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**AGENDA – EXECUTIVE COMMITTEE OPEN SESSION**  
**DIVISION OF CHEMICAL EDUCATION, INC.**  
**Saturday, March 30, 2019**  
Orange County Convention Center, Room W315A, Orlando, FL

Notes:
1. The agenda packet is available on the Division web site: http://www.divched.org/
2. The Executive Committee (ExComm) consists of 19 members, 13 elected members, plus the Editor, *J. Chem. Educ.*; Chair, Board of Publication; Examinations Institute Director and the Chair, Board of Trustees; Program Committee Chair; Biennial Conference Committee Chair. 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 - Financial, [http://www.divched.org](http://www.divched.org)

**Open Session -1:30PM to 4:00PM**

<table>
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<tr>
<th>Action (X)</th>
<th>Time</th>
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<tr>
<td></td>
<td>1:30</td>
<td>Call to order</td>
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<td>X</td>
<td></td>
<td>Approval of meeting agenda and consent agenda reports</td>
<td>2-3</td>
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<td>X</td>
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<td>Approval of the Fall 2018 ExComm Open Session Minutes</td>
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<td><strong>Introductions</strong></td>
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<td>Chair’s Announcements – I. Levy</td>
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<td>• Around the circle introductions with favorite elements</td>
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<td>• Welcome to new members of ExComm</td>
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<td>• Councilor serving as parliamentarian</td>
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<td>• Business Meeting of the Division and Social on Sunday</td>
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<td>• Awards announcement for Division members</td>
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<td>• SOCED overview</td>
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<td>• IYPT Activities?</td>
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<td>Past Chair’s Announcements – C. Frech</td>
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<td>Chair Elect’s Announcements – D. Del Carlo</td>
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<td>Secretary’s Announcements – D. King</td>
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<td>Public Relations Task Force / Twitter and Social Media Strategy – T. Holme</td>
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<td>website revamp, social media, newsletter—H. Johnson</td>
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<td>Finance Committee update – C. Frech</td>
<td>26-28</td>
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<td>Treasurer’s General Report - D. Licata</td>
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<td>Discussion to develop list of benefits of Division membership – M. Head</td>
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<td>Division dues discussion – D. Licata</td>
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<td>Program Committee Report – P. Daubenmire</td>
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<td>Biennial Conference Committee Update – D. Sykes</td>
<td>18-19</td>
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<td>Operations Manual Update Process – D. Cullen</td>
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<td>Division Councilors’ Report – R. Allen, I. Black, S. Mitchell</td>
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<td>3:00</td>
<td>(Break)</td>
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<td>3:15</td>
<td>ACS Education Division Highlights – J. Wesemann</td>
<td>45-50</td>
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<td>AACT Representative – A. Modic</td>
<td>51-52</td>
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<td>Board of Publication Oral Report – E. Yezierski</td>
<td>14-15</td>
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<td>Board of Trustees of the ACS Exams Institute Oral Report – A. Grushow</td>
<td>16-17</td>
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<td>ACS books presentation – A. Koenig</td>
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<td>Open Discussion/Input to the Executive Committee</td>
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<td>Committee Chair Voices – updates or concerns from any standing committee</td>
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<td>4:00</td>
<td>Adjourn Open Session</td>
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</table>
I. CONSENT AGENDA REPORTS

Treasurer – D. Licata 8-13
Board of Publication – E. Yezierski 14-15
Board of Trustees of the ACS Examinations Institute - A. Grushow 16-17

Standing Committees:
1. Program Committee – A. Marsh
2. Biennial Conference Committee (BCC) – D. Sykes and MK. Orgill 18-19
3. Committee on Personnel and Nominations (CPN) – J. Lewis and G. Webster

Division Committees:
1. Chemical Education Research (CER) – M. Teichert and J. Walker 20-21
2. Committee on Chemistry in the Two-Year College (COTYC) – P. Larkowski 22-23
3. Committee on Computers in Chemical Education (CCCE) – X. Prat-Resina and T. Gupta 24-25
4. Finance Committee - C. Middlecamp 26-28
5. Pre-College Committee - J. King and R. Morgan-Theall 29-30
6. International Activities Committee – R. Kelly and W. Schatzberg 31-33
8. New Member Committee – M. Head
9. Passer Portfolio Committee – C. MacGowan 36-37
10. Recognition Committee (Oral) – F. Torre
11. Regional Meetings Committee (RMC) – M. Perry 38-40
12. Safety Committee – S. Wiediger and D. Finster 41-42
13. Young Chemistry Education Scholars Committee (YCES) – J. Harshman 43-44

Liaisons of DivCHED:
ACS Education Division 45-50
American Association of Chemistry Teachers (AACT) 51-52

II. ADDITIONAL MATERIALS

Biennial Conference Committee Synopsis - 2018 BCCE 53-55
Recommendations for Future BCCEs 56-58
Finance Committee Operations Manual update 59-62
Schedule of Events 63

*NI – Not Included; report was not submitted
MINUTES – EXECUTIVE COMMITTEE OPEN SESSION  
DIVISION OF CHEMICAL EDUCATION, INC.  
Saturday, August 18, 2018  
Seaport World Trade Center, Waterfront Ballroom 3, Boston, MA  
M = Motion; S= Seconded; P= Passed

Open Session


A. Introductions
Chair Frech called the meeting to order at 1:31 PM.

B. Approval of meeting agenda and consent agenda reports
No discussion about the agenda and consent agenda reports.

Be it resolved
{18E-16} M/S/P – I. Black/R. Moog/Unanimous/0/0
To approve the meeting agenda and consent agenda reports and accept them as a record for the Division of Chemical Education.

C. Approval of the Spring 2018 ExComm Open Session Minutes
No discussion about the minutes.

Be it resolved
{18E-17} M/S/P – MK. Orgill/M. Stains/Unanimous/0/0
To approve the open session minutes from the Spring New Orleans meeting of the CHED Executive Committee, Saturday, March 17, 2018.

D. Chair’s Announcements – C. Frech
All attendees introduced themselves. This was followed with a brief tribute to Dwaine Eubanks, who recently passed away. Some of his contributions to the Division were listed; his family has requested that donations be made to Project Seed in his honor.

S. Mitchell is serving as Parliamentarian for this meeting, and R. Allen will serve as Parliamentarian for the Spring ACS meeting in Orlando.

C. Frech reported that the Division is getting help from ACS (Committee on Public Relations and Communication) on developing a public relations, although there are still more questions to be answered. Some of the people who have been on the task force have stepped away. They need new volunteers who have public relations expertise.

C. Frech reported information from the Finance Committee. The Division needs an investment policy, and work has begun to develop one. Input is requested.

E. Past Chair’s Announcements – MK. Orgill
No announcements from the Past Chair.

F. Chair Elect’s Announcements – I. Levy
No announcements from the Chair Elect.

G. Secretary’s Announcements – D. King
D. King reminded everyone that there is an upcoming election, and encouraged everyone to vote. A survey will be sent out looking for feedback on the consent agenda reports and how to expedite the process.
H. Operations Manual Update Report – D. Cullen
All committees are currently reviewing the operations manual. Some committees do not have to make any changes. Once the manual is updated, the Division will request changes every December, which will allow the operations manual to be changed every year, if needed. A. Modic asked if AACT needs to provide information for the operations manual. D. Cullen said that AACT does not need to provide any information.

J. Holmes asked if there was a standard template for the operations manual. D. Cullen said that she did send one out.

C. Frech thanked D. Cullen for her work on updating the operations manual.

I. Biennial Conference Committee Update – D. Sykes
The Division needs to determine if we want to continue with the meeting planning partner.

There was a social media symposium run at the 2018 BCCE.

A Birds of a Feather meeting was held at the 2018 BCCE for institutions that were thinking about hosting a future BCCE. Four institutions have expressed in hosting during 2024 or 2026.

Purdue University with Marcy Towns as General Chair is in negotiations to host the 2022 BCCE.

J. Review of conference-childcare conundrum birds-of-feather meeting at BCCE – C. Frech
A Birds of a Feather meeting was held at the 2018 BCCE about childcare. This involved a discussion about attending meetings while caring for young kids; there was also discussion about people who have eldercare issues. R. Allen said that, at the BCCE held at Denton, TX, they contracted for daycare services. D. Sykes said that daycare will be raised with Oregon State for the 2020 BCCE.

The BCC will pursue with each institution that hosts a BCCE to make the meetings more accessible and inclusive. B. Donovan said that this issue will be raised with the 2020 committee. They would like to have an online forum. There was a request to email C. Frech or M. Towns to keep the conversation going. I. Black said that people could contact the local YMCA for eldercare options.

K. Program Committee Report – A. Marsh
P. Daubenmire and D. Bromfield-Lee are the meeting co-chairs. S. Rukes is the chair of Chemistry Teachers Day.

Program Facts – 463 papers, 21 undergraduate research papers, 216 undergraduate posters. The Fall meeting numbers are always lower than the Spring meeting numbers.

The next meeting will be in Orlando. Abstract submissions opens this week, with the deadline of 10/29/18. The meeting co-chairs are A. Cannon and D. Bromfield-Lee. S. Rukes is the chair of Chemistry Teachers Day. There are a total of 40 symposia that have been proposed.

Symposia submissions for the Fall 2019 meeting in San Diego are due in December.

Be it resolved
{18E-18} M/S/P – Unanimous/0/0
To approve the use of the Diversity Statement by the Program Committee.
I. Black likes the way that it reads. R. Allen asked how it would be implemented. A. Marsh said that the process would need to be started earlier than normal, so that symposia could be solicited that directly address diversity. MK. Orgill said that the Organic section has a form that asks symposia chairs to identify criteria of diversity. The form can be found on the
Organic Division webpage. I. Black pointed out that some minorities cannot afford to attend meetings. N. Pienta said that the Journal of Chemical Education and the Board of Publication could support attendance of minorities at national meetings. The Division should also consider this. R. Moog said that resource allocation might be needed, especially regarding the desire to “recruit diverse symposium organizers.”

There was a break at 2:24 pm.

The open session resumed at 2:38 pm.

**L. Treasurer’s General Report – D. Licata**

New email address for the Treasurer position. Thanks to H. Johnson and H. Good at TurboExecs for help to establish non-profit status.

There is now a “Financials” tab on the DivCHED website that contains policies and links to reimbursement forms. Information about grant payments and invoice requests can also be found here.

Travel reimbursement requests should be submitted within three weeks of the meeting.

There is a new Division business address (thru TurboExecs). D. King asked if that would be added to the Financials tab.

Net income is about $6,000, although no bill has yet been received from the Spring ACS meeting. Currently there exists a deficit, which is ok but not sustainable long term.

C. Frech reported that the Finance Committee is working hard to balance books and figure out how to consolidate expenses and income. D. Licata said some income has not yet been incorporated into the budget. E. Yezierski asked if we need to use investments to counter additional operational expenses.

D. Licata said that the Division is overspent, so we might need to use some investments. R. Moog and A. Marsh both pointed out that it is not uncommon to use investments to cover operations on a regular basis. MK. Orgill said we need to figure out where we are before we move forward. N. Pienta asked how much of the deficit is due to one-time costs? D. Licata said it was about 25%. R. Moog said that there is little point in trying to attribute a percentage to individual items; we just need to figure out how to balance the current budget.

*Be it resolved*

\{18E-19\} M/S/P – Unanimous/0/0  
To approve the 2019 CHED budget as amended.

No further discussion.

**M. Board of Publication Oral Report – E. Yezierski**

E. Yezierski has been re-appointed as Chair of the Board of Publication. The Editor-in-Chief search committee (Chris Bauer, Deanna Cullen, Tom Higgins, Sonja Krane, Mary Saecker, Marilyne Stains, and Don Wink) has completed their work. A recommendation for the next Editor-in-Chief has been given to the Board of Publication. The Board thanks the search committee for their service and hard work.

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

A. Grushow has been re-appointed as Chair of the Board of Trustees. The Exams Institute logo has been trademarked, representing the completion of a process that started many years ago. There are currently 11 committees meeting, which is about double the normal number. This is due to increased demand and issues associated with exam security. A new general chemistry exam is being developed for schools on the quarter system. A General-Organic-Biochemistry (GOB) condensed (1 semester) exam is also being developed. K. Murphy is meeting with Chemists with Disabilities to discuss issues associated with access and accommodations. A new study guide for General Chemistry is due out in October (2018).
O. AACT Representative – A. Modic
AACT membership has been increasing. The membership support services committee has been suspended for two years, and then will be re-evaluated. This coincides with a shift to focus on resources. A member survey has been distributed to determine interest in an AACT conference, although there might be a desire to start with regional meetings, instead of a national conference.

Webinars have been well attended, mostly by AP instructors. Presentations by members have been made at Spring ACS and BCCE.

There has been discussion about what to do during the International Year of the Periodic Table (IYPT). Some ideas include escape rooms, periodic table cloth. Professional development materials will be prepared. A Hands-on webinar will be offered (e.g., Chemistry in a Box materials). They will highlight existing IYPT resources and develop new ones.

A rubric is needed for Teacher of the Year award.

I. Black asked if there are any international members. A. Modic said that there are some, but it is hard to get word out about their existence. C. Frech encouraged people to join AACT, especially for people who are supervising student chapters, as this could be a source for activities to be used for outreach.

P. ACS Education Division Highlights – J. Wesemann
A key goal is to develop global reach. The International Year of the Periodic Table (IYPT) will help with global outreach and the development of international chapters.

Some members of ExComm will be part of SOCED strategic planning. MK. Orgill will be there and has requested feedback.

SOCED talked about the National Academy of Science report on grad STEM education.

It is important to build connections between the Division (DivCHED) and ACS Publications.

Q. Recognition of Division Award Winners – C. Frech
Anna Wilson will receive the Division Service Award, which will be presented at the Social Hour on Sunday evening. Division award decisions have not been made yet.

C. Frech thanked Heather Johnson for her work organizing and running the meeting. She also thanked MK. Orgill for all of her help.

To close the Open Session and to move to Closed Session.

The open session adjourned at 3:25 pm.

Respectfully submitted,

Daniel King
Secretary, DivCHED
I. CONSENT AGENDA REPORTS

Treasurer's Report

Executive Committee
Division of Chemical Education
American Chemical Society
30 March 2019
Orlando, FL

David P. Licata

Reimbursements and other Financial Matters  First the good news: The Financial page and forms on the Division website have revised so that all needed forms are accessible to those who use PCs as well as Apple computers. The forms are now all Google forms. On the Division webpage, choose the “Financial” tab at the far right (URL http://divched.org/financial).

There is a small wrinkle. Some of the forms require you to upload receipts or other documentation. These work directly for those with Gmail email address, or who use email based on the GSuite product (such as the Division’s own “divched.org” domain). For those who do not have a Gmail/Gsuite we have an alternate version of the forms (where needed) which requires you to email yours pending documentation to the business manager.

Our business manager, Turbo Execs, prepared the forms. Heather Johnson and I suggested using our Gsuite account and Google Forms to avoid the problem we faced with dueling operating systems.

Forms are available for the following:

Travel Reimbursement – which everyone here will use to get reimbursed for expenses at this meeting. Please take notice that you must file this form, with receipts, within 21 days of the close of this meeting (which is 25 April).

Counselor Reimbursement Form – for Councilors or Alternates attending Council. This is a PDF copy of the file Councilors received from ACS. Like the Travel Reimbursement form this must be filed by 25 April, three weeks after the close of the meeting.

Grant Payment Request Form – for those who were awarded grants by the Passer Fund, International Activities Committee, or a Division Travel Grant. Awardees must also submit the appropriate receipts, and a report on their activities, as required by the granting committee. The report, Payment Request, and receipts are to be returned within 21 days of the completion of the travel or award activity.

Request to Create an Invoice – Used by GSSPCs and others requesting donations to the Division.

Check Request Form – to request an award check be prepared (for example for the Regional High School Teachers Award), or, if authorized, a check for payment for goods/services.

Budget and Financial Considerations  – In each of the past five years the Division has approved a deficit budget. The approved deficit in 2018 was $168,000. Fortunately, we overspent in 2018 by only about half this amount. However, the size of the
accumulated deficits finally caught up with us. We were forced to withdraw a total of $65,000 from the Division investments to cover expenses through the end of 2018 and the first quarter of this year. We expect to receive the membership dues payment for the second half to 2018 and the “administrative allotment” by the end of April.

The administrative allotment is based on membership, attendance at national meetings, attendance at oral sessions, and number of posters presented. Changes to the current formula are being discussed to promote (and recognize) regional meeting and international participation.

The 2019 budget is also a deficit budget, nearly $109,000 in arrears. The Chair Successions and other members of the Finance Committee brainstormed a list of budget-saving measures. Some of which you will notice at this meeting: the lack of snacks and the purchase of two of our own LCD projectors. The rental costs at a single meeting are approximately equal to the cost of the two projectors. Thus, this year we will save approximately $500; double that in future years.

At the rate of $1,000 for each suggestion, we will need to find a lot of such suggested savings. The Finance Committee is making many difficult decisions to try and find places to make those savings. Heather Johnson has contributed to these suggestions, and volunteered to purchase the LCD projectors for us and to shepherd them to (and from) the meetings and set up them up.

We are depending on all of the members of ExCom, as well as other committee chairs and members to participate with the Finance Committee in returning the Division to a stable and sustainable financial condition.

**Investment Performance** The fourth quarter of 2018 was difficult in many areas, and as a result the restricted funds gave back some of the outstanding returns they had earned in the first three quarters. Fortunately, they have recovered nicely in the first two months of 2019 and should continue to experience solid growth.

The Division general investment fund had solid growth, roughly equal to that expected based upon the benchmarks for the fund. However, circumstances required that substantial withdrawals be made from the fund. These withdrawals will impact future earnings, and therefore the amount by which we can use investment earnings to offset potential deficits. In order to assist the Examinations Institute with significant legal issues the Division pledged $250,000 from the general investment fund. This will reduce future income by an estimated $15,000 per year (based on our historic returns). An additional $65,000 was withdrawn to cover the budget deficit of nearly $90,000 that could not be paid from existing cash deposits (in checking and savings), and provide $25,000 with which to pay first quarter bills.
### General Fund - cumulative % change

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Excluding withdrawal 1,794,647.66 23.34%

($180,000 was withdrawn at the beginning of May to reimburse Exams Institute legal fees. An additional $135,000

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<td>6/30/2018</td>
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### Passer Fund - cumulative % change

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<tr>
<td>6/30/2015</td>
<td>149,494.00</td>
<td>1252</td>
<td>14900</td>
<td>10.21%</td>
<td>238.6 0.13%</td>
</tr>
<tr>
<td>6/30/2016</td>
<td>147,544.00</td>
<td>1278</td>
<td>14630</td>
<td>8.21%</td>
<td>241 1.13%</td>
</tr>
<tr>
<td>6/30/2017</td>
<td>161,382.00</td>
<td>1437</td>
<td>14560</td>
<td>7.69%</td>
<td>245 2.81%</td>
</tr>
<tr>
<td>6/30/2018</td>
<td>156,742.00</td>
<td>1619</td>
<td>14550</td>
<td>7.62%</td>
<td>252 5.75%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent of Portfolio</th>
<th>0.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted average of Index return</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
# Treasurer's Report

## Orlando, FL Spring 2019

Division of Chemical Education, Inc.  
American Chemical Society  

Division Investment Report - Annual  --  to June 30, 2018  

Boston, MA  20 Aug 2018

### General Fund  

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Value</th>
<th>Account</th>
<th>Russell 3000</th>
<th>Barclays Bond Index</th>
<th>Consumer Price Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2014</td>
<td>1,454,993.00</td>
<td>1169</td>
<td>13520</td>
<td>238.3</td>
<td></td>
</tr>
<tr>
<td>6/30/2015</td>
<td>1,527,602.00</td>
<td>1252</td>
<td>14900</td>
<td>10.21%</td>
<td></td>
</tr>
<tr>
<td>6/30/2016</td>
<td>1,600,708.00</td>
<td>1278</td>
<td>14630</td>
<td>-1.81%</td>
<td></td>
</tr>
<tr>
<td>6/30/2017</td>
<td>1,793,465.00</td>
<td>1437</td>
<td>14560</td>
<td>-0.48%</td>
<td></td>
</tr>
<tr>
<td>6/30/2018</td>
<td>1,388,623.00</td>
<td>1619</td>
<td>14550</td>
<td>-0.07%</td>
<td></td>
</tr>
<tr>
<td>Excluding withdrawal</td>
<td>1,794,647.66</td>
<td>29.24%</td>
<td>($180,000 was withdrawn at the beginning of May to reimburse Exams Institute legal fees)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RHSTA  

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Value</th>
<th>Account</th>
<th>Russell 3000</th>
<th>Barclays Bond Index</th>
<th>Consumer Price Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2014</td>
<td>327,652.00</td>
<td>5.11%</td>
<td>7.10%</td>
<td>10.21%</td>
<td></td>
</tr>
<tr>
<td>6/30/2015</td>
<td>344,383.25</td>
<td>-5.55%</td>
<td>2.08%</td>
<td>-1.81%</td>
<td></td>
</tr>
<tr>
<td>6/30/2016</td>
<td>325,252.88</td>
<td>6.58%</td>
<td>12.44%</td>
<td>-0.48%</td>
<td></td>
</tr>
<tr>
<td>6/30/2017</td>
<td>346,641.62</td>
<td>2.62%</td>
<td>12.67%</td>
<td>-0.07%</td>
<td></td>
</tr>
<tr>
<td>6/30/2018</td>
<td>355,712.09</td>
<td>3.00%</td>
<td>12.67%</td>
<td>-0.07%</td>
<td></td>
</tr>
</tbody>
</table>

### Passer Fund  

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Value</th>
<th>Account</th>
<th>Russell 3000</th>
<th>Barclays Bond Index</th>
<th>Consumer Price Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2014</td>
<td>139,732.00</td>
<td>5.33%</td>
<td>7.10%</td>
<td>10.21%</td>
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</tr>
<tr>
<td>6/30/2015</td>
<td>147,179.52</td>
<td>2.18%</td>
<td>2.08%</td>
<td>-1.81%</td>
<td></td>
</tr>
<tr>
<td>6/30/2016</td>
<td>150,386.92</td>
<td>2.24%</td>
<td>12.44%</td>
<td>-0.48%</td>
<td></td>
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<tr>
<td>6/30/2017</td>
<td>153,752.03</td>
<td>3.00%</td>
<td>12.67%</td>
<td>-0.07%</td>
<td></td>
</tr>
<tr>
<td>6/30/2018</td>
<td>158,369.86</td>
<td>3.00%</td>
<td>12.67%</td>
<td>-0.07%</td>
<td></td>
</tr>
</tbody>
</table>
### Financial Row | Amount
---|---
**ASSETS**
Current Assets  
Bank  
10800 - Chase Checking 0272 | $13,774.54  
10810 - Chase Savings 8919 | $32,004.77  
Total Bank | $46,679.31  
Accounts Receivable  
12005 - Accounts Receivable | $4,900.00  
Total Accounts Receivable | $4,900.00  
Other Current Asset  
13500 - Prepaid Expenses | $8,547.48  
13545 - Property and Equipment: Software | $22,885.28  
13550 - Accumulated Amortization | ($7,628.00)  
Total Other Current Asset | $23,804.76  
Total Current Assets | $75,384.07  
Other Assets  
17810 - Vanguard LT (840-36634) RHSTA | $355,490.13  
17820 - Vanguard ST (732-76891) Passer | $163,138.04  
17830 - CHED Investment (840-36635) | $1,490,510.50  
Total Other Assets | $2,084,522.74  
Total ASSETS | $2,084,522.74
**LIABILITIES & EQUITY**
Current Liabilities  
Accounts Payable | $888.83  
Total Accounts Payable | $888.83  
Other Current Liability  
26010 - Software Payable | $7,628.72  
Total Other Current Liability | $7,628.72  
Total Current Liabilities | $8,517.55  
Equity  
31000 - Opening Balance Equity | $294,303.00  
Retained Earnings | $1,162,163.75  
Net Income | $119,538.44  
Total Equity | $2,076,065.19  
Total LIABILITIES & EQUITY | $2,064,522.74
## Division of Chemical Education, Inc.
### Income Statement by Class
#### Jan 2019, Feb 2019

<table>
<thead>
<tr>
<th></th>
<th>BCCE Amount</th>
<th>DIV Amount</th>
<th>GSSPC F19 Amount</th>
<th>RMC Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordinary Income/Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48000 - Int/div/cap gains/reinvest</td>
<td>0.00</td>
<td>$3,901.75</td>
<td>0.00</td>
<td>0.00</td>
<td>$3,901.75</td>
</tr>
<tr>
<td>48030 - Meeting Contributions</td>
<td>0.00</td>
<td>1,000.00</td>
<td>2,000.00</td>
<td>0.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td><strong>Total - Income</strong></td>
<td>$0.00</td>
<td>$4,901.75</td>
<td>$2,000.00</td>
<td>0.00</td>
<td>$6,901.75</td>
</tr>
<tr>
<td>Gross Profit</td>
<td>0.00</td>
<td>$4,901.75</td>
<td>2,000.00</td>
<td>0.00</td>
<td>$6,901.75</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48009 - Investment Fee</td>
<td>0.00</td>
<td>2,839.77</td>
<td>0.00</td>
<td>0.00</td>
<td>2,839.77</td>
</tr>
<tr>
<td>61000 - Professional Services &amp; Fees</td>
<td>0.00</td>
<td>$13,164.84</td>
<td>0.00</td>
<td>0.00</td>
<td>13,164.84</td>
</tr>
<tr>
<td>62100 - Services - other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total - 61000 - Professional Services &amp; Fees</strong></td>
<td>$0.00</td>
<td>$13,164.84</td>
<td>0.00</td>
<td>0.00</td>
<td>$13,164.84</td>
</tr>
<tr>
<td>62225 - Meeting Expenses</td>
<td>$77.49</td>
<td>$1,213.98</td>
<td>0.00</td>
<td>0.00</td>
<td>$1,291.46</td>
</tr>
<tr>
<td>64000 - Travel</td>
<td>$888.83</td>
<td>$476.86</td>
<td>0.00</td>
<td>0.00</td>
<td>$1,365.69</td>
</tr>
<tr>
<td>64500 - Computer and Internet Expense</td>
<td>0.00</td>
<td>291.16</td>
<td>0.00</td>
<td>0.00</td>
<td>291.16</td>
</tr>
<tr>
<td>68030 - Committee Meeting Expenses</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>68320 - CHED Grants &amp; Donations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Total - Expense</strong></td>
<td>$966.32</td>
<td>$18,086.61</td>
<td>$0.00</td>
<td>$1,298.96</td>
<td>$20,351.89</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>($966.32)</td>
<td>($13,184.86)</td>
<td>2,000.00</td>
<td>($1,298.96)</td>
<td>($13,450.14)</td>
</tr>
<tr>
<td><strong>Other Income and Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80001 - Interest Income</td>
<td>0.00</td>
<td>3.42</td>
<td>0.00</td>
<td>0.00</td>
<td>3.42</td>
</tr>
<tr>
<td>83000 - Unrealized Gain (Loss)</td>
<td>0.00</td>
<td>$139,433.28</td>
<td>0.00</td>
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<td>$139,433.28</td>
</tr>
<tr>
<td>84000 - Realized Gain/Loss</td>
<td>0.00</td>
<td>($7,448.12)</td>
<td>0.00</td>
<td>0.00</td>
<td>($7,448.12)</td>
</tr>
<tr>
<td><strong>Total - Other Income</strong></td>
<td>$0.00</td>
<td>$131,988.58</td>
<td>0.00</td>
<td>0.00</td>
<td>$131,988.58</td>
</tr>
<tr>
<td><strong>Net Other Income</strong></td>
<td>$0.00</td>
<td>$131,988.58</td>
<td>0.00</td>
<td>0.00</td>
<td>$131,988.58</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>($966.32)</td>
<td>$118,803.72</td>
<td>2,000.00</td>
<td>($1,298.96)</td>
<td>$118,538.44</td>
</tr>
</tbody>
</table>

*Is this "donations" to reg'l mtg?*
A. INTRODUCTION/OPENING COMMENTS

The Board of Publication advances the publication mission of the Division. We support the management of the Journal of Chemical Education and Chemical Education Xchange. These publications provide the national, and increasingly, international voice for chemistry education research and practice.

B. INFORMATION SINCE LAST REPORT

At our last meeting in Boston, MA, we met with the members of the Journal of Chemical Education Editor-in-Chief Search Committee who provided a recommendation to the Board. We thank them again for their outstanding service! The Board of Publication appointed Tom Holme, Professor of Chemistry at Iowa State University, as the ninth Editor-in-Chief of the Journal. Tom will begin his tenure as EIC in January 2020 and is currently working with current EIC, Norbert Pienta, to learn the systems and duties. The fall was marked by many announcements in our community including in the Journal, C&EN, and ACS Axial to share the news about the ninth EIC of JCE.

We also received our usual reports from our JCE Co-Publisher ACS Publications, JCE EIC Norb Pienta, and ChemEd X EIC, Jon Holmes. The financial health of the two publishing entities of our Division remains strong as leaders and staff continue to build efficiencies while innovating with an ever growing number of contributors and readers.

The transition of our many of our business operations (once handled by our Treasurer and our former Managing Editor Jon Holmes) to TurboExecs is now complete. Thanks once again to our Treasurer Frank Torre and Patty Lawrence and Patricia Cook from TurboExecs. We are also grateful to the Division for collaborating with us. We extend big thanks to the Finance Committee and especially to DivCHED Treasurer and former Board of Publication Treasurer, David Licata.

The Board continues to invite Division members interested in leadership positions to serve as Board Associates. We welcome two new Board Associates, Clarissa Sorensen-Unruh from Central New Mexico Community College and Thomas Bussey from the University of California, San Diego, who will be joining us for the Spring 2019 Orlando meeting.

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 is interested in serving, identify whether the person had published in the Journal or ChemEd X 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, Heather Johnson. Associates will be reimbursed for travel expenses in accordance with DivCHED policy (transportation and additional night’s stay).
C. PLAN(S) FOR FUTURE
We look forward to working with Tom and Norb as they work diligently toward a smooth, efficient, and transparent Editor transition.

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

<table>
<thead>
<tr>
<th>Last name, First name</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herrington, Deborah</td>
<td>Term 1</td>
</tr>
<tr>
<td>Yezierski, Ellen (Y2 of Term 4)</td>
<td>Term 1</td>
</tr>
<tr>
<td>Head, Michelle (replacement)</td>
<td>Term 1</td>
</tr>
<tr>
<td>Slocum, Laura (replacement)</td>
<td>Term 1</td>
</tr>
<tr>
<td>Oliver-Hoyo, Maria</td>
<td>Term 1</td>
</tr>
<tr>
<td>Torre, Frank</td>
<td>Term 1</td>
</tr>
<tr>
<td>King, Daniel</td>
<td>Term 1</td>
</tr>
<tr>
<td>Levy, Irv</td>
<td>Term 1</td>
</tr>
<tr>
<td>Frech, Cheryl</td>
<td>Term 1</td>
</tr>
</tbody>
</table>

Submitted by:
Name: Ellen Yezierski
Committee position: Chair/Co-Chair Chair-elect Member
Date: 03/11/19
Committee Name: Board of Trustees for the ACS Examinations Institute

Chair: Alex Grushow
Institution: Rider University
Email Address: grushow@rider.edu

Reporting period: August 2018 to March 2019

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 projects and 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
The last few months have been comparatively quiet for the Board of Trustees. The Institute is still in healthy shape despite the costs of dealing with the recent security breaches.

It’s official: The ACS Exams Institute has completed the process for obtaining a trademark for the symbol used by the Institute on all its exams and study materials. With this trademark, the Institute has more legal leverage to pursue actions against those who copy Institute materials or post them on the internet.

Sales of exams remain healthy. The second edition of the general chemistry study guide is now available. As the busy spring season approaches, we expect more vigorous sales of the new study guide. Meanwhile, the development of the next edition of the Organic Chemistry Study Guide is proceeding well, and we expect this to be available for sale in January of 2020. A Biochemistry study guide is the next planned work after the organic chemistry guide is complete.

C. PLAN(S) FOR FUTURE
The Institute has a dual purpose. It generates and develops intellectual property for the use of the chemistry education community. The Institute is also run as a small business, even though it has non-profit status. A large part of work of the staff of the Institute is generating, selling and shipping goods. At this meeting, the BoT will need to spend more time examining the costs of these activities, particularly in light of differing financial structures in the other parts of the Division. We will also discuss some long-term planning for the Institute.

D. OTHER
The Institute will again be sponsoring the CHED Reception in Orlando, to be held on Sunday evening, March 31st, from 5:30 – 7:00 pm at the Orange County Convention Center.
Current Committee Members: Please list current members serving on your committee and their term status.

<table>
<thead>
<tr>
<th>Last name, First name</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grushow, Alexander</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
<tr>
<td>El-Ashmawy, Amina</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
<tr>
<td>Donovan, Bill</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
<tr>
<td>Jose, Thom</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
<tr>
<td>Posthuma-Adams, Erica</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
<tr>
<td>Valdez, Gauthier Carmen</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
<tr>
<td>Cullen, Deanna (ex officio)</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
<tr>
<td>Del Carlo, Dawn (ex officio)</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
<tr>
<td>Licata, David (ex officio)</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
<td>✗1st ✗2nd ✗3rd</td>
</tr>
</tbody>
</table>

Submitted by: Alex Grushow  
Committee position: ✗ Chair/Co-Chair ✗ Chair-elect ☐ Member  
Date: 03/05/19
Committee Name: Biennial Conference Committee
Chair: Dan Sykes, MaryKay Orgill
Institution: The Pennsylvania State University
Email Address(es): dgs12@psu.edu, marykay.orgill@unlv.edu
Reporting period: August 2018 through December 2018

A. INTRODUCTION/OPENING COMMENTS
The purpose of the BCC is to provide guidance, oversight, and financial accountability to the General and Program Chairs of the BCCEs; to review evaluations and financial reports of past BCCEs; to solicit, evaluate bids, conduct site visits, decide the locations and General Chairs of future BCCEs; to closely evaluate BCCE Memorandum of Agreement (MOA); and to provide fiduciary responsibility for DivCHED’s BCCE enterprise. The Biennial Conference is the signature event for our Division, typically having more than 1500 attendees presenting papers, participating in workshops, and exploring research to improve student learning. The BCCE is the premiere conference for chemical educators throughout the world.

B. INFORMATION SINCE LAST REPORT
1. Final versions of the contract and MOA were approved by ExComm and Oregon State University.
2. The BCC conducted an evaluation of John Michael Sophos, the Meeting Planner Partner contracted by DivCHED to assist the BCC and BCCE hosts in the planning and execution of the biennial conferences. The evaluation was accepted by ExComm, and John Michael was reappointed as the Meeting Planner Partner.
3. In February 2019, John Michael and MaryKay Orgill conducted a site visit at Purdue – a potential host for the 2022 BCCE. A formal proposal from Purdue is expected by the Orlando meeting; the BCC will submit a request to vote on the proposal – whether or not to award the 2022 BCCE to Purdue at either the Fall 2019 or Spring 2020 ACS meetings.
4. In February 2019, the BCC received a Letter of Intent to host the 2024 BCCE from Allison Soult, University of Kentucky.
5. The BCC sent letters of appreciation to Steve Wietstock, Jim Parise, and Cate Reck for the planning and execution of the 2018 BCCE at Notre Dame. The BCC recommends that ExComm or DivCHED leadership draft letters of appreciation too. A copy of the letter is attached. The BCC compiled a list of planning/execution recommendations for the planning and execution of the BCCE for future hosts. A copy of the list was sent to Oregon State and is attached.

C. PLAN(S) FOR FUTURE
1. The BCC will be working to increase its presence on a number of social media platforms and continue work on revitalizing the BCC website.
2. The BCC is working with Allison Soult to develop a proposal for the 2024 BCCE and the committee plans to conduct a site visit in Fall 2019.

D. OTHER

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

<table>
<thead>
<tr>
<th>Last name, First name</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamson, Vickie</td>
<td>☒ 1st</td>
<td>☒ 2nd</td>
<td>☒ 3rd</td>
</tr>
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Submitted by:
Name: Dan Sykes
Committee position: ☒ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 02/19/19
Committee Name: Chemical Education Research

Chair/Co-Chairs: 1) Melonie Teichert 2) Joi Walker
Institution(s): 1) U.S. Naval Academy 2) East Carolina University
Email Address(es): 1) teichert@usna.edu 2) walkerjoi15@ecu.edu

Reporting period: August 2018 to February 2019

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:

- Hosted the CER symposia at the 256th ACS National Meeting; 8 talks in one half-day session. (This is a typically small symposium in years of summer BCCE meetings.)
- Completed the CER Committee’s Operations Manual and submitted to the Division in September 2018 after approval by all committee members.
- Modified the goals, focus, and recruitment for the New and Noteworthy symposium hosted at Spring ACS meetings. Committee members nominated recent publications for presentations rather than soliciting self-nominations. Nominated papers were scored by a sub-committee using the same rubric used in previous years. The changed procedure and resulting symposium will be discussed at the Orlando committee meeting to determine any desired further modifications. Thus far the changes seem promising.
- Analyzed the feedback from attendees of the CER Methods symposia at 2018 BCCE. Attendance was high (50-60) and feedback was positive. Suggestions included allowing for longer presentations next time (60 minutes) and making the presentations available for the future. Options to include methods symposia in future webinars have been considered.
- A committee collaboration with the RSC/Michael Seery is being explored to support and augment his webinar series (e.g. offering the methods symposia).
- Held a Zoom fall meeting in December 2018.
- Discussed options and collaborations for enhanced CERC-sponsored programming at future meetings. In addition to continuing New and Noteworthy, Research to Practice, and CER symposia, we are establishing a SOCED collaboration for the 2020 BCCE and exploring the possibility of collaborations with other technical divisions.
- Continued planning for the CER Resources pages to be hosted on the ChemEdX server.
- Continued moderation and management of the CER listserv.
- Refined the undergraduate poster rubric for award judging by the CER and YCES committees. Created a flier and an email solicitation to help publicize the upcoming competition to take place at the Spring 2019 ACS Meeting. Undergraduate poster
presenters well each be invited to participate in the competition with monetary prizes distributed to the top three posters.

C. PLAN(S) FOR FUTURE
At upcoming meetings we will focus on:
- Continue to discuss options and collaborations for enhanced CER-sponsored programming.
- Continue working on collaboration for webinar series.
- Continue CER Resources page development and publicity.
- Discussing additional ways that the committee can meet its mission statement and future directions.

D. OTHER
None.

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

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Submitted by:
Name: Melonie Teichert and Joi Walker
Committee position: ☒ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 03/04/19
Committee Name: Committee on Chemistry in Two-Year Colleges (COCTYC)

Chair/Co-Chairs: Peter Larkowski
Institution(s): Delta College
Email Address(es): peterlarkowski@delta.edu

Reporting period: August 2018 to February 2019

A. INTRODUCTION/OPENING COMMENTS
The Committee on Chemistry in Two-Year Colleges, COCTYC, is the executive committee which governs the Two-Year College Chemistry Consortium (2YC3). 2YC3 provides a forum for chemistry educators to enhance student learning through professional development, primarily in the form of conferences. Aligning with the DivCHED strategic plan of Professional Development for our members, the COCTYC holds 3 to 4 conference per year and 3 newsletters per year offering information on the conferences as well as articles on teaching methodologies and reflections. COCTYC works toward DivCHED goal #1 by managing and updating its website which is open to everyone, even non-members for information on future conferences, job openings, and teaching tips. Facebook and Twitter is also utilized to share chemistry matters with our members and the public. COCTYC works toward DivCHED goal #3 to deliver quality resources to our members by adding an additional officer position which is responsible for workshop coordination. This is the third year of this position and this person collaborates with ACS to institute and manage important chemical education workshops held at each of our conferences and we continue to nurture Chemical Education leaders and mentors from our attendees.

B. INFORMATION SINCE LAST REPORT
The committee met at the conclusion of our 221st conference in Los Lunas NM. We have been working to ensure that more 2-year college chemistry teachers know about our organization and to grow our membership. At the 2018 BCCE at Notre Dame we had a table in the exhibit hall and collected names and emails via a raffle to win an Amazon gift card. The people who stopped by our table were emailed inviting them to an upcoming conference and encouraging them to remain/become a member. Also, because our next conference is scheduled for later this month (March 2019) in Orlando FL, the committee members divided up states in the southeastern United States and found as many 2-year college chemistry teachers via college websites listed in the IPEDs database. A similar email was sent to these teachers giving some background about the 2YC3 as well as inviting them to an upcoming conference and encouraging membership. A conference call was held in January 2019 to further this work.

C. PLAN(S) FOR FUTURE
Our next conference will be in Orlando FL at Valencia College March 29th and 30th. We are also collaborating with the ACS Central Regional Meeting (CERM) in Midland MI this June. Our fall 2019 conference is scheduled for late August at Miramar College in San Diego. At our upcoming executive board meeting, we will begin to evaluate our recent efforts to increase membership and decide whether to continue and/or modify these efforts.

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: Peter Larkowski
Committee position: ☑️ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 03/10/19
Committee Name: Committee on Computers in Chemical Education
Chair/Co-Chairs: Xavier Prat-Resina and Tanya Gupta
Institution(s): University of Minnesota Rochester and South Dakota State Univ.
Email Address(es): 1) pratr001@r.umn.edu 2) tanya.gupta@sdstate.edu
Reporting period: August 2018 to March 2019

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 August 2018 to March 2019. 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

• The closed and open meetings that the CCCE organizes every other year during the
  BCCE took place at the University of Notre Dame on 7/30/18 and 8/1/18
  respectively.
• During the BCCCE the CCCE sponsored the symposium “Technology Integration in
  Chemistry Education and Research (TICER)” organized by co-chair Tanya Gupta.
• Some of the presenters at the TICER symposium were invited to contribute with a
  paper to an ACS Symposium Series edited by Bob Belford and Tanya Gupta.
• Xavier Prat-Resina presented a poster describing the CCCE and the 25-year
  anniversary of running online ConfChems.
• The CCCE sponsored a symposium organized by Bob Belford at the ACS South West
  Regional Meeting 2018 on Technology in Chemical Education that took place in
  November 2018.
• The CCCE held an online meeting on 2/11/19 in which several items were discussed.
  Plans were made to finish writing our by-laws, as well as suggestions for the new
  budget. We are also actively working, in collaboration with Jon Holmes, on moving in
  the immediate future our online archiving and online conferences to the ChemEdX
  web platform in order to insure the sustainability of our online conferences.

C. PLAN(S) FOR FUTURE

• The Newsletter 2019 and the online paper discussion will take place in April 2019
  organized by Jason Telford and Xavier Prat-Resina
• The ConfChem 2019 and the corresponding online paper discussion will take place in
  October 2019 organized by Ehren Bucholtz and Rick Spinney.
• A new iteration of the OLCC on Cheminformatics will be delivered this fall 2019. The
  online course will be organized by Bob Belford, Sunghwan Kim, and Ehren Bucholtz

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

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Submitted by:

Name: Xavier Prat-Resina
Committee position: ☒ Chair/Co-Chair □ Chair-elect □ Member
Date: 03/21/19
A. INTRODUCTION/OPENING COMMENTS

In 2018, the Finance Committee completed its first full year under these new guidelines:

1. The chair has a 3-year term. Prior to this, the chair was the immediate past chair of the Division, i.e., a new person each year.
2. The Committee membership better represents those with financial expertise and with a stake in financial decisions.
3. The meetings are open, except for a few matters, such as personnel.
4. The Committee meetings are held on Fridays, so that recommendations from the Finance Committee can proceed to ExComm on Saturday.

In 2019, the Finance Committee is continuing to meet with these guidelines.

B. INFORMATION SINCE LAST REPORT

Since the Committee last met at the Fall Meeting in Boston:

- The Committee held virtual meetings (ZOOM) in September, October, November and February. At all of these meetings, committee members discussed possible cost-savings measures to balance the CHED budget. In person, committee members will continue these discussions at the Orlando spring meeting.
- In September 2018, the chair sent text to Deanna Cullen that updated the sections on the Finance Committee. This text is in Appendix A.
- Treasurer David Licata, working with Patty Lawrence from TurboExecs, updated and then finalized the 2019 budget.
- Motions passed after the Boston meeting:
  - 2018: To recommend to the Executive Committee the adoption of the 2019 budget.
  - 2018: To withdraw $50,000 the investment fund to place in the general fund for current expenses and those through the end of 2018.*
  - 2018: To approve the review of TurboExecs done by David Licata and to authorize our Division officers to extend the contract of TurboExecs through the end of 2019.

* an additional withdrawal of $85,000 was made in November to fund the Division for the remainder of 2018 (noting that we do not receive our dues allotment until March 2019). This withdrawal was approved by the chairs.
- Contracts signed:
  - Heather Johnson: A 2019 contract was drafted and signed by Heather and the current chair. This contract had no raise for Heather, as agreed upon by all involved.
  - TurboExecs: A 2019 contract for TurboExecs was drafted and signed by Patty Lawrence (for TurboExecs), the treasurer, and the current chair.
  - Meeting Program Planner: Following and evaluation of JM Sophos, a 2019 contract was drafted and signed by Sophos and the current chair.
These contracts were all archived by the Treasurer in NetSuite and placed in a BOX folder by Heather.

- The Treasurer drafted an investment policy. This policy was then redrafted with input from the committee and additional assistance from Kristen Murphy. The final version has not yet been approved and recommended to ExComm.
- The committee decided not to switch Heather Johnson’s mode of payment from a contractor to an employee.

C. PLAN(S) FOR FUTURE
Our committee meeting in Orlando is scheduled for 2.5 hours, starting at 3:00 pm on Friday, March 29. No refreshments will be served.

The meeting will be held in room W330A of the Orange County Convention Center. It will begin with a brief closed session and then move to an open session, no later than 3:30 pm.

The Committee welcomes visitors to the meeting!

Draft agenda

Closed session
1. Update from Exams Institute (if needed)
2. Heather Johnson’s evaluation
   Report from MaryKay, Cheryl, and/or Cathy
   Discussion of the possibilities going forward

Open session
1. Welcome
2. Introduction of members and visitors
3. Review of Minutes from Fall Meeting in Boston
4. Request for a person to take a set of notes for this meeting
   Question by chair as to whether our meetings should be recorded
5. Updates: Board of Trustees (Exams Institute)
   - Board of Publication (JCE)
   - BCC (Biennial Conference Committee)
   - 2YC3 (Two-Year College Chemistry Consortium)
   - Sponsorship request from the 2019 GRC-CERP
6. 2019 Budget
   - Report from the Treasurer
   - Continued discussion of a strategy to balance the budget, going forward
     - Increase in dues
     - Revenue from BCCE
     - Change in Heather’s appointment or salary
     - Projector and equipment rentals at meetings
     - Food and beverages at meeting
     - Change in Netsuite and/or Quickbooks
     - Change in High School Day costs
     - Change in number/types of members on Executive Committee
     - Fees for on-line software (voting, virtual meetings, file storage)
     - Other??
7. Passer Fund updates
A recommendation to rescind the decision of the 2012 chair succession and to retain the additional unrestricted funds received in the general investment fund.

8. Future actions to consider:
   - Fiduciary training for Division
     Content, timing, frequency
   - Vote on (or Postpone) recommendation to ExComm

**Current Committee Members:**

An asterisk (*) indicates an ex officio voting member:
- Division Treasurer [David Licata]
- Treasurer, Board of Publications [Frank Torre]
- Treasurer, 2YC3 [Julie Ellefson-Kuehn]
- Chair, Biennial Conference Committee [Dan Sykes]
- Director, ACS Exams Institute [Kristen Murphy]
- Division Chair Succession [Cheryl Frech, Irv Levy, Dawn Del Carlo]

A double asterisk (**) indicates an ex officio non-voting member
- Chair, Board of Trustees [Alex Grushow]
- TurboExecs [Patty Lawrence]

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**Submitted by:**
Name: Cathy Middlecamp
Committee position: ☑ Chair ☐ Chair-elect ☐ Member
Date: 02/19/19
Committee Name: PreCollege
Chair/Co-Chairs: 1) Rachel Morgan Theall 2) Jo King
Institution(s): 1) Southeast Missouri State University
Email Address(es): 1) rmtheall@semo.edu 2) jilmking@hotmail.com
Reporting period: August 2018 to February 2019

A. INTRODUCTION/OPENING COMMENTS
The committee has continued to work on ways to recruit teachers into DivCHED and to encourage participation at BCCE.

B. INFORMATION SINCE LAST REPORT
The Committee met at the BCCE on August 1, 2018. We discussed BCCE programming for K-12 teachers. There were approximately 230 K-12 teachers present at the 2018 BCCE of which 30 were K-8 teachers. Many of the workshops and sessions targeting K-12 teachers were sponsored by AACT. However, other sessions were also appropriate for K-12 teachers but there was no way for the teachers to know which sessions were best to attend. Deciding what to attend was especially difficult for first-time teacher attendees. The committee suggests that the grade level that a session targets be included in the meeting program and that a special check-in table be provided for K-12 teachers. If we can get K-12 programming information into teacher’s hands before the BCCE, this would also be especially helpful. BCCE is organized in a different way from other K-12 professional development opportunities.

We also discussed the 2020 BCCE. Tom Greenbowe was a guest at the meeting and is responsible for organizing the 2020 BCCE. Tom’s goal for K-12 teacher attendance at the 2020 BCCE is 800 pre-college teachers. The hope is that teachers can earn college credit or professional development hours through attendance at pre-meeting workshops and short courses starting in 2019 and ending with the 2020 BCCE. Advertising this opportunity to teachers will be an issue because most teachers are not aware of the BCCE. Marian DeWane is the Pre-College co-chair for the 2020 BCCE.

The committee has been working on a flier for advertising DivCHED to teachers. The operations manual was completed.

C. PLAN(S) FOR FUTURE
The committee is due to have a virtual meeting. We will not be meeting at the ACS meeting in Orlando.

D. OTHER
It should be noted that Jo King is in her final year of service on the committee. I have also begun my final 3-year term on the committee. It is time to consider a new committee leader to replace Jo. Jamie Benigna is in his second year on the committee and may be a good replacement for Jo. He is a high school teacher and that would maintain the Co-Chair as a college professor and a high school teacher. Matt Miller, who had family medical issues preventing active participation in 2018 may be a good replacement in 2 years for Rachel, pending future involvement with the committee.
Current Committee Members: Please list current members serving on your committee and their term status.

Directions: For each member place a check in each box that indicates the number of years served in each term, as well as the year that is currently being served. For example, I am in my first term as secretary and in the first year of this first term. If you are unsure about your members’ terms, please email Heather.

To check a square, double click in the gray area of the box. You will see a box labeled “Check Box Form Field Options. On the right side under “Default Value” click on “checked” then click okay at the bottom of the box.

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Submitted by:
Directions: Type your name and double click on the box that best represents your position.
Name: Rachel Morgan Theall
Committee position: ☒️ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 03/11/19
Committee Name: International Activities Committee

Co-Chairs: Resa Kelly and Wendy Schatzberg
Institution: San José State University/ Dixie State University

Email Addresses: resa.kelly@sjsu.edu / Schatzberg@dixie.edu

Reporting period: August 2018 to March 2019

A. INTRODUCTION/OPENING COMMENTS
To promote issues on global education by organizing or co-sponsoring programs both nationally and internationally.

B. INFORMATION SINCE LAST REPORT

Celebration: Since we last met at the Biennial Conference on Chemical Education (BCCE) we have gained two new members: Corina Brown and Gabriela Szteinberg and a new co-chair – Wendy Schatzberg. Welcome to all. In addition, we also have a new winner of our 2019 DivCHED IAC Travel Award, Dr. Felicia Umanah, an international member who is a lecturer at Akwa Ibom State University in Ikot Akaden, Mkpat Enin, Nigeria. Dr. Umanah plans to attend the 23rd Annual Green Chemistry and Engineering Conference hosted by the American Chemical Society’s Green Chemistry Institute in Reston, Virginia in June.

While we have gained two new members, we must also thank those who have ended their terms on the committee: Allison Flynn and Roy Tasker. We extend our deep gratitude for their service to the committee.

At the BCCE meeting at Notre Dame, we discussed the following topics: YCES representation - A need for a representative from this committee to attend YCES and/or a member from YCES to attend IAC meetings. IAC subcommittee formation - An idea to create subcommittees with the goal of doing joint research collaborations with other committees such as CER, New Member, YCES, BCCE, and Precollege. Symposia – updates on past and future meetings were shared. Travel award advertisement – we discussed how to use social media to promote more applications (Twitter, LinkedIn, Facebook). In addition, members Hannah Sevian and Gaby Szteinberg attended the Birds of a Feather meeting to promote our committee.

Where we stand on former topics:

1. Conference Work/Symposia – we recognize that conference symposia are an important way to involve international speakers with US speakers. For the upcoming spring meeting (2019) in Orlando, Florida our initial attempt to organize two symposia that fit with the interests of international members on the topic of Science Olympiads and International Perspectives of Chemistry Education Teaching and Practice did not work. We did not gain much interest in the Olympiad symposium, so we merged. Alexey Leontyev, Wendy Schatzberg, Akiko Nakamura and Resa Kelly will be co-organizing the International...
Perspectives symposium and there will be a few talks about Science Olympiads included. Please attend if you can and encourage others. Future consideration - continue to keep the broad scope of international perspectives, but also consider requests for more specialized submissions or continue to present two symposia with the plan to merge.

2. International Lounge Update– At the BCCE in Notre Dame we requested a place where international guests could be encouraged to meet and where we could have facilitators to assist international guests. Unfortunately, the lounge did not gain momentum. Kelly emailed conference organizers, but no lounge space was created. In retrospect, what worked was our kick off to the conference, Kelly organized an international mixer and we had a great turnout! We had attendees from the United Kingdom, Canada, Turkey and Costa Rica!

3. Travel Award – we had a record turnout for the 2019 travel award with nine applicants! We have business cards with travel award information on them that we should distribute between the Spring and Fall ACS National Meetings for the 2020 award. We should review and discuss the application criteria for the upcoming award.

4. International Presence at Conferences - Kelly in collaboration with former DivCHED IAC chair Carmen Valdez Gauthier, represented the DivCHED IAC at the Ibero Americano de Química conference in Lima, Perú held in October of 2018. The symposium focused on the ways that we engage students to learn chemistry concepts that have interdisciplinary connections, and real-world applications or that bridge to advanced chemistry concepts. We need to continue to find ways to represent the DivCHED IAC at International meetings. Who is attending the IUPAC meeting in Paris, France? Future ICCE meeting?

5. 2018 Travel Award Winner – Jack Barbera submitted his report on attending the Varieties in Chemistry Education/Physics Higher Education Conference(ViCEPHEC) in central England at the University of Sheffield.

C. PLAN(S) FOR FUTURE
Our committee will be meeting at the Spring ACS National meeting in Orlando. Here are new and exciting things happening!

1) Integrating DivCHED Committees to share their International contributions– In order to highlight the work other DivCHED committees are doing, we extend our invitation for a representative from other committees to attend the DivCHED IAC meeting and discuss their specific international interests. For the upcoming meeting, Dave Finster will be representing DivCHED Safety Committee to share work that is being done that has international relevance.

2) DivCHED Social – In the spirit of the BCCE social, we have asked that the Chair Succession highlight international members attending DivCHED symposia at the Sunday afternoon DivCHED Social by announcing their names at the event. We hope this will create a stronger sense of community. DivCHED IAC members should attend the social and we encourage everyone to reach out to international guests and invite them into your professional network of DivCHED friends.

3) 2020 International Travel Award – It is never too early to advertise for the 2020 International Travel Award due November 30, 2019. We will share updates on upcoming international meetings that our members plan to attend and how we can best report on the happenings at these events.

4) Outreach to Cuba – With our new ACS President, Luis Echegoyan, being from Cuba, there may be opportunities for our committee to collaborate with Cuban chemists and educators. We will share out as we learn more.
5) Outreach to Costa Rica – Former DivCHED IAC member and travel award recipient, Santiago Sandi-Urena is making efforts to organize a student chapter in Costa Rica. He is bringing a team from Costa Rica to the ACS National meeting.
6) A YCES representative has been invited to share their international work and also to brainstorm ways to enhance our YCES involvement with international graduate students and undergraduates.
7) Re-examine subcommittee formation to network with DivCHED committees.

**Current Committee Members:**

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Submitted by:
Name: Resa Kelly
Committee position: ☒ Co-Chair ☐ Chair-elect ☐ Member
Date: 02/17/2019
Committee Name: Long Range Planning Committee  
Chair/Co-Chairs: Kim Cortes  
Institution(s): Kennesaw State University  
Email Address(es): klinenbe@kennesaw.edu  
Reporting period: August 2018 to February 2019

A. INTRODUCTION/OPENING COMMENTS  
Develops plans that allow the Division to adapt to changes in technology, science, and the expectations of members.

B. INFORMATION SINCE LAST REPORT  
• Thanks to Thomas Jose for all of his hard work as Chair of LRPC for the past 3 years.  
• Kim Cortes is now the chair of the committee and will be working with the committee to continue our efforts evaluating where the DivCHED committees are in regards to the DivCHED strategic plan and what resources our committee chairs need/want as part of onboarding as leaders in the DivCHED.

C. PLAN(S) FOR FUTURE  
• Ensure committee members know the committees they are liaisons of and should be reporting on in regards to the Strategic Plan.  
• Review the leadership survey to ensure no additional items need to be addressed in the survey  
• Each member will submit the survey to their respective liaison committee chairs to get feedback on what on boarding tools/information they need.

D. OTHER  
Members of the committee are eager to hear from you about ideas and issues that you feel could make the Division more efficient and effective in meeting your professional needs as chemical educators. Please feel free to contact any one of us and let us know what you are thinking. If you are interested in participating in the activities of your professional organization, please let your elected officers know how and where you would like to become involved.
Current Committee Members: Please list current members serving on your committee and their term status.

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Submitted by:
Name: **Kim Cortes**
Committee position: ☑ Chair/Co-Chair  ☐ Chair-elect  ☐ Member
Date: 03/23/19
Committee Name: Dorothy & Moses Passer Education Grant Awards Committee  
Chair: Catherine E. MacGowan  
Institution: Georgia Southern University – Armstrong Campus  
Email Address: cmacgowan@georgiasouthern.edu

Reporting period: March 2018 to July 2018

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 last report, our committee did not receive any grant applications to review. No applications were submitted for either the September 1st (2018) or January 1st (2019) deadlines.

C. PLAN(S) FOR FUTURE
Nothing has been scheduled or planned at this time.

D. OTHER
A reminder that, CHED members and eligible colleagues are encourage to submit a request for support for professional development from the Passer Endowment. Guidelines for submission and online applications are available at the Passer Portfolio site found on the ACS Division of Chemical Education. If request is sent via email (cmacgowan@georgiasouthern.edu) please use PDF format. The next application deadline is April 1, 2019.

Current Committee Members: Please list current members serving on

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Submitted by:
Name: Catherine E. MacGowan
Committee position: ☑ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 03/6/19
Committee Name: Regional Meetings Committee

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

Reporting period: August 2018 to February 2019

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 in 2016 in San Diego, CA yielded changes to the nomination portfolio. 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.
Related to this issue, the RMC also requested assistance from ACS staff who coordinate the national awards with the processing of regional awardees for
automatic consideration for the Conant award. If the regional award nominations could be received and stored using the same online system as the national awards, it would be simple to move the regional awardees into the national award pipeline. A meeting with ACS staff (national award office and regional meetings) and the full the RMC was held on Sunday, August 20, 2017 in Washington, DC to address this issue. The RMC continues to hope to receive an update from ACS staff in the near future.

2. 2018 Region Awards:
Eight of the ten ACS Regions held meetings in 2018 providing opportunities to recognize and reward excellence in high school chemistry. In its August 2018 Consent Agenda Report, RMC reported on the one Region Award presented in Spring 2018. The other Regions did not receive the required nominations to present the award. We list below the four Awards presented at the Fall 2018 Regional Meetings. Biographies, accompanied by photos, will appear in the Spring 2019 issue of the DivCHED NEWSLETTER.

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<th>REGION AWARD</th>
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<tr>
<td>Midwest Region Award for Excellence in High School Chemistry Teaching, in Honor of John E. Bauman, Jr</td>
<td>Ms. Maricar Harris Wichita Collegiate Upper School Wichita, KS</td>
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<td>Southeast Region Award for Excellence in High School Chemistry Teaching</td>
<td>Dr. Romina Jannotti Hagerty High School Oviedo, FL</td>
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<td>Southwest Region Award for Excellence in High School Chemistry Teaching</td>
<td>Mrs. Usha Devathosh North Houston Early College High School Houston, TX</td>
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<td>Western Region Award for Excellence in High School Chemistry Teaching</td>
<td>Ms. Arlene Laurison Sheldon High School, Acampo, CA</td>
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Nine of the ten ACS Regions plan to hold meetings in 2019. 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. There were several one-day or topical regional meetings in 2018 with little or no educational programming. Some of these meetings were planned with only a few months notice. As a result, fewer awards were presented than normal.
4. Regional Meeting Planning Conference (RMPC):
The RMC was represented by Marty Perry at the Regional Meetings Planning Conference (RMPC) held on January 25-27 at ACS Leadership Institute in Atlanta, Georgia. Leaders for the upcoming ACS Regional Meetings were provided information about how the Division of Chemical Education can assist their organizing committees with programming support. Attendees were also provided award guidelines for the Excellence in High School Teaching Award.

C. PLAN(S) FOR FUTURE
1. Create a subcommittee structure for RMC that will allow it to more quickly and efficiently meet its goals.

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

3. Work with ACS staff to develop a better system for processing of regional and national awards.

D. OTHER
One of the eleven RMC members listed below is in their final year of a term of service. As we plan for 2020 Regional Meeting representation, it will be helpful to know if this individual 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: 03/10/19
Committee Name: Safety Committee

Chair/Co-Chairs: 1) Susan D. Wiediger 2) David Finster
Institution(s): 1) Southern Illinois University Edwardsville 2) Wittenberg University
Email Address(es): 1) swiedig@siue.edu 2) dfinster@wittenberg.edu

Reporting period: August 2018 to February 2019

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 while using chemicals.

B. INFORMATION SINCE LAST REPORT

The committee meets for 90 minutes at each national ACS meeting. Each meeting is electronically accessible for those not physically present by using Zoom.

Copies of the “Safety Guidelines for Chemical Demonstrations” developed by a sub-group of this committee were available with other safety resources in the main ACS booth in Boston and will be again in Orlando, supported by Marta Gmurczyk (ACS Safety Manager). An article discussing the “Guidelines” appeared in the Journal of Chemical Education.

The Fall 2018 report stated that a goal was to see more safety oriented programming at National and Regional meetings. A symposium was organized at the Spring 2018 meeting; one will happen in Orlando (focused on green chemistry aspects) and one in San Diego (co-sponsored with CHAS but happening in CHED, with a more general focus). Several members stated intentions to host programming in their regional meetings.

Also in the Fall 2018 report was Dave Finster’s desire to step down from the chair position. Sue Wiediger agreed to serve as chair; she and Dave will serve as co-chairs for one year due to the timing of terms of service.

Action items were developed at the Fall 2018 meeting; progress will be reported at the Spring 2019 meeting. Some of these items were responsive to the 2018 Safety Summit hosted by Peter Dorhout, which was reviewed in Fall 2018.

C. PLAN(S) FOR FUTURE

The committee will review progress on action items from the Fall.

Several committee members were involved in the ACS Safety Education Summit hosted by Bonnie Charpentier and Peter Dorhout in February 2019; the report from that summit will be reviewed. We anticipate that the Committee will be involved in moving forward some of the items raised at that summit.
D. OTHER

Several committee members were involved with the development of the Exams Institute Chemical Health & Safety Exam; that exam is now (Spring 2019) in pilot testing.

A special issue of JCE with a Safety Theme is planned for 2019; Dave Finster contributed to discussions leading to this issue and the committee will discuss possible contributions that might be made.

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Submitted by:
Name: Susan D. Wiediger
Committee position: ☒ Chair/Co-Chair ☐ Chair-elect ☐ Member
Date: 03/11/19
Committee Name: Younger Chemistry Education Scholars (YCES)

Chair/Co-Chairs: 1) Jordan Harshman
Institution(s): 1) Auburn University
Email Address(es): 1) jharshman@auburn.edu
Reporting period: August 2018 to February 2019

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 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
YCES is in the planning stages for ACS Orlando where we will host our networking event for graduate students and postdocs. As we attract more and more people to these networking events, we are organizing more and more professional development activities. Our 115+ audience at BCCE was an eye-opener to how many young chemists are interested in chemistry education research and YCES feels we have a unique opportunity to make sure that everyone can meet new people and have colleagues around the country. If the DivCHED community has ideas for what you would like to see happen at these gatherings (e.g. professional development, workshops, etc.), please let us know.

Also, our graduate student research forum will be having a full day schedule at the upcoming ACS meeting. Be sure to provide feedback to graduate students presenting on Monday April 1 8:30 – 11:45 and 1:30 – 4:30 in W311A of the Convention Center. This symposia has been organized for some time and seems to have traction for continued hosting. We will also be holding the graduate recruitment booth for YCES where we can try to recruit undergraduate students in to CER programs across the country.

C. PLAN(S) FOR FUTURE
As YCES is getting comfortable with our role in networking existing CER community members, we are in the process of placing additional focus on the recruitment of people into the CER field. We will be discussing a number of initiatives that might be able to increase the visibility of CER at our meeting in Orlando (Monday April 1 8:00 AM). As we tend to have less experience than others in the field, we invite our more senior colleagues to this discussion and ask if you have any ideas for how we should (or should not) go about recruiting students in CER graduate programs, we would appreciate hearing them.

D. OTHER
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**Submitted by:**
Name: Jordan Harshman  
Committee position: ☑️ Chair/Co-Chair  ☐ Chair-elect  ☐ Member  
Date: 02/6/19
ACS Education Highlights
July 2018 – February 2019

Key points of contact:
Executive Vice President’s Office – LaTrease Garrison (l_garrison@acs.org)
Collaborations and Communications – Jodi Wesemann (j_wesemann@acs.org)
Learning & Career Development – Terri Chambers (t_chambers@acs.org)
Communities & Educational Experiences – Nancy Bakowski (n_bakowski@acs.org)
Science Outreach – Lily Raines (l_raines@acs.org)
Educational Web Support – Lorinda Bullock (l_bullock@acs.org)

ACS Education Strategic Plan
In 2019, ACS Education activities continue to be guided by the ACS Education strategic plan, which was revised in 2018 to reflect a new organizational structure and better support the ACS Strategic Plan.

Vision
To provide premier global chemistry education and professional development resources and experiences

Mission
To serve learners and educators by building communities and supporting innovative, relevant, and effective chemistry education and professional development

Goals
1. Build a global chemistry education and professional development portfolio
2. Provide relevant, effective, and customer-focused resources and professional training opportunities
3. Advance science education through building communities
4. Leverage informal science education and outreach
5. Assist in the growth and retention of ACS membership
6. Streamline and continuously improve operations

A brief description and highlights for goals 1—4 are on the following pages.

Goal 1. Build a global chemistry education and professional development portfolio
Expand the global reach and impact of existing educational, outreach, and professional development resources, identifying the additional resources, expertise, communications, and partners needed for a more comprehensive portfolio that is respectful of differences in cultures and reflective of differences in needs.

- Celebrate the International Year of the Periodic Table
  Visit www.acs.org/iypt to join ACS, the International Union of Pure and Applied Chemistry and other chemical societies
around the world in celebrating the 150th anniversary of Dmitri Mendeleev’s period table of chemical elements.

- **Increase the reach of ACS International Student Chapters**
  There are now 58 international student chapters in 25 countries. National Meeting Travel Grants were awarded to 16 international student chapters for the 257th ACS National Meeting in Orlando, FL.

- **Foster global student career and graduate school readiness**
  Representatives from chemical sciences departments around the world are participating in a pilot ACS global exchange on the development of safety skills of postsecondary degree students. The pilot builds on the insights from a community exploration of the development of students’ professional skills held in 2018.

Goal 2. Provide relevant, effective, and customer-focused resources and professional training opportunities

- **Facilitate access to Professional Education courses online and across the country**
  In January, a new ACS Professional Education website www.proed.acs.org was launched. The new design and functionalities, including improved search capabilities, are facilitating access to short, lecture/laboratory, and online courses.

- **Develop leadership skills by…**
  - **expanding access to leadership courses**
    Demand for ACS Leadership Development System® courses, now offered as a free member benefit, has increased. The four days of courses offered at the 256th ACS National Meeting in Boston sold out, attracting 166 registrants.
  - **providing academic leadership training**
    The ACS hosted the fourth Academic Leadership Training Workshop in February 2019. Designed by faculty members of the Cottrell Scholars Collaborative, this interactive three-day workshop is structured to provide academic leadership skills for post-tenure faculty interested in administrative positions ‘beyond the bench’.

- **Foster transitions into faculty careers**
  The Postdoc to Faculty (P2F) workshop will be held July 26-28, 2019 in Atlanta, GA. A series of new faculty workshops and post-workshop events is once again being held in 2019 for participants from two-year colleges, minority serving, primarily undergraduate, and research intensive institutions. Two three-day workshops are planned for June 27-29 in Pasadena, CA and for August 1-3 in Washington, DC. Post-workshop events, such as follow-up topical webinars, will foster engagement and continuous learning among the cohorts.
• **Expand the reach and increasing the relevance of learning resources by...**
  o **conducting market research on Chemistry in the Community**
    ACS Education is partnering with ACS Decision Support to analyze the product and marketplace. Learning what teachers and administrators want from a new first-year high school chemistry textbook will inform the development of the 7th edition.
  o **leveraging connections with chemistry teachers**
    From October 1, 2017, when ACS assumed publishing responsibilities for *Chemistry in the Community*, through March 1, 2019, more than 1,100 requests for review copies have been made.
  o **conveying big ideas about the very small in middle school**
    Since launching in the fall of 2010, *Middle School Chemistry* has had a total of 15,436,384 sessions from 239 countries and territories. In 2018, there were 2,397,542 sessions.

• **Expand the online resource library of the American Association of Chemistry Teachers (AACT)**
  Since January 2018, 124 new teaching resources have been added to the AACT website bringing the size of online classroom resource library to nearly 700 items for K-12 teachers of chemistry. These resources complement a series of webinars and DOW and AACT teacher summits.

• **Get the facts out about middle and high school teaching**
  Supported by the National Science Foundation Improving Undergraduate STEM Education grant, ACS is joining the Colorado School of Mines, the American Association of Physics Teachers, the American Physical Society, and the Mathematical Association of America in an information campaign. The Get the Facts Out project, guided by behavioral theory, aims to:
  1) Change perceptions about the K–12 mathematical and physical sciences teaching professions among faculty, students, and parents;
  2) Increase the frequency of faculty engaging in practices recommended in the Get the Facts Out toolkit; and
  3) Increase the numbers of mathematics, chemistry, and physics majors who enroll in a teacher certification program.
  The project is currently engaging a variety of institutions as quantitative and qualitative study sites in order to learn about the impacts of the Get the Facts Out toolkit on faculty and student perceptions of the K–12 mathematical and physical sciences teaching profession.

• **Enhance career planning and use of individual development plans (IDPs)**
  Since the ChemIDP™ program launched in Fall 2015, nearly 4000 accounts have been created and campus, conference, and ACS regional and national meeting workshops have been held to increase use and understanding of the career planning process. The new site design of the online tool ChemIDP.org, released in January, includes a brand new homepage, live C&EN job feeds, a new resources and events tab and a newly designed PDF plan report. A three-year NSF Innovations in Graduate Education grant of nearly $0.5 million is supporting a nationwide project, led by ACS, to develop approaches and tools for assessing and improving the use of individual development plans (IDPs) with graduate students.
• Catalyze career networking
The pilot of the ACS Catalyzing Career Networking program will continue at the 257th ACS National Meeting in Orlando. The program is designed to connect job seekers with potential employers from academia and industry, and encourages career networking at ACS national meetings.

• Facilitate career development
In 2019, ACS Career Kickstarter will be launched. This workshop joins the collection of career development resources that ACS offers for those making the transition from being students to chemistry professionals, including the online ACS Graduate & Postdoctoral Chemist and inChemistry magazines, the Career Pathways program, and webinars.

• Launch the ACS Bridge Project
A five-year $2.3 million alliance grant from the NSF Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering & Science (NSF INCLUDES) program is supporting the establishment of the Inclusive Graduate Education Network and the ACS Bridge Project. Two components, the ACS Bridge Program and ACS Bridge Travel Awards, are designed to increase the number of underrepresented minority students who receive doctoral degrees in chemical sciences.

Goal 3. Advance science education through building communities
Increase participation in and engagement with communities of educators and learners, building on the strengths of each program and partnerships to promote continued engagement with ACS throughout an individual’s career.

• Build diversity through partnerships
ACS is one of five scientific societies establishing the Inclusive Graduate Education Network to increase the participation of women and underrepresented minorities in graduate studies in the physical sciences. Supported by the NSF INCLUDES program, key components include improving mentoring of undergraduates, modifying graduate admissions practices, and recruiting large numbers of underrepresented students who would otherwise not enter graduate studies.

• Enhance networking and mentoring for ACS Scholars
For more than 20 years, ACS has provided renewable scholarships to over 3,199 minority students majoring in chemistry-related disciplines, 307 of whom have since received a PhD or MD/PhD. Expansion of the ACS Scholars profile series (launched in 2018), assessment of mentoring, and integration of mentor training into activities are positioning current ACS Scholars to develop their networks and obtain various types of mentoring.
• **Expand the reach and impact of Project SEED**
  The ACS Project SEED summer research program celebrated its 50\textsuperscript{th} anniversary in 2018, with special events and the 50Forward fundraising campaign. A new website was launched, and eleven Project SEED alumni were featured in *Chemical & Engineering News*. A webinar series for coordinators and mentors was initiated in December as part of the plans for expanding the reach and impact of this summer research program, which has opened doors for nearly 11,000 economically disadvantaged high school students since 1968.

• **Recruit and retain student members**
  At the end of February 2019, there were 22,662 ACS student members, compared to 18,741 at the end of February 2018. There are currently 554 active student chapters (1,187 in total).

• **Recognize student chapters**
  The 409 ACS Student Chapter reports submitted for the 2017-2018 academic year were reviewed. The chapters receiving 146 honorable mention, 92 commendable, and 69 outstanding awards will be recognized at the ACS Student Chapter Awards Ceremony during the 257\textsuperscript{th} ACS National Meeting in Orlando, FL.

• **Develop student leadership**
  Through a collaboration with the Younger Chemists Committee, undergraduate students were part of a track for younger chemists/students at the 2019 ACS Leadership Institute.

• **Increase membership of the American Association of Chemistry Teachers (AACT)**
  As of February 2019, AACT has 5,847 members, 89% of whom are K-12 teachers of chemistry. A joint AACT/ACS membership option, launched in August 2018, is now being offered to AACT members.

**Goal 4. Leverage informal science education and outreach**

*Leverage existing and develop new informal science education and outreach resources, tools, training, and partnerships to ensure that diverse communities have access to high-quality materials.*

• **Pilot Chemistry Festival training events at ACS regional meetings**
  The international Chemistry Festival Training Institutes, regional trainings that have successfully prepared volunteers from six of seven continents to host independent, hands-on outreach events in their home communities, are being modified for domestic volunteers. The Outreach Training Program will be piloted in conjunction with the Mid-Atlantic Regional Meeting (MARM, May 30 – June 1), the Northeast Regional Meeting (NERM, June 23 – 26), and the Southeastern Regional Meeting (SERMACS, October 20 – 23). The pilot locations were selected based on a survey of active National Chemistry Week and Chemists Celebrate Earth Week coordinators.
• **Recognize use of ChemAttitudes kits**
  A new [ChemLuminary Award](#) for ChemAttitudes Partnerships will recognize a local section using the “Explore Science: Let’s Do Chemistry” kits. Physical and digital kits were distributed in 2018 for use in conjunction with National Chemistry Week. ACS is collaborating with the Museum of Science in Boston and informal science educators from around the United States on the National Science Foundation project [ChemAttitudes: Using Design-Based Research to Develop and Disseminate Strategies and Materials to Support Chemistry Interest, Relevance, and Self-Efficacy](#).

![Explore Science: Let's Do Chemistry](image-url)
A. INTRODUCTION/OPENING COMMENTS
The American Association of Chemistry Teachers, or AACT, is an organization for chemistry teachers, by chemistry teachers that focuses primarily on serving K-12 teachers of chemistry. As such, the AACT provides: a periodical, Chemistry Solutions; web-based resources including lesson ideas, activities, simulations, and laboratory experiments; webinars for members and non-members alike; and live presentations at state and national science teacher conferences. Additionally, the AACT coordinates the High School Teacher Day program at the ACS National meetings.

B. INFORMATION SINCE LAST REPORT
Since we last met, the AACT governing board has had several electronic meetings, involving editing the operations manual, developing a scoring rubric for the Teacher of the Year application, reports regarding regional representatives, and membership updates. Currently the membership is more than 5900 members, 89% of which are K-12 Teachers of Chemistry. This percentage has been fairly constant (within 1% +/-) since the inception of AACT as an association. We have 244 international members from 56 countries and 320 student members, some of whom are teachers in training. As Liaison, I have worked with MaryKay Orgill in discussions about a symposium for BCCE 2020 that would be submitted by a joint group of DivCHED/SOCED/AACT, related to teaching techniques supported by educational research.

As a representative of AACT and DivCHED, whenever I am at a conference or meeting, I have tried to promote the special AACT/ACS dual membership this year and encouraged people to choose the Division of Chemical Education as their technical division of choice. Additionally, after BCCE last year, I co-authored an article on why high school teachers should attend BCCE; this article was published through Chemical Education Xchange (ChemEdX).

C. PLAN(S) FOR FUTURE
The annual AACT Governing Board meeting will be held in July 2019.

D. OTHER
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**Submitted by:**
Name: Amiee Modic
Committee position: ☐ Chair/Co-Chair  ☐ Chair-elect  ☑ Member
Date: 02/6/19
Dear Steve:

The 25th Biennial Conference on Chemical Education was held July 29-August 2, 2018 on the campus of the University of Notre Dame. The conference planning team was headed by Steve Wietstock (General Chair), Jim Parise (Program co-Chair), and Cate Reck (Program co-Chair). Over 1600 people registered for the conference and participated in 21 concurrent technical symposia and 21 concurrent workshops. There were a total of 55 vendors occupying 68 booths. Approximately half of the attendees stayed in on-campus housing.

The Biennial Conference Committee (BCC) unanimously agrees that the planning team organized and delivered an exceptional conference. Below are some aspects of the conference experience we would like to highlight:

- The volunteer staff was friendly and proactive in providing assistance to those in need of help (e.g., individuals with mobility issues).

- The staff was quick to respond and flexible with rescheduling room assignments.

- The conference main office was centrally located and continuously staffed with friendly knowledgeable staff. Providing drinks and snacks in this central location was a nice touch.

- Due care was taken to locate the majority of technical sessions and social event locations in close proximity to each other.

- The feather banners highlighting the building names/locations were a welcome addition to conference signage (and now a continued future recommendation).

- Duncan Hall/Notre Dame Stadium was a perfect location in which to hold the poster sessions, exhibition hall, and social events.
The rooms for technical symposia provided sufficient space and excellent AV services with few technical difficulties.

We appreciate that the conference planning team provided appropriate support and accommodations for the virtual symposium.

The plenary speakers who gave TED-style talks perfectly designed and delivered their presentations. The plenary session was quite engaging.

The short mole talks that were “spontaneously” organized around a topic one evening were fun and informative.

The quality and variety of food was excellent. The chemistry-themed decorations were a nice touch.

The Fun Run, the Mole, and Al D. Hyde and the Key Tones were popular and well executed.

The BCC recognizes the challenges that Steve, Jim, and Cate faced in getting members of the organizing committee all on the same page, in handling myriad logistical details, in dealing constructively with problems that arose between the conference services staff, the Division of Chemical Education, and the conference participants, in building realistic budgets and controlling expenses, in obtaining extramural support for conference programs and events - the list is never-ending. However, the result was one of the best Biennial Conferences on record. With an excellent technical program, unflagging attention to every need of the 1600-plus participants, exhibitors, and guests, and superb attention to the organization of sessions and events, the planning team delivered an amazing performance.

Sincerely,
Biennial Conference Committee
Division of Chemical Education
The American Chemical Society

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Dear Richard and Tom:

Over the past few months, the Biennial Conference Committee has met several times to discuss the 2018 BCCE – both the highlights and lessons learned. Below are the recommendations we propose for all future BCCEs. Many of these are already in-place or in-practice for the 2020 BCCE. We also note that it may not be practical to implement some items/issues because planning has already begun for the 2020 BCCE.

At the end of this note, I have appended the letter we sent to Steve Wietstock (and Jim and Cate).

Take care,

Dan G. Sykes, Ph.D
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**Recommendations for Future BCCEs**

**General Considerations**

- Require a diversity statement be posted on all BCCE-related media.
- Require each BCCE host to
  - Include a social media coordinator on the planning team
  - Coordinate pre-college programming with AACT - an AACT appointed representative should be on programming team.
  - Coordinate 2-year college programming with 2YC3 - a 2YC3 appointed representative should be on programming team.
  - Highlight 2YC3 on the website and app. For example, “Click here to see TYC specific programming” or place TYC letters next to TYC events/programs.
Coordinate Chem 1 and Chem 2 modeling workshops with future BCCEs – combine registrations, etc.

Develop a virtual symposia policy for the future.

**MAPS/Program**

- Limit the number of symposia and workshops; requires managing attendee “engagement”.
- Some individuals too “engaged” – the “Rule of 2” for commitments is nearly impossible to work around (the Workshops are the biggest issue)
- Planning team does not own the MAPS data so must rely on ACS staff to work through “organizer, presider, presenter” checks and balances. BCC must leverage more independent access to the data.
- MAPS output generates too many individual documents. BCC must work with MAPS and the BCCE host to develop a sensible data management plan.
- MAPS App: short time window for getting data to ACS; some deadlines too restrictive and updates too slow in app. BCC needs to communicate these concerns to MAPS and find a sensible resolution.
- Add a searchable FAQ on BCCE webpage.
- Consider having a separate commercial symposium or symposia: an instrument/materials exhibitor symposium and a curriculum/teaching materials exhibitor symposium. Such sessions should decrease the number of exhibitor workshops that proxy for lectures.

**Facilities**

- BCCE host to coordinate facility planning with the Chemists with Disabilities group.
- Campus/building maps with legends for:
  - Diversity resources
  - Muslim prayer room
  - Gender neutral bathrooms
- Cafeteria/Dining Hall
  - Sunday hours seem to be an issue
  - Clearly label gluten/healthy options in cafeteria/events
  - BOAFs need to be held in more private facilities – separate rooms, clearly identified with signage
  - Decaffeinated tea in all locations
  - Thursday morning session breaks must receive same level of service/support
Exhibition
Specific issues noted by exhibitors:

☑ Sunday hours miscommunicated: exhibitors indicate they were told from 7-10 but the pocket book indicated 8-10 PM. Exhibition traffic slow for the first hour plus. Similarly, were told exhibition hours were 4-9 PM on Monday but the pocketbook said 5-9. If this is to ensure exhibitors are present prior to the official hours then 30 minutes is sufficient (and it should be indicated that this is an attendance time and not the official start to the exhibitor space). Few attendees in exhibition space after 8 PM.

☑ Exhibit Hall closed at 10 PM on Sunday; a number of exhibitors had a hard time finding somewhere to eat. Information on dining options would be helpful, or closing by 9pm (since the exhibits were somewhat slow during the last hour), or providing exhibitor-only food/refreshments.

☑ Most exhibitors liked the 11-2 shift on M and T since few events were scheduled in this time slot (plenary or lunch). Many said that the hours seemed weird at first, but that this time slot worked really well!

☑ The Tuesday 11-2 exhibit hall session was not on the MAPS app. Many attendees did not know the exhibits were open.

☑ There was some confusion concerning exhibitor shipping for their workshops. Information on shipping information to the exhibit hall was very well communicated but it was unclear if workshop materials would be shipped to the booth or to the workshop room.

☑ CHED committees reserve a booth at BCCE for free?
Updated text (September 2018) for the Operations Manual
September 17, 2018

Purpose: The Finance Committee is charged with the responsibility of developing the annual budget for the ACS Division of Chemical Education (“Division”) and overseeing this budget and other financial concerns of the Division. This committee also sends recommendations to the Division Executive Committee on financial matters such as the budget, the investment policy, audit practices, ongoing and new expenses, and ongoing and new income-generating activities.

The Finance Committee includes up to three appointed voting members; one of these is the chair. The committee also includes eight ex officio voting members: the Division treasurer, the three members of the Division chair succession, the Director of the ACS Exams Institute, the treasurer of the 2YC3, and one representative each from the Board of Publication and the BCC. An appointed member of the Board of Trustees of the Exams Institute shall serve as an ex officio non-voting member. Other ex officio non-voting members may be appointed as necessary. If the Division employs the services of a business management firm, a representative of this firm is appointed by the Committee chair as an ex officio non-voting member of the Committee.

The Finance Committee meets in open session, moving to closed session if needed.

Terms of Office: Members of the Committee are appointed for 3-year terms, renewable for a maximum of three consecutive terms. Members appointed ex officio each have a 1-year term, renewable as determined by the entities they represent. The Finance Committee chair is recommended by the Division Committee on Personnel and Nominations (CPN) and approved by the Division chair succession.

Responsibilities:

1. Meetings
   Meet in person at both the fall and spring national meetings at a day/time prior to the Division Executive Committee so that information can flow from the Committee to the Division Executive Committee.

   As needed, meet virtually so that the annual budget recommendation and other time-sensitive information can flow to the Division Executive Committee for review.

   Appointed by the chair, a member of the committee will serve as Secretary to draft the minutes and action items from committee meetings.

2. Annual budget
   Work with the treasurer, representatives of the ACS Exams Institute and the Board of Publications, and representatives from a business management firm (if employed by the Division) to develop an annual budget.

   Recommend to the Division Executive Committee an annual operating budget based on input from multiple sources, e.g., the treasurer, other Division officers, Division committee chairs, business management firm, and auditors.
Monitor the Division budget for actual expenses and revenues to ensure that spending authorities and income revenues are performing as expected. Recommend budget adjustments to the Division Executive Committee, as necessary.

3. **Financial monitoring, policies, and decisions**
Collect, review as needed and archive the annual budgets from the Journal/Board of Publication and Exams/Board of Trustees once approved by the respective boards. Collect, review as needed and archive the overall annual income vs. expenses reports from the Journal/Board of Publication and Exams/Board of Trustees once approved by the respective boards. These documents in conjunction with the budget and income vs. expenses for the Division will then be used to evaluate the financial health of the Division and also be used to evaluate Division programs, activities and policies for overall financial impact.

Recommend financial policies and decisions (*e.g.*, investment policy, travel policy, policy for supporting events, merit raises for Division employees) to the Executive Committee for approval.

Ensure that periodic audits are performed and become part of the Division records.

Monitor internal and external trends that will impact or influence Division finances (*e.g.*, meeting attendance, publication sales, changing demographics, competition, dues level).

4. **Committee reports**
Submit consent agenda reports prior to each national meeting, as requested by the Division secretary.

Receive financial reports from the treasurer, from the auditors, and from the business management firm, the Board of Publication and the Exams Institute. Confirm that these reports are submitted to the Executive Committee.

Work with the Division treasurer and Division secretary to keep financial records, including committee minutes, and retain these records as required by ACS records retention policy.

**Timetable**

*January:*

The Finance Committee chair sends to committee members:
- a message of welcome, including a roster of names and contacts
- a call for possible agenda items at the spring meeting.
- All new committee members will receive a copy of this operations manual for review.

To inform the budget, the treasurer reviews the investment portfolio, doing a compliance check and reviewing the alignment of the accounts with the expected returns and consistent with current market conditions. This information is reported both to the Finance Committee and to ExComm.
February:

The Finance Committee reviews the annual financial report provided by the Division treasurer or the immediate past treasurer to ensure that it is accurate and comprehensive. The committee suggests changes to the report as required.

The Finance Committee chair sends:
- a draft agenda to committee members for the spring meeting of the Finance Committee.
- a consent agenda to the Division secretary for inclusion in the spring Executive Committee agenda.

March/April:

The Finance Committee meets at the spring national meeting of the Society. The Division treasurer gives a report, including investments.

April:

The Finance Committee chair distributes the minutes and action items of the Finance Committee to all committee members.

April-May-June

As needed, the Finance Committee meets virtually to:
- work on and recommend a budget for the coming year.
- work on any other items needed for the fall meeting of the Division Executive Committee.

July:

The treasurer again reviews the investment portfolio, doing a compliance check and reviewing the alignment of the accounts with the expected returns and consistent with current market conditions. This information is reported both to the Finance Committee and to ExComm.

The Finance Committee chair sends:
- the budget recommendation of the Finance Committee to the chair succession to bring to the Executive Committee for approval.
- a draft agenda to committee members for the fall meeting of the Finance Committee.
- a consent agenda to the Division secretary for inclusion in the fall Executive Committee agenda.
- the text in the Operations Manual with a request for updates

August/September:

The committee meets at the fall national meeting of the Society. The Division treasurer gives a report, including investments.
The committee reviews the operations manual and makes any adjustments that reflect changes in the practice of the committee. These changes are reported to the Member at Large in early December.

At this meeting, committee members completing their terms of office are recognized and thanked for their service.

In response to a request by CPN, the finance committee chair consults with committee members in order to submit a list of candidates for committee membership to replace those who are completing their terms of office in the current calendar year.

September:
The Finance Committee chair sends the minutes and action items of the Finance Committee to all committee members.

Sept-Oct-Nov-Dec
As needed, the Finance Committee meets virtually to:
- review the budget for the present year.
- work on any other items needed for the fall meeting of the Division Executive Committee.

November/December
The Division executive assistant, working in conjunction with the CPN chair, sends thank-you letters to all committee members who completed their terms of office and will not be reappointed. The chair of this committee is copied on these letters.

During the last meeting of the year, the committee should consider if any adjustments to their Operations Manual should be made. If so, those updates need to be forwarded to the Member at Large by early December. Any changes will be compiled and forwarded to the Division secretary before the end of December so that any edits to the Operations Manual can be recorded.

Documents of long-term value (i.e., minutes, budgets, treasurer reports) are sent to the Division secretary for long-term records storage for the Division. If completing his/her term of office, the committee chair prepares for the transfer of files to the incoming chair by January 1.
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| **Friday, March 29, 2019** | **Finance Committee (open)**  
Orange County Convention Center, Room W330A  
3:00 PM - 5:30 PM                        | Biennial Conference Committee (open)  
Orange County Convention Center, Room W315B  
8:30AM – 10:00AM                        | **Saturday, March 30, 2019**  
Regional Meetings Committee (open)  
Orange County Convention Center, Room W315B  
12:00PM – 2:00PM                        |
|                      | **Orange County Convention Center, Room W312A**  
7:30AM – 12:00PM                        |                      | **Sunday, March 31, 2019**  
Long Range Planning Committee (open)  
Orange County Convention Center, Room W314A  
2:30PM – 4:30PM                        |
|                      | **JCE, Board of Publications (open)**  
Orange County Convention Center, Room W311H  
7:30AM – 12:00PM                        |                      | Safety Committee (open)  
Orange County Convention Center, Room W315B  
4:00PM – 5:30PM                        |
|                      | **Program Committee (open)**  
Orange County Convention Center, Room W315A  
10:30AM – 12:00PM                        |                      | Business Meeting (open)  
Orange County Convention Center, Room W314A  
4:30PM – 5:00PM                        |
|                      | **Executive Committee**  
Orange County Convention Center, Room W315A  
1:00PM – 1:30PM (closed)  
1:30PM – 4:00PM (open)  
4:00PM – 5:30PM (closed)                        |                      | DivCHED Social Reception (open)  
Orange County Convention Center, Room W314B  
5:30PM – 7:00PM                        |
|                      | **Younger Chemistry Education Scholars Committee (open)**  
Orange County Convention Center, Room W312C  
8:00AM – 9:00AM                        |                      | **Tuesday, April 2, 2019**  
New Member Committee (open)  
Orange County Convention Center, Room W312C  
12:30PM – 2:30PM                        |
|                      | **Chemical Education Research Committee (open)**  
Orange County Convention Center, Room W312C  
12:00PM – 1:30PM                        |                      |                                                          |