Hit the Ground Running:  
*The Nuts and Bolts of Being a Campus Rep*

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*Department of Chemical Engineering*

ASEE Annual Meeting  
Session 2212: Sharing Best Practices  
June 24, 2008
Outline

■ Where to start?
■ Duties
■ Getting the Information You Need
■ Participation
■ Conclusions
Where to Start?

- Attend the Campus Representative Orientation and Meeting (Session 2512, RM 401)
- Read through the “Campus Representative Operating Manual”.
- Meet with your Dean.
- Notify your campus/college that you are their campus representative to the Society
Outline

- Where to start?
- **Duties**
  - Getting the Information you Need
  - Participation
- Conclusions
Duties

- Recruiting
- Promoting Participation
- Advertising Awards
- Connecting the Campus to the Society
Duties: Recruiting

- **Deans Incentive Program**
  - Two-Years Free Membership
  - Advertise at the beginning of the academic year
    - Target the New-Hires
    - Write a letter (paper)
    - Include a copy of the ASEE Membership Brochure and a membership application.
  - Follow-up with email and/or phone call
- Ask the Dean to encourage participation
Duties: Recruiting

- Remind the College of Engineering of their Education Mission and tout ASEE as a means to help them successfully fulfill that mission.

- Encourage members of Department and/or College Advisory Boards to join and participate in ASEE.
Duties: Promoting Participation

- On Campus
  - Regularly scheduled activities
  - Student chapters

- Section/Region
  - Send email reminders of upcoming due dates and events
  - Stress the importance of getting undergraduate students involved

- Zone
Duties: Promoting Participation

- National
  - Remind campus/college of major due dates
    - Abstracts Due
    - Paper Due for Peer Review
    - Final Paper Due
    - Early Registration Deadline
    - Online Registration Deadline

- Divisions and Councils
  - Opportunities to develop leadership skills and influence the direction of the society
  - Sectional/regional as well as national
Duties: Advertising Awards

- Announce Awards
  - National and Sectional/Regional
  - Deadlines
  - Qualifications
  - How to Apply

- Encourage the Dean, Associate and Assistant Deans, and Department Heads to nominate faculty
Connecting the Campus to the Society

- Bulletin Board in Prominent Area
  - Faculty Dining Area
  - Faculty Lounge Areas
  - Department Offices
  - Post flyers with Society Events and Fellowships

- Campus-based Society Web Site
  - Campus Events
  - Major Dates for Sectional and National Events
  - Awards Information and Deadlines
Connecting the Campus to the Society

- Schedule campus events
  - Brown bag lunches
  - Invited speakers
  - Short workshops
  - Book club
  - Work with the college/school’s Teaching Center (if available)
  - Joint events with educational or psychology departments (if available)
  - Host ABET planning meetings in conjunction with the college/school’s Assessment/Accreditation Office
Outline

- Where to start?
- Duties
- **Getting the Information you Need**
- Participation
- Conclusions
Getting the Information you Need

- Visit the ASEE website for Campus Representatives
- Read the “Campus Representative Operating Manual”
- Login using your member ID and password to access member institution information and forms
Getting the Information you Need

Member Activities

Campus Representative Toolbox

Campus Representatives play a crucial role in recruiting new ASEE members and in keeping current and potential members informed of ASEE activities. As the local, grass-roots presence of the Society, the importance of the services Campus Representatives provide to their schools and to ASEE cannot be overemphasized. They are the direct link between colleagues with questions, concerns, and comments about ASEE and the staff who can best respond. Their role is vital in getting information on membership opportunities and ASEE activities to potential members on campus. The growth, stability, and effective operation of ASEE in accomplishing its mission of promoting excellence in engineering education directly depend upon Campus Representatives across our nation.

- Campus Representatives Operating Manual: Web | Word | PDF
- Campus Representative Activity Report: Word | PDF
- Deans Program Application: PDF
- Individual Membership Application - Spread the Word Campaign: PDF
- Industrial Advisory Board Program Application: PDF
- Fellowship Opportunities poster: PDF
- ASEE Student Chapter/Student Member Brochure: PDF
- Your Institutional Roster
- Institutional Members
- Institutional Members By Section
- Campus Representative Newsletter

Sessions at the 2008 Annual Conference You May Find of Interest

Monday, June 23, 2008
Getting the Information you Need

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» Your Institutional Roster
» Institutional Members
» Institutional Members By Section
» Campus Representative Newsletter
# Your Institutional Member Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Address</th>
<th>Phone</th>
<th>Membership Type</th>
<th>Membership Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aidoo, John</td>
<td><a href="mailto:aidoo@rose-hulman.edu">aidoo@rose-hulman.edu</a></td>
<td>Civil Engineering 5500 Wabash Avenue Terre Haute, IN 47803</td>
<td>(812) 877-8594</td>
<td>Professional</td>
<td>Active</td>
</tr>
<tr>
<td>Anderson, Anice</td>
<td><a href="mailto:anica.anderson@rose-hulman.edu">anica.anderson@rose-hulman.edu</a></td>
<td>Engineering Management 5500 Wabash Avenue CM 4025 Terre Haute, IN 47803 - 3999</td>
<td>(812) 877-8543</td>
<td>Professional</td>
<td>Inactive January 30, 2007</td>
</tr>
<tr>
<td>Anderson, Jessica L</td>
<td><a href="mailto:anderso5@rose-hulman.edu">anderso5@rose-hulman.edu</a></td>
<td>Chemical Engineering O207C CH55 Department of Chemical Engineering Terre Haute,</td>
<td></td>
<td>Professional</td>
<td>Active</td>
</tr>
</tbody>
</table>
Your Institutional Member Roster

- Tim Manicom sends a monthly roster via email
- Contact Inactive Members
  - Friendly reminder that their membership dues are overdue.
  - Email address is conveniently located in the electronic roster.
  - If “Inactive” for more than a quarter, write a personalized note stating some of the Society benefits in which the individual might be interested (a specific division, for example).
Your Institutional Member Roster

- Notify Tim if there are any corrections
  - Someone retires
  - Someone leaves the institution for other reasons
Getting the Information you Need
Information you Need: Awards

Member Activities

Awards

The American Society for Engineering Education annually recognizes the outstanding accomplishments of engineering and engineering technology educators through the ASEE awards program. By their commitment to their profession, desire to further the Society's mission, and participation in civic and community affairs, ASEE award winners exemplify the best in engineering and engineering technology education.

Awards News

ASEE Announces Several New Awards

- **ASEE Gulf Southwest Section - Outstanding Young Faculty Award**
- **ASEE Mechanical Engineering Division - Best Paper Award**
- **ASEE Engineering Economy Division - Best Paper Award**

Award Nominations

- **Nominations for the 2008 ASEE Awards will be accepted beginning November 15, 2007. The deadline for nominations is January 15, 2008.**
- **General Award Nomination Guidelines**
- **Electronic Award Nomination Form**
- **Award Nomination Cover Sheet**
  (used only for submitting hardcopy nominations)
Outline

- Where to start?
- Duties
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- **Participation**
- Conclusions
Participation

- **Attend the Section/Region/Zone Meetings**
  - Attend the business meeting to stay informed

- **Attend the National Meeting**
  - Campus representative reception on Monday evening
  - Campus representative meeting and brainstorming session on Tuesday afternoon
    - Represent your campus and the membership’s concerns and ideas
  - Attend as many of the business and information sharing sessions of the society as you can.
Participation

- File the Annual Report
  - It’s short!
  - It’s electronic! (or paper)
  - It’s easy!
  - It’s required!
Conclusions

- Being a Campus Representative
  - Is fun
  - Keeps you and your campus informed
  - Builds relationships
  - Enhances engineering education
  - Encourages networking
  - Is vital to the Society!