

Committee Name: SETAC Career Development Committee

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Date: 11/1/15

Council/Board Liaison: Matt Moore

Executive Summary

The charge of the Career Development Committee is to foster career development mentoring activities for SETAC members at all stages of their professional development, including early-, mid-, late- or post-career stages.

Organization

For the past several years, the leadership structure of the Career Development Committee includes a Chair, Vice-chair (incoming chair), and Former chair. Recently, these positions have been filled on a volunteer basis; however, continued growth of the Committee has led to discussion about creating a formal nomination and transparent election process. At the 2014 NA meeting (Vancouver), a chair and vice-chair were nominated for 2015. The 2015 vice-chair (Diana Eignor) will serve as the 2016 CDC chair, and a 2016 vice-chair will be nominated at the Salt Lake City 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.

2015 CDC Activities Summary

1. Plan and recruit a speaker for the annual *Women In SETAC luncheon* held at each Annual North America Meeting (long-standing SETAC Tradition)
2. Coordinate and invite speakers for a *Networking Reception* targeted for Early to Mid-Career Professionals at the Annual North America Meeting (SLC will be the 5th annual).
3. *Buddy System* at the Annual North America Meeting (SLC will be the 4th annual)
4. *Senior Resource Group* (The committee has been involved with this effort for 3 years)
5. Initiate a *Leadership Professional Training* course (The SLC will be the first time this course is offered).
6. *NA Student Advisory Liaison* and Early Career Transition (new for 2015)

Business and Planning Meetings

Monthly conference calls were conducted on the 2nd Thursday of each month, during which time the subcommittees provide status updates. Several of the subcommittees are developing basic SOPs to help with maintain knowledge retention with the CDC. Subcommittees were responsible for organizing their own conference calls. One annual face-to-face meeting was conducted at the National Meeting, this year in Salt Lake City (November 4, 2015).

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).

Current Steering Committee

Members and their participation on monthly calls for 2015 are detailed in Table 1 (attendance during subcommittee calls is not recorded). The CDC has not set limitations on participation and anyone interested are free to participate in any Committee activities. Formal positions of Chair and Vice-chair (incoming chair) are one-year appointments. The Committee has had success by keeping the existing chair involved, which helps maintain continuity and knowledge transfer.

Subcommittee Reports

Career Networking Reception (*Chair: Shari Dahmer; Subcommittee Members: Jennifer Martinez, Michelle Hornberger, Diana Eignor*)

For this year's networking reception we targeted early- to mid- career professionals, a group that the CDC felt was under-represented in terms of potential engagement sessions at SETAC NA meetings. The theme for the event was "Recognize, Reassess, and Redefine: How to take control of your career and take it to the next level". We invited two speakers, Wendy Hillwalker and Bill Stubblefield, to discuss their personal experiences with making career decisions to shift sectors and/or locations. Eight senior SETAC guests were invited to mingle with the attendees during the reception.

Based on participant feedback from previous years we decided to incorporate more time for informal networking opportunities. To help facilitate networking opportunities, we invited 8 senior SETAC members from different sectors (government, industry, academia) to attend the event. Career Networking Reception, Wednesday November 4, 2015, 6-8 pm at a cost of \$30 per person, includes 2 drink tickets and light appetizers (speakers and invited guests were not charged). Sponsors were recruited to provide food and drinks: Compliance Services (\$200), SC Johnson (\$200), GHD (\$250), Syngenta Crop Protection (\$500)

Plans for 2016:

Continue to collect feedback from participants (via online surveys) and continue reaching out to SETAC membership (focusing on early and mid-career members).

Buddy System (*Chair: Lisa Marshall; Sub-Committee members: Sarah Bowman, Alison Fraser, Simone Hasenbein, Wendy Hillwalker, Ceil Mancini, Brian Mastin, Matt Moore, Greg Schieffer, Laura Swanson, Doris Vidal-Dorsch, Charles Wong*)

The Buddy System program has continued for its fourth year at the SETAC NA meeting in Salt Lake City, UT, 2015. The program pairs off senior SETAC members (originally called mentors) with first time and international meeting attendees (originally called mentees).

The focus of the Buddy System shifted somewhat over this past year based on feedback received from previous surveys that indicated that there was some confusion regarding what the buddy system offers to program participants. Some members saw the Buddy System as a mentoring program (likely due to the use of the terms mentor and mentee), which was never the intention of the program. For the 2015 meeting, the Buddy System is being portrayed more as a way to introduce new people to SETAC, make them feel comfortable at meetings, and show them around to promote and increase great National Meeting experiences so participants want to come back. The program will still attempt, as best as possible, to match individuals with similar research interests and technical mentoring is still being encouraged. However, since individuals signing up for the Buddy System program are only asked to commit an hour of their time and given the technical diversity of buddies, it is unrealistic to portray this as a mentoring program. To avoid unrealistic expectations on what the Buddy System can offer, the names "mentor" and "mentee" were changed this year to "meeting guide" and "first time / international attendee", respectively.

Over the years this program has created great interest among SNA participants. As of the September 15th deadline, 123 first time / international attendees and 101 meeting guides registered for the Buddy System program through the main SETAC registration page. Following the October deadline to fill out the matching survey, 72 first time / international attendees and 56 meeting guides completed the matching survey. This year the survey was conducted through the SETAC website, which required that members sign into their SETAC accounts. Between the registration and matching survey stage, a loss of 41% of first time / international attendees and a 45% of meeting guides occurred. Similar reductions survey occurred in 2014 well as prior years. In 2014, 141 people signed up as mentees and 91 filled out the matching survey (a drop of 36%) and 138 people signed up as mentors and 78 filled out the matching survey (a drop of 44%). The drop in numbers between registration and completion of the matching survey each year may be the willingness of registrants to sign up for free programs coupled with an uncertainty about the requirements and parameters of the Buddy System. In previous years, some individuals indicated that they did not fill out the matching survey as their plans had changed; they had not realized they signed up for the buddy system, and / or they did not really know what was involved. Coming up with mechanisms to reduce this drop off for future meetings, is not considered a problem.

While still strong, the overall numbers of individuals registering for the Buddy System are down from 2014 (with 19 fewer first time / international attendees (21% drop) and 22 fewer meeting guides (28% drop)). These decreases are similar to the decreased registration numbers for the 2015 SNA annual meeting compared to prior years (approximately 18% decrease from 2014 as of October 20, 2015). Though another contribution to the decrease is likely that the Buddy System has matured enough to reach a natural plateau in participation and continued exponential growth isn't realistic or expected. It is interesting to note that in 2015, a reduced willingness of meeting guides to accept more than one Buddy was observed. The importance of

not causing a 'burn out' in senior SETAC members who have been generously donating their time for this program is recognized. This might suggest a need to more deliberately advertise for senior SETAC member participation through Committees and Advisory Groups in future years.

Plans for 2016

- Overall, the strong participation in the Buddy System highlights the value to the membership and the need to continue this program. Because one of the intentions of the program was to increase membership retention, it is recommended that SETAC staff track new member retention since the inception of the Buddy System program in 2012. Additionally, the Buddy System ad hoc Committee will continue to report post-meeting surveys to the Membership Committee and the SNA Board of Directors.

NASAC CDC/NASAC Liaison (*Sarah Bowman Outgoing NASAC Chair*)

For 2015, NASAC and the CDC established a liaison position to provide communication and collaboration between the two committees. The two committees worked together on the following activities and initiatives:

- CDC Annual Meeting Activities Advertisement: NASAC helped the CDC advertise their annual meeting events to students through the NASAC newsletter, social media accounts, and NASAC calls.
- Recent Grads: The CDC, Membership Committee, NASAC, and a grass-roots group of recent grads have been collaborating on a path forward to better understand and serve the recent grads and early career SETAC members. We have planned an informal meet-and-greet at SLC and have been organizing teleconferences. This group is also working with Meg Harris and the SETAC office to put together a survey of recent grads.

Plans for 2016

- The CDC found this NASAC liaison position very important and would like to continue collaboration for 2016. Sarah Bowman will be stepping down from the liaison position in January (she will transition to Vice Chair of the CDC then). NASAC will solicit nominations and vote on the liaison position at the NASAC face-to-face meeting in Salt Lake City.

Women in SETAC Luncheon (*Chair: Susan Shepherd; Committee Members: Bernalyn McGaughey, Annie Johns, Simone Hasenbein, Jessica Brill, Malathi Srivastan*)

This year's Luncheon speaker is Carine Clark, and presentation title is Risk – Conquering Fear and Embracing Disruption. Carine is the president and CEO at MaritzCX. The committee was able to offset the cost of the event through sponsorship (Sage Environmental; Proctor & Gamble and Smithers Viscent), allowing for the first time, discounted tickets for student

attendees. Discussion from early years indicated that the luncheon was cost prohibitive for students. The expectation is for student attendance to increase this year (data to be compiled after the event to gauge the successfulness of the strategy).

Plans for 2016

- Recruiting a new Chair. Susan Shepherd has been on the subcommittee for 4 years and Chair for 3 and would like to focus her attention on other CDC activities.

SETAC Senior Resource Group (SRG) (*Chair* - Brian Mastin; *Committee Members* - Wendy Hillwalker, Matt Moore, Alison Fraser, Lisa Marshall, Simone Hasenbein, Charles Wong, Laura Swanson, Greg Scheifer, Doris Vidal-Dorsch, Ceil Mancini)

The 2nd annual SRG meet-and-greet breakfast at will be held in Salt Lake City and will build on the success from the 1st annual SRG meet-and-greet breakfast in Vancouver (35 attendees including several past, current, and future NA BoD). Discussion this year will focus on developing and SOP, opportunities for SRG members and future events). SRG members will also have a badge differentiation in SLC. This will acknowledge SRG members for the continuous commitment to SETAC and provide an opportunity for students and young professionals to engage SRG members at social events. SC Johnson and Intrinsik sponsored the breakfast.

The SRG also held the 1st inaugural SRG teleconference, October 1, 2015. There were 40 participants that allowed the committee to update memberships and discuss primary goals (e.g., mentoring future leaders and documenting both SETAC's history and the history of environmental sciences). The steering committee proposed and the attending quorum agreed that the SRG be considered an advisory group (AG) rather than an ad hoc committee. Classification as an advisory group would allow access to the SRG by non-SETAC NA members. It would also allow for greater control by AG members. The SRG steering committee is developing an SOP and associated proposal for BoD approval and associated funding.

The SRG is now writing quarterly SRG submissions to the Globe, with the intent to submit monthly. Our submissions will highlight the accomplishments of SRG members, with Barb Walton featured in the September issue. October version has been submitted featuring Shinsuke Tanabe. Matt Moore requested that all SRG members submit their CV, accomplishments, current and future work/interests.

Being part of this group will increase and maintain SRG member participation in SETAC, and in particular, increase outreach and mentorship. The technology platform that we have available to us will be invaluable to the success of the SRG. We would like to have SRG members involved in the review of SETAC travel awards, development of new awards and participation on committees, to name a few areas.

Plans for 2016 include

- SETAC NA BoD Advisory Group approval

- Developing a SRG website to provide a source of information storage (e.g., photos, videos, documents). It will also allow access and utilization for regional chapter members who may not be SETAC NA members.
- Work with historian to develop platform for video documentaries
- Quarterly Globe articles drafted, submitted and developed
- Elect SRG leadership and transition steering committee

Leadership (*Chair*, Diana Eignor; committee members, Michelle Hornberger, Celine Godard-Codding)

This is the first year that the CDC offered a Professional Training Course, focusing on improving leadership skills. Discussions with past CDC members and SETAC members at large, suggested an interest in obtaining professional development. To keep the cost of the course reasonable, potential instructors were confined to the Salt Lake City area (this also limited the type of class we were able to offer). This training is based on a behavioral/personality assessment tool called DiSC®, a model designed to help people interact with others in the workplace.

In addition to the SETAC website, this course was highlighted in the SETAC Globe, NASAC and RCC email list servers, and local Salt Lake City SETAC members. Despite this outreach effort, only 11 people registered for the course. It is unclear why there was not more interest in the course but a follow-up survey may help guide the committee in future efforts.

Plans for 2016:

There may be interest in investigating options for online professional training. The American Chemical Society (ACS) has a well-developed online course that SETAC may be able to use for guidance. Discussion will also focus on how best (or if) SETAC should offer these types of courses in the future.

