



## Professional Divisions Committee Workshop

November 7, 2015

5:30 p.m. – 7:00 p.m. Lincoln 4

Welcome, Roll Call, and Overview

Gougar

*Members-at-Large: H. Gougar(C), R. Slaybaugh (VC), T. Snow, R. Klann (NPC), B. Collins*

*Staff & Guests: T. Marshall, T. Bishop, V. Vasilievas, S. Nesbitt (Public Policy), D. Hoffman, B. Bromley, E. Merzari*

*Division Representatives:*

<i>AAD:</i>	<i>J. Stubbins</i>
<i>ANSTD:</i>	<i>J. Bess</i>
<i>BMD:</i>	
<i>DESD:</i>	<i>J. Peters, M. Campagna</i>
<i>ETWDD:</i>	<i>M. Bala</i>
<i>FCWMD:</i>	<i>J. Brault, K. Huff</i>
<i>FED:</i>	<i>S. Reyes, A. Lumsdaine</i>
<i>HFICD:</i>	<i>S. Smith</i>
<i>IRD:</i>	<i>R. Cao</i>
<i>MCD:</i>	<i>T. Aldemir</i>
<i>MSTD:</i>	<i>M. Hackett</i>
<i>NCSD:</i>	<i>J. Miller, S. Goluoglu</i>
<i>NISD:</i>	<i>S. Pickering, M. Sattison</i>
<i>NNPD:</i>	<i>R. C. Robinson, G. Carpenter</i>
<i>OPD:</i>	<i>J.V. Gilbert</i>
<i>RPD:</i>	
<i>RPSD:</i>	<i>M. Ferenci</i>
<i>RRSD:</i>	<i>M. Pryor, W.C. Eason</i>
<i>THD:</i>	<i>D. Schubring</i>
<i>YMG:</i>	<i>B. Holtzmann, R. Slaybaugh</i>



## SUMMARY OF PROCEEDINGS

### Division Officer Resources – Division Websites, Folders, and ANS Collaborate

Tari Marshall updated the for Division websites, of which 9 are up and running. Toni Bishop demonstrated again the Division folders to be used for storing and archiving Division documents. This service is important to capturing and maintaining knowledge of Division operations over the long term especially given the turnover in Division offices.

The Society has also rolled out the new Association Management System which includes ANSCollaborate – an online collaboration tool for conducting electronic meetings and other Constituent Unit business. ANSCollaborate may not be the best tool for archiving but could be used in this purpose going forward as older division documents (in the Folders for example) will not be automatically transferred. Also, only Division officers have access to the Folders.

### Public Policy Statements

Steve Nesbitt of the Public Policy Committee shared the PPC mission statement and is requesting Division help in updating Statements. ANS has many position statements and many are out-of-date and perhaps irrelevant to today. With Division help there will be a systematic review of each position statement in no less than 5 years. Steve presented a list of policy statements listing the divisions that hold responsibility for them.

Position statements state a position on a particular topic. They are approved by the BoD. The primary audience is a congressional staffer. The statement is short & sweet. In many cases, there are background statements.

There will be a systematic process to clean them up. Each division will be contacted with their “position statement” asking if it’s relevant, does it need a background statement, etc. We need your involvement in the process.

The ones that are in need to get done quickly, the Bod will be asked to work on them between meetings. For the routine updates, we will badge them through the national meetings.

Gougar recommended that each Division appoint a PPS Lead to work with the PPC and be responsible for tracking PPS ‘owned’ by their Divisions.

### Meetings and Divisions – General

Ray Klann

Ray Klann of the National Program Committee provided a summary of the Topical/National Meeting process and summarized recent developments. Paula Cappelletti is the headquarters contact for meetings. The NPC includes standing members and 1 representative from each Division. NPC responsible for the approving what meetings go on the Meeting calendar, the meeting programs, and for monitoring meeting organizations and finances. program for all national meetings and topical meetings.

Meetings are the most significant revenue generators for the Society and the NPC help to ensure good, well-attended meetings by setting policies and working with the organizing



committees. Ray explained the financial rewards of holding each type of meeting. Although stand-alone (Class I) Topicals are generally financially successful, the Society will be urging more Embedded (Class III) Topicals as a way of boosting attendance.

NPC Screening is Sunday morning at the national meetings 10 - noon. It helps to have the information prior to that meeting. NPC Wednesday after around 4. All are welcome.

It is important to adhere to organizational deadlines (mostly set by the NPC) in order to resolve potential problems before they result in financial losses.

Post-Meeting closeout (financials and other reports) should be done within 3 months unless the meeting is held in October in which it should be closed out before year-end.

Ray also clarified the policy for offering complementary registration to invited speakers. A Division may offer complementary 1-day registration for up to 5 invited speakers. Some PDC members expressed the concern that 1-Day reg is not likely to be an enticement if the invited speaker wants to attend for more than 1-day (in which case they would have to pay the full registration).

Resources for Division Officers and Meeting organizers can also be found on the PDC website (<http://www.new.ans.org/about/committees/pdc/>). Presentations and other documents shared at the Workshop have all been posted on the Jul2015-Jun2016 folder of the PDC section of ANSCollaborate.



## Professional Divisions Committee Meeting

November 10, 2015

4:00 p.m. – 5:30 p.m. Harding

### ATTENDANCE

*Members-at-Large: H. Gougar(C), R. Slaybaugh(VC), S. Bragg-Sitton, R. Hayes, T. Snow, T. Sutton, S. Glover*

*Staff: T. Marshall, T. Bishop, V. Vasilievas, L. Zec, S. Nesbitt*

*Guests: W. Turkowsky (Standards Board), M. Abernathy, O. Espinoza*

*Division Representatives:*

<i>AAD:</i>	
<i>ANSTD:</i>	<i>S. Bragg-Sitton</i>
<i>BMD:</i>	<i>S. Glover</i>
<i>DESD:</i>	<i>J. M. Campagna</i>
<i>ETWDD:</i>	
<i>FCWMD:</i>	
<i>FED:</i>	<i>A. Lumsdaine</i>
<i>HFICD:</i>	<i>J. B. Coble</i>
<i>IRD:</i>	<i>L. Cao</i>
<i>MCD:</i>	<i>T. Aldemir, P. Brantley</i>
<i>MSTD:</i>	<i>M. Hackett</i>
<i>NCSD:</i>	<i>S. Goluoglu</i>
<i>NISD:</i>	<i>M. Satisson</i>
<i>NNPD:</i>	
<i>OPD:</i>	<i>J. V. Gilbert</i>
<i>RPD:</i>	<i>P. Tsvetkov</i>
<i>RPSD:</i>	<i>S. Nathan</i>
<i>RRSD:</i>	<i>W.C. Eason</i>
<i>THD:</i>	<i>D. Schubring</i>
<i>YMG:</i>	<i>R. Slaybaugh</i>

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## SUMMARY OF PROCEEDINGS

### 1. Staff & Board Report (T. Marshall, T. Bishop)

Division Officer Resources – Tari and Toni again summarized the different online tools available to Division Officers (see the PDC Workshop Notes).

### 2. Liaison Reports

2.1. Bylaws and Rules –Snow reported that currently the only Division Rules which are undergoing revision are those of the Robotics and Remote Systems division. The proposed RRSR Rules have been submitted for review by the BRC but no review action has been taken recently. Tom and Hans will follow up.

2.2. Membership – Membership retention remains a serious concern, particularly with graduating students. Students are enticed to join through membership and meeting discounts but up to 75% of graduates let their memberships expire due to various reasons including lack of employer support for ANS participation. There was discussion of competition from other Societies and nuclear groups such as NA-YGN. Shannon Bragg-Sitton reported that NA-YGN does not charge dues but neither does it offer the range of services provided by ANS. It's services are largely limited to professional development and outreach. NA-YGN officially encourages each of its members to join professional societies such as ANS.

### 2.3. Professional Development Coordination

Collins reported (electronically prior to the meeting) that the professional engineering examination review course is going start transitioning to an online version where the course can be accessed from anywhere. The current setup is to create modules that review the specific topic areas being tested in the exam. The goal is to move to an online course prior to the exam moving to computer based testing, which is scheduled to occur in October 2018. If everything goes well, this may also be a course that could be used by students to study for qualifying examinations, or professionals trying to get PDH credit.

With the society looking for an increase of online content, if any division has an idea and wants to partner with PDCC to coordinate an event, please let Brian Collins or Ben Holtzman know. Also, if there are other professional development opportunities available, please contact a member of the PDCC

Divisions are encouraged to insert links on Division websites to the Professional Engineering exam site (NCEES).

**ACTION** - Brian Holtzmann will check with YMG to coordinate webinars.



- 2.4. Scholarships – Slaybaugh reported that Scholarship policies and guidelines are much better defined than in previous years so that Divisions can easily obtain information on issues such as : how much a Division can offer in a given year, what is the procedure for increasing the balance on a scholarship or starting a new one, etc.

The new Spend Policy has been uploaded to the PDC/Jul2015-Jun2016 section of ANSCollaborate.

Communications – No report.

Public Policy – Steve Nesbitt, Chair of the PP Committee again summarized the effort to update Public Policy Statements (and the process of creating them). He requested Division cooperation in updating the existing statements (including the elimination of obsolete PPS). See the notes from the PDC Workshop above.

Publications Steering – Gougar reported on the PSC's discussions on how to retain and boost subscriptions. The technical journal revenues are still exceeding expenses but subscriptions have fallen off a bit. There have been discussions of how to structure access to electronic copies. The PSC is also recommending going to a new hybrid model involving a combination of subscription-based and open access publications.

Young Member Group- The YMG officers reported on an initiative to honor young members who make technical presentations on Summary papers at ANS national meetings. YMG is proposing to create a best young member paper award to be given out at the summer and winter annual meetings. The award will be a certificate suitable for framing. In order to be considered for this award, the Summary paper must be accepted to the ANS conference with the young member presenting the paper listed as either first or second author. Additionally, the young member must submit the attached submittal sheet no later than 10 days before the starting Sunday of the conference.

The award will take many factors into consideration including both the ' awesomeness' of the paper presentation itself as well as the technical impact of topic on subject's field. As it would be impossible to YMG to review each paper presentation as well as difficult for the award committee to be an expert judge, members of the relevant professional divisions will be asked review the young member's presentation and submit a score sheet to the YMG honors and awards chair who will make a selection based on all submitted score sheets. The award rubric has been posted on the PDC section of ANSCollaborate.

### 3. Old Business

- 3.1. PDC Metrics – Gougar is still pondering a change to the method by which Division performance on Meetings is gauged. A new scoring system is being created but will not be presented until more meeting statistics are accumulated.



#### 4. New Business

- 4.1. Standards Board Liaison – Bill Turkowsky of the ANS Standards Board addressed the PDC to solicit more formal support of Standards development. Initially, Bill requested that each Division appoint a Standards Board Liaison to facilitate Division support of standards. During the meeting, however, it was noted that work on standards varies considerably (from none to many) among Divisions and that it may be more effective to request a liaison for each Standard topical area from the relevant Division (s). Turkowsky will supply a list of the 7 Consensus Committees cross-listed against the most technically aligned divisions. The PDC will solicit a Division liaison to coordinate Division support for each Consensus Committee..
- 4.2. PDC Governance Planning – Gougar noted he provided a PDC Governance Plan for 2016 to the Planning Committee as part of the Society's effort to improve the efficiency and responsiveness of Society Committees. That Planning document was shared with the PDC via the PD listerv prior to the Winter Meeting. Feedback is welcome.
- 4.3. Workshop on running a meeting – S. Goluoglu (and others) requested semi-formal assistance for new Division officers in running a business meeting. This would include elementary instruction in Robert's Rules and other tactical advice. A convenient option may come in video form.

**ACTION** – Gougar will survey available resources and report back to the PDC>