

## Executive Committee Meeting Minutes

### Kalamazoo Section ACS

Tuesday, February 18, 2020, 6:30 PM

Location: Kalsec's Todd Building

**#Present:** Doug Williams (DW), Lydia Hines (LEMH), Ed Thomas (ET), James Redwine (JR), Hershel Jude (HJ), Bill Schinzer (BS), Luke Chadwick (LC), Chris Vennard (KCollege, CV), Grace McKnight (KCollege, GM)

#Meeting start: 6:35 pm

1. Secretary's Report (JR)
  - a. January 2020 minutes approved
2. Treasurer's Report (BS)
  - a. Treasurer's Report (**Appendix 1**)
    - #No checks currently outstanding, some checks will be coming
    - #ca. \$6650 allotment from ACS will be received in next couple weeks
    - #LEMH requested a breakdown of the portions of current money earmarked for Project SEED and grant associated with IYPT. [DW reported ~\$2050 for SEED and ~\$2700 remaining in IPG grant for IYPT program use.]
3. Communications Chair (MW)
  - #MW not present
  - #LEMH and others re-emphasized that frequency of publishing the newsletter is more important than quantity of content
4. Student Organizations
  - a. WMU Chem Club (Andrew Simpkins, President)
    - #Absent
  - b. WMU CGSA (Emile Van Meter, President)
    - #Absent
  - c. Kalamazoo College (Blake Tresca, adviser; Sarah Nixon [President], Amelia Grey [media]))
    - # CV and GM attended and announced that they would be hosting a trivia night
5. Old Business
  - a. Update on our IPG activities, Latitude Event. (DW)
    - #Confirmed for March 10, deposit paid. Funded through IPG grant, will result in approximately half of that money being spent.
  - b. Update on high school exam and awards Program (**Appendix 2**)
    - #Letter to KVCC awaiting approval. It appears that timing will have to be mid-May for hosting the exam, this is not optimum for the students, but the alternative has been to not have the competition. It was decided that not ideal is preferable to elimination of exam for 2020.
  - c. Update on Survey and Letter to High School Chemistry Teachers (DW/LEMH)
  - d. Travel Grant application is on website (LEMH/DW)
    - #Travel award application is posted on website, Secretary (JR) listed as primary contact and he agreed to be the recipient.
6. Upcoming Events
  - a. Program in a Box (February 25<sup>th</sup>, Bells Comstock Brewery Family Room A)
    - #Confirmed, LC has prepared a flyer, will be distributed by HJ via e-mail blast.
  - b. IYPT – Latitude 42 (March 10<sup>th</sup>) See: **old business Item a**
  - c. Earth Day
    - i. The Kalamazoo event is taking place at Farmer's Market on Bank Street noon to 5 pm on

Saturday, April 18. The sponsorship is \$250 has to be paid.

Who will staff the table? LC, BS, CV and GM volunteered to help, ET expressed interest as well. KCollege chem club may have additional volunteers as well, and WMU ChemClub is willing to participate.

- ii. The Portage Earth Day event will not be at Celery Flats this year but in the area in front of Portage City Hall, on Sunday, April 19, from 11 am to 3 pm. The WMU Chem Club has offered to do that event.

7. New Business

- a. Annual Report Submission – FORMS (LEMH)

#The Annual Report was submitted on time

- b. Report From leadership Institute (Ed, LEMH)

#LEMH commented that the meeting was well organized. There was discussion regarding what Strategic Planning was recommended for local chapters.

#ET wrote a report. It was noted that KACS reported attendance to the local Recycle-A-Poster event was extremely good. Sample attendance for local events was that Boston regional ACS chapter has 6000 members, typically sees around 50 attendees.

- c. Council Agenda at Spring National Meeting (LEMH)

#Some topics that are on the agenda for discussion: Membership categories, \$ for SEED and scholarships, diversity and inclusivity, and dues.

8. General Discussion

#ET suggested including a calendar of events on the website

#DW stated that two SEED proposals have been received

9. Next Newsletter (MW)

10. Next Meeting: March 17<sup>th</sup>, 2020 Kalsec's Todd Building, 6:30 pm

#Meeting end time: 7:57 PM

## Appendix 1: Treasurer's Report February 18, 2020

### Current accounts summary:

PNC                      \$9833.27            There are no outstanding checks (but there will be shortly)

Vanguard investments \$11,153.83 in the VIPSX account  
                              \$17,960.24 in the VWINX account  
                              \$29,114.07 total account balance as of today

Comment on Vanguard investments: slight gain over the last months

Income since Dec 19: None

Outgo since Dec 19: 1225.00 to ACS for last year's leadership training  
                              600.00 to Lydia Hines for travel advance  
                              375.08 to Hershel Jude for IYPT glasses  
                              100.00 to Samuel Rabick to replace lost check for chem exam award

Old outstanding checks: None

Total outstanding:    None

Accounting for the outstanding checks issued in the last months, we have available:

PNC            \$ 9833.27

Last note, we have filed our 2019 annual report and expect to receive the annual allotment soon.

## Appendix 2: Proposal for an Electronic KACS Competitive Scholarship Exam Program

American Chemical Society  
Kalamazoo Section  
www.kalamazooACS.org



To: KACS Executive Committee

From: Doug Williams and Kim Lewis

Date: 15 October 2019 (updated 08 January 2020)

Re: Proposal for an Electronic KACS Competitive Scholarship Exam Program

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Our objective is to develop a secure digital test program for the KACS competitive scholarship exam that requires less labor to deliver and improves accessibility. The desired outcome is greater participation of chemists, teachers and students in the exam program.

*Preliminary exam.* Historically, KACS sends a preliminary, qualifying exam to all high schools in our local section. This step “recruits” teachers and students into the test program and qualifies a manageable number of candidates for the final auditorium exam. If we agree to move to a more flexible, electronic final exam, we would no longer need to limit the number of finalists in this way but would like to maintain the preliminary exam as a way for students to learn of their chemistry abilities and to inspire additional study for those who feel successful.

We have considered some options for giving a remote preliminary exam through the internet. Some security can be added by using a dedicated (“lock down”) browser tool such as Respondus, which may be available to us through KVCC license. Additional KVCC remote testing tools may be available but will require discussion with KVCC staff for access to high school students.

**Decision 1: In Executive Committee discussions, we have determined that we are not prepared to offer an electronic preliminary exam in 2020 but, in place of this, will conduct a survey of high school chemistry teachers for the readiness of their schools to administer a proctored, online test within their campus for interested chemistry students. Meanwhile, we may consider an option (below) to conduct a single final exam without qualification through KVCC tests centers.**

*Final exam.* Prof. Kimberly Lewis (KVCC – Chemistry) has offered to coordinate use of the computer-equipped testing centers at KVCC for the KACS final competitive exam. Each test center has over 20 computers available and operates on first-come, first served basis. Open hours are shown in the table below for weeks when classes are in session. Students must begin their test within the listed times. Test centers remain open for one hour after the posted closing time. Tests would be made available for a period of 4 weeks.

The primary advantage of using the test center is to provide students with more opportunities to take the exam. Secondly, this will eliminate some of the volunteer effort that was necessary to schedule, deliver and score a written lecture hall exam.

**Texas Township Campus**

Room 2210 | 269.488.4460

	Open	Close
Sunday	Closed	
Monday	8:30am	8:00pm
Tuesday	8:30am	8:00pm
Wednesday	8:30am	8:00pm
Thursday	8:30am	8:00pm
Friday	8:30am	3:30pm
Saturday	9:00am	1:00pm

**Arcadia Commons Campus**

Room 211 | 269.373.7836

	Open	Close
Sunday	Closed	
Monday	8:30am	6:00pm
Tuesday	8:30am	6:00pm
Wednesday	8:30am	6:00pm
Thursday	8:30am	6:00pm
Friday	8:30am	3:30pm
Saturday	Closed	

The KVCC test centers have secure, test-dedicated computers with time-limit capability and video monitors in place to deter cheating. Cell phones are not permitted in the test room. Any other materials or tools such as scrap paper or calculators are allowed only as permitted by the test sponsor. Test center proctors are expected to challenge and report violations or suspicious behavior.

**Decision 2: We propose to conduct the final exam in 2020 through the KVCC test centers without a qualifying preliminary exam. This configuration will give us an opportunity to assess and refine the format accordingly for future years.**

**Roles/Expectations***Expectations of KACS*

- KACS test director will set dates for exams
- KACS test director will prepare content for exams (prelim and final), assess/organize results and draft (send?) announcements (invitation, results, etc.) to high schools
- KACS will provide scholarship funds

*KVCC offers to*

- Provide platform or support electronic delivery and scoring of exams. This includes compiling exam content into platform and coordinating access for students, teachers and KACS test director to the test systems.

**Next Steps**

If KACS would like to pursue partnership with KVCC for use of their testing services, we are asked to send a letter of request to Peter Linden (Provost) and Deborah Coates (Dean of Instruction). Ms. Coates has already expressed her verbal support for this proposal. Once there is agreement to proceed, KACS will begin preparations as outlined above.