

AMERICAN SOCIETY FOR ENGINEERING EDUCATION



Continuing Professional Development Division Handbook

Vision: CPDD is the pre-eminent organization for individuals and organizations involved in providing continuing professional development for practicing engineers and technical professionals worldwide.

Mission: CPDD fosters the development, delivery, and improvement of continuing education in all areas which pertain to allied branches of science, technology, engineering and mathematics; CPDD provides advocacy for and leadership in lifelong learning; and creates opportunities for exchange of information and expertise among providers and consumers of educational programs.

Revised
September 2012

American Society for Engineering Education Continuing Professional Development Division Background

The Continuing Engineering Studies (CES) Division was founded in 1965. The first Special Interest Groups (SIGs) were established in 1973. In 1978 the Division name was changed to Continuing Professional Development Division.

This Division is a focal point for persons charged with responsibility for maintaining the competence of individuals working in industry, education, and government. An active membership has nurtured an on-going interchange of ideas, involvement and information transfer of benefit to those concerned with developing continuing education program managers. The division co-sponsors the annual Conference for Industry and Education Collaboration (CIEC) and participates in the ASEE Annual Conference. Members participate in special interest groups, which are organized around specific topical interests, and receive the division's newsletter.

(More complete CPDD History from 1965 to 2003 was produced by Dr. Charles S. Elliott and is available on the CPDD website at http://wordpress.engineering.iastate.edu/cpd-asee/files/2012/01/Archive_Paper_final.pdf)

Continuing Professional Development Division Executive Board Positions

The CPDD Executive Board consists of the following elected positions:

- Chair
- Chair-Elect
- Past Chair
- Secretary
- Treasurer
- Directors (six)

Other roles and committee chairs who support the work of the division and may also attend executive board meetings include:

- Archivist
- Honors and Awards
- Membership
- Newsletter Editor
- Photographer
- Publications, Research and Special Projects
- ASEE Professional Interest Council (PIC) V Chair
- Website Content Editor
- Webmaster
- Nominations
- Special Interest Groups (SIGs) Chair
- ASEE Annual Conference Program Chair
- CIEC Program Chair
- Assistant CIEC Program Chair
- Finance Committee

Position

Descriptions

and

Leadership

Chair

TERM: 2 Year/Succession

POSITION SUMMARY/SCOPE:

Member of the CPDD Executive Board. The term of this position begins at the conclusion of the CIEC. [Bylaws changed 2005]

Provides effective planning, leadership, and advocacy to enhance selected professional development and membership services and to undertake new goals and initiatives designed to increase member involvement in the division.

MAJOR DUTIES:

- 1) Schedules and presides over the following meetings:
 - Division Meetings at the CIEC and ASEE Annual Conference
 - Executive Board Meetings at the CIEC and ASEE Annual Conference, and the Fall Planning Meeting
 - Additional Board Meetings as needed
- 2) Appoints Chairs of the following Standing Committees:
 - Membership
 - Honors and Awards
 - Publications
 - Research and Special Projects
- 3) Appoints Archivist, photographer, Website Content Editor, Webmaster, SIG Chair and Newsletter Editor.
- 4) Appoints Chairs of any Special Ad Hoc Committees or additional Standing Committees.
- 5) Submits copy for "Chairman's Corner" for Division Newsletter issues.
- 6) Submits copy describing the Division for the CIEC Proceedings.
- 7) Serves as Chair of the CIEC Executive Board and appoints the CIEC General Conference Chair, as assigned to the Division by the CIEC Executive Board on a rotational basis.
- 8) If an elected officer or director position should become vacant, the Chair appoints a successor with concurrence of the Executive Board to serve for the unexpired term of office of the Board Member being replaced.
- 9) Schedules a Board Meeting Conference Phone Call in November/December time period to officially receive the report of the Nominating Committee and to approve the Honors and Awards presented at CIEC.
- 10) Attends and provides division reports at CIEC Executive Board meetings and PIC V meetings.

- 11) Based on the recommendations of the Treasurer, appoints members of the Finance Committee.

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Chair-Elect

TERM: 2 Year/Elected

POSITION SUMMARY/SCOPE:

Member of the CPDD Executive Board. The term of office begins at the conclusion of CIEC. The Chair-Elect shall succeed to the office of Chair upon completion of his/her term of office.

OTHER SOCIETY OBLIGATIONS INHERENT IN POSITION:

MAJOR DUTIES:

- 1) Assists the Chair in the business of the Division.
- 2) Serves on the CIEC Executive Board.
- 3) Serves on the CPDD Nominating Committee.
- 4) Presides over the CPDD Executive Board and conducts the duties of the Chair in the absence of the Chair.
- 5) Serves as chair of the Honors and Awards Committee for the ASEE Annual and the Conference for Industry and Education Collaboration and assembles an awards committee to review nominations for the Joseph Biedenbach Award, Certificates of Merit, Appreciation and Service.
- 6) Attends and contributes to division reports at all CIEC Executive Board meetings and at PIC V meetings.

9/12

Past Chair

TERM: 2 Year/Succession

POSITION SUMMARY/SCOPE:

Member of the CPDD Executive Board serving for two years following his/her term as Chair. The term begins at the conclusion of the CIEC conference.

MAJOR DUTIES:

- 1) Assists the Chair in the business of the Division.
- 2) Serves as the Chair of the CPDD Nominating Committee, appoints an active voting member to the Nominating Committee, and distributes the slate of officers at least 30 days prior to the Division Meeting at CIEC.
- 3) Serves on the CIEC Executive Board and may have additional responsibilities as assigned by the CIEC Board as a divisional representative on a rotational basis.
- 4) Attends and contributes to division reports at all CIEC Executive Board meetings and at PIC V meetings.

9/12

Treasurer

TERM: 2 Year/Elected

POSITION SUMMARY/SCOPE:

Member of the CPDD Executive Board. The term begins at the conclusion of CIEC. The purpose of this position is to manage and provide oversight of the division finances and chair the CPDD Finance Committee. Serves as Finance Committee Chair. With the Finance Committee, analyzes income and expenses prior to CPDD board meetings, prepares overall budget as well as individual expense budgets for marketing (membership) and conferences.

The CPDD Treasurer does not have a checkbook or issue checks. He/She completes a disbursement authorization and sends it to ASEE Headquarters where the check is written and sent to the recipient. All disbursements must be approved by the CPDD Board in advance. On rare occasions the approval may be via fax, telephone, or e-mail. The CPDD Treasurer does receive checks made out to the Division which are endorsed and forwarded to ASEE Headquarters for deposit.

MAJOR DUTIES:

- 1) Keeps journal of payments and deposits for CPD Division.
- 2) Prepares disbursement authorizations for ASEE Headquarters to pay Division bills.
- 3) Prepares deposits for submission to ASEE Headquarters. Reconcile treasurer's records with quarterly statements.
- 4) Prepares quarterly statements and Treasurer's reports for presentation to the CPDD Executive Board.
- 5) Provide funds for anticipated expenses in advance of conferences as requested by the conference program chairs that have been budgeted.
- 6) Chair the Finance Committee. Recommend membership on the committee to the CPDD Chair for appointment.
- 7) Verifies dues from membership with ASEE Headquarters.
- 8) Works with the CPDD Finance Committee to develop and recommend policies and procedures to improve the financial management of the division.
- 9) Requests check(s) for Joseph M. Biedenbach Award and other awards given annually at CIEC.

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Finance Committee

A Finance Committee composed of the Treasurer, who shall serve as Chair, and two other members shall be appointed by the CPDD Chair with recommendations by the Treasurer at the CPDD Board of Directors meeting at the CIEC for indefinite terms to serve as the pleasure of the Chair. It shall then be the duty of this committee to prepare a budget for the next fiscal year and submit it at the Board meeting at the ASEE summer convention for approval by the Board.

Major Duties

- 1) Review the CPDD overall budget balance sheets, internal and ASEE.
- 2) In cooperation with the conference program chairs, prepares a recommended budget for their use for the conference, presents same to the Executive Board for approval as part of the overall budget.
- 3) In cooperation with the Membership Committee Chair, prepares a recommended budget, presents same to the Executive Board for approval as in Duty #2.
- 4) In the case of the expenditures not in the budget and needing immediate approval, may make such approval of other recommendation and informs the Executive Board of same. At the next meeting of the Executive Board, the Treasurer will make a motion to approve the expenditure and action of the Finance Committee.

NOTE: In order to maintain a positive fiscal balance, the Finance Committee recommends that the division maintain a balance of \$30,000 in the operating budget.

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Secretary

TERM: 2 Year/Elected

POSITION SUMMARY/SCOPE:

Member of the CPDD Executive Board. The term begins at the conclusion of CIEC. Maintains the record of activities, outcomes, and actions from all Executive Board and Division meetings.

MAJOR DUTIES:

- 1) Takes, transcribes, and distributes the Executive Board minutes to the Executive Board members in a timely fashion. This is usually done electronically via email; minutes are also posted on the website.
- 2) Takes, transcribes, and distributes the division meeting minutes to the Division members in a timely fashion. This is usually done via paper copy at the next Division meeting; minutes are also posted on the website.
- 3) Compiles and follows-up on Action Item list from Executive Board meetings.
- 4) Conducts all business of the division if both the Chair and Chair-Elect are absent or cannot perform the duties of their offices.
- 5) Sends complete set of meeting minutes, attachments, etc., to Archivist.

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Director

TERM: 3 Year/Elected

POSITION SUMMARY/SCOPE:

Member of the CPDD Executive Board.

MAJOR DUTIES:

- 1) Is a member in good standing of the CPD Division.
- 2) Attends and participates in all three CPDD Executive Board meetings and any conference calls by order of the chair.
- 3) Serves on committees assigned by the chair.
- 4) Participates in setting policy for division.
- 5) Participates in establishing and approval of division budget.

Individuals interested in serving on the Executive Board should send letter of interest with current resume to the current chair of the CPDD.

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Archivist

TERM: 1 Year/Appointed by CPDD Chair

POSITION SUMMARY/SCOPE:

Ex-officio non-voting member of the Executive Board.

Maintain a repository for one copy of all of the Division information, publications, and listing of all officers and committee members from the time of the formation of the CES Division to the present.

The Division has found value in maintaining records of the division activities, meetings, officers, awards, etc. The Archivist carries out the activities necessary to maintain accurate and complete records for the Division.

MAJOR DUTIES:

- 1) Maintains a file of the CPDD Newsletters.
- 2) Maintains a file of the CPDD publications, including a copy of all CIEC Proceedings.
- 3) Annually updates the CPDD history document. This primarily consist of updates to officers and committee members, honors and awards, and other relevant updates from conferences and meeting minutes where useful.
- 4) Maintains an updated file of all CPDD Executive Board and Division meeting minutes.

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Membership Committee Chair

TERM: No Term Limit/Appointed by CPDD Chair

POSITION SUMMARY/SCOPE:

Responsible for systems, processes, and communications that solicit, recruit, obtain, welcome, and involve new members into the Division. This is primarily accomplished through the website, mailing lists, telephone conversations, various mailings, and interactions with Special Interest Group (SIG) Leaders.

MAJOR DUTIES:

- 1) Appoints the members of the Membership Committee.
- 2) Obtains new member lists from the CPDD Chair.
- 3) Ensures the CPDD membership file is kept current.
- 4) Identifies and implements strategies for recruiting new members.
- 5) Update, maintain, and mail New Member Packet to new members including:
 - Welcome letter from CPDD Chair
 - Board member list
 - SIG explanation list
 - Count Me In Questionnaire
 - Engineering Education Magazine
 - ASEE Membership Application
 - CPDD Publications list and order form
 - Latest copy of the CPDD Newsletter
 - CPDD Questionnaire
 - Latest CIEC Program information
- 6) Set up and staff new member table at CIEC using the same materials itemized above, as well as including a CPDD membership application.
- 7) Encourage CPDD members to welcome "Red Stars" at the CIEC.
- 8) Provide reports to the CPDD Board regarding ongoing membership committee activities.
- 9) Provide written proposal and obtain CPDD Board approval for any expenditures associated with membership development.

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Newsletter Editor

TERM: 1 year/Appointed by CPDD Chair

POSITION SUMMARY/SCOPE:

Ex-officio non-voting member of the CPDD Executive Board. Collect and organize submission of articles from board members, division members, and other. Layout newsletter for electronic distribution.

MAJOR DUTIES:

- 1) Write "From the Editor" column.
- 2) Contact current CPDD Chair to write CPDD Chair column.
- 3) Contact publicity people for CIEC and ASEE Annual Conference at appropriate times to provide information for newsletter.
- 4) Contact current CPDD Executive Board to obtain any CPDD business items that need to reach the entire membership. Examples include changes to bylaws.
- 5) Send electronic file to CPD chair for distribution to CPD listserv and website.

SPECIAL NOTES:

Publication Deadlines: March 1 and November 1

The Name of the Newsletter is "The Voice."

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Nominating Committee Chair

TERM: 2 Year/Concurrent with Past Chair

POSITION SUMMARY/SCOPE:

Responsible for developing slate of candidates for open Board positions.

MAJOR DUTIES:

Per the CPDD Bylaws, section IV Item E – Nominations and Elections (revised at CIEC 2009 in Orlando)

The Nominating Committee, consisting of the past Chair, Chair-Elect and one (1) active voting member of the CPD Division appointed by the past chair no later than the ASEE Annual Conference CPDD Board Meeting.

- 1) Serves from one CIEC CPDD Board Meeting until discharged at the next CIEC CPDD Board Meeting.
- 2) Prepares a slate of candidates for each vacancy to be filled at the next CIEC Business Meeting.

Procedures

- The nominations shall be presented to inform the Executive Board and announced by mail (CPDD Newsletter) to the Division membership so as to reasonably be received no later than **thirty (30) days** prior to the Annual CIEC CPDD Business Meeting at which the voting is to take place.
- Additional nominations may be made from the floor at the time of the elections.
- Nominations for Directors shall be made so as to maintain approximately equal representation on the Executive Board of both academic and non-academic members.
- The election shall be by the registered members of the Division present at the business meeting of the Division conducted during the Annual CIEC CPDD Business Meeting.
- Print about 150 Nomination Program booklets, which include photos and biographies of the candidates to be distributed at the CIEC business meeting. Use previous booklet for format.

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Honors and Awards Committee Chair

TERM: 2 Year/Concurrent with Chair-Elect

POSITION SUMMARY/SCOPE:

Facilitate selection of CPDD Award winners. Purchase awards; preside at CPDD awards presentation at CIEC and present plaques, etc., to winners.

MAJOR DUTIES:

- 1) Appoints the members of the Honors and Awards Committee.
- 2) Solicits nominations by sending nomination forms to total CPDD membership or to Board members and committee chairs, depending on award specifications. Selection procedure should start about 10/1 and be completed about 11/15.
- 3) Selects winners of Biedenbach Award, Certificate of Merit, Outstanding Paper Award, and Certificates of Appreciation.
- 4) Submits request to have treasurer request \$1000 check from ASEE for the Biedenbach Award winner for presentation at awards.
- 5) Orders plaques engraved with winners' names and sends invoice to CPDD Treasurer for payment.
- 6) Prints about 50 booklets containing winners' names to be handed out at CIEC awards presentation. Use previous booklet format.
- 7) Obtains biography for Biedenbach award winner for inclusion in booklet.
- 8) Submits winners of each award to the Archivist for updating the History document and to ASEE HQ for inclusion in the ASEE Awards Booklet.

Current Honors and Awards Include:

Joseph M. Biedenbach Distinguished Service Award

The highest award presented by the CPDD. A check for \$1000 and a plaque are given to a member of ASEE who has rendered noteworthy leadership and service within the Division and in recognition of outstanding service to continuing professional development of engineers.

Outstanding Paper Award

This award is a framed certificate presented to the author(s) of the most significant book or paper on the subject of continuing engineering education published during the previous year. Under exceptional circumstances, papers published in previous years may be considered.

Certificate of Merit

This award is a framed certificate presented to a member of the Division for outstanding and noteworthy contributions to the Division. This could consist of several years or a single unique contribution of major significance.

Certificate of Appreciation

This award is generally presented to retiring Executive Board members and Chairs.

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Publications, Research, and Special Projects Committee Chair

TERM: No Term/Appointed by the CPDD Chair

POSITION SUMMARY/SCOPE:

The CPDD Publications, Research, and Special Projects Committee Chair is responsible for systems, processes, and communications that solicit and disseminate relevant material for publication, research, and special projects for the division.

POSSIBLE ACTIVITIES:

- 1) Identifies potential ideas for publication, research, or special projects that would serve as a valuable contribution to Division members.
- 2) Solicits and reviews publishable materials and determines how to disseminate materials.
- 3) Sets publishing standards.
- 4) Provides activity reports to CPDD Executive Board.
- 5) Provides written proposal and obtain CPDD Executive Board approval for any expenditures.
- 6) Maintains inventory of publications and track sales if relevant.

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Special Interest Group (SIG) Chair

TERM: No Term Limit/Appointed by the CPDD Chair

POSITION SUMMARY/SCOPE:

Serves as the main point of communication among the SIGs and between the CPDD Executive Board and the SIG Chairs; provides information to the membership about SIGs, chiefly through the Newsletter.

MAJOR DUTIES:

- 1) Maintains and distributes to new SIG Leaders the list of SIG Leader responsibilities.
- 2) Provides input to the CPDD Program Chairs for all CIEC and ASEE Annual Conferences on potential sessions/papers to be offered.
- 3) Encourages SIG activities through the SIG Leaders, especially organization of program activities for CIEC and the ASEE Annual Conferences.
- 4) Reminds SIG Leaders of relevant activities at upcoming CIEC and ASEE Annual Conferences and encourages their attendance and participation at the meeting.
- 5) Encourages SIG Leaders to report activities periodically to the CPDD Executive Board (through the SIG Chair) and to the CPDD Newsletter Editor.
- 6) Helps SIGs build and maintain membership.
- 7) Arranges and moderates the SIG Networking Meeting at the CIEC. (The SIGs hold a business meeting and SIG Leaders are appointed or elected by the SIG membership at this time.)
- 8) Arranges and moderates the SIG Planning meeting at CIEC. (The SIGs meet to share ideas for SIG activities for the coming year.)
- 9) Provides up-to-date information about SIGs for inclusion in the CIEC program and the CPDD Newsletter.

The following new SIGs have been formed and will be an integral part of the CPDD Leadership Team.

SIG-Administration – members who are involved with the administrative aspects of development and delivery of credit and non-credit courses in science, technical, engineering, and mathematics fields.

SIG-Delivery – members interested in the technical issues associated with development and delivery of distributed/distance learning programs.

SIG-Faculty – members interested in the issues relative to the education and training of engineering and technology professionals through continuing engineering education programs, with emphasis on andragogical learning strategies, course development, and other issues related to the education of adult learners.

SIG-Industry – members of and industry and universities who are responsible for the analysis, design, development, implementation and evaluation of training and development programs for science, technology, engineering, and mathematics related occupations.

SIG-International – members who are interested in the unique aspects of delivering training and education in science, technology, engineering, and mathematics related occupations in the international arena.

SIG Leaders are identified on the CPDD website at <https://cpd.asee.org/special-interest-groups-sigs/>. Members are encouraged to contact the SIG Leader of their choice to ask to be put on a SIG listserv.

9/12

**Conference for
Industry and Education
Collaboration**

CIEC

Position

Descriptions

Overview of the CIEC

- 1) The General Conference Chair has overall responsibility for budgeting, logistics, programming and financial reporting to the CIEC Board. The position of General Conference Chair is rotated among the Divisions in this order: CED, ETD, CIP, and CPD.
- 2) Each Division will have a Program Chair who is responsible for planning the program content for that Division and providing appropriate information related to each session, workshop or division meeting for the conference brochure.
- 3) The programming at the Conference is intended to be partly interactive (synergistic) between divisions and partly individualistic for each division.
 - The conference shall include one Plenary Session on Wednesday during which there will be no other scheduled events. The General Conference Chair has the responsibility for organizing the Plenary. A second Plenary can be scheduled for Thursday but not required.
- 4) No more than four independent sessions will be scheduled for any time slot. (CIEC board allowed CIEC conferences in 2005 and 2006 to have more than four concurrent sessions per division if space is available.)
 - Each Division Program Chair is strongly encouraged to develop at least one jointly sponsored session. Ideally, that would create at least four sessions which bring together conference participants from two or more Divisions.
 - When two or more Divisions jointly sponsor a session, the process creates at least one open time for additional sessions. The use of joint sessions will provide some Divisions more opportunities to expand their share of the program.
- 5) Scheduling of Workshop
 - The two days preceding the Conference (Monday and Tuesday) have evolved as the appropriate time period for Divisions to schedule workshops and/or business meetings. These events must be identified and submitted by the Program Chairs to the Conference General Chair at the Spring Planning Meeting.
 - Fees for all workshops connected with CIEC shall be the same. Recommendations for level of fees shall be made by Management Team members to the General Chair. The final fee schedule will be implemented by the General Chair and include costs of lunch when included.
 - All income generated by a workshop is credited to the sponsoring Division.
 - All costs of a workshop are the responsibility of the sponsoring Division including expenditures for refreshments, rental of audio-visual equipment or any other requested services. Costs of workshop handouts or materials and any fee to the presenter are handled by the Division outside the normal CIEC budget process.
- 6) Expenses for Conference Sessions
 - The CIEC budget covers basic costs for the daily sessions. Basic costs for audio-visual costs are often defined as follows:
 - Overhead projector
 - Screen-standard size
 - One flip chart

- Podium with microphone and speaker
- Room set-up and signage at door
- Sponsoring Divisions will be charged for any additional audio/visual equipment requested or for special services. In the case of a joint session, extra charges will be shared equally by those Divisions participating. All requests for additional services must be accompanied with a payment authorization form. A schedule of AV rental rates will be available from the General Chair at the Spring Planning Meeting.
- All persons attending the CIEC are expected to register and pay the appropriate fees. A sponsoring Division may choose to pay any or all cost of a guest speaker. Any such charges processed through the CIEC budget must be requested through the Registrar and Financial chair in advance. In a few rare situations, where an important industry speaker can only attend a part of a day, the Division Program Chair may submit a written request for waiver of the registration fee and submit a payment authorization form to cover any meal costs for that special guest.

7) Plenary Session

- The development of a Plenary Session may require some extra expenses. The General Conference Chair determines the budget for the conference.
- Requests may be made in writing, in advance, for waiver of the registration fee for a plenary speaker who plans to attend only a partial day of the Conference. The sponsoring Division will be responsible for any ticketed event a plenary speaker participates.

Revised by Linda Krute
February 2008

CONFERENCE FOR INDUSTRY AND EDUCATION COLLABORATION ASSISTANT GENERAL CONFERENCE CHAIR GUIDELINES

- 1) Responsible for Best Session, Best Presentation, and Best Paper Awards. Each Division will select the Best Session, Best Presentation, and Best Paper winners for the CIEC conference just completed.
 - Remind the Program Chair of each Division that they are responsible for determining winners. A verbal reminder at the CIEC Planning Meeting at the conference plus a written request in early February is suggested.
 - Collect the list of winners at or before the Spring Planning Meeting. Compile the complete list of winners for all Divisions and mail to the Conference General Chair and the Chair of the CIEC Board by June 1.
 - Attend the CIEC Executive Board Meeting at the ASEE Annual Conference in June and present the list of award winners to the Board for approval.
 - Send a final list of approved winners to each Division Program Chair and request help in notifying winners and obtaining any corrections of personal information. It is best to initiate this in July, but to follow up in October or November.
 - Write a letter to each award winner, congratulating them, encouraging them to attend the next CIEC to receive award, and obtain any change of personal information. This should be done in July. Send a copy of the letters to appropriate Division Program Chair.
 - Once corrections have been made in October/November, send the new list to each Program Chair and the Conference General Chair.
 - In November, when the conference program and registration forms have been mailed, write to each award winner. Remind them that they will receive their award at the CIEC Award Breakfast, or Lunch, or Dinner (whichever is planned).
 - In November, make arrangements to have the Award Certificates printed and mounted. In the past, we have used a paper certificate mounted on a wood placard. Send a copy of the bill to the Financial Chair for reimbursement.
 - In December, give General Conference Chair any final corrections for use in printing the Program for the Awards Ceremony. Decide who will be responsible for developing and printing the Awards Ceremony booklet.
 - Mail awards to winners who do not attend the CIEC meeting. Ship all remaining awards to Conference site.
 - At the CIEC attend Awards Breakfast (Lunch or Dinner) and assist CIEC General Chair with presentation of awards.

2) The Assistant General Chair is responsible for the Evaluation Process at the CIEC.

- Obtain copy of evaluation forms used for the individual workshops and sessions and for the overall conference.
- Modify forms as appropriate and have printed in time for delivery to the CIEC. Home institution generally contributes this cost.
- In November, remind Division Program Chairs of their responsibility to handle all evaluations for their workshops and sessions. They will need to contact and work with the new Program Chair for the next year's CIEC. The next year's Program Chair for each Division keeps their own evaluation forms for use in selecting the award winners and to get ideas for improving their program materials.
- At the CIEC, monitor the evaluation process and make sure it is being done. Work with the Registration Chair to have the overall conference evaluation forms distributed and collected.
- Provide an envelope at each workshop, session and plenary to collect evaluation forms.

3) The Assistant General Chair will become the General Chair for CIEC the following year. It is important to observe the various processes and collect as much information as you can during the year as a resource for your own leadership processes.

- In early winter, one year prior to your conference, contact the conference hotel and begin discussions on details of the spring planning meeting and the conference itself.
- Attend the Spring Planning Meeting in April or May. Prior to this meeting, ask the Site Selection Chair for a copy of the hotel contract. You need to study the contract and become familiar with its terms; since that document controls many of your facility decisions and has budget consequences.
- In November, contact the current Division Chairs and make sure that their divisions have selected a program chair for the year you are to serve as conference chair. It will also be critical to determine the person who will be working as your Assistant General Chair.
- Work with your Division Chair, who is also the CIEC Executive Board Chair for the year of your CIEC. As soon as the Management Team is identified, send each a letter with pertinent information of meeting dates and initial planning responsibilities or distribute this information to the management team at the conclusion of the previous conference.
- Work with the General Conference Chair in scheduling the Planning Session at the current year's CIEC. Contact all members of both the current Management Team and next year's Management Team and invite them to participate in the Planning Session. The breakfast (lunch,

dinner) is paid for by CIEC. The Assistant General Chair plans the agenda and leads the meeting since this is your first meeting for the next CIEC.

- 4) Assist General Conference Chair as needed.

Revised February 2008

CPDD Program Chair-CIEC

TERM: 2 Year/Appointed

POSITION SUMMARY/SCOPE:

Responsible for all aspects of CPDD participation in the annual CIEC (including planning, workshops, sessions, reports on CIEC at CPDD Board Meetings). Works closely with overall CIEC Chair and with Division Program Chairs from the other three sponsoring ASEE Divisions. This is a 2-year assignment, the first year as Assistant Program Chair, and the second year as Program Chair.

MAJOR DUTIES:

1. (As Assistant CPDD Program Chair) Distribute, collect and tabulate results from evaluation forms for each CPDD session at CIEC. Determine “Best Speaker,” “Best Moderator,” and “Best Session” awards based on average ratings.
2. (As Assistant CPDD Program Chair) Collect input from the SIG breakfast at CIEC for ideas on CPDD sessions for next year’s CIEC program.
3. (As Assistant CPDD Program Chair) Attend the de-briefing luncheon meeting on the last day of CIEC and participate in initiating planning for next year’s CIEC.
4. Prepare Call for Papers and disseminate to all CPDD members.
5. Attend CIEC planning meeting at the Conference site. Work with General Conference Chair and Program Chairs from other Divisions to choose presentations from submitted proposals and assign to sessions in next year’s CIEC. Also plan CPDD Workshops and Hospitality events.
6. Notify speakers of acceptance of their proposed session and assigned date and time of their presentation.
7. Develop proposed budget for CIEC program and present to CPDD Board for approval.
8. Report on status of CIEC program planning at CPDD Board meetings at ASEE Annual Conference, the Fall planning meeting, and immediately before CIEC. Also give final report on results/outcome of CIEC program at CPDD Board meeting at ASEE Annual Conference following the CIEC.
9. At CIEC, provide flip-charts and any other necessary materials to each session. Monitor CPDD sessions and ensure they are running smoothly; trouble-shoot any problems.

More details of the CPDD Program Chair duties are provided in the following timeline and further guidance (for both CIEC and the ASEE Annual Meeting) is provided in the Guidelines following the timeline:

CPDD Program Chair for CIEC - Timeline

Feb (CIEC meeting)

1. (as Assistant Program Chair) At the CIEC meeting, collect Session Evaluation results (can ask CPD Board members to volunteer to collect evaluations at end of each session)
2. At CIEC Sig Breakfast, collect ideas for sessions for next year
3. On last day of CIEC meeting, attend luncheon for CIEC Program Chairs, past & present, to assess, plan, etc.
4. After CIEC meeting, tabulate Session Evaluation results; bring results to CIEC planning meeting in April: Choose Best Session, Best Presenter, Best Moderator, based on average ratings with weight given to number of responses

Feb/Mar

1. Compose "Call for Presenters" email to all CPD members; give to CPD Chair to send to distribution list; present ideas from Sig breakfast as suggestions
2. Update "Call for Papers" form on CPD website
3. Compile responses, create a draft schedule for CIEC. Can have up to nine 90 minute sessions. Can also split 90 minute sessions into two 45 minute sessions. Recommend no concurrent sessions:
 - Wed am – 1 session
 - Wed pm - 2 sessions
 - Thurs am – 2 sessions
 - Thurs pm – 2 sessions
 - Fri am – 2 sessions.
4. Guidelines for choosing presentations to include in program:
 - Choose topics identified at CPD SIG breakfast (CIEC 2012) as being of special interest to CPD members
 - Include speakers who have not presented at CPD before
 - Limit a given presenter/group to only one presentation
 - Avoid two (or more) simultaneous CPD sessions, as this cuts into attendance at both sessions, contributes to less energy at the session, is disappointing to speakers
 - Include sessions on both for-credit and non-credit programs
 - Include sessions by and for industry

Apr

1. Attend Program Planning meeting held at site of next year's CIEC
2. Report on Best Session, Best Presenter, nominees

3. Working with Program Chairs of other three divisions, place proposals into sessions, decide on final schedule, and decide on titles to be used in CIEC brochure for ASEE meeting.
4. Look over meeting rooms, determine what we need for our sessions, breakfasts, hospitality event
5. Look at hotel menu, think about CPD-sponsored food we want at CIEC- hospitality dessert, Sig breakfast; choose from food choices offered by hotel, calculate cost
6. Think about, maybe shop for, small thank-you gifts for presenters (souvenirs from the region)

May

1. E-mail presenters that their presentation was accepted, inform of date and time of presentation
2. Prepare Preliminary CPDD Program-at-a-Glance for the Board meeting at ASEE. Overall CIEC Program Chair will give due date.

June (national ASEE meeting)

1. Attend CPDD Board meeting held before ASEE meeting- bring peanut M&M's as well as other, more healthful, snacks for the meeting
2. AT CPDD Board meeting, present update on CIEC meeting, including schedule (1st Meeting Report)
3. Talk with Assistant CPD Program Chair for CIEC, who will be the next-after-you CPD Program Chair for CIEC

Aug/Sept

1. Email CIEC presenters: confirm title, author and 6-7 sentence abstract of presentations.
2. Remind presenters that they need to register by Early Bird deadline (mid-Oct to mid Nov) or they will be removed from schedule.
3. Send confirmed title/author/abstracts to over-all CIEC Program Chair, for inclusion in program – CIEC Program Chair will give due date.
4. Finalize plans for IT needs, food at Workshops, Sig breakfast, hospitality event, with overall CIEC Chair

Sept/Oct

1. Attend CPDD planning meeting
2. Present 2nd Meeting Report on CIEC meeting to Board – including budget

Dec

1. Send final plans for food for workshops, hospitality event, and SIG breakfast to CIEC General Conference Chair and CIEC Financial Chair
2. Send IT needs for each session to General Conference Chair

Jan

1. Purchase & bring flip charts, markers to CIEC meeting
2. Purchase & bring goody bags for presenters, make plans for distribution

Feb (at CIEC)

1. Come early, to attend CIEC Board Meeting & CIEC Management Team meeting.
2. Present 3rd Meeting Report on CIEC to Board
3. Distribute flip charts & markers to room(s)
4. Distribute Speaker Thank-You bags to room(s)
5. Buy food for Hospitality event
6. Get session evaluations to Assistant Program Chair, who is responsible for distributing and collecting, and tabulating results

June (national ASEE meeting)

1. Attend ASEE meeting; come early to attend CPDD Board meeting.
2. Present 4th Meeting Report on CIEC (May be Final Report, if all expenses have been tallied, etc. If not, prepare Final Report when all expenses are in.)

Guidelines for Program Chairs (CIEC and ASEE Annual Conference)

The success of CIEC and the ASEE Annual Conference depends in large part on the quality of the speakers as well as the enthusiasm and effectiveness of the moderators. As Program Chair for CPDD at these meetings, you contribute importantly to their success by choosing wisely, informing thoroughly, advising and encouraging your speakers and moderators.

1. Work with speakers to get an early commitment for their participation. Explain the type of session and the anticipated target audience.
2. Encourage speakers to be concerned with quality and audience interactivity as well as with content. Give specific and timely information that allows speakers and moderators ample time to effectively prepare their contribution.
3. Request abstracts from the speakers and edit for clarity and conciseness, if necessary. Attendees should be able to make an informed decision on whether or not the session would be of interest to them from this description.
4. If the session involves presentation of peer-reviewed written papers (ASEE Conference), remind authors to submit manuscripts by the due date. If the session does not require peer-reviewed publications (CIEC), request that the presentation materials be submitted to you in time to give an informal review with feedback before the meeting. Do not be afraid to contact speakers and suggest improvements if you find visuals are of unacceptable quality.
5. Encourage the moderators to get to know the speakers in their session so that they can introduce them in a comfortable and professional manner. Ask them to request bio's early. Suggest that they review the abstract and be prepared with questions to stimulate questions from the audience, if necessary.
6. Instruct moderators to begin their session promptly, to take charge of the flow, and to promptly bring any presentation to a close which is continuing past the established time limit in a polite yet firm manner.
7. Instruct moderators to thank the participants and the audience after questions and discussions are complete, and to remind the audience to complete the session/speaker evaluation forms.

8. Follow up with "thank-you" letters/emails to each speaker and moderator within a week after the conference.

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CIEC PUBLICITY AND MARKETING TIMELINE

JANUARY	Promote at the current CIEC with posters, flyers, banner, Call for Papers, promotional items from host city, etc.
FEBRUARY	Website updates – CIEC/ASEE – list management team and Call for Papers, information about conference location.
MAY	Print PAAG and postcard, plus other preparations for the Exhibit Booth at ASEE annual meeting, obtain items from CIEC site location for giveaways, and order booth for ASEE exhibits.
JUNE	Distribute PAAG at ASEE annual meeting. Continue to update Website
JULY	Place conference information on various Society Calendars, Division Newsletters, and links on Websites. Mail postcards.
AUGUST	Send Ads and PAAG info to ASEE Division Newsletter Editors and past participants.
SEPTEMBER	Print full brochure and Mail no later than October 1 (first mailing) Update homepage to include program info + online registration
OCTOBER	Ad in PRISM magazine; continue marketing efforts to previous Red Stars, CMC etc., send PAAG to all past participants
NOVEMBER	Second mailing of full brochure and postcards
DECEMBER	Fax and e-mail campaigns – CIEC Reminder notice; encourage Division Chairs to email their members and send reminder about hotel deadlines.
JANUARY	Follow-ups and getting all speakers/moderators registered and Final Program printed

ASEE

National Meeting

CPDD Program Chair-ASEE Annual Conference

TERM: 2 Years/Appointed by the CPDD Chair

POSITION SUMMARY/SCOPE:

Responsible for coordinating the development and implementation of CPDD program of activities for the ASEE Annual Conference by sending out a call for papers/sessions, submitting sessions to the Conference Committee, overseeing review of papers and publicizing events to the membership. Primary coordination is with ASEE Headquarters in Washington, DC, the CPDD Executive Board, and the moderators of the individual sessions and activities of the Division's program. Since the annual conference is attended mostly by faculty, the CPDD Executive Board would like to see a CPDD member who is also a faculty member serve as our division's program chair.

OTHER SOCIETY OBLIGATIONS INHERENT IN POSITION:

May be called upon to participate in CPDD Executive Board meetings. If conference-planning meeting is held will be expected to attend.

MAJOR DUTIES:

Summer preceding the Annual Meeting:

In consultation with CPDD Executive Board, prepare list of session topics and other activities for the Annual meeting. Determine extent of interest of Division members in participating in Division sessions at the Annual meeting, e.g., by direct mail to members, by advertising in ASEE and CPDD publications, newsletters, etc. Recruit moderators for the planned sessions and activities.

Fall preceding the Annual Meeting:

Supply list of volunteer speakers and reviewers to session's moderators. Collect data and submit forms to ASEE Headquarters. Proofread draft of Preliminary Program received from ASEE Headquarters. Negotiate co-sponsorships, time changes, etc., with program chairs of other divisions. Maintain at least monthly contact with each session moderator to ensure all is going smoothly.

Spring preceding the Annual Meeting:

Collect data and submit appropriate forms to ASEE Headquarters. Verify to ASEE Headquarters that all papers have been reviewed and are eligible for publication. Notify authors as to acceptance or rejection of their papers. Solve any remaining logistical problems.

At the Annual Meeting:

Ensure that all session's moderators are present. Solve any last minute problems. Collect evaluation forms from each session moderator.

Summer after the Annual Meeting: Write thank-you notes to all session moderators. Submit the final report to the Board at the Fall Planning Meeting.

SPECIAL NOTES:

ASEE Headquarters issues a very well organized, detailed handbook for division conference planners (copy follows). The most important item is to have the Division Chair make the appointment as soon as possible so once the conference theme is announced; the call for papers can be issued.

Annual Meeting Paper Review Process

The paper review process for the CPD Division of ASEE is directed at ensuring quality of the session papers, which appear in the ASEE Annual Conference Proceedings. While it is the goal of the CPD Division to sponsor and co-sponsor sessions of the highest quality, this process is applicable ONLY to those authors/presenters who want their paper/presentation to appear in the Proceedings.

Criteria for reviewers to consider:

- Topics shall be appropriate to the mission of ASEE, the theme of the Conference, and the interest of the Division. Paper topics should be original.
- Papers shall be a complete intellectual piece so that readers can learn from or apply the ideas contained therein.
- Papers shall have complete and properly formatted references. In addition, the author should have followed the ASEE Author's kit instructions.
- Paper should be clear, concisely and accurately written. Illustrations will be legible, properly labeled and reproducible.
- It costs author \$20/page to be included in Proceedings.

Review Committee Members:

The review committee shall be composed of one Director from the CPDD Executive Board appointed by the Division Chair, and two general CPD members. The abstract reviewers should be listed in the program chairs final report.

Review Process and Schedule

- | | |
|--|----------|
| • Call for Papers in PRISM | February |
| • Papers and sessions presented to Conference Planning Committee for consolidations, etc. | October |
| • Program Chair contacts those moderators/authors whose proposals are accepted and sends one copy of guidelines. | November |
| • Authors send papers to Program Chair. | December |
| • Program Chair sends papers to Review Committee for review. | December |
| • Review Committee sends reviews to Program Chair who forwards the reviews to authors with accept/reject decision and in case of acceptance, Recommendations for revision. | January |
| • Authors have access to paper kits from ASEE Headquarters. | February |
| • Authors submit papers electronically to ASEE Headquarters. | March |

Annual Meeting Best Paper Review Process

The paper review process for the CPD Division of ASEE is directed at ensuring quality of the session papers, which appear in the ASEE Annual Conference proceedings. While it is the goal of the CPDD to sponsor and co-sponsor sessions of the highest quality, this process is applicable ONLY to those authors/presents who want their paper/presentation to appear in the Proceedings. CPDD is allowed to nominate one paper as best paper for the division. No monetary award is provided at the division level. The author's name, title of the paper and session presented will appear in the conference final program.

The PIC V chair chooses the best paper for the PIC V Division. Divisions in PIC V are: CPD, CoOp and CIP. Currently, the only divisions in the PIC V that nominate papers are CPD and CoOp. The winner of the PIC V division is awarded a \$1000 cash prize. This award is presented at the awards banquet the following year. The winners of each PIC are eligible to win the Conference Best Paper. This carries a \$2000 cash prize.

Criteria for selection of best paper:

- Topic should be appropriate to the mission of ASEE, the theme of the Conference, and the interest of the Division.
- Papers shall be a complete intellectual piece so that readers can learn from or apply the ideas contained therein.
- Papers shall have complete and properly formatted references. In addition, the author should have followed the ASEE Author's kit instructions.
- Paper topics should be original.
- Paper should be clearly, concisely and accurately written.

Method:

Each criterion will be rated on a 1-5 scoring system. The scores for all the criteria will be totaled. Then the total scores will be averaged between 3 reviewers. The paper with the highest average score will be selected as the "best paper."

Scoring system:

5 = outstanding, 4 = very good, 3 = satisfactory, 2 = weak, 1 = poor

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