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