

**OPEN SESSION MINUTES – EXECUTIVE COMMITTEE
DIVISION OF CHEMICAL EDUCATION, INC.**

Saturday 12 August 2023

Zoom

M=Motion, S=Seconded, P=Passed

Open Session

Members Present, Zoom: K. Cortes, R. Allen, L. Anna, R. Cole, P. Daubenmire, H. Johnson, R. Kelly, J. Lewis, S. Mitchell, A. Modic, R. Moog, K. Murphy, M. Oliver-Hoyo, M. Perry, S. Ryan, C. Sorensen-Unruh, V. Talanquer

n.b. voting members in bold

Guests Present, Zoom: D. Allen, T. Chambers, K. Hosbein, R. Kojima, A. Moon, A. Nakamura, A. Wilson

A. Call to Order and Approvals – K. Cortes

K. Cortes started the session at 1:48 PM PDT and welcomed attendees to introduce themselves.

Be it resolved,

{23E-11} M/S/P – C. Sorensen-Unruh/K. Cortes/unanimous

To approve the agenda for the open session of the CHED Executive Committee Saturday, 12 August 2023, and acknowledge receipt of the consent agenda reports.

B. Chair's Announcements – K. Cortes

K. Cortes congratulated CHED members K. Murphy, S. Sigmann, and J. Wissinger on their recognition as ACS Fellows.

K. Cortes announced that the *Journal of Chemical Education* is celebrating the publication of its 100th volume at this ACS National Meeting.

K. Cortes thanked Executive Committee members with terms ending in 2023: V. Talanquer (immediate Past Chair), R. Moog (Treasurer), R. Allen (Councilor), C. Sorensen-Unruh (Councilor), S. Fleming (Alternate Councilor), M. Perry (Alternate Councilor), A. Grushow (Chair, Board of Trustees), and M. Orgill (Chair, Biennial Conference Committee).

K. Cortes reminded attendees of upcoming deadlines for the CHED Passer Education Grant, the CHED Travel Award, and the CHED International Travel Award.

K. Cortes announced that anyone interested in being nominated by CHED for the ACS Joint Board-Council Committee on Science should contact her via email.

K. Cortes presented a confidential update (ACS members only) provided by A. Hinkle (Chair, ACS Committee on Meetings & Expositions), S. Murphy (Chair, ACS Divisional Activities Committee), and L. Garrison (ACS Chief Operating Officer) concerning ongoing work regarding the Future of ACS Spring/Fall Meetings. She noted that ACS members would be asked for feedback via email and encouraged CHED members to share their suggestions and concerns. P. Daubenmire noted that suggestions and concerns could also be sent to him as CHED Program Chair.

K. Cortes announced that H. Johnson has been working to improve the accessibility of the CHED website and has achieved an accessibility score of 96%. H. Johnson will work on major documents in CHED google drive next.

K. Cortes charged all committee chairs and Executive Committee members to review the By-Laws and the Division Operations Manual and provide updated language based on current operating procedures for the Operations Manual and any suggestions for the By-laws to Member-at-Large A. Modic by 15 November 2023.

R. Moog queried whether the language could be changed, referring to the need for the Executive Committee to vote on By-law changes. K. Cortes clarified that the language in the Operations Manual is different from the By-laws and can be changed without a vote of the Executive Committee. She noted that the Executive Committee is willing to entertain suggestions for By-law changes, but that that an important aim of this charge is to ensure that the Operations Manual is up-to-date and available.

A. Modic further clarified that, if someone is on a committee, they should review the section that relates to the committee, with no need to review the entire document, and send her the updated language if updates are needed. She noted that her role will be to review the entire updated Operations Manual for continuity once the updates have been assembled, and to recommend adjustments if needed.

K. Cortes noted that this activity is meant also to be helpful to the upcoming Strategic Planning efforts.

R. Cole commented that By-laws, the Division Operations Manual, and individual committee operations are three different things.

C. Past Chair's Announcements – V. Talanquer

V. Talanquer thanked past, current, and future Chairs D. Del Carlo, S. Lowery-Bretz, K. Cortes, and R. Kelly; Finance Committee Chair C. Middlecamp and Treasurer R. Moog, former Division Secretary D. King, and Executive Assistant H. Johnson for their assistance during his time in the Chair succession.

K. Cortes thanked V. Talanquer for his role in the Chair succession over the past three years.

D. Chair-Elect's Announcements – R. Kelly

R. Kelly presented information regarding the Division's upcoming Strategic Planning effort, providing a timeline of major activities and an estimate of the overall expense (\$35,000). She affirmed that the planning process would be informed by multiple data sources, such as a survey of the membership based on a survey that ACS has utilized in the past; recommendations from the Diversity, Equity, and Inclusion (DEI) Task Force; suggestions coming from the suggestion box on the Division website at <https://www.divched.org/suggestion-box>; and listening sessions to be held via Zoom. She announced that applications to participate in a January 12-14, 2024, retreat to develop the Strategic Plan would be due 6 October 2023 and reviewed by a committee comprising the Chair succession, the Treasurer, and the Secretary. The timeline also included a presentation of the draft Strategic Plan to the entire Division membership via a Town Hall over Zoom on 2 February 2024 for comment. She noted that the Executive Committee can expect to receive the plan by the beginning of March 2024 so that it can be introduced during the Spring 2024 ACS Meeting. She also commented that the purpose of Strategic Planning is not about "fixing it all" but rather about making a start in a direction and setting the stage, via institutionalization of strategic planning, to continue to make progress. She noted that the charge to review the By-laws, which are legally binding, and the Operations Manual is in keeping with an institutionalized Strategic Planning process, and that consistency between the By-laws and the Operations Manual is important.

R. Sorensen-Unruh and A. Modic noted concerns with the timing of the listening sessions with respect to accessibility for members.

K. Cortes clarified that, while the first listening session will be 12 September 2023 at 2PM Eastern, the intention is to have listening sessions at different times of day to promote accessibility.

R. Kelly commented that the intention is to make sure there are multiple ways to provide feedback, with the listening sessions as one way.

S. Ryan queried whether the feedback from the DEI force should be submitted prior to the selection of participants for the Strategic Planning Retreat.

R. Kelly responded that she understands the concern but doesn't think this will happen, noting that the goal is to serve as conduits for information from a variety of sources.

K. Cortes noted that R. Kelly consulted the DEI Task Force chairs in the creation of the application form for the retreat and thanked R. Kelly for doing yeoman's work to pull things together so that the Division can do strategic planning.

R. Kelly noted that CHED members B. Sawrey and L. Krannich have been helpful. She stressed the importance of being connected with many different stakeholders as the Division goes through the Strategic Planning process and encouraged members to apply so that there can be broad representation.

E. Secretary's Announcements – J. Lewis

J. Lewis reminded those in attendance that her email address is galoshes8@me.com for anything related to CHED business.

K. Cortes reminded members to vote when they receive the ballot by email in October.

F. Executive Assistant's Announcements – H. Johnson

H. Johnson provided an update on the website, noting that she continues to work on accessibility. She noted that the functionality to allow committee chairs to update their own information is coming soon and commented that she plans to be available to assist committee chairs in learning how to use that functionality when the time comes. She reminded committee chairs to reach out if they have experienced any issues trying to submit consent agenda items and noted that S. Prilliman, the Chair of the Public Relations Committee, has offered to assist with the creation of a social media content calendar.

G. Board of Trustees' Report– K. Murphy

K. Murphy announced that the Examinations Institute has moved to occupy space that is on a concrete slab well-suited to the significant amount of paper stored at that location. She added that the corporate condo is still in Berthoud, CO, although the new location is in Loveland, CO.

K. Murphy thanked J. Raker for his time as Associate Director and noted that the Associate Director role is now filled by three people: O. Michels, Associate Director of New Products; J. Trate, Associate Director of Test Development; and S. Nedungadi, Associate Director of Research. She further commented that the Institute is close to pre-COVID numbers in sales and that she is hopeful things will continue to go in a positive direction.

H. Board of Publication Report – M. Oliver-Hoyo

M. Oliver-Hoyo announced that the Board of Publication (BoP) has provided financial support for the celebration of the 100th volume of the *Journal of Chemical Education* at this ACS meeting and invited everyone to attend the symposium and celebration. She reported that the Board Associates program will be reinstated for Spring 2024 and that she will work with BoP member T. Bussey to review the Operations Manual. Regarding finances, she noted that the BoP Treasurer's report shows good standing, and that Chemical Education Xchange (ChemEd X) editor J. Holmes will be presenting a proposal regarding restructuring and the future budget needs for ChemEd X operations, in which the editorial functions will be separate from technical maintenance functions.

I. Biennial Conference Committee Report – R. Cole

R. Cole presented information regarding the upcoming Biennial Conference on Chemical Education (BCCE) at the University of Kentucky in Lexington, KY, and the activities of the Biennial Conference Committee (BCC). She noted that the BCC is working on a budget and memorandum of understanding with the University of Wisconsin Madison for the 2026 BCCE. She added that letters of intent for hosting the 2028 BCCE are due 15 December 2023 and that proposals will be due in February 2024. She commented that the BCC provides resources for proposal development that can be accessed via the Division website and that the committee has done a lot of work on establishing workshop policies/expectations for BCCE events, is considering Meeting Planning Partner succession, and plans to conduct operations manual review and to continue to develop resources for prospective BCCE hosts. She provided her email address (renee-cole@uiowa.edu) if anyone wishes to provide general feedback for the BCC to consider.

K. Cortes inquired whether there is a proposal for hybrid attendance at the 2024 BCCE.

R. Cole responded that there is not.

J. Treasurer's Report – R. Moog

R. Moog provided a brief description of budget materials shared with attendees, beginning with the net operating expenses. He reminded attendees that the Division strategy is to keep net operating expenses (aka the “operating budget bottom line”) very close to zero. He noted that, in 2022, the Division budgeted for ~\$16,000 surplus, which ended up being ~\$4,000 in actuals (not including \$212,500 that was donated to endow the Pimentel Award because that was a one-time donation rather than a true operating expense), and for 2023, the Division budgeted ~\$1000 surplus. He commented that expenses for the Spring meeting are still coming in, but he anticipates that 2023 spending is on track. He then drew attention to the Overall Net for the Division, reminding attendees that this amount fluctuates based on how the Division's investment portfolio is performing. He further noted that, in terms of total unrestricted funds, the Division is back where it was before donating in 2022 to endow the Pimentel Award and before the 2022 stock and bond market downturns, with a total of \$2,110,000 (including \$236,000 from the 2022 BCCE) as of 10 August 2023. He commented that the Division's investment strategy is working well.

K. Cortes announced a break at 2:58 PM PDT.

K. Cortes called the meeting back in session at 3:09 PDT.

K. Finance Committee's Report – R. Moog

R. Moog presented a list of committee members and thanked them for their work, noted that Finance Committee chair C. Middlecamp is on another ACS committee that meets at this same time, commented that the Finance Committee meets regularly, reminded attendees that the Executive Committee has fiduciary responsibility and that the Finance

Committee is charged with developing the budget for the Division as well as addressing other financial matters as they come up.

Be it resolved,

{23E-12} M/S/P – R. Moog/J. Lewis - postponed

To approve the 2024 budget as proposed by the Finance Committee.

R. Moog presented the proposed budget for 2024 and invited questions. He noted that the Division has budgeted net operating expenses of \$663, which meets the guideline of being close to zero. He pointed out the following substantive changes from the 2023 budget:

- 1) The recommendation for funding of committees (\$9850) was budgeted to be a little less than last year. There were three places where what was requested by a committee is not what was allocated in the 2024 budget. The first was for the Program Committee, which was decreased slightly. The second was for the Regional Meetings, which was cut in half to match what has typically been spent. The third was support for 2YC3, which was cut to zero because this was considered a special project (bringing people to their first post-pandemic in-person meeting) rather than a regular operating cost and will likely be funded from another source.
- 2) Travel awards were reinstated. A reception at ACS was also reinstated. The Executive Assistant managed the Spring 2023 reception right on budget, but the total was increased slightly for 2024 to enable the inclusion of a screen and projector.
- 3) The way the Biennial Conference Committee (BCC) allocation was handled changed due to the new policy (approved in Spring 2023) in which the Biennial Conference on Chemical Education (BCCE) expenses are kept in a separate BCC account, distinct from the Division's operating budget account, to facilitate better tracking. Funds for the BCC were budgeted in the Division's operating budget account for 2024 to support items such as travel for committee members, travel for the Meeting Planning Partner, funds for the Meeting Planning Partner position, funds for the meeting app (MAPS) and the abstract service. Overall, the total cost for the BCC allocation was estimated to be between \$40,000 and \$50,000 and then split over two years due to the biennial nature of the event.
- 4) The allocation for other contributions (e.g., Division sponsorships) was doubled to \$2000.

A. Modic noted that the funds for "High School Days Meeting Expenses/Travel" appeared to be at zero and requested an explanation. R. Moog thanked A. Modic for raising this point. He noted that, historically, the Division provided substantial support for High School Days, but that during his time as Treasurer, there were no expenses related to that category until 2023. He noted that, upon receiving the invoice (\$1500 for lunches at Chemistry Teachers' Day), this expense was moved to be budgeted through National Meetings because that was how the invoice was received in 2023 and will be received going forward. R. Allen commented that AACT is handling a lot of things for High School Day now. A. Wilson noted that, when she was Treasurer, the Division paid for everything for High School Day, including travel for the chairs to attend several ACS

National Meetings, the lunches, and advertising, which explains why there was always an allocation in the Division budget for High School Day.

K. Cortes asked R. Moog to confirm that funding is not being eliminated for High School Day, it is just moved to a different category. He did so.

C. Sorensen-Unruh asked what would happen to the funds for 2YC3 if the special projects fund was not created. R. Moog confirmed that there would be uncertainty.

Be it resolved,

{23E-13} M/S/P – R. Moog/C. Sorensen-Unruh/unanimous

To postpone the approval of the 2024 budget as proposed by the Finance Committee until the question of the Special Projects Fund has been decided.

R. Moog provided information from the Finance Committee regarding a Special Projects Fund: The Executive Committee adopted a policy at the Spring 2023 ACS meeting related to the financial management of BCCE and BCC. Part of that policy relates to the disposition of excess funds (above \$200,000) in the BCC account as of June 30 of each year. The indicated threshold was exceeded as of June 30, 2023, so the Executive Committee is charged with deciding what to do with the excess funds (roughly \$125,000). The Finance Committee discussed this issue and recommended that the balance of the BCC account be reduced to \$200,000 and that the excess be allocated to a Special Projects Fund.

R. Moog provided information from the Finance Committee regarding a proposed Special Projects funding policy:

- Requests for financial support for special projects within the DivCHED outside of the scope of normal committee budgetary requests
- Proposed activity advances the DivCHED vision and mission and supports our members
- Requests will be accepted and evaluated on a quarterly basis
- Requests up to \$25,000

A. Wilson noted that the Division always used to support 2YC3 and felt it to be very important.

K. Cortes noted that the specific request for 2024 from 2YC3 was not one that was historically provided.

R. Moog noted that, in recent years, sometimes 2YC3 has requested no money or very little money, and that they have been doing well financially. He commented that the Finance Committee was using best practices for non-profits, which include being close to zero or not negative in the annual operating budget bottom line.

R. Kojima thanked attendees for their concern regarding 2YC3, noting that the financial situation has improved because travel costs are not yet back to normal.

R. Moog commented that the Finance Committee agrees that the \$5000 allocation requested by 2YC3 should be made, but from the Special Projects Fund rather than from the annual operating budget.

Be it resolved,

{23E-14} M/S/P – K. Cortes/C. Sorensen-Unruh/unanimous

To approve the Special Projects funding policy as proposed by the Finance Committee.

Be it resolved,

{23E-12} M/S/P – K. Cortes/S. Ryan/unanimous

To approve the Finance Committee's recommendation to move the excess funds over \$200,000 in the BCC account to form the Special Projects Fund whose purpose and administration is determined by the Executive Committee.

R. Allen commented that the \$500 she thought she had requested for the precollege committee to hold a reception at BCCE was not in the proposed budget. R. Moog accepted this friendly amendment to the proposed budget and noted that the operating budget bottom line would then be \$163.

S. Ryan requested additional explanation regarding why the allocation for Regional Meetings was reduced to \$5000.

R. Moog explained that the request from the Regional Meetings Committee was for \$10,000 in total, with \$500 for programming at each of 10 regional meetings and \$500 to support travel for a CHED member to attend each of 10 regional meetings. He noted that the Division has historically been allocating \$5000, and that it has been unusual for this amount to be expended, since there are rarely 10 regional meetings every year. He noted that this seemed like a place that could be held at \$5000 in the effort to keep the operating budget bottom line close to zero.

S. Ryan asked whether this request from the Regional Meetings Committee would fall under the new Special Projects Fund.

R. Moog commented that he thought it would not, as it seems to be more of a regular expense.

M. Perry, Regional Meetings Committee chair, agreed that R. Moog had accurately summarized the situation. He asked for clarification regarding whether the Regional Meetings Committee could allocate the \$5000 as desired between the two categories.

R. Moog confirmed that would be the case.

Be it resolved,

{23E-15} M/S/P – K. Cortes/S. Ryan/unanimous

To approve the 2024 budget as amended.

L. Program Committee Report – P. Daubenmire

Program Committee Chair P. Daubenmire gave a brief update, noting that San Francisco had the highest number of total CHED papers accepted out of the last five fall National Meetings and reminded attendees that the abstract deadline for the Spring 2024 National Meeting in New Orleans would be 2 October 2023. He announced that he would be stepping down from his role as Program Chair and would work with the Chair succession to find a replacement for this appointed position.

K. Cortes thanked P. Daubenmire for his service as Program Committee chair.

M. Division Councilors' Report – L. Anna

L. Anna reported that she, C. Sorensen-Unruh, J. Lewis and S. Ryan (for R. Allen) would be attending Council at this National Meeting. She provided a brief update of talking points from the Spring 2023 Council meeting, including a reminder that ACS Committees are now open for all members, there is a new speaker directory, and the ACS Committee on Meetings and Expositions is engaged in an effort to re-imagine ACS meetings. She noted that ACS membership has grown to 173,000 overall, with much of that growth occurring at the Community Associate membership level. She closed with a brief description of business that would be conducted at the upcoming Council meeting, including elections for society committees, amendments to standing rules for several committees, and a special discussion on equitable governance. She noted that Division Councilors would be open to feedback on any of these business items before the Council meeting on Wednesday morning.

N. Diversity, Equity, Inclusion and Respect Task Force Report – K. Hosbein

K. Hosbein gave a brief report on the activities of the 8-member (t. gaines, T. Alivio, R. Allen, P. Vincent-Ruz, N. James, L. Winfield, K. Hosbein, C. Sorensen-Unruh) Task Force, which is cochaired by herself and P. Vincent-Ruz, and noted that their final report with recommendations for the Strategic Planning Process is due to the Executive Committee by 15 November 2023 and will likely include a recommendation to conduct a quality self-study to capture the landscape of who members are and what their experiences have been, to use the results of the self-study to inform the development of mission and vision statements, and to change the process by which the Division structures committees in order to improve transparency and to diversify the committees. She commented that the Task Force has recommendations regarding experts who could be hired to conduct the self-study. She noted that the Task Force believes it will be very important for the upcoming Strategic Planning process to incorporate the perspectives of those who have been marginalized.

L. Anna commented that the Committee on Personnel and Nominations works to make recommendations for committee appointments, using the website form to identify interested individuals for committees.

K. Hosbein clarified that the Task Force had learned of individuals who had provided information on that form but had never been contacted.

R. Kelly commented that the Task Force was critical in providing guidance to her for the construction of items on the application for the Strategic Planning Retreat and that she has been trying to involve them in direct ways in preparing for the Strategic Planning Process.

K. Cortes thanked the Task Force for their work and noted that the Executive Committee looks forward to the report.

O. Society Committee on Education Strategic Plan – M. Adams

M Adams presented information from a restructuring of the ACS Society Committee on Education (SOCED) to include three subcommittees with subgroups in addition to the Executive Committee: Science Education Policy Committee (Chair, L. Pence), Supporting Excellence in Education Subcommittee (Chair, T. Halmi), and the Student Communities Subcommittee (Chair, M. Boucher). He commented that a Strategic Planning retreat created opportunities for SOCED to discuss the need for inclusion. He presented the outcomes of SOCED's Strategic Planning process for 2023-2025: the vision of SOCED, advancing chemistry education for all; the mission of SOCED, to develop and promote policies, resources, and programs that advance chemistry education for all; and three major goals, to foster a culture of innovation and integrity in chemistry teaching, learning, assessment and mentored research; to advance inclusive excellence for all learners and educators; and to support and recognize chemistry educators and mentors. He also presented specific strategies that would be used to address each goal and noted that are a lot of areas that are of mutual interest to SOCED and CHED.

R. Kelly thanked M. Adams for his presentation and noted that it was informative regarding the need for general goals with actionable items for strategies. She commented that there is a lot of overlap with CHED. She asked M. Adams to clarify the role that SOCED plays for ACS in terms of their main goals and initiatives and to describe how SOCED communicates its role to people who are not part of SOCED.

M. Adams noted that it typically takes at least one full term on SOCED to understand what SOCED does. He commented that SOCED does not do programming at meetings, with the exception of involvement in the student poster session, and that seeking partnerships is very important to SOCED as evident in language within the strategies regarding collaboration and sponsorship. He recommended that attendees interested in understanding more about SOCED could ask questions of R. Allen, CHED Councilor and SOCED member, and go to SOCED's website for more information. He added that SOCED is currently looking for partners to assist with specific strategies.

R. Cole noted that the ACS Committee on Professional Training is also interested in partnering with CHED on identifying resources and professional development for undergraduate chemistry programs to better meet expectations as the new guidelines have been rolled out - <https://www.acs.org/education/policies/acs-approval-program/guidelines.html>

R. Kelly commented that the new Special Projects Fund will be helpful for working with SOCED.

K. Cortes noted that many of those in attendance are interested in the goals and action steps from SOCED, and that she, in particular as an assistant department chair, is interested in Goal 3 Strategy 3 regarding publishing recommendations regarding effective practices of evaluating college educators.

P. Committee on Personnel and Nominations Report – L. Anna

L. Anna reported that nominations from the Committee on Personnel and Nominations (CPN) were made during closed session and that 2024-2026 appointments to the Board of Publication (T. Bussey, D. Herrington) and the Board of Trustees (A. Grushow, T. Jose) were made by the Executive Committee.

L. Anna thanked H. Johnson for her work to improve communication by providing a dedicated email address for CPN that is linked to the self-nomination form on the website (nominations@divched.org) as well as significantly improving the functionality that form within the past year by updating the explanatory text and adding new fields.

L. Anna reported that she, co-chair G. Webster, and member A. Russell are terming off CPN and B. Mamiya will be the incoming chair. She requested that a co-chair be appointed, and reminded attendees that CPN encourages all committees to have a succession plan in place. She asked that committee chairs provide CPN with information regarding committee needs, for example if committee members have become inactive, so that others interested in serving can be brought on board.

K. Cortes thanked L. Anna and G. Webster for their work co-chairing CPN.

Q. International Activities Committee Report – A. Nakamura

A. Nakamura provided a brief report on upcoming activities supported by this committee. She requested assistance in spreading the news about the upcoming (30 November 2023) deadline for the International Travel Award. She also reported that the committee is collaborating with the National Academies for the Global Women's Breakfast scheduled for 27 February 2024. She provided a registration link (<https://iupac.org/gwb>) and asked that anyone interested in joining in the collaboration let her know at smileychemist@gmail.com

R. Member-at-Large Report – A. Modic

Aimee Modic described progress on the plan to update the Division Operations Manual to align with current practices. She reported that R. Kelly had already received some feedback on Division By-laws from M. Orgill and D. Cullen. She requested input regarding whether committees should have parallel wording in the Operations Manual regarding similar topics, both between and within committee sections.

K.Cortes suggested that similar wording for similar topics would be appropriate, and that someone would need to read the Operations Manual for consistency after the updates are provided.

C. Sorensen-Unruh suggested that having committee chairs record themselves describing the sections that are a little muddy might be helpful.

A. Modic noted that the copy of the Operations Manual that is accessible from the Division web page also needs attention, as it has some formatting challenges such as inconsistent fonts and lack of alignment. She noted that she will attend to those issues after the text has been clarified.

K. Cortes thanked A.Modic and asked for any additional CHED Committee or Liaison Reports.

R. Moog led the meeting in a round of applause for K. Cortes, thanking her for leadership in running two Executive Committee meetings this year

K. Cortes reminded meeting attendees of the upcoming listening sessions and the desire for input to help CHED continue to re-establish itself post-COVID.

The open session ended at 4:38 PM PDT.