ASEE WIED Teleconference Minutes

APRIL 9, 2026

11:00 AM – 12:00 PM Eastern Time

Meeting URL: https://unab-cl.zoom.us/my/moni.quezada
Meeting ID: 4514581486

Attendees: Brian Kirkmeyer, Yuchen Huang, Suzanne Zurn-Birkhimer, Gozde Ustuner, Jena Asgarpoor, Sarah Jayasekaran, Chiamaka Asinugo, Laura Gelles, Monica Quezada-Espinoza

Excused: Kristi Shryock, Rebecca Essig, Darcie Christense, Kavitha Chandra, Idalis Villanueva

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1) **ASEE WIED** – Brian
   - Previous minutes approved
   - Received email from ASEE CEO requesting support to review nominations for the Sharon Keillor Award.
   - Awaiting clarification on the number of reviewers needed (typically 3–5 members).
   - Open call for additional volunteers to join the review committee.
   - Five nominations to be reviewed.
   - Selection expected by mid-May to allow awardee travel planning.

2) **Treasurer's Report –** Jena
   - Questions raised about unclear costs from previous years (e.g., ~$700 for table clips).
   - Cost corresponded to combined items: tablecloths and swag (magnetic chip clips) (expense dates back to 2019).
   - General discussion focused on understanding the structure and application of administrative fees, highlighting that fees appear to depend on the type of revenue (e.g., conference-generated vs. fundraising), though some rules and mechanisms (e.g., NEMO processes) remain unclear and may require further clarification.
   - Suggestion to review past business meeting minutes for financial details: https://sites.asee.org/wied/meeting-minutes/

3) **ASEE Conference** – Idalis / Suzanne
   - Reminder about upcoming ASWE mixer (Sunday, 3:30–5:00 PM).
   - Need for volunteers to staff the table during the event.
   - Tasks include answering questions and distributing swag.
   - Email to be sent ahead of the conference to recruit volunteers.

4) **Diversity, Inclusion, and Equity –** Sarah / Kavitha

- No updates

5) **Awards –** Yuchen
   - Six nominees: 2 graduate students and 4 faculty/lecturers.
   - One award will be selected for each category (graduate student and faculty).
   - Yuchen requested additional volunteers to join the selection committee.
   - Review materials will be shared by Yuchen with committee members.
   - Reviews expected to be completed within the next 2–3 weeks.
   - Current volunteers for the review committee: Chiamaka, Brian, Becca, and Yuchen.

6) Elections – Rebecca
   - Voting for positions is now open.
   - An email announcement plus newsletter announcement went out at the beginning of the month.
   - **Question raised on whether nominees for open positions must be verified as active ASEE members.**

7) **Web manager's Report** – Darcie / Chiamaka
   - Request for swag design contributions.
   - Ongoing monitoring of the website.

8) Interdivisional Town Hall – Gozde
   - No updates (the meeting will be held on April 10th)

9) Other/Laura
   - CP12 group is seeking co-sponsors for their sessions.
   - No financial contribution required; only WIED presence and support in promoting sessions.
   - Link shared to review session topics: https://docs.google.com/spreadsheets/d/1uWVO6IUFZXfjYOF0rGRujBBALa_jgmWtxp4Evm1LJ7c/edit?gid=0#gid=0
   - Concern raised about potential overlap with WIED sessions leading to low attendance.
   - Noted risk of audience fragmentation due to multiple concurrent events.