

MINUTES (DRAFT) - COMMITTEE ON EARLY CAREER DEVELOPMENT (CECD)

IMECE 2005 – SATURDAY, November 5, 2005

Disney World - Orlando, Florida

Meeting Room: Oceanic 1

8:00am – 5:30 pm

A. Call to Order & Introductions

The CECD meeting was called to order at 8:08am.

CECD Members

Loretta McHugh (Chair)
Justin Young
Kalan Guiley
Scott Walthour
Mark Treat
Aaron Ryan
Sara Zajac

Special Invitee

Jen Jewers

Alternates

Adrienne Prysock
Thomas Darlington
Matt Toppin

Guests

Tom Perry
Amy Geffen
John Ahlen
Bob Luna
Dave Cook
David Soukup

Absent CECD Members

Chris Trangsrud
Annmarie Uskert
Nicole Kaufman
Marianne Chan

B. Approval of the Agenda

Mark Treat asked for 10-15 minutes to review his LDI project. The agenda for the CECD meeting was approved as modified.

C. Chair's Comments, "The Norms", Outstanding Action Items

Loretta McHugh thanked all of the CECD members for their participation in the monthly conference calls and on the CECD CoP since SAM 2005. She also welcomed and thanked Jen, Adrienne, Tom, and Matt for attending this meeting. Loretta then reviewed the meeting norms from the Operation Guide and the outstanding Action Items since SAM 2005.

D. Project Reports & Actions

a. Approval of CECD Operation Guide

The CECD Operation Guide was approved.

Post meeting update: Balance Score Card objectives will be added at a later date as part of the appendix.

b. Determine standing committee members

Technical, Career, Professional

Loretta McHugh defined each of the standing committees as described in the Operating Guide. CECD members were identified and assigned to the three standing committees.

Technical

Chris Trangsrud
Loretta McHugh
Justin Young
Mark Treat
Marianne Chan

Career

Aaron Ryan
Adrienne Prysock
Thomas Darlington
Matt Toppin
Sara Zajac

Professional

Nicole Kaufman
Kalan Guiley
Scott Walthour
Jen Jewers
Annmarie Uskert

c. YE Initiative - Stakeholders Workshop Report

John Ahlen and Loretta McHugh presented the preliminary results from the YE stakeholders' workshop held in Alexandria, VA – October 10, 2005. There were 7 early career engineers in attendance as well as representatives from ASME staff and industry.

The YEI scheduled timeline was approved by the BOG and is based on the balance scorecard, however it is not fixed or unchangeable. Feedback is encouraged, as it may impact what is done. A post-workshop survey to non-active/non-member young engineers will be sent out the week of November 16-18th.

The four take-a-ways from workshop were:

1. **Career advancement and networking services and opportunities are highly valued.** They are the best way to create allegiance to ASME.
2. **Solutions-based technical information has a utility value.** Technical information would be missed if ASME did not provide it.
3. **Company employers are an under-utilized channel to young engineers.**
4. **Personalized communications and services are essential.** Young engineers have difficulty navigating the portfolio of services to find what they want. The website architecture is not intuitive, many relevant services have low or no visibility, and undifferentiated emails and publications are treated like spam.

What is appropriate technical information? Those early career engineers that attended the workshop were not interested in getting Technical Information from ASME – So who is? Where is the demand? Need to identify.

Evaluate how ASME communicates with its members. Too much email from ASME considered as spam... need to tailor email/messages to individual interests.

Provide a user-friendly and searchable website and CoP – be first in class.

d. How ASME can bridge the gap for the -1 to +5 Graduates

Mark Treat is the Leadership Development Intern (LDI) for the Centers Sector and one of his assignments was to research the topic: “How ASME can bridge the gap for the -1 to +5 Graduates.” No whitepaper will be produced. The CoP is the place to find this project: <http://cop.asme.org/COP/HowASMEcanBridgetheGapforthe1to5yeargraduate/>

Action: CECD to go to the CoP and review information/threads that are posted and contribute thoughts and feedback by December 1, 2005.

e. YE Initiative - Stakeholders Recommendations: Breakout Feedback Session with CSD & SSC

The CEDC, CSD and the SSC held a Breakout Feedback Session at Congress 2005 to discuss the stakeholders workshop findings. Six teams were randomly selected to form color-coded teams: Red, Orange, Yellow, Green, Purple, and White. The goal of the Breakout Session was to collect additional feedback based on the outcomes of the YE Stakeholders Workshop.

f. YE Initiative - Breakout Session Report-out & Discussion

Team Reports were lead by CECD members:

Red	Aaron Ryan
Orange	Justin Young
Yellow	Thomas Darlington
Green	Scott Walthour
Purple	Sara Zajac
White	Kalan Guiley

g. YE Initiative – Focus New/Improved Programs & Services

h. YE Initiative - New/Improved Programs & Services: Top Recommendations (w/path forward to deliverables)

i. “Unwritten Laws” – Feedback to Old Guard

Loretta McHugh reviewed the comments and feedback received back from the CECD group.

The Unwritten Laws book needs to be revised or a new book needs to be developed discussing what you didn't learn in engineering school to target recent graduates.

The CECD recommended that the Old Guard Committee **NOT** mail The Unwritten Laws to new graduates in its current format.

g. 2005-06 Young Engineers' Forum

Scott Walthour reported that there would be a dinner YEF scheduled with the R&D Symposium taking place in April 4-5, 2006 in Washington D.C.

Cheryl Hasan reported on the 2005 YEF taking place at IMECE:

- The track “Tips for Career Success” scheduled for Sunday, November 6, 2005 had a final count of 48 registrants.
- Cancelled tracks included: “NAVSF Swing for the Fences” on Saturday, Nov. 5 and the “Entrepreneur” track on Sunday, Nov. 6. There was low to no pre-registrants.
- Should the YEF be held at IMECE? Need to evaluate. Special circumstances: \$150 student congress registration fee, weather-hurricanes in Florida, gas prices, etc.

Action: Add local YEF events to the YEF Website.

E. Early Career Publications: Updates & Performance

Cheryl Hasan reviewed updates & performance for ME Today, Early Career FasTrack, and the Career Life Guide.

Action: Add “Inside This Issue” block for ME Today HTML email

The ASME website new “look and feel” will launch on November 19, 2005.

Action: All CECD members to review new asme.org – Early Career Engineers Center and the Career Life Guide and send feedback to Cheryl Hasan at hasanc@asme.org.

Amy Bentow reviewed the ASME Professional Practice Curriculum (PPC)

A taskforce is being put together to improve the PPC; to add new topics, improve/update current content, etc. appropriate for incoming engineers, new grads. It could also be a useful platform for entry-level training for companies/industry.

Action: Any CECD member interested in participating on the PPC taskforce, please contact Amy at bentowa@asme.org.

F. Centers Sector and the Balance Score Card (BSC)

David Soukup presented how the BSC relates to the Center Sector.

G. Elections – (SSC Representative, Vice Chair, Members

- Mandy Brogdon was elected as SSC Representative on the CECD. Her term begins SAM 2006.
- Chris Trangsrud was elected as Vice Chair on the CECD. His term begins immediately.
- Sara Zajac and Adrienne Prysock were elected as Members at Large on the CECD. Their terms begin SAM 2006.

H. Meeting Wrap-up

a. Parking Lot Issues

- Engineering Leadership Track on Monday of IMECE 2006.
There will be 5 sessions. This is a YEC/T&S Division collaboration. Annmarie Uskert will be asked to be the lead from the CECD.

Action: CECD to form Project Team to come up with a theme for Engineering Leadership Track at IMECE 2006 working with Jack Whitehead. This is planned to be a cross society event. Loretta and Annmarie are the initial contacts.

Action: Justin to report on Design and Analysis Track held on Thursday of IMECE 2005.

- Letters to Bosses/Supervisors for SAM 2006
This letter is meant to recognize volunteer and encourage support from employer to attend future meetings.

Action: Loretta to request “thank you” letter signed by Bob Luna from CPDPE to those that attended the CECD meeting – will be sent out within one month on IMECE and mention SAM ‘06.

- Case study of Sacramento-Sierra Nevada Section’s “Inventor’s Symposium”
The SSN Section is holding an “Inventor’s Symposium” event.

Action: Sara Zajac to report on this event by March 2006.

b. New Business

There was no new business.

c. Review of Action Items & Delegation

d. Next Teleconference/Meeting

The next teleconference will be Tuesday, December 13th, Noon-1pm EST. The Summer Annual Meeting (SAM) takes place in San Francisco in June 2006.

I. **Adjournment**

The CECD meeting adjourned at 5:46pm.