

# Best Practices Information Request Form

## Regions

The Leader Training Committee (LTC) is continuously expanding their Best Practices Guide to document successful activities and practices in our Regions.

Please use this form (Word format) to document your group's successful activity so we can share it with other leaders. We strongly encourage you to attach relevant graphics and photos (either embedded in the Word document or as attachments, PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post it to the web site. Please return your completed form to Brian Pawula at [blpawula@hornershifrin.com](mailto:blpawula@hornershifrin.com) and/or Nancy Berson at [nberson@asce.org](mailto:nberson@asce.org).

<b>Date</b>	8/12/2025
<b>PROJECT TITLE</b>	<b>Enhancing Student Chapter Engagement and Student Transition through the Student Member Services Committee (SMSC)</b>
<b>1. Region</b>	1
<b>2. Project Contact</b>	
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<b>3. Project Category</b>	Communication
<b>4. Project Description</b>	Student Support
<b>5. The Process</b> (What you did, When and How)	The Student Member Services Committee (SMSC) supports ASCE student chapters in Region 1 by raising awareness of ASCE resources, strengthening chapter leadership, encouraging student participation in local and regional events, and guiding students in their transition to Younger Member status. Through these efforts, the committee cultivates lasting engagement and continued involvement in ASCE beyond graduation.

	The SMSC's work began with direct outreach to update contact records for all student chapters, followed by a welcome message to kick off semester communications. Regular correspondence provided answers to student questions, offered guidance, and promoted symposium attendance. When specific needs arose, such as mock interview requests or funding concerns, the SMSC connected chapters with the right contacts or resources and ensured timely follow-up and support.
<b>6. Those in Charge</b> (Committee, Task Committee, Etc.)	The committee Co-Chairs are Rafiq, Laurel, and Tim.
<b>7. Time Frame</b> (When Started, When Completed)	The committee has served the region successfully for several years, and its proven value ensures it will remain an integral part of the region's efforts moving forward.
<b>8. Success Factors</b> (The Parts that Worked Really Well)	<ol style="list-style-type: none"> <li>1. Achieved a high response rate to contact update requests.</li> <li>2. Fostered strong, consistent engagement with student chapters.</li> <li>3. Delivered targeted resources to meet chapter needs effectively.</li> <li>4. Facilitated meaningful connections between schools.</li> </ol>
<b>9. Setback Factors</b> (The Parts that did Not Work Well)	<ol style="list-style-type: none"> <li>1. Several schools faced challenges in securing adequate funding to support activities.</li> <li>2. Response rates to outreach varied, with some chapters unable to reply in a timely manner.</li> </ol>
<b>10. Creativity</b> (This is something off the wall that we did)	<p>The SMSC leveraged informal networks and personal relationships within ASCE to create customized, school-specific support.</p> <p>For example, when UMass Lowell needed help planning their future symposium, the committee proactively connected them with past host schools like Stony Brook and NJIT to share resources and advice.</p> <p>Additionally, NYU's request for K-12 engagement ideas was met with a targeted resource, a presentation originally developed by the Committee on Pre-College Outreach for ERYMC, which the committee shared with the students.</p> <p>This flexible, needs-based approach enabled the committee to leverage resources and support from other ASCE members.</p>
<b>11. Administration</b> (What was most Important?)	Maintaining an up-to-date and accessible contact database to enable timely and targeted communication and track changes in contact information.
<b>12. Follow-Up</b> (What was most important?)	Consistent communication and scheduled outreach with chapters to provide ongoing support and address challenges.

<b>13. Recommendations</b> (What you should ALWAYS do with this project?)	<ol style="list-style-type: none"> <li>1. Tailor outreach efforts to address each chapter's unique needs.</li> <li>2. Maintain open, consistent, and responsive communication channels.</li> <li>3. Promote cross-chapter collaboration and foster mentorship opportunities.</li> </ol>
<b>14. Cautions</b> (What you should NEVER do with this project?)	<ol style="list-style-type: none"> <li>1. Always verify contact information to ensure accuracy before outreach.</li> <li>2. Address chapter concerns with customized solutions rather than a one-size-fits-all approach.</li> <li>3. Include faculty advisors, practitioner advisors, and ASCE Governors on relevant email communications.</li> </ol>
<b>15. The Outcome</b>	Expanded student chapter engagement, provided effective symposium planning support, and enhanced transition assistance for students moving into Younger Member roles.
<b>16. Ongoing Activity</b> (Would you do it again?)	Yes. The SMSC will continue this initiative to further strengthen and streamline the student-to-professional pipeline within ASCE.
<b>17. Speaker Contact Information</b> (person from your group who would be willing to speak about the Best Practice)	
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<b>18. Additional Comments</b> (We strongly recommend attaching relevant photos and graphics)	The attached slides are from a September 2024 presentation by the Student Member Services Committee to Leader Orientation at Society Headquarters.