

DRAFT MINUTES

Committee on Early Career Development (CECD)

IMECE 2007 – Saturday, November 10, 2007

Seattle, Washington

Meeting Room: Cedar Room, Second Floor, 8:00am – 4:30pm

A. Call to Order & Introductions – The CECD meeting was called to order at 8:15 AM and introductions were made.

Members: Jen Jewers (Chair), Aaron Ryan (Vice Chair), Julie Bachmann, Sevada Andoun, Mandy Brogdon, Daniel Hanna, Joanna Schnobrich, Julie Maupin, Meredith Caldwell, Eduardo Barrientos (Student Representative), Elizabeth Schwartz, Ruth Tan, Robert Camp (Special Invitee). **Guests:** Dave Soukup, Tom Perry, Bob Luna, Robert Jeffers, Bill Cousins, Dennis Armstrong, Bill Robins, Brian Gin, Tim Hinerman, Kalan Guiley, Candice Bauer, Marianne Chan, Rachel Zhan, Justin Young, John Parker, Toby Turnage, Mohammad Mahinfalah, Allian Pratt, Peter Hess, Maksha Rhea, Craig Bottles, Larry Dickinson

B. Approval of the Agenda/SAM 2007 Minutes – The Congress 2007 agenda and SAM 2007 minutes were approved as modified.

C. Chair’s Comments, “The Norms”/Outstanding Action Items

Jen attended the Committee on Organization & Rules and proposed a reduction in registration fees for early-career engineers not presenting papers at the IMECE. They recommended that a proposal be written to define the purpose; have a market study on financial impact providing this type offer. It was also suggested to present the proposal to the Annual Task Force for their buy-in. Submit by SAM 2008. Reviewed Actions Items from SAM 2007.

D. Project Reports & Actions

- a. Report on Early Career Forums (non-IMECE)
 - i. No ECF grants were awarded for the first date (September 23rd), a second date was added (April 15th) and will be applicable as long as there are funds available
 - ii. Forward events that will be taking place in Spring 2008 – need to identify one additional venue to hold ECF in the spring/early summer
 - iii. All team members will have active role in all ECF’s (i.e. someone will handle marketing, identifying partners, sponsorships, etc.)
- b. IMECE Early Career Forum & Career Fair
- c. ME Today
- d. ECD Series
- e. Early Career Technical Conferences (ECTC)
 - i. District F held an ECTC – it’s an annual event
 - ii. Received two proposals from Districts E and the Old Guard will review at their meeting at Congress. The districts are planned for
 - April 18-19 in Ruston, LA
 - April 3-4 in Denver, CO

E. Discussion/Vote on the CECD Op Guide Revisions

- a. Shifted member terms to 3-years
- b. Elections to take place in November instead of June
- c. Newly elected members will start monthly conference call immediately after vote, 1st face to face will commence at the following ASME Annual Meeting.
- d. SSC rep term remains 1-year
- e. CECD is now a project-based committee (2 teams per MAL) Those that chair may be excused from the additional project team (depending on workload)
- f. CECD approved Operation Guide Revision B

F. CECD Elections were held again at IMECE to transform the CECD to a 3-year term committee. (Chair, Vice-Chair, 2 MALs for 3-yr term, 2 MALs for 2-yr term, 3 MALs for 1-yr term, SSC rep) – The following individuals were elected to the CECD: Jen Jewers (Chair), Aaron Ryan (Vice Chair), Elizabeth Schwartz (MAL – 1yr), Eduardo Barrientos (MAL – 3yr), Robert Camp (MAL- 3yr), Ruth Tan (MAL – 1yr), Sevada Andoun (MAL – 2yr), Julie Maupin (MAL – 1yr), Brian Gin (MAL – 2yr).

Scott Waters was voted in as SSC rep., starting his term at IMECE 2008.

Project Teams:

ME Today: Sevada (L), Julie Maupin, Meredith Caldwell, Eduardo Barrientos, Ruth Tan, Elizabeth Schwartz, Jen Jewers

Early Career Forum: Elizabeth Schwartz (L), Eduardo Barrientos, Sevada Andoun, Brian Gin, Aaron Ryan, Jen Jewers

Early Career Development Series: Julie Maupin(L), Julie Bachmann (co-L), Loretta C. H. McHugh, Robert Camp, Aaron Ryan, Ruth Tan, Jen Jewers

Early Career Technical Conference: Loretta C. H. McHugh (L), Meredith Caldwell (co-L), Robert Camp, Brian Gin, Julie Bachmann, Jen Jewers

G. Brainstorming Session

- a. ME Today: What Early Career Engineers Want to See Published

Spotlight: Leadership (rotate every month) More PPC	University Eng. English Classes for articles
ME for Lego, Roller Coasters, Disney movies -how to pursue, steps to take	Boo Canada -quarterly Schedule -submission date for articles.
Myth busters	-Hard Knocks
Success stories (young Engineer women etc.) -over coming odds -video footage of typical day -women-on-top	-Modern Marvel/Dirty Jobs Eng. Disasters; demystifying Common processes and products.
Non typical topics -Nano tech -Exotic jobs (Idea)	Green Engineers, latest trends building industry, manufacturing & power
How Stuff works/made	-Future Hot Jobs; Newsweek
Alternative energy -more energy topics	Eng. Profiles; NASA, non traditional jobs; biomedical, nanotech, biomechanics

-annual article	
Managing work/life (401K financial section)	Update on ECP program
Dear Sevada -questions, suggestions	How to switch careers
Lean Six Sigma, what is it? How to get certified.	When is it a good time to go for MBA/MS
Success stories on how companies turn things around	Physics or mechanics of Sports -Hockey, football, etc.

- b. Layout
 - i. Make more accessible through the e-mail. Separate them
 - ii. Put poll directly in the email
 - iii. Check that the link web-site appears correctly in some different computers
 - iv. Put the “ME Today” logo in all the links
 - v. Layout, better structure (columns)
- c. Audience
 - i. ”Outside the box”= in each issue [No Engineering] elements to grab the attention
 - ii. Interesting facts in each issue
 - iii. Put “YouTube” features in each issue.
- d. Content
 - i. K-12 outreach
 - ii. Sports related to Engineering (golf, racing, motorcycles, etc.)
 - iii. Articles of other engineering besides ME
 - iv. Address different engineering application (medical, sports, stanolar (?))
 - v. Engineers’ profiles to cover engineering applications.
 - vi. Social issues (energy; water, etc.)
 - vii. Innovation Articles
 - viii. Don’t add more ASME link resources.
- e. Structure
 - i. The publication should come out every 3 months (separate days).
 - Tips of general life (daily activities)
 - Big survey to see what people want.

H. **Project team Breakout Sessions** to set Expectations, Benchmarks, Timeline, Path forward, and Conference calls – ECDS project team did not convene at Congress. The broke out teams included the following team members

- a. ME Today – Julie Maupin, Ruth Tan, Sevada Andoun, Eduardo Barrientos,
- b. ECF – Aaron Ryan, Elizabeth Schwartz, Dan Hanna, Jen Jewers
- c. ECTC – Meredith Caldwell, Mandy Brogdon, Julie Bachmann, Robert Camp

I. Path forward plans with timeline

ME Today Report –

During today's project team breakout session for ME Today we discussed and set several goals that we would like to work towards in the next year. One of the major topics was organization, which we will address in the first conference call to be held. In The first conference call we will state the goals of the year, member expectations/assign tasks, and go over ways to utilize the ideas generated from the brainstorming session and how we can turn them into featured articles.

Expectations: To deliver the first issue of 2008 before the deadline with a new and improved publication that will benefit its readers. We also hope to provide more original content from the contribution of team members, international correspondents, and other contacts. The information gathered from today's brainstorming session should give us a good foundation to work from. Also to increase team member participation and communication.

Benchmarks: Our first major goal is an early completion of the February 2008 Issue. The work we do in the next month or two after IMECE will hopefully be the way we accomplish the tasks needed for each issue to follow.

Timeline: Each member of the project team will know when their particular task must be completed by, and will know how to ask for assistance when needed. Ruth Tan will be preparing the timeline that the team will follow in preparing articles and being aware of deadlines. This should set the standard on the way issues are put together and generated.

Path Forward: The first few weeks following IMECE is crucial in keeping people focused and driven. The team has decided to establish a Facebook group, available to the project team and CECD members, to generate and throw around ideas. Any updates will be posted on the COP along with conference call minutes. The COP was not utilized as much as it should have in the past year, and we hope to turn that around this year. My role as team leader will be to inform the CECD of our progress, keep track of team members' progress, and be available to assist and keep the team focused when needed.

Conference Calls: The first conference call will be held on Wednesday Nov. 28th, 2007 at 3pm (EST). At the end of each conference call we will schedule the date of the next one.

Early Career Forum Report –

- a. The 2008 Annual Meeting ECF is already being planned and this team will be continuing that work.
- b. The planning for the 3rd ECF of the year needs to begin immediately.
 - i. One possibility could be the Design of Medical devices conference in April 2008
- c. A study of which areas could be potential locations for successful ECFs could possibly be a substitute for the 3rd ECF.
- d. The ECF project team will be having monthly teleconferences with next meeting date & time TBD through email.
- e. A possibility for division of labor between team members could be in the three core areas of marketing, logistics and content.
- f. The Project Team will need to determine the application process for ECF Old Guard Grants

Early Career Technical Conferences – ECTC Action Items from IMECE 2007

- a. Benchmarking
 - i. District B Science Symposium – Contact District B for information (Mandy)
 - ii. Philadelphia Section Technical Symposium – Contact for information (Julie B.)
 - iii. Boston ECTC Update (Loretta)
 - iv. District F ECTC – Contact District F for information Update (Meredith)
 - v. Email all districts to find out if they already host a similar event (all – to be divided up on first conference call)
 - vi. Contact international societies (i.e. e-y-e.org) to benchmark (Loretta/Meredith)

- vii. Find out what the technical divisions are doing similar to the ECTC and try to get involved (Loretta/Meredith)
- b. Publish an article in ME Today about the District F ECTC Success (Loretta/Meredith)
- c. Contact District Leaders to let them publicize ECTC within their district (Loretta/Meredith)
- d. Inquire about bringing ECTC to the SPDCs for graduate students (Loretta/Meredith)
- e. Figure out IMECE 2008 Plans
- f. Determine a Conference Call time for December
- g. ECTC Breakout Session
- J. Action Items from IMECE will be posted on the CoP for the prospective project teams

- K. Meeting adjournment at 4:00 PM

Next CECD Telecon: Wednesday, December 12th, 2:00pm-3:00pm EDT
Next CECD Meeting: Annual Meeting 2008, June 7th – Orlando, FL