Old Business

1. Introductions and Welcome
   Rachel Daeger provided notes on housekeeping – Thank you Rachel!
   a. This is SNEB’s first division online business meeting
   b. The presentation slides

2. HE Division Executive Committee (2014-2015)
   Suzie introduced exec committee
   a. Suzie Goodell (NC State University), Chair
   b. Jennifer Martin-Biggers (Rutgers), Chair-elect
   c. Marissa Burgermaster (Teachers College, Columbia University), Secretary
   d. Tashara Leak (University of Minnesota), Doctoral Student Representative
   e. Amanda Peterson (East Carolina University), Masters Student Representative

3. SNEB Board Report: Alyce Fly
   Thank you, Alyce!
   a. Nutrition Education Competencies were discussed at the March Board of Directors (BOD) meeting.
   b. 7/8 members of the competencies committee are also HE Division members
   c. Competency categories include:
      i. Basic food and nutrition knowledge
      ii. Nutrition across the lifecycle
      iii. Food science
      iv. Food policy
      v. Agriculture/food systems
      vi. Behavior and education: Theory
      vii. Nutrition education: Implementation
      viii. Written, oral, social media communication
   d. The board discussed whether the competencies would make a good position paper for JNEB, but it was determined that this would require building an evidence base from the literature
   e. The current plan is to make it an SNEB “position” paper and publish it as a page in JNEB in order to disseminate the competencies
   f. Reviewers from other professional societies, including ASN, APHA, and IFHE will review this position statement, after which it will be sent to the SNEB board for final approval
   g. Sarah Ash served as chair of this nutrition education competency committee and is accepting suggestions for additional modifications – Thank you Sarah!
      sarah_ash@ncsu.edu
   h. There were no questions or comments from meeting attendees for this report
   i. A conference session on the competencies is planned for Tuesday 7/28 8-9am. This is sponsored by the HE division – Please attend!!
j. n.b DRAFT competencies attached to HE division minutes email. These are just a draft and should not be distributed outside the division.

4. Membership: 110 primary; 43 secondary
   Suzie introduced and discussed current HE division membership
   a. Full (Professional): 112*
   b. International: 2
   c. Associate: 3
   d. First Year Professional: 6
   e. Student: 20*
   f. Retired: 10
   g. 1st year professionals are an area for focus in coming years

5. Finances
   Suzie presented division finances. n.b. funds do not roll over, “use it or lose it.”
   a. 2014-2015: $1518*
      i. Expenses: $1000 for 5 Student Research Awards
         This is why HE has a higher budget than other divisions
      ii. Planned Expenses: $500 for supplementing SNEB annual meeting social gathering, location TBA
         Will be used to offset costs for all division members or at least students
   b. 2015-2016: ~$1500*
      * Based on policy of $200 base plus $2/mbr; plus $1000 for 5 Student Research Awards

6. Scholarship of Teaching and Learning – One of two division foci for 2014-2015, the other being HE division member involvement
   Thanks to all who submitted and reviewed abstracts and award nominations!
   a. Inaugural SoTL Award: Lora Beth Brown (BYU)
      Lora Beth was congratulated on the phone and shared with us that she “is honored to receive this” award. Congratulations, Lora Beth!
   b. SoTL abstract submissions: 17 total; 4 oral, 12 poster, 1 rejected
      New abstract category. Meeting HE division goals with major thanks to Rachel Daeger for facilitating!
   c. Joint SNEB-ASN SoTL webinar: 154 registered with 73 live attendees

7. Student Research Awards
   a. April Litchford, Utah State University
   b. Drew Carlton, University of Florida
   c. Khalid Aldubayan, Texas Tech University
   d. Mackenzie Ferrante, University of Idaho
   e. Marissa Burger master, Teachers College Columbia University

93 submissions were received for this award. In response to a question from the floor: This increase in abstracts reflects an uptick in overall submissions to SNEB, but is presumed to be mostly attributed to the new abstract submission form which included a checkbox for student award eligibility instead of requiring a separate email submission. A thorough, blinded review process was followed. All abstracts were reviewed by two reviewers and the
top eight scorers were reviewed by a third. Many very strong abstracts were received; however, reviewers asked that division members from colleges and universities ensure that all student submissions are reviewed by a faculty mentor or advisor. Some abstracts did not appear to be mentored. See and share the HE Division Hot Topic Webinar Recording for pointers: http://sneb.podbean.com/e/sharing-research-issues-in-abstract-development-review-and-presentation/

Thanks to those who reviewed student abstracts:
Carol Friesen
Jody Vogelzang
Max Young
Melanie Burns
Tracely Ledoux
Natalie Cooke
Lora Beth Brown
Mallory Koenings
Devon Golem
Suzie Goodell
And, thanks to Jennifer Martin-Biggers for coordinating the reviewers for the award!

Next we moved on to conference business. Thanks to Rachel Daeger for her many helpful emails and reminders about conference!

8. JNEB Pre-Conference Workshop: Level 1 Training: Introduction of Qualitative Methods; Saturday, July 25; 8am-3pm; encourage graduate students and post-docs to attend
This pre-conference session takes the place of JNEB’s usual lunchtime workshop. It requires pre-registration. Non-members are welcome to register! Grad students get a huge discount. Suzie Goodell (2014-15 HE Division Chair), Virginia Carraway-Stage (2015-16 HE Chair Elect), Natalie Cooke (HE Division Member), and Amanda Peterson (2014-15 HE Student Rep) are leading the workshop.

Programmed Session: Nutrition Education Competencies; Tuesday, July 28 from 8-9am in Ballroom 1
This session, sponsored by the HE division is part of regular conference programming

Additionally, HE division is working on organizing a division social event in lieu of our business meeting. We’d like it to be offsite but nearby to the conference. PLEASE EMAIL VENUE SUGGESTIONS if you know Pittsburgh!! This event is going to be partially subsidized by the HE division budget, but we’d still like it to be affordable for all members to join us.

9. SNEB Committee Representative Reports:
a. Development Committee: Carolyn Gunther (Suzie Goodell to report)
Carolyn Gunther’s Development Committee Report:

In fall 2014, Rachel Daeger, Associate Director @ SNEB, convened a group of individuals from various institutions (Carol Smathers, Het Desai, Jackie Williams, Justin Fast, and Sheila Fleischhacker, and myself) to review the plan for generating external dollars from key donors in both the private and public sector. Rachel walked us through the protocol for soliciting donor dollars – please see attached documents. In brief, after potential pre-identified donors were contacted by SNEB leadership, each of us on the development team were to send a follow up call and email (scripted) to these individuals to address questions, encourage donation. We took a divide and conquer approach, such that each of us were assigned a short list of individuals to contact. Those of us who initiated, completed the task reported results back to Rachel. According to Rachel, we have unfortunately not secured any conference sponsors. To date, 14 booths have been reserved.

b. Membership Committee: Marissa Burgermaster

Thanks to Rachel Daeger for her work on this committee (and for reminding me to talk about the new institutional membership category during the meeting)! Membership committee is working on the goal of increasing membership across all types of membership, but is interested in increasing international membership and is looking into partnerships with organizations like FAO. Webinars have been a successful strategy for membership and visibility among nutrition students and professionals – MEMBERSHIP COMMITTEE IS SOLICITING WEBINAR IDEAS that will appeal to SNEB members and potential members. Please email ideas to Marissa (mb3381@tc.columbia.edu) by June 2 at 2pm EDT. The SNEB BOD approved institutional membership! Now, universities and organizations may pay for memberships in blocks of five. This category is intended for institutions that require an institutional membership to reimburse dues.

c. Student Committee: Amanda Peterson and Tashara Leak

Amanda reported on the completion of the SoTL application
Student reps also assisted with membership retention calls
Student reps are working on developing the materials for the meet and greet table at the annual meeting to engage with members
Student reps are also emphasizing ways to use social media and networking to link students and professionals in the field.

New Business

1. HE Division Executive Committee (2015-2016)
   a. Jennifer Martin-Biggers (Rutgers), Chair
   b. Virginia Carraway-Stage (East Carolina University), Chair-elect
2. Additional Executive Committee Needs
   a. Secretary—accepting nominations
   b. Student Representative—accepting nominations
Please send nominations for HE division secretary, student reps, and committee liaisons to Suzie Goodell (lsgoodel@ncsu.edu) or Jennifer Martin-Biggers (jmartin@NJAES.Rutgers.edu). Self-nominations are encouraged! A vote will be conducted if necessary.

3. HE Division Executive Committee Goals (2015-2016)
   a. Promote SoTL
      This is the big accomplishment for the HE division! Now we need to promote SoTL abstract and award submissions
   b. Engage students
      working with student division, promotion on campuses
   c. Improve communication
      via email and website. Working to figure out the best way to do a newsletter that is beneficial to division members but also not a burden for contributors. Shooting for 2016-17. Please suggest talented writers and editors to Jennifer Martin-Biggers!
   d. Increase member involvement
      This is difficult for our division because everyone is so busy! We have a goal of filling all of the committee rep positions. Please nominate yourself, a colleague or student member for these positions!
   e. Define membership needs
      Last year’s survey was used to guide the 3-5 year plan with division membership ideas and suggestions. Please tell us what we can do as a division to make HE your favorite division!

Jennifer Martin-Biggers emphasized that the overarching goal is to engage members while respecting time constraints of those working in higher education. It is important to increase division membership and improve benefits to division members. Attached PP outlines progress toward each of these goals as well as next steps and timelines.

4. SNEB Committee Representatives (see attached descriptions)
   Please send nominations to Suzie Goodell (lsgoodel@ncsu.edu) or Jennifer Martin-Biggers (jmartin@NJAES.Rutgers.edu)
      a. Membership Committee
      b. Development Committee
      c. ACCP Committee
      d. Annual Conference Planning Committee
      e. Issues & Resolutions Review Committee
      f. Communications Committee- (Division Secretary)
      g. Student Committee- (Division Student Rep)

5. Future Programming
   a. Proposals for Annual Meeting
In 2014 HE sponsored a conference session on funding and evaluation in Nutrition education. This year we are sponsoring a session on the SNEB Competencies for Nutrition Educators. Please suggest ideas for the HE sponsored session at the 2016 meeting in San Diego by emailing Jennifer Martin-Biggers (jmartin@NJAES.Rutgers.edu)

b. Webinars

Please let the division membership and SNEB staff know your feedback about the online meeting format and its implications for conversations during the annual business meeting.

Thank you for attending the online meeting:
Jasia Steinmetz
Carol Byrd-Bredbenner
Kathleen Morgan
Janet K Grommet
Lora Beth Brown
Alyce Fly
Paula Martin
Natalie Cooke
The HE Exec committee: Suzie Goodell, Jennifer Martin-Biggers, Virginia Carraway-Stage, Marissa Burgermaster, Amanda Peterson
Rachel Daeger
SNEB Committee Descriptions

Membership Committee – The division representative becomes an active member of this committee. The purpose of the membership committee is to assist in recruiting and retaining individual members in the Society. The specific goals of the committee vary from year to year. The membership committee may meet as frequently as necessary depending on the specific tasks, but typically no more than monthly.

Advisory Committee on Public Policy – The Public Policy Point Person does not become an active member of the ACPP. Active members of the ACPP go through a separate selection process during which nominations from divisions are requested. The Public Policy Point Person is advisory to the ACPP. SNEB sends a survey every 2 – 4 years to the entire SNEB membership to determine the society’s public policy priority issues. It is through this survey that the views, interest and diversity of the overall membership are represented.

Overall Responsibilities for Division’s Policy Point Person includes:
- Act as the voice of their Division for SNEB public policy issues.
- Review/vote on any public policy opportunity that falls outside the public policy priority issues.
- Act in an advisory capacity to the SNEB Board of Directors when additional input is requested on any public policy action.

Course of Action for Division’s Policy Point Person:
- SNEB is using an online bulletin board system (BBS) to facilitate public policy communications internally for both “fast track” and “non-fast track” issues. You will receive an email notification that information has been posted to the SNEB BBS for your review and comment.
- You will need to respond within the requested timeline especially when dealing with a “fast-track” policy issue request as time constraints apply.

A more complete and detailed description of this process will be distributed to the Divisions’ Policy Point Person.

Annual Conference Planning Committee – The division representative becomes an active member of this committee. The Conference Planning Committee is comprised of the Conference Chair (SNEB President-Elect) and other SNEB members who represent the diverse special interests as well as research and practice perspectives. Time required is 1 - 5 hours per week from September through December.

The purpose of the committee is to identify and create sessions that address the meeting vision and education objectives set by the Annual Conference Committee. This occurs primarily through review of submitted proposals, but may also result from committee members proactively seeking proposals that are consistent with SNEB’s priorities and meeting theme.

Communications Representative (HE Division Secretary) – This individual is the primary contact for the SNEB office to obtain division updates for inclusion in the bi-monthly eCommunicator, updates for the SNEB website and any other communications.

Development Committee – The division representative becomes an active member of this committee. The purpose of the development committee is to raise funds for SNEB through promotion of organizational membership and sponsorships. The committee identifies and
contacts prospective organizational members, sponsors and exhibitors. The committee is most active August through February, but work continues throughout the year.

**Student Committee (HE Division student representatives)** - The division representative becomes an active member of this committee, which is chaired by the SNEB Student Representative to the Board of Directors. The representative should be a student member from your division. The purpose of the committee is to provide insights and ideas on how to better serve existing student members and increase student participation. The committee is active throughout the year.

**Issues and Resolutions Committee**– The division representative becomes an active member of this committee. The Issues/Resolutions Review Committee will review each resolution for:
- Factual and scientific basis and accuracy;
- Clarity of language and presentation;
- Relevance to SNEB’s mission and vision; and
- Identification of potential overlap with the Advisory Committee on Public Policy’s (ACPP) recent or planned efforts.