

# Technological and Engineering Literacy / Philosophy of Engineering (TELPHE) Division of the American Society for Engineering Education By-laws

## I. Name

The name of this Division shall be the Technological and Engineering Literacy/Philosophy of Engineering (TELPHE) Division of the American Society for Engineering Education.

## II. Objectives

The objectives of this Division are identical with those of the Society, as stated in Article 1, Section 2 of the Constitution of ASEE, with special emphasis on those objectives which pertain to the fields of technological and engineering literacy and of the philosophy of engineering.

The primary objectives of this Division shall be:

- A. To promote efforts to increase the technological and engineering literacy of all citizens through the development of educational curricula, delivery approaches, and the development of assessment tools for engineering and technological literacy. Here, technology is defined as “the entire system of people and organizations, knowledge, processes, and devices that go into creating and operating technological artifacts, as well as the artifacts themselves” (Technically Speaking, National Academy of Engineering, NAP, 2002, pg 13)
- B. To assert the relevance of technological and engineering literacy and to encourage the use of these concepts as a framework for teaching and learning across the curriculum for majors in engineering-related programs and for non-majors.
- C. To provide a forum for the presentation and sharing of technological and engineering literacy and philosophy educational initiatives and methods.
- D. To create a community engaged in technological and engineering literacy and philosophy initiatives by fostering networking and dialog among students, educators and the public.
- E. To increase awareness of and participation by university and community college faculty, other educators, and industrial partners in technological and engineering literacy and philosophy initiatives and to encourage professional development.
- F. To encourage the participation of non-engineering educators with backgrounds outside of engineering, as well as those with engineering backgrounds, in all aspects of the division’s mission.
- G. The division seeks to synthesize and broadly disseminate lessons learned in all areas of the division’s mission.
- H. Building on the division’s work in the design and development of the curriculum for technological and engineering literacy, pursue the development and dissemination of a philosophy of engineering and technology, defined as the critical study of the basic principles and concepts of engineering and technology.

- I. In partnership with other divisions, this division will be part of efforts to develop a philosophy of engineering and technology education. We seek to promote and support work in this area with a special interest in joint activities.
- J. The division will collaborate in areas of mutual interest with other divisions in the ASEE, and will strive towards a goal that many of the division's sessions will be co-sponsored with other ASEE divisions and committees.

### III. Membership

- A. Membership of this Division shall consist of those members of the Society who are listed in the Society records as having an interest in *Technological literacy* initiatives.
- B. No division dues will be charged to all members of the Division. Dues may be charged at a later date if Division activities warrant.

### IV. Organization

- A. The Division shall be administered by an Executive Committee composed of the Division Chair, Division Chair-Elect, Secretary, Treasurer, Program Chair, Immediate Past Division Chair, two members elected at-large, who shall serve staggered two-year terms, one representative from the Liberal Education / Engineering & Society (LEES) Division as determined by LEES, the Technology Literacy Representative, and the Diversity Advocate.
- B. The Division Chair shall represent the Division on the Council Board of the Professional Interest Council to which the Division has been assigned by the Society.

### V. Officers

- A. The Division's officers shall be:
  - Chair – serving a term of two (2) years and succeeding to the position of Immediate Past Chair.
  - Chair-Elect - serving a term of two (2) years and succeeding to the position of Chair.
  - Secretary – serving a term of two (2) years.
  - Treasurer - serving a term of two (2) years.
  - Program Chair - serving a term of two (2) years.
  - Co-program Chair – appointed by the Executive Committee in consultation with the Program Chair.
  - At-large Director (2) – nominated from the Division membership, each serving a staggered term of two (2) years.
  - Liberal Education / Engineering & Society (LEES) Division Representative – serving a term of two (2) years. The LEES representative will be appointed by the Executive Committee in consultation with the LEES Division.
  - Immediate Past Chair.
  - Nominating Committee Chair (Refer to Article VI – I and Article VII – B.)
  - Digital Media Administrator (Webmaster/Listserv Manager) - appointed by the Executive Committee.
  - Division Technological Literacy Advocate – appointed by the Executive Committee, serving a term or two (2) years. Serves as chair of the Division's Program Development Committee. (Refer to Article VII – I and Article VIII – C.)
  - Publications Editor - appointed by the Executive Committee.

Newsletter Editor – appointed by the Executive Committee.

Diversity Advocate – appointed by the Executive Committee.

- B. The Chair and other elected officers shall assume their duties at the close of the Division's business meeting conducted at the annual meeting of the Society. Appointed officers shall assume their duties upon appointment.
- C. In the event of the resignation or death of one of the members of the Executive Committee, the vacated office shall be filled for the duration of the unexpired term by a person to be appointed by vote of the Executive Committee, except that:
  1. in the event of the resignation or death of the Chair, the Chair-Elect shall take office as Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;
  2. in the event of the resignation or death of the Chair Elect, a special election shall be conducted within 30 days to elect a new Chair Elect and the Executive Committee may, at its discretion, appoint a person to fulfill the duties of the Chair Elect until the position is filled by election;
  3. in the event of the resignation or death of the Immediate Past Chair, the vacated office shall not be filled for the duration of the unexpired term.

## VI Duties and Terms of Officers

- A. The Chair shall:
  - Have administrative responsibility for the conduct of all functions of the Division in accordance with these by-laws and the policies and procedures established by the Executive Committee.
  - Schedule, organize and conduct annual business meetings of the Division and all meetings of the Executive Committee.
  - Appoint all standing committees authorized by these by-laws and special committees authorized by the Executive Committee.
  - Compile an annual report of the activities of the Division as requested by the Secretary of the Society.
  - Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.
  - Other functions as required or assigned by the Executive Committee.
- B. The Chair-Elect shall:
  - Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
  - Succeed the Chair upon completion of his/her term in office.
  - Take office as Chair, as specified in Article V - C above, in the event of the resignation or death of the Chair before his/her term is completed.
  - Other functions as required or assigned by the Executive Committee.
- C. The Program Chair shall:
  - Arrange and coordinate the Division's activities at the Society's annual meeting.
  - Work with the Executive Committee to develop technical programs in accordance with the Division's objectives.
  - Coordinate sessions within the time frame set by ASEE headquarters for inviting speakers, notifying headquarters of logistical needs, etc., as set forth in the "Program Chair Guidelines" available from the ASEE Conferences department.

- Work with ASEE Conferences department staff in the on-site management of sessions.
  - Other functions as required or assigned by the Executive Committee.
- D. The Co-program Chair shall:
- Assist the program chair in preparing the Division's sessions at the ASEE Annual meeting and Exposition.
- E. The Treasurer shall:
- Oversee and maintain the financial records of the Division and regularly report on financial status to the Executive Committee.
  - Collect Division income, if any, and disburse monies authorized by the Division Chair.
  - Keep records of all the Division's outstanding receivables and payables.
  - Ensure that all the Division's financial activities conform to the standards and procedures set forth in the ASEE Financial Policy Manual, which is available from the ASEE Accounting department.
  - Other functions as required or assigned by the Executive Committee.
- F. The Secretary shall:
- Record the minutes of Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to appropriate Division and Society officers.
  - Be responsible for the official records of the Executive Committee and the Division, and ensure that the files of the Division are passed along to his/her successor.
  - Tabulate, verify, and communicate the results of Division elections and other ballots.
  - Other functions as required or assigned by the Executive Committee.
- G. The At-large Directors and LEES Representative shall:
- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the Division may establish.
  - Other functions as required or assigned by the Executive Committee
- H. The Immediate Past Chair shall:
- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the Division may establish.
  - Solicit nominations for recipients of the Division's Meritorious Award and other non-conference paper awards as the Division may establish and in accordance with the awards' procedures and policies recommend recipients for the awards to the Executive Committee.
  - Other functions as required or assigned by the Executive Committee.
- I. The Nomination Committee Chair shall:
- Lead the Nominating Committee in developing the list of candidates for Division elections.
  - Keep the Executive Committee informed about the activities and progress of the Nominating Committee.
  - Other functions as required or assigned by the Executive Committee.
- J. The Digital Media Administrator shall:
- Develop and maintain the Division's web site.
  - Ensure that the Division web site adheres to the policies and standards of the Society as to privacy and all other internet issues.
  - Other functions as required or assigned by the Executive Committee.
- K. Technological Literacy Advocate shall:
- Serve as chair of the Division's Program Development Committee (Refer to Article VIII – C).
  - Coordinate Division programming with the Division Chair and the Program Chair.

- Ensure that Division initiatives align with evolving Technological Literacy trends and meet evolving need of the technological education community.
  - Other functions as required or assigned by the Executive Committee.
- L. Publications Editor shall:
- Collect, evaluate, and edit material for periodic publications published by the Division.
  - Other functions as required or assigned by the Executive Committee.
- M. Newsletter Editor shall:
- a. Collect, evaluate, and edit material for periodic newsletters to the Division membership.
  - b. Other functions as required or assigned by the Executive Committee.
- N. Diversity Advocate shall:
- a. Represent the Division on the ASEE Diversity Council and advocate for Article XII Diversity and Inclusiveness within and on behalf of the Division.
  - b. Other functions as required or assigned by the Executive Committee.

## **VII. Election of Officers**

- A. At the Division's annual business meeting the Nominating Committee shall nominate one or more candidates for the offices of: Division Chair, Program-Chair, Secretary, Treasurer, and At-large Director(s) as required due to expiring terms or vacancies.
- B. In addition to those nominations made by the Nominating Committee, additional names may be nominated for any office to be filled in an election upon presentation of such nominations in writing signed by five Division members present at the annual Meeting. These nominations shall be voted upon together with the names of the members nominated by the Nominating Committee.
- C. In the event of the resignation or death of one of the members of the Executive Committee, a person appointed by vote of the Executive Committee shall fill the vacated office for the duration of the unexpired term, except that in the event the Division Chair is unable to complete their term of office, the Immediate Past Chair shall automatically assume these duties as Interim Chair, until a new Division Chair is elected at the next annual business meeting of the Division.

## **VIII. Committees**

- A. The Executive Committee shall establish such regular and special committees as it deems necessary to carry out the purposes of the Division.
- B. The Nominating Committee shall be composed of the Immediate Past Chair of the Division as committee chair and two current Executive Committee members appointed by the Division Chair, with the advice and consent of the Executive Committee.
- C. The Technology Literacy Committee shall consist of the Technological Literacy Advocate (chair), Program Chair, Co-program Chair, and Publications Editor. This committee shall be responsible for the development and presentation workshops, seminars, conferences other than the Division's program at the ASEE Annual Meeting and Exposition, publications, and short courses to provide for the continued development of educators, policy makers, and the public at large engaged in Technological Literacy/Philosophy of Engineering education.

## **IX. Meetings and Activities**

- A. An annual business meeting of the Division shall be held during the annual conference of the Society. Those members present at the meeting shall constitute a quorum. The business meeting shall include at least:
  1. Reports from the incumbent officers on the Division's activities for the preceding year, membership, and finances.
  2. Election of officers for the following year.
  3. Presentation of Division awards, unless the Division schedules a separate function for that purpose.
- B. The Executive Committee shall hold regular meetings during the annual conference of the Society and special meetings throughout the year as called by the Chair. Those members of the Executive Committee present at meetings of the Executive Committee shall constitute a quorum.
- C. The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the Division.
- D. All meetings of the Division are open to all interested persons. Only members of the Executive Committee, however, are eligible to vote on Executive Committee matters and only members of the Division are eligible to vote on division-wide matters, including the election of officers.

#### **X. Publications**

- A. The Division shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the Division.
- B. In accordance with Article VIII of the ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein shall become the property of ASEE and may be published as ASEE series, miscellaneous or occasional publications if authorized by the Board of Directors or its delegated representative. The ASEE Board of Directors, through its delegated representative, may grant permission to publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may waive any property right ASEE may have in the paper or discussion. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of the Society.

#### **XI. Amendments**

- A. Amendments to these by-laws may be made at the annual business meeting of the Division, or by mail, e-mail, or electronic ballot at any time during the year, upon affirmative vote by two-thirds of the members who vote. If e-mail/electronic balloting is used, those members who do not have e-mail addresses on their membership records shall be provided the opportunity to cast their vote by mail or fax. Only members of the Division may vote on proposed amendments to the by-laws.
- B. Proposed amendments to these by-laws shall be prepared by a committee of (insert number) Division members appointed by the Division Chair. Proposed amendments shall be sent to the full membership of the Division by letter or in the publications of the Division not less than 30 days before they are to be voted upon. Proposed amendments may also be sent to members by e-mail, providing that they are also sent by mail to those members who do not have an e-mail address on their membership records.
- C. Amendments approved by the division membership shall be submitted through the PIC (insert appropriate PIC number) Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

- D. New division and national awards must be approved by the Awards Policy Committee (APC). Once approved by the APC, the award description shall be submitted through the PIC (insert appropriate PIC number) Chair for approval by majority vote of the ASEE Board of Directors and shall take effect upon approval.

## XII. Statement on Diversity and Inclusiveness

The Technological Literacy/Philosophy of Engineering (TELPhE) Division is also committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The TELPHE Division recognizes that diversity is strength in creativity, broadness of new ideas, and embracing new perspectives to arrive at the most truly innovative, resource-smart solutions possible. More information can be found on ASEE's Statement on Diversity and Inclusiveness at <http://www.asee.org/about-us/diversity>

## XIII. Other Provisions

- A. Any provision of these by-laws shall be deemed invalid if it contravenes the Constitution and By-Laws of the Society or of the Professional Interest Council (PIC) to which the Division belongs.
- B. The rules contained in Robert's Rules of Order, latest edition, shall govern this Division in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and By-Laws of the Society and the By-Laws of this Division. In all other matters, the Constitution of the Society shall govern.

## XIII. Awards

Best Paper Award: To annually recognize the best paper written and presented at the ASEE Annual Conference and Exposition in the TELPhE Division. The award comprises a plaque and a certificate with the signature of the division chair and the program chair that includes a short narrative of the basis for the award.

- Eligibility / Criteria: The award winning paper will:
  - Contribute significant extensions of TELPhE concepts as well as to the literature.
  - Have effective integration of analytical and philosophical concerns as a primary premise.
  - Include high quality design of the study and collection of data where appropriate.
  - Make conclusions with broad application to TELPhE.
- Nomination Process: All final papers submitted to TELPhE for presentation in a TELPhE-sponsored session at the ASEE Annual Conference and Exposition are eligible.
- Judging: The Program Chair shall appoint a committee of at least three TELPhE members who have published papers. TELPhE authors whose papers are under consideration are not eligible to serve on the judging committee. The committee will initially screen the candidate papers for this award as a function of ASEE Best Paper Rubric and then evaluate each paper to the above criteria. The award selection shall be prior to the deadline for division best paper nominations to be forwarded the division's PIC chair.

Best Student Paper Award: To annually recognize the best high school, undergraduate, or graduate student paper, work-in-process, or poster presentation presented at the ASEE Annual Conference and

Exposition in the TELPhE Division, with the student as being the primary investigator / researcher, and that the paper makes a significant contribution the literature of technology and engineering literacy / philosophy of engineering field. The award comprises a plaque and a certificate with the signature of the division chair and the program chair that includes a short narrative of the basis for the award.

- Eligibility / Criteria: All student authored ASEE Annual Conference and Exposition TELPhE Division papers, work-in-process, or poster presentations are eligible. An award winning paper, work-in-process, or poster presentation will:
  - Be student authored work, with appropriate confirmation included in the paper documentation from the student's supervisor or academic mentor.
  - Describe high-quality student work.
  - Be significant and relevant to current issues in TELPhE.
  - Present findings that are applicable to a broad audience.
  - Be extremely well-written.
  - Be presented at the ASEE Annual Conference and Exposition.
- Nomination Process: All final student-authored papers submitted to TELPhE for presentation in a TELPhE-sponsored session at the ASEE Annual Conference and Exposition are eligible.
- Judging: The Program Chair shall appoint a committee of at least three TELPhE non-student members who have published papers. The committee will initially screen the candidate papers for this award as a function of ASEE Best Paper Rubric and then evaluate each paper to the above criteria. The award selection shall be prior to the deadline for division best paper nominations to be forwarded the division's PIC chair.

Meritorious Award: This award recognizes an Individual or organization for significant contributions in promoting technology and engineering literacy, or the philosophy of engineering, to be awarded as occasions arise. The award is not limited to TELPhE Division members. The award comprises a plaque and a certificate with the signature of the division chair and the immediate past division chair that includes a short narrative of the basis for the award.

- Selection Criteria: Nominations can be submitted by the division membership based on positive contributions in the following areas:
  - Promoting technology and engineering literacy, or the philosophy of engineering through significant contribution to editorial content (articles, editing, reviewing, etc.).
  - Repeated service as TELPhE officer or program chair.
  - Outstanding service on a local, national or international committee promoting technology and engineering literacy, or the philosophy of engineering.
  - Exemplary contribution to the development or promotion of the technology and engineering literacy, or the philosophy of engineering body of knowledge.
  - Repeated delivery or development of technology and engineering literacy or the philosophy of engineering education in K-12, graduate, post-graduate, public service, or STEM areas.
  - The TELPhE executive committee (Reference: TELPhE Bylaws, Article IV Organization and Officers) serves as the selection committee for this award, selecting the honoree from the nominations solicited and received by the immediate past division chair.



- Self-nominations for this award are neither appropriate nor eligible to be considered for this award. Any nominee under consideration for this award, who is a member of the executive committee, must recuse themselves from the selection process.
- Nomination Process: Immediate past division chair solicits nominations in February. Nominations are submitted by March 30<sup>th</sup>. Award selection by the executive committee is made by May 1<sup>st</sup>.