



Winter Business Meeting Agenda

January 8, 2023

Renaissance Washington DC Downtown Hotel
Washington, DC

1. *Call to Order:* CUTC President Pat Szary called the meeting to order at 1:30 pm EST. He thanked those present for attending and provided highlights of the award banquet held the previous night.
2. *Attendance:* The CUTC Board each took a moment to introduce themselves. There were approximately 63 members in attendance.
3. *Treasurer's Report:* Marwa Hassan reported that CUTC was in very good standing with a healthy balance. Some of the excess funds accumulated during the past two years have been earmarked for the New Initiative Projects. \$38,500 in sponsorships were received for the 2023 banquet.
4. *New Initiatives Program:* These are small grants that are competitively awarded to CUTC members. Two of the four current projects reported:
 - David Kack, Western Transportation Institute reported on the recently completed project – UTC/Tribal Colleges & Universities Summit on Advancing Partnerships. The Deputy Assistant Secretary for Tribal Affairs at USDOT, Arlando Teller attended as well as 12 UTCs and 12 Tribal Colleges/Universities. A summary of the Summit can be found on the CUTC website.
 - Marwa Hassan, University of Louisiana, TranSET gave an update on their ongoing project. They want to build educated leaders in transportation through three educational Summits. The first was held in Louisiana with additional ones held in Texas and Arkansas. Speakers came from public agencies, industry and universities. Recordings from these Summits are accessible from the TranSET website.
5. *CUTC Peer Exchange Roundtable:* Years ago, several centers came together to exchange ideas and best practices related to administering programs in their respective UTCs. In 2023, CUTC wishes to formalize this group and Lisa Kay Schweyer of Carnegie Mellon University has volunteered to coordinate efforts.

Lisa Kay reported on the first meeting of this administration group and plans for future meetings in the year to come. This group hopes to share information and best practices to better support research, workforce development, technology transfer, etc. Lisa invited members to attend future meetings to learn and share.
6. *In Memorial Process:* CUTC is a 43-year-old organization and with that history comes the need to recognize those who have positively impacted CUTC. With this in mind, CUTC would like to formalize a process to respectively honor those that have made significant contributions to CUTC and have passed away in the previous 12 months. Recognition would be given at the Annual Banquet.



Hilary Nixon summarized the proposed process: Members would be asked to submit requests by December 1st (tentative date). It is thought that requests should include the name of the honoree, a statement of their contribution to CUTC and contact information for the individual submitting the request. Depending on the number of requests received, the process may need to be adjusted year-to-year. The Executive Committee would make the final decision on whom to honor and the method or format for recognizing them. The membership was supportive, and a final process will be presented during the Summer Meeting.

7. *New Professionals Workshop*: Chandra Bhat provided a synopsis of the New Professionals Workshop that he and Larry Rilett have helped to develop in conjunction with ASCE. The goal was to help younger faculty members/new professionals navigate their responsibilities in teaching, research, etc. A panel, made up of CUTC members, provided insight to both in-person and virtual audiences. Attendees were also asked about their concerns and panelists shared their thoughts and advice. This data will also be used to improve future workshops. Members shared examples of activities they have done to mentor young professionals.

Constantine Tarawneh then shared that the Activities Committee has been working with TRB on a workshop geared to early career development/junior faculty support. It was noted that many young/new professionals are hesitant to become involved in TRB committees and engage professionally with colleagues. Plans are underway for CUTC, TRB, and YMCC to assist with a joint Early Career Workshop during the 2024 TRB Annual Meeting. Constantine asked members to share topics they felt would be beneficial to someone just starting their career.

8. *Standing Committee and Task Force Reports (Brief Reports)*
 - a. Membership: Pat Szary welcomed the University of Houston as the newest member of CUTC.
 - b. Events Preparation: Pat Szary asked for feedback on the recently completed Awards Banquet. Ideas suggested:
 - i. Have students bring a poster of their project.
 - ii. Student videos were a success. Personal touch was appreciated and should be continued going forward! Consider including closed captioning on all videos.
 - iii. Students should spend less time in the hall (waiting to walk across the stage)
 - iv. No long keynote was okay!
 - v. The amount of space available for the meeting was appreciated.
 - c. Activities Coordination: P.S. Sriraj updated everyone on Activities Committee actions including finalizing the white paper on the 2021 TIDE webinars.
 - d. Awards: David Kack thanked those that had reviewed applications for the professional awards. He encouraged members to submit!

Hilary Nixon provided a summary of the student awards on behalf of Sue McNeil who chairs



this sub-committee. 50 reviewers completed their reviews (thank you!). Unfortunately, over a dozen reviewers chose not to return their abstracts. Hilary asked for suggestions for improving the process. Suggestions included:

- i. Obtain an “intent to review” commitment from all potential reviewers.
- ii. Can students summarize dissertations so that reviewers only have to read the Executive Summary.
- iii. Provide discount to Awards Banquet for reviewers that participate.
- iv. Could better instructions be included, or an instructional call be held for new reviewers?

This year we had a 50% reduction in nominees across all categories. The audience was asked for their opinion on this reduction:

- i. It might just be an anomaly for this year (UTC proposal cycle impacts?).
- ii. The categories currently shown could be considered very traditional. It was suggested that CUTC find a way to involve community colleges and/or group papers.
- iii. Has an analysis been done of this competition in comparison to others similar competitions?

Marwa Hassan reported on the new Student Group Award and addressed some of the questions (undergraduate vs. graduate, best subject categories, etc.) that the subcommittee attempted to answer. Comments were overwhelmingly positive for adding this to the student award options. It was decided that a survey would be sent to CUTC members to help address some of these questions. Members were asked to complete the survey!

- e. Workforce Development Task Force: Larry Rilett reminded those in attendance that we just passed the 10-year anniversary of the Federal Workforce Development Centers. It is hoped that a one-day summit will be held this spring with a follow-up workshop in the fall. If anyone has an interest in participating, please let Larry know!

9. *Strategic Partners/Alliances* – An ongoing discussion within the Executive Committee (EC) is adding longevity to our relationships with strategic partners. Historically, liaisons have been members of the EC that sometimes rotate off within 2-3 years. It is proposed that we add a semi-permanent (minimum 3-year commitment) representative for each strategic partner that would serve as a liaison between the EC and the strategic partner. These new liaisons would be CUTC members, but would not have to be a member of the EC. They would have quarterly reporting duties, attending a portion of the EC meeting once every three months.

No one expressed concern with this approach. As such, Pat asked anyone interested to reach out to him or another EC member.

- a. AASHTO RAC: Larry Rilett reported continued attendance at monthly meetings.



Council of University Transportation Centers

- b. ARTBA RED: Hilary Nixon reported that ARTBA education luncheon was held just prior to this meeting. Alison Black has worked with ARTBA management to allow a reduced membership rate for CUTC members. They are also working on an academic council that CUTC members could participate in as well as renewing the MOU between the two organizations.
- c. TRB: Larry Rilett reminded everyone of the work on the new professional's workshop.
- d. ENO Foundation and Transportation Weekly: P.S. Sriraj has continued to participate in meetings with ENO. They have reinstated the leadership awards and are looking forward to participating with CUTC with that.
- e. APTA: P.S. Sriraj is continuing to also participate with APTA. Karen Philbrick reminded everyone that the MOU between APTA and CUTC allows free registration for CUTC students to APTA events.
- f. ASCE T&DI: Larry Rilett referenced Chandra's comments on the workshops.
- g. ITE: Noreen McDonald felt that the ITE relationship be invigorated.
- h. ECTI: No activities reported.

10. *Future Meetings:*

- a. The 2023 CUTC Summer Meeting will be hosted by Florida International University. Atorod Azizinamini summarized plans for the CUTC Summer Meeting. All meetings will be held on campus and the reception will be at the Frost Museum.
- b. Solicitations for the 2024 and 2025 Summer Meetings are now open. The submittal deadline has been extended to March 1, 2023 due to the ongoing UTC grant review process.

11. Adjournment: Meeting adjourned at 3:20 pm EST.