### K-12 Education Committee Meeting Minutes

**Date/Time:** November 14, 2023 / 3-4:30 PM  
**Location:** SJCA Inc., 9102 N. Meridian St., Ste. 200, Indianapolis, IN 46260  
**Virtual Access (if any):** N/A

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<thead>
<tr>
<th>Name</th>
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*Note: The seat on the ACEC Committee is for the firm. If a firm representative is not able to attend a meeting, he/she may send another representative from the firm to sit in.*  
**Jessica Todd with USI attended the meeting in Ben Beer’s place since Ben was unable to attend in person*

**Items in red indicate discussions that took place during the meeting**

1. **Introductions**
   a. Name  
   b. Company  
   c. Position  
   d. Icebreaker – Holiday Traditions

2. **K-12 Education Committee**
   a. Goal: Encourage more young students to take an interest in STEM fields and enroll in postsecondary education in engineering or related fields
b. Responsibilities
   i. Liaison with K-12 teachers, counselors, and other stakeholders to promote the engineering profession and related fields
   ii. Establish and execute a successful program to deploy engineer volunteers at requested schools/programs/events
   iii. Encourage greater participation of schools and engineer/client volunteers during National Engineers Week

3. Teacher Outreach Subcommittee
   a. Subcommittee Chair: Ben Beer
   b. 1st meeting: November 2, 2023
   c. Focus areas
      i. E-Week Teacher Orientation (Virtual)
         1. 2 dates available for teachers
            a. February 6 from 3:30-4:30 EST
            b. February 7 from 4:00-5:00 EST
            c. Classroom assignments will be known before this orientation
               i. Teachers should have already heard from their volunteers
               d. Communicate that presentations will have a “Civil Engineering” focus
                  i. “Civil Engineering” is labeled on communications to teachers so they generally know what to expect from presenters
                  ii. This will be talked about at Teacher Orientation also
         2. Developing Content – Focus of this subcommittee
            3. Allows teachers to ask questions
            4. Not mandatory, just for teachers’ benefit
      ii. E-Week Teacher Signups
         1. As of November 14, 2023: 51 teacher submissions (vs. 39 last year)
            a. 109 unique classrooms
               i. Increase is from Liz attending Teacher conferences
               ii. Appears to be a decent spread across the state
            b. ACEC may have to consider a cap with a waitlist to ensure volunteer needs can be met
               i. ACEC firms to supply volunteers from private sector
               ii. INDOT, DPW, and other clients can supply public sector volunteers
               iii. General volunteer signup can be forwarded to clients
                  1. This is to indicate interest in volunteering
                  2. Signup Genius will be sent later for volunteers to select time slots
                  3. Consider providing distance to schools from major IN cities
                  4. Consider including time zones when signing up
                     a. Signup Genius assumes all EST. Liz will have times converted. Volunteers should verify times with teachers.
         2. Deadline: December 15, 2023 – likely a hard deadline this year
         3. Promotion
a. Blast email from Liz to existing teacher contacts  
b. Partner organizations and events  
c. Direct outreach to teachers from ACEC members (best way)  
d. Social media post from ACEC (coming soon)  
e. Location to add new teacher contacts  
   i. Add New Teacher Contacts to Google Sheet  

iii. Teacher workshops/training – Subcommittee will work on this in future subcommittee meetings  
   1. Brainstorm Year 1, Build Year 2, Launch Year 3  
   2. Develop format, events, etc.  
   3. Potential subcommittee meeting with partners (ICI, etc.)  
      a. Would it be beneficial to meet with ICI, other industry partners, to informally discuss how their programs were implemented?  
         i. Yes. David Replogle working with ICI to have a window with the teachers at their program.  
      b. Goal is for ACEC to create their own program – allows for program unique to ACEC’s needs  
   iv. General Marketing/Outreach – no specific goal for this year  
      1. Building relationships between teachers and ACEC  
         a. Counselors Conference – 50 counselors signed up for information on E-Week and quarterly newsletters  
      2. Mediums – ACEC Indiana does have a Facebook, but it is not used often  
      3. Newsletter, brochure?  

4. Student Outreach Subcommittee  
a. Subcommittee Chair: David Replogle  
b. 1st meeting: November 9, 2023  
c. Focus areas  
   i. 2024 E-Week Activities  
      1. Volunteer Orientation and Classroom Sign-Ups (Virtual)  
         a. January 23, 2024 from 10:00 - 11:00 AM EST  
      b. Seven (7) volunteers signed-up - need to promote!  
      2. Break Down content by age group  
         a. Early Elementary: K-3  
            i. Acknowledge aspects of civil engineering in their world (construction, roads, bridges, drinking water, flushing toilets, etc.)  
         b. Late Elementary: 4-6  
            i. Material identification  
         c. Middle: 7-8  
            i. Some basic engineering design  
         d. High School: 9-12  
            i. Career paths  
      3. Update Presentation Templates by age group  
         a. For E-Week 2024, but also can be utilized for future volunteer program  
         b. Student Outreach subcommittee can help develop content  
         c. Allow volunteers to have some freedom regarding final presentation content
i. Provide Do’s and Don’ts to presenters for each age group

ii. Suggestion was made to share volunteers presentations with Liz after E-Week 2024 to she can consolidate good ideas for the future

4. Develop activities for each age group and share with volunteers
   a. Build complexity

5. **Engineering Activities - DiscoverE**
   a. Can search within similar age groups for activities

6. Can be replicated/scalable for use beyond E-Week
   a. Josshe brought up Transportation U program through WTS – they are struggling to reach 18-year olds
      i. Don’t have the contacts at schools to reach out to
         1. Teacher outreach subcommittee can help with teacher contacts
      ii. Student outreach subcommittee helps develop content for the students which can be shared
      iii. Can include in ACEC quarterly newsletter along with other organization shout-outs

7. $0 budget for E-Week 2024 - no change from past years
   a. ACEC exploring 501c(3) for grant money for workforce development
      i. Other state ACEC branches use the 501c(3) for scholarships, E-Week, and other workforce development activities
      ii. This may limit the number of schools, duration of presentations, and activities, but will be visited later
   b. Currently any materials purchased for E-Week are on the volunteer
   c. Could also explore corporate sponsorship in the short-term, if firms are interested

ii. Big Platform Promotions for E-Week
   1. Brainstorm Year 1, Build/Launch Year 2
   2. Girl Scouts Event
      a. Sunday, February 18, 2024 from 1:00 - 4:00 PM EST
      b. Camp Dellwood – 7201 Girl Scout Ln., Indianapolis, IN 46214
      c. STEM experience day – Unique to ACEC. ACEC to supply volunteers. Girl scouts will supply materials. ACEC to determine materials and activities.
         i. hands-on activities
      d. Determine target demographic
         i. Determined to be K-6 after the meeting

iii. Summer camps/site visits
   1. Brainstorm year 1
   2. Competing with robotics/coding

5. **Volunteer Database Subcommittee**
   a. Subcommittee Chair: David Wichman
   b. 1st meeting: November 8, 2023
   c. Focus areas
i. Volunteer Database – Focus is beyond E-Week for future year-round volunteer program
   1. Build and launch Year 1
   2. Developing information to request from volunteers
   3. Consider future changes
      a. Information can easily be edited in future for job changes, moves, etc.
      b. Microsoft Forms, Jot Form, etc.
      c. Goal is to make it easy to keep volunteer contact information current
      d. Liz suggested building volunteer database through YM
      e. Volunteers could update their ACEC profile and Liz could send reminders to regularly update
   4. Include client/public volunteers?
      a. Can ACEC maintain client profiles in YM?
         i. It exists but is primarily used for legislative purposes
            1. Liz doesn’t have access
         ii. May not work for volunteer purposes
         iii. Short-term, lean on personal connections and E-week clients
         iv. Future – Constant Contact list?
         v. Don’t necessarily want clients to have the same contact frequency as the member firms
   5. How to request sign-ups
      a. Email blast from Liz?
   ii. Company Buy-In
      1. Build awareness
      2. VTO policies
      3. Including clients could increase buy-in
      4. Survey of member firms? – Still being discussed in other committees.
         Would like anonymous responses. Considering using the Salary and Benefits survey that is sent to Principles and HR each year.
      5. HR Forum? Could discuss VTO policies?
   iii. Develop calendar of events
      1. Will work with Liz to develop

6. Upcoming Volunteer Opportunities (Liz)
   a. Ivy Tech Community College
      i. Classroom visits and job shadowing
      ii. Adjunct Faculty
      iii. Ivy Tech could be a good partner, particularly for positions such as surveyor, inspector, etc.
      iv. Ivy Tech looking for real-life, hands-on experience
      v. Ivy Tech is launching Surveyor Certificate program in Spring 2024 at the earliest
         1. Will then be able to attend Cincinnati State and maybe Vincennes
         2. Could also become a drone pilot or construction inspector
   b. Indiana STEM Education Conference
      i. Purdue University
      ii. January 11, 2024
   c. Minority Engineering Program of Indianapolis
i. Volunteer opportunity
ii. Second Saturday of each month from October – May, 9:00 AM – 12:30 PM
iii. Lilly Research Laboratories in downtown Indianapolis
iv. 6th-12th graders
v. https://www.mepi.org/contact-mepi/
vi. See Shannon Gunn for more information
vii. Liz will include in weekly newsletter

d. WTS
   i. Help promote scholarship

7. Next Full Committee Meeting
   a. Tuesday, January 9, 2024
   b. Subcommittee meetings
      i. Subcommittees will all meet prior to next full committee meeting
   c. Action Items/Homework

8. Upcoming ACEC Events
   a. Workforce Accelerator Session (Virtual) – November 15
   b. Emerging Professionals Event (35 and under) – November 28
      i. Centerpoint Brewery
      ii. Indianapolis
   c. Coffee with Colleagues (Virtual) - December 13
   d. Workforce Accelerator Session (Virtual) - December 20
   e. ITT Partnering Conference - December 21
      i. Indianapolis
   f. Legislative Luncheon - January 11
      i. Indianapolis

9. Google Folder Access for Committee: ACEC K-12 Education Committee - 2023-2024

2024 E-Week Volunteer Sign-Up

![QR Code Link](image-url)