



Chemical Information Technical Division Administration Form 2012

Technical Division Administration Form - Governance	
1. Does the Division have a Vision and/or Mission Statement?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. What was the date of the last Division long range/strategic planning session?*	8/27/2011
3. What are the primary challenges confronting your Division?*	<p>Outreach and engagement of the ACS membership is a continuing challenge for the Division. Information and information technology are recognized as essential ingredients critical to effective and successful research and no other ACS Division is as relevant to the professional lives of all chemical researchers. CINF aims to be the source for maintaining professional competency in information resources, information technology, and information policy, however active membership remains a challenge as many consider other technical divisions more closely aligned with their immediate work. Given the diversity of the membership, it is certainly challenging to develop a balanced program that addresses a broad variety of interests. ACS support for divisions continues to center heavily around participation at National Meetings, even as potential for participation expands in time and place and the rising costs of travel limit the number of members able to take advantage of the National Meeting programming and activities. Members attend National Meetings, in large part for the technical programming, having relevant and interesting symposia provides "hubs" around which people congregate and we would like to extend this opportunity beyond the physical meetings.</p> <p>In addition to membership, and the troubled PACS technical system, other challenges for a medium small division revolve primarily around limited volunteer time and high barrier activities such as organizing meetings and technical opportunities for members. While the ACS Network was conceived to alleviate some of these technical barriers, it is a top-heavy system that does not provide the options and flexibility needed by the Division volunteers nor is it a natural part of members' workflows or community networks. Instead the Division invests precious volunteer time to develop and maintain Division-specified technical environments, such as a website, and access to webinar technology. We would prefer to spend more volunteer time of our members on creative and far-reaching contributions such as those discussed above and below. Many of these projects are only limited by the little time available to professionals, we hope we can continue to leverage the generosity of our active members through clearer Division focus and increased collaboration with our sister divisions, societies and the ACS offices.</p>
4. Were Division elections conducted according to its Bylaws?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. What offices were filled by elections during the past year?	Division Chair-Elect, Councilor, Alternate Councilor, Treasurer
5a. Were any positions left unfilled that were expected to be filled?	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. What additional support do you need from DAC or ACS staff?	Facilitate more conversations and collaborations across divisions; advocate for better technical support at meetings and for other Division activities, advocate for more support of collaboration with other societies and organizations.
7. What can DAC do to improve the Annual Review Process?	Pull more information automatically from info already on file at ACS (rosters, elections, etc). Conference calls with Division officers to discussion challenge issues.
8. How many Executive Committee meetings were held during the calendar year?	3
9. Did your Division hold an open meeting for Division members?	yes
9a. Do the Division by-laws require an open meeting?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Technical Division Administration Form - Member Relations	
1. Did your total membership increase or decrease in 2012?*	Decrease

a. What prompted the decrease?	
2. Did the Division have an adequate number of volunteers to cover your requirements?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2a. If the answer to 2 (above question) is NO, please explain.	
3. How does your Division use its website to serve its members?	CINF activity in communications and publications was primarily focused on content available to members through the Division website. The Chemical Information Bulletin, the primary newsletter of the Division has been converted into an interactive format in Drupal. New content has been added, including agendas and synopses of division business meetings, ACS committee meetings of interest, summaries of program, highlights from the chemical information literature, database reviews and book reviews. Linking across areas of the site and into the newsletter supports members staying informed of Division activities. We would like to engage even more broadly to include activities of sister organizations and interactively through blogging on the site.
3a. What is the URL for your website?	http://acscinf.org/
4. When was your Divisions website last updated?	2/20/2013

Technical Division Administration Form - Programming

1. In general, how would you assess the programming your Division delivered during 2012 ACS national meetings?*	2012 was the largest year of programming ever in terms of numbers of papers submitted and presented, and marked the broadest co-sponsorship with other divisions including: AGFD, ANYL, BIOL, BIOT, CHED, COMP, ENVR, HIST, INOR, ORGN, MEDI, PHYS, PMSE, POLY, PROF, SCHB, TOXI, YCC. Programming focused heavily on the national meeting themes of life and medicine, drug discovery is an active area of development in chemical information techniques and products. CINF also participated with sessions and talks in both the BCCE conference in June and the SERMACS conference in November with excellent attendance at both venues. We also launched a new Webinar program, featuring two active scientists in chemical information, recordings are available on the site for further viewing by anyone, and we have already been continuing this effort into 2013. Program planning continues to be one of the most engaging activities of the division and we continue to try to pull in more younger chemists, members of other technical divisions focusing on information aspects of their work and we would really like to collaborate with other science information societies but need help navigating cross-society programming policies and technical infrastructure.
2. How far in advance does your Division plan its national meeting programming?*	<input type="radio"/> Less than 1 year <input type="radio"/> 1 Year <input checked="" type="radio"/> 2 Years <input type="radio"/> 3 Years <input type="radio"/> 4+ Years <input type="radio"/> Others
3. Do you have a Regional Meeting Coordinator for your Division?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 3 (above question) is YES, provide contact information for your Division's Regional Meeting Coordinator.	
i. First Name	Jeremy
ii. Last Name	Garritano
iii. Phone	765-269-9050
iv. E-Mail	jrgarritano@hotmail.com
b. Did someone attend a planning session last year?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Do you have a Program Chair for your Division?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 4 (above question) is YES, provide contact information for your Division's Program Chair.	
i. First Name	Jeremy
ii. Last Name	Garritano
iii. Phone	765-269-9050
iv. E-Mail	jrgarritano@hotmail.com

b. Did someone attend a planning session last year?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. Do you have Multidisciplinary Program Planning Group (MPPG) Representative for your Division?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
a. If the answer to 5 (above question) is YES, provide contact information for your Division's Multidisciplinary Program Planning Group (MPPG) Representative.	
i. First Name	Guenther
ii. Last Name	Grethe
iii. Phone	510-865-5152
iv. E-Mail	ggrethe@att.net
b. Did someone attend a planning session last year?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Technical Division Administration Form - Best Practices

1. Please describe techniques used to develop volunteers.	Primarily encouraged to participate in committees on specific projects or organize programming sessions with experienced volunteers. This latter activity is an excellent way to meet and engage more members as speakers and familiarize members with the breadth of the field.
2. Please describe how you recruit volunteers to serve the Division.	Student scholarship awards, professional networks, speaking about chemical information in other division technical sessions.
3. How does your Division recognize its volunteers?	Awards, Recognition at Meetings, Certificates of Service, Letters to Employers (on request), travel support for officers, thank-you and future brainstorming dinner at National Meetings.
4. How does your Division provide meeting content to its members?	Program schedules and highlights are distributed through the Chemical Information Bulletin before and after each National Meeting. Select sessions are recorded and slides are posted on the site at the discretion of the speakers and session organizers. Webinars are given bi-monthly to continue programming between meetings are offered both live and recorded.
5. Describe outreach activities to serve members who don't attend national meetings.	Newsletter, webinars, active listerv (primarily CHMINF-L). Networks built at National Meetings are continued among members through a variety of specialized venues.
6. What are the most important benefits your Division provides to its members?	Networking, updates and fora for discussion on technology developments, access to developments in other relevant areas of chemistry through joint programming, opportunity to actively participate for mentorship and network building, advocacy of the field in ACS committees and with sister societies.
7. How does the Division provide information to its members on Divisional activities?	Newsletter, active listerv (primarily CHMINF-L).
8. Describe activities aimed at students and young professionals.	Programming often co-sponsored with YCC, in topical areas of the field, including careers. Various workshops, socializing events. Mentorship on programming.
9. List any Division awards.	Herman Skolnik, Lucille M. Wert, Val Metanomski Meritorious Service, LifeTime Service
10. List nominations for ACS Fellows.	None
11. Does the Chair have any other issues to be considered?	<p>We have a number of challenges that I believe we need to resolve:</p> <ul style="list-style-type: none"> * Committee members that are largely silent/inactive where it would be best that they choose to step aside and allow for other, hopefully, more active representatives. Unfortunately many willing volunteers have very busy work lives that distract from full participation. * We need to invest time and effort in some form of membership drives to increase our membership and participation. * Cross-fertilization between CINF and other divisions is necessary. Chemical information is an UNDERPINNING for chemistry and requires additional collaborative and co-programming efforts * As a Division we work hard to garner funding via sponsorship from a lot of external organizations. The ACS, and CAS in particular is one of the primary players in chemical information and it is disappointing to be neglected by CAS in our efforts to raise financial support. <p>I am PROUD to be associated with CINF. The active list serve, the active programming, the clear importance of chemical information to support our communities are all representative of our value. The disappointing decline in membership perhaps represents a changing world in which</p>

	the majority of chemists believe simply that a google search suffices and we need to continue to educate the community as to our value and contribution.
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Technical Division Administration Form - Supporting Materials

File Name	File Size	Brief Description
CINF Annual Report 2012.docx	0.15 MB	Additional comments and highlights.

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