Education Committee Meeting Agenda
Date/Time: February 28, 2019 10:30 pm
Location: Crawford, Murphy & Tilly, Inc.

<table>
<thead>
<tr>
<th>Name</th>
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1. Attendance / Ice Breaker Question

2. Outreach Subcommittee
   a. National Engineer’s Week – February 17-23, 2019
      i. 2019 – 65 presentations, 26 schools
         1. 8 schools from outside greater Indianapolis area
            a. 2 Southern Indiana
            b. 6 Northern Indiana

2. Met our schools goals!
   3. Could do more central Indiana schools next year
   4. Look at more schools in northwest Indiana. Some volunteers dropped out as there were no schools close to them.
ii. Goal for 2019 – 140 total volunteers
   1. ACEC #65 / DPW #20 / CEG #30 / INDOT #25
   2. 2019 Volunteer results
      a. Volunteers For Central
         i. Public: 25
         ii. Private: 48
      b. Volunteers for Northern Indiana
         i. Public: 1
         ii. Private: 8
         iii. Low turnout at kickoff event – likely due to weather
      c. Volunteers for Southern Indiana
         i. Public: 1
         ii. Private: 6

3. Look at reaching out to university professors and/or graduate students as additional volunteers for 2020 E-Week
4. Include City of South Bend for volunteers for 2020 E-Week
5. Look at working with IACC to reach out to more local government agency volunteers.
6. More volunteers will be needed if we increase the number of schools/presentations next year.
7. Look to expand the number of City/County Engineer’s participating. Look at notifying them at Road School. Also look at schools close to their location for presentations.
8. Reach out to potential volunteers for next year and get Shelby their contact info. Personal outreach will be most effective in getting them to volunteer.

b. Review 2019 E-Week
   i. Revised kick-off format
      1. Activity presentations went well. Plan to keep for next year, but with different activity presentations.

   ii. North and South kickoffs

   iii. Presentation materials update
      iv. Suggestions for next year
         1. Have demonstration activity ideas for large groups
         2. Have list of activities on the ACEC website that includes materials required and cost, time for activity, recommended group size, and age level.
         3. Get clarification at the school sign up regarding background checks.
            a. On the sign-up form, provide a link to the background check website or ability to upload the required form.
            b. Need guidance on substituting presenters when a background check is required.
         4. Add info regarding room setup during the sign up. Some presentations this year were for large groups in auditoriums.
         5. Give some more guidance on the PowerPoint template presentations.
            a. List slides that need to stay in order to provide a consistent message.
            b. Give more flexibility on adding to slideshow (editable section title slides, cover slide, etc.)
            c. Look at recommending a time allotment for the base presentation. Maybe a time window for each slide.
i. This would be difficult due to the variation in presenter styles, audience participation, and modifications to the original slideshow.

ii. Better to just encourage volunteers to practice their finished presentations.

3. Scholarship Subcommittee
   a. Subcommittee Update—Mary
      i. Goal of 22 Applicants for 2019 ACEC Scholarship
         1. Received 16 applications – **improvement from last year**!
         2. Applications covered 5 schools
      ii. Determine winners and amounts
         1. Remember $5,000 minimum for the top applicant and $1,500 minimum for all other winners.
         2. Notify winners of results.
         3. Top 7 applicants will receive scholarships
            a. 1<sup>st</sup> place: $5500
            b. 2<sup>nd</sup>–4<sup>th</sup>: $2500
            c. 5<sup>th</sup>–7<sup>th</sup>: $1500

4. Continuing Education Subcommittee
   a. Status of Rules and Statutes/Ethics updates
      i. Rules and Statutes
         1. Covers legislative updates made in 2018
      ii. Ethics update – some revisions being finalized
         1. Goal was to remove trick answers to make the exams more straightforward.
         2. Some concerns regarding the conflict of interest in regarding one’s own work. Question will be flagged for additional review.
      iii. Need beta-testers of online courses
         1. Use promo code Colleen sent to purchase the course. Goal is to have beta test completed by Monday 3/4/19
   b. Timeline for completion — can we complete by Road School?
      i. Goal is to send notification that courses are available on Monday 3/4/2019
   c. Other courses that should be considered for investigation/development this year/next year?
      i. Preference would be additional online courses
      ii. Focus should be on non-technical subjects
         1. Understanding funding sources
         2. Community crossings applications
      iii. Reach out to INDOT to see if there’s a way ACEC could assist them with continuing education.

5. Other discussions

6. Next meeting – Mid-April tentatively
   a. Suggested locations?

7. Upcoming ACEC events
a. Mar. 12, 2019 – Annual Engineering Excellence Awards Luncheon
b. Apr. 16, 2019 – Project Management Forum Luncheon
c. Apr. 17, 2019 – Southern Indiana Roundtable Luncheon
d. July 11, 2019 – Scholarship Golf Outing, Dyes Walk Country Club