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AGENDA – EXECUTIVE COMMITTEE OPEN SESSION
DIVISION OF CHEMICAL EDUCATION, INC.
Saturday, August 19, 2017
Studio I & II rooms at the W Hotel, Washington, D.C.

Notes:
1. The agenda packet is available on the Division web site: http://www.divched.org/
2. The Executive Committee (ExComm) consists of 17 members, 13 elected members, plus the Editor, J. Chem. Educ., the Director, Examinations Institute and the Chair, Division Program Committee (Chair and Chair Elect). Only ExComm members are present in Executive Session. Input is welcomed from all in attendance at the Open Session, but ExComm members are the only persons who may vote on actions before the Executive Committee.
3. Reimbursement forms for ExComm members will be provided via interactive form on the Division’s website and attached separately. Under the tab - Meetings. http://www.divched.org

Open Session -1:30PM to 4:30PM

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<td>Call to order</td>
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<td>Approval of meeting agenda and consent agenda reports</td>
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<td>X</td>
<td>Approval of the Spring 2017 ExComm Open Session Minutes</td>
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<td>Introductions</td>
<td>Chair’s Announcements – M. Orgill</td>
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<td>Welcome to new members of ExComm, Bylaw review update</td>
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<td>Past Chair’s Announcements – C. Middlecamp</td>
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<td>Chair Elect’s Announcements – C. Frech</td>
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<td>Upcoming revisions of the DivCHED Operations Manual</td>
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<td>Secretary’s Announcements – D. King</td>
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<td>Finance Committee Updates – C. Middlecamp</td>
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<td>Name change for the High School Chemistry Committee – R. Allen</td>
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<td>Biennial Conference Committee Update – D. Sykes</td>
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<td>BCC/ExComm Representation Vote – M. Orgill</td>
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<td>3:00</td>
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<td>Public Relations Committee Task Force Report – T. Holme</td>
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<td>Program Committee Update – I. Levy, A. Marsh</td>
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<td>Program Committee Meeting Report – B. Rios-McKee</td>
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<td>Treasurer’s General Report - A. Wilson</td>
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<td>Review of 2016 Audit</td>
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<td>Board of Publication Oral Report – E. Yezierski</td>
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<td>Board of Trustees of the ACS Exams Institute Oral Report – A. Grushow</td>
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<td>AACT Representative – A. Modic</td>
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<td>ACS Education Division Highlights – K. McCue</td>
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<td>4:00</td>
<td>Recognition of Division Award Winners – M. Orgill</td>
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<td>4:00</td>
<td>Adjourn Open Session</td>
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I. CONSENT AGENDA REPORTS

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Standing Committees:
1. Program Committee – T. Miller | 11-12 |
2. Biennial Conference Committee (BCC) – D. Sykes | 13-17 |
3. Committee on Personnel and Nominations (CPN) – J. Lewis | 18-19 |
4. Committee on Publications – M. Orgill | 20-21 |
Division Committees:
1. Chemical Education Research (CER) – J. Barbera 22-23
2. Committee on Chemistry in the Two-Year College (COTYC) – K. Carrigan 24-26
3. Committee on Computers in Chemical Education (CCCE) – J. Muzyka 27-29
4. High School Committee – J. King & R. Morgan-Theall 30-31
5. International Activities Committee – R. Kelly 32-34
7. New Member Committee – M. Head 37-38
8. Passer Portfolio Committee – C. MacGowan 39
9. Recognition Committee (Oral) – F. Torre NI*
10. Regional Meetings Committee (RMC) – M. Perry 40-42
11. Safety Committee – D. Finster 43-44
12. Young Chemistry Education Scholars Committee (YCES) – S. Ryan & J. Harshman 45-46

Liaisons of DivCHED:
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ACS Education Division 49-53

II. ADDITIONAL MATERIALS
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2016 Draft Audit Report 63-71
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*NI – Not Included; report was not submitted
MINUTES – EXECUTIVE COMMITTEE OPEN SESSION
DIVISION OF CHEMICAL EDUCATION, INC.
Saturday, April 1, 2017
Marriott Marquis, Golden Gate B Blrm, San Francisco, CA
M = Motion; S = Seconded; P = Passed

Open Session


A. Introductions
Chair Orgill called the Open Session to order at 1:40 PM. No discussion.

B. Approval of the meeting agenda and consent agenda reports
\{17E-6\} M/S/P – MK. Orgill/R. Moog/Unanimous
To approve the meeting agenda and consent agenda reports and accept them as a record for the Division of Chemical Education.

No discussion about the minutes.

C. Approval of the Spring 2016 ExComm Open Session minutes
\{17E-7\} M/S/P – MK. Orgill/L. Slocum/Unanimous
To approve the open session minutes from the Fall Philadelphia meeting of the CHED Executive Committee, Saturday, August 20, 2016.

D. Chair’s Announcements – MK. Orgill
MK. Orgill introduced the new members of the Executive Committee: C. Frech is Chair-Elect, D. King is Secretary/Councilor, D. Cullen is Member-at-Large, I. Black is Councilor, M. Stains is Alternate Councilor and T. Miller is Program Chair.

J. Lewis announced the slate for upcoming elections of Chair-Elect, Treasurer, and Councilor/Alternate Councilor. The nominees are: Irv Levy and Scott Donnelly for Chair Elect, William Donovan and David Licata for Treasurer, Jack Barbera, Patrick Daubenmire, Roxie Allen and Thomas Pentecost for Councilor/Alternate Councilor.

Amiee Modic has been appointed as DivCHED liaison to AACT. J. Lewis and CPN were thanked for their work.

MK. Orgill provided a review of the Bylaw meeting, explaining the motivation for undergoing the review and the difference between the bylaws (governance/legally binding) and the operations manual (procedure/not legally binding). Three goals of review. First is to make sure Division practice matches the bylaws and that the bylaw language matches the Division practice. Second is to incorporate ACS changes to Bylaw language. Third is to distinguish between Bylaws document and Operations Manual. Bylaws describe who we are (as a Division) and what our goals are. The Operations Manual describes how we achieve tasks set up in bylaws. She thanked all who helped with the bylaw review.

A Zoom license has been purchased by the Division to facilitate virtual meetings and make it easier for committee chairs to meet and complete their work. Several committees have already used it to hold virtual meetings, and other committees are planning to use it to
enable committee members to participate virtually in face-to-face meetings held at the National Meeting.

**E. Past Chair’s Announcements – C. Middlecamp**

Review of fiduciary responsibilities, i.e., legal responsibilities. As part of these responsibilities, we need to be careful about how we handle our money. A previous fiduciary meeting led to a desire to hire a Business Manager, which is currently being discussed by the Finance Committee.

In November 2016, a motion to authorize the chair and the treasurer of the Division of Chemical Education to sign the contract that will renew Netsuite for three years was approved via email voting.

ACS Exams Institute has an existing records retention policy. The Division and Board of Publications are also working on their own records retention policies.

Changes have been made to the Safety Guidelines for chemical demonstrations document that was approved at the Fall 2016 ExComm meeting in Philadelphia. Consequently, those changes need to be approved as well. Only discussion point was a question by C. Muzzi if the Safety Guidelines were reviewed by ACS Legal. C. Middlecamp confirmed that it was.

_**Be it resolved**_

{17E-8} M/S/P – I. Black/M. Stains/Unanimous

To ratify the changes made to the document, “Safety Guidelines for Chemical Demonstrations,” that was approved at the Fall Philadelphia meeting of the CHED Executive Committee, Saturday, August 20, 2016.

Safety Guidelines for Chemical Demonstrations document has been posted to the DivCHED website, and is currently publically viewable.

**F. Chair Elect’s Announcements – C. Frech**

The Division was asked to prepare a promotional video, as part of an ACS initiative to promote the activities of each Division. Video should last about 3-5 minutes long, and should debut during the Fall meeting in Washington, DC. Ellen Yezierski was thanked for agreeing to serve as the Division representative in the video.

**G. Secretary’s Announcements – D. King**

No changes to procedure for submission of consent agenda reports. Recommendations are requested for ways to improve submission of consent agenda reports.

**H. Name change for the High School Chemistry Committee – E. Yezierski**

The High School Committee recommends a name change to become the Pre-College Committee. This would be more representative of the intended population served by the committee and would be more inclusive. Also, BCCE and JCE use the term Pre-College, rather than High School.

_Discussion:_
C. Muzzi asked if there was any discussion about changing the name of the High School Program at the National Meetings to Pre-College Program. E. Yezierski was not aware of any discussion about that. R. Allen reported that AACT also uses the term Pre-College Teachers. This will be brought for a vote at the Fall 2017 meeting in Washington, DC.

**I. Biennial Conference Committee update – D. Sykes**

Current membership of BCC doesn't match the membership listed on the Division website. The BCC has been working from a task force document, which made four recommendations.
The committee has already had a virtual meeting. DivCHED will host the website and MAPS will be the abstract system for the 2018 BCCE (at Notre Dame). John Michael Sophos has been hired as an event planner and is currently working with Oregon State (site of 2020 BCCE). There is still no site identified for 2022, which is well behind schedule. The committee (four working groups) is working to create a document that outlines how to host/run a BCCE. A marketing team is working to create materials to help recruit host sites. The committee plans to hold a retreat to pull all working groups together to create a five-year plan and mission statement. Funding has been requested through an IPG (Innovative Programs Grant) from ACS. Additional funding is requested from the Division to pay for the retreat.

MK. Orgill called for discussion related to the motion to grant funding to the BCC.

discussion:
R. Moog pointed out that this request represents money outside of the current budget, and that the current budget currently shows a balance deficit. A. Wilson felt that there would be enough money; the Division has a good reserve. MK. Orgill said that the Division hasn’t yet received money from the previous BCCE, which will help to offset the deficit. T. Miller felt that it was likely to be a good return on this investment. A. Russell said that much of the reserve (general funds) comes from BCCE, so it makes sense to put it back there. A. Wilson reported that recent BCCE’s have been very successful and that the money has been simply added to the general reserve.

No discussion about the motion to amend the original motion wording.

Be it resolved
{17E-9} M/S/P – R. Moog/A. Grushow/Unanimous
To amend the motion regarding BCC funding to read “up to $10,000”.

No additional discussion about the amended motion to fund a BCC retreat.

Be it resolved that
{17E-10} M/S/P – MK. Orgill/R. Moog/Unanimous
The Division of Chemical Education supports a strategic planning retreat for the Biennial Conference Committee to occur during the summer of 2017 at the cost of up to $10,000, less any funds provided by the ACS Innovative Programs Grant Program.

The BCC has proposed to adopt a recording policy for the 2018 BCCE only that is in line with (but still different from) the ACS national meeting policy. C. Muzzi recommended that we check with ACS Legal to make sure we can have a policy that is different from the ACS policy. J. Clevenger pointed out that the BCCE is covered under ACS insurance, which might make it difficult to have a different policy than ACS. E. Yezierski recommended that we check with ACS since we are a Division of technicians and practitioners, which might mean that our Division has more flexibility. R. Moog confused by the wording of the policy, which seemed to be more restrictive than the existing ACS policy. R. Allen mentioned that the intent of the policy related to situations like streaming meetings about AP exams for people who aren’t able to attend the BCCE. MK. Orgill requested that Steve Weinstock write up the intent of the policy and submit the official wording of the policy to ACS Legal.

MK. Orgill recognized C. Ngai as a travel award winner who is attending the ExComm meeting. (applause)
C. Middlecamp introduced discussion about the idea to add the BCC Chair to the Executive Committee, pointing out that the fact that the Program Chair is a non-elected member of ExComm represents precedence for this change.

Discussion:

T. Miller felt that the revenue-generating capacity of the BCCE’s warrants that the BCC Chair be in the room for all discussions. A. Russell pointed out that this change might involve a change in the Bylaws, which suggests that making this change while Bylaw revision is underway would be beneficial. J. Lewis wondered how many voting elected vs. voting appointed members are currently on ExComm. MK. Orgill reported that there are 11 members of ExComm who are elected by the Division membership. Three members are appointed by ExComm (Program Chair and the Chairs of the Boards of Publications and Trustees). J. Lewis asked if this would change the way that the BCC Chair was appointed. MK. Orgill confirmed that this would add an extra step to the process, i.e., that the BCC Chair would now need confirmation from ExComm, rather than simple appointment by the Chair of the Division. R. Moog asked if there was a maximum number that should be on ExComm and pointed out that adding the BCC Chair to ExComm would give that person fiduciary responsibility. A. Russell asked if there were term limits for this position. J. Lewis said that this has not yet been discussed, but that the expectation would be to limit it to three consecutive terms, as is the case for Program Chair. L. Slocum felt that this would make it easier for BCC to answer key questions. D. Sykes expects that BCC would be OK with ExComm approving the Chair of BCC (which would add an extra step to the process). C. Muzzi pointed out that if the BCC Chair is added to ExComm, the duties would have to be included in the Operations Manual, which would help to codify this. It was decided to revisit and vote on this issue at the ExComm meeting in Washington, DC.

MK. Orgill introduced the discussion that a member of the chair succession be added to BCC as an ex-officio member. The member of the Chair succession whose election occurred in a year divisible by three with a remainder of two would serve as the ex-officio member.

Discussion:

C. Frech asked if we needed to specify if this is a voting or non-voting member. MK. Orgill confirmed that this information must be provided in the Bylaws. No motion was considered on this issue. J. Lewis asked what other committees this member of the Chair succession served on. MK. Orgill stated that this person also serves on the Board of Trustees for the Exams Institute. It was determined that this will be addressed after the Bylaw revisions have been approved and to include a vote on this issue as part of that approval process.

**J. Public Relations Committee White Paper – MK. Orgill**

MK. Orgill introduced discussion about the creation of a Public Relations Committee. This proposal is based on a request by members of the Division who feel that our Division is not taking advantage of social media. C. Sorensen-Unruh joined the meeting remotely to talk about the benefits of forming a PR Committee. She said that other societies do a better job of recruiting younger members by having a stronger social media presence. Currently we are not retaining members or recruiting younger members as well as we could, are not informing members about professional activities and news effectively, and are not abiding by our own bylaws to create and maintain a PR Committee. Potential benefits include: connecting members together, increasing access to professional development and communication, increasing conversations that might evolve into collaborations, creating potential mentoring opportunities, advancing careers, engaging the public, and participating in informal education about the benefits of chemistry and science in general. ACS has had a decrease in the number of 20-29 year-old members over last 30 years (based on 2015 ACS member census). Way to meet younger members where they are, which is online. There are lots of potential connections, e.g., large number of followers on the ACS Facebook page.

Discussion:
S. Ryan said that YCES reaches most members via social media. She wanted to know how a PR Committee would interface with YCES and other committees. Would PR Committee members sit in on other committees? Would this lead to the hiring of a PR person? Task force should be the first step, rather than just moving forward with the creation of a Committee. R. Moog encouraged that a task force should consider the financial implications of creating a PR Committee. M. Stains wanted to know how the Division would be able to show that an increase membership was due to the actions of a PR Committee. C. Sorenson-Unruh recommended that a PR Committee start small and focused. They should focus on curating material, not creating new material. She agreed that the committee would need to figure out how to assess the effectiveness of any activities. E. Yezierski asked if we needed to create a PR Committee if it was already listed in the Bylaws. J. Harshman clarified that a PR Officer is in the Bylaws, not a PR Committee, which means that a task force would be appropriate to initiate the formation of a PR Committee. While a PR Officer is included in the Bylaws, a PR Committee would only need to be included in the Operations Manual, not in the Bylaws. The ACS Committee on Public Relations and Communications (CPRC) provides training to Divisions. It was also recommended that a member of YCES and someone who is skeptical about the effectiveness of social media be included in the task force.

Be it resolved that

{17E-11} M/S/P – MK. Orgill/A. Wilson/Unanimous

Raychelle Burks, Clarissa Sorensen-Unruh, and Tom Holme establish a task force to draft a strategic plan for a Public Relations Committee in the Division of Chemical Education and to provide a written draft of the plan to the Division’s Executive Committee two weeks before the Fall 2017 ExComm meeting in Washington, D.C.

K. Program Committee Report – T. Miller

T. Miller reported that there are 2132 papers accepted at the meeting, 1473 UG posters and 550 oral presentations. There are 7-8 concurrent sessions scheduled at all times, including Thursday. Hosting 5 award symposia. Good participation in High School Program. There were multiple problems with the MAPS system for this meeting, with emails sent to presenters identifying the wrong times for some talks.

L. Treasurer’s General Report - A. Wilson

Detailed budget report can be requested via email. The general fund is up about 9%. Started to use Bill.com for reimbursements. Since there is a cost to reimburse by check, ExComm reimbursements are requested to be made by direct deposit. Receipts should be included in a single pdf, if possible. S. Ryan asked about budget for YCES to make sure that the line item is listed correctly.

M. Board of Publication Oral Report –E. Yezierski

Welcomed F. Torre as new member and D. King and C. Frech as new ex-officio members. Appointed Jon Holmes as Editor in Chief of ChemEd X. (applause) Overall, Journal in good shape. Thanks to N. Pienta for work as Editor of JCE. Starting search for new JCE editor later this year.

N. Board of Trustees of the ACS Exams Institute Oral Report- A. Grushow

Exams Institute financially very healthy. Lots of discussion about breaches of intellectual property.

O. AACT Representative – R. Allen

AACT shooting for 5000 members for 2017. Now have regional ambassadors giving presentations about AACT at many conferences. Expanded the number of people involved in
AACT across the country. New nominations committee preparing for elections in May. There is a new website, with many social media networking opportunities. Plan is to create connections for training and mentorships.

**P. ACS Education - Coordination with SOCED - K. McCue/A. Donovan/N. Bakowski**
K. McCue reported that Society Programs has been split into three divisions: Membership, Scientific Advancement and Education. Mary Kirchoff has left Education Division to take over Scientific Advancement Division. Professional Education, which houses ACS short courses, now back under the Education Division. A. Donovan encouraged people to attend a faculty/postdoc networking event on Sunday afternoon. N. Bakowski reported that inChemistry is now published only online; feedback is appreciated about the new format. ChemIDP is a new program designed for grad students and postdocs. DivCHED chair now a consultant on SOCED.

**Q. Recognition Committee – A. Wilson**
A. Wilson reported that the Recognition Committee requests nominations for the Service to the Division Award to be submitted to Frank Torre by May 31.

MK. Orgill asked for any additional points of discussion. None were offered.

{17E-12} M/S/P – MK. Orgill/C. Frech/Unanimous
To close the Open Session and to move to Closed Session.

Respectfully submitted,

Daniel King
Secretary
I. CONSENT AGENDA REPORTS

ACSA DIVISION OF CHEMICAL EDUCATION, INC.
Consent Agenda Report Form – Fall 2017

Committee Name: Board of Publication
Chair/Co-Chairs: 1) Chair Ellen Yezierski
Institution(s): 1) Miami University
Email Address(es): 1) yeziere@miamioh.edu

Reporting period: March 2017 – June 2017

A. INTRODUCTION/OPENING COMMENTS
The Board of Publication advances the publication mission of the Division. In part, we manage the official organ of the Division of Chemical Education, the Journal of Chemical Education. The Journal is the national and, increasingly, international voice for chemistry education research and practice.

B. INFORMATION SINCE LAST REPORT
The Board continues to invite Division members interested in leadership positions to serve as Board Associates. The Board welcomes Drs. Cynthia Luxford (Texas State University) and Michelle Head (Kennesaw State University) as Board Associates who will participate in the next two Board meetings held before the ACS fall and spring meetings. Colleagues interested in serving as associates may be nominated by Board members or by the Committee on Personnel and Nominations. Strong nomination statements describe why the candidate was interested in serving, identify whether the person had published in the Journal in the last five years, list service in other governance positions, and highlight experience with fiduciary responsibilities. Any DivCHED member interested in a Board Associate appointment may submit their name and statement to any Board member or the Division Executive Assistant. Associates will be reimbursed for travel expenses in accordance with CHED Division policy (transportation and additional night’s stay).

At our last meeting, we advanced our plans for the search for the ninth Editor-in-Chief of the Journal and are on track with a near-ready request for proposals and a slate for the search committee. Thanks to Scott Lewis, Frank Torre, and Cheryl Frech for their out-of-meeting contributions to search-related tasks. We charged a working group to draft a sponsorship policy to guide our handling of requests for monetary contributions to conferences and other chemistry education related activities. We received our usual report from our Co-Publisher ACS Publications as well as the Journal’s Editor-in-Chief, Norb Pienta. The health of the Journal is strong and continues to grow in impact and international reach while serving its primary audiences. We received a report from the Editor-in-Chief of ChemEd X Jon Holmes. ChemEd X is healthy and growing with over 1,500 published items, 4,000 user accounts, and over 200,000 visitors in 2016, which is up 33% over 2015. Lastly, we reviewed our investment policy and suggested minor updates to ensure the continued financial well-being of the Board.
Since our last meeting, Board Treasurer David Licata has been advocating on behalf of the Board in his work with the DivCHED Finance Committee to hire a business manager to “professionalize” a number of the tasks that are currently left to volunteers. This effort is going well and we thank David for his time and expertise as we work toward improving the quality and efficiency of operations of the Board and the publications it supports. Additionally, Journal Editor-in-Chief Norb Pienta and Board Chair Ellen Yezierski made a “Meet the Editor” interview video. The video will promote the Editor-in-Chief position, educate the community about the job of editor, generate interest in the position, and educate editor applicants/candidates.

C. PLAN(S) FOR FUTURE
We will be working to complete the sponsorship policy, supporting the nomination of new Associates, and continuing steps in the search for the next Editor of the Journal. We have plans in place for a smooth, efficient, and transparent editor transition at the end of Norb Pienta’s term (December 2019).

D. OTHER

Current Committee Members:

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Submitted by:
Name: Ellen Yezierski
Committee position: ☒ Chair/Co-Chair □ Chair-elect □ Member
Date: 07/26/2017
Committee Name: Board of Trustees for the ACS Examinations Institute

Chair/Co-Chairs: Alex Grushow
Institution(s): Rider University
Email Address(es): grushow@rider.edu

Reporting period: March 2017 to August 2017

A. INTRODUCTION/OPENING COMMENTS
The Board of Trustees (BoT) is charged with fiduciary oversight of the ACS Examinations Institute. The Board serves the Division by providing advice and consent on large scale budgetary matters of the Institute and serves as a sounding board for the Director of the Institute on legal matters that may affect the finances of the Institute.

B. INFORMATION SINCE LAST REPORT
We continue to face ongoing exam security issue with new challenges arising on a regular basis. We continue to be vigilant in identifying and disabling any threats as quickly as possible. The Board has met a couple of times in virtual session to quickly address these threats as they arise. We are working with a public relations firm to best address this situation to the community. In addition, we remind all exam users of the security protocols and requirements for administering exams.

Our sales are down by approximately 10% from this period last year. This is largely due to continued postings of the study guides and the loss of sales from the recall of the 2012 General Chemistry Exam. However, we do expect to continue to maintain healthy sales and have new exam products and study guides in development.

C. PLAN(S) FOR FUTURE
We expect to release the results from the public relations material in time for the fall examination season. At the Washington meeting we will have eight committees meeting. In addition, we have had two other committees meet at locations other than ACS meetings to provide as much convenience in meeting schedules for committees as possible.

D. OTHER
The Institute will again be sponsoring the CHED Reception in Washington, to be held on Sunday evening, August 20th, from 5:30 – 7:00 pm.
**Current Committee Members: Please list current members serving on your committee and their term status.**

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<tr>
<th>Last name, First name</th>
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<th>Term 2</th>
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**Submitted by:**
**Submitted by:**
Name: Alex Grushow
Committee position: ☑️ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 07/18/17
Committee Name: Program Committee

Chair/Co-Chairs: 1) Irv Levy (Interim Chair) 2) Anderson Marsh (Chair Elect)
Institutions: 1) Gordon College 2) Lebanon Valley College
Email Addresses: 1) irv.levy@gordon.edu 2) marsh@lvc.edu

Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
The Program Committee’s main goal is to oversee the Division’s technical program, start-to-finish, at the fall and spring national meetings. In working toward this goal, we interact cordially and professionally with the many people involved in programming, respond to their diverse requests in a timely manner and have to follow the protocols and enforce the rules by which all who contribute to the program must play. Working on behalf of the Division requires interaction with many others: presenters, organizers, program chairs from other Divisions, and ACS staff.

B. INFORMATION SINCE LAST REPORT
During the Program Committee meeting in April 2017, Tyson Miller informed the committee that he needed to step down from the position of Program Chair due to unforeseen added responsibilities at his institution. Tyson’s service ended immediately at after the San Francisco national meeting.

This immediately led to two action items: an interim program chair was required to handle the fall 2017 national meeting and a new Program Chair had to be identified.

Irv Levy served as Program Chair for six years, 2011-2017, and had been working with Tyson to transition him to the role. Irv agreed to fill in as interim Program Chair immediately after the San Francisco national meeting. At that time we began to seek a new Program Chair and after discussion with two individuals we were happy to nominate Anderson (Andy) Marsh as the Program Chair elect. This information was communicated by the division’s Chair Succession to the members of the Executive Committee for their vote of approval and on July 18, Andy was introduced as the Program Chair elect.

During the spring the interim Program Chair worked to support meeting co-chairs Beatriz Rios-McKee and Denyce Wicht in the programming for the next national meeting (details in section D). Many thanks to Beatriz and Denyce for their excellent execution of tasks in support of the Division’s program.

C. PLAN(S) FOR FUTURE
During the fall and winter the Program Chair transition will occur. Irv Levy will have primary responsibility until December 31, 2017 after which Andy formally begins his three-year term as the Program Chair.

The typical workflow for the committee has three meetings in process concurrently; namely, the meeting which is about to occur, final organization of the next meeting, and the initial development of the CFP for the meeting one year hence. Consequently, during the Program Chair transition we will organize the ACS national meeting in New Orleans (November) and in December we will submit the CFP for the fall 2018 national meeting in Boston. As Andy Marsh takes over full responsibility we will be approaching the New Orleans meeting. At
about the time of the New Orleans meeting, organizing will begin for Boston. The CFP for the spring 2019 meeting in Orlando will be due in July.

D. OTHER

CHED programming at 254th national meeting in Washington, D.C., August 20-24, 2017

This national meeting returns to Washington, D.C. The most recent meeting in Washington occurred in the fall of 2009.

Organizers

CHED meeting co-chairs: Beatriz Rios-McKee and Denyce Wicht
High School Chair: Sherri Rukes
GSSPC organizers: Ryan Mondschein and other students from Virginia Tech

CHED Technical Program Facts

- Total of 422 papers were accepted, including 176 undergraduate posters
- Total of 28 half-day sessions are programmed for oral presentations:
  - Multi-day symposia: One
  - Full-day symposia: Five
  - Half-day symposia: Fifteen
- All oral sessions will be held in the Grand Hyatt Washington
- All poster sessions will be held in the WEW Convention Center, Hall D

Comparison data

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<th>Venue</th>
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<td>206*</td>
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<td>176</td>
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<td>438</td>
<td>213*</td>
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<td>486</td>
<td>233*</td>
<td>49</td>
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<td>320*</td>
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<td>421</td>
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Source: compiled from data at http://www.acs.org/content/acs/en/meetings/nationalmeetings/programarchive.html

† Includes Undergraduate Research Posters and Successful Student Chapters

Cosponsorships

The division’s various symposia are co-sponsored by the following:
The division is co-sponsor to symposia in the following programs:

ANYL, BMGT, CINF, CMA, WCC, YCC

Donors

We are grateful to have received financial support for various portions of this program.

Since fall of 2011 the ACS Education Division has provided support of $5,000 for each meeting for the High School Program.

The Monday "polymer ambassador" program, organized by Sherri Rukes for pre-college teachers, received financial support from the Intersociety Polymer Education Council (IPEC) board, a part of the POLY division.

The GSSPC program received remarkable amounts of financial support from a diverse array of donors.

Industry:
   BASF, $1,000

Virginia Tech:
   Institute for Critical Technology and Applied Sciences (ICTAS), $2,000
   College of Natural Resources and Environment, $1,000
   Department of Chemistry, $1,000
   College of Science, $1,500
   Materials Science & Engineering Department, $250

Government Grants:
   National Institutes of Health (NIH) (R13), $8,000

ACS Division co-sponsors:
   Innovative Project Grant: $7,220
   GEAB/GPSO, $2,500
   POLY, $500
   ANYL, $500
   CELL, $800
   COLL, $500
   BMGT, $250
   BIOT, $1,000
   MEDI, $500
   CARB, $250

Journals:
   Accounts of Chemical Research, $500
   Bioconjugate Chemistry, $500 (student travel award)
   ACS Central Science, $500
   Acta Biomaterialia, $500 (student travel award)
   ACS Publication Joint Donation, $2,500*
Agenda for Program Committee meeting in Washington, D.C., August 2017

1. Introduction of the Members and Friends of the Program Committee

2. Program Committee Chair’s Report – Irv Levy & Andy Marsh
   a. Program Chair transition
   b. Brief overview of program committee report
   c. Special events in D.C. – including the solar eclipse!
   d. Diversity policy discussion

3. 2017 Washington DC national meeting (Theme – Chemistry’s Impact on the Global Economy)
   a. Technical Program, Meeting report, Denyce Wicht & Beatriz Rios-McKeef
   b. High School Program, Meeting report, Sherri Rukes & Michael Mury

   a. Technical Program, Progress report, Carmen Gauthier & Nicole Snyder
   b. High School Program, Progress report, Sherri Rukes
   c. GSSPC, Progress report, University of Florida, “Finding Our Place at the Bottom: A Symposium in Memory of Richard Feynman”, Nathan Richey

5. 2018 Boston national meeting (Theme – Nanoscience, Nanotechnology & Beyond)
   a. Technical Program, Initial report, Patrick Daubenmire & Deborah Bromfield-Lee
   b. High School Program, Initial report, Sherri Rukes
   c. GSSPC, Initial report, Duquesne University, Sean Fischer

6. Future Meetings
   a. 2018 BCCE; University of Notre Dame; South Bend, IN; July 29 – Aug. 2, 2018
   b. Themes advanced by Multidisciplinary Programming Planning Group – Paul Rillema
   c. Future meeting leadership openings (2020 and beyond)

7. Other Business
   a. Thanks to members who have completed nine years of service on the committee: George Bodner, Carmen Gauthier, Bill Harwood, Judith Iriarte-Gross, Wayne Jones, Joe March, Paul Rillema
   b. Suggestions for new members (recent organizers, etc.)
   c. Other?

8. Adjournment
## Current Committee Members:
Please list current members serving on your committee and their term status.

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<tr>
<th>Last name, First name</th>
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**Submitted by:**
Name: Irvin J Levy
Committee position: ☒ Chair/Co-Chair ☑ Chair-elect ☑ Member
Date: 07/26/2017
Committee Name: Biennial Conference Committee  
Chair: Dan Sykes  
Institution: The Pennsylvania State University  
Email Address(es): dgs12@psu.edu  
Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
The Biennial Conference on Chemical Education (BCCE) is the signature event for our Division, typically having more than 1400 attendees presenting papers, participating in workshops, and exploring research to improve student learning. The purpose of the Biennial Conference Committee (BCC) is to provide guidance and oversight to the BCCE hosts. Specific activities are to review evaluations and financial reports of past BCCEs; to solicit and evaluate bids, conduct site visits, decide the locations and general chairs of future BCCEs.

B. INFORMATION SINCE LAST REPORT
After the February 23, 2017, Virtual Meeting and the April 2, 2017, San Francisco Meeting, each member was assigned a working group in order to develop materials to recruit potential BCCE hosts and to support existing BCCE hosts:

**Social Media Team** - Clarissa (comm director), David, Suazette. Establish a social media infrastructure and system of management for the BCC/BCCE (blogs, FB, BCC webpage, twitter).

**Marketing Team** - Renee (comm director), Irv, Sally

**Program Chair Team** - Julie (comm director), Vickie, MaryKay

**General Chair/Institution Team** – John Michael (comm director), Dan

The deadline for each working group to submit materials to the BCC chair is August 10, 2017. Once submitted, the documentation will be compiled and distributed to all members of the committee for review prior to the committee retreat, which will be held in Washington, DC May 17-18. The purpose of the retreat is four-fold:

1. Strengthen the personal and professional relationships between committee members;
2. Produce informational packets (timelines, important documents and forms; expectations, etc.) that will be given to potential and newly appointed BCCE general and program chairs;
3. Produce a robust and accessible information storage (archiving) system; and
4. Develop a mission statement and 5-year strategic plan.

C. PLAN(S) FOR FUTURE
The BCC will request an outside review of the materials and plans generated from the retreat and the activities leading up to the retreat. The Vision, Mission, Objectives, Strategies, and Action Plans that form the core elements of the strategic plan will be disseminated to the current and former BCCE planning teams and the Executive Committee.
of DivCHED for review. The BCC will respond to and incorporate the feedback into a revised overall mission statement and plan for the future.

D. OTHER

Current Committee Members: Please list current members serving on your committee and their term status.

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Submitted by:

Name: Dan Sykes
Committee position: Chair/Co-Chair Chair-elect Member
Date: 08/01/17

Name: Dan Sykes
Committee position: Chair/Co-Chair Chair-elect Member
Date: 08/01/17
Committee Name: Personnel and Nominations

Chair: Jennifer Lewis
Institution: University of South Florida
Email Address: jennifer@usf.edu
Reporting period: January 2017 to June 2017

A. INTRODUCTION/OPENING COMMENTS
The committee on personnel and nominations is responsible for preparing slates of candidates for division positions.

B. INFORMATION SINCE LAST REPORT
In Spring 2017, CPN presented the slate for the 2017 Division-wide elections for Councilor/Alternate, Treasurer and Chair-Elect at the closed session of the Executive Committee meeting. The candidates were subsequently announced at the open session of that meeting and at the Division’s business meeting, where a call for any additional nominees was presented. No additions were made to the slate during the business meeting, and the slate was turned over to the Division Secretary to begin preparations for the Division-wide election. CPN would like to thank each of the candidates for their willingness to serve the Division and encourages all Division members to vote during the October election.

At that same Executive Committee meeting, CPN also presented a slate of nominees for a Division representative to AACT. The Executive Committee selected Amiee Modic for this position.

After the Spring national meeting, the committee turned its attention to preparing a slate for open positions on the Board of Trustees and Board of Publication for consideration by the Executive Committee. The slates will be finalized in late July and will be presented before the Executive Committee during the closed session of their committee meeting in DC.

CPN is currently engaged in gathering information from committee chairs and other division members interested in committee service in order to assist with committee appointments for terms to commence in January 2018. The online self-nomination form (found under “get involved” on the membership tab of the Division website) has been helpful.

C. PLAN(S) FOR FUTURE
• CPN encourages division members to indicate willingness to serve on committees or in elected positions via the “get involved” link on the division website: http://www.divched.org/content/nominations-ched-committees-elected-positions

D. OTHER
**Current Committee Members:** Please list current members serving on your committee and their term status.

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**Submitted by:**

Name: Jennifer Lewis  
Committee position: ☒ Chair ☐ Chair-elect ☐ Member  
Date: 07/27/17
Committee Name: Chemical Education Research

Chair: Jack Barbera
Institution: Portland State University
Email Address: jack.barbera@pdx.edu

Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
The mission of the Chemical Education Research (CER) Committee is to inform chemical educators, foster scholarship, and encourage improvement of the quality of chemistry education research. To achieve these goals, the committee is involved in a number of endeavors.

B. INFORMATION SINCE LAST REPORT
Since our last report, the committee has worked on the following tasks:

• In a collaboration between Jon Holmes and the CER committee, the ChemEdX platform is being developed to host a series of ‘resource’ pages similar to the PER Central page hosted on the compadre site (http://www.compadre.org/per/). The committee hopes that this central resource will help to support the awareness and adoption of quality chemical education research and practice.

• As of February 8th 2017, the CER listserv is moderated by assigned CER Committee members. The new mechanism, developed by Jon Holmes using the ChemEdX platform, has been tested by the CERC over the course of several months.

• Nominations for the ACS Award in Achievement in Research for the Teaching and Learning of Chemistry continue to be strong, with a diverse pool of nominees. To maintain a steady state of new/continuing nominees, Jack Barbera distributed emails in mid-July. These correspondences encouraged current nominators to update already submitted packages and to resubmit expiring packages. Nominators for new nomination packets are continually being sought and encouraged by the committee.

• In collaboration with the Younger Chemistry Education Scholars (YCES), the CER committee is planning a series of CER Research Methods symposia for the 2018 BCCE. Currently three symposia are being planned: Theoretical Frameworks, Qualitative Methods, and Quantitative Methods. The committees are planning to evaluate the continued desire and expansion for these types of informational sessions and considering developing them into workshops.

• In addition to the standard Research in Chemistry Education symposia, the committee continues to support two rotating ‘special’ symposia. The “New &
Noteworthy" symposia (planned for spring ACS meetings) and the “Putting CER into Practice” symposia (planned for BCCE meetings and non-BCCE fall ACS meetings).

- The CERC continues to provide strong programming at ACS National Meetings and the BCCE. There are typically CERC sponsored symposia in every possible session block at ACS National meetings.

C. PLANS FOR FUTURE
At the upcoming meetings (late August – virtual via DivCHED Zoom account and spring ACS meeting in New Orleans) we will focus on:

- Finalizing the first set of resource pages for the ChemEdX platform and planning/prioritizing subsequent pages
- Review the outlines for the methods symposia and brainstorm how best to collect and process community feedback of the idea.
- Continue to work on encouraging new/renewed nominations for the ACS Award in Achievement in Research for the Teaching and Learning of Chemistry.

D. OTHER
None

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Submitted by:
Name: Jack Barbera
Committee position: ☒ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 07/20/17

23
A. INTRODUCTION/OPENING COMMENTS

The Committee on Chemistry in Two-Year Colleges, COCTYC, is the executive committee governing the Two Year College Chemistry Consortium, 2YC3. 2YC3 provides a forum for chemistry educators to enhance student learning through professional development conferences.

To align with the DivCHED strategic plan of Professional Development for our members, the COCTYC holds three to four 2YC3 conferences per year, 3 newsletters offering information on the conferences as well as articles for reflection on teaching.

In addition, we are working on Goal #1 the DivCHED strategic plan to implement a global communication plan by managing and updating a website that is open to everyone, even non-members for information on future conferences. In addition we are utilizing Twitter and Facebook to share chemistry matters with the public and our members.

To address Goal #3: Identify, classify, and deliver access to quality resources, including those developed by CHED, that enhance the teaching and learning of chemistry we have added the officer position of workshop coordinator. This person collaborates with the ACS to institute and manage important chemical education workshops held at each of our conferences. We continue to nurture Chem Ed leaders and mentors from our membership at the conferences.

To this end the COCTYC is charged with the responsibility of management of the finances for the above activities.

B. INFORMATION SINCE LAST REPORT

Since the last report in early March of 2017, the COCTYC held an early spring conference, the 216th Conference, hosted by Truckee Meadows Community College in Reno, Arizona on March 31st to April 1st. The conference was well attended, as well as enthusiastically attended primarily by Chemistry Instructors in the California/Nevada region, but also with interested Instructors from across the country in attendance. This Conference was well supported by the Truckee Meadows CC administration, and along with conference registrations it operated with a small amount of revenue to be managed by the conference coordinators at TMCC for promoting student success.
During the 216th Conference there was a COCTYC committee meeting at which we agreed to research and make appropriate updates to the 2YC3 website. These updates are currently underway. We voted the officer position of Workshop Coordinator to be a voting position adding another COCTYC voting officer position. The 2YC3 held a late spring conference across the country, the 217th 2YC3 Conference was hosted at Bronx Community College, in Bronx, NY on May 26-27th 2017. This conference had over 100 attendees primarily from the northeast, and also generated a small amount of revenue to be managed by the conference coordinators for student success at BCC. We did not have a quorum of COCTYC to hold a meeting of the officers, but we did host a membership meeting at the onset to inform attending members of current activity and to request input on future activities. The COCTYC officers work closely with the Conference Chair and committee in planning conferences. We are happy with the financial success of these conferences primarily due to the hard work on the part of the local conference Chair and committee. We will continue to support the BCCE to be held at Notre Dame. We have two members, Thomas Jose and Pamela Clevenger representing the COCTYC on the BCCE planning committee. We are working closely to collectively meet the Professional Development goal of the DivCHED Strategic Plan.

C. PLAN(S) FOR FUTURE
Durham Technical College in Durham, NC, will be hosting the 218th conference on November, 3-4, 2017. We are updating our website and planning to include more interactive resources for Chemical Educators. We are planning a COCTYC retreat day preceding the Fall Conference at Durham Technical College in order to update bylaws, officer responsibilities, discuss and train on website management as well as to make decisions on suggestions to better serve our members. In addition, at the upcoming meeting in November, the committee will also continue working on plans for supporting the 2YC3 participation in the Biennial Conference on Chemical Education (BCCE 2018). We currently have 3 conferences planned for 2018: Early Spring Conference 2018, 219th Conference at Delgado Community College, in March 2018 preceding the National ACS Meeting, in New Orleans. The 222th Conference at the BCCE in July/August of 2018 at Notre Dame. The 223th Conference, at the University of New Mexico-Valencia in late October of 2018. The COCTYC is planning to host a web based conference to add to the 2016 agenda. As always, our discussions on boosting membership and college sponsorships will continue.
**D. OTHER**
None

**Current Committee Members: Please list current members serving on your committee and their term status.**

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Note, the boxes are checked to indicate the total years of service from the COCTYC officers.

Submitted by:
Name: Kathleen Carrigan
Committee position: ☑ Chair/Co-Chair ☑ Chair-elect ☑ Member
Date: 07/20/17
A. INTRODUCTION/OPENING COMMENTS
The CCCE seeks to encourage, publicize and support the development, assessment and use of computing technologies in chemical education. This report summarizes some CCCE activities in pursuit of these objectives from March 2017 to August 2017. The CCCE has also runs online ConfChem Conference since 1993, a Newsletter since 1985 that has been online since 2001, and OLCCs (Intercollegiate Chemistry Courses) since 1996. We hold closed and open meeting during BCCE conferences.

B. INFORMATION SINCE LAST REPORT
1. The CCCE sponsored a second cheminformatics OLCC. This was the 7th OLCC since 1996. The spring 2017 Cheminformatics course (available at http://olcc.ccce.divched.org) focused on connecting Big Data to the chemical workspace.

2. The Spring CCCE Newsletter was discussed from April 17 through May 12. Paper topics included: IONiC VIPEr, Zika virus, organic chemistry video vignettes, SI units in textbooks, LibreTexts, and Hypothes.is.


   Abstract: Human transmission of knowledge has evolved from oral and pictorial, to printed, to digital modes of transmission. This symposium seeks contributions from the entire spectrum of communication that can contribute to the understanding of the chemical sciences. Five hundred years ago the advent of the printing press enabled text-based mass communication in a manner that revolutionized the practice of science and education. Today literacy, the ability to read and write, is considered by the United Nations to be a fundamental human right. The textbook, a core component of the modern classroom evolved out of this technology, and in the 21st century world of pervasive digital technologies, we need to ask how the role of the textbook is evolving.

   Papers are sought ranging from the anthropological and historical perspectives of textual information transference to digital based modes in the evolving world of big data. How is the textbook evolving? How are student’s expectations evolving? What is the textbook of the future? What are the best practices? The objective of this symposium is
to bring forth a discussion of the past, present and future of the textbook and its role in the modern chemistry classroom.

C. PLAN(S) FOR FUTURE

1. Fall 2017 ConfChem: Mathematics in First-Year Chemistry Instruction,

10/26/2017 - 11/27/2017
Online Conference
Fall 2017 ConfChem Website
Chemistry is a quantitative science. For majors in the sciences and engineering, chemistry provides a foundation in solving scientific calculations: mathematics applied to measurements. In recent years, many instructors have noted deficits in the background of growing numbers of students enrolling in undergraduate chemistry courses for science majors. In a 2012 survey of nations with highly developed economies, 16 to 24 year olds from the US had the lowest scores in “numeracy” among the 22 nations tested.

For this virtual conference, we seek submissions focused on how we can help students learn to solve calculations in courses that teach or prepare students for the quantitative component of chemistry:

- What experiments have instructors conducted to improve student success rates in solving scientific calculations? What strategies would be recommended as a result?
- What online or other resources have been found to be effective in assisting students who need additional preparation or review for the mathematics that is pre-requisite for chemistry?
- What topics in mathematics are most important in courses preparing students for chemistry? Which skills should be measured to determine placement in general versus preparatory chemistry sections? What levels of proficiencies should be required before placement in general chemistry?
- Which strategy has proven to be more effective for students learning to perform scientific calculations: Approaching first from the perspective of teaching critical thinking and reasoning skills, or from the application of memorized problem-solving algorithms?

If you are interested in submitting a paper (and we do hope you are), please contact Cary Kilner: carypq@aol.com or Eric Nelson: EANelson@ChemReview.Net. Further information may be obtained at the conference site, http://confchem.ccce.divched.org/2017FallConfChem

Relevant Dates:
June 19, 2017: Abstracts Due
September 18, 2017 Papers Due
October 26, 2017: Conference Begins
2. With the move of ConfChem to the fall, the CCCE Newsletter will be moving to the spring. We are currently working on the schedule and articles for the upcoming newsletter.

D. OTHER

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**Submitted by:**
Name: Jennifer Muzyka
Committee position: ☒ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 07/31/17
Committee Name: High School Chemistry Committee

Chair/Co-Chairs: 1) Rachel Morgan Theall 2) Jo King
Institution(s): 1) Southeast Missouri State University 2) Heritage High School, Frisco ISD
Email Address(es): 1) rmtheall@semo.edu 2) jlmking@hotmail.com

Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
The committee has established as its primary goal to recruit more K-12 chemistry teachers into the Division and the ACS. As a step toward this goal, contacts have been established with BCCE and Pre-College Chemistry Day at national ACS meetings and we put forth a proposal to change the name of the committee to Pre-College Chemistry Committee.

B. INFORMATION SINCE LAST REPORT
Since the last report, the committee met virtually using the Zoom Conferencing System on Thursday, April 27, at 6:30pm. The meeting adjourned at 7:53pm. In attendance were two guests, Tom Greenbowe and Deanna Cullen. Tom requested assistance in advertising the benefits to K-12 teachers of attendance at NRM2017 and discussion included the programming and involvement of teachers at the 2018 and 2020 BCCE meetings. Deanna talked with the committee about making goals with the Long Range Planning Committee that are in line with the Division Strategic Plan.
Ellen Yezierski presented our proposal to change the committee name from High School Chemistry Committee to Pre-College Chemistry Committee to the Executive Committee at the San Francisco ACS meeting.
Roxie Allen reported on AACT, but the results of their election were not available at that time. The new board will be in place in July.
The committee discussed the development of an award or symposia to honor Jeff Hepburn, former chair to this committee. His health has not been well. No decisions were made because we could not see a way forward as a committee and something will likely be done outside of the ACS.
A list was put together of information to include on a recruitment flier. An infographic on one side with an application to the Division was suggested.

C. PLAN(S) FOR FUTURE
The next meeting is takes place on Sunday, July 23, at 3:30 pm in Brookings, SD in Avera Health Sciences Building 382.
1. A subcommittee will be created to work with Tom on BCCE and K-12 teacher involvement.
2. A goal that overlaps with the Division Strategic Plan will be generated for the Long Range Planning Committee.
3. The flier will be discussed.
4. A mentoring program will be proposed.

D. OTHER

Current Committee Members: Please list current members serving on your committee and their term status.
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**Submitted by:**
Name: Rachel Morgan Theall
Committee position: ☒ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 07/21/17
Committee Name: International Activities Committee

Chair: Resa Kelly  
Institution(s): San José State University  
Email Address(es): resa.kelly@sjsu.edu

Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
To engage and connect with other networks of chemistry educators with global interests. Through these networks, we will exchange ideas about chemistry education research and practices that promote equity and diversity in chemistry education.

B. INFORMATION SINCE LAST REPORT

Since we last met at the ACS National meeting in San Francisco, we have accomplished the following:
1) Travel award winner Dr. Mageswary Karpudewan of Malaysia presented at the ACS National Meeting in San Francisco. She gave a great talk and shared her experiences on our DivCHED IAC website http://www.divched.org/committee/international-activities.

2) An American Chemical Society(ACS)- Sociedad Cubana de Quimica(SCQ) workshop was held April 7-8th in Salt Lake City, Utah at the University of Utah. Past DivCHED IAC Chair Charles Atwood, Professor Joel Harris and DivCHED Chair Resa Kelly organized the workshop which brought together a group of Cuban chemists with US chemists to present on their research and teaching practice. Tours of labs and facilities at the University and a visit to a local high school were highlights. The workshop ended with a brainstorming session on future collaborative projects. A future workshop will be held at the University of Havana – Nov. 23rd through Nov. 25th and following the workshop is a conference in Santiago de Cuba – 22 Conferencia de Química – 70 años de Historia – Nov. 29th to Dec. 1st.
From left to right ACS-SCQ Attendees: Tom Wenzel (Bates College), Joel Harris (U of U), Shelley Minteer (U of U), Resa Kelly (San Jose State University), Loreley Morejón Alonso (University of Havana), Carmen Valdez Gauthier (Florida Southern College), Ana Margarita Esteva Guas (University of Havana), Charles Atwood (U of U), Cristina Isabel Diaz Lopez (University of Havana), Manuel Alvarez Prieto (University of Havana), Lesli Yanez Gonzalez (University of Havana), Alicia Marcelina Diaz Garcia (University of Havana), Armando Augusto Palenque Quevedo (University of Havana), Margarita Villanueve Tague (University of Havana), Susan Olesik (Ohio State University).

3) On May 3rd, nine of thirteen IAC members voted to approve the revised vision and goal statements for the committee. The approved vision and goals follow.

**Vision:** As the International Activities Committee of the Division of Chemical Education, our aim is to engage and connect with other networks of chemistry educators with global interests. Through these networks, we will exchange ideas about chemistry education research and practices that promote equity and diversity in chemistry education.

To accomplish these goals, we will:

- Host symposia and events both in and out of the United States, wherein the co-organizers will consist of one veteran DivCHED IAC member, one new DivCHED IAC member and one international ACS DivCHED member.
- Disseminate information pertaining to international events through our DivCHED website and social media.
- Support global research interests by offering a yearly travel award in the amount of $2000 to support an ACS DivCHED member to attend international meetings.
- Promote and arrange collaborations.
4) Our first online meeting was held July 21st using Zoom meeting, a service provided by DivCHED. Items that were discussed: Planning for a future IPG proposal, promoting the travel award application and advertising the award through social media outlets (Facebook and Twitter).

C. PLAN(S) FOR FUTURE
Plans for the Spring 2018 ACS National Meeting in New Orleans are underway. Charlie Cox, Wendy Schatzberg and Alexey Leontyev will be organizing a symposium titled – Chemistry Teaching Practices from International Viewpoints. This is a remodel of the traditional Multicultural Symposium. Charlie and Wendy have also been busy working on an ACS book proposal that examines international activities.

We are investigating forming joint symposia with committees within the Division. Committee Chairs if you would like to appoint one of your interested members to collaborate with one of our DivCHED IAC members on future symposia please let me know.

Current Committee Members:

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Submitted by:
Name: Resa Kelly
Committee position: ☒ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 07/21/17
Committee Name: Long Range Planning Committee

Chair/Co-Chairs: Thomas José
Institution(s): Blinn College
Email Address(es): thomas.jose@blinn.edu

Reporting period: April 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
The purpose of the Long-Range Planning Committee (LRPC) is to monitor internal and external trends and to develop plans that will allow the Division to evolve and adapt to changes in technology, in science, and in the needs and expectations of Division members. To that end, we have been working with the Chair succession to operationalize the Division’s Strategic Plan.

B. INFORMATION SINCE LAST REPORT
Since the San Francisco meeting, LRPC members have been in contact with DivCHED chairs to request information regarding the ‘professional development’ goal of the strategic plan. A summary of the progress made toward realization of these goals will be presented to ExComm. Chairs have also been asked to start discussing the ‘communication’ goal with their committees. Now that goals have been set, how do committees promote these activities to their target audience?

C. PLAN(S) FOR FUTURE
At the Washington, D.C. meeting, LRPC members in attendance will set the agenda for a Zoom meeting to take place in the fall. Changes in DivCHED committee leadership have created moving targets that have kept the LRPC busy. Next year, a huge turnover of this committee’s membership will also affect our ability to communicate consistently with committee chairs and within our committee. To adapt, the LRPC will start by taking advantage of the Division’s video conferencing option. As one departing member has said, “Change is slow.” So we ask for everyone’s patience and flexibility as the LRPC assists the Division with implementation of the strategic plan.

D. OTHER
The committee and the Division owe a debt of gratitude to three members who will be ‘terming-off’ at the end of this year. Loretta Jones, Susan Shih and Barbara Sitzman have all spent 9+ years in service to the LRPC. They have insured that pre-college, two-year college and the general chemical education communities have had a voice on this committee. We thank you for the wisdom and insight you have brought to long range planning.
### Current Committee Members:

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<td>Wilson, Anna (Ex Officio; Treasurer)</td>
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### Submitted by:

Name: Thomas José  
Committee position: ✗️ Chair/Co-Chair ☐ Chair-elect ☐ Member  
Date: 07/26/17
Committee Name: New Member Committee

Chair/Co-Chairs: Michelle Head
Institution(s): Kennesaw State University
Email Address(es): mdean28@kennesaw.edu

Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
The New Member Committee (NMC) works throughout the year to welcome new members of the Division of Chemical Education (DivCHED) and to help them learn about the benefits of membership in the Division. To help new members connect with the Division, we try to have at least one member of the committee from each region.

B. INFORMATION SINCE LAST REPORT
Since we last met, the committee has worked to develop a new regional meeting poster for the Division. This poster aims to allow the viewer to understand where DivCHED is situated within the ACS and how it is different than other education related entities of the ACS. The poster also details ways to get involved in DivCHED.

This New Members Committee also held a virtual meeting prior to the Spring 2017 ACS meeting. This meeting type was very beneficial since it engaged the majority of the committee members in conversations about the current direction and how the committee may better serve the Division.

C. PLAN(S) FOR FUTURE
Over the next reporting period this committee will work to develop postcards to accompany the regional meeting poster. As this resource is developed the committee will consult with the High School Committee to investigate ways it may create a shared resource.

The committee will continue to explore ways in the committee may catalyze the involvement of new members of the division. This aligns to the long-range plan for the Division with regards to engaging members in professional development opportunities. To achieve this, action items relate to those things can be achieved virtually and at national meetings will be explored and responsibilities will be shared among the committee members.

D. OTHER
N/A
Current Committee Members: Please list current members serving on your committee and their term status.

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Submitted by:

Name: Michelle Head
Committee position: Chair/Co-Chair
Date: 07/26/17
Committee Name: Dorothy & Moses Passer Education Grant Awards Committee

Chair: Catherine E. MacGowan  
Institution: Armstrong State University  
Email Address: Catherine.MacGowan@armstrong.edu

Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS

The Passer Fund was established from a generous contribution given by Dorothy and Moses Passer. Mr. Moses (Mike) Passer was for many years the head of the ACS Education Division. The Fund grants for teachers at two- and four-year colleges or universities that do not have any advanced degree programs in the chemical sciences.

B. INFORMATION SINCE LAST REPORT

Since our Spring 2017 meeting report the committee did not receive any applications for the April 1st (2017) application period. A request did come in after the application deadline. The applicant was encourage to apply for the next scheduled round which is September 1st. There has been no change in committee members during this time period.

C. PLAN(S) FOR FUTURE

Nothing has been scheduled or planned at this time.

D. OTHER

As noted in the Spring 2017 report, it would be interesting for the Division to explore why the Passer Committee did not receive applications for the last three funding go arounds (i.e. September 2016, January 2017, April 2017). Is it due to a lack of advertisement, the dollar amounts of the awards or the grant’s criteria?

Current Committee Members: Please list current members serving on your committee and their term status.

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Submitted by:  
Name: Catherine E. MacGowan  
Committee position: ◼ Chair/Co-Chair ◼ Chair-elect ◼ Member  
Date: 07/26/17
Committee Name: Regional Meetings Committee

Chair: Marty Perry
Institution(s): St. Louis College of Pharmacy
Email Address: marty.perry@stlcop.edu

Reporting period: March to July 2017

A. INTRODUCTION/OPENING COMMENTS
The Regional Meetings Committee (RMC) is charged by the Division to:
1. provide oversight of the ACS Division of Chemical Education Region Awards, which includes the development and maintenance of Award Guidelines, participation in the selection and presentation of the Region Award winners;
2. insure that a Chemical Education Program is part of each Regional Meeting;
3. and promote the purpose and work of the ACS Division of Chemical Education.

In this Report we wish to address issues related to A.1 and A.2. RMC continues to promote the Division (A.3) by having DivCHED Representatives present the annually revised Division Poster and FAQ cards at each Regional Meeting.

B. INFORMATION SINCE LAST REPORT
1. Conant Award Nominations:
Beginning with the 2015 Region Awards, DivCHED Representatives to individual Regional Meetings took leadership roles to facilitate the nomination of Awardees for the James Bryant Conant Award. In most cases the Representative ended up taking on the role of nominator in the on-line process, which was not unexpected. RMC undertook efforts to address both the inappropriate menu of requested items and the missing important elements as well as the difficulties in the on-line procedure. A special meeting involving RMC Co-Chairs, ACS staff, and the Chair of the Grants and Awards Committee of the ACS Board of Directors was held on Sunday, March 13, 2016 in San Diego, CA as well as follow-up meeting with pertinent ACS staff a few weeks later. A statement of teaching philosophy can now be substituted in lieu or addition to a list of publications/patents. Some difficulties continue as Representatives can only submit one active Conant nomination during a three-year period. Additional nominators from the
Region must be identified to assist with this process. See Plans for Future section below for additional information.

2. **2017 Region Awards:**
Four of the ten ACS Regions held meetings so far in 2017 providing opportunities to recognize and reward excellence in high school chemistry. The Northeast Region Award was also presented at the MARM Awards Ceremony in June. In its Spring 2017 Consent Agenda Report, RMC reported on the four Region Awards presented in Fall 2016. We list below the five Awards presented at the Spring/Summer 2017 Regional Meetings. Biographies, accompanied by photos, will appear in the Fall 2017 issue of the DivCHED NEWSLETTER.

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<td>Teaching</td>
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<td>for Excellence in High School Chemistry</td>
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Eight of the ten ACS Regions plan to hold meetings in 2017. All pertinent individuals from each Region have been contacted regarding DivCHED support and award guidelines.

3. **Region Award Nominations:**
RMC continues to pursue ways by which a spectrum of Society-affiliated groups can participate in the Region Award nomination process.

4. **Chemical Education Programming at Regional Meetings:**
RMC representatives contact organizing committees early on in the planning process to not only encourage Chemical Education programming but to also volunteer to organize a symposium, general session, or poster session. Our recent efforts led to additional programming at MARM-2017 and NORM-2017. RMC is also exploring partnerships with AACT to encourage and sponsor pre-college programming at regional meetings.
C. PLAN(S) FOR FUTURE

1. Work with ACS staff in IT and the National Awards office to develop a process by which Regions can collect nominations for the Excellence in High School Teaching Award using the ACS platform. This process would enable the storage of nominations for their active, three-year period as well as the seamless transition of the winner in each Region into the Conant nomination pool. Contacts with ACS staff were made following the Spring 2017 meeting, but progress has been slow.

2. Create a subcommittee structure for RMC that will allow it to more quickly and efficiently meet its goals.

3. Rework, refine, and streamline the Guideline Packet for ACS Division of Chemical Education Region Awards for Excellence in High School Teaching.

4. Send a RMC representative to the ACS Leadership Conference in January 2018. The Regional Meetings Planning Conference normally held in Washington, DC in the fall is being moved to coincide with the ACS Leadership Conference held in Texas in January.

D. OTHER

Six of the eleven RMC members listed below are in their final year of a term of service. All members with expiring terms, except one (Daniel Cruz-Ramierez de Arellano), have expressed a desire to serve an additional term. As we plan for 2018 Regional Meeting representation, it will be helpful to know if these individuals will be invited to serve an additional term as soon as possible.

Current Committee Members: Please list current members serving on your committee and their term status.

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Submitted by:
Name: Marty Perry
Committee position: □ Chair □ Chair-elect □ Member
Date: 07/25/17
Committee Name: Safety Committee Dave Finster  
Chair/Co-Chairs: Dave Finster  
Institution(s): Wittenberg University  
Email Address(es): dfinster@wittenberg.edu  
Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
Safety Committee Vision Statement:  
Education that embeds accurate chemical safety instruction at all educational levels.

Safety Committee Mission Statement:  
To provide resources and strategies to chemical and science educators in order to prepare chemists and others to function safely when using chemicals.

B. INFORMATION SINCE LAST REPORT
The committee meets for 90 minutes at each national ACS meeting. Attendance has been 50%-70%. Attempts are being made to make each meeting electronically accessible for those not physically present by using Zoom.

A plan has been developed to use 2018-19 to hold meetings to write an updated CH&S exam through the Exams Institute.

The JCE Commentary about revising the “Safety Guidelines for Chemical Demonstrations” is nearly ready for submission.

A subset of the Safety Committee membership will assist in the preparation of the “ACS Online Course in Chemical Safety.” This project is being led by CHAS/CCS persons and there is funding from Dow and ExxonMobil (and perhaps the ACS.) This program will contain about 12 video presentations, each accompanied by a quiz. The Safety Committee will assist in writing the quiz items. When finished, the program will be free.

The Safety Committee will be assisting CHAS in producing a pilot video for a series in lab Chemical Risk Assessment. CHAS has submitted an IPG for this project.

C. PLAN(S) FOR FUTURE
We will continue to work on the projects described above.

Our goal is to establish safety symposia in the CHED division on a regular basis as national ACS meetings and the BCCE. As context, there have been occasional such symposia in CHED, but also in CHAS. The CHAS symposia are often exercises in preaching to the choir. We want to get more symposia in CHED to better target the papers towards the audience who needs such information. A symposium for the Spring 2018 meeting has been submitted.

There has been a significant increase in safety at the ACS since this topic is now formally listed as a core value for the organization. The web presence of safety is being thoroughly revised and there has been some administrative reorganization in Wash DC that will enhance the presence of safety. While two of the main players in these changes will be CHAS and the CCS, the Safety Committee will try to stay apprised of how “safety in education” can also be enhanced both procedurally and on the web. We will liaison with CHAS, CCS, SOCED and AACT as opportunities arise. When projects arise that may be well-suited to the CHED Safety Committee, we will engage them as our abilities and energies allow.
We are contemplating writing an article for JCE about how to write useful and effective safety statements for JCE. (A “needs assessment” will precede an action on this and we will consult with the editor in this regard.)

D. OTHER
We note, with thanks, that Heather Johnson quickly and graciously placed an announcement on the CHED homepage alerting readers to the recent publication of the 8th edition of “Safety in Academic Chemistry Laboratories”. This is a CCS publication that over the past 30 years has served the academic community to a large measure.

Current Committee Members: Please list current members serving on your committee and their term status.

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Note: since this committee was established in 2015, the initial set of members was divided into three groups:

(a) One year term; these four folks were reappointed for a second term.
(b) Two Year term
(c) Three year term

Submitted by:
Name: Dave Finster
Committee position: ☒ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 07/15/17
Committee Name: Younger Chemistry Education Scholars (YCES)

Chair/Co-Chairs: 1) Jordan Harshman 2) Stephanie Ryan
Institution(s): 1) Auburn University 2) Ryan Education Consulting LLC
Email Address(es): 1) harshman.jordan@gmail.com 2) sryan@ryaneducationconsulting.com

Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
The Younger Chemistry Education Scholars (YCES) is a committee dedicated to the recruitment and networking of graduate students, postdoctoral researchers, and early faculty members (pre-tenure if on tenure track) in chemistry education research. This population is vital to the long-term goals of chemistry education research and we hope will be the future leaders and contributors to DivCHED.

B. INFORMATION SINCE LAST REPORT
At the previous ACS meeting in San Francisco, our committee decided that we wanted to sponsor programming at the upcoming 2018 BCCE that was geared toward educating researchers in advanced research techniques. We worked closely with the Chemistry Education Research Committee (CERC) and now have three symposia proposed that will feature invited speakers to share their expertise in a quantitative, qualitative, or theoretical framework technique in a way that actively engages the audience. We believe that this style of symposia will help to build community and give more novice researchers the opportunity to learn about various advanced techniques. Each of the three symposia (one for each topic) will be jointly organized by one member from YCES and one member from CERC.

We also debuted our new booth materials and had a very successful undergraduate recruitment booth. Many thanks to the Executive Committee for sponsoring the materials. We were able to contact 81 undergraduate students and tell them about opportunities in chemistry education research. We have also secured organizers to continue the long-standing tradition of the Graduate Student Research Forum, which will occur both at the upcoming ACS meeting in New Orleans and at the 2018 BCCE. We always encourage faculty to spread the word of this symposia to their graduate students as it serves as not only a great platform to present research but also as an opportunity to organize a symposium.

As always, we continue to encourage people to check out the YCES blog (http://www.divched.org/blogs/YCES) and look out for events being posted on Twitter (@ACS_YCES) and Facebook (www.facebook.com/groups/CESCommittee).
C. PLAN(S) FOR FUTURE
YCES will be focusing largely on planning for the upcoming BCCE in 2018. We have had many good suggestions for workshops, meetings, professional preparation events, and continuing our networking socials. We want the 2018 BCCE to be a great conference for younger chemistry education researchers and please let one of the co-chairs know if you have any suggestions for events that you would find helpful for your graduate students, postdocs, or you yourself as an early faculty member!

Current Committee Members: Please list current members serving on your committee and their term status.

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Submitted by:
Name: Jordan Harshman and Stephanie Ryan
Committee position: Chair/Co-Chair
Date: 07/24/17
Committee Name: American Association of Chemistry Teachers  
DivCHED Representative: Amiee Modic  
Institution(s): Katy High School  
Email Address(es): chemmodic@gmail.com  
Reporting period: March 2017 to July 2017

A. INTRODUCTION/OPENING COMMENTS
As of July 2017, AACT has 4,393 members, up from 4,200 in March, and closer to our goal of 5,000 by the end of 2017. The year for the Governing Board ended having presented 24 webinars which received a 96% positive rating indicating that people would return for more webinars in the future.

B. INFORMATION SINCE LAST REPORT
The AACT Governing Board met July 21 and 22, 2017 for their annual meeting. Highlights from the meeting included the following:

- Discussion of potential ways to improve retention of members and make contact with members more reliable. It was suggested that a 2nd email (non-school based) would be helpful in case of a change of employment.
- Finding Science Coaches more easily on the website and a suggestion that Flinn Scientific might be able to help spread the word to non-members in the hope that it will increase the program and increase membership.
- Survey the membership as to the need for an AACT Conference. What would be most beneficial?
- A discussion of the Membership Support Committee responsibilities that were proposed. There was no final decision made about exact responsibilities, but several suggestions were put forth with the final decision to be made a later date, after reflection by the board. The Awards committee discussed looking into setting up a possible ChemLuminary award, related to support of AACT; additionally, the topic of a Member award was discussed.
- A very large portion of the meeting was devoted to the support and expansion of the K-8 membership. Some suggestions included: high school and middle school teachers co-authoring articles for Chemistry Solutions, an “Ask the Expert” button, renaming the tiles on the MS and ES portions of the website to better reflect the operational vocabulary, and expanding the MS and ES resources.

AACT was instrumental in support of the recently held ChemEd 2017 at South Dakota State University, hosting an information booth and providing presenters and/or support for presenters for 5 professional development sessions for high school chemistry teachers.

C. PLAN(S) FOR FUTURE
AACT continues to plan for participation in BCCE 2018, to be held at the University of Notre Dame. The BCCE planning committee intends to host a K-8 day on Monday of the conference. This would be an excellent opportunity for AACT to assist in providing symposia. Electronic meetings to address the business that was still in progress at the end of the meeting of the Governing Board are scheduled for October, November, February, April and May.

D. OTHER
We will be contacting teachers in some of the states with lower membership to assess whether they would be willing to serve as regional ambassadors to encourage more membership.
**Current Committee Members:** Please list current members serving on your committee and their term status.

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**Submitted by:**
Name: Amiee Modic
DivCHED AACT Governing Board Representative
Committee position: ☐ Chair/Co-Chair ☐ Chair-elect ☒ Member
Date: 07/26/17
Recruitment and retention of ACS student members and chapters
As of July, there were 19,386 undergraduate student members, compared to 19,557 in 2016. There are 1153 chartered student chapters, 35 international chapters in 19 countries, and 32 chapters at two-year colleges.

Faculty E-mail Newsletter
This summer, the distribution of the monthly faculty email newsletter was increased from 1,400 to over 15,000 faculty members at two- and four-year institutions. The newsletter is a continuation of FANmail (Faculty Advisor Network mail) and aims to provide relevant and timely information for faculty in a succinct manner. In addition to sharing ACS resources, the newsletter provides links for faculty workshops, grants, and professional development opportunities.

Preparing for Life After Graduate School (PfLAGS) workshops
Six PfLAGS workshops were held between February and July. Host institutions included Duquesne University, PA (February 7–9), Virginia Polytechnic Institute, VA, (February 27–March 1), University of Southern California, CA (April 19–21), Wayne State University, MI (May 3–5), and the University of Toronto, Canada, (June 7–9).

Postdoc to PUI Professor Workshop
The Postdoc to PUI Professor workshop was held at Trinity University, San Antonio, TX, March 3–4. Twelve graduate students and 21 postdoctoral researchers attended. The average rating for “This program helped me become better prepared to submit academic job applications.” was 4.8 (5 point scale). In addition, 100% of the participants would recommend this workshop to a friend.

Academic Employment Initiative (AEI) In April, 90 abstracts from postdocs and senior grads were accepted to be a part of the 14th AEI session. The poster session will be held Monday, August 22 during SciMix in Hall D/E at the National Meeting in Washington D.C. In July, biographical sketches of the candidates were posted online at www.acs.org/aei.

ChemIDP Workshops
Five ChemIDP workshops were held between February and July, including, University of Pennsylvania (February 15), Georgetown University (March 10), ACS National Meeting in San Francisco (April 4), University of Cincinnati (June 2), 21st Annual Green Chemistry & Engineering Conference in Reston, VA (June 15), University of Minnesota (June 30).

The workshops gave the participants an overview of planning their career development, as well as showcasing the ChemIDP™ website through a demo. Feedback from the workshops has been positive and continues to help shape future directions for ChemIDP™ workshops.
Student Chapter Reports submitted
Student chapter reports (422) were submitted in May. Reports were reviewed online by 124 faculty advisors and an onsite review conference was held in July to confirm the final award selections.

International Student Chapter Growth and Program Development
International student chapters have grown to 35, representing 19 countries. A grant program is under development. An ad hoc travel grant was created in order to send international student chapter members to the national meeting. There are representatives from 15 chapters attending the National Meeting in Washington, DC.

Launch of inChemistry magazine online
In January, the new format of inChemistry was launched. Between January and July, there have been 26,780 page views and nearly 9,000 unique visitors.

SCI Scholars announced
The 2017 SCI Scholars were announced in April. The Society of Chemical Industry (SCI), American Institute of Chemical Engineers (AIChE), and the American Chemical Society created the SCI Scholars Summer Internship Program to introduce chemistry and chemical engineering students to careers in the chemical industry. Reviewers selected 33 SCI Scholars from 185 applications. Scholars receive a ten-week industrial internship at one of the participating companies. Additionally, they receive $1,000 for professional development, a certificate, and the opportunity to recognize an influential high school chemistry teacher (includes an additional $1,000 award). The complete list of recipients and other information can be found at www.acs.org/sci.

International Chemistry Olympiad Results
The U.S. team earned four gold medals at the 49th International Chemistry Olympiad in Nakhon Pathom, Thailand. Two hundred ninety-seven students representing 76 countries participated in the competition.

The medalists are: Harrison Wang of Hinsdale Central High School, IL, Chicago Local Section he also won the fifth highest ranking gold medal); Steven Liu of Monta Vista High School, CA, Santa Clara Local Section; Joshua Park of Lexington High School, MA, Northeastern Local Section; and Brendan Yap, from Carmel High School, IN, Indiana Local Section.

The members of the U.S. team were selected from 982 high school students who took the USNCO National Exam; they were selected from about 16,000 students representing 144 ACS Local Sections.

Project SEED
As of July 18, there are 382 high school students and 307 volunteer scientists participating in this year’s program, at more than 130 institutions. The total fellowship amount disbursed is $549,000.
ACS Scholars
There are 382 ACS Scholars, including 230 renewable Scholars from previous years and 152 newly selected in 2017, for the 2017–2018 academic year. Sixty-nine percent of these scholars have been matched with mentors so far. The number of former ACS Scholars confirmed to have earned Ph.D.’s is 280.

Middle School Chemistry (MSC)—Big Ideas about the Very Small visits top 11 million
Since launching in the fall of 2010, MSC has received a total of 11,039,191 visits from 237 countries and territories (June 2016: 8,104,382 visits). The entire book has been downloaded 48,818 times.

Kids & Chemistry supports internal and external outreach activities
Kids & Chemistry provided internal and external constituents (individuals and groups) with support and resources that enhance outreach efforts to convey the wonder and importance of chemistry. A selection of the activities supported is indicated below.
- Atlanta Science Festival (partnership with the ACS Department of Diversity Programs)
- March for Science Kids Zone
- Chemists Celebrate Earth Day
- Rouge River Water Festival (Detroit Local Section at University of Michigan, Dearborn)
- Washington Math Science Technology Public Charter High School STEM Field Day
- Bonding with Chemistry (Women Chemists Committee/East Central Illinois Local Section)
- Refugee Women’s Alliance Summer Youth Program
- National Capital Area Council, Boy Scouts of America

High School Chemistry Clubs (ChemClubs)
The ChemClubs program launched its inaugural virtual book club. Approximately 41 clubs registered to participate in reading the first 37 pages of The Martian by Andy Weir. Clubs received an ACS reading guide with questions to consider and discuss, as well as a research challenge. Social media was employed to promote engagement throughout this exciting new activity.

The ChemClubs program also partnered with Chemical & Engineering News (C&EN) and the American Association of Chemistry Teachers (AACT) to conduct the #K12ChemPics contest. More than 30 entries were received and three winners were selected.

The number of ChemClubs for the 2016–2017 school year was 540 clubs (2015–2016: 526 clubs). To date, over 240 schools have renewed for the 2017–2018 school year.

ChemMatters magazine
This year’s ChemMatters Policy Board meeting was held in May at ACS headquarters. Board members provided valuable insights related to new ChemMatters features, including a new department that will feature chemistry and art and a streamlined, redesigned teachers’ guide. An April ChemMatters article on teens and stress was highlighted by the ADAA on the “In the News” page of its website: https://www.adaa.org/adaa-in-the-news.
American Association of Chemistry Teachers (AACT) events
Between February and May, AACT hosted 12 professional development webinars. For all webinars, more than 95% of survey respondents noted that they are likely to attend a future AACT webinar. Ratings for webinars average over 4.6 on a 5-point scale.
In February, AACT officially launched Science Coaches teams. There are three teams. Each team is made of three AACT teachers and a coach and has its own private forum on the AACT website where they may ask their teammates and coach chemistry questions.

AACT Partnerships
The AACT–PPG Chemistry of Color themed content writing team began its work in February. Ten AACT K–12 teacher-members were selected through a nation-wide application process to participate on this team. Teachers are working to create unique classroom content focused on The Chemistry of Color through this project.
The fourth Dow and AACT teacher summit was held in Collegeville and Macungie, Pennsylvania from June 26–29. Twenty five teachers attended. Throughout the week, attendees created final classroom resources which will be featured on teachchemistry.org. The teachers also attended professional development sessions on safety, AP chemistry, incorporating technology into the classroom, and more. One hundred percent of attendees would recommend the experience to a friend. On a five-point scale, with five being the most positive, attendees rated both their overall summit experience and overall impression of AACT 5.0.

AACT Governance
AACT held its annual election for members of the Governing Board from April 5–26. The results were as follows: Sherri Rukes was elected President-Elect; Barbara Sitzman was elected Committee Representative; Bonnie Bloom was elected High School Ambassador; Jennifer Smith was elected Middle School Ambassador; and Jamie Doran was elected Elementary School Ambassador.

The AACT Governing Board met in Washington, DC, on July 21–22 for its annual meeting. Highlights of the previous year were shared. Discussion items included mechanisms for better serving K–8 members (current and future) and international members as well as recruitment strategies that leverage AACT regional representatives.

AACT Membership goal
Since launching, AACT has acquired more than 4,400 (goal is 5000 by year end) members. Of this total, 88% are K–12 teachers of chemistry.

ACS Guidelines and Recommendations for the Teaching of Middle and High School Chemistry
The task force charged with revising the ACS Guidelines and Recommendations for the Teaching of High School Chemistry met in Washington, DC on March 4. The revised version of this Society Committee on Education document is slated to be released in Fall 2017 and include middle school recommendations.
ACS-Hach Programs
Following the February–April application periods, selections were made for the 2016–2017 ACS-Hach classroom grants and the 2016–2017 Second Career and Post-baccalaureate scholarships.

ACS staff at National Science Teachers Association (NSTA) conference
Staff presented sessions for K–12 teachers of chemistry at the NSTA Science Teachers Association National Conference on Science Education. Presentations highlighted middleschoolchemistry.com, ChemMatters, the ACS ChemClubs program, and AACT teaching resources.

Chemistry in Context (CiC) 9th Edition (9e) workshop
In June, 20 participants attended a CiC 9e workshop at Loyola University Chicago. During the day and a half workshop, four members of the author team led participants through a variety of activities to acquaint them with the new edition of the text and lab manual. Participants enjoyed the workshop, and gave an average rating of 4.7/5 for “overall, I was satisfied with this workshop.”

100Kin10 Participation
Staff participated in the annual 100Kin10 Partner Summit, held at the Intrepid Sea, Air & Space Museum in New York, New York. Follow-up contributions and involvement include work on a toolkit designed to equip faculty members and undergraduates with accurate information about teaching science in K–12 settings.

ACS Workshop on Secondary School Chemistry Safety Guidance
The Committee on Chemical Safety (CCS) collaborated with ACS Education Division staff to develop and conduct a workshop that was held on February 25. Representatives of various ACS groups involved in chemical safety at the secondary level participated; these groups included the American Association of Chemistry Teachers, the CCS Safety Advisory Panel, ACS Division of Chemical Health and Safety, the ACS Division of Chemical Education, and ACS Web Strategy & Operations. Discussions centered on mechanisms by which ACS can support and contribute to creating safety cultures in high school education.
II. ADDITIONAL MATERIALS

Report from the Public Relations and Communications Task Force

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<tr>
<td>Raychelle Burks</td>
<td>St. Edwards University, Austin, TX</td>
<td>CPRC Communications Technology Subcommittee Chair</td>
</tr>
<tr>
<td>Tom Holme</td>
<td>Iowa State University, Ames, IA</td>
<td>ad hoc DivCHED Twitter Manager</td>
</tr>
<tr>
<td>Aimee Modic</td>
<td>Katy High School, Katy, TX</td>
<td>ExCom and AACT member of task force</td>
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<td>Stephanie Ryan</td>
<td>Ryan Education Consulting LLC, Carmel, IN</td>
<td>YCES member of task force</td>
</tr>
<tr>
<td>Clarissa Sorensen-Unruh</td>
<td>Central New Mexico Community College, Albuquerque, NM</td>
<td>PR chair of the Biennial Committee</td>
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<tr>
<td>Olivia Wilkins</td>
<td>California Institute of Technology, Pasadena, CA</td>
<td>Graduate student member of task force</td>
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This Task Force was established after the ACS National Meeting in San Francisco, to address moving The Division towards a more formal mechanism for public relations and communications activities. The document below represents a view of the history of these efforts, along with current efforts and a timeline for how the adoption of robust communications policies and the establishment of a PR Committee within DivCHED can be accomplished.

Relatively Recent History of PR efforts within DivCHED.

The idea of bolstering the PR capability of the Division is not new. While there may have been earlier efforts as well, a Task Force report in the Fall 2003 CHED Newsletter pointed to the need to enhance publicity efforts. That report emphasized the importance of creating a positive and consistent message in PR and also identified several aspects of the challenges posed by PR needs (in a time before the advent of social media as a communication venue). These aspects included:

- Defining a suitable structure for organizing PR efforts including:
  - A view that a paid staff member (publicity director) was needed
  - This person would be located within the Division Outreach office which was active at the time
  - The appointment of this person would be long term (a five-year term was proposed)
There would be an advisory board that reflected the diversity of the Division and its activities.

- Defining sources of information
  - Felt that there could be space for both individual- and Division-level information
  - Publicizing meetings and technical programs was a high priority
  - Publicizing articles, educational materials and grants were also noted as possibilities

- Defining targets for publicity
  - Information flow within the Division is part of the PR efforts
  - Publicity efforts to other ACS entities such as SOCED, the Education Division and C&EN were important.
  - Targeting science and education reporters for PR to the general public was viewed as important.
  - Finding ways to target science museums and regional science education centers was also noted.

- Defining ways to enhance impact of PR
  - Moving from general press releases towards releases targeted at specific audiences was noted.
  - The publicity director was seen as a conduit to tie together many aspects of chemistry education

- Defining the importance of Quality Assurance
  - This concern was cast in terms of occasional weak papers that would be accepted as part of technical programming within The Division
  - Needing to better define the nature of scholarship in Chem Ed was noted as a barrier.
  - No specific mechanism of quality assurance was noted in this particular report.

It does not seem, despite the efforts of this 2002/2003 Task Force, that any substantial changes in the outreach and PR efforts of The Division resulted from this work. The primary mechanism for PR related activities in this era of The Division was, and remained, the efforts of the Outreach Office, which was associated with The Journal.

Conversations about the nature of PR, including noting the stated role of the Past-Chair in overseeing those efforts happened intermittently over the next 7-8 years, but again, there was never any momentum sustained for the development of overarching communication strategies or a coordinated PR effort. This does not mean there was no interest in, or concerns about, the communication apparatus of The Division. Considerable effort was spent to enhance the web presence of the Division and to try to identify appropriate ways to improve information flow from the various components of The Division to those who were putting content on to the web site. Again, these tasks were usually carried out by either the Secretary or the staff of The Journal.
As social media platforms became the dominant form of public and private communication, the Executive Committee certainly tried to sort out the appropriate way to engage with this type of communication. The DivCHED Strategic Plan in 2007 included consideration of emerging trends in social media at that time and sought to leverage the possibilities afforded by the emergence of such platforms. Indeed, the first goal of this strategic plan was “Implement a global communication plan and social network infrastructure by 2010”. While Facebook has emerged as a strong platform, for both personal and professional engagement, at that time, there were questions about whether it would be viewed as an appropriate venue for professional communications. However, CHED’s efforts to establish a closed Facebook group in that time frame, which required people to ask to join, met with limited success, in terms of the number of members joining the group. At the same time, start-up style social networking sites were plentiful, and The Division experimented there as well, establishing a more active, but short-lived group on the Ning platform in 2007. One observation at this time was the apparent importance of having an open and inviting platform to encourage membership participation. Perhaps the key result of this period where the Division tried several things related to its internet presence was the realization that long term stability of the web presence might best be handled as part of the Executive Assistant position. Accordingly, the hiring of Heather Johnson in this position has led to a stabilization of both the divched.org web presence, including blog posts, and the current DivCHED member page within Facebook. Nonetheless, there remains only minimal guidance about the content associated with these pages.

At the ACS Leadership Conference in 2012, a contest was launched to reward the Division that accomplished the largest growth in followers upon the establishment of a Twitter presence. While modest (a paid coffee break at a session of the spring National Meeting) Tom Holme helped the Division establish a Twitter program at this time with the handle of @ACSDivCHED and a few dozen members were recruited to join Twitter and follow. (This effort did manage to win the award and coffee break.) In the grand ACS tradition of “no good deed goes unpunished” Tom has been the primary keeper of the @ACSDivCHED presence since, with some help from Heather. For roughly the past 2-3 years, the @ACSDivCHED account has maintained a program of Tweeting about roughly one J. Chem. Educ. article a day and currently has about 750 followers. One particularly helpful anecdote of the impact of this activity is evident from this Tweet.
The Value Proposition of Enhancing Public Relations and Communications Activities of The Division

The brief outline of the past 15 years of growth of an ad-hoc PR presence for The Division suggests that now may be an opportune time to consider formalizing these efforts. Beyond a growing historical effort, however, what benefits can be projected for the establishment of more formal mechanisms and policies for communication efforts? Here are some value propositions to consider.

1. Mitigation of the current precarious circumstances of ad-hoc efforts at PR and their reliance on small numbers of people with no articulated communication policies.

Some of the boundaries in PR initiatives—such as those involving copyright and endorsements—have nuanced interpretations by both social media managers and subscribers. Having personnel trained in communications would minimize risk of copyright infringement and unintended endorsement of other parties. (Specific examples are included under Item 2.)

The use of social media within the Division’s PR efforts also presents an opportunity to expand the number of involved personnel, both in terms of direct involvement with the Division’s social media accounts and indirect involvement through the promotion of individual contributions (such as Fb status updates or Tweets).

2. Communication of happenings related to chemistry education among membership.

The @ACSDivCHED Twitter account primarily Tweets links to articles from the Journal of Chemical Education (J. Chem. Educ.), which has had positive impacts as illustrated by the Tweet included above. A formalized PR presence for The Division would enhance these efforts. For instance, adding images along with links to journal articles could substantially increase their reach.
(https://blog.twitter.com/official/en_us/a/2014/what-fuels-a-tweets-engagement.html), as Tweets containing images average a significant boost in Retweets over Tweets without any visual component. However, because The Division does not own exclusive copyright of the Tweeted articles and images therein, such Tweets are often posted without images. This would be addressed by having a communications specialist who is well-versed in copyright laws but could also choose appropriate graphics to accompany articles.

An additional measure would be to communicate chemistry education resources beyond those published in *J. Chem. Educ.* Additional resources might include blog posts by teachers, learning experts, DivCHED Committees, and students as well as articles about chemistry or other applicable science education from other journals.

3. **Engagement with possible new members among emergent scholars in chemistry and chemistry education.**

A formalized and improved PR presence that enhances engagement has several benefits, including:

- Fostering networking opportunities, especially for grad students and post-docs who are emergent scholars and educators
- Connecting primary and secondary educators with researchers in academia or industry, allowing them to pinpoint collaborative teaching opportunities
- Sharing resources such as blog posts highlighting best practices for teaching/learning, illustrating experiences with different education pedagogy, and discussing ideas for different methods
- Providing next step information, including career options for certain degrees, to current undergraduate and graduate students as well as post-docs (via the YCES blog)
- Increasing awareness to resources beyond *J. Chem. Educ.* (e.g. relevant workshops, seminars, writing assignments in the *Prompt* journal)
- Promoting scholars and best practices in chemical education, allowing Division members to identify leaders in chemistry education
- Providing a platform for new or continued conversations with a scholar or about best practices, while opening the conversation to a wider group (including those not part of the original conversation but who have interest in it)
- Allowing members to access information at a seminar or meeting they were unable to attend through live-tweeting or curating individual contributions to social media regarding the meeting or seminar

4. **Establishment of avenues for participation of current and new members with activities and products of The Division.**
Avenues for participation could include soliciting blog posts from Division members (as has been done successfully by the YCES committee), hosting Twitter chats (informal online Q&A sessions in which participants discuss ideas in a rapid-fire setting), prompting discussion on *J. Chem. Educ.* articles (i.e. through an online journal club).

**Current Needs and Resources**

In addition to the potential benefits noted above, it is important to delineate the specific needs and the resources that are available to help the Executive Committee move forward with PR and communication activities.

The most important need at the moment is the establishment of a communications policy that will assist current and future PR efforts, including those that would be carried out by members of a PR committee. The Executive Committee is the organization that needs to provide this guidance, though the current Task Force would, if asked, serve as the conduit to other resources within ACS to help get these policies crafted in draft form for the Executive Committee to refine and adopt. In its current state, for example, when questions or concerns about specific issues facing The Division are directed at the @ACSDivCHED twitter account, Tom Holme or Heather Johnson are able to use familiarity with The Division to answer some things, or contact the leadership to address others. These informal efforts are inherently risky without communication policies in place, as individual judgments are unaided by carefully considered, mission-driven strategies and guidelines.

The logistical set-up of a permanent PR committee structure is the second most pressing need. Importantly, this action would be in line with the first goal of the 2007 Strategic Plan, albeit well behind the initially targeted timeline. The committee must be structured so that it can help carry out both the traditional style PR efforts (such as those identified by the 2002 Task Force) and help meet the demands of the tailored social media presence of The Division. Identification of personnel needs (volunteer and staff help if it is desirable and/or available) and how to structure appropriate committee rotation, for example, are two needs that can be identified.

As is true of virtually every effort of The Division, the primary resource available for public relations and communications remains our members. Indeed, it is probably true that The Division has under-estimated the opportunity costs of not having more formal mechanisms for the participation of interested members in our communications efforts. While it is difficult to estimate the extent to which interested individuals will have time to participate in future communications related activities, it seems safe to expect that the pool of potential interest for such “committee work” is relatively large. Importantly, while any established committee will undoubtedly avail itself of opportunities for face-to-face meetings at venues such as the Biennial Conference, the distributed nature of social media platforms suggests that participation can be afforded to members with an interest, but limited access to national meetings, for example.
Aside from the membership and the interest of the current Task Force, the ACS Communication and Public Relations Committee (CPRC) represents an additional, very important resource for accomplishing the tasks that remain in order to establish a strong PR presence within The Division going forward. The CPRC can provide The Division with a range of assistance, including social media training of PR committee members.

Finally, the Exams Institute has been working with a PR firm in Washington, DC related to challenges of maintaining exams security. The types of expertise being developed by the leadership team for ACS Exams, therefore, represents an additional important resource for The Division related to PR efforts.

**Projected Timeline for establishing a communication policy and PR committee**

Operationally, what needs to occur for the formalization of the PR and communication activities of The Division?

Considering the established meeting timelines, it would be ideal if the Executive Committee can (1) adopt a communication policy and (2) establish the PR committee could by its meeting at the New Orleans National Meeting. This would allow for the empaneling of the committee in advance of the Biennial Conference to be held at Notre Dame and could focus efforts for both logistical organization in a face-to-face meeting in South Bend, as well as serving as a pilot case for how the new PR committee could help address communication opportunities afforded by the technical and governance activities of The Division at BCCE 2018.

The CPRC has indicated a willingness to help with the establishment of this committee and answers to the questions they have asked would be things that this Task Force would need in order to keep moving towards this goal in the Fall semester of the upcoming academic year. Here is a response from Jennifer Maclachlan, Chair of CPRC, to an inquiry about what types of help we might be able to get from them.

**CPRC Email to engage with our task force on PR issues for The Division.**

We would be delighted to assist CHED. Could you please email me a copy of your most recently available annual report so we can start the evaluation process?

The next steps include reviewing the current PR that CHED employs including social media use (I note that Twitter is utilized and that Facebook link from your web site is defunct)/email blasts (if you use this form of communication to members, please send along a recent/relevant copy) and gaining some perspective from you how the Division operates with respect to web design/development and how your publications group/journal interfaces with the Division. Any specific details that you can supply will be helpful.

Once this information is received, we would like to schedule a conference call between your task force our LSAC/DAC subcommittee to work towards developing a PR strategy for CHED.
Looking at these comments and questions, the Task Force would request that the Executive Committee provide us (or CPRC directly) the information that they have requested, so we can begin this process with CPRC this fall.

The goal will be to establish; (1) a draft communication policy; (2) a PR strategy; and (3) logistical plans for a standing PR committee. These pieces will be complete no later than February 1, 2018, so that the Executive Committee will have time to review and modify the documents in advance of the Spring National Meeting in New Orleans.

**Projected timeline for operational PR committee and activities.**

Beyond the adoption of a communications policy and the establishment of a PR committee, the types of activities to be conducted need not be rolled out at a single time. The current level of activity on social media platforms, for example, can be expanded over a period of 12-24 months and formative assessment can inform that process.

The PR committee itself be established with an initial membership of roughly a dozen individuals. One third will have one-year appointments, one third will have two year appointments and one third will have three year appointments. Subsequent appointments will always be for three years, so that traditional considerations for committee stability versus infusing committees with new blood will be handled by CPN and the Chair succession going forward.

The initial communications policy that will guide the activities of the PR Committee will be established and adopted by the Executive Committee in the Spring of 2018 and the first face-to-face meeting of the PR Committee will take place at the 2018 BCCE.

In the first 12 months, members of the PR committee will take on various roles to be formalized when the committee itself is established in the Spring 2018, but they will likely include:

- Undertaking appropriate PR and social media training for all members, but particularly leadership (of the committee and any subcommittees that are established.)
- Establishing a transition plan to move from the current management of social media and PR activities to the operations as overseen by the PR Committee
- Delineating a leadership plan for the new PR Committee, including an expected time frame for the chair succession.
- Increasing content and presentation strategies for relevant communications, particularly in terms of social media presence for The Division
- Increasing outreach based communications to the Membership of The Division

In the second 12 months, members of the PR Committee will operationalize their activities fully, so that an assessment of the committee’s work and continued PR needs of The
Division can take place for presentation to the Executive Committee at the Spring 2020 ACS National Meeting. Further refinement of the above listed tasks will take place in this time frame, and discussions about needs and resources to continue the professionalization of PR and communications efforts will be discussed and assessed. Importantly, this will include exploring possible personnel needs.

For example, resources about chemical education from sources outside of DivCHED are shared to The Division’s social media subscribers if brought to the immediate attention of its social media managers (e.g. if a Tweet linking to a blog post also mentions @ACSDivCHED) unless there are commercial promotions included in such media. As such, resources shared are limited, and additional resources would be the result of web, literature, and social media searches, a time investment not feasible for volunteer social media keepers. Additionally, there are concerns over (1) the impression that a Retweet on Twitter (or analogous action on other social media) implies endorsement, even when account “About Me” blurbs state such is not the case and (2) how to address copyright issues for use of images in social media. Thus, as time goes on and the PR activities of The Division are increased the PR committee will need to gather evidence and hold conversations about the merits of having a formalized PR presence that would increase the range of resources shared with Division subscribers and would also delegate decisions of potential conflict to a trained communications professional.

Conclusions.

There are many issues to be considered as The Division seeks to professionalize its operating procedures and capacities related to communications and public relations. At the same time, the costs of not taking such steps are also evident, from the risks inherent in the continued ad hoc activities without an established communications policy to the real prospect of lost interest in awareness and participation by members in Division related activities. The task force that has been appointed to consider helping enhance communication efforts is prepared to keep the process moving forward, and working with the Executive Committee and the ACS CPRC to (1) establish an appropriate communications policy; (2) identify and compare possible routes to enhancing the PR and communication capacities of The Division; and (3) establish the role and operating procedures of a standing PR committee for the Division.
Executive Committee and Management of the Division
of Chemical Education, Incorporated, of the American Chemical Society
Lafayette, Indiana

In planning and performing our audit of the financial statements of the Division of Chemical Education, Incorporated, of the American Chemical Society (the Organization), as of and for the year ended December 31, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization’s internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization’s financial statements will not be prevented, or detected and corrected, on a timely basis.

Material Weaknesses

The following material weaknesses were also identified and communicated in a prior period.

The Organization

Segregation of Duties

Inadequate segregation of duties is not uncommon in small organizations. This condition increases the possibility that errors or irregularities may occur and not be detected on a timely basis. With a limited number of individuals to share responsibilities for access to assets and accounting systems, it is generally difficult to cost effectively achieve optimum segregation.
Recommendation:
As part of the oversight function, known control deficiencies should be re-evaluated periodically in order to determine if the internal control system can be changed to better segregate duties. Management's and the executive committee's close oversight and approval of accounting information is critical to preventing or detecting errors and irregularities.

Preparation of Financial Statements
The board of directors and management share the ultimate responsibility for the Organization's internal control system. While it is acceptable to outsource various accounting functions, the responsibility for internal control cannot be outsourced.

The Organization engages CliftonLarsonAllen to assist in preparing its financial statements and accompanying disclosures. However, as independent auditors, CLA cannot be considered part of the Organization's internal control system. As part of its internal control over the preparation of its financial statements, including disclosures, the Organization has implemented a comprehensive review procedure to ensure that the financial statements, including disclosures, are complete and accurate. Such review procedures should be performed by an individual possessing a thorough understanding of accounting principles generally accepted in the United States of America and knowledge of the Organization's activities and operations.

The Organization's personnel have not monitored recent accounting developments to the extent necessary to enable them to prepare the Organization's financial statements and related disclosures, to provide a high level of assurance that potential omissions or other errors that are material would be identified and corrected on a timely basis.

Accrual Basis Accounting
The Organization prepares its internal/interim financial statements primarily on the basis of cash receipts and disbursements, whereby certain revenues and the related assets are recorded when received, and expenses are recognized when paid. We recommend that the accrual basis of accounting be utilized to conform to the audited financial statement presentation. Under the accrual basis, revenues and the related assets are recorded when earned and expenses are recorded when the obligation is incurred. The accrual basis is required by generally accepted accounting principles since it results in financial statements that reflect the complete effects of an organization's financial transactions for a period. By not utilizing the accrual basis of accounting, significant assets, liabilities, revenues, and expenditures will not be presented in the internal/interim financial statements, and could cause the users of those financial statements to reach different conclusions than if an accrual financial statement was presented.

Audit Adjustments
During the course of the audit, we discovered several misstatements. If these adjustments were not recorded, the financial statements would be materially misstated. The net effect of all adjusting entries was an increase in assets of $133,000, net increase in liabilities of $9,500, increase in net assets of $123,000, and an increase in the change in net assets of $182,000. In order to establish internal controls and create accurate financial statements, we recommend that management establish procedures to identify and record significant adjustments.

Recommendation:
We recommend that management continue to re-evaluate procedures and staffing towards implementing a professional bookkeeping function for the Organization. Independent outsourcing firms may also be a resource to evaluate.
The Examinations Institute

Our test work included examination of journal entries. We noted that all entries are not signed as reviewed by management (separate from the accounting function).

We noted the bank reconciliation for December 2016 was not completed until February 28, 2017.

The reconciliation of accounts payable from the general ledger to the outstanding accounts payable register should be prepared to determine that all additions to and payments of accounts payable are correctly recorded, and to determine whether there are any disputed items.

Recommendation:
Although the Examinations Institute has begun to implement many control procedures and has split many of the functions between the director and the office manager, we recommend that the above reviews and reconciliations be completed on a monthly basis.

The Journal of Chemical Education (the Journal)

Our test work included examination of journal entries. We noted that the Board of Publication’s Treasurer will review entries posted by the managing editor, and the managing editor will review entries posted by the treasurer; however, there is no formal sign-off of this review.

The managing editor has the ability to perform many functions, including the ability to make deposits, complete checks for payables, and complete the financial statements. These combined duties conflict with the optimal segregation of duties necessary to effectively protect against fraud. These issues are somewhat mitigated by the strong oversight function of the Board of Publication’s Treasurer.

The Journal personnel are not centrally located resulting in less oversight of the financial statements.

Recommendation:
Journal entries should have formal sign-off obtained.

The Board of Publication Treasurer’s close oversight and approval of accounting information is critical to preventing or detecting errors and irregularities, given the Journal’s current management structure.
The Administrative Division (the Division)

No independent review of the bank reconciliations is being documented. At December 31, 2016, the bank reconciliation was out of balance by approximately $1,000.

The treasurer of the Division makes all deposits and disbursements, has ability to complete journal entries and complete the financial statements. The executive committee reviews the financial statements twice a year.

General Journal entries are not signed as reviewed by management.

Recommendation:
Due to the small number of people employed in administrative functions, the division requires board oversight and review. Management’s and the executive committee’s close oversight and approval of accounting information is critical to preventing or detecting errors and irregularities.

We recommend that management continue to re-evaluate procedures and staffing towards implementing a professional bookkeeping function for the Organization. Independent outsourcing firms may also be a resource to evaluate.

Other Matters

In addition to the material weaknesses discussed above, we noted the following matters which we would like to bring to your attention.

Investment Policies and Permanently Restricted Endowment Funds

Investment holdings of the Examinations Institute were outside of the established asset allocation targets. Holdings in cash at December 31, 2016 were 45% of the portfolio, with allocation targets of 0% to 25%. Holdings in fixed income securities were 39%, with allocation targets of 50% to 100%.

While the Journal and the Examinations Institute have investment policies, the Division does not have established policies.
We recommend that the Organization adopt or update its investment policies to account for:

- The investment objectives (that is, increase earnings, provide specific returns, or maintain accessible cash reserves).
- The person authorized and responsible for investments.
- The maximum amounts for investments and the approval criteria.
- The desired mix of products (especially considered to create risk), including the expected total return from income and the appreciation of investments.
- A goal for the amount of return expected including return objectives and risk parameters.
- Approved vendors of investment products.
- The maximum length of time cash can be committed.
- The criteria for investments versus debt repayment.
- The handling of emergency cash needs.

In addition, the Organization should develop a spending policy related to the appropriation for distribution of its investment income from its permanently restricted endowments. In establishing these policies, the Organization should consider the long-term expected returns on its endowment investments. Accordingly, over the long term, the Organization expects the current spending policy will allow its endowments to retain the original fair value of the gifts.

In establishing this policy, the Organization will establish investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to the programs supported by the endowments.

The Division has three investment accounts, two of which are maintained to account for endowments. In 2013, the Division received a $200,000 contribution which was intended by the donor to be added to one of the endowment accounts. We noted that this contribution was actually deposited in the Division’s operating investment account, which significantly increases the complexities of accounting for this contribution, and the endowment. We recommend that the balance of this contribution (original contribution plus any related investment income or loss) be transferred to the Passer Endowment investment account.

**Gifts-in-Kind**

The Organization receives numerous gifts of donated services, educational materials, merchandise, leases, or property and equipment. Many of these non-cash gifts are not recorded in the internally prepared financial statements as contributions or expenses. The flow of donations through the Organization may be significant. By not recording these gifts, the revenue and expense of the Organization is understated.
The Organization receives donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Professional services are not tracked or recorded, to the extent measurable, and are not included in income and expense when the services are provided.

We recommend that the Organization develop policies and procedures relating to the acceptance and valuation of gifts-in-kind. It is also important that the Organization establish internal controls to monitor the receipt, recording and physical safeguarding of these assets.

**Engage Professional Assistance in Developing Accounting Procedures**

It is frequently good practice to obtain professional assistance in the Organization and development of accounting routines and methods, which will provide timely and accurate information to management. In 2014, the Journal hired an outside accounting firm to provide accounting assistance, and in 2015, the outside accounting firm began to assist the Division as well. It would be beneficial for this assistance to be utilized over the entire organization. Our GLA One Source outsourcing department has extensive experience in recordkeeping services. We would be glad to meet with you regarding any bookkeeping matters to explore where assistance or back-up could be provided.

**Standardization between Divisions**

Uniform Organization-wide financial reporting and accounting procedures would be beneficial to achieve uniformity in financial reporting and to aid in the standardization of financial information; therefore, the Organization should establish the following:

1. An organization chart clearly defining lines of responsibility and reporting.
2. A uniform chart of accounts, including a description of the nature of items to be recorded in each account.
3. A written manual of accounting policies and procedures to be followed by appropriate employees. The manual should include the following:
   a) Company policy on such matters as capitalization of assets, treatment of perishable assets, etc.
   b) A description of the inventory system employed (job cost, etc.), samples of the necessary detail records, etc.
4. A package of standardized schedules in Excel or other software to be filled out by each division to report its financial results and status as of and for the reporting period. Management would design the basic schedules and captions and supporting detail schedules based on the information needed for reporting and would provide instructions on how to fill them out, including guidance on the nature, treatment, and classification of various accounts and transactions.

In 2014, the Organization instituted a new accounting system to combine accounting activities and improve on standardization. The Journal has also hired professional assistance to help with month and year-end entries, and this assistance has also been utilized by the Division. To increase the standardization, it would be beneficial for all divisions to utilize the same accounting assistance.
EMERGING ISSUES

FASB Moves Forward with Reporting Model Changes for Nonprofits

The Financial Accounting Standards Board (FASB) has announced plans to move forward on proposed accounting standards changes for nonprofit organizations. Accounting Standards Update (ASU) 2016-14, *Not-For-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*, was issued by the FASB on August 18, 2016. This standard was issued to improve the information presented in financial statements and notes about a not-for-profit entity’s liquidity, financial performance, and cash flows. The effective date for the ASU is fiscal years beginning after December 15, 2017. Early application is permitted.

**New net asset classifications**

For organizations that receive contributions or grants with donor-imposed restrictions, the three current net asset classifications will be collapsed into two: Unrestricted net assets will become net assets without donor restrictions; temporarily and permanently restricted net assets will collectively become net assets with donor restrictions. Footnote disclosures will include the differentiation between temporarily and perpetual donor restrictions. In addition, disclosures relating to amount and purpose of board-designated net assets will be required either on the statements or in the notes.

**Direct versus indirect cash flow reporting**

Nonprofits will be allowed to continue to choose between the direct and indirect method when preparing the statement of cash flows. However, if an entity chooses the direct method, it will no longer be required to also present the indirect reconciliation. All other proposed changes to the cash flow statement will be included in future phases of the project.

**Underwater endowments**

Underwater endowments are those permanent gifts having a current market value that is less than the historic or original gift amount. The board affirmed its proposal that underwater endowments will be classified in net assets with donor restrictions instead of the current classification in unrestricted net assets. Expanded notes will also be required to disclose amounts underwater and to present plans for reducing or not spending from these funds.

**Liquidity disclosures**

The exposure draft proposed new disclosures meant to help the reviewer better understand the organization’s management of liquidity and the financial assets available to meet its near-term demands for cash. FASB will continue to discuss qualitative disclosure requirements surrounding how organizations manage liquidity risk, but may include a quantitative disclosure requirement as well.
Reporting of functional expenses
Existing standards require all organizations to report expenses by function (program services and supporting activities) on either the statement of activities or in the notes. Costs by natural expense classification (salary, occupancy, professional fees, and depreciation) are currently allowed but not required. Under the proposed standard, all organizations would disclose expenses by both function and natural classification. This can be accomplished through either a statement of functional expenses or disclosure in the notes.

Reporting investment return
Organizations will be required to report investment income after deducting external and direct internal investment expenses. Given the varying size and complexity of investment portfolios, this information has been inconsistently tracked by some nonprofit organizations. This change would provide a more comparable measure of overall investment return among peers. Future discussions would include the types of expenses that should be deducted.

Revenue Recognition Overhaul Applies to Nonprofits, Too
New accounting standards issued by the FASB in May 2014 have completely rewritten the rules for revenue recognition for nonprofits. A new framework will now be applied in determining when and how an entity recognizes revenue in its customer contracts.

Although no further formal guidance is expected soon, the AICPA Revenue Recognition Implementation Committee is studying specific issues unique to nonprofit subindustries. An implementation guide is expected to be the final product, but no timeline has been given for its completion.

For nonprofits, the current effective date for these new rules (which has been pushed back one year due to implementation issues) is for years beginning after December 15, 2017 (conduit debt users) or December 15, 2018.

Lease Accounting
The Financial Accounting Standards Board (FASB) issued an Accounting Standards Update (ASU) intended to improve financial reporting about leasing transactions. The ASU affects all companies and other organizations that lease assets such as real estate, airplanes, and manufacturing equipment.

The ASU will require organizations that lease assets - referred to as “lessees” - to recognize on the balance sheet the assets and liabilities for the rights and obligations created by those leases.

Under the new guidance, a lessee will be required to recognize assets and liabilities for leases with lease terms of more than 12 months. Consistent with current generally accepted accounting principles (GAAP), the recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a finance or operating lease. However, unlike current GAAP - which requires only capital leases to be recognized on the balance sheet - the new ASU will require both types of leases to be recognized on the balance sheet.

The ASU also will require disclosures to help investors and other financial statement users better understand the amount, timing, and uncertainty of cash flows arising from leases. These disclosures include qualitative and quantitative requirements, providing additional information about the amounts recorded in the financial statements.
The accounting by organizations that own the assets leased by the lessee - also known as lessor accounting - will remain largely unchanged from current GAAP. However, the ASU contains some targeted improvements that are intended to align, where necessary, lessor accounting with the lessee accounting model and with the updated revenue recognition guidance issued in 2014.

The FASB and the International Accounting Standards Board (IASB) first embarked on a joint project in 2006 to improve the financial reporting of leasing activities. Since that time, the FASB and the IASB have issued three documents for public comment that generated more than 1,700 comment letters. Throughout the project, the FASB and the IASB also conducted extensive outreach with diverse groups of stakeholders. That outreach included more than 200 meetings with preparers and users of financial statements; 15 public roundtables, with more than 180 representatives and organizations; 15 preparer workshops attended by representatives from more than 90 organizations; and 14 meetings with preparers. The FASB and the IASB also met with more than 500 users of financial statements covering a broad range of industries.

The IASB issued its final standard on leases (IFRS 16) on January 13, 2016.

The ASU on leases will take effect for public companies for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2018. For all other organizations, the ASU on leases will take effect for fiscal years beginning after December 15, 2019, and for interim periods within fiscal years beginning after December 15, 2020.

Early application will be permitted for all organizations.

This communication is intended solely for the information and use of management, the executive committee, and others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP
St. Joseph, Missouri
REPORT DATE
# Schedule of DivCHED Meetings and Events

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event Description</th>
<th>Room</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM - 6:00 PM</td>
<td>102B W. E. Washington Convention Center</td>
<td>Finance Committee (closed)</td>
<td>102B</td>
<td>W. E. Washington Convention Center</td>
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<tr>
<td>8:00 AM – 9:30 AM</td>
<td>Renwich, Grand Hyatt</td>
<td>International Activities Committee (open)</td>
<td>Renwich</td>
<td>Grand Hyatt</td>
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<tr>
<td>12:00 PM – 2:00 PM</td>
<td>Renwich, Grand Hyatt</td>
<td>Regional Meetings (open)</td>
<td>Renwich</td>
<td>Grand Hyatt</td>
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<tr>
<td>2:30 PM – 4:30 PM</td>
<td>Washington, Grand Hyatt</td>
<td>Long Range Planning Committee (open)</td>
<td>Washington</td>
<td>Grand Hyatt</td>
</tr>
<tr>
<td>7:30 AM – 12:00 PM</td>
<td>Bulfinch, Grand Hyatt</td>
<td>ACS Exams Institute, Board of Trustees (open)</td>
<td>Bulfinch</td>
<td>Grand Hyatt</td>
</tr>
<tr>
<td>4:00 PM – 5:30 PM</td>
<td>McPherson Square, Grand Hyatt</td>
<td>Safety Committee (open)</td>
<td>McPherson</td>
<td>Grand Hyatt</td>
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<tr>
<td>7:30 AM – 12:00 PM</td>
<td>Washington, Grand Hyatt</td>
<td>JCE, Board of Publications (open)</td>
<td>Washington</td>
<td>Grand Hyatt</td>
</tr>
<tr>
<td>5:30 PM – 7:00 PM</td>
<td>Room 207 A, W. E. Washington Convention Center</td>
<td>DivCHED Social Reception (open)</td>
<td>Room 207</td>
<td>W. E. Washington Convention Center</td>
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<td>10:30 AM – 12:00 PM</td>
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<td>Program Committee (open)</td>
<td>Declaration</td>
<td>Grand Hyatt</td>
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<td>2:00 PM – 3:00 PM</td>
<td>Washington, Grand Hyatt</td>
<td>New Member Committee (open)</td>
<td>Washington</td>
<td>Grand Hyatt</td>
</tr>
<tr>
<td>1:00 PM – 1:30 PM (closed)</td>
<td>1:30 PM – 4:00 PM (open)</td>
<td>Executive Committee</td>
<td>Studio I &amp; II</td>
<td>W Washington</td>
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<tr>
<td>4:00 PM – 5:30 PM (closed)</td>
<td></td>
<td></td>
<td>Studio I &amp; II</td>
<td>W Washington</td>
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