

New Committee Chairs – 2010

The new year was launched on a high note when over the weekend of January 22-24, 2010, the Committee on Committees conducted its annual new chair training session as part of the ACS Leadership Institute in Fort Worth, Texas.

The training session offers an opportunity for new Council committee chairs to learn techniques for effective leadership. Committee chairs also participate in the Leadership Institute modules designed to enhance the leadership capabilities of our members through building skills and creating leaders.

The new Board and Council committee chairs for 2010 are listed at the right.

New Committee Chairs - 2010

John E. Adams - Budget & Finance
Mary K. Carroll - Education
David J. Lohse - Divisional Activities
Lynne P. Greenblatt - Economic and Professional Affairs
Lee H. Latimer - Local Section Activities
William J. Oliver - Meetings and Expositions
John K. Barrett - Technician Affairs
Spiro D. Alexandratos - Chemical Abstracts Service
Lynn Hogue - Community Activities
Judith L. Benham - International Activities
Cheryl B. Frech - Public Relations & Communications
Sadiq Shah - Science
Janet L. Bryant - Women Chemists
Kent J. Voorhees - Grants & Awards
William F. Carroll - Public Affairs & Public Relations
Anne S. DeMasi - Corporation Associates
Thomas H. Lane - Executive Compensation
Bonnie A. Charpentier - Planning

Recent CPC Activities Affecting Committees

Thomas R. Gilbert, Vice Chair, Council Policy Committee

At its meeting in December, the Council Policy Committee (CPC) received the report of a task force it appointed to review current policies on committee reports to Council. The task force was also charged with developing a policy on the content of comments from committee chairs that are published in

Chemical & Engineering News (C&EN) and that address issues pending Council action. CPC voted to adopt these policies.

The new reporting policies emphasize brevity, clarity and relevance. Oral reports are to be less than 450 words long and delivered in less than three minutes.

They are to focus on infor-

mation not already described in written reports and on outcomes that impact Councilors and members, not on the details of committee activities.

CPC's Policy on *C&EN* Comments by Committee Chairs reminds chairs that they have an obligation to provide balanced and fair

(Continued on page 2)

Inside this issue:

Green Chemistry Headlines Thematic Program in San Francisco	2
<i>Committee Profile</i> Committee on Professional Training	3
Maintaining Your Value and Contribution	4
News from the Women Chemists Committee	5
P&MR Increasing the Society's International Reach	6

Committee News is produced by the Committee on Committees and the Office of the Secretary. For additional information contact:

Office of the Secretary
American Chemical Society
1155 Sixteenth Street, NW
Washington, DC 20036
(202) 872-4461

Green Chemistry Headlines Thematic Program in San Francisco

Laura E. Pence, Theme Program Chair

Multiple events highlighting green chemistry will be featured as part of the thematic programming on “Chemistry for a Sustainable World” at the ACS 2010 Spring National Meeting in San Francisco from March 21-25. On Monday, March 22nd, the **keynote address** on “Green Chemistry: Chemical Solutions for a Sustainable World” will be presented by **Paul Anastas**, who is the Environmental Protection Agency’s Director of Research and Development and the highest placed chemist in the Obama administration.

Directly following the keynote will be a **town hall event** featuring a moderated discussion between **Maziar Movassaghi**, Acting Director of the California Department of Toxic Substances Control, and **John Warner**, President and Chief Technology Officer of the Warner Babcock Institute for Green Chemistry. It will examine two paradigms of Green Chemistry from the perspective of government, industry, and academia, and explore the role of each in shaping chemical research and production.

The **plenary symposium**, “Big Pic-

ture Concerns and Real Green Chemistry Solutions” on Sunday, March 21st will feature **Jean-Michel Cousteau** of the Ocean Futures Society; **Robert Grubbs**, Nobel Laureate and Victor and Elizabeth Atkins Professor of Chemistry at Caltech;

“Multiple events highlighting green chemistry will be featured as part of the thematic programming on “Chemistry for a Sustainable World” at the ACS 2010 Spring National Meeting ...”

Carlo Montemagno, Dean of the College of Engineering and Applied Science at the University of Cincinnati; and **Len Sauers**, Vice President of Global Sustainability at Procter & Gamble. The session will include a wide variety of perspectives on sustainability and green chemistry and will be moderated by ACS Green Chemistry Institute® Director, **Bob Peoples**.

On Monday afternoon, we join the World Water Day celebration in the “Global Water Sustainability” symposium. Speakers will include **Robert Glennon**, author of *Water Follies*, of the James E. Rogers College of Law at the

University of Arizona, **Staffan Michelsson**, author of *Vatten (Water)*, of the Hellström Law Firm in Stockholm, **Sut Ahuja** of Ahuja Consulting, and **Jamie Workman** of Smart Markets.

Tuesday morning, March 23rd, continues the theme with the “Green Chemistry for a Sustainable World” symposium, organized by **Robin Rogers** in the I&EC division. This event will focus on recent advances in the broad field of green chemistry, including applications of ionic liquids, green chemistry education, government programs, and business plans.

Come join us in San Francisco at these and the many other events co-sponsored by the Committee on Environmental Improvement (CEI) that demonstrate Green Chemistry as an essential part of creating a sustainable world.



Recent CPC Activities Affecting Committees, Cont'd

(Continued from page 1)

commentaries that inform and educate their readers. Opposing points of view are to be acknowledged and responded to as appropriate. The policies on Council reporting and chair comments in *C&EN* may be viewed in their entirety at http://portal.acs.org/portal/PublicWebSite/about/governance/committees/CNBP_024053 and on pages 8-10 of this publication.

The ACS Council Policy Committee (CPC) is also analyzing the impacts of a proposal to move Council meetings from Wednesdays to Tuesdays at ACS National Meetings. Reasons for the proposed move and an initial analysis

of its impacts are described at http://portal.acs.org/portal/PublicWebSite/about/governance/committees/CNBP_024124. As part of this analysis, we seek feedback from those most directly impacted by the move. We hope that you will respond to a brief (4-question) online survey at <http://surveys.acs.org/se.ashx?s=04BD76CC6D27FC69>. Please complete the survey by Friday, April 2, 2010. Based upon the responses we receive, CPC will decide whether to move forward with the proposal, engage in further dialogue, or drop it. In no case would a change take effect before 2011.

SCI - MIX

**Monday
March 22, 2010
8:00 - 10:00 p.m.**

**Moscone Center
Hall D North**

Committee Profile: Excellence and Rigor in Chemistry Education

Cynthia K. Larive, Chair, Committee on Professional Training

The Committee on Professional Training (CPT) is probably best known for “developing guidelines that define high quality undergraduate chemistry programs and administering the ACS approval program.” Since 1936, CPT has been setting the bar for excellence in undergraduate chemistry education and is involved in numerous activities designed to improve the quality of postsecondary chemical education.

A major undertaking of the Committee on Professional Training was the revision of the *ACS Guidelines and Evaluation Procedures for Bachelor's Degree Programs*, released in 2008. The committee received extensive feedback from the community throughout the revision process. The new guidelines encourage departments to develop innovative chemistry curricula that promote excellence and rigor in chemistry education. Supplements to the guidelines provide additional guidance in the five foundation areas, program development, and student skills.

The committee annually collects data from ACS-approved programs and this information provides a yearly snapshot of the numbers of degrees awarded at the bachelor's, master's and doctoral level, along with gender data on the graduates. These data help identify trends in the numbers of chemistry and chemical engineering graduates.

CPT also conducts surveys on specific topics. Recent reports include the Survey of Master's Degree Programs in Chemistry and the Survey of Ph.D. Programs in Chemistry. These in-depth reports provide valuable insights that keep the chemistry community informed of trends and emerging issues. The committee is currently analyzing the results of its recent faculty status survey.

One of the premier publications of CPT is the *ACS Directory of Graduate Research*, an invaluable resource for students and faculty in higher edu-

cation. It provides a comprehensive listing of chemical researchers in North America, with Mexican universities included in the *Directory* for the first time in 2009.

Over the past few years, CPT has collaborated with the Committee on Minor-

“Since 1936, CPT has been setting the bar for excellence in undergraduate chemistry education and is involved in numerous activities designed to improve the quality of postsecondary chemical education.”

ity Affairs in organizing a series of workshops with faculty members from

Historically Black Colleges and Universities, Native American-Serving Institutions, and Hispanic-Serving Institutions. Each of these workshops produced a workshop report containing specific recommendations for various ACS groups. ACS President Joe Francisco has appointed a Presidential Task Force to consider how the Society can best implement the recommendations emanating from these workshops.

The Committee on Professional Training looks forward to celebrating its 75th anniversary in 2011 with the community of faculty and students that has enriched the work of the committee since 1936.

Committee on Professional Training

Cynthia K. Larive, Chair

Members

Cynthia J. Burrows
Robert A. Copeland
Ron W. Darbeau
Ron C. Estler
Cornelia D. Gillyard
Suzanne Harris
Scott C. Hartsel
Bob A. Howell
Clark R. Landis
Robin L. McCarley
Anne B. McCoy
Lee Y Park
Barbara A. Sawrey
Joel I. Shulman
George S. Wilson

Consultants

John W. Kozarich
Nancy S. Mills
William F. Polik

Staff Liaison

Mary M. Kirchhoff

Secretary

Cathy A. Nelson

Committee on Professional Training

Open Meeting

Sunday, March 21, 2010

4:00 - 5:00 p.m.

Parc 55 Hotel

Maintaining Your Value and Contribution: Building Leadership Skills That You Can Bank On

Jan Hayes & Amber Hinkle, Co-Chairs, Leadership Advisory Board

As organizations have downsized and restructured to meet the challenges of a tough economy, employers recognize the critical importance of the leadership skills needed to maintain morale, productivity, and performance. Increasingly, they are focused on identifying high potential employees who can be groomed for leadership roles.

According to a study of 100 organizations by ClearRock, an outplacement and executive coaching firm, the top 10 skills that employers most want high-potential employees to develop are:*

- Leadership (71%)
- Strategic thinking (71%)

- Communication skills (62%)
- Managing others (54%)
- Building teamwork (53%)
- Engaging others (48%)
- Motivating people (44%)
- Interpersonal skills (34%)
- Decisiveness (34%)
- Vision (33%)

To build the skills employers value, join us at the Spring National Meeting in San Francisco and encourage your colleagues to participate as well. ACS will be offering five leadership courses designed to develop the kinds of highly valued skills cited in this survey and prove valuable to you and your col-

leagues in their professions and as ACS leaders.

Each course delivers a combination of practical concepts and hands-on learning that can apply immediately in your current job as well as lay a foundation for future career advancement. The skills are also highly applicable to leadership roles in ACS Divisions and Local Sections.

Enroll today – select the course you want to take below and enroll at www.acs.org/leaderdevelopment.

1	Leading without Authority Learn practical tools to gain cooperation without formal authority and motivate your team to accomplish important goals.	Sunday, March 21, 1:00pm – 5:00pm
2	Strategic Planning Learn a process to build a strategic plan and create an action plan for the first six months of implementation.	Monday, March 22, 8:00am – 12:00pm
3	Leading Change Learn a step-wise process to lead change and manage resistance more effectively for greater results and efficiency.	Monday, March 22, 1:00pm – 5:00pm
4	Coaching and Feedback This course provides a proven process, practical tools, and a hands-on opportunity to coach volunteers and employees more effectively.	Tuesday, March 23, 8:00am – 12:00pm
5	Engaging Colleagues in Dialogue Gain one-to-one communication skills from both sides – as sender and receiver. Assess your own communication skills through conversations with colleagues.	Tuesday, March 23, 1:00pm – 5:00pm

Don't forget to encourage others to also take advantage of these courses being offered.

Enrollment Fees and Scholarships: Visit www.acs.org/leaderdevelopment for specific online and facilitated course fees for ACS members and non-members.

Scholarships covering approximately 50% of the course fee are available to you from the Committee on Committees (ConC); for more details, visit the website.

Reserve your space - enroll at www.acs.org/leaderdevelopment.

*Talent Management, "Groom High Potentials for Leadership Now," October 2009

News from the Women Chemists Committee (WCC)

Janet L. Bryant, Chair

With >140,000 of our members who are unable to attend national ACS meetings - for a variety of reasons, use of the internet to provide both services and community to our members is affording WCC an opportunity for greater communication and effectiveness within our Society. All members of our committee's constituency - women and men in the Society supportive of attracting, developing and promoting women in the chemical sciences - are invited to tell us what chemists need to survive and thrive in these tumultuous times.

WCC has therefore piloted outreach using a variety of social networking and online community services to better reach our constituency:

- A new and improved WCC website, including our online newsletter and links to a variety of resources and information (please "opt-in");

- WCC Group within the ACS Member Network;
- WCC @ LinkedIn.com;
- WCC @ Twitter.com;

"All members of our committee's constituency - women and men in the Society supportive of attracting, developing and promoting women in the chemical sciences - are invited to tell us what chemists need to survive and thrive in these tumultuous times."

- Online Blogs;
- WCC on Facebook.com.

We have been graciously invited by the Committee on Public Relations & Communications (CPRC) to work together as committees and provide input to their current project of structuring guidelines for use of such tools in the Society. Issues such as members' privacy; not compromising the ACS brand or trademarks; appropriate dis-

claimers; etc. need to be examined.

In other current news, WCC is proud to announce a new initiative kicking-off at the ACS 2010 Spring National Meeting in San Francisco, specifically targeted at mid-career chemists, and their retention in the enterprise and the ACS. Named "Just Cocktails," the low-key networking opportunity for mid-career chemists will hold its inaugural session on Tuesday, March 23rd, 2010 - immediately following the Garvan-Olin Award Symposium (4 - 6pm). "Just Cocktails" and its associated blog, aim to give mid-career chemists a venue for communication and networking, and to help end the isolation so often experienced by our members of this important, and growing, part of our collective constituency.

Best wishes for a productive 2010 in our committees. Feel free to contact me for information on these or any of our other projects, products, or services WCC provides to our members.

Attention Committee Chairs!

Bulletin 5 Updated as of January 1, 2010

The Committee on Constitution and Bylaws (C&B) is happy to announce that Bulletin 5 has been updated on ACS's website as of January 1, 2010: www.acs.org/bulletin5. You can search for terms, print the entire document, or copy and paste into a Word document only those sections that you need. You can also access this information from the main ACS webpage (www.acs.org): click on ACS Governance, then Charter & Bylaws. There's also a link to Petitions.

Bylaws available on web for Divisions, Local Sections, and International Chapters

Did you know that bylaws for Divisions, Local Sections, and International Chemical Sciences Chapters are available on ACS's website? From the main ACS page (www.acs.org), click on ACS Governance, then Charter & Bylaws, then Unit bylaws + guidelines, or you can go to www.acs.org/bulletin5 and click on Unit bylaws + guidelines. Follow the links to your bylaws

Committee on Committees Chairs Interactive Session

Monday, March 22, 2010
4:30 - 6:00 p.m.

San Francisco Marriott Marquis
Nob Hill A/B

This is an opportunity for
Committee Chairs to communicate
and exchange ideas with their
colleagues in a relaxed environment.

P&MR Increasing the Society's International Reach

Diane G. Schmidt, Chair, Committee on Professional & Member Relations

The ACS Board Committee on Professional and Member Relations (P&MR) has given increased priority in recent years to serving members with international interests, advancing global scientific progress, and engaging global stakeholders to advance chemistry and society. In 2008, P&MR was instrumental in developing two key ACS strategies to this end: building the world's leading online professional network of chemical and related scientists and developing strategic alliances with other organizations to advance ACS objectives and increase the Society's visibility worldwide.

Central to the professional network strategy has been the development of a premiere tool to help chemical scientists gain and share information, search and connect with colleagues, and collaborate and share documents online: the ACS Network. P&MR has overseen greatly enhanced capabilities and participation in the ACS Network, which now includes 21,500 members.

The Network will soon include additional features and basic information on virtually all ACS members, bolstering its position as the key tool for chemical scientists across the globe to connect with colleagues—anytime, anywhere.

Regarding the international alliance strategy, ACS is working with key scientific organizations worldwide to leverage its efforts to accelerate scientific exchange and progress on global challenges. In 2009, P&MR oversaw the development of four major cooperative agreements, including two bilateral agreements focused on sustainability with the Society for Chemical Industry and the Royal Society of Chemistry. P&MR also facilitated ACS Board approval of two new three-year bilateral collaborative alliances with the Chinese Chemical Society and German Chemical Society. In addition, ACS worked with collaborators in the U.K, France, Germany, and Italy on providing transatlantic research experiences for chemistry students.

ACS is also working in concert with the United Nations, IUPAC, the National

Academies and others to celebrate the International Year of Chemistry (IYC) 2011 - designated by the U.N. to raise public interest and appreciation for chemistry. IYC 2011 constitutes a historic opportunity to showcase chemistry to traditional and non-traditional audiences and capture the public's imagination about chemistry's contributions to global challenges.

P&MR works closely with the ACS Committee on International Activities (IAC), which plays a lead governance role in planning and executing international programs and services. If ACS is to truly expand its global reach, all ACS committees should consider how they can better meet the needs of international members and stakeholders in a way that advances both the Society and global scientific progress. If your committee is interested in how it can play a greater role, the ACS Office of International Activities stands ready to help. Please send your comments to pmr@acs.org.

Mark Your Calendar!

Board of Directors Regular Meeting

Sunday, March 21, 2010
10:00 a.m.

San Francisco Marriott Marquis
Yerba Buena Salon 7

Council Meeting

Wednesday, March 24, 2010
8:00 a.m.

San Francisco Marriott Marquis
Yerba Buena Salons 9-15

The ACS Strategic Plan for 2010 and Beyond

The Board of Directors has released the *ACS Strategic Plan for 2010 and Beyond* online at <http://strategy.acs.org> in January. For those on the go, the plan is also available for mobile devices at <http://strategicplan.acs.org/mobile>. The ACS Strategic Plan provides a focused response to the major trends, pressing challenges, and ongoing opportunities that face our members, our science, and the world. The plan is a blueprint of how ACS is working and can continue to work to fully realize our vision of “Improving people’s lives through the transforming power of chemistry.”

The 2010 evolution of the plan represents a modest change from earlier releases. The centerpiece continues to be its six strategic goals, which remain unchanged as they relate to our efforts. In brief they are:

- Provide indispensable information;
- Engage global community;
- Address global challenges;

- Communicate with the public;
 - Advocate for the profession, and
 - Maintain financial health.
- The vision, mission and core values

“The plan is a blueprint of how ACS is working and can continue to work to fully realize our vision of Improving people’s lives through the transforming power of chemistry.”

were not changed. In doing so, ACS allows for the stability required for long-term committee planning. Some of the specific language in the goals was revised, however, it maintains a focus on key areas where the Society works towards having a lasting impact.

As with other releases of the plan, the Board explored input from internal and external environmental scans to aid in shaping the plan’s revision. Formal and informal feedback from committees and

other areas of governance was gathered. This, in turn, helped to shape the strategies and ensure that our methods for advancing the goals are can be achieved. The degree of progress will be monitored through the measures of success.

Feel free to share any additional ideas and suggestions with the Board of Directors and Planning Committee on the ACS Network All Things ACS forum, which is accessible at <http://communities.acs.org>. You can also share your thoughts and suggestions by emailing strategicplan@acs.org. Thank you for your continued partnership in advancing the ACS vision of “Improving people’s lives through the transforming power of chemistry.”

SEE a Sustainable Future through Chemistry in San Francisco Sustainability Engagement Event (SEE) Planning Group

The global challenges of providing sufficient and secure energy, clean drinking water, and adequate food, housing, and medical care will require the creative input of all of the planet’s scientists. To address these challenges, ACS will host an innovative Sustainability Engagement Event (SEE) <http://www.acs.org/sustainability> during the Spring National Meeting in San Francisco.

The event will help us to SEE this future. It will focus on collecting, refining, and implementing the ideas of a broad range of stakeholders, and on strengthening their engagement. The goals are to generate excitement about the ACS sustainability efforts; to brainstorm, create, and develop projects that can and will make a difference; and to connect with members of all ages and fields, especially those who are not currently engaged with ACS on a volunteer level.

You and your committee colleagues are well positioned to work with these new volunteers, to connect them to the ongoing work of your committees, and to empower them to make these new projects a reality.

“The goals are to generate excitement about the ACS sustainability efforts...”

The committees of the Sustainability Stakeholders Steering Group (S3G) have taken the lead in organizing this forum, but it is possible that all ACS committees will be able to contribute to this strategic initiative. Working together, ACS, chemistry, and chemists can identify the solutions that will help us achieve a sustainable future.

All meeting attendees and ACS members are invited to participate in the sustainability forum. As committee leaders, you are especially invited to participate in the

event. The SEE forum will take place on Tuesday, March 23 from 3:00 – 5:30 p.m. Preregistration is requested for the Forum, it is quick and easy to sign-up visit www.acs.org/sustainability. On Sunday, March 21, from 6:00 – 8:30 p.m., a kickoff will be held in the Expo Hall. Feel free to forward any questions or suggestions you may have to forum@acs.org. For additional information on the event, refer to the January 25 [ACS Comment in C&EN](#).

We hope that you will join your colleagues to SEE the Future of Sustainability through Chemistry. Working together, we can make the ACS vision of “Improving people’s lives through the transforming power of chemistry” a reality.

New Reporting Information for Council Committees

CPC Policy on Reports to ACS Council

NOTE: All materials to be distributed at Council meetings must have CPC Approval

I. WRITTEN REPORTS

A. Written reports are the primary means by which officers and committees report to Council. Written reports are included in the Council Agenda and are part of the “printed” or “official” records of Council meetings as described in various paragraphs of Bylaw III, Sections 3 and 4.

B. Written reports describe major initiatives and/or accomplishments since the last report and their impact on the SOCIETY. Written reports should be no more than two single-spaced pages, with topic headings where appropriate. Longer reports may be authorized by CPC when appropriate for Council action. Reports should direct Councilors to sources of additional information, such as websites, when appropriate.

C. Members of the Presidential succession, the Chair of the Board, the Executive Director, and the chairs of the Society Committees, the Committee on Science, Elected Committees, and Standing Committees of the Council are expected to submit written reports for inclusion in the Agenda of each Council meeting.

D. Chairs of Other Committees of the Council and Joint Board/ Council Committees are expected to submit written reports for inclusion in the Agenda of every other Council meeting: half for spring national meetings, the other half for fall meetings. Additional written reports by these committees may be authorized by CPC when appropriate for Council action.

II. ORAL REPORTS

A. All oral reports and visuals to be presented at a Council meeting must be presented to CPC, revised if necessary, and approved at the preceding meeting of CPC.

B. Oral reports highlight major accomplishments that have occurred since the last written report was prepared. They may also describe future activities when those activities could significantly impact the membership and/or SOCIETY operations.

C. Oral reports are presented at meetings of the Council by officers and committees who have submitted written reports that are included in the Council Agenda. Additional oral reports may be authorized by CPC when appropriate for Council action.

D. Brevity and clarity are primary considerations. Oral reports must be less than three minutes in duration and less than 450 words in length unless specifically approved by CPC.

E. Oral reports should not be used to convey information that is available elsewhere, or to chronicle committee activities. Personal references and tributes to individuals are not appropriate.

F. Use of visual aids that summarize the major points of an oral report and reduce presentation time are encouraged. (See Guidelines for Visual Presentations to Council.)

G. The verbatim written text of oral reports and visuals shall be provided to the Secretary of CPC in electronic format prior to the beginning of the CPC meeting that precedes the Council meeting, preferably no later than the evening before the CPC meeting.

H. Oral reports to Council shall usually be taken in the following order: Reporting officers, Elected Committees, Society Committees, the Committee on Science, Council Standing Committees, and other reports authorized by CPC.

Guidelines for Visual Presentations to Council

Visual aids for presentations to Council should be clear, simple, and easily visible to the entire audience. Use of visual aids that summarize the major points of an oral report and reduce presentation time are encouraged. The following guidelines will help to ensure that visuals are useful for the presenter and the audience.

General

- Visuals are required to be in the form of PowerPoint presentations.
- To facilitate and expedite their reports, Other Committees of the Council and Joint Board/ Council Committees are encouraged to incorporate into their oral reports one PowerPoint slide containing no more than 3 bullet points and a web address for further information.
- Use of the ACS PowerPoint template is encouraged. (The template is available to committee chairs through the committee's staff liaison.)
- Avoid putting information too close to the edge of the slide.
- Use horizontal (landscape), not vertical (portrait) orientation.
- If you cannot read your presentation on a laptop screen from 10 feet away, it will not be legible to the audience.

Content

- Use key words to help audience focus; avoid complete sentences.
- Limit the amount of text on a slide. A good guide is no more than eight words per line, eight lines per page.
- When applicable, use graphics such as flow charts, tables, or diagrams to replace lengthy text.

Font Type

- Use sans serif fonts such as Arial, Helvetica, or Tahoma in bold.
- Avoid narrow fonts and italics.
- Avoid all CAPS.
- Avoid using word art.

Font Size

- Titles should be large (36-40 point).
- Body copy should be 24 point or greater.

Color

- A dark background with light colored text works best.
- Avoid the use of busy backgrounds.

Clip Art and other Special Effects

- Use clip art judiciously and only when necessary to enhance or clarify your message. Stock clip art is often overused and can detract from your message. Clip art can also greatly increase the size of your file.
- The use of animation and sound effects is discouraged.



Committee News
American Chemical Society
1155 Sixteenth Street, NW
Washington, DC 20036

**Announcing the
Next Issue!**

**The next issue of
Committee News
will be distributed
August 2010**

**The deadline
for submissions is
July 8.**

**Reminder!
Committee Short Reports
for C&EN**

**ACS Committees that will
meet at the Spring National
Meeting in San Francisco
should submit their committee
report for C&EN by
April 7 to the
Office of the Secretary at
f_lewis@acs.org.**

New CPC Policy for Committee Chairs

CPC Policy on Comments by Committee Chairs

Committee chairs have the privilege of preparing “comments” for publication in *Chemical and Engineering News*. CPC reminds committee chairs that, when preparing comments on petitions or other issues, they have an obligation to provide a balanced and fair report that informs and educates the reader. This is particularly important when the writer’s committee has developed the petition under discussion or has been assigned primary responsibility for its consideration. Opposing viewpoints raised in committee or brought to its attention should be summarized and responded to as appropriate. The rationale for the writer’s and the committee’s position should be stated.