

## Engineering Student Organization

### Purpose of the Student Organization: Spring 2018

Org Name: Women in Petroleum and Geosystems Engineering
Org Acronym: WPGE
Who is completing this report? Nancy Zhou, President
Affiliated Academic Departments or Program Offices (list all who help/support your org):
PGE Department & WEP

### General

#### How is your org different from others in the Cockrell School and UT?

Benefit to members:
We provide a community specifically designed for undergraduate women in PGE so that we can socialize and network amongst each other, help encourage the growth of women in the PGE community, and learn about the roles women play in the industry.
Unique accomplishments:
We have a program every year that is focused on encouraging members to take on simple outreach or research projects. Participants have a semester to complete the project and then summarize it with a final presentation. Scholarships are awarded to finalists.
This year, WPGE has doubled its social events and has increased its presence in the PGE department by collaborating with the department as well as other PGE student organizations to encourage the participation of undergraduate women in PGE.

#### Summary of Events and Activities

HINT: Look at the org leadership structure – what is each responsible for? (officers, committees, task forces, team subunits)

<b>PRESIDENT: Oversee Exec Team</b> and Corporate Mentorship Program; officiate general meetings, hold officer meetings when necessary, and delegate tasks as needed; face of the organization; handles administrative duties (meetings with WEP and Professor Hempel-Medina, annual reports, etc) and manages Google Drive; attend monthly ESL President meetings; manage main forms of communication - particularly WEP and PGE Dept.; continually thinks of general organizational improvements
<b>VICE PRESIDENT:</b> Fulfill duties of President in her absence; main point of contact for <b>Corporate Mentorship Program</b> ; looks to increase mentorship participation and involvement of corporate mentors; plans and organizes CMP Presentations; main point of contact for <b>corporate and alumni relations</b> ; gather corporate/alumni funding (especially for outreach events like Girl Day, Explore UT), plan socials with faculty, organize networking events, and invite at least <b>TWO</b> corporate or alumni speakers per semester; innovative in ways to foster community growth within WPGE (panels, break-out sessions during meetings); in charge of organizing meeting slides and agenda; meets frequently (once a month) with Tricia Berry to build corporate/alumni network; corporate packet needs to be finished AND approved <u>by the end of June</u>
<b>TREASURER:</b> Create and manage <b>WPGE budget</b> ; attend budget meetings with WEP; responsible for applying to funding opportunities, allocating funds for events, and raising money for WPGE (cheap lunch, SEC funding, etc.), works with Secretary to handle tshirts/polos - including design approval, costs, distribution, sizes; in charge of room reservations and outside catering for meetings and events

**SECRETARY:** Maintain and update all information on **WPGE website**, take meeting minutes and send necessary details/slides to membership after meetings; keep track of membership (sign-ins, events, volunteering, etc.), organizes forms of communication (WEP google calendar, facebook group, Hornslink, other social media); create Facebook events and make sure WPGE events are in WEP's weekly newsletter, works with Treasurer to handle tshirts/polos - including design approval, costs, distribution, sizes; creative with online presence; in charge of taking pictures at events/meetings

**OUTREACH/SOCIAL CHAIR:** Point of contact for Girl Day, Explore UT, tabling, and other miscellaneous outreach events - in charge of creating a unique project for these events and partnering with another organization if needed; works with WEP for volunteer opportunities; plans **at least TWO fun, social event per semester** (hiking, kayaking, etc) - responsible for budget, attendance, etc., helps VP Corporate when needed

**SEC REPRESENTATIVE/PAL COORDINATOR:** Liaison between WPGE and SEC; attend all SEC meetings on Mondays at 7pm, relay important updates/requirements from SEC; mainly responsible for getting WPGE involved in SEC, especially during **E-WEEK** - recruit members to participate and help plan all PGE events; liaison between WPGE and WEP for PAL duties, hosts Chocolate Chats at least **TWO times a semester**

WPGE participated in Introduce a Girl to Engineering Day –presented “Facing Jello” and collaborated with the Petroleum Graduate Student Association (PGSA)–and worked with SPE for “Cupcake Coring” during Explore UT. WPGE’s SEC Rep also spearheaded Team PGE, resulting in us placing 2nd in E-Week. WPGE also continued building the Corporate Mentorship Program and plans to hold presentations on March 31.

### Links

Webpage(s): <https://utwpge.wixsite.com/home>

HornsLink page: <https://utexas.collegiatelink.net/organization/wpge>

Social Media (list links to all):

Facebook group: <https://www.facebook.com/groups/160239754093352/>

### Larger Influence (list and describe all)

Has your org or any members won any awards or honors?

No, but awards will be given to those who participate in the outreach project program this year.

Do you attend or host conferences or competitions?

WPGE works with other PGE orgs, such as the UT Chapter for the Society of Petroleum Engineers (SPE), to attend the SPE Annual Technical Conference and Exhibition (ATCE). We did so for the 2017 conference, and plan to do so again for the 2018 conference.

### Goals

Three goals for your org next year (2018-2019):

#1 Increase alumni interactions

#2 Collaborate more with other women engineering orgs

#3 Increase freshman participation (e.g. build on existing PAL mentor programs)

#4 Bylaws

### **Advice for next year's leadership team**

Be constantly in contact with WEP and Hempel-Medina because it will save you a lot of trouble if you're in good relations with the ladies and are in need of help; they offer a lot of great advice. In general, be active in following up with WEP, faculty, corporate partners, etc. Get events planned early (at least a couple of weeks in advance) so that WEP has enough time to go through whatever administrative processes are necessary, making everyone's lives easier. Apply for OEPs whenever possible! (These are the funds the Student Engineering Council offers to orgs to pay for events) Collaborations are wonderful, do more of them. No matter what officer position, be open-minded and do not immediately shut down other people's ideas. Discussions are good and help with team building. Do something at the beginning of the year, or even during the school year, just for officers so that they can get to know each other better.