

**DISTRICT 6**  
**INSTITUTE OF TRANSPORTATION ENGINEERS**  
**STUDENT AND FACULTY INITIATIVES**  
**COMMITTEE (SFIC)**  
**ACTION PLAN**

*The intent of the Student and Faculty Initiatives Committee (SFIC) Action Plan is fourfold:*

- (1) to direct the strategic development of a comprehensive and effective Student and Faculty Initiatives Program (SFIP) by defining a long-term vision, mission and goals*
- (2) to outline potential supporting services and activities that facilitate the attainment of the long-term goals*
- (3) to define metrics that measure and document the performance of the various services and activities and*
- (4) to describe the financial structure, policies and practices that ensure continued, expanded and long-term support of successful activities and services.*

Dr. Jodi L. Carson, Chair

Ms. Alyssa Reynolds, Vice Chair for Student Initiatives

Dr. Peter Clark, Vice Chair for Faculty Initiatives

Mr. Patrick Gibson, Vice Chair for Professional Interaction

**MAY 2002**

## **STRATEGIC DIRECTION**

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The last decade has seen tremendous growth and opportunities in the transportation industry. Academic institutions have struggled to keep pace with the demand for new transportation professionals. Recognizing this dilemma, the Institute of Transportation Engineers (ITE) has introduced several initiatives at the international level to encourage students to the profession including:

- membership dues reductions
- scholarships and fellowships
- award recognition
- financial subsidies for meeting registration, meals, etc.
- student-only sponsored events and more.

While these initiatives have made tremendous strides in recruiting students to the transportation profession, there is much more that can be done.

The formation of the Student and Faculty Initiatives Committee (SFIC) within District 6 provides a unique opportunity to develop a comprehensive and long-term program of initiatives. The SFIC will focus on three primary areas:

1. student initiatives,
2. faculty initiatives with an emphasis on student chapter faculty advisors and
3. professional interaction with academia.

### **VISION**

The vision of the District 6 Student and Faculty Initiatives Committee (SFIC) is to lead the nation in student recruitment to and faculty involvement in ITE and subsequently the transportation profession through an effective and comprehensive program of student and faculty initiatives and professional interaction.

### **MISSION**

The mission of the District 6 Student and Faculty Initiatives Committee (SFIC) is to form a cooperative alliance of students, faculty and practitioners interested in

actively pursuing initiatives that will lead to greater student and faculty involvement in ITE and the profession.

## **GOALS**

The long-term goals of the Student and Faculty Initiatives Committee (SFIC) are to:

- strengthen and replenish the nation's pool of transportation professionals through increased student and faculty involvement in ITE
- encourage increased communication and networking among ITE students, faculty and practitioners
- foster student and faculty involvement by defining and publicizing appropriate ITE roles, responsibilities and opportunities
- provide adequate and equitable recognition of student and faculty contributions to ITE and the profession and
- institute long-term financial mechanisms for student and faculty services and activities.

In support of each of these long-term goals, the SFIC will implement performance monitoring methods to: (1) gauge the success of the various services and activities offered and (2) allow continual responsiveness to changing student and faculty needs over time.

A proven-effective, comprehensive set of initiatives that successfully encourages student and faculty involvement in ITE and the profession can serve as a model program for other ITE Districts, Chapters, Sections or International.

## **DEVELOPMENT APPROACH**

The evolution of student and faculty initiatives to align with the aforementioned vision, mission and goals will follow three phases:

1. Primary efforts will focus on initiating and increasing the participation of students and faculty in ITE.
2. Secondary efforts will seek to improve the depth and breadth of services offered to student and faculty members of ITE.
3. Tertiary efforts will look to encourage long-term student and faculty retainment and pursuit of leadership roles in ITE.

## **SUPPORTING ACTIVITIES AND PERFORMANCE METRICS**

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For each of the respective long-term goals defined by the Student and Faculty Initiatives Committee (SFIC), supporting services or activities leading to the attainment of these goals and corresponding performance metrics are listed.

These lists are neither comprehensive nor in rank order. It is the intent of the SFIC to be continually open to ideas and suggestions. Further, it is the intent of the SFIC to monitor the success of various activities without introducing a burdensome bookkeeping process. As such, many of the performance metrics defined in this section rely on data already collected as part of the membership, annual meeting or student chapter reporting processes. The success of newly introduced web-based services or activities can be electronically gauged by monitoring the number of visitors to the site or the level of electronic exchange. When necessary, qualitative information will be gathered from students and faculty to further gauge success or to direct future activities or services.

Note that some of the recommended activities: (1) support more than one of the long-term goals, (2) have already received the necessary approval to proceed from the District 6 Board (when required; many of the suggested actions contained herein do not need formal District 6 Board approval to initiate) or (3) are currently being undertaken by International ITE's Education Council. Activities that have already been approved by the District 6 Board are denoted with a (1) and activities currently being pursued by International ITE's Education Council are denoted with a (2).

### **STUDENT AND FACULTY INVOLVEMENT**

Efforts focused on student and faculty involvement in ITE and the profession will initially focus on increasing overall student and faculty: (1) ITE membership, (2) ITE meeting attendance, (3) ITE committee participation (faculty only) and (4) technical presentations and publications in ITE forums. It is anticipated that the latter area of focus – technical presentations and publications in ITE forums – will be a lower priority because of extenuating factors related to the faculty

tenure process and competing avenues for technical presentation and publication (i.e., *Transportation Research Record*, *Journal of Transportation Science*, etc.). Related performance metrics seek to document not only increasing numbers of student and faculty participants, but also an increasing number of student and faculty institutions that are represented.

<p><b>1. Strengthen and replenish the nation’s pool of transportation professionals through increased student and faculty involvement in ITE.</b></p>	
<ul style="list-style-type: none"> <li>• provide \$150 annual membership dues vouchers for <u>active</u> (denoted by Student Chapter Annual Report submittals) faculty advisors<sup>1</sup></li> <li>• establish a new District 6 dues classification for active faculty advisors which is \$0</li> </ul>	<ul style="list-style-type: none"> <li>• number of District 6 members in ITE               <ul style="list-style-type: none"> <li>– students</li> <li>– faculty</li> <li>– student and faculty institutions</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• waive full registration District 6 annual meeting fees for               <ul style="list-style-type: none"> <li>– students<sup>1</sup></li> <li>– faculty advisors<sup>1</sup></li> </ul> </li> <li>• offer specialized activities as part of the District 6 annual meeting for               <ul style="list-style-type: none"> <li>– students such as employment fairs, student night, etc.</li> <li>– faculty such as teaching workshops, etc.</li> </ul> </li> <li>• actively publicize activities in meeting programs, <i>WesternITE</i>, <i>What’s Up ITE?</i>, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• number of registrants at District 6 annual meetings               <ul style="list-style-type: none"> <li>– students</li> <li>– faculty</li> <li>– student and faculty institutions</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• actively invite faculty to participate in ITE committees</li> </ul>	<ul style="list-style-type: none"> <li>• number of District 6 faculty participating on ITE committees</li> </ul>
<ul style="list-style-type: none"> <li>• actively invite students and faculty to make technical presentations at ITE meetings and publish in ITE conference compendiums and in the <i>ITE Journal</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• number of technical presentations and publications by District 6               <ul style="list-style-type: none"> <li>– students</li> <li>– faculty</li> <li>– student and faculty institutions</li> </ul> </li> </ul>
<p><sup>1</sup> Activity has already been approved by the District 6 Board</p> <p><sup>2</sup> Activity is currently being pursued by International ITE’s Education Council</p>	

## STUDENT AND FACULTY COMMUNICATION AND NETWORKING

Building upon previous efforts to encourage greater student and faculty involvement in ITE and the profession, a complementary goal is to provide adequate opportunities for communication and exchange among those involved. Efforts to encourage increased communication and networking among students, faculty and practitioners focus initially on: (1) increased use of existing publications such as *WesternITE* for bi-directional communication with faculty and students, (2) electronic information exchange with and among students and faculty, (3) on-site networking forums at the District 6 annual meeting and (4) career guidance for students through temporary job-placement (internships), mentoring and joint student/practitioner activities. Many of these activities require close cooperation with District 6's Career Guidance Chair.

<b>2. Encourage increased communication and networking among students, faculty and practitioners.</b>	
<ul style="list-style-type: none"> <li>• distribute <i>WesternITE</i> electronically to student members</li> </ul>	<ul style="list-style-type: none"> <li>• <i>WesternITE</i> distribution</li> </ul>
<ul style="list-style-type: none"> <li>• actively solicit <i>WesternITE</i> contributions               <ul style="list-style-type: none"> <li>– students</li> <li>– faculty</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• number of <i>WesternITE</i> submittals               <ul style="list-style-type: none"> <li>– students</li> <li>– faculty</li> <li>– student and faculty institutions</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• create member list serves               <ul style="list-style-type: none"> <li>– students<sup>2</sup></li> <li>– faculty</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• level of electronic exchange with and among               <ul style="list-style-type: none"> <li>– students</li> <li>– faculty</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• offer specialized activities as part of the District 6 annual meeting for               <ul style="list-style-type: none"> <li>– students such as employment fairs, student night, etc.</li> <li>– faculty such as teaching workshops, etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• number of registrants at District 6 annual meetings               <ul style="list-style-type: none"> <li>– students</li> <li>– faculty</li> <li>– student and faculty institutions</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• web post internship opportunities in addition to full-time employment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• number of               <ul style="list-style-type: none"> <li>– employer internship postings</li> <li>– student “visitors” to the web site</li> <li>– internship placements</li> </ul> </li> </ul>

<b>2. Encourage increased communication and networking among students, faculty and practitioners. (Continued)</b>	
<ul style="list-style-type: none"> <li>• create a mentorship program</li> </ul>	<ul style="list-style-type: none"> <li>• mentorship program participants <ul style="list-style-type: none"> <li>– students</li> <li>– practitioners</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• create a student chapter liaison to more actively involve the profession in academia</li> </ul>	<ul style="list-style-type: none"> <li>• number of student/professional joint activities</li> <li>• level of involvement from profession in activities</li> </ul>
<p><sup>1</sup> Activity has already been approved by the District 6 Board</p> <p><sup>2</sup> Activity is currently being pursued by International ITE's Education Council</p>	

**STUDENT AND FACULTY ROLES, RESPONSIBILITIES AND OPPORTUNITIES**

To support the exchange of ideas among District 6 student chapters and to better guide faculty advisors and liaison practitioners in their respective roles, three separate model documents are proposed for development. The student chapter “best practices” document is intended to supplement rather than replace the existing ITE Student Chapter Manual.

<b>3. Foster student and faculty involvement by defining and publicizing appropriate ITE roles, responsibilities and opportunities.</b>	
<ul style="list-style-type: none"> <li>• develop a model “best practices” document for <ul style="list-style-type: none"> <li>– student chapter activities</li> <li>– faculty advisor roles and responsibilities</li> <li>– student chapter liaison roles and responsibilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• level of activity reported in the student chapter annual reports</li> </ul>
<p><sup>1</sup> Activity has already been approved by the District 6 Board</p> <p><sup>2</sup> Activity is currently being pursued by International ITE's Education Council</p>	

**RECOGNITION FOR STUDENT AND FACULTY CONTRIBUTIONS**

As with any effort, recognition for a “job well done” is a powerful motivator for continued service and contribution. Three opportunities currently exist within District 6 to recognize student contribution to ITE and the profession: (1) the Student Paper Award, (2) the Student Chapter Award and (3) the James Kell Award. Initial focus will be on making these existing

student-based awards (1) appealing and (2) commensurate with the level of effort and involvement. For example, the James Kell Award, originally intended to recognize outstanding public service activities performed by a student(s), has not been awarded for the past several years due to a lack of interest and applicants. As a second example, the Student Paper Award, which represents the work of a single individual and is typically conducted as part of a formal funded research effort or for course credit, offers a \$500 cash prize and \$500 in travel while the Student Chapter Award, which represents the volunteer efforts of numerous individuals over the course of a year offers a \$300 cash prize and no travel expense coverage. Presently, no opportunity exists to recognize educational-related faculty contributions within District 6.

<b>4. Provide adequate and equitable recognition of student and faculty contributions to the ITE and the profession.</b>	
<ul style="list-style-type: none"> <li>• revise the James Kell Award to resemble an on-site, real-to-life competition conducted at the District 6 annual meeting<sup>1</sup></li> <li>• increase Student Chapter Award compensation by providing up to \$1000 for travel<sup>1</sup></li> <li>• clarify award process and dates<sup>2</sup></li> <li>• adequately notify award recipients to allow for District 6 annual meeting travel arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• number of student               <ul style="list-style-type: none"> <li>– participants/submittals per award</li> <li>– award recipients in attendance at the District 6 annual meeting</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• create a District 6 Outstanding Educator Award recognized with a plaque<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>• number of faculty               <ul style="list-style-type: none"> <li>– nominations</li> <li>– award recipients in attendance at the District 6 annual meeting</li> </ul> </li> </ul>
<p><sup>1</sup> Activity has already been approved by the District 6 Board</p> <p><sup>2</sup> Activity is currently being pursued by International ITE's Education Council</p>	

### **SUPPORTING FINANCIAL MECHANISMS**

While increased student and faculty involvement in ITE and the profession is desirable, activities and services that financially burden District 6 or its membership are not. Therefore, a primary focus of the SFIC will be to develop accompanying long-term financial mechanisms that support the ongoing offering of successful services and activities. Efforts will initially focus on: (1) existing District 6 funds that are currently underutilized by students and faculty, (2) modifications to existing funds that may make them more appealing (i.e., relax scholarship guidelines to allow travel), (3) modifications to the District 6 annual meeting Local Arrangements Committee (LAC) Handbook to accommodate student and faculty meeting attendance incentives and activities, (4) student chapter fundraising to encourage a

degree of self-sufficiency and lastly (5) new sources of funding to support student chapter activities.

<b>5. Institute long-term financial mechanisms for student and faculty services and activities.</b>	
<ul style="list-style-type: none"> <li>promote available funds through <i>WesternITE, What's Up ITE?</i></li> </ul>	<ul style="list-style-type: none"> <li>number of students taking advantage of existing funds</li> </ul>
<ul style="list-style-type: none"> <li>relax scholarship guidelines to allow for broader support of activities such as travel<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>number of registrants at District 6 annual meetings               <ul style="list-style-type: none"> <li>students</li> <li>student and faculty institutions</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>revise the LAC Handbook to accommodate District 6 annual meeting               <ul style="list-style-type: none"> <li>waived student and faculty advisor full registration<sup>1</sup></li> <li>booth space for student chapter fundraising activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>District 6 annual meeting "break even" success</li> </ul>
<ul style="list-style-type: none"> <li>publicize and formally define student chapter fundraising opportunities (likely as part of the "best practices" document supporting goal 3)</li> </ul>	<ul style="list-style-type: none"> <li>number of student chapters               <ul style="list-style-type: none"> <li>manning booths at District 6 annual meetings</li> <li>with formal fundraising programs</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>develop student chapter project grants</li> </ul>	<ul style="list-style-type: none"> <li>number of grant projects initiated</li> </ul>
<p><sup>1</sup> Activity has already been approved by the District 6 Board</p> <p><sup>2</sup> Activity is currently being pursued by International ITE's Education Council</p>	

## **FINANCIAL SUPPORT**

Many of the activities and services put forth in this document bring with them an accompanying financial impact to District 6 and its membership. The intent of the SFIC is to: (1) focus financial resources on the most successful services and activities as indicated through the performance metrics, (2) plan for these financial needs hence minimizing their impact and (3) defray these financial needs over the long-term to alternate funding sources.

<b>ACTIVITIES AND SERVICES</b>	<b>ANTICIPATED COMMITMENT</b>	<b>FUNDING SOURCE</b>
<b>MEMBERSHIP</b>		
<ul style="list-style-type: none"> <li>provide \$150 annual membership dues vouchers for <u>active</u> (denoted by Student Chapter Annual Report submittals) faculty advisors<sup>1</sup></li> <li>establish a new District 6 dues classification for active faculty</li> </ul>	<ul style="list-style-type: none"> <li>in 2001, 6 student chapter reports were submitted (6@\$150 = \$900); currently 28 student chapters exist within District 6 (28@\$150 = \$4200)</li> </ul>	<ul style="list-style-type: none"> <li>initially, District 6 funds will support this activity; if successful, all or a portion of the cost may be defrayed to International as a new faculty advisor incentive</li> </ul>

advisors which is \$0		
<b>ANNUAL MEETING</b>		
<ul style="list-style-type: none"> <li>• waive full registration District 6 annual meeting fees for <ul style="list-style-type: none"> <li>– students<sup>1</sup></li> <li>– faculty advisors<sup>1</sup></li> </ul> </li> <li>• offer specialized activities as part of the District 6 annual meeting for <ul style="list-style-type: none"> <li>– students such as employment fairs, student night, etc.</li> <li>– faculty such as teaching workshops, etc.</li> </ul> </li> <li>• provide booth space for student chapter fundraising activities</li> </ul>	<ul style="list-style-type: none"> <li>• in 2001, 16 students and ~ 2 faculty advisors attended the annual meeting in Albuquerque</li> <li>• additional costs would include room and audio visual fees, food and beverage costs and speaker/ trainer costs</li> <li>• in 2001, only 1 student chapter requested space, recommend utilizing non-exhibit space or undersold exhibit space</li> </ul>	<ul style="list-style-type: none"> <li>• the LAC Handbook will be modified to distribute these costs among attendees or incorporate them as part of the facility negotiations</li> <li>• a separate and additional registration fee can be charged for workshop or training events</li> </ul>

<b>ACTIVITIES AND SERVICES</b>	<b>ANTICIPATED COMMITMENT</b>	<b>FUNDING SOURCE</b>
<b>AWARDS</b>		
<ul style="list-style-type: none"> <li>• revise the James Kell Award to resemble an on-site, real-to-life competition conducted at the District 6 annual meeting<sup>1</sup></li> <li>• increase Student Chapter Award compensation to \$300 and up to \$1000 for travel<sup>1</sup></li> <li>• create a District 6 Outstanding Educator Award<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>• one award per year, increased to \$1000</li> <li>• one award per year, increased from a maximum of \$300 to a maximum of \$1300 to accommodate student travel</li> <li>• one award per year, plaque award</li> </ul>	<ul style="list-style-type: none"> <li>• District 6 funds</li> </ul>
<b>COMMUNICATIONS</b>		
<ul style="list-style-type: none"> <li>• distribute <i>WesternITE</i> electronically to student members</li> <li>• actively solicit <i>WesternITE</i> contributions <ul style="list-style-type: none"> <li>– students</li> <li>– faculty</li> </ul> </li> <li>• create member list serves <ul style="list-style-type: none"> <li>– students<sup>2</sup></li> <li>– faculty</li> </ul> </li> <li>• web post internship opportunities in addition to full-time employment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• nominal costs may result if student and faculty <i>WesternITE</i> contributions extend the current length of the newsletter or if desired web services require additional fees</li> </ul>	<ul style="list-style-type: none"> <li>• District 6 funds</li> </ul>
<b>NEW ACTIVITIES</b>		
<ul style="list-style-type: none"> <li>• develop student chapter project grants</li> </ul>	<ul style="list-style-type: none"> <li>• grants of \$5,000 to \$10,000 can be provided for data collection efforts that support ITE and the profession</li> </ul>	<ul style="list-style-type: none"> <li>• new District 6 funds are required to support this effort, an increase in membership dues has been suggested as one alternative</li> </ul>
<p><sup>1</sup> Activity has already been approved by the District 6 Board  <sup>2</sup> Activity is currently being pursued by International ITE's Education Council</p>		