



AMERICAN SOCIETY FOR ENGINEERING EDUCATION
SOUTHEASTERN SECTION

ASEE SE SECTION Officer's Manual

March 2017

... To promote the betterment of engineering education within the section through collegiality and friendship, while fostering a spirit of mutual enjoyment for all...

Southeastern Section's Core Value

Revision History

Pre Oct 2014	<p>Revision history not kept</p> <ul style="list-style-type: none"> • Original document create to Thomas Dion • Maintained by Ken Brannan until June 2016
Oct 2014	Added procedure for Outstanding Campus Rep Award
June 2015	<p>Major revisions to reflect changes made to constitution and bylaws including:</p> <ul style="list-style-type: none"> • New Conference Management Webmaster • Council of Past Presidents • Split of Secretary/Treasurer into two positions • Change to Awards (Recognition of Division officers, Tilmans-Dion Award)
May 2016	<p>Major refresh to align with current practices, task assigned to the Council of Past Presidents</p> <p>Editor: Scott Schultz</p> <p>Contributing Editors: Barbara Bernal, Cecelia Wigal, Cindy Waters, Daniel Kohn, Hodge Jenkins, John Brocato, Ken Ball, Priya Goeser, Sara Lee, Tanya Kunberger, Tom Fallon, Tim Wilson, Tyson Hall</p>

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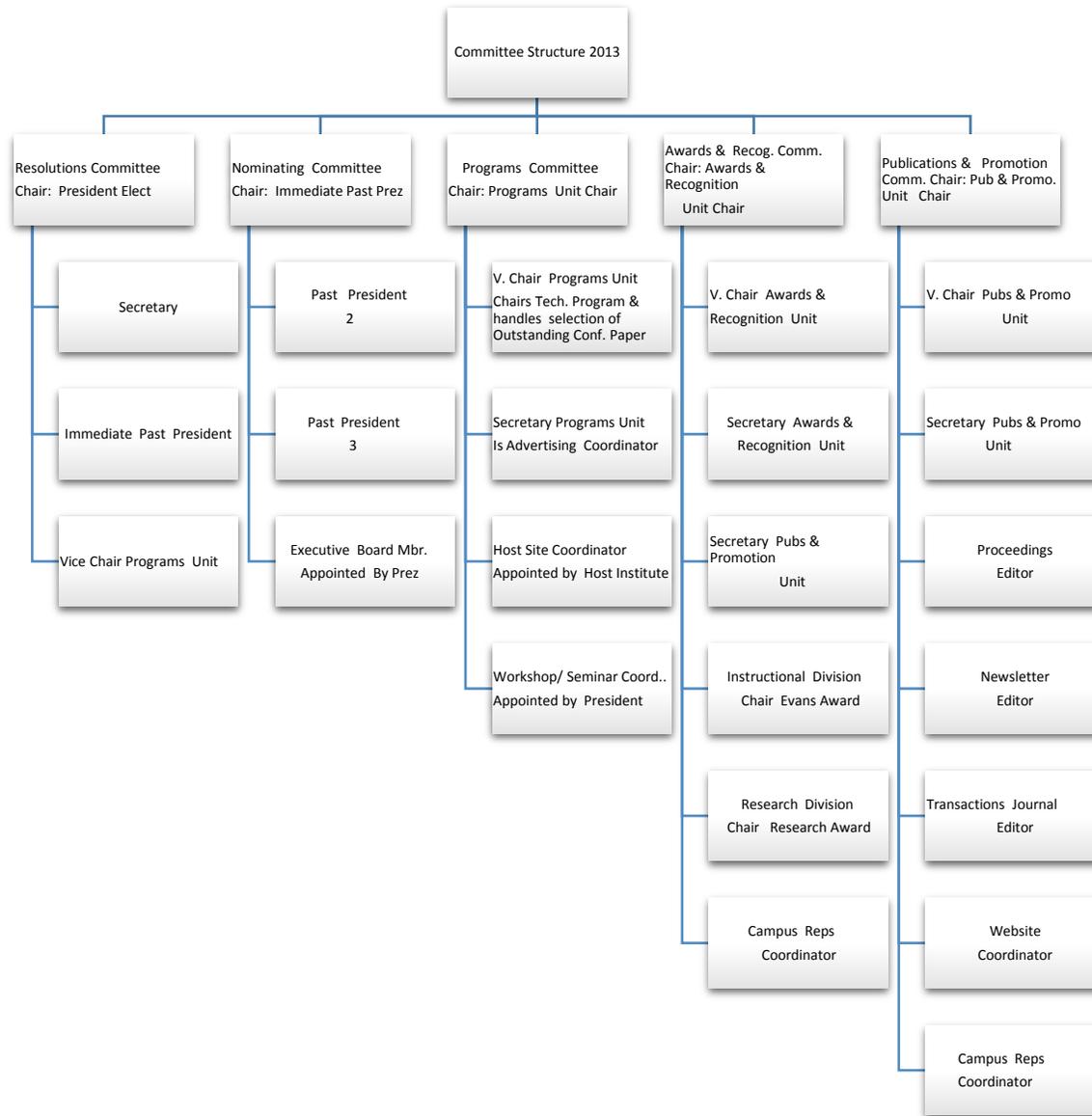
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WELCOME

Thank you for agreeing to serve as an officer in the American Society of Engineering Education, Southeast Section. This manual was created to help officers perform their duties. This manual has been compiled over the years and has “best practices” from experienced officers, but is only a guide and does not supersede the Constitution or Bylaws of the Section. We hope you find it useful and that you will enjoy your service to our section.

ASEE SE SECTION ORGANIZATIONAL CHART

COMMITTEE STRUCTURE



1. DUTIES OF ELECTED SECTION OFFICERS

1.1. Section President

The President shall have served as President Elect for one year prior to assuming the position. The President shall preside at all general sessions of the Section, preside at all meetings of the executive board, and shall implement a plan supporting the mission and goals of the Section developed as President Elect. More specifically, the President is responsible for:

- Scheduling and conducting executive board meetings
- Schedules and makes reservations for holding the Fall planning meeting for the executive board and all Unit/Division officers. Invites host site representatives from the institution that is scheduled to host the Annual Meeting and Conference a year and one-half hence, so they can better understand the needs of the Section.
- Preparing and distributing a proposed agenda for the Fall planning meeting, as well as the executive board meeting held traditionally in November.
- Send out electronically a call for nominations for the various Section Awards in December that references a link to the Section Website where full details on each call, as well as submission requirements can be found. This approach was adopted November 2008 in order to save costs in mailing a Fall Newsletter to the membership.
- Working with the Secretary Treasurer to prepare an annual budget that will be presented to the executive board
- Appointing a member of the executive board to serve as the fourth member of the Nominating Committee.
- Appointing a person to serve as Workshop/Seminar Coordinator on the Programs Committee.
- Preparing and distributing a proposed agenda for the Annual Meeting.
- Conducting the Annual Business Meeting traditionally held in the Spring
- Conducting the annual election of Section officers as part of the Annual Business Meeting.
- *Section President Tips*
 - ❑ Use the National's list-serve to communicate with Section members via E-mail. Currently Tim Manicom T.Manicom@asee.org is in charge of Membership Services, and he will assist you in gaining access to this service.
 - ❑ Use E-mail often to communicate with other officers.

- ❑ Invite the Zone II Chair as well as a representative from National to every executive board meeting, and the conference.
- ❑ Appoint a parliamentarian at the beginning of each meeting
- ❑ To assist in the flow of activities at the Annual Meeting consider creating a loose-leaf notebook that is divided by time intervals and days. One division can contain duties needing attention or information that needs to be verbalized before the assembled body. Notes can be added where evolving issues can be addressed at the next available opportunity. For example, maybe there are some issues pertaining to campus parking that need to be shared with the conference attendees...this could be addressed as “Housekeeping matters” after the Keynote Speech along with any other announcements. (See Appendix H)

1.2. Section President Elect

The President Elect shall be elected annually and hold office for one year. At the end of the one-year term, the President Elect shall become President of the Section and hold office for one year. The President Elect must have previously served as a Section Vice President, Section Secretary, Section Treasurer, or Campus Rep Coordinator. The President Elect shall:

- Develop a plan that supports the mission and goals of the Section,
- Presides over meetings when the President cannot act or is absent from the meeting
- Oversees the creation of the Annual Call for Papers in conjunction with next year’s Host-Site Coordinator from the host institution and with next year’s Technical Program Coordinator.
- Provides the Call to the Vice President for Programs for dissemination.
- Serves as Chair of the Resolutions Committee, and is responsible to coordinate proposed Section resolutions with other committee members including the Secretary, Treasurer, the Immediate Past President, and the Vice Chair of the Programs Unit.
- Procure before Annual meeting and award a memento plaque to the outgoing President for outstanding services rendered once installed as Section President.

1.3. Section Immediate Past President

Immediately after the new Section President assumes the position, the outgoing president begins his or her one year term as Immediate Past President. Duties of the Immediate Past President include:

- Chairing the Nominating Committee
- Participating as a member of the Resolutions Committee

1.4. Section Vice President for Programs

Elected annually from within the Program Unit, having previously served as a Division Chair within the Unit. The term is normally for one year.

- Presides over Programs Unit meetings
- Chairs the Programs Committee
- Responsible for working with the Conference Host-Site Coordinator in developing a conference budget
- Disseminates the Annual Meeting Call for Papers developed by the Section President Elect and the Conference Host Site Coordinator along with the general announcement of the meeting.
- Promotes the development of new faculty
- Annual meeting promotion and overseeing the overall coordination of the budget, entertainment, conference workshops & seminars, technical program, and procurement of the keynote speaker with the Host Site Coordinator.
- Coordination of workshops and seminars not held as part of the Annual Conference.

1.5. Section Vice President for Awards and Recognition

Elected annually from within the Awards and Recognition Unit, having previously served as a Division Chair within the Unit. The term is normally for one year.

- Presides over Awards and Recognition Unit meetings
- Chairs the Awards and Programs Committee
- Oversees the selection process for awards and any special recognition given by the Section including publicity, selection, and notification
- Responsible for all award certificates, checks, and medallions being available for distribution at the Annual Awards Banquet
- Work with the Treasurer to develop sources of funding
- Conduct a review of awards and make recommendations to the Executive Board to eliminate or create new arrivals.
- Vice President for Awards and Recognition Tips—Timeline and other information.
- Prepare Certificates to Recognize ASEE-SE: 1- Division Chairs, 2- Unit Chairs and 3- Board Members for their very valuable service to the section.
- Coordinate with the Technical Program chair to verify active participation of division chairs.

- Request from the recipients of the recognition contact information of their immediate supervisor.
- Send letter and/or e-mail to the immediate supervisor of recognition recipients.

□ **October**

Planning Meeting in Atlanta. You are encouraged to attend this meeting so you are knowledgeable of the procedures involved in the production of the Southeast conference and can provide input into the award processes.

□ **November**

Review the award descriptions for publication on the web site. As of November 2008 the Section President will send out an electronic Call for Awards that contains a link to the Section's Website where complete submittal details can be found.

—Set deadlines for nominations to be submitted (usually sometime in early to mid-February).

—Change contact information on the descriptions to your location.

□ **February**

Applications are collected and sorted by award.

—Make a list of all of the award nominations and contact information by category so you have it for later use.

—Use the Awards Committee to contact with several ASEE members in the Southeast Section to be responsible for creating 3 - 4 person evaluation teams to review the nominations for each award.

—Mail the nomination to each evaluation team leader (a member of the Awards Committee) to distribute for review.

**** Note:**

- The **New Faculty Research Award** recipient should be handled by Research Division Chair. The winner of this award receives an engraved medallion and a certificate. The medallions are stockpiled and periodically replenished by the Section's Secretary/Treasurer, who should be notified as to the recipient's name as soon as possible so that the Secretary/Treasurer can have the medallion engraved in time to present during the Annual Conference. The Research Division also has designated funds in the Section's Bass Account from which a cash award can be derived from earned interest and dividends. The Research Division will recommend the amount of award based on current earnings.

-The **Outstanding Campus Representative** is totally handled by the Campus Representative Coordinator, including the preparation of the certificate by National ASEE.

-The Awards Vice Chair and Secretary can be asked to form some of the other selection committees.**

□ **March**

Contact individuals who chaired the evaluation teams and obtain the award recipients' names. The packets of nominee information should be returned to you and destroyed or returned to the nominees. They can be returned at the conference to save cost.

Contact the awardees and the other nominees to let them know the outcome of the award process. Make sure that the winners know that they ***MUST attend the conference*** to receive their awards.

Ask winners for a short bio, if not part of the nomination material, so that they can be properly introduced during the Awards Banquet.

Obtain the mailing address and Social Security Numbers of the winners so that they can be turned in to Secretary/Treasurer and a check can be cut for the monetary prizes that go with the awards. These ***should be done early*** if you wish to present them at the conference. If for some reason this is not possible, the checks can be mailed to the awardees after the conference and just mentioned at the convention.

Make sure the **Evans Award Winner** knows that he or she ***must present the paper at a luncheon at the conference***. ****Be sure that the description of the Evans Award printed in the newsletter and on the website includes a statement about the presentation.****

The Outstanding Section Paper nominees can be made by having people nominate them during the actual sessions at the conference, or you can have the chairs of each division ask for nominations from the paper reviewers. If the nomination comes from the paper reviewers, it must be done at this time.

□ **April**

Usual month for the Southeast Section Conference.

Before the conference, create Award certificates to be presented at the conference. (Note: The Campus Reps Award is certificate comes from National). These can be purchased from ASEE National Headquarters, but they are expensive and not all that attractive. You can make better looking ones on certificate paper purchased at office supply stores as well as the covers for certificates. A template is available from Alice Scales (alice_scales@ncsu.edu) or the last VP for Awards.

As Chair of the Awards Committee, you are made responsible to make sure the Research Award Medallion recipient's name is conveyed to the Section Secretary/Treasurer. The winner's name and the year engraved on the back of the metal before the conference under the auspices of the Secretary/Treasurer.

Awards are presented at the conference Awards Banquet. You can either announce each of them yourself, or you can ask the person who chaired the selection process for that particular award to present.

Thomas Evans Award winner is introduced at the luncheon where he or she presents their paper. Again, you can either do this yourself or find someone who knows this person well to do this. ****If you have someone introduce the Thomas Evans winner, you probably should decide on this before the conference, so the person has time to prepare an introduction.****

New officers for the Awards are elected at the last breakfast of the conference. Usually, the officers move up a position and only a new Secretary has to be selected.

□ **May**

Outstanding Section Paper is selected by a committee to review the nominated papers Set up a committee to read and evaluate these papers. Once the Outstanding Paper is selected, send the name of the winner to the ASEE Zone 2 Director.

1.6. Section Vice President for Publications and Promotion

Elected annually from within the Publications and Promotion Unit, having previously served as a Division Chair within the Unit.

- Presides over Publications and Promotion Unit meetings
- Chairs the Publications and Promotion Committee
- Responsible for Conference Proceedings, Section Newsletter, Transactions Journal, Section Website, and any other publications authorized by the executive board
- Promotes the interests of the Section to the membership, member institutions, the public, and the profession

- Promotes the annual meeting using appropriate publicity and through member institutions
- Coordinates the Section's positions on issues affecting engineering and engineering technology as directed by the President and executive board
- Maintains and updates future conference sites up to five years in advance.
- *Publications and Promotion Unit Chair Tips*
 - When eliciting a potential host site, it has been found to be good practice to first have someone from that institution indicate on an informal basis that the Institution might consider hosting the Annual Conference. That person then should be encouraged to have an informal discussion with the Dean to seek the Dean's initial approval. If the Dean gives conceptual approval, then the Chair of the Publications and Promotion Unit needs to present this possibility to the executive board and then on behalf of the Section write a formal invitation for that Institution to host the Annual Meeting for a specified year and location.
 - Once the Institution accepts, the Publications and Promotion Unit Chair needs to identify who the Host Site Coordinator will be, and also encourage the formation of a host site committee to locally work with the coordinator, especially when the meeting is to be held within the year.

1.7. Section Secretary

The Secretary normally holds office for three years, and can be elected to a second three-year term. Responsibilities can include being responsible for:

- Preparing minutes for all general session meetings of the Section and the Executive Board and cause them to be kept as permanent records
- All correspondence concerning the business of the Section
- Furnishing the host of the annual meeting with a copy of the responsibilities of the host institution.
- Maintain the Officers Guidelines document
- Serves as a member of the Resolutions Committee.

Secretary Tips

□ **Fall Semester**

August

- Request to Dwight Wardell [D.Wardell@asee.org] the dean's list for the universities in the Southeastern Section for us to mail the CD proceedings of the ASEE-SE conference.

September

- Send by e-mail to the Board the meeting minutes of the:
 - Spring Executive Board Meeting

- Fall Technical Planning Meeting
- Fall Conference Planning Meeting
- Request Dean's List from National to send proceedings CDs.

October

- Print sign in sheets for the meetings in the conferences
- Print:
 - Spring Executive Board Meeting
 - Fall Technical Planning Meeting
 - Fall Conference Planning Meeting

November (During Fall Meeting)

Technical Program Planning Meeting (Thursday 3:00pm)

- Distribute sign in sheets for the Fall Technical Program Planning Meeting
- Record - Fall Technical Planning Meeting
- Distribute meeting minutes for the previous year "Fall Technical Program Planning Meeting"

Executive Board Meeting (Thursday 7:00pm)

- Distribute sign in sheets for the Fall Executive Board Meeting
- Record – Fall Executive Board Meeting
- Distribute meeting minutes of the Spring Executive Board Meeting.

Conference Planning Meeting (Friday 9:00 am)

- Distribute sign in sheets for the Fall Technical Planning Meeting
- Record - Fall Technical Planning Meeting
- Distribute meeting minutes for the previous year and "Fall Conference Planning Meeting"
- Record - Fall Conference Planning Meeting

□ **Spring Semester**

February

- Send by e-mail to the Board the meeting minutes of the “Fall Executive Board Meeting”
- Receive name of Research Division Medallion winner from Vice President for Awards and Recognition, and have metal engraved in time to be presented at the Annual Conference.

March

- Print sign in sheets for the meetings in the conferences
- Print officer information sheet
- Print Treasurer and President sign sheet
- Print meeting minutes of the Fall Executive Board Meeting

April (During Conference)

Executive Board Meeting (Sunday)

- Distribute sign in sheets for the Spring Executive Board Meeting
- Distribute meeting minute of the Fall Executive Board Meeting.
- Record – Spring Executive Board Meeting (Pre-Conference)

Breakfast Meeting (Monday and Tuesday)

- Distribute officer information sheet
- Collect officer information sheet

Business Luncheon Meeting (Tuesday Lunch)

- Summarize the Previous Year Business Luncheon Meeting (Awards)
- Collect signatures of the Treasurer and President in sign sheet

May

- Send signatures of the Treasurer and President in sign sheet to ASEE National
- Send list of new officers to newsletter editor

1.8. Section Treasurer

The Treasurer normally holds office for three years, and can be elected to a second three-year term. Responsibilities can include being responsible for:

- Keeping a permanent record of all receipts and expenditures of the Section.
- Preparing an annual budget in cooperation with the President and presenting it to the Executive Board for consideration annually
- Administering funds as directed by the Executive Board.
- Work with the Site coordinator to assist with the conference budget
- Works with Vice President for Awards and Recognition to develop sources of funding to support Section awards and recognition efforts.
- Request and keep financial statements for each conference (to assist in conference planning)

Treasurer Tips

Fall Semester

September

- Prepare Budget for the following two quarters c-April-Jun and d-Jul-Sep including the Operating Account, Bass Account, and Research Account.
- Prepare the Consideration of Budget
- Contact Conference Site Coordinator. Provide sample budget spreadsheet and assist as needed in preparing the conference budget

October

- Print Budget for the following 1st, 2nd and 3rd quarters including the Operating Account, Bass Account, and Research Account.
- Print the Consideration of Budget

November (During Fall Meeting)

Executive Board Meeting (Thursday 7:00pm)

- Provide an Update on the Budget (a-Oct-Dec, b-Jan-Mar, c-April-Jun, d-Jul-Sep)
- Present the Consideration of Budget

□ **Spring Semester**

February

- Prepare Budget for the quarter of a-Oct-Dec including the of the Operating Account, Bass Account, Research Account

March

- Print Budget for the quarter of a-Oct-Dec including the of the Operating Account, Bass Account, Research Account

April (During Conference)

Executive Board Meeting (Sunday)

- Provide an Update on the Budget a-Oct-Dec

Banquet (Monday)

- Provide awards chair with nessisary paperwork for award winners to claim their cash prize (W2 and Reimbursment forms) to be passed out with the award.
- Collect said paperwork during the conference

Business Luncheon Meeting (Tuesday Lunch)

- Sign Treasurer and President signature sheet for National provided by Secretary

May

- Prepare and send Disbursements (Awards)

2. DUTIES OF APPOINTED OFFICERS

2.1. Section Campus Representative Coordinator

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

2.2. Conference Host-Site Coordinator.

The Conference Host-Site coordinator shall be appointed by the host institution and be responsible for attending all Executive Board meetings delineated below, as well as:

- Seeking the availability of hotel and conference alternative facilities to report to the Executive Board at Fall Planning Meeting one year and a half prior to holding conference. Board will make recommendations to Host-Site Coordinator so that coordinator can better focus planning efforts between Fall planning meeting and following Spring Executive Board Meeting.
- Working with the Section President Elect to develop the Annual Meeting Call for Papers.
- Reporting to Executive Board at its Spring Meeting on arrangements and conference facility arrangements that will be used for next year's conference.
- Providing the Call for next year and preliminary conference information to the Vice President for Programs for dissemination at the Spring Annual Meeting.
- Finalizing hotel and conference facility arrangements including requirements cited in Appendix I and developing a conference budget in concert with the Section Vice President for Programs including any peripheral activities such as field trips, spouses programs, dinner speakers, and other non-technical aspects of the conference. Furthermore, making arrangements for preparing the Conference program and Book of Abstracts that reflects activities planned by the host institution as well as the technical program provided by the Vice Chair of the Programs Unit.
- Reporting to Executive Board at its Fall Planning Meeting hotel and conference arrangements along with a proposed budget. Bring portable computer to meeting in spreadsheet format where various scenarios can be analyzed by Executive Board when considering budget approval.
- Creating a registration form for dissemination which reflects the Conference registration fee set by the Executive Board.
- Providing the Section Newsletter editor and Website coordinator a copy of the conference information as needed for the newsletter or website.

- *Conference Host Site Coordinator Tips*
 - ❑ Seek the support of your Dean to help secure financial support and physical support for meeting spaces, etc.
 - ❑ Involve others at your institution by forming a host site conference committee.
 - ❑ Gather initial information on various alternative facilities available that can be shared with the Section Executive Board at its Fall Planning Meeting one and one-half years before hosting the conference. This will allow for some feedback and guidance prior to the host institution committing to a particular facility. In the past, some of the most memorable and economical conferences have been held using host institution's classrooms and other support facilities.
 - ❑ Divide various tasks to small subcommittees that are committed to follow through during the conference. (e.g. a *Book of Abstracts and Conference Program* committee to ensure this host

site produced document is created, printed, and delivered in time for conference participants to obtain; an AV subcommittee that is responsible for procuring, setting up, and monitoring computers and projects that might have been borrowed from the institution for the conference; a transportation subcommittee that is responsible for coordinating the procurement of shuttle vehicles and their operation to move conference attendees from their hotel to campus or other scheduled events; a food and refreshment subcommittee to coordinate and food service requirements as well as ensure meeting spaces are available and set up for the various division meetings traditionally scheduled for breakfast on Monday and Tuesday of the annual conference...)

- ❑ Seek outside financial support through grant requests, alumni support, or industrial support. (Consider offering those who make financial contributions space in the *Book of Abstracts and Conference Program* to list their name or show their logo. One approach might be for those who contribute \$500, give them a full page acknowledgement, \$250 a half page, etc.) These funds are helpful in offsetting the costs of the Sunday night reception, planned entertainment, and even conference handouts or keep-sakes such as notepads, pens, carrying bags, etc.
- ❑ Provide name tags for participants and guests.
- ❑ Make sure a conference registration table is available, and staff with sufficient personnel to process incoming conference participants.
- ❑ Register all attendees, collect fees, and issue receipts for money received.
- ❑ Make sure provisions for eating breakfast include tables where Divisions can hold their annual meeting and elections. Provide large place-cards prominently displayed in the breakfast area as follows:
 1. Administrative, Instructional, and Research Division for meetings held during breakfast on Monday, as well as the Programs Unit meeting.
 2. Bioengineering, Civil Engineering, Engineering Graphics, Engineering Technology, and Industrial Engineering Divisions grouped in one section of the breakfast area. Chemical Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering, and Software Engineering Divisions grouped in another section of the breakfast area on Tuesday morning for their Division and Unit annual meetings.
- ❑ Make sure the site prepared *Book of Abstracts and Conference Program* is available for distribution at the Conference as part of the registration process.
- ❑ After conference is over and all financial obligations are satisfied, send any remaining funds to the Section's treasury.

2.3. 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.

2.4. Workshop/Seminar Coordinator.

The Workshop/Seminar Coordinator is appointed by the President and is a member of the Programs Committee. This coordinator is responsible for coordinating any workshops or seminars in conjunction with the host institution when being held as part of the Annual Conference.

2.5. Paper Management Website Coordinator

The Paper Management Website Coordinator shall be responsible for the installation, maintenance, and administration of the section's paper management website and shall work closely with the technical program chair to facilitate abstract and paper submissions and the paper review process.

3. DUTIES OF STANDING COMMITTEES

3.1. 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, (b) Secretary and (c) Treasurer.

3.2. Programs Committee

The Programs Committee consists of the Section Vice President for Programs as Chair and five 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, the Workshop/Seminar Coordinator, and the Paper Management Website Coordinator. The Programs Committee is responsible for the conduct of the annual meeting including promotion, budget, entertainment, conference workshops, technical program, and procurement of the 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.
- *Vice Chair of Programs Tips*
 - ❑ Receive submitted Abstracts in response to the Conference Call for Papers and classify as to the targeted Division of interest
 - ❑ Record Abstract information (a spreadsheet seems to work well) including Author(s), Institution, Title, Division Assigned, and control numbers to create a master database.
 - ❑ Forward logged Abstracts to Division Chairs to coordinate review.
 - ❑ Coordinate Division Chair review outcomes to insure master database is current (e.g. abstract is accepted or rejected).
 - ❑ Create a draft technical program that is coordinated with the host institution, and present it to the executive board at the Fall planning meeting.

- ❑ Receive submitted papers and forward to Division Chairs for peer review
- ❑ Coordinate Division Chair review outcomes to insure master database is current, and the Proceedings Editor is informed of each paper's status
- ❑ Create final technical program, and submit to Host Site Coordinator for use in publishing the *Book of Extended Abstracts and Conference 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 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.

3.3. 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.

3.4. 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, as well as the Campus Reps Coordinator. The Awards Committee is responsible to form individual selection committees and coordinate individual Award reviews as outlined in Section 5 above. 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. Currently the Section's Awards include the following and are more fully described in Appendix K :

- ASEE SE Section New Faculty Research Award and Runner-Up----(at one time this was handled by the Research Division, changed during 2016 Spring Exe Com meeting to awards committee for consistency)
- ASEE SE Section Outstanding Teaching Award
- ASEE SE Section Outstanding Mid-Career Teaching Award
- ASEE SE Section New Teacher Award
- Thomas C Evans Instructional Paper Award
- Tony Tilmans Service Award
- ASEE SE Section Outstanding Campus Representative—handled by the Section Campus Rep Coordinator

3.5. Publications and Promotion Committee

The Publications 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, and the Website Coordinator, and the Section Campus Representative Coordinator.

The Publications and Promotion Committee is responsible for:

- Promoting the interests of the Section to the membership, to member institutions, to the public, and to the profession.
- Promoting the annual meeting using appropriate publicity and through member institutions.
- Exploring and formulating recommended Section positions on issues pertaining to engineering and engineering technology
- Evaluating potential meeting sites for future conferences by considering the geography of the Section
- Seek new host sites approved by the Executive Board for future conference while trying to include all member institutions.

3.6. 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 this responsibility are preparation and update of templates for authors to use when preparing manuscripts for the conference.

3.7. Newsletter Editor & Webmaster

The Newsletter Editor shall be responsible for preparation, publication, and dissemination of the newsletters of the Section, and maintenance of the Section website. The frequency of publication shall be approved by the Executive Board and is dependent upon available funds. Typically, a newsletter is published in late summer.

3.8. Transactions Journal Editor

The Transaction Journal Editor shall be responsible for publication of the Transactions Journal of the Southeastern Section. Included in the responsibilities for the journal are coordinator of the editorial review board, solicitation of papers for the journal, review of submitted papers, and maintenance of high editorial standards for the journal.

3.9. Website Coordinator

The Website Coordinator shall be responsible for the content of the section website and shall work closely with a designated individual at ASEE for implementation, update, and maintenance of the web site.

3.10. Council of Past Presidents

Council of Past Presidents shall consist of all Past Presidents. Members of the council of past presidents are welcome (but not required) to participate in any of the meetings of the Section. The Council of Past Presidents in attendance to any meeting will provide advice based on previous actions' basis and/or intent. The Council of Past Presidents in attendance will share lessons learned from past events important to consider in the decision making process of current issues and/or actions. The Council of Past Presidents will also serve as a resource for historical information, to support the activities and advise the Executive Board on issues of importance to the Section.

4. UNIT ORGANIZATIONS

Note: The Constitution provides for the Executive Board to review the Divisions assigned to each Unit on a five year basis, and to make re-assignments as necessary where Unit membership remains relatively balanced.

{Historical note: Prior to April 1961 the SE Section was organized into three divisions, Administrative, Instructional, and Research. A Constitution and Bylaws amendment re-designated these divisions into the Administrative Unit, Instructional Unit, and Research Unit. Special interest groups were also formed called Divisions. In the Spring of 2003 by amendment, the term "Unit" was eliminated, and replaced with Division}.

{Historical note II: Historically, the selection of officers to the Units was from specific Divisions. In practice, however, Unit officers are selected from current or prior chairs of any Division. This officer's manual was updated in 2016 to reflect the actual practice.

4.1. Programs Unit

During the annual ASEE-SE conference, officers for the Programs Unit are elected as follows. The current Vice Chair is promoted to the Chair, and the current Secretary is promoted to Vice Chair. The new Secretary is elected from the ASEE-SE membership at large. To be eligible to serve as Secretary, the member has to be a current or former Division Chair.

- The Chair of the Programs Unit serves as Section Vice President and is Chair of the Programs Committee.
- The Vice Chair of the Programs Unit serves as Technical Program Chair for the Annual Conference and is responsible for the coordination of the conference program including workshops, keynote speaker, technical sessions, and review of papers, panel discussion, and all other aspects of the technical program. The Vice Chair of the Program Unit is also a member of the Resolutions Committee.
- 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 the general announcement

of the conference. Further, the Advertising coordinator shall promote the conference in appropriate publications and through member institutions.

4.2. Awards and Recognition Unit

During the annual ASEE-SE conference, officers for the Awards and Recognition Unit are elected as follows. The current Vice Chair is promoted to the Chair, and the current Secretary is promoted to Vice Chair. The new Secretary is elected from the ASEE-SE membership at large. To be eligible to serve as Secretary, the member has to be a current or former Division Chair.

4.3. Publications and Promotion Unit

During the annual ASEE-SE conference, officers for the Publications and Promotion Unit are elected as follows. The current Vice Chair is promoted to the Chair, and the current Secretary is promoted to Vice Chair. The new Secretary is elected from the ASEE-SE membership at large. To be eligible to serve as Secretary, the member has to be a current or former Division Chair.

5. DIVISION ORGANIZATIONS

Each division will elect annually a Chair, Vice Chair, and Secretary. Traditionally, the current Vice Chair is promoted to Chair, the current Secretary is promoted to Vice Chair, and a new Secretary is elected from the membership as large. Duties of the Division Officer are as follows:

- The Chair is responsible for holding the Division's annual meeting, attending and representing the Division at the Conference Planning Meeting traditionally held in November, organizing peer reviewers for conference papers submitted as part of the Division, and participating in peer reviews. The Chair is also responsible for communicating with colleagues associated with the Division, to promote the Call for Papers and the conference as well as Section participation.
- The Vice Chair fills in if the Chair is unable to hold the Division's annual meeting or attend the Conference Planning Meeting traditionally held in November. The Vice Chair also assists the Division Chair in peer review of submitted conference papers, as well as promoting the conference and Section's activities. Normally the Vice Chair ascends to the Chair's position.
- The Secretary is responsible for keeping minutes for the Division's annual meeting, and submitting the minutes to the Section's Secretary Treasurer. In addition, each Secretary is responsible for making sure that the elected officers for the Division are recorded for the Section's Secretary Treasurer along with their personal contact information (e.g. postal address, telephone number, fax, and E-mail address). Normally the Secretary of the Division ascends to the Vice Chair's position.

6. CONFERENCE PLANNING GUIDELINES

- Annual meeting sites shall be scheduled on a 5 year basis to reflect the geography of the Section as coordinated by the Section Vice President for Publications and Promotion and the Publications and Promotion Committee.
- All section members are to be sent notification and invitations prior to each annual meeting of the Section
- Each conference host site will be invited to send representatives to conference planning meetings one and one-half years in advance where they can become familiar with the Section's requirements and better serve the membership when planning their activities the following year. These representatives will be invited by the Section President.
- Each conference host site must appoint a Host-Site Coordinator from their institution who will meet with the Executive Board during planning session, and act as liaison between the Section and the host institution.
- Each Host-Site Coordinator shall comment on the responsibilities and pass them on through the Secretary of the Section to the Host Site Coordinators for future meetings.
- In general, if funds are available 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.
- A registration fee may be charged for a meeting of the Section
- The host site must submit a budget for approval to the President of the Section before any expenditures are made.

APPENDIX

Appendix A - Example Executive Board Meeting Agenda

**ASEE Southeastern Section
Executive Board Meeting**

Date
Location
Time

- | | | |
|-----|--|---|
| 1. | Welcome and Introductions | President |
| 2. | Tribute to any colleagues who have passed away | President |
| 3. | Approval of previous Board Meeting Minutes | Secretary |
| 4. | Treasurer's Report | Treasurer |
| 5. | Host Committee's Report on Conference/Budget | Host Site Coordinator |
| 6. | Technical Program Committee Report | Vice Chair of Programs Unit |
| 7. | Section Awards Report | Vice President for Awards and Recognition |
| 8. | Future Meeting Sites | Vice President for Publications and Promotion |
| 9. | Status of Conference Proceedings | Proceedings Editor |
| 10. | Campus Reps Report | Campus Rep Coordinator |
| 11. | Newsletter Editor Report | Newsletter Editor |
| 12. | Website Coordinator Report | Website Coordinator |
| 13. | Nominating Committee Report | Immediate Past President |
| 14. | Zone II Chair Report | Zone II Chair |
| 15. | Old business | |
| 16. | New business | |
| 17. | Adjourn | |

Appendix B - Example Fall Technical Program Planning Meeting Agenda

ASEE Southeastern Section Technical Program Planning Meeting

Date
Location
Time

- | | | |
|----|--|--|
| 1. | Welcome and Introductions | President |
| 2. | Housekeeping items | President |
| | <ul style="list-style-type: none">• Where dinner is to be served• Breakfast in the morning• Lunch at local restaurant provided by section• Check out time | |
| 3. | Presentation of information pertaining to abstracts | President/Vice Chair
of Program Unit |
| | <ul style="list-style-type: none">• History of numbers of abstracts arriving• Extensions to the Call for Papers• Summary of Papers by Division | Vice Chair Program Unit
Vice Chair Program Unit |
| 4. | Proposed Technical Program by sessions | Vice Chair Program Unit |
| 5. | Proposed Workshops/Seminars for Sunday afternoon | Chair Program Unit |
| 6. | Paper review process | Vice Chair Program Unit |
| 7. | Comments from the Conference Proceedings Coordinator | |
| 8. | Other business | |
| 9. | Adjourn | |

Appendix C - Example Conference Planning Meeting Agenda

ASEE Southeastern Section Conference Planning Meeting

Date
Location
Time

- | | | |
|----|--|-----------------------------|
| 1. | Welcome and Introductions | President |
| 2. | Conference hotel information discussed | VP Programs/Host Site Coord |
| 3. | Conference site accommodations discussed | VP Programs/Host Site Coord |
| | <ul style="list-style-type: none">• Break out rooms• AV equipment availability and backup• Meals• Workshop accommodations• Field trips• Spouses program• Host committee for conference scheduled two years hence is encouraged to have Call for Papers prepared to hand out at next year's conference. | |
| 4. | Other business | President |
| 5. | Adjourn | |

Appendix D - Example Annual Meeting Agenda

ASEE Southeastern Section Annual Meeting

Date

Location

Time

- | | | |
|-----|---|---------------------------------|
| 1. | Call to order | President |
| 2. | Moment of silence for any colleagues who have passed away | President |
| 3. | Approval of Minutes from Previous Annual Meeting | Secretary |
| 4. | Nominating Committee Report for Election of Officers | Immediate Past President |
| 5. | Nominations from Floor. Hold Elections | President |
| 6. | Report on next year's conference | Next Year's
Site Coordinator |
| 7. | Call for Papers for next year's conference | Next Year's
Site Coordinator |
| 8. | Report on future meeting sites | President |
| 9. | Old Business | President |
| 10. | New Business | President |
| 11. | Section Resolutions | Outgoing President Elect |
| 12. | Turn meeting over to new President | New President |
| 13. | Award plaque to outgoing President | New President |
| 13. | Other business | New President |
| 14. | Adjourn | |

Appendix E - Example Forms for Recording Unit and Division Elections

**20xx-20xx ASEE-SE Section
Officer Information Sheets**

Division/Unit: _____

Chairperson	
Name: _____	Telephone number: _____
Affiliation: _____	FAX number: _____
Address: _____	E-mail address: _____

Vice-Chairperson	
Name: _____	Telephone number: _____
Affiliation: _____	FAX number: _____
Address: _____	E-mail address: _____

Secretary	
Name: _____	Telephone number: _____
Affiliation: _____	FAX number: _____
Address: _____	E-mail address: _____

Appendix F - Example Resolutions

Example RESOLUTION on the Death of a Colleague

“ We regret the untimely death recently of our colleague and friend, Dr. or Dean_____ of the University of _____. For many years he attended regularly the meetings of the ASEE SE Section. His wise counsel and always logical viewpoint were valuable and helpful guides in conducting the affairs of this Section. We shall miss him greatly, and sympathy is extended to the family.”

Example RESOLUTION for an Annual Meeting

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of the University of _____ at _____ during its ____ annual meeting, and

Whereas the members of the Section wish to acknowledge with grateful appreciation the efforts of those responsible for the hospitality and outstanding arrangements and have contributed to the success and fellowship of the meeting

THEREFORE LET IT BE RESOLVED:

FIRST, that we thank the University of _____ at _____ and its faculty and Administration for the invitation to meet in _____ and for the pleasant and worthwhile experiences which resulted, and

SECOND, that we express our particular appreciation to the host, Dean _____, and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinator, _____; in particular (Name various faculty members, etc); and

THIRD, that we thank each of the following for their particular contribution: Dean _____ and the College of Engineering for the reception and fellowship provided on Sunday evening;

FOURTH, that express our appreciation to _____ for their delightful entertainment at the Awards Banquet on Monday evening, and

FIFTH, that we thank the Executive Committee of the Southeastern Section and especially _____ for their part in planning an excellent program, and

SIXTH, that we express our appreciation to _____, of the XYZ Corporation, for an outstanding Keynote Address, and

SEVENTH, that we recognize the continued fine efforts of the Proceedings Editor, _____, and

EIGHTH, that we thank _____, _____, _____, and _____ for their equipment displays, and other support for the meeting.

BE IT FURTHER RESOLVED, that a copy of these resolutions be included in the minutes of this meeting, and that the Secretary be instructed to transmit copies to all concerned.

Respectfully submitted by the Committee on Resolutions.

Committee Chair

Appendix G - Example Conference Planning Budget Form

[A spreadsheet of the below is available from the Treasurer of the section]

Budget for the 20xx American Society for Engineering Education Annual Meeting

Estimated number at attending Conference 80

Prior to start of conference

Item	Quantity	Item Cost	Cost
Mailout in September	1	\$500	\$500

Sunday

Registration Package

Item	Quantity	Item Cost	Cost	Comment
Name Tags	80	\$1.00	\$80.00	
Memento	80	\$10.00	\$800.00	Unknown
Student Help	1	\$400.00	\$400.00	Paid to ASCE Chapter for help on Conf.
Book of Abstracts/Program	80	\$10.00	\$800.00	

Reception

Item	Quantity	Item Cost	Cost	Comment
Rental on aquarium	1	\$2,500.00	\$2,500.00	
Barbecue Dinner	80	\$12.00	\$960.00	
Transportation				
Bus	1	\$100.00	\$100.00	Estimate 45 passenger bus + mileage
Bus Driver	1	\$75.00	\$75.00	Bus Driver gets paid by hour

Monday

Transportation

Item	Quantity	Item Cost	Cost	Comment
Vans	4	\$30.00	\$120.00	
Student Drivers	32	\$7.00	\$224.00	4 Drivers for 4 hours@\$7.00 per hour

Meals

Item

Breakfast ---Full	80	\$9.00	\$720.00	Eggs, bacon, sausage, And grits
Lunch	80	\$10.00	\$800.00	
Banquet	80	\$15.00	\$1,200.00	
Morning Break	80	\$3.00	\$240.00	Coffee, pastries
Afternoon Break	80	\$4.00	\$320.00	Coffee, cokes, pastries
Gratuity to entertainers	1	\$250.00	\$250.00	Honoraria

Tuesday

Transportation

Items

Vans	4	\$30.00	\$120.00	
Student Drivers	16	\$7.00	\$112.00	4 Drivers for 4 hours @ \$7.00 per hour

Meals

Items

Breakfast ---Full	80	\$9.00	\$720.00	Pancakes, waffles, sausage
Lunch	80	\$10.00	\$800.00	
Morning Break	80	\$3.00	\$240.00	
Estimated total cost of annual meeting			\$12,081.00	

Note: Run analysis for 80, 90, 100, 110, 120, 130 persons attending to determine cost per person. **Also make sure student costs, audio visual, and hotel breakout room costs are included. Provide for prior count meal costs (ie no flat rate covering all meals).**

Appendix H - Example Guidance for Section Presidents Conducting a Conference

To give Section President's some ideas on how to help move a conference through its various phases, the following guidelines are offered only as an example and ideas that might be considered:

Closing the Sunday Night Reception—Housekeeping Announcements

1. Acknowledgement of those involved for the arrangements for the reception, and any sponsors.
2. Announce any shuttle service schedules for transporting attendees to breakfast and/or technical session locations.
3. Information pertaining to parking as it applies to this conference.
4. Conference registration times and locations for those yet to have registered.
5. Information on breakfast. Where and when. You need to stress that various divisions will be meeting to elect officers, and unit officers during breakfast.
6. Reaffirm when Main Plenary Session and keynote speech is to be held and who the speaker is.
7. Any other pertinent information.

Monday's Breakfast: See Appendix I

Monday AM—Main Plenary Session

1. Call ASEE SE Section Conference into session, introduce self, and issue welcoming comments
2. Acknowledge work of host institution, and introduce Host Site Coordinator and other site persons who might of value to attendees in case they have questions or need guidance.
3. Acknowledge the Technical Program Chair and Paper Management Website Coordinator for pulling together the technical program.
4. Acknowledge and thank those who put on seminars or workshops as part of this conference.
5. Acknowledge and thank sponsors who helped to defray the cost of the conference (as indicated in the Book of Abstracts and Program)
6. Acknowledge special guests (keynote speaker, Officials from host institution, in attendance and their support for this conference, persons from National ASEE in attendance, Zone II Chair, and any other persons of interest.
7. Comments about theme of the conference. How many have registered and how many technical presentations are scheduled.
8. Introduce Host Institution Official for welcoming remarks.

9. Introduction of keynote speaker by an appropriate person.
10. Keynote Speech
11. Thank speaker and make any housekeeping announcements:
 - Parking issues
 - Tell audience where lunch will be held
 - Provide restroom locations
 - Tell where and when refreshments will be served during session breaks
 - Ask session moderators to meet with you immediately after plenary session
12. Conclude the Plenary Session
 - Tell session moderators about location of Author's Information Packet locations
 - If some authors do not show, encourage moderator to utilize full session for additional discussions or extend the remaining presentations

Monday's Luncheon

1. Return thanks
2. After lunch housekeeping announcements
 - Report on how things are progressing relative to the published program in the Book of Abstracts
 - Information on any new locations for afternoon technical sessions or field trips/workshops
 - Where and when the Awards Banquet will be held
 - Turn floor over to the Chair of the Instructional Division to introduce the Thomas C. Evans Instructional Paper Award winner(s) who will then present their paper.

Monday Night Awards Banquet

1. Posting of colors or fanfare
2. Return thanks
3. Encourage attendees to begin eating.
4. Post meal activities:
 - Introduce honored guests and section officers
 - After dinner speaker
 - Representatives from National ASEE

- Zone II Chair
 - Host institution guests
 - Section officers
 - Introduce any Past Presidents attending the meeting
 - Recognize division officers (stand and be recognized) and pass out certificates after meal)
5. Introduce the chairs of the various selection committees to confirm awards:
 - Research Division Chair—ASEE SE Section New Faculty Research Award and also the Runner-Up
 - Instructional Division Chair—Thomas C. Evans Outstanding Instructional Paper Award
 - Campus Reps Coordinator—ASEE SE Section Outstanding Campus Representative Award
 - TBD--ASEE SE Section Outstanding Teaching Award
 - TBD--ASEE SE Section New Teacher Award
 - TBD—Tilmans - Dion Service Award
 - Student Poster Competition Awards
 6. Introduce person who will introduce the featured after dinner speaker or entertainer.
 7. Thank after dinner speaker/entertainer and also Host Site Coordinator
 8. Address any housekeeping matters:
 - What time and where shuttles will be running in the morning
 - Where and when breakfast will be held. Stress the importance for everyone to attend breakfast and participate in Division and Unit elections.
 - State when technical sessions will begin in the morning
 9. Thank everyone for coming.

Tuesday Breakfast: See Appendix I

Annual Luncheon Meeting on Tuesday

1. Follow proposed meeting agenda (see Appendix D)

Appendix I - Recommended Procedure for Electing Division and Unit Officers

The following procedure is recommended for the election of Division and Unit Officers during the Annual Section Conference traditionally held in the Spring of each year:

Monday Morning

Breakfast served in one large room where everyone attending the conference will eat together, but grouped within the room according to the below Divisions. During breakfast the following divisions will hold their annual meetings, conduct business, and elect division officers:

Administrative Division

Instructional Division

Research Division

Professional Skills Division

K-12 Division

Immediately following breakfast, but before the first morning session, ***Unit Officers for the Programs Unit*** (Chair—who is also a Section Vice President, Vice Chair, and Secretary) will be elected, see section 4.1.

Tuesday Morning

Breakfast served in one large room where everyone attending the conference will eat together, but grouped within the room according to the below Divisions. During breakfast the following divisions will hold their annual meetings, conduct business, and elect division officers:

Bioengineering Division

Civil Engineering Division

Engineering Graphics Division

Engineering Technology Division

Industrial Engineering Division

Computer Engineering Division

Chemical Engineering Division

Electrical Engineering Division

Mechanical Engineering Division

Software Engineering Division

Immediately following breakfast, but before the first morning session, ***Unit Officers for the Awards & Recognition Unit*** (Chair-who is also a Section Vice President, Vice Chair, and Secretary) will be elected, see Section 4.2.

Following the Awards unit election, ***Officers for the Publications and Promotions Unit*** (Chair-who is also a Section Vice President, Vice Chair, and Secretary) will be elected, see Section 4.2.

Appendix J - Overview of Southeastern Section Activities

- Southeastern Section's Core Values--

... To promote the betterment of engineering education within the section through collegiality and friendship, while fostering a spirit of mutual enjoyment for all...

- Section is structured essentially with a President, Three Vice Presidents, and a Secretary Treasurer
- Each Vice President serves as Chair of a Unit within the Section
 - Section Vice President for Programs Unit
 - Section Vice President Awards & Recognition Unit
 - Section Vice President Publication & Promotion Unit
- The Section was organized into these three Units to promote opportunities for members to become involved and serve in some capacity. Units are staffed with a Chair (one of the Section's Vice Presidents), Vice Chair, and Secretary.
- Each of these Units is further divided into Divisions that generally balance the membership. There are two types of divisions within this Section: Technical Divisions and Special Interest Divisions. A member is afforded an opportunity to become involved in both types of divisions.
- Current divisions include the following; new divisions can be added if interest warrants:
 - Special Interest Divisions—Everyone is encouraged to participate in one of these
 - Administrative
 - Instructional
 - Research
 - Professional Skills Division
 - K-12 Division
 - Technical Divisions—Everyone is also encouraged to participate in one of these
 - Bio Engineering
 - Chemical Engineering
 - Civil Engineering
 - Computer Engineering
 - Electrical Engineering
 - Engineering Graphics
 - Engineering Technology
 - Industrial Engineering
 - Mechanical Engineering
 - Software Engineering
- Historically, the strength of the Section is at the Division level. This is where colleagues discuss issues and share ideas during technical sessions, author/review/present papers to an engaged group of peers, and not the least, create lasting professional relationships that very-well could prove invaluable throughout one's career.

- It is at the division level that members help promote the Call for Papers for the spring conference both within their institution as well as sister institutions. Submitted papers then require peer reviewers, so members of the division often serve in this capacity which is another valuable way to contribute to the division and engineering education. The number of divisional technical sessions offered as part of the Annual Spring conference is predicated on how many papers are accepted within each division, so most divisions take pride in trying to outshine the other divisions.
- Opportunities for new members to participate include serving as Secretary of a Division. Normally, a Division Secretary spends the year learning the ropes. Normal rotation would be for the Secretary to move to the Division Vice Chair Position, then Division Chair Position. Division Chair is responsible for coordinating paper reviews, as well as promoting Divisional interests within the Section.
- HOW DOES ONE FIND OUT MORE ABOUT A PARTICULAR DIVISION? Come join your colleagues for breakfast on Monday for Special Interest Divisions and Tuesday for Technical Divisions.

Appendix K - Section Awards

Awards supported by the Section as of 2008 include the following:

ASEE Southeastern Section Outstanding Teaching Award

Purpose

The Outstanding Teaching Award is intended to recognize faculty members who have demonstrated exceptional contributions to engineering or engineering technology education through outstanding classroom performance.

Award

The award includes a certificate and a \$500 cash prize, which are presented at the Annual Section Meeting.

Eligibility

Candidates must be an ASEE member and have been a full-time instructor or professor of an ABET/EAC or ABET/TAC curriculum. (A full time instructor is defined by teaching a minimum of two semester courses or three quarter courses per calendar year.)

Nomination

A colleague, department head or student may nominate a candidate for this award.

Qualifications

The candidate must possess and be able to communicate a broad and accurate knowledge of his or her subject area, possess self-confidence, create a feeling of harmony between self and students, be able to meet difficulties with poise, possess a sense of proportion, stressing fundamentals and disregarding trivial details and give assignments that challenge students to think creatively. The candidate must demonstrate an intense interest and enthusiasm for his or her subject area and the learning process that motivates students to their fullest capacities. The candidate must be available for advising and counseling students before and after graduation. The successful candidate must possess a strong record of activity in ASEE or the educational activities of another professional society and attend the annual Section meeting at which the cash prize and certificate are presented. The candidate'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

Documentation

Applications must include evidence of outstanding classroom performance using regular course evaluations and individual letters of recommendation from current and former students. The application may also include any other documentation necessary to demonstrate the candidate's qualifications for this award including, but not limited to, an endorsement of the candidate's department head and/or dean and/or chief academic officer responsible for engineering or engineering technology, endorsement from students using both regular course evaluations and individual letters of recommendation and a curriculum vita or resume.

The nomination must be electronically submitted in PDF format and should be received by ***Date Here***.
Email nominations to:

Contact Information Here.

ASEE Southeastern Section Outstanding New Teacher Award

Purpose

The New Teacher 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.

Award

The award includes a certificate and a \$250 cash prize, which are presented at the Annual Section Meeting.

Eligibility

Candidates must be an ASEE member and have been a full-time instructor or professor of an ABET/EAC or ABET/TAC curriculum for no more than four years. (A full-time instructor is defined by teaching a minimum of two semester courses or three quarter courses per calendar year.)

Nomination

A colleague, department head or student may nominate a candidate for this award.

Qualifications

The candidate must possess and be able to communicate a broad and accurate knowledge of his or her subject area, possess self-confidence, create a feeling of harmony between self and students, possess a sense of proportion, stressing fundamentals and disregarding trivial details and give assignments that challenge students to think creatively. The candidate must demonstrate an intense interest and enthusiasm for his or her subject area and the learning process that motivates students to their fullest capacities. The successful candidate must attend the annual Section meeting at which the cash prize and certificate are presented. The candidate'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.

Documentation

Applications should include any documentation necessary to demonstrate the candidate's qualifications for this award including, but not limited to, an endorsement of the candidate's department head and/or dean and/or chief academic officer responsible for engineering or engineering technology, endorsement from students using both regular course evaluations and individual letters of recommendation and a curriculum vita or resume.

The nomination must be electronically submitted in PDF format and should be received by ***Date Here***.
Email nominations to:

Contact Information Here.

ASEE Southeastern Section New Faculty Research Award

Overview

The Research Division of the Southeastern Section of the American Society for Engineering Education (ASEE) announces the *2006 Competition for Outstanding New Faculty Research Award*. The Section intends this award to recognize a faculty member who has less than six years of teaching/research experience and who has demonstrated excellence in both teaching and research. The Section presents this award at its annual meeting each spring.

The Award

The Section makes the following awards: a medallion and a \$250 cash prize for first place, and a certificate and a \$150 cash prize for second place.

Qualifications

Candidates may be faculty in either ABET/EAC or ABET/TAC programs. The successful candidate must:

1. be an ASEE member.
2. be a full-time faculty member in either engineering or engineering technology.
3. have a documented record of excellence in research and teaching at his/her institution.
4. have a documented 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

Colleagues, department heads, or students may nominate a candidate for this award. The nomination should take the form of a portfolio submittal. Nomination applications should include, but are not limited to, the endorsements of the nominee's department head, dean, and/or chief academic officer responsible for engineering or engineering technology, and curriculum vita or resume that demonstrates the above qualifications.

The nomination must be electronically submitted in PDF format and should be received by ***Date Here***. Email nominations to:

Contact Information Here.

ASEE Southeastern Section Thomas C. Evans Instructional Paper Award*

Purpose

The Thomas C. Evans Instructional Paper Award is given to the author or authors of the most outstanding paper pertaining to engineering education. **NOTE: This person presents this paper at the ASEE Southeast Section Conference held in the Spring of the year.**

Award

The award includes a certificate and \$500 cash prize, which are presented at the Annual Section Meeting.

Eligibility

The author or authors must be members of ASEE.

Nomination

A colleague, department head or student may nominate a paper for this award.

Qualifications

The winning paper will be chosen from one of the following categories:

1. unpublished papers,
2. papers published in refereed journals during in the previous calendar year,
3. papers published in conference proceedings in the previous calendar year,
1. the successful candidate must attend the annual section meeting at which the cash prize and certificate are presented.

Documentation

The winning paper will be presented at the meeting and published in the Proceedings of the annual meeting of the Section.

The nomination must be electronically submitted in PDF format and should be received by ***Date Here***.
Email nominations to:

Contact Information Here.

Tilmans-Dion Section Service Award**

Purpose

The Tilmans-Dion Section Service Award is given to the member of the Southeastern Section of ASEE who has rendered outstanding service to the Section.

Award

The award includes a certificate and a \$200 cash prize, which are presented at the Annual Section Meeting.

Eligibility

All members of the ASEE Southeastern Section are eligible for the award except the past president, president and president-elect.

Nomination

Any ASEE-SE member may nominate a candidate for the award.

Qualifications

The nominee must be a member of ASEE who has rendered outstanding service to the Section. The successful candidate must attend the annual section meeting at which the cash prize and certificate are presented.

Documentation

The nomination should include a one-page description of the service rendered to the Section and submitted electronically. The nomination must be electronically submitted in PDF format and should be received by ***Date Here***.

Email nominations to: ***Contact Information Here***.

ASEE Southeastern Section Outstanding Mid-Career Teaching Award

Purpose

This award is intended to recognize faculty members who have demonstrated exceptional contributions to engineering or engineering technology education through outstanding classroom performance.

Award

The award includes a certificate and a \$350 cash prize, which are presented at the Annual Section Meeting.

Eligibility

Candidates must be an ASEE member and have been a full-time instructor or professor of an ABET/EAC or ABET/TAC curriculum from five to fifteen years. (A full-time instructor is defined by teaching a minimum of two semester courses or three quarter courses per calendar year.)

Nomination

A colleague, department head or student may nominate a candidate for this award.

Qualifications

The candidate must possess and be able to communicate a broad and accurate knowledge of his or her subject area, possess self-confidence, create a feeling of harmony between self and students, be able to meet difficulties with poise, possess a sense of proportion, stressing fundamentals and disregarding trivial details and give assignments that challenge students to think creatively. The candidate must demonstrate an intense interest and enthusiasm for his or her subject area and the learning process that motivates students to their fullest capacities. The candidate must be available for advising and counseling students before and after graduation. The successful candidate must possess a strong record of activity in ASEE or the educational activities of another professional society and attend the annual Section meeting at which the cash prize and certificate are presented. The candidate'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.

Documentation

Applications should include any documentation necessary to demonstrate the candidate's qualifications for this award including, but not limited to, an endorsement of the candidate's department head and/or dean

and/or chief academic officer responsible for engineering or engineering technology, endorsement from students using both regular course evaluations and individual letters of recommendation and a curriculum vita or resume The nomination must be electronically submitted in PDF format and should be received by

Date

Here.

Email nominations to:

Contact Information Here.

ASEE Southeastern Section Outstanding Conference Paper

Purpose

This award recognizes the most outstanding paper among those presented at the previous ASEE Southeastern Conference.

Nomination

Papers for consideration are nominated by assigned Division Chair coordinating the paper review process to the Vice Chair of the Programs Unit (technical program chair).

Selection process

The Vice Chair will then appoint a four member selection committee to review the nominated papers and then attend the paper presentation. Papers will contribute 75%, while the presentation will contribute 25% towards each author's final performance rating.

Award

The selected paper will then be sent to ASEE National for competition at the national level. The Section Award will be presented at the next Annual Meeting of the Section.

VIII. Selection Procedure for the Southeastern Section Outstanding Campus Representative Award

1. *Late October*: the Campus Rep Coordinator sends an email to all SE section campus reps reminding them to submit their activity reports by the deadline and that the report puts them in the running for the award.
2. *Mid-January*: The Section Chair emails the Campus Rep Coordinator with all the submitted SE section campus rep reports.
3. *Mid- through Late-January*: The Campus Rep Coordinator forms an ad hoc committee to select the Outstanding Campus Representative based on the submitted reports.
4. *Late January*: The Campus Rep Coordinator sends an email announcing the award winner to the following people:
 - Award winner
 - Section Treasurer
 - Awards Committee Chair
 - Section Chair
 - Zone II Chair (who forwards the awardee's name to ASEE HQ for national award consideration)
 - Tim Manicom (Assistant Manager, Membership, ASEE)
5. *Late January*: The Section Treasurer emails the winner congratulating her/him and requesting information for processing the award payment: first name, last name, SSN, complete mailing

address, email address, phone number. The Section Treasurer also arranges for ASEE HQ to send the award money directly to the awardee (rather than to someone else for presentation at the conference).

6. *March-April:* The awardee receives the check in the mail and gets the certificate at the annual section conference's awards banquet.

NOTE:

Awardees must be registered for the section conference to receive their certificate in person (except in extenuating circumstances at the section officers' discretion).

Notes for Awards Presenters

* Dr. Thomas C. Evans, Jr. and the Establishment of the “Best Paper on Teaching” Award

- Was serving as President of the Section when he died in early 1988
- At that time, preparation was being made for the conference in Louisville, a Zone conference involving the various Sections in the Zone
- served six years as Secretary-Treasurer (1980-1986)
- served as President Elect (1986-1987)
- participated in the Engineering Mechanics Division of the Section and served as secretary and vice-chair
- was involved with the Instructional Unit, and served as Secretary, Vice-Chair and Chair (1974-1977). He was Chair of the Instructional Unit and a Vice-President of the Section (and probably technical program chair also) at the 1977 conference held at the University of South Florida. It was at this meeting that Dr. Evans announced the establishment of the “Best Paper on Teaching” award. He presented the initial award to Dr. Thomas H. Garner of Clemson University. When he died some 10 years later while serving as President of the Section, the award was renamed as the “Thomas C. Evans, Jr. Instructional Paper Award” (and is still called that today).

A few other items on Tom Evans:

- BS from The Citadel (1958)
- Master’s from Carnegie Institute of Technology (1959)
- Ph.D. from the University of Alabama (1968)
- has taught at: the University of Alabama, Louisiana Technical University, and The Citadel (1971 until his death)
- has done design work for several firms including The Rust Engineering Company (Birmingham)

** Dr. Anthony (Tony) L. Tilmans and the Establishment of the Award

[need to modify to add Thomas Dion to this]

It was an enormous loss for ASEE when Anthony (Tony) L. Tilmans died in 1999 from complications following heart surgery. Tony joined ASEE in 1961, and served in many capacities in both the national ASEE and the Southeastern Section. At the national level, Tony became a Fellow member in 1987 and served on the Board of Directors (1988-90) and the QEEP Task Force on Preparation for the Teaching of Engineering

(1984-86). In addition, he served in many capacities within the Engineering Technology Council and Engineering Technology Division, as well as on many other committees.

Recently, he served as Chair of the Administrative Unit of the Southeastern Section and was serving on the Constitution and By-Laws Committee of the Section when he died. As Chair of the Host Committee for the 1997 Southeastern Section Meeting, he helped put on a very successful conference at Southern Polytechnic State University (SPSU) in Marietta, GA where he served as Dean of the College of Technology. Tony began his academic career in the Civil Engineering Department of the University of Pittsburgh and served in various capacities in five other institutions before arriving at SPSU. These include Director of the Engineering Technology Department of Indiana State University at Evansville, Provost of the Wentworth Institute of Technology, and President of the Kansas College of Technology in Salina. Tony Tilmans will be remembered not only for his many contributions but for his enthusiasm about engineering education with which he infected others. At SPSU, he was appreciated as one who listened, generously gave his time, and mentored students. He will certainly be missed by all of those who knew him and worked with him. To honor Tony's service to the Section, the Board established the Tony L. Tilmans Outstanding Service Award.

Appendix L - Research Division's Student Poster Competition

The ASEE-SE student poster competition is the responsibility of the Research Division.

The following pages are copies of the format and focus of the Student Poster Competition held as part of the 2009 Annual Conference as an example of how this event has been held in the past.

ASEE Southeastern Section Conference

Southern Polytechnic State University

Marietta, Georgia

April 5 – 7, 2009

PURPOSE

The purpose of this Student Poster Competition is to:

- 1) Recognize students and give them the opportunity to:
 - Practice their visual, written, and oral communication skills in a professional/conference environment
 - Share their research/project work with students and faculty from other institutions
- 2) Improve visibility of student efforts;
- 3) Recognize excellence in student projects; and
- 4) Promote the sharing and exchange of ideas about team projects and undergraduate research among the members in the Section.

IMPORTANT DATES/ APPLICATION PROCEDURE

Date	Description
Friday, February 6, 2009	Extended abstracts and application forms are due
Friday, February 20, 2009	Notification of application and abstract acceptance to Primary Contact Student and Faculty Advisor
Monday April 6, 2009 10 am-12 noon	Poster Presentation Session - Students are required to be present for the duration of student poster session

Monday, April 6, 2009 evening	Awards Banquet – Student attendance highly recommended
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To apply, **each student team or individual** must electronically submit the following materials:

- A student application form;
- A one-page extended abstract, using the extended abstract template.
- Send email with application and abstract attachments to Abstract and Application Submittal contact person identified at the end of this document.
- Copy the faculty advisor in the email submission.

All students are **strongly** encouraged to review their abstracts with their faculty advisor prior to submission. The maximum length for the abstract is one page. If accepted, student abstracts will be published in the book of abstracts for the conference, as submitted. Therefore, students should submit professional quality work. Electronic submissions in WORD, applying the conference style extended abstract template, are required. PDF submissions are not permitted.

ELIGIBILITY

Design Teams:

- Undergraduate student teams from any Engineering or Engineering Technology program in the Section are invited to present a poster on a team-based design project.
- Team size must be three or more students, with a minimum of two team members registered as student conference attendees.
- Each team is required to have a faculty advisor.
- The faculty advisor **must** be a registered conference attendee and may advise up to three teams.
- Student teams may register in one of the following categories:

Freshman/Sophomore Engineering and Engineering Technology Design Teams

or

Junior/Senior Engineering and Engineering Technology Design Teams

Individual Undergraduate Researchers:

- Individual undergraduate students working on undergraduate research projects from any engineering program in the Section are invited to present a poster.
- Each student attendee is required to have a faculty advisor.
- The faculty advisor **must** be a registered attendee of the conference and may advise up to three individuals.

EXTENDED ABSTRACT

The extended abstract will be considered as part of the judging criteria.

Design Teams:

The content of the extended abstract should:

- Clearly state the purpose and significance of the design project;
- Describe the team structure, including the team member selection process (if any), and team member responsibilities;
- Summarize the design with emphasis on the engineering/engineering technology concepts;
- Summarize the most important results.

Individual Undergraduate Researchers:

The content of the abstract should:

- Clearly state the purpose and significance of the research project;
- Summarize the research project with emphasis on engineering concepts;
- Summarize the most important results.

POSTER SPECIFICATIONS

The poster content will be considered as part of the judging criteria. The physical requirements for the posters are listed below.

- Posters shall consist of a standard 36" high x 48" poster board, or equivalent (center panel shall be 24" wide with 12" side panels on either side of the center panel).
- Posters shall be set on one half of an 8-foot table.
- Poster boards shall be of standard student presentation quality (typically made of corrugated cardboard), and shall stand on their own when opened.
- Participants may use tape, glue, or pushpins to make attachments to the poster. Students may use one poster per group.
- All supporting display material shall fit on the table with the poster in the space provided.
- Projects that develop systems larger than a tabletop shall use models and photographs for demonstration purposes.
- Students may not use a laptop or computer. Electrical power will NOT be supplied.

COMMUNICATION

Communication of the team design or individual research is a key aspect of the judging criteria. The student(s) and their faculty advisor are encouraged to accommodate the nature of the audience of these posters. The ASEE-SE educational conference represents all fields of engineering and engineering technology. Students need to be prepared to speak across disciplines to explain their work to an audience that may or may not be highly familiar with the specific design or research topic. Requirements for communication are listed below.

- Clear and concise project verbal explanation, two - three minute prepared summary
- Clear and concise responses to questions
- Ability to communicate technical content to multidisciplinary audience

LOGISTICS

Students are encouraged to pre-register for the conference after receiving confirmation of the abstract and application acceptance. During the conference, students should plan to sign-in at the conference registration area by early Monday morning. Poster setup time will be before the morning plenary, and the students are invited to attend the morning plenary talk. The poster session will be open to full conference viewing during the morning break and afternoon break and students are encouraged to be near their

posters during these break times. Students are required to be present for the closed judging session, 10:30 – 12:00, and also for the open student poster session during the afternoon. The judges will have assessed the abstracts prior to the conference and will spend five minutes at each poster for interviewing the student(s) during the closed judging session. Poster award winners will be announced, and awards distributed, during the Monday evening banquet.

STUDENT REGISTRATION AND COST

Students who participate in the poster competition will register for the conference at a reduced student rate. The design teams must have **at least two** of their team registered and attending to present their poster. While students are encouraged to attend the entire conference, they are not required to stay for its entirety. Registered students are provided with one meal, the evening banquet dinner, on the day of the poster session.

AWARDS

Awards will be given for poster presentations in each category as well as a best overall.

JUDGING PROCEDURES & CRITERIA

Judges for the poster competition are selected by the Research Division. A set of three judges will evaluate the design team posters and another set of three judges will evaluate the individual undergraduate research.

The three key aspects of the poster presentation (extended abstract, poster, and communication) are evaluated on a scale of 1 to 10 each, and averaged to obtain a final score. While all posters are expected to be of high quality, the assessment will be made relative to the competing submissions. The scale of 1 to 10 is subjective and relative to the other entries, with the least favorable being given a score close to 1 and the most favorable given a score of 10.

The abstracts will be available to the judges prior to the conference for pre-assessment and to allow the judges to develop questions for the poster presenters. The poster content will be assessed on site and the communication will be evaluated during the five minute interview (student summary and response to questions) during the closed judging session.

Each abstract and poster presentation shall be evaluated based on the following criteria:

EXTENDED ABSTRACT:

- Clearly stated design or research problem (purpose and significance);
- Design Teams Only: Clearly explained team structure;
- Clearly explained project, with an engineering/engineering technology emphasis;
- Clearly explained results;
- Abstract organization.

POSTER:

1) Engineering/Engineering Technology Content

- Emphasis on the use of engineering/engineering technology to solve the problem;
- Focus on a well-defined engineering/engineering technology problem;
- Clearly presented overall engineering/engineering technology problem and solution approach.

2) Organization

- A clear and concise problem statement;
- A short paragraph or list for each subheading;
- Logical organization, with a clear flow of ideas between headings;
- Use of color and design attract attention to major ideas.

3) Text

- An appropriate sized text for viewing from a comfortable distance;
- Sufficient content to facilitate viewer understanding of the problem importance;
- Quickly and easily understood methods, results, and conclusions;
- Adequate details convey the main idea;
- Use of proper grammar and correct sentence structure.

4) Visuals

- Appropriate visuals to communicate the subject material;
- No unnecessary visuals to complicate the interpretation of crucial ideas;

- Attractive, high quality visuals;
- Self-explanatory visuals.

COMMUNICATION

- Clear and concise project explanation;
- Clear and concise responses to questions.

CONTACT INFORMATION for 2009

Questions

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Abstract and Application Submittal

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Student Poster Competition - Call for Abstracts

American Society of Engineering Education

Southeastern Section Conference

Southern Polytechnic State University

Marietta, Georgia

April 5 – 7, 2009

The Southeastern Section of the American Society of Engineering Education (ASEE) invites both engineering and engineering technology faculty to sponsor their undergraduate students to present a poster at the annual Section Conference. This is an opportunity for you to exhibit your pedagogical successes through your students' outstanding projects. Students may enter in the following categories:

- Freshman/Sophomore Engineering and/or Engineering Technology Design Teams
- Junior/Senior Engineering and/or Engineering Technology Design Teams
- Individual Undergraduate Research

There is a tremendous amount of talent and creativity in the Section. You as faculty are invited to share your experiences with your colleagues, while at the same time recognizing your students and giving them the opportunity to:

- Practice their visual, written, and oral communication skills in a professional/conference environment
- Share their research/project work with students and faculty from other institutions

Additionally, the poster competition will:

1. Improve the visibility of student efforts,

2. Recognize excellence in student projects, and
3. Promote the sharing and exchange of ideas about team projects and undergraduate research amongst the members in the Section.

Application and abstract deadline: February 6, 2009

For more information on the abstract, application, and submittal instructions, go to: [Place Site Address Here](#)

Southern Polytechnic State University

Marietta, Georgia

April 5 – 7, 2009

Application Data

Primary Contact Student	
Primary Contact Student email	
Faculty Advisor	
Faculty e-mail	

Name of College or University	
Title of Poster	
Title of Course (for which project was completed, if applicable)	

Poster Category (Check the one that best fits)

- First and Second Year Engineering and/or Engineering Technology Design Teams
- Junior/Senior Engineering and/or Engineering Technology Design Teams
- Individual Undergraduate Research

Individual Undergraduate Researcher or Design Team Members Description

Student Name(s)	Discipline (ME, EE, etc.)	Academic Level (FR, SO, JR, SR)	Team Role

Important Notes:

- 1) The application **must** be accompanied by an extended abstract, using the WORD template available on the ASEE-SE conference website.
- 2) Name the Application and Abstract files using the following style
 - a. Lastname_application.doc, where Lastname is the Primary Contact Student listed above
 - b. Lastname_abstract.doc
- 3) For email, use Subject line entry **ASEE-SE Poster...** and other words as needed.

- 4) All correspondence will be made to the Primary Contact Student listed above through e-mail. Be prepared to check e-mail frequently once the application and abstract are submitted.
- 5) Details about the Poster Competition are found in the Student Poster Competition Information document online.