The American Society of Mechanical Engineers

ASME

Division Annual Self-Assessment Report (DASAR)

Template for
Division Annual Self-Assessment Report
Submitted at the End of Completed ASME Fiscal Year
(Report Due By July 15th Each Year)

Plan Fiscal Year:	**FY2013**
Technical Group:	
Technical Division:	
Outgoing Division Chair: Name, e-mail, phone	
Staff Program Manager: Name, e-mail, phone	
Submission Date:	

Issue Date: February 1, 2013

ABOUT THIS REPORT TEMPLATE

Purpose

This ASME Division Annual Self-Assessment Report Template (DASAR) provides a standardized approach for the ASME Technical Divisions to prepare and submit Annual Self-Assessment Reports. The objective of the DASAR is to guide the outgoing Division Chair through the process of conducting a self-assessment of the Division performance over the just completed fiscal year. The DASAR is a required component of the overall division health assessment needed to assure ASME's ongoing endorsement of a division. The DASAR form when completed provides a summary of the overall activity for the prior Fiscal Year.

Preparation

This DASAR form is an editable pdf file that guides the preparer through the reporting process. The form is prepared by the Outgoing Division Chair in consultation with the Division Executive Committee. The Outgoing Division Chair is advised to work closely with the ASME staff Program Manager to complete the report. As data is entered into the template please remember to save the file. The file can be edited any time during the process.

Planning Cycle and Due Date

This plan is prepared at the conclusion of an ASME's fiscal planning cycle which begins July 1st the prior year and ends on June 30. The Annual Report for the Fiscal Year ending June 30 is due two weeks later on July 15th.

Submission

Submit the completed DASAR form to the Technical Group Leader and to the Committee for Division Operations & Training (CDOT@asme.org) by July 15. A copy of the completed DASAR form should also be sent to the ASME staff Program Manager.

Sections

1 – LEADERSHIP & GOVERNANCE
2 – VOLUNTEER ENGAGEMENT
3 – MEMBER ENGAGEMENT & RECOGNITION
4 – COLLABORATION & KNOWLEDGE DISSEMINATION
5 – ADVOCACY & GOVERNMENT RELATIONS
6 – STRATEGY & GOALS
7 – FINANCIAL MANAGEMENT
8 – ADDITIONAL COMMENTS AND INFORMATION

1 – LEADERSHIP & GOVERNANCE

1.1 Executive Leadership & Support Team

1.1.1 Identify the **Outgoing** Division Executive Committee Voting Members and terms in the following table**:**

Title/Responsibility	Name	Term			
Outgoing Division Chair:		Start:		End:	
Outgoing Vice Chair:		Start:		End:	
Outgoing Secretary:		Start:		End:	
Outgoing Treasurer:		Start:		End:	
Other:		Start:		End:	
Other:		Start:		End:	

1.1.2 Has the Executive Committee advanced according to a succession plan?

☐ Yes   ☐ No

1.1.3 Describe any vacancies or other issues associated with the Executive Committee succession:

Comments:

1.2 Division Leader Training

1.2.1 Did the Outgoing Division Chair attend an ASME Leadership Training session?

☐ Yes   ☐ No

1.2.2 If yes, which ASME Leadership Training did the outgoing division chair complete?

    e.g. LTC, Boot Camp, online, etc)?:
      (Indicate date and courses)

1.2.3 What additional training or topics would
have been helpful in leading the Division ?

1.3 Policy Compliance

Division leaders are required to review the ASME policies listed below and provide awareness training on applicable policies to Division Leaders during the course of the year.

    Policy 2.1 - Custodian and Operating Funds, Technical Divisions, Research Committees, and Sections

    Policy 2.9 - Fiscal Framework

    Policy 4.5 – Travel Expenses

    Policy 4.6 - Travel Expense Reimbursement

    Policy 8.1 - Formation and Review of Technical Divisions and

    Policy 12.1 - The Conduct of Conferences and Events

    Policy 12.13 - Publishing Practices for Technical Units of ASME

    Policy 12.14 - Use of Member Data

    Policy 14.6 - Society Name, Seal, Emblem, Initials, Titles, Identification & Certificates

    Click here to view all ASME policies.

1.3.1 Was awareness training provided to the Outgoing Executive Committee?   ☐ Yes   ☐ No

1.3.2 Date Policy Awareness Training was Completed:

1.3.3 How was the Policy Awareness Training accomplished?

    Comments:

1.3.4 Note any issues that arose as a result of Policy Awareness Training:

Comments:

1.4 Division Governance Documents

1.4.1 Were the by-laws updated within the last fiscal year?

☐ No, Update not needed

☐ Yes, In-Progress

☐ Awaiting TGOB/TCOB approval

☐ Update approved

1.4.2 Was the Division Operations Guide updated within the last fiscal year?

☐ No, Update not needed

☐ Yes, In-Progress

☐ Awaiting TGOB/TCOB approval

☐ Update approved

2 – VOLUNTEER ENGAGEMENT

2.1 Division Technical Committees

2.1.1 Did your Division form any new Technical Committees within the last fiscal year?

☐ Yes ☐ No

2.1.2 If yes, list the new Technical Committees, chairs and approximate number of members that were formed by your Division during the last fiscal year:

NEW TECHNICAL COMMITTEES					
New Technical Committee:		Chair:		Number of Members:	
New Technical Committee:		Chair:		Number of Members:	

2.1.3 Did your Division sunset any new Technical Committees within the last fiscal year?

☐ Yes ☐ No

2.1.4 If yes, identify the Technical Committees that were sunset by your Division during the last fiscal year:

SUNSET TECHNICAL COMMITTEES			
Sunset Technical Committee:		Reason:	
Sunset Technical Committee:		Reason:	

2.1.3 Note any outstanding issues surrounding Technical Committees in your Division:

Comments:

2.2 Conference Chairs

2.2.1 Did your Division appoint any new conference chairs within the last fiscal year?

☐ Yes   ☐ No

2.2.2 If yes, provide the General Conference Chairs and Technical Conference Chairs assigned and the respective conferences:

CONFERENCE CHAIRS APPOINTED					
Conference Date:		General Chair:		Technical Chair:	
Conference Date:		General Chair:		Technical Chair:	
Conference Date:		General Chair:		Technical Chair:	
Conference Date:		General Chair:		Technical Chair:	
Conference Date:		General Chair:		Technical Chair:	

2.3 Committee Communication

2.3.1 What were the primary methods of communication among Division leadership, (e.g., Executive Committee members) and approximately how often did the leadership communicate?

Email	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
Webinars	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
Teleconferences	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
In-person Meetings	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
Online Workspace	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use

2.3.2 How did the Division's Executive Committee stay aware of the other Division Committees' activities (e.g., Technical Committees, Administrative Committees, Standing Committees, Special Committees, etc.), and how often was the Executive Committee made aware of them?

Email	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
Webinars	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
Teleconferences	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
In-person Meetings	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
Online Workspace	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use
Status Reports	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly	☐ Twice a Year	☐ Annually	☐ Do not use

2.4 Committee Succession

2.4.1 Was there a succession plan followed to for the Division Committee Leadership and where is this documented?

☐ Yes　　　　☐ No

Explain:

2.4.2 Describe any problems in filling Committee leadership roles.

Comments:

3 – MEMBER ENGAGEMENT & RECOGNITION

3.1 Indicate the Division membership level at the start and end of the fiscal year:

DIVISION MEMBERSHIP ASSESSMENT			
Year Start (July 1)		Year End (June 30)	
Primary Members:		Primary Members	
Secondary Members:		Secondary Members	

3.2 Did you notice a change in participation among any particular segment?

Academia	☐ Increased Participation	☐ Decreased Participation	☐ About the Same
Industry	☐ Increased Participation	☐ Decreased Participation	☐ About the Same
Government	☐ Increased Participation	☐ Decreased Participation	☐ About the Same
Student	☐ Increased Participation	☐ Decreased Participation	☐ About the Same
International	☐ Increased Participation	☐ Decreased Participation	☐ About the Same
Other	☐ Increased Participation	☐ Decreased Participation	☐ About the Same

3.3 Student Engagement - Did the Division have program for student members?

☐ Yes   ☐ None

If yes, describe the student outreach program the Division undertook for this FY:

3.6 Student Retention - Did the Division have a program to retain student members (recent graduates)?

☐ Yes   ☐ None

If yes, describe the student retention program the Division undertook for this FY.

3.7 Early Career Engineer Engagement - Did the Division have a program for early career engineers?

☐ Yes   ☐ None

    If yes, describe the early career engineer program the Division undertook for this FY:

3.8 Industry Engagement - Did the Division have a program to engage industry & industry engineers?

☐ Yes   ☐ None

    If yes, describe the Industry Engagement program the Division undertook for this FY:

3.9 International Development - Did the Division have a program to develop internationally?

☐ Yes   ☐ None

    If yes, describe the International Engagement program the Division undertook for this FY:

3.10 Leadership Recruitment - Did the Division have a program to engage volunteer leaders?

☐ Yes   ☐ None

    If yes, describe the Leadership Engagement program the Division undertook for this FY:

3.11 Membership Development - Did the Division have a program to support member professional development?

☐ Yes ☐ None

If yes, describe the Member Development Engagement program the Division undertook for this FY:

3.12 How did the Division communicate and engage with its members, and how often did the Division do this? Please indicate a choice for each option below.

ASME/Division Website	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
Division Newsletter	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
In-person Meetings	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
Email/List Serve	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
PeerLink	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
Facebook	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
LinkedIn	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
Twitter	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
Yahoo Groups	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
Webinars	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
Blogs	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use
Podcasts	☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Twice a Year ☐ Annually ☐ Do not use

3.13 Where was the Division recognition promoted?

- ☐ ASME.org
- ☐ Division Website
- ☐ Technical Committee Website
- ☐ Industry publication
- ☐ Journal
- ☐ Social Media
- ☐ Event
- ☐ Other (Please specify)
- ☐ Recognition is not promoted

3.14 What specific awards did the Division provide nominations for or promote?

Note: Award types are: Society Awards, Division Awards, Technical Committee Awards, Scholarships, honorariums and public mention/recognition. If these award types do not describe the award, please include your own category.

DIVISION AWARD NOMINATIONS AND PRESENTATIONS					
Award Name and Type:		No. of Nominations		No. of Awards Given	
Award Name and Type:		No. of Nominations		No. of Awards Given	
Award Name and Type:		No. of Nominations		No. of Awards Given	
Award Name and Type:		No. of Nominations		No. of Awards Given	
Award Name and Type:		No. of Nominations		No. of Awards Given	
Award Name and Type:		No. of Nominations		No. of Awards Given	
Award Name and Type:		No. of Nominations		No. of Awards Given	
Award Name and Type:		No. of Nominations		No. of Awards Given	

4 – COLLABORATION & KNOWLEDGE DISSEMINATION

4.1 Did the Division collaborate with other ASME Units or Outside Organizations on any knowledge dissemination activities? Check all that apply.

☐ Other ASME Divisions

☐ Sections/Local Chapters

☐ Student Chapters/Advisors

☐ Cross disciplinary Organizations

☐ Industry

☐ Other ASME Sectors

☐ Other Mechanical Engineering Organizations

☐ None

4.2 If the Division collaborated with others, what types of collaborative activities took place? Check all that apply:

☐ Joint Sponsorships of Events/Conferences

☐ Workshops

☐ Webinars

☐ Journals

☐ Other Publication

☐ Other Collaborative Activity

4.3 Did the Division expand its collaborative efforts to organizations/units with whom the Division did not collaborate before?

☐ Yes   ☐ No

4.4 Did the Division sponsor an ASME Journal(s)?

☐ Yes   ☐ No

4.5 Did the Division contribute to continual improvement of the quality of the journal(s) (e.g., impact factor)?

☐ Yes   ☐ No

If yes, explain approach Division used to improve the journal quality.

4.6 As of the end of the FY, is the Division Web Site current and up to date?

    ☐ Yes   ☐ No

4.7 Did the division have an active newsletter or news dissemination method (e.g. via web site)?

    ☐ Yes   ☐ No

4.8 Did the division release news in ASME News, ASME Magazine, ME Today or through ASME Promotions?

    ☐ Yes   ☐ No

4.9 List division newsletters or publications other than journals that the Division issued this FY:

Publication Name:	
No. of Issues:	
No Distribution:	
Net Proceeds:	
How could this be improved?	

Publication Name:	
No. of Issues:	
No Distribution:	
Net Proceeds:	
How could this be improved?	

4.10 List major activities/accomplishments that the division sponsored to increase knowledge dissemination; examples include conferences, workshops, training, standards efforts, etc.

Activity No. 1 Name and Date:	
Type:	☐ Conference ☐ Workshop ☐ Webinar ☐ Training ☐ Fellowship ☐ Other Activity
Primary Audience(s):	☐ Industry/Gov't ☐ Academia ☐ Students ☐ Early Career Engineers ☐ Research
No. of Papers:	
No of Attendees:	
Est. Net Proceeds:	
What would improve this event?	

Activity No. 2 Name and Date:	
Type:	☐ Conference ☐ Workshop ☐ Webinar ☐ Training ☐ Fellowship ☐ Other Activity
Primary Audience(s):	☐ Industry/Gov't ☐ Academia ☐ Students ☐ Early Career Engineers ☐ Research
No. of Papers:	
No of Attendees:	
Est. Net Proceeds:	
What would improve this event?	

Activity No. 3 Name and Date:	
Type:	☐ Conference ☐ Workshop ☐ Webinar ☐ Training ☐ Fellowship ☐ Other Activity
Primary Audience:	☐ Industry/Gov't ☐ Academia ☐ Students ☐ Early Career Engineers ☐ Research
No. of Papers:	
No of Attendees:	
Est. Net Proceeds:	
What would improve this event?	

Activity No. 4 Name and Date:	
Type:	☐ Conference ☐ Workshop ☐ Webinar ☐ Training ☐ Fellowship ☐ Other Activity
Primary Audience:	☐ Industry/Gov't ☐ Academia ☐ Students ☐ Early Career Engineers ☐ Research
No. of Papers:	
No of Attendees:	
Est. Net Proceeds:	
What would improve this event?	

Activity No. 5 Name and Date:	
Type:	☐ Conference ☐ Workshop ☐ Webinar ☐ Training ☐ Fellowship ☐ Other Activity
Primary Audience:	☐ Industry/Gov't ☐ Academia ☐ Students ☐ Early Career Engineers ☐ Research
No. of Papers:	
No of Attendees:	
Est. Net Proceeds:	
What would improve this event?	

5 – ADVOCACY & GOVERNMENT RELATIONS

5.1 In which areas did the Division contribute to ASME's current Public Policy Agenda? Check all that apply.

☐ Energy

☐ Innovation & Competitiveness

☐ Workforce Development

☐ Science, Technology, Engineering and Mathematics (STEM) Education

☐ Research and Development

☐ Environment

☐ Standards

☐ The Division does not currently contribute

☐ Other (Please specify)

5.2 If the Division did contribute to ASME's current Public Policy Agenda, how did it contribute? Check all that apply.

☐ Position Statements

☐ Research Committee/Projects

☐ Congressional Briefings/Events

☐ Collaborative Efforts with Other Organizations

☐ Other (Please specify)

5.3 Was the Division plan involved in government relations activities or efforts in the current plan year?

☐ Yes ☐ No

If yes, please explain how:

6 – STRATEGY & GOALS

6.1 Did the Division perform an environmental scan to assess the needs of the members it represents and performed a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis on how to best meet those needs?

☐ Yes ☐ No

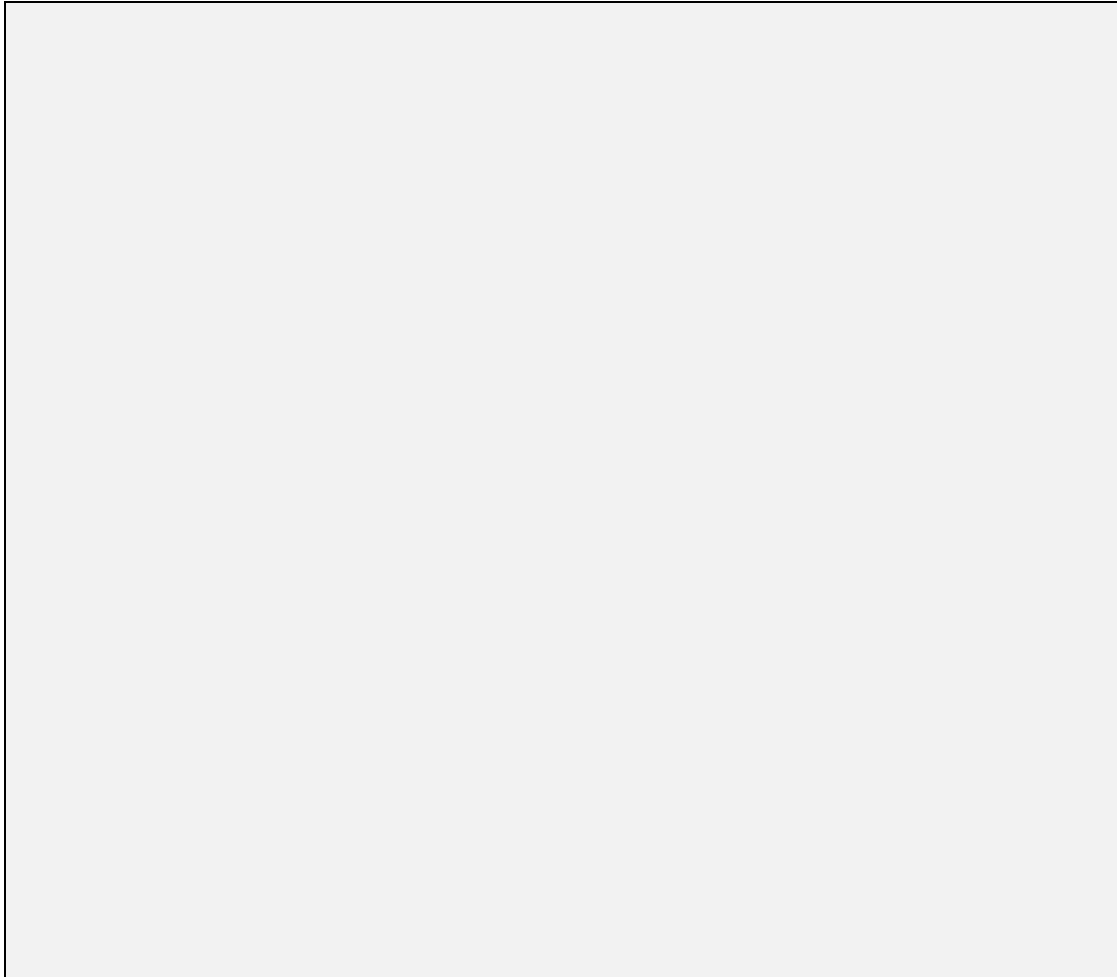6.2 Did the Division create or update a formal Strategic Plan during the assessment year?

☐ Yes ☐ No

6.3 Indicate the Division strategic goals/objectives over the past FY and the corresponding results.

STRATEGIC GOALS ASSESSMENT			
1. Goal Objective		**Results**	
2. Goal Objective		**Results**	
3. Goal Objective		**Results**	
4. Goal Objective		**Results**	
5. Goal Objective		**Results**	

6.4 Please provide any additional comments on goals for the recently completed year.

Comments:

7 – FINANCIAL MANAGEMENT

7.1 Financial Summary
Indicate the financial plan at the start of the fiscal year and the financial results at the end of the fiscal year: The summary financial information should be consistent with the Three-year Financial Budget prepared and approved for the division as part of the ASME financial planning cycle.

FINANCIAL ASSESSMENT			
Plan at Fiscal Year Start (July 1)		**Results at Fiscal Year End (June 30)**	
Plan Revenue		**Actual Revenue**	
Plan Expenses		**Actual Expenses**	
Plan Proceeds		**Actual Proceeds**	
Plan Custodian Fund Ending Balance		**Actual Custodian Fund Ending Balance**	

7.2 Financial Goals
Indicate the Division financial goals over the past FY and the corresponding results.

FINANCIAL GOAL ASSESSMENT			
Financial Goal 1		**Results**	
Financial Goal 2		**Results**	
Financial Goal 3		**Results**	

7.3 Please provide any additional comments and list any "lessons learned" regarding your division finances:

Provide additional comments on the finances:

8 – ADDITIONAL COMMENTS AND INFORMATION

Provide any additional comments on this report below: