

## **ASEE WIED Teleconference Minutes**

**DECEMBER 15, 2025**

**10:30 AM – 11:30 AM Eastern Time**

Meeting URL: <https://unab-cl.zoom.us/my/moni.quezada>

Meeting ID: 4514581486

**Attendees:** Brian Kirkmeyer, Suzanne Zurn-Birkhimer, Idalis Villanueva, Yuchen Huang, Jena Asgarpoor, Chiamaka Asinugo, Kavitha Chandra, Laura Gelles, Sarah Jayasekaran, Monica Quezada-Espinoza

**Excused:** Kristi Shryock, Gozde Ustuner, Rebecca Essig, Darcie Christense

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### **1) ASEE WIED – Brian**

- Previous minutes approved
- ASEE auditors require the award travel to be processed as a reimbursement based on receipts.
- There is uncertainty about the award announcement process and templates; one member volunteered to revise the language for future use.

### **2) Treasurer's Report – Jena**

- No updates
- Jena volunteered as division representative and is awaiting follow-up from the PIC4 chair (social event).
- Past WID socials were funded through divisions or sponsors, and it was discussed that there is a potential future need for ticketing.

### **3) ASEE Conference – Idalis / Suzanne**

- WIED social event planning, a request was submitted for a joint WIED–PCEE social event, including a three-way funding split; the outcome of the request is pending and expected by January 15.
- Panels and workshops, due to extended ASEE deadlines, decisions will not be announced until January 15.
- Identifying award winners earlier is important to avoid expedited plaque fees and ensure plaques are ready for in-person presentation.
- Early notification would also allow awardees sufficient time to secure travel funding and make travel arrangements.
- Unresolved glitch in NEMO is preventing authors from being added; there is no guidance on resolution beyond possibly manual fixes.
- The possibility of updating the bylaws was discussed due to observed authorship trends (DEI-related language); a follow-up will be initiated by sharing the document for general review and proposed revisions.

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

- No formal guidance was available at the time; it was agreed to raise the question of alternative wording aligned with DEI goals at an upcoming CDEI meeting.
- It was suggested to use language focusing on empowerment and success rather than workforce, to better align with international contexts while remaining true to the DEI mission.

**5) Awards – Yuchen**

- An updated version of the Wasburn award was shared.
- It was suggested to add a clear deadline for receipt submission.
- A reasonable deadline for submitting travel receipts would be July 31, allowing approximately one month after the conference.
- The updated document will be shared with the full group for additional feedback via email using track changes.
- Up to two awards may be given (one early career educator and one grad student), depending on the availability of applicants; funding is available for up to two awards.
- Wasburn grant is up to a maximum of \$2,000; if actual expenses are lower, reimbursement is limited to the incurred amount.
- It was proposed to add award process information (including funding and phases) to the website in an FAQ-style format.
- Discussion on whether to rename the DEI paper award (eg. educational success award).
- No news about Denis Denton best paper award (internal nomination).

**6) Elections – Rebecca**

- No updates

**7) Web manager's Report – Darcie / Chiamaka**

- Due to a recent security breach, website access remains restricted. There are limited permissions, and image uploads are still unavailable while security issues are addressed.
- Remaining stickers were noted; keychains will be produced again with the same design, this time in blue/white acrylic.

**8) Other**

- No updates