# Meeting Agenda

**Student & Early Career Development (SECD) Council:**

**Date:** Dec. 14, 2016; 11:00 am – 12:00 pm EST

**Join online meeting**

https://meet.asme.org/smithb/H3T2SRMD

**Join by Phone**

(877) 781-2763

(212) 591-8890

Find a local number

Conference ID: 788016

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**Meeting called by:** Paul Stevenson  
**Type of meeting:** Council meeting

## Agenda Items

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time allotted</th>
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<tbody>
<tr>
<td>Roll Call</td>
<td>Brandy Smith</td>
<td>2 mins</td>
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<tr>
<td>Approval of meeting agenda</td>
<td>Paul Stevenson</td>
<td>3 mins</td>
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<tr>
<td>SVP Updates</td>
<td>Paul Stevenson</td>
<td>5 mins</td>
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<tr>
<td>E-fest steering team update</td>
<td>Amip/Twish/Jen</td>
<td>15 mins</td>
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<tr>
<td>Update from MALs (IMECE Actions items/take-aways):</td>
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<tr>
<td>- Communication</td>
<td>Marianne</td>
<td>15 mins</td>
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<tr>
<td>- Processes</td>
<td>Siva</td>
<td></td>
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<tr>
<td>- Data analysis</td>
<td>Ankush</td>
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<td>Update on the latest and ongoing activities:</td>
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<tr>
<td>- ECEPC</td>
<td>Anita Rebarchak</td>
<td>15 mins</td>
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<tr>
<td>- SPC</td>
<td>Najib Metni</td>
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<td>- CDT</td>
<td>Leila Aborharb</td>
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<tr>
<td>Other business</td>
<td>All</td>
<td>5 mins</td>
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<td>Adjourn</td>
<td>Paul Stevenson</td>
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SECD Meeting Minutes - December 14th, 2016 Telecon

Attendees: Marianne, Paul, Twish, Aaron, Brandy, Cheryl, Najib, Jen, Leila, Nathan

SVP Update - Paul

Succession planning - year 2 for SVP, need to figure out who the next SVP will be. Start in May. Vote at Annual meeting in June. That person would come on board for year and work with Paul to learn the ropes. Following Annual meeting then they will be approved by the board to be the next SVP. Brandy will post for applications. Someone selected from recent volunteers from the sector. Make sure the call is only open to current volunteers. Don’t want to weed through many applications. All encouraged to apply for position. Happy to talk to any of you to talk Roles and Responsibilities. Level of effort.

Eduardo will be rolling off NC this summer, post and accept applications for voting position for NC in Jan/Feb timeframe. Select no later than march so they can attend Annual meeting. To start preparations. Encourage alternates to apply.

Jeff Hanson will be chair for SPC, najib rolling off. 3 year term.


MAL are one year term and potential to keep on for another year. Could fill those positions in the summer as well. Let Paul know if they want to continue or roll off.

Cross sector collaboration workshop in April. Sent to chairs and Leila for attendees. 5 names by end of year. Willing to submit more. Requested 2 recommendations from the chairs. Get out names before Christmas.

Task forces - all working on finalizing results. Group engagement task force reports to SMC. Preliminary results, Student groups return to SECD for nurturing. Student sections coded into GPS and enter activities for sharing of best practices. Paul has had input into this task force. We should own student sections. Partially go back to the way it was. Can make it happen.

Student and ECE TF also support that plan. Preparing recommendation and alignment between the task forces.

Final reports by April board meeting.

E- Fest in UNLV, may schedule board meeting around the same time in March. So they can attend and see what it is like. Very excited about this.
**E-Fest Update-Jen/Twish**

Programmatic work to do

Shifting to get folks to register for the E-Fest.

Discuss how to best advertise this. ASME marketing engine is working hard to advertise. Emails on the east and the west. Asia 16th Dec. 12 HPVC registrations and 6 individual for east. 5 and 11 for West.

Need marketing team to provide content to CDT information to send out. Need to not oversaturate but not under-market either.

Build targeted strategy

Draft application, being reviewed.

A need for local volunteers to help with program elements. Will reach out to networks and issue a formal call for volunteers.

Brandy- heavily in weeds to finish program

Asia pacific team have 40 HPVC teams registered. Did not have individual numbers for the call. Things are moving fast and furious.

Have we reached out to ASME volunteers by the E-fest sites to help out? Not yet still figuring out who we need. Leveraging local teams first.

**Communications Update-Marianne**

Focused on getting the IMECE minutes out as well as ensuring conference calls are not overlapping each other so that MALs can attend. Ensuring folks are invited to meetings. Will be posting minutes on the community site. Staff have been working on updating and correcting the websites as brought up during IMECE.

**Process Update Siva-** not present

**Data Analytics Update-Ankush**

Looking at right service for each program. Impact score for each program. Mini talks. Have surveys. Calculate the score for the mini talks. E- Fest is next. Work with E-Fest team to develop proper survey to ensure we can get metrics. Impact score for the model we built.

**ECEPC Update Anita-** not present (vacation)

**SPC Update-Najib**

Update from IMECE, had first call yesterday. Reviewed action items from IMECE and updated yesterday for the completed actions. Alignment of programs with ASME strategies. 2nd Tuesday of the month. Next month waiting for this write up on the alignment from each group and future inclusions. Involving CDT and the synergy with our team. Newsletter and Social media plan. E-Fest- are all teams on board with new program construct? HPVC, SDC and IAM3D are all engaged with the E-Fest team. Reminder to Paul about discussion on the E-Fest org structure, that it should roll into SPC. Continue to keep that in parking lot.
CDT Update-Leila

No call yet, it will be next week. Social media facebook pages, one for Students and one for ECE. Working on plan to keep it active once implemented. Looking for volunteers for ME today, Asked Radhika but she said no, we may want her to do something else. Doing research on the ME today and who it is reaching. Najib and SPC want their own newsletter but nothing exists right now. Maybe use the FB page to help develop and deliver that. SLTC feedback received and will be incorporated in planning for next year. Want SLT event at E-fest and award at E-Fest.

Paul- is there a formal process to engage SLTC attendees as they approach grad to get them involved in ASME?

Leila-Asked students to go back and hold a leadership event. Ask if anyone wants to be involved. A new committee member out of all of them generally. We don’t have a good inlet for them or specific work to help them get involved. Only ask when there is a need. No steady way. Student Enterprise committee are mainly these past attendees but value is falling by the way side

Paul- we are missing an opportunity, asked CDT to think of things we can do to make that successful.

Leila-Funding the SSEC to come to the meeting, 10 people. ASME student member to national handoff is not steady.

Paul wants Leila to put more thought into a proposal for this. Report on a subsequent call. Cannot take all the students. Can take some.

Other Business:

Paul- Exhaustive search to figure out who is in what position and term and where and when they are listed. He would like someone to pull this together, Gantt chart listed positions and when their terms are up. We can update monthly or every 6 months. Ankush will take this on.

Meeting adjourned 11:35am