Committee Name: SETAC Career Development Committee
Submitted by: Corinna Singleman (Chair of the Career Development Committee)
Date: 10/14/2019
Board Liaisons: Sarah Bowman and Tisha King-Heiden

Executive Summary
The charge of the Career Development Committee or CDC is to foster career development mentoring activities for SETAC members at all stages of their professional development, including student, early-, mid-, late- or post-career stages. The CDC is now committed to helping the society as a whole become more inclusive to other groups that have once been underrepresented in science and in SETAC North America. Our efforts this year have helped the society make tremendous strides to achieving these goals of becoming a more inclusive scientific society. With the growth of the CDC subcommittees including the Early Career Committee and the Buddy System subcommittee, these subcommittees have left the CDC. The future of the CDC seems to lie more with mid-career members.

Organization
The CDC is composed of several subcommittees that play an intricate part in the structure and activities of not just the CDC but SNA as a whole. The executive committee is made up of a Chair (Corinna Singleman), Vice-Chair (Sanjana Banerjee), and BoD liaisons (Sarah Bowman and Tisha King-Heiden). The chair and vice chair positions are typically appointed following a formal nomination from a member of the CDC as well as an election. Elections can take place at one of our monthly conference calls, or in person at our annual face to face meeting.

The CDC also relies on the formation of subcommittees (separate subcommittees are formed for each of the activities; each typically consisting of between 3-5 people). Members of the Career Development Committee are encouraged to join any subcommittees.

2019 CDC Activities Summary
1. Maintained Google group for the CDC to keep a better track of active and inactive members of the CDC throughout the year
2. Contacted inactive members to clarify CDC membership
3. Established succession for the CDC so that the transition is smoother for the new chair due to their experience as vice chair the year prior
4. Connected with several members that identified themselves as willing participants to volunteer in the CDC
5. Updated the CDC SETAC website
6. Planned the annual Women in SETAC luncheon and recruited speaker for the event.
7. Supported the Inclusive Diversity Committee’s aim to become a unique committee
8. Planned ID committee GEM (Gathering of Empowered Minds) Social
9. Assisted ID committee with ongoing fundraising efforts
10. Assisted the ECC in planning it’s annual networking social
11. ECC gave out 5 travel awards for SETAC Toronto
12. Leadership subcommittee revitalized with establishment of new subcommittee co-chairs and addition of new CDC volunteer members
13. Leadership subcommittee created a poster with networking advice to share during SETAC Toronto
14. Leadership subcommittee working on creating new events and courses for SETAC NA 2020

**Business and Planning Meetings**

Monthly conference calls were conducted on the 3rd Wednesday of each month, during which time the subcommittees provide status updates. Subcommittees were responsible for organizing their own conference calls. Our annual face-to-face meeting will take place at this year’s annual meeting in Toronto, the date of our meeting is November 6th, 2019 from 9:00-10:00am.

**Membership Communications**

- Monthly conference calls internal communications.
- SETAC Globe (advertise and inform SETAC members of activities at the NA SETAC meetings).
- SETAC leadership and administration (i.e. SETAC NA BOD, SETAC NA Exec Director, SETAC office staff) to help guide and direct ongoing and future activities).
- Updates, documents, and meeting reminders were sent out via messages on our Google group page. The page is managed by the CDC chair, but all members are privy to posting information on it.
- Participation on monthly calls for 2019 varied through month to month. Table 1 details call attendance as well as topics that were discussed. The CDC has not set limitations on participation and anyone interested is free to participate in any committee activities. Following calls, we would disseminate meeting minutes to all members that were apart of the Google group.
Table 1. Member and guest participation for each CDC conference call

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Members</th>
<th>Guest</th>
<th>Discussion topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-19</td>
<td>0</td>
<td>0</td>
<td>No call in January – numerous group email discussions</td>
</tr>
<tr>
<td>Feb-19</td>
<td>12</td>
<td>0</td>
<td>Review minutes from F2F meeting in Sacramento. Discussion of Priorities &amp; Task Reports. Updates from each subcommittee. Discussion of exodus of Buddy System from CDC</td>
</tr>
<tr>
<td>Mar-19</td>
<td>8</td>
<td>0</td>
<td>Buddy system officially moved to Membership Committee. Co-chairs approved for Leadership committee. Women in SETAC (WiS) has new members, date and time for luncheon scheduled to include extended time as per survey requests from attendees to past luncheons. Discussed plans for WiS luncheon. Discussed first call for ID and plans for completing documentation to become separate full committee.</td>
</tr>
<tr>
<td>Apr-19</td>
<td>9</td>
<td>0</td>
<td>LC brainstormed SETAC NA events. Decided not to push for short course in 2019, but to wait for 2020. Instead, proposed an event focused on sharing facilitation skills. LC chairs looking into the logistics WiS narrowing down short list for speaker, notified CDC that they are fully funded with sponsorship funds this year. ID finalized date of social event and discussed fundraising goals for event and travel awards. CDC received volunteer list and chair agreed to reach out to all volunteers.</td>
</tr>
<tr>
<td>May-19</td>
<td>14</td>
<td>0</td>
<td>ECC planning social. LC still working on logistics for leadership event. WiS chose speaker and are waiting for confirmation. ID awaiting comments on SOP and LRP by BoD, working on logistics and fundraising for event. CDC has 5 new members form volunteer list and new members are joining subcommittees.</td>
</tr>
<tr>
<td>Jun-19</td>
<td>7</td>
<td>0</td>
<td>ECC received applications for travel awards. ECC social is all set. Working on a grant for Dependent Child Care support. LC narrowing down ideas for an event &amp; will connect with SETAC office for details. WiS speaker confirmed and working on other logistics for luncheon. ID SOP being brought up to board this month. Event logistics are set. CDC website under revision. Call for Vice-chair to secure leadership succession.</td>
</tr>
<tr>
<td>Jul-19</td>
<td>11</td>
<td>0</td>
<td>Logistics set for ECC social, travel award winner announcement forthcoming. ECC writing a Globe article about Dependent Child Care grant, looking for volunteers. Looking for volunteers for ECC liaison to Membership Committee to advise on new portal. Continued discussion regarding LC proposed event and consideration of presenting a poster on networking as the LC chairs may not be able to attend SETAC NA this year. No WiS updates, but major logistics settled. CDC website under revision. Call for Vice-chair to secure leadership succession answered by one new CDC member.</td>
</tr>
<tr>
<td>Aug-19</td>
<td>10</td>
<td>0</td>
<td>ECC social logistics finalized and event is sold out. LC has decided to create a networking poster, which will be printed and posted by SETAC. WiS Luncheon logistics are finalized, 129 tickets sold. Vice-chair confirmed by unanimous vote. Face-to-face meeting request sent. CDC website revisions complete.</td>
</tr>
<tr>
<td>Sep-19</td>
<td>6</td>
<td>0</td>
<td>ECC social opened up extra tickets for a total of 180, 5 winners of travel awards are confirmed and accepted and a poster of winners will be up during conference. ECC has volunteers for social media management. Decided not to send out Globe article on Dependent Child Care, but grant was sent out for applicants. ECC searching for new Vice-chair. LC has poster outlined and draft is underway. 146 seats to WiS luncheon sold, 54 remain. ID event is planned and 38 tickets sold. Flyers and pronoun badges will be printed for conference. F2F meeting is November 6th from 9-10am.</td>
</tr>
</tbody>
</table>
Subcommittee Reports

Women in SETAC Luncheon  Frances Nilsen (Co-Chair) and Jessica Brill (Co-Chair)

This year’s Women in SETAC luncheon will feature Dr. Imogen Coe. Dr. Coe is currently Dean of the Faculty of Science at Ryerson University. She is an accomplished cell biologist and is internationally known for her work on membrane transport proteins. She is also well known for her promotion and advocacy on equity, diversity and inclusivity in STEM. Dr. Coe will be presenting “Embracing Dimensions: How uncomfortable truths can lead inclusive excellence in science”. Sponsorship for the event was possible thanks to Tech and Aqua Tox. According to the Fundraising sub-committee this was the most sought after sponsorship opportunity. Also, we have 6 new committee members this year, which, we’d like to think, is a testament to the success of the WiS event.

SETAC Senior Resource Group (SRG)

No attendance to CDC monthly calls or update was given by this group in 2019.

Leadership  (co-chairs Diana Eignor and Daniel Jones)

The Leadership subcommittee had a vacancy which last year’s CDC chair (Austin Gray) stepped into until we were able to appoint someone into the chair position. New co-chairs Diana Eignor and Dan Jones stepped in to reinvigorate the Leadership subcommittee. After much thought and discussion, it seems that the Leadership subcommittee can play an active role in helping midcareer SETAC members develop skills that will help them move forward in their careers. This is especially needed as there are specific groups for early career (ECC) and late career (SRG) members already and mid-career members are a large portion of SETAC. There was much discussion about hosting a short course or social event aimed at providing attendees with useful skills for meeting facilitation or networking, but the logistics would not work this year as it was unclear if the members of the subcommittee could attend the meeting in Toronto this year, so the committee is creating a poster to share networking skills for the conference. The plan is to use the ideas developed this year to put forth an event for the 2020 SETAC meeting.

Inclusive Diversity Committee  (Co-chairs Latonya Jackson and Austin Gray)

The Inclusive Diversity Committee, formed in 2018 by co-chairs Latonya Jackson and Austin Gray, was formerly housed under the CDC. Since its inception, we have made considerable strides. The committee was initially proposed by Latonya Jackson and Austin Gray in January 2018 as an Ad Hoc Committee within the CDC. The ID Committee has since received full committee status in SNA with the approval of the committee’s SOP and Long-Range Plan this past summer. We have recruited over 41 members so far and hosted our kickoff event at the 2018 annual meeting in Sacramento, CA where we recorded approximately 75 people in
attendance. We are still actively recruiting members and will sponsor a social at the 2019 meeting in Ontario. The social, appropriately called GEM (Gathering of Empowered Minds), will be held on Wednesday, November 6th from 6:30-8:30. Our goal is that the GEM social will facilitate an open forum for members to share their stories of how they have navigated through their careers while identifying as a member of a community that is not largely represented in science (this can stem from racial diversity, sexual affiliation, special needs, etc.). We hope this event will help ensure the Society is a true representation of the communities in which we serve. Also during the GEM social, we will introduce our vice-chair, subcommittee chairs and liaisons:

Blair Paulik, Vice-Chair of ID Committee and Chair of Fundraising Committee
Liz Miller, Chair of the LGBTQ+ Subcommittee
Anna Lewis, Chair of Recruitment Subcommittee
Tisha King –Heiden, Board Liaison to CDC
Sarah Bowman, Board Liaison to the CDC

Since receiving full committee status, we successfully released a Globe article in August to highlight meeting activities and recruit members to serve in leadership roles of the group. We created flyers to advertise the committee in the annual meeting program book and are fashioning pronoun badges to be distributed at the meeting. Austin and Latonya will be part of the Opening Ceremony to promote the ID Committee, our purpose, goals etc. Our overarching goal however, is to introduce a new, diverse group of individuals to SETAC in hopes to increase diversity and give these people from affinity groups a chance to grow in SETAC like we have over the years.
Committee/IG Accomplishments – 2019

Committee/IG name: Career Development Committee

Chairperson: Austin Gray (Chair), Corinna Singleman (Co-Chair)

Steering committee members: N/A

SNA Board liaison(s): Sarah Bowman and Tisha King-Heiden

Committee/IG nexus to SNA long-range plan (circle which of the four pillars of the LRP is the principal focus of the Committee/IG’s activities in 2019):

1. Enhance Recognition & Advancement
2. Maximize Relevance & Impact
3. Promote Interdisciplinary, Tripartite Problem Solving
4. Expand Member Services & Revenue Streams

Project managers:

1. Early Career Committee – Alistair Brown (liaison) and Jasmina Burek (liaison)
2. Women in SETAC subcommittee – Frances Nilsen (Co-Chair) and Jessica Brill (Co-Chair)
3. Leadership subcommittee – Diana Eignor (Co-Chair) and Daniel Jones (Co-Chair)
4. Inclusive Diversity Ad Hoc Committee - Latonya Jackson (Co-Chair) and Austin Gray (Co-Chair)

Major Milestones in 2019

1. Women in SETAC Luncheon
   • The WiS event has become a staple of the annual meeting activities. Through the efforts of the WiS the society continues to help SNA implement inclusion and relevance. (Goal 1, 2 & 4).
2. Leadership Subcommittee refocuses goals and audience
   • The Leadership subcommittee has new chairs who are excited to reinvigorate this important subcommittee. There was much discussion regarding the future of the Leadership subcommittee and reflection on why it floundered for a couple of years. It was determined that Leadership skills are still relevant, but that with the focus on skills and events for early career members and student members, it might be prudent to refocus the aims for the Leadership subcommittee to focus on mid-career members. Thus, there was increased discussion on how the subcommittee could best help this group moving forward. (Goals 1, 2, 3, & 4)
3. Buddy System transitioned to Membership Committee
   • The Buddy System has been permanently moved to the Membership Committee due to its importance to SETAC NA and the ability for the program to grow (Goal 2 & 4)
4. Inclusive Diversity (ID) Committee growth & establishment as own committee
• The formation last year of the Inclusive Diversity subcommittee is a major achievement for SNA. This subcommittee held great interest by members last year and has grown into a group distinct from the CDC. We are proud to announce that the ID is no longer an Ad Hoc committee and has worked through the documentation process to become its own committee for 2020 to better support the LGBTQ+ community (Goal 1, 2, 3 & 4).

Milestones (products and dates):

1. Women in SETAC (WiS) subcommittee
   a. Reviewing surveys from last year to identify new members (February)
   b. Scheduled date & time & gotten financial support (March)
   c. Discussed topics for luncheon (March)
   d. Discussed potential speakers for the WiS luncheon (April)
   e. Speaker contacted and negotiating logistics of attendance (May)
   f. Speaker committed (June)
   g. Logistics and planning (June - August)
   h. WiS event is all set for Toronto (September)

2. Leadership Committee
   a. Discussion of moving LC focus to mid-career member needs (February)
   b. Discussed need for new members (February)
   c. Established leadership for the LC (March)
   d. Discussed holding an event rather than short course (April)
   e. Working on logistics and topic for social leadership event (May)
   f. Logistics of holding event discussed (June)
   g. Topic of Networking for Introverts decided, attendance of chairs uncertain, so backup option of poster on this topic was decided (July)
   h. Event postponed until 2020, poster will be made for Toronto (August)
   i. Networking Poster outlined (September)

3. Inclusive Diversity Ad Hoc Committee
   a. Scheduling first call and sending SOP and LRP to BoD (February)
   b. Working on event topic (March)
   c. Finalized the date and focus of social event (Gathering of Empowered Monds (April)
   d. Soliciting members to join leadership positions within ID (April)
   e. Event logistics and planning underway (May)
   f. Vice chair selected (May)
   g. GEM Event all set for Toronto, flyers & pronoun badges being printed (September)
   h. ID will be introduced as a separate committee from CDC n 2020

What (if any) other Committee(s)/IG(s) are collaborating on the project?

1. North American Student Advisory Committee
   a. NASAC remains a key part of SNA as a whole, their input and assistance in planning and advertising CDC events each year is integral to the CDC remaining
relevant as well as reaching a larger audience in SNA. There was little communication in 2019 with NASAC, but hopefully we can remedy this in 2020.

2. Early Career Committee
   a. The ECC, while its own committee, still plays a valuable role in reaching out to other audiences and highlighting events like the Women in SETAC luncheon as well as using its platform to advertise CDC positions within the CDC and helping provide insight on creating the ID Ad Hoc Committee. The ECC was once a part of the CDC and input from its current chair Blair Paulik has been valuable to the ID Committee and we hope that the ECC will be helpful in discussions with the Leadership committee as it grows.

3. SNA Program Committee
   a. The SNA Program Committee has helped tremendously with advertising our annual meeting events as well as ensuring we have all necessary items, volunteers, and additional assistance for our annual meeting activities.
   b. The SNA Program Committee has taken over the Buddy System duties from CDC and the transition was smooth for all concerned.

4. SNA BoD
   a. Thanks to the support from the SNA BoD and office staff, we have been able to move forward with the formation of the ID Ad Hoc Committee and ensuring we follow all the necessary steps to ensure the formation of this into a stand-alone committee, follows proper protocols.
Committee/IG Priority Projects for 2019

Committee/IG name: Career Development Committee
Chairperson: Corinna Singleman (Chair), Sanjana Banerjee (Vice-Chair)
Steering committee members: N/A
SNA Board liaison(s): Sarah Bowman and Tisha King-Heiden

Committee/IG nexus to SNA long-range plan (circle which of the four pillars of the LRP is the principal focus of the Committee/IG’s activities in 2018):

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2. Maximize Relevance & Impact
3. Promote Interdisciplinary, Tripartite Problem Solving
4. Expand Member Services & Revenue Streams

CDC Priorities for 2019

- Development of an outreach short course (Goal 1 & 2)
- Designation of new leaders for the Leadership subcommittee (Goal 1)
- Development of Leadership short course (Goals 1, 2, 3 & 4)
- Support ID Committee as it transitions in 2020 to a fully fledged subcommittee under the CDC (Goal 1, 2, 3)
- Assisting the Women in SETAC subcommittee in their plans for next year’s event (Goal 1, 2)
- Identifying a new Vice Chair for the succession of the CDC, as detailed in our SOP
- Continue to develop CDC website (Goal 2)
- Develop more Globe articles to get the word out about the IDC (Goal 2)

Committee/IG project name: Not Applicable

Project managers:

1. Early Career Committee – Alistair Brown (liaison) and Jasmina Burek (liaison)
2. Women in SETAC subcommittee – Frances Nilsen (Co-Chair) and Jessica Brill (Co-Chair)
3. Leadership subcommittee – Diana Eignor (Co-Chair) and Daniel Jones (Co-Chair)
4. Inclusive Diversity Ad Hoc Committee-Latonya Jackson (Co-Chair) and Austin Gray (Co-Chair)

What support is the Committee/IG seeking from the SNA Board?

- The CDC remains a committee that is self-sufficient. Due to the diligent work of our subcommittee chairs as well as the SETAC office, we are able to meet projected goals in a manner that doesn’t rely heavily on assistance from outside IGs or from the BoD.
• The Leadership subcommittee plans to re-establish itself and develop a short course and/or social program for the 2020 SETAC NA meeting. The CDC and Leadership subcommittee might request assistance in promoting and fundraising for these events.
• The ID Committee is establishing itself as a separate committee in the coming year. It is still relatively young and as it gains more support and interest from members of the society it is imperative that we are presented in a fashion where we can truly address the needs of all the underrepresented groups we plan to represent. This task will not be easy and support from the BoD as well as the SETAC office will be helpful in developing and growing the committee. In some cases, financial support will be requested to assist in promotion and fundraising for future meeting events.

Best Regards,
Corinna Singleman
Chair- Career Development Committee