Minutes

# Professional Divisions Committee Meeting

## June 18, 2014

**5:30 p.m. – 7:00 p.m. Tahoe Ballroom, Grand Sierra Hotel, Reno NV**

Members-at-Large: H. Gougar(C),C. Mazzola (VC),R. Slaybaugh(VC), S. Arndt, B. Collins, D. Kimball, S. Glover, D. Kimball

Division Representatives:

AAD:

ANSTD: J. Bess, M. Marshall, S. Bragg-Sitton

BMD:

DESD:

ETWDD: T. Knight

FCWMD: G. del Cul

FED: S. Reyes

HFICD: J. Naser

IRD: S. Glover

MCD: T. Evans, R. Slaybaugh

MSTD: B. Chin, M. Hackett, H. Ban

NCSD: S. Larson, J. Hicks

NISD: S. Pickering

NNPTG: S. Nesbit

OPD: A. Wharton

RPD: M. DeHart, R. Ellis

RPSD:

RRSD:

THD: S.Y. Lee

YMG: E. Merzari

Others Present: T. Bishop (staff), D. Cianflone(staff),S.Finance(S. Levy), D. Hoffman (President), S. Zinkle (Honors and Awards Committee), Mary Lou Dunzik-Gougar (Communications)

1. Preliminaries
	1. Roll Call – The meeting opened with the Chair (Gougar) inviting Division representatives to introduce themselves and describe measures they have taken recently to welcome new members and new meeting attendees. Prior to the meeting, HQ sent out a welcome email to all new Division members. Committee members discussed the placement of Division tables at the President’s Reception to serve as meeting venues for attendees to learn about divisions in which they may be interested. There were different expectations and experiences among the reps. Some division tables attracted few or no members while others remained quite busy (and the tables were therefore too small). There may be some correlation with the placement of the tables.

**ACTION: The Chair shall invite feedback on the Division Tables from the PD listserv and pass along findings to the staff to optimize/improve the policy. (Aug. 30, 2014)**

* 1. Staff & Board Report – See attached staff report which was discussed briefly at both the PD Workshop and the Committee meeting. Bishop reported on the policy of automatically sending out by email announcements for topical meetings (call for papers, etc.) and consolidating some of these to cut down on email saturation. As topical meeting deadlines often slip, the question was raised as to how HQ will alter this schedule to accommodate schedule slippage.

**ACTION**: **Gougar and Bishop will follow up on this with staff and report back to the PDC (Aug. 30, 2014)**

*Post Reno meeting information- Call for Paper deadline extensions will be announced in Notes & Deadlines and in the “What’s New” section on the ANS website.*

Staff will also provide a basic level of media support (press releases, etc). Division officers should query ANS Communications Manager Erik Rancatore for details.

Bonnier Ballard has resigned as Communications Director. Tari Marshall will fill this position on July 1.

President Hoffman reviewed his initiatives of the past year and plans for the coming years (he shows no sign of slowing down despite being converted to Past President). Hoffman outlined the different ways in which ANS is influencing government policy (without lobbying). He will be contacting the Divisions to enlist their support in continuing the work begun over the past year and to find ways to collaborate better and more often. Hoffman urges us to consider how the ANS can welcome and include members of the ‘Stockpile Stewardship’ community. **Action: A discussion group was formed to discuss this issue and recommend policy for the full PDC (Sept. 30, 2014)**

1. Liaison Reports
	1. Honors and Awards – Ad Hoc liaison Steve Zinkle informed the Committee of the HAC’s intent to consolidate due dates for honors and award nominations to 2 per year (March 1 and August 1) starting in 2015, and invited feedback. No objections were voiced.
	2. Bylaws and Rules – Gougar reported that just a few Divisions have yet to have new Rules approved but that these were moving through the approval process.

 IRD – Submitted to BRC for review.

 BMD – Draft waiting upon Exec Committee approval

 DESD – Approved?

 RPD – *Gougar will check*.

* 1. Membership - Mazzola reported that a Membership subcommittee has been formed to investigate options for retaining students in the Society after they graduate. A new policy is under consideration which would extend Young Member Division membership to all graduate students while in school and to all students for one year after graduation (in addition to the two divisions for which they sign up at renewal). The new policy is being implemented on a trial basis.
	2. Professional Development Coordination – Collins reported on the PE exam course. A number of seminars and lectures are being held about the benefits of becoming professional engineers. Two or three slides could be added to slide presentations. Webinars and online courses could be offered by professional divisions. Get report from Collins.
	3. Scholarships – Slaybaugh confirmed that, contrary to earlier reports, all Division scholarships established prior to 2009 are now fully funded. Division officers are reminded to use Disbursement forms for awarding scholarships out of operating funds.
	4. Communications - Communications Chair Dunzik-Gougar reported that a strategic communications plan was approved by the board in 2013 and is making great strides that will ultimately benefit divisions. Highlights will be seen at Board meeting on Thursday.
	5. Public Policy – Arndt reported on the process of public policy statement reviews which have greatly improved in recent years. Divisions intending to update policy statements are urged to coordinate with the PPC early and often. The PPC is drafting a new PP review schedule.
	6. Publications Steering – no report – a liaison is needed (volunteers requested)
	7. Student Support – Slaybaugh reported the following on behalf of Student Section Chair A. Kaplan (sscChair@gmail.com)

The SSC conveys its continued appreciation for division support of student travel to meetings. A revised student program was first implemented last November and was intended in part to increase student participation at division and committee meetings by requiring a certain level of participation to receive the division-funded travel grants which were previously available to everyone. This participation requirement is not limiting or difficult to accomplish; it simply urges students to be involved in the meeting and, just as importantly, to introduce themselves to the meeting chair and hopefully spark their interest in society governance. Results from the first implementation at the November 2013 meeting:

- 106 students completed the program; record high

- 323 students attended the meeting; second highest

- 40% of post-meeting survey participants said they would not have been able to attend the meeting without the support of the travel funds and registration reimbursement

- 48% of post-meeting survey participants said they attended division or committee meetings they otherwise would not have attended in order to complete the program

- In an open-ended question about what students liked about the program, half of the respondents (30 students) indicated that they liked that the program got them more involved in the meeting. Overall, it was very successful. It would not be possible to have this new student program without the division support and we are very grateful for their commitment to students.

1. Old Business
	* 1. Metrics - Gougar reported that a working group is discussing new metrics for measuring Division support of meetings. The group will provide a proposal to the PDC by the November meeting.
		2. Young Member Support – All Divisions are asked to appoint a YMG liaison. **ACTION: Each Division Chair to appoint a liaison and send the name to Elia Merzari**.

New Business

* 1. PDC Meeting Time - The existing dates and times for the PDC Workshop and Committee meeting may not be optimal for some. A discussion group was formed to look at alternatives. **ACTION: Working Group to provide a recommendation to the PDC by November (Mazzola, Ben, Susana, Micklich).**
	2. Division/TG Evolution - Steve Nesbit announced that the Nuclear Non-Proliferation Technical Group may be applying for Division status. No PDC vote was solicited, just initial feedback.