional knowledge. Vemitra and Andrea will have a separate meeting to discuss the awards in more detail.
- There is an opening on the ASEE Organizational Awards Committee for someone from PCEE – right now the committee is Stacy and Manuel – Andrea will reach out to the 11 people who have responded to the survey asking to be involved in PCEE to see if anyone is interested.

Publication Editor - Erica (website, newsletter, etc...)

- Will be in a copy/edit role for the website – ASEE still has us on the old website and we will eventually be switched to the new website

Communications - Katey (Twitter, Facebook, etc...)

- There is an online campaign on Twitter, Facebook, and Instagram about the year of impact on racial equity; Katey will be putting together some Twitter chats
 - https://twitter.com/PCEE_Div
 - https://www.instagram.com/asee_pcee/
 - <https://www.facebook.com/AseePCEE>

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- Katey is looking to start a quarterly newsletter to offer more depth and detail on timely topics – such as PCEE Conference and the Year of Impact on Racial Equity
 - Erica has agreed to be a copyeditor but we need an editor in chief to put together 3-4 stories each quarter.
 - The goal to start would to release the initial newsletter by the end of 2021 and one in Spring 2022.
 - Jamie Kennedy and Meg Draeger may be interested – Katey will follow up with additional information

What do we need to send out in the Nov chair update?

- Reminder for reviewers (also place on social media). -Manuel will send a blurb to Andrea
- NSF program director has asked for panel reviewers
- Notes on Google Doc
- New bylaws have been approved by ASEE Board of Directors

Other?

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· Next meeting: **December - Monday, 13th - @ 11 am MT/ 1 pm ET**

· PCEE Teacher Conference (Saturday workshop) – Meredith and Andrea will be meeting soon to start planning

October 12, 2021

In attendance: Andrea Burrows, Merredith Portsmore, Katey Shirey, Manuel Figueroa, Anne Spence, Jamie Gurganus, Erica Marti, Christina Crawford, Vemitra White

1. Welcome & Introductions
2. Reviewed minutes from Sept 16, 2021 meeting
 - a. There was a request to put meeting minutes on google docs
 - b. Approved
3. Committee Updates:
 - Program chair – Program chairs do not have access to Slayte yet, there was a delay from headquarters on the system rollout as they fix the kinks with the new system. Update: This could cause a delay in abstract submission deadlines.
 - DEI – no updates at this time, working on publicizing lesson plans

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- P12 Commission – Pillar 3 has not had a meeting yet but some initiatives are currently in progress, Mindy Zarske (Colorado/TeachEngineering) providing a video, Jamie Gurganus (UMBC) making videos on a day in the life of an engineer, plus there is an initiative to create an interactive map of Pre K-12 opportunities.
- Communications – creating a communications committee. Will send out an invitation to membership to see who can get involved. One of the goals this year is to move the PCEE page to a new system. Other activities: Quarterly newsletter, social media posts/reminders, etc...
- Vemitra White will be the PCEE Awards Committee Chair
- Anne Spence sent emails to members to fill division sub-committees. A last call will be sent in October PCEE Chair update email with a google link to sign up.

4. What do we need to send out in the Oct chair update?
 - a. Will be sent out week of Oct 17th
 - b. Invitation to submit abstract to PCEE
 - c. Last call on sub-committees
 - d. Communications update
 - e. Job opportunities if any
 - f. Join our social media
5. Action items:
 - Vemitra reaching out to Matt and others to see interest in award committees
 - Anne – set a meeting with...
 - Manuel, Katey – send blurbs to Andrea for October update
 - Christina – Reach out to DE&I committee to formalize the initiatives for the year

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- Andrea – find out about Implement Engineering grants (need to be awarded) – see below

Note from Bradley about the teacher grants:

There were three applications for teacher grants, so we accepted them all. Rebekah has reached out to all of them and has begun the process of sending the money. Some of the applicants had some specific procedures required by their district, so some of them are taking longer to process. But it is all happening. I have not heard from Rebekah about any problems.

September 16, 2021, 3PM EST

Committee info and Agenda items

- Be sure to read the email Andrea sent out on September 7th and let her know if any changes need to be made.
- Send Agenda items to Andrea by the day before the meeting and she will put them on the agenda.
- PCEE Awards Committee Chair will be appointed by Andrea and it is usually someone who has been on an awards committee before. Please let Andrea know if there are recommendations for people to serve.

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- Bradley has a list of subcommittees he will send to Andrea but it may not be up to date – if you are on a subcommittee, please email Andrea and she will put together a list of active subcommittees.

Newsletter

- Move to a once a quarter release for the newsletter
- Urgent announcements can be via listserv or on social media
- Can we do an at a glance of the newsletter and be able to click on the headings you want to read – maybe like the format of the ASEE connections?
- Find something to put in each newsletter that requires them to be interactive or entices them to want to read (i.e., poll, facts, question)
- Andrea, Katey, and Meg will coordinate on the communications side with newsletter formatting. Andrea will also ask for additional volunteers via email.

Initiatives– What should be our focus for this year?

- Be active in ASEE's Year of Impact on Racial Equity
- Third pillar is P12 education = get students involved in existing programs, how can we increase enrollment, how can we learn what is out there program wise, how can we document what different institutions are doing?
- UMBC – undergrads serve as teaching assistants, why not highlight engineering college students to connect them to teachers? This is their background, this is where they are now. Maybe utilize

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10 % of Unavailable balance payment		\$1,083.19	
FY25 Field Unit Dues		\$301.00	
FY25 Expenses		(\$634.01)	
		\$750.18	
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LinkEngineering interactive spaces and highlight that our students are available in those spaces? Also, we could highlight P12 engineering teachers.

- o Jamie will look into LinkEngineering and see if there are pathways for high schoolers and bring information back to a future meeting.
- With the PCEE conference, maybe we could do a half day for P12 students.
- Monthly lunch and learns with P12 teachers to highlight programs that are available (summer programs, residential programs)
- What can we do to connect with afterschool programs?
- Making research to practice available to people so that people do not have to dig for them – the curriculum in the resource exchanges needs to be organized by tagging them as DEI and promoting those that are tagged.

Program Chair updates

- Call for papers has been submitted – abstracts due Nov 8, which is a later date than usual. We need to identify the dates that are most important for our members and reviewers and get that information shared.
- Training session for new system for paper submission. SLAYTE is a new paper management system.

Implement engineering grants

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- Last year we awarded 8 grants. This year there were only 3 applicants. We will award grants to all 3 because Martha and Bradley think they are quality submission.
- How do we do a better job of getting the grant information out so that we have more applications?
- About 500 paid PCEE members, and around 70 are K12. Let's put this on a future agenda to speak more about how to get the word out to teachers.

How do we fill about opening up the meetings to the membership?

- This could cultivate interest in the leadership team in the future.
- Andrea will move forward with communicating meeting connection information to the membership

Next meeting is October 12th

PCEE Business Meeting Minutes

July 29, 2021

- Bradley Bowen - Thank you and recognition to all division executive board members and committee members
- Presentation of Division awards
 - Meritorious Service – Bradley Bowen and Katey Shirey
 - Lifetime Achievement – Stacy Klein Gardner

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- Best Paper awards

- § Best Paper Award – Letourneau et al., 2021 “Observing Empathy in Informal Engineering Activities with Girls Ages 7-14”

- § Best Paper Honorable Mention – Pazoes et al., 2021 “Enhancing Preservice Teachers’ Intention to Integrate Engineering through a Multi-Disciplinary Partnership”

- Best DEI Paper awards

- § Best DEI Paper Award – Lily et al., 2021 “Elementary Teachers’ Verbal Support of Engineering Integration in an Interdisciplinary Project”

- § Best DEI Paper Honorable Mention – Lopez-Wilson & Acosta-Feliz 2021 “Middle School Engineering Teachers’ Enactment of Pedagogies Rooted in Funds of Knowledge and Translanguaging: A Comparative Case Study

- Commission on Diversity, Equity, and Inclusion - Christina

- CDEI Workshops – recorded and available for on-demand viewing

- CDEI Blog – readings around social justice and equity

- ASEE Constituent DEI Award – inaugural award given in 2021 at closing reception

- ASEE Best DEI Paper Award – 6 finalists for 2021

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- COVID-19 has particularly hit hard in four social justice areas: housing/homelessness, food insecurity, immigration, LGBTQ populations

§ A list of non-profit organizations was shared.

- Social Media Challenge – link to one of the winners:

https://twitter.com/R_Benavides2/status/137452493547687941

· PCEE Budget – Rebekah

- Currently our account balance is \$16,900
- Large revenue in 2019 from teacher conference

§ 2020 Expenses

- Implement Engineering grants
- Membership dues for teachers to attend virtual conferences
- Award plaques
- Everyday Engineering Challenge winners annual subscription to KiwiCo
- Renetta Tull conference registration
- Admin/dropbox fees
- Q3 report just received
- We have instituted a number of initiatives to support the membership – please let someone on the executive committee know if you have ideas for additional initiatives

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Beth Holloway – PIC IV chair (Professional Interest Council)

- A unified set of PIC bylaws were approved in FY 2021
- The proposal evaluation rubric for the Distinguished Lecture was updated
 - § Appropriate expertise on topic
 - § Topic of interest to community
 - § Topic is necessary beneficial to community
- Ad hoc committee formalized and restructured for Interdivisional Town Hall
- Formalized expectations were created for ASEE reviewers
 - § Read entire submission
 - § Critically access paper
 - § Provide constructive feedback
 - § Use respectful language
 - § Submit review on time
- Best PIC Papers – PIC IV from WIED, best overall PIC Paper from LEES
- 2021 Conference Updates – numbers slightly down from last year
 - § 3110 attendees
 - § 1713 published papers
 - § 1374 unique authors
 - § Presentations will be available as “view only” for a year

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○ 2022 Conference Info

§ Planning in person in Minneapolis

§ New paper management system – launching in September 2021

§ Abstracts due in October 2021

○ Updates from the Board

§ Membership as of Q2

- Institutional (Academic): up 0.7%
- Institutional (non-Academic): down 17.39% = of most concern to board
- Individual: down 2.7%

§ Financial Status

- Cautiously optimistic; \$600K shortfall from annual conference income
- First PPP loan has been converted to a grant
- Second PPP loan received
- No staff furloughs to date

§ Award Nominations

- Staff creating video on how to submit nominations
- Need to promote submissions

§ ASEE Physical Conferences – moving forward

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- ASEE will require those in attendance to be vaccinated for COVID-19; unvaccinated may or may not be accommodated
- § Approved creation of Committee on Scholarly Publications – includes JEE, AEE and all division-led journals
 - Division representation will be included on committee
 - Focus on increasing communication between journals and board
- Commission of P-12 Engineering Education – Katey
 - ASEE Engineering Teacher Professional Development (<https://etpde.asee.org>)
 - P-12 Spotlight (<https://sites.asee.org/p-12committee/category/news/p12-monthly-spotlights/>)
 - Summer camps (<https://drive.google.com/file/d/1SQFH3EJ7tJpEl70vcmrp0FN0l2l4ggOZ/view>)
 - P-12 Speakers Bureau – Signups: (<https://forms.gle/e1eTSnrD4eichmPL8>)
 - Engineering for Us All (<https://e4usa.org/>)

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- Framework for P-12 Engineering Learning (<https://p12framework.asee.org/>)
 - P-12 Engineering Workshop (June, http://precollege.asee.org/pcee_conference/)
 - Year of Impact on Racial Equity begins July 2021
- PCEE Conference – Andrea
 - Virtual in June (http://precollege.asee.org/pcee_conference/)
 - Recordings of keynotes and links to session material
 - 2 Keynote speakers – Dr. James Holly, Jr. and Dr. Laura Bottomley
 - 32 Sessions
 - 123 Attendees
 - Thank you, Christina, for your work!
- Implement Engineering Grants
 - 8 awarded last year
 - Currently reviewing this year's applications
- Bylaws updates
 - Executive committee drafted an updated version of bylaws that specifically includes DEI
 - Bylaws will go out to membership for 21 day review period
 - Bylaws will then be sent out to membership for a vote

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- Website
 - Please provide suggestions for how we can change the website to better serve the membership.
- New Chair's Update – Chair
 - Thank you, Bradley, for everything
 - Keys to Success
 - § Remain focused on DEI
 - § Additional focus on outreach
 - § Review current initiatives and ways to expand/change
 - § Transparency in PCEE leadership work