## Education Committee Meeting Agenda

**Date/Time:** December 6, 2018, 10:30 pm  
**Location:** Crawford, Murphy & Tilly, Inc.  

### Participants

<table>
<thead>
<tr>
<th>Name</th>
<th>Firm</th>
<th>Position</th>
<th>E-mail</th>
<th>Attendance</th>
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</thead>
<tbody>
<tr>
<td>Bollinger, Jerry</td>
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1. **Attendance / Ice Breaker Question**

2. **Outreach Subcommittee**
   a. National Engineer’s Week – February 17-23, 2019
      i. For 2019 – 70 presentations, 23 schools
         1. 5 schools from outside greater Indianapolis area
         • Currently 16 schools with 6 from outside greater Indianapolis
         • Next ACEC Email to teachers will be 12/12/18, send new contacts to Shelby prior to then.
         • In addition to ACEC e-mails, make direct contact with teachers who may be interested.
         • Classroom signups are due by end of December
ii. Goal for 2019 – 140 total volunteers
   1. ACEC #65 / DPW #20 / CEG #30 / INDOT #25
      • Currently need lots more ACEC volunteers. No ACEC volunteers have signed up yet for the South region.
      • Current public sector volunteers include 11 in the central region, 1 north, and 3 south. City and County Engineers are being included on request for volunteers.

iii. North & South Kickoff events – Tuesday January 29th
   1. Lawson-Fisher hosting in South Bend; Mitch Wilcox to host
   2. CHA Companies hosting in Evansville; Mary Kerstein to host
   3. ACEC to handle: registrations of volunteers, creating Outlook event invite for kickoff event, ordering catered lunch, creating name badges, sign-up sheets and talking points for Mitch and Mary
   4. Mitch and Mary to act as hosts and go through talking points before volunteers assembled

b. Subcommittee Update – Ben
   i. Revised kick-off format
      • Kick-off will include a presenter’s workshop that quickly goes over the template PowerPoint presentation as well as short classroom activities that can be done.
      • Education Outreach Subcommittee will meet in early to mid-January to go over activities and presentations.
      • Committee members will be able to sign up for schools early.
   ii. Presentation materials update – done by Shelby
      • Base presentations have been updated with new talking points.
      • More focus is placed on discussion of soft skills and software skills.
      • Presentations should be made personal to the presenters.
      • Presentations should cater to the age and type of class.
      • There are updated classroom handouts. Committee members should review handouts and provide feedback to Shelby by the end of the year.

c. Volunteer Kick-Off Events
   i. Review classroom activities
      • Several activities were discussed. The Outreach Subcommittee will meet again prior to E-Week Kick-off to further discuss activities and time requirements for them.
      • Kahoot game has been used previously. Coordinate with Teachers if they are familiar and have the resources.
   ii. Schools currently signed up

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<thead>
<tr>
<th>Ben Davis High School</th>
<th>Marion</th>
<th>1200 North Girls School Road</th>
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<tbody>
<tr>
<td>Bosse High School</td>
<td>Vanderburgh</td>
<td>1300 Washington Avenue Evansville IN 47714</td>
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<tr>
<td>Christ the King Catholic School</td>
<td>Marion</td>
<td>5858 N Crittenden Avenue</td>
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<tr>
<td>Columbus Signature Academy New Tech High School</td>
<td>Bartholomew</td>
<td>2205 25th St, Columbus, IN 47201</td>
</tr>
<tr>
<td>COQUI L L A R D PRIMARY</td>
<td>ST. JOSEPH</td>
<td>1245 N Sheridan St, South Bend, IN 46628</td>
</tr>
<tr>
<td>Decatur Central High School</td>
<td>Marion</td>
<td>6804 Ridge Crest Way</td>
</tr>
<tr>
<td>Decatur Central High School</td>
<td>Marion</td>
<td>5251 Kentucky Ave</td>
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<tr>
<td>GOSHEN HIGH SCHOOL</td>
<td>Elkhart</td>
<td>401 Lincolnway East 5745338651</td>
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<tr>
<td>Hamilton Southeastern Intermediate and Junior High</td>
<td>Hamilton</td>
<td>12278 Cyntheanne Road</td>
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iii. Volunteer requests
   1. ACEC Members
      a. ACEC has reached out to previous volunteers and all members
      b. Committee needs to encourage others from their firm to participate—consider diversity
         • It was suggested to reach out to ASCE members to volunteer as well

   2. Public Agencies
      a. ACEC has reached out to INDOT, DPW, CEG and IndyGo
      b. Committee needs to reach out to clients with E-mail template, good for central, northern and southern opportunities
         d. Continue reaching out to school contacts
            i. ACEC sending out invite to 170+ school contacts
            ii. Committee needs to reach out to personal contacts, especially in Indy area

3. Scholarship Subcommittee
   a. Subcommittee Update—Mary
      i. Goal of 22 Applicants for 2019 ACEC Scholarship
      ii. Updated school contacts
         1. Establish main point(s) of contact
            • Some responses so far from initial outreach. Follow up emails and phone calls are needed.
            • Anderson University recently received ABET accreditation for their Mechanical Engineering program.
            • Vincennes University no longer has an ABET accredited Surveying Degree, they have a two-year program that needs to be finished at Purdue.
            • Social media outreach is also being worked on.
            • Send Colleen and Shelby information on what contacts are relevant/responsive.
      iii. Maintain contact with Universities
         1. Provide a few reminders to university contacts
   iv. Determine roles for reviewing scholarship applications—deadline for submission Feb. 1
      1. Extra-curricular activities (2)
      2. Work experience (2)
      3. Recommendation (2)
      4. Essay (4+)
         Sign up for Scholarship Review online via Doodle Poll
         https://doodle.com/poll/um6avhquia9yd6krt
4. Continuing Education Subcommittee
   b. Subcommittee Update - Amanda
      i. Prepare for next Biennium
         1. Rules and Statutes request for peer reviews—earn 1 PDH credit
            • Questions have been updated and draft questions are ready for review by committee members.
            • Target date for publishing updated course is prior to road school.
            • Committee reviewers will receive credit for taking course. Reviews should be completed, and markups and comments sent to Amanda and Colleen by January 31st (December 31st is preferred)
         2. Ethics update
            • Revisions are in progress and should be done by December 31st.
            • Questions will be sent to committee members for review. Reviewers will receive credit for taking course. Reviews should be completed, and markups and comments sent to Amanda and Colleen by January 31st.
      ii. Timeline for completion—first quarter of 2019

5. Other discussions
   • A way to allow students interested in engineering to ask questions and get a response from an ACEC volunteer was discussed. There was general support for the idea but there were concerns regarding the logistics and potential liability issues.
   • It was agreed that ACEC volunteers should communicate through the teacher if any of their students have questions or want additional information following the E-Week presentations.

6. Next meeting – Mid-February after scholarship deadline
   • Outreach Subcommittee will meet in early or mid-January to discuss E-Week kick-off.

7. Upcoming ACEC events
   a. Dec. 11, 2018 – IT Forum Luncheon
   b. Jan. 10, 2019- Legislative Luncheon
   c. National Engineers Week Feb. 17-23, 2019