



Southeastern Section Newsletter

ASEE Vision Statement

"ASEE will serve as the premier multidisciplinary society for individuals and organizations committed to advancing excellence in all aspects of engineering and engineering technology education."

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SE Section Web Address:

<http://cee.citadel.edu/asee-se/>

2003 Conference Site: Macon, Georgia "Cherry Blossom Capital of the World"

Historic Macon, the cultural center of middle Georgia, is the site of the 2003 Southeastern Section Meeting hosted by Mercer University on April 6—8, 2003. Over 100 presentations are scheduled to be made at the conference, which has as its theme "**Bringing Reality into the Classroom.**" The conference will begin on Sunday and conclude after lunch on Tuesday, April 8.



Sunday, a welcome reception at the Georgia Sports Hall of Fame will start approximately at 6:30 pm. Trolleys will be used to convey participants between the Crowne Plaza Hotel and the Sports Hall of Fame. Monday evening at 7:15 pm, the Reception and Awards Banquet will be held in the Religious Life Center on the Mercer University campus. Buses will be provided for transportation to and from the Crowne Plaza Hotel.

Spring is an ideal time to visit Macon since it is the Cherry Blossom Capital of the World. There are several attractions and popular restaurants within walking dis-

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ASEE Southeastern Section Outstanding Teaching Award

Overview. The Southeastern Section of ASEE is requesting nominations for the ASEE Outstanding Teaching Award. This award is intended to recognize faculty members who have demonstrated exceptional contributions to engineering or engineering technology education through outstanding classroom performance. The Southeastern Section award includes a \$500 honorarium and a certificate, which are presented at the Annual Section Meeting.

Qualifications. Candidates may be teachers of any subject included in an ABET/CEAB accredited engineering or engineering technology curriculum. The teacher, as an individual, must:

1. Possess and be able to communicate a broad and accurate knowledge of the subject area;
2. Have been a full time instructor or professor of engineering or engineering technology for over 15 years;
3. Possess self-confidence, create a feeling of harmony between self and students, and be able to meet difficulties with poise;
4. Possess a sense of proportion, stressing fundamentals and disregarding trivial detail, and give assignments that challenge students, demanding thinking in the completion of assignments;
5. Demonstrate such an intense interest and enthusiasm for the subject area and for the enhancement of the learning process that students are motivated to their fullest capacities;

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ASEE Southeastern Section New Teacher Award

Overview. The Southeastern Section of ASEE is seeking nominations for the Outstanding New Teacher Award. The award is intended to recognize a faculty member who has less than four years of teaching experience and who has demonstrated excellence in the classroom. The award will be presented at the annual section meeting.

The Award. The Award consists of a certificate and a \$250 check.

Qualifications. Candidates may be professors of any subject in an ABET/EAC or ABET/TAC curriculum. The teacher, as an individual, must:

1. Be an ASEE member.
2. Have been a full time instructor or professor of engineering or engineering technology no more than four years.
3. Possess and be able to communicate a broad and accurate knowledge of his or her subject area.
4. Possess self-confidence; create a feeling of harmony between self and students.
5. Possess a sense of proportion, stressing fundamentals and disregarding trivial details and give assignments that challenge students to think creatively.
6. Demonstrate an intense interest and enthusiasm for his or her subject area and the learning process that motivates students to their fullest capacities.
7. Teach a minimum of two semester courses or three quarter courses per calendar year.
8. Have considerable endorsement from students using both regular course evaluations and individual letters of recommendation.
9. Attend the annual Section meeting at which the cash prize and certificate are presented.

Nomination. A candidate for this award may be nominated by a colleague, department head or by students. Nomination should include, but is not limited to, the endorsement of nominee's department head and/or dean or chief academic officer responsible for engineering or engineering technology and curriculum vitae or resume that demonstrates the above qualifications. Submission of all supporting documentation should be sent by January 31, 2003 to the Chair of the Selection Committee at the address shown below.

*Fazil Najafi
P.O. Box 116580
University of Florida
Gainesville, FL 32611
Phone: (352) 392-1033
FAX: (352) 392-3394
E-mail: fnaja@ce.ufl.edu*

Thomas C. Evans Instructional Paper Award

Papers are solicited for the Tom C. Evans Instructional Unit Award Competition for 2003. The award is given to the author or authors of the most outstanding paper pertaining to engineering education. The winning paper will be chosen from one of the following categories.

1. Unpublished papers submitted in response to this announcement.
2. Papers published in refereed journals during 2002.
3. Papers published in the Proceedings of the 2002 ASEE Southeastern Section Annual Meeting.

The award is for \$500 and will be presented at the 2003 Annual Section Meeting hosted by the Mercer University. The winning paper will be presented at the meeting and published in the 2003 Proceedings. Five (5) copies of the completed paper (no abstracts) should be submitted no later than January 31, 2003 to the chair of the Selection Committee:

*Pat Devens
Division of Engineering Fundamentals
Rm 332, Randolph Hall
Virginia Polytechnic Institute and State University
Blacksburg, Virginia 24061-0218
Phone: (540) 231-9538
FAX: (540) 231-6903
E-mail: pdevens@vt.edu*

ASEE Southeastern Section New Faculty Research Award

Overview. The Research Unit of the Southeastern Section of the American Society for Engineering Education (ASEE) announces the 2003 Competition for Outstanding New Faculty Research Award. The award is intended to recognize a faculty member who has less than six years of teaching/research experience and who has demonstrated excellence in both research and teaching. The award will be presented at the annual meeting.

The Award. The successful candidate will be awarded a Medallion and a \$350 Cash Prize. Second place will be awarded a certificate and a \$150 cash prize.

Qualifications. Candidates may be faculty in disciplines in an ABET/EAC or ABET/TAC curriculum. The successful candidate must:

1. Be an ASEE member.
2. Be a full-time faculty member in either engineering or engineering technology.
3. Possess a record of excellence in research and teaching at his/her institution.
4. Possess a record of using research as a teaching mechanism in regularly scheduled courses.
5. Have endorsements from colleagues and Department Head/Dean.
6. Attend the annual section meeting at which the cash prize and certificate are presented.

Nomination. A candidate for this award may be nominated by a colleague, department head, or by students. The nomination should take the form of a portfolio submittal. Nomination applications should include, but are not limited to, the endorsements of nominee's department head and/or dean or chief academic officer responsible for engineering or engineering technology and curriculum vita or resume that demonstrates the above qualifications. Submission of all supporting documentation should be sent by January 31, 2003 to Chair of Selection Committee at the address shown below.

Claire McCullough
College of Engineering and Computer Science, Dept. 2452
University of Tennessee at Chattanooga
615 McCallie Avenue
Chattanooga, TN 37403
Phone: (423) 425-4100
FAX: 423-425-5229
E-mail: Claire-McCullough@utc.edu

Electronic submissions are encouraged, to speed the evaluation process.

ASEE Southeastern Section Outstanding Teaching Award

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6. Be available for advising and counseling students before and after graduation;
7. Teach a minimum of two semester or three quarter courses per calendar year;
8. Have considerable endorsement from the students, using both regular course evaluations and individual letters of recommendation;
9. Attend the Annual Section Meeting at which the award is presented;
10. Possess a strong record of activity in ASEE or the educational activities of another professional society.

The teacher's contribution to the profession should include at least three of the following:

1. Participation in the development of courses or curricula;
2. Development of teaching equipment or development of a wider application of teaching equipment previously developed;
3. Contribution to the improvement of laboratories or other facilities;
4. Development or authorship of instructional materials or a text that enhances the student learning process;
5. Publication of original work, through any medium, that enhances the engineering education process or adds to the literature pertaining to teaching methodologies;
6. Service as a mentor to other teaching faculty or participation in the conduct of seminars and workshops that are focused on helping other teachers improve their classroom effectiveness.

Nomination. The person making the nomination (sponsor) must be an ASEE member. Nominations should include the endorsement of both the nominee's department head and the dean or chief academic officer responsible for engineering/engineering technology. The nominations may be made using the General ASEE Award nomination form (available at <http://www.asee.org/awards/nominationinfo/nomform.cfm>). A curriculum vitae or resume that demonstrates the above mentioned qualifications should be attached. Submissions should be sent by January 31, 2003, to the chair of the Selection Committee.

Dennis Fallon
Department of Civil and Environmental Engineering
The Citadel
171 Moultrie Street
Charleston, SC 29409
Phone: (843) 953-5083
FAX: (843) 953-6328
E-mail: dennis.fallon@citadel.edu

ASEE Southeastern Section Outstanding Mid-Career Teaching Award

Overview. The Southeastern Section of ASEE is requesting nominations for the ASEE Outstanding Mid-Career Teaching Award. This award is intended to recognize faculty members who have demonstrated exceptional contributions to engineering or engineering technology education through outstanding classroom performance. The Southeastern Section award includes a \$350 honorarium and a certificate, which are presented at the Annual Section Meeting.

Qualifications. Candidates may be teachers of any subject included in an ABET/CEAB accredited engineering or engineering technology curriculum. The teacher, as an individual, must:

1. Possess and be able to communicate a broad and accurate knowledge of the subject area;
2. Have been a full time instructor or professor of engineering or technology from 5 to 15 years;
3. Possess self-confidence, create a feeling of harmony between self and students, and be able to meet difficulties with poise;
4. Possess a sense of proportion, stressing fundamentals and disregarding trivial detail, and give assignments that challenge students, demanding thinking in the completion of assignments;
5. Demonstrate such an intense interest and enthusiasm for the subject area and for the enhancement of the learning process that students are motivated to their fullest capacities;
6. Be available for advising and counseling students before and after graduation;
7. Teach a minimum of two semester or three quarter courses per calendar year;
8. Have considerable endorsement from the students, using both regular course evaluations and individual letters of recommendation;
9. Attend the Annual Section Meeting at which the award is presented;
10. Possess a strong record of activity in ASEE or the educational activities of another professional society.

The teacher's contribution to the profession should include at least three of the following:

1. Participation in the development of courses or curricula;
2. Development of teaching equipment or development of a wider application of teaching equipment previously developed;
3. Contribution to the improvement of laboratories or other facilities;
4. Development or authorship of instructional materials or a text that enhances the student learning process;
5. Publication of original work, through any medium, that enhances the engineering education process or adds to the literature pertaining to teaching methodologies;
6. Service as a mentor to other teaching faculty or participation in the conduct of seminars and workshops that are focused on helping other teachers improve their classroom effectiveness.

Nomination. The person making the nomination (sponsor) must be an ASEE member. Nominations should include the endorsement of both the nominee's department head and the dean or chief academic officer responsible for engineering/engineering technology. The nominations may be made using the General ASEE Award nomination form (available at <http://www.asee.org/awards/nominationinfo/nomform.cfm>). A curriculum vitae or resume that demonstrates the above mentioned qualifications should be attached. Submissions should be sent by January 31, 2003, to the chair of the Selection Committee.

*Dr. Richard Denning, P.E.
Engineering Technology Department
University of Central Florida
P.O. Box 162450
Orlando, Florida 32816-2450
Phone: (407) 823-4747
FAX: (407) 823-4746
E-mail: denning@mail.ucf.edu*

Tony Tilmans Section Service Award

Nominations are solicited for the Tony Tilmans Section Service Award for 2003. The award is given to the member of the Southeastern Section who has rendered outstanding service to the Section. All members of the ASEE Southeastern Section are eligible for the award except the past president, president and president-elect. The past-president, president and president-elect will serve as the committee that will determine who will receive the award.

Any ASEE-SE member may nominate a candidate for the award. The nomination should include a one-page description of the service rendered to the Section. The nomination should be addressed to the president of the Section and received by February 1, 2003. Mail nominations to:

*Richard O. Mines, Jr., Ph.D., P.E.
Dept. of Environmental Engineering
Mercer University
1400 Coleman Avenue
Macon, GA 31207
Phone: (478) 301-2347
FAX: (478) 301-2166
E-mail: mines_ro@mercer.edu*

**Southeastern Section
of the
American Society for Engineering Education
2003 Conference Registration Form
Mercer University**

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

E-mail Address: _____

Conference Registration Fee: Early (received by March 10) \$185.00 _____
Regular (after March 10) \$225.00 _____

(Fee includes all planned meals, transportation to planned meals,
sessions, materials and proceedings on CD ROM)

Workshop Reservation Fee

First come, first serve basis per workshop

“Using Case Histories for Teaching Design” \$15.00 _____

“Effective Teaching with Technology” \$15.00 _____

Guest Registration by event:

Reception Sunday Night, 6 April \$ 20.00 pp _____

Luncheon Monday, 7 April \$ 15.00 pp _____

Awards Banquet Monday 7 April \$ 25.00 pp _____

Luncheon Tuesday, 8 April \$ 15.00 pp _____

Student Registration includes meals and CD \$25.00 pp _____

Total Amount of Fees Paid _____

MAKE CHECK PAYABLE TO **Mercer University**

CREDIT CARD

TYPE _____ CARD NUMBER _____ EXPIRIES _____

Signature _____

**Mail to: Ms. Jennifer Joyner
Office of Alumni Services & University Special Events
Mercer University
1400 Coleman Avenue
Macon, GA 31207**

2003 Conference Site: Macon, Georgia "Cherry Blossom Capital of the World"

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tance of the Crowne Plaza. Area attractions include the Ocmulgee National Monument operated by the National Parks which contains Indian Mounds and artifacts dating back to 10000 B.C. , Terminal Station and Welcome Center, Georgia Music Hall of Fame, Georgia Sports Hall of Fame, Cannonball House, Hay House, Tubman African American Museum, Museum of Arts and Sciences & Mark Smith Planetarium, Grand Opera House, and Rose Hill Cemetery. Attractions in nearby Bibb, Houston, and Monroe Counties include: Wesleyan College and Lake Tobesofkee Recreation Area; Museum of Aviation and Robbins Air Force Base; and Juliette, Home of "Fried Green Tomatoes", Jarrell Plantation State Historic Site, and High Falls State Park.

Conference Highlights

Sunday April 6 6:00 to 9:00 PM

The Sunday Reception will be held at the Georgia Sports Hall of Fame in downtown Macon. Transportation is provided from the Crowne Plaza to the Sports Hall will be provided by trolleys. Price for guests not registered for the conference is \$20.00



Monday April 7 6:00 to 9:00 PM

The awards banquet will be held in the Religious Life Center on the Mercer University Campus. Buses will provide transportation from the Crowne Plaza to the Mercer campus. Price for guests not registered for the conference is \$25.00

For information, call Richard Mines at (478) 301-2347 or 1-800-837-2911, ext 2347.

Conference Hotel Information

A block of rooms has been set-aside until March 23, 2003 for attendees at the Crowne Plaza Hotel in downtown Macon. During the conference the rate is \$65 per night plus 12% state and local taxes. After the cut-off date, there is no guarantee of rates and rooms available. The month of April is peak tourist time in Macon so please make your reservations early. The phone number for the Crowne Plaza is 1-800-2CROWNE or the local number is (478) 746-1461 or on the internet: <http://www.crowneplaza.com>

Vote on Proposed Amendments to the Constitution and Bylaws Set for 2003 Conference

At the executive board meeting held in Atlanta on November 1, 2002, the board approved a proposed modification to the current constitution and bylaws. The constitution and bylaws may be amended by a favorable two-thirds vote of the members who are present at an annual meeting of the section. At the 2003 Southeastern Meeting in Macon, the proposed constitution and bylaws will be presented for adoption. The proposed amendments to the constitution and bylaws are included on the following pages. The proposed amendments are also posted on the conference web site: <http://cee.citadel.edu/asee-se/>

Constitution of the Southeastern Section (Proposed)

Adopted April 26, 1963 and as amended April 19, 1966, April 14, 1967, April 4, 1978, April 7, 1981

Article I--Name and Objects

Section 1. The name of this organization shall be the Southeastern Section of the American Society for Engineering Education.

Section 2. The mission of the Section shall be to: (a) enhance and promote the development and retention of effective engineering and engineering technology faculty, and (b) promote the assessment and development of effective academic programs in engineering and engineering technology that are responsive to the constituents.

Section 3. To achieve its fundamental mission, the Section has adopted the following goals:

- (a) Provide a forum for the exchange and evaluation of educational ideas and new pedagogical paradigms.
- (b) Provide for the recognition of excellence in engineering and engineering technology education.
- (c) Train faculties in student advising, personnel management, proposal writing, budget management, and other skills that will help faculty be successful in tenure and promotion.
- (d) Facilitate engineering and engineering technology curricula assessment and development.
- (e) Promote rational and achievable guidelines for tenure, promotion and the evaluation of faculty that support the three primary functions of the modern university, namely:
 - Undergraduate and graduate education,
 - Research and the development of knowledge, and
 - Service to the community.
- (f) Involve undergraduate and graduate students in activities of the Section to promote careers in engineering and engineering technology education.

Article II—Membership

Section 1. Membership in the Section shall be of two general classes: Individuals and Institutional.

Section 2. Individual membership shall be comprised of persons who are active in the American Society for Engineering Education.

Section 3. A member in good standing with the national organization of ASEE and living in the area of the Section is automatically a member of the Section.

Section 4. Institutional members shall be those institutional members of the Society, as defined in the American Society for Engineering Education Constitution and Bylaws that are located within the Section boundaries.

Section 5. The Section shall cover an area designated by the national organization of ASEE and presently including Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, the Commonwealth of Puerto Rico, and any Latin American and South American Countries, including the West Indies Islands, having within their boundaries an authorized Branch of ASEE.

Article III- Organization

Section 1. To serve the special and professional interests of the members of the Section and to fulfill the mission and goals of the Section, the Section shall be organized into three Units as defined by the Bylaws. These Units shall be as follows: (1) Programs, (2) Awards and Recognition, and (3) Publications and Promotion. Every five years the Executive Board shall review the Divisions comprising each Unit and make new assignments, if warranted, in accordance with Article XI of the Bylaws.

Section 2. Each Unit shall have a Chair, who shall be a Vice President of the Section, a Vice-Chair, and a Secretary.

Section 3. The Programs Unit will represent special interest divisions, while the other two Units will represent professional interests divisions.

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Proposed Amendments to Constitution

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Section 4. Divisions of special or professional interests within Units shall have a Chair, a Vice Chair, and a Secretary. The Chair of the Division will act as liaison officer for the Division's interest. There is nothing to prevent a member of a division from participating in or hold office at the Unit level.

Article IV Officers

Section 1. The Officers of the Section shall be President, President Elect, three Vice Presidents who are Chairs of the three Units (Programs, Awards and Recognition, and Publications and Promotion), and Secretary-Treasurer.

Section 2. The eligibility for office, the manner of election, and duties of the officers are set forth in the Bylaws.

Section 3. Officer terms shall be held in accordance with the following limits: (a) President-serves a one-year term; however, can serve a second term, but not consecutively; (b) three Vice Presidents representing Units—normally serve a one-year term; (c) Secretary Treasurer serves a three-year term; however, can serve a second term.

Article V—Executive Board

The Executive Board of the Section shall consist of the President, the President Elect, the three Vice Presidents, the Secretary-Treasurer, and the Immediate-Past President and ex officio members as specified by the Bylaws. Its function shall be to coordinate the activities of the Section. Its actions shall be final as to (a) approval of budgets, (b) meetings, (c) appointments of officers to fill emergency vacancies, and (d) determination of eligibility of institutional members.

In case of a national emergency during which it is impossible for the Section to hold a regular meeting, the Executive Board may take any action on behalf of the Section that it deems necessary and advisable and will remain in office for the duration of the emergency; provided, however, that such action shall be reported to the Section at its first regular meeting thereafter.

Article VI—Committees

Section 1. The Section shall have a Nominating Committee with duties defined in the Bylaws. The Nominating Committee shall consist of the Immediate-Past President as Chair, Past Presidents serving two- and three-years previously, and a member, who is a non-candidate officer, of the Executive Board appointed by the President.

Section 2. The Section shall have a Committee on Resolutions with duties defined in the Bylaws. This committee consists of the President Elect, Secretary Treasurer, Immediate-Past President, and a Unit representative as provided in the Bylaws.

Section 3. The Section shall have a Programs Committee with duties defined in the Bylaws. This committee consists of the Vice President for Programs and four members as provided in the Bylaws.

Section 4. The Section shall have an Awards Committee with duties defined in the Bylaws. This committee consists of the Vice President for Awards and Recognition and five additional members as defined in the Bylaws.

Section 5. The Section shall have a Publications and Promotion Committee with duties defined in the Bylaws. This committee shall consist of the Vice President for Publications and Promotion and up to seven additional members as defined in the Bylaws.

Section 7. Such other committees as may be required may be appointed by the President with approval of the Executive Board or by direction by vote of the Section membership.

Article VII- Meetings

Section 1. There shall be at least one annual Section meeting at such time and place as set by the Executive Board.

Article VIII—Amendments to the Constitution

The Constitution may be amended by a favorable two-thirds vote of the members who are present at an annual meeting of the Section. Amendments may be submitted by a majority vote of the members of the Executive Board of the Section, or by petitions signed by not fewer than ten (10) members of the Section. Proposed amendments shall be circulated by mail or by electric means to members of the Section not less than thirty (30) days prior to the annual meeting at which the amendments will be presented for adoption.

Bylaws of the Southeastern Section (Proposed)

Adopted April 26, 1963; Amended April 19, 1966, April 7, 1972, April 4, 1978, April 7, 1981, 22 March 1983

Article I--Organization

The Section's membership shall be organized by areas of interest defined by Divisions that are grouped into three Units [(1) Programs, (2) Awards and Recognition, and (3) Publications and Promotion]. The Programs Unit consists of the following special-interest Divisions: Instructional, Administrative, and Research. The Awards and Recognition Unit consists of the following professional-interest Divisions: Civil Engineering, Engineering Technology, and Engineering Graphics. The Publications and Promotion Unit consists of the following professional-interests Divisions: Mechanical Engineering, Electrical Engineering, Computer Engineering, and Software Engineering.

Article II--Requirements for Holding Office

All officers of the Section, including officers of the Units and Divisions, must be members of the American Society for Engineering Education.

Article III--Election of Officers

Section 1. Each Unit and Division will elect annually the following officers: Chair, Vice Chair, and Secretary. Unit officers must have previously held Division Chair positions.

Section 2. The President Elect shall hold office for one year and be chosen from those who have previously served as Vice President or as Secretary-Treasurer. At the end of the one-year term, the President Elect shall become President of the Section and hold that office for one year.

Section 3. The Vice President for Programs shall be elected annually, with the nominee representing the Programs Unit and its assigned special-interest divisions. The term of service is normally for one year.

Section 4. The Vice President for Awards and Recognition and the Vice President for Publications and Promotion shall be elected annually, with the nominees representing their Units and assigned professional-interest divisions. The term of service is normally for one year.

Section 5. The Secretary-Treasurer shall normally hold office for three years and can be elected to a second three-year term.

Section 6. The President Elect and Secretary-Treasurer shall be elected at an annual business meeting of the Section by a majority vote of those members present and voting.

Section 7. If an officer is unable to serve until the end of the term, the vacancy will be filled according to the following: (a) Vice Presidents and Secretary-Treasurer-- (1) officers from the affected Unit will move up to the next level or (2) in extreme circumstances a person, if possible one who has previously served in the vacated position, can be appointed by the Executive Board; (b) President Elect-- (1) when President Elect is unable to serve, the President and President Elect positions will be filled at the next general election; (2) fulfillment of President Elect duties will be delegated by Executive Board during the interim to the next election.

Article IV--Appointment of Officers

Section 1. Campus Representative Coordinator. The Campus Representative Coordinator shall be appointed by the Executive Board and shall report to President. The Campus Representative Coordinator serves as an ex officio member of the Executive Board. The duties include coordinating the activities of all campus representatives and representing the Section in this regard at national meetings.

Section 2. Conference Host-Site Coordinator. The conference Host-Site Coordinator shall be appointed by the host institution. In this capacity the site coordinator is responsible for the hotel and conference facilities, development of the conference budget in concert with the Vice President for Programs, and peripheral activities such as field trips, spouses programs, dinner speakers, and other non-technical aspects of the conference. Furthermore, the local arrangements committee is responsible for preparing the Conference Program and Book of Abstracts.

Section 3. Publications and Promotion Committee Members. At-large members of the Publications and Promotion Committee shall be appointed by the Executive Board and report to the Vice President for Publications and Promotion.

Article V--Duties of Officers

Section 1. The President of the Section shall: (a) preside at all general sessions of the Section, (b) preside at all meetings of the Executive Board, and (c) shall implement a plan supporting the mission and goals of the Section developed as President Elect

Section 2. The President Elect shall: (a) develop a plan that supports the mission and goals of the Section, (b) preside over meetings when the President cannot act or is absent from the meeting, (c) and create the Annual Meeting Call for Papers in conjunction with the next year's host institution and provide the Call to the Vice President for Programs for dissemination.

Section 3. The Vice Presidents of the three Units shall preside over meetings of their Units. Unit officers serve in the following capacities: (a) Programs Unit: Chair as Vice President for Programs, Vice Chair as Annual Meeting Technical Program Chair, and Secretary as a member of the Promotions Committee and Advertising Coordinator, (b) Awards and Recognition Unit: Chair as Vice President for Awards and Recognition, Vice Chair and Secretary as members of the Awards Committee, and (c) Publications and Promotion Unit: Chair as Vice President for Publications and Promotion, Vice Chair and Secretary as members of the Publications and Promotion Committee (handling special projects and promotion). The Vice Presidents shall serve as members of the Executive Board, shall be responsible for the program of their Units at scheduled meetings, and shall be responsible for appointment of committees of their Units.

Section 4. Vice President for Programs. The Vice President for Programs shall: (a) Chair the Programs Committee, (b) be responsible for the overall conduct of the annual meeting through a coordinated effort with the Host-Site Coordinator, (c) disseminate of the Annual Meeting Call for Papers and the general announcement of the meeting as provided by the President Elect, (d) promote of the development

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Proposed Amendments to Bylaws

(Continued from page 9)

of new faculty, and (e) coordinate workshops and seminars with, or in addition to the annual meeting, as approved by the Executive Board.

Section 5. Vice President for Awards and Recognition. The Vice President for Awards and Recognition shall: (a) Chair the Awards and Recognition Committee, (b) oversee the selection process for awards and any special recognition given by the Section including publicity, selection, and notification, (c) exercise responsibility for all award certificates and checks being available for distribution at the Annual Awards Banquet, (d) work with the Secretary-Treasurer to develop sources of funding, and (e) conduct a review of awards and make recommendations to the Executive Board to eliminate or create new arrivals.

Section 6. Vice President for Publications and Promotion. The Vice President for Publications and Promotion shall: (a) Chair of the Publications and Promotion Committee, (b) be responsible for the Conference Proceedings, Section Newsletter, Transactions Journal, Section Website, and any other publications authorized by the Executive Board, (c) promote the interests of the Section to the membership, to member institutions, to the public, and to the profession, (d) promote the annual meeting using appropriate publicly and through member institutions, (e) coordinate the Section's position on issues affecting engineering and engineering technology, as directed by the President and Executive Board, and (f) maintain and update future conference sites up to five years in advance.

Section 7. The Secretary-Treasurer of the Section shall: (a) be responsible for the minutes of all general session meetings of the Section and Executive Board and cause them to be kept as permanent records, (b) be responsible for all correspondence concerning the business of the section, (c) collect all income to the Section, and (d) keep a permanent record of all receipts and expenditures of the Section. In addition, the Secretary-Treasurer shall be responsible for preparation of the annual budget, in cooperation with the President, and shall present it to the Executive Board for consideration annually. The Secretary-Treasurer shall furnish the host of the annual meeting a copy of the responsibilities of the host.

Section 8. The representatives to the Council of Sections, Zone II, shall represent the Section in that Council and shall report their activities to the Section.

Section 9. The Secretary of each Unit and Division shall be responsible for the minutes of Unit/Division meetings and their distribution to the President, Vice Presidents and Secretary-Treasurer of the Section.

Article VI--Voting Privileges

Section 1. All individual members of the Section are entitled to vote in the election of officers of the Section or on questions concerning the Section as a whole.

Section 2. Individual members of each Unit are entitled to vote in the election of Unit officers of or on questions concerning the Unit.

Section 3. Individual members of each Division are entitled to vote in the election of Division officers of or on questions concerning the Division.

Article VII--Standing Committees

Section 1. Nominating Committee. The Nominating Committee of the Section shall consist of the Immediate-Past President as Chair, the two preceding Past Presidents, and a fourth member appointed by the President from the Executive Board. Nominating Committee duties include seeking, evaluating and nominating a candidate for each of the following Section officer positions: (a) President Elect and (b) Secretary-Treasurer.

Section 2. Programs Committee. Programs Committee consists of the Vice President for Programs as Chair and four additional members. These members include the Vice Chair from the Programs Unit, the Secretary of the Programs Unit who is the Advertising Coordinator, the Annual Meeting Host-Site Coordinator, and the Workshop/Seminar Coordinator.

The Programs Committee is responsible for the conduct of the annual meeting including promotion, budget, entertainment, conference workshops, technical program, and procurement of keynote speaker.

The Vice Chair of the Programs Unit is the Technical Program Coordinator and is responsible for the coordination of the conference program including workshops, keynote speaker, technical sessions, and review of papers, panel discussions, and all other aspects of the technical program.

The Secretary of the Programs Unit is the Advertising Coordinator and shall be responsible for disseminating the Call for Papers as provided by the President Elect and general announcement of the conference. Further, the Advertising Coordinator shall promote the conference in appropriate publications and through member institutions.

The Programs Committee is also responsible for coordinating any workshops and seminars, as approved by the Executive Board, held at times other than the annual meeting.

Section 3. Resolutions Committee. The Committee on Resolutions of the Section shall consist of the President Elect as Chair, and three additional members including the Secretary-Treasurer, the Immediate -Past President, and the Vice Chair of the Programs Unit.

Section 4. Awards Committee. The Awards Committee shall be chaired by the Vice President for Awards and Recognition, and shall include the Vice Chair and Secretary of the Awards and Recognition Unit, the Secretary of the Publications and Promotion Unit, and Chairs of the Instructional and Research Divisions.

The Awards Committee is responsible to form individual selection committees and coordinate individual Award reviews. Selection committees shall consist of representatives from different institutions. Selection committees shall verify that Awardees meet stipulated requirements, and will attend the annual meeting, if a requirement.

(Continued on page 11)

Proposed Amendments to Bylaws

(Continued from page 10)

Section 5. Publications and Promotion Committee. The Publication and Promotion Committee shall be chaired by the Vice President for Publications and Promotion, and include the Vice Chair and Secretary of the Publications and Promotion Unit, the Proceedings Editor, the Newsletter Editor, the Transactions Journal Editor, the Website Coordinator, and the Section Campus Representative Coordinator.

The Publications and Promotion Committee is responsible for: (a) promoting the interests of the Section to the membership, to member institutions, to the public, and to the profession; (b) promoting the annual meeting using appropriate publicity and through member institutions; (c) exploring and formulating recommended Section positions on issues pertaining to engineering and engineering technology; (d) evaluating potential meeting sites for future conferences by considering the geography of the Section; (e) seeks new host sites approved by the Executive Board for future conferences while trying to include all member institutions.

The Proceedings Editor, Newsletter Editor, Transactions Journal Editor, and Website Coordinator, duties as defined as follows:

- (a) Proceedings Editor. The Proceedings Editor shall be responsible for publication of the proceedings of the annual conference in electronic or printed form as determined by the Executive Board. Included in the responsibility are preparation and update of templates for authors to use when preparing manuscripts for the conference.
- (b) Newsletter Editor. The Newsletter Editor shall be responsible for preparation, publication, and dissemination of the newsletters of the Section. The frequency of publication shall be approved by the Executive Board and is dependent upon available funds.
- (c) Transactions Journal Editor. The Transactions Journal Editor shall be responsible for publication of the Transactions Journal of the Southeastern Section. Included in the responsibilities for the journal are coordination of the editorial review board, solicitation of papers for the journal, review of submitted papers, and maintenance of high editorial standards for the journal.
- (d) Website Coordinator. The Website Coordinator shall be responsible for the content of the section website and shall work closely with a designated individual at the web site host institution for implementation, update, and maintenance of the web site.

Article VIII – Funds

Section 1. Funds of the Section shall be administered by the Executive Board.

Section 2. In general, if funds are in the treasury, the Section pays for the following in connection with each meeting; printing of postal cards, spouses programs, car signs, and complimentary tickets for keynote speakers for the luncheon and/or the banquet on the day they speak.

Section 3. A registration fee may be charged for a meeting of the Section.

Section 4. The host site must submit a budget for approval to the President of the Section before any expenditures are made.

Article IX --Fiscal Year

The fiscal year of the Section shall be from July 1 through June 30.

Article X--Meetings

Section 1. The annual meeting sites shall reflect the geography of the Section.

Section 2. All members are to be sent notification and invitations prior to each annual meeting of the Section.

Section 3. Each Host-Site Coordinator shall comment on the responsibilities and pass them on through the Secretary Treasurer of the Section to the Host-Site Coordinators for future meetings.

Article XI--Amendments to the Bylaws

These Bylaws may be amended by a favorable two-thirds vote of the members who are present at an annual meeting of the Section. Amendments may be submitted by a majority vote of the members of the Executive Board of the Section or by petition signed by not fewer than ten (10) members of the Section. Proposed amendments shall be circulated by mail or by electronic means to members of the Section not less than thirty (30) days prior to the annual meeting at which the amendments will be presented for adoption.

Packets

- Be sure to look at the new awards available for this year. One is the Outstanding Mid-Career Teaching Award. This will be given for the first time this year in addition to the Section Outstanding Teaching Award and the Section New Teacher Award, which have been awarded in past years. Another is the Tony Tilmans Section Service Award. The first Service Award was presented last year.
- Campus representatives are encouraged to attend the 2003 Section Conference in Macon. A campus representatives meeting is planned for the conference and the Outstanding Campus Representative Award will be presented at the Awards Banquet. For additional details, contact the Campus Rep Coordinator for the Southeastern Section, Thomas Dion.
- The next national ASEE conference will be held June 22—25 in Nashville, Tennessee. Details may be found at <http://www.asee.org/conferences/annual2003/> as they become available.
- Looking for outstanding tips on teaching? The “Teaching Toolbox” section of the ASEE Prism contains a wealth of valuable information for engineering educators.

Got something to say? Contact the right person in the Southeastern Section:

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