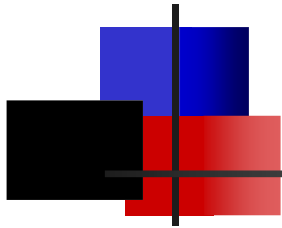


Hit the Ground Running:

The Nuts and Bolts of Being a Campus Rep



Sharon G Sauer

Rose-Hulman Institute of Technology
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

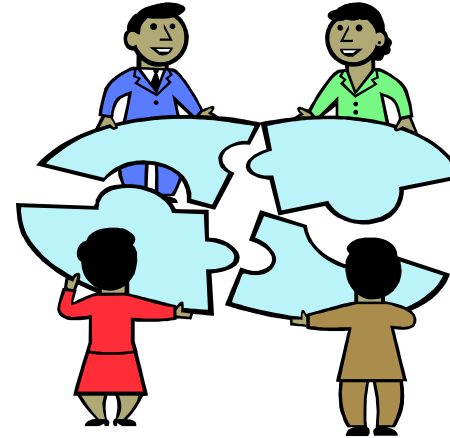
- Campus Events
- Major Dates for Sectional and National Events
- Awards Information and Deadlines



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

The screenshot shows a web browser window displaying the ASEE.org website. The browser's address bar shows the URL: <http://www.asee.org/activities/organizations/campus/campusRep/index.cfm>. The website header includes the ASEE logo, the text "AMERICAN SOCIETY FOR ENGINEERING EDUCATION" and "FOUNDED IN 1893", and a search bar. The navigation menu includes: ABOUT ASEE, CONFERENCES, MEMBERSHIP, MEMBER ACTIVITIES (highlighted), MARKETING OPPORTUNITIES, PUBLICATIONS, FELLOWSHIPS, K-12, RESOURCES, and INTERNATIONAL. The main content area is titled "Member Activities" and "Campus Representative Toolbox". It contains a paragraph about the role of campus representatives and a list of resources with download icons. A sidebar on the left lists various site sections, with "Campus Representative Toolbox" selected. A right sidebar contains sponsored links, including "Combine Graphical and Textual Programming with LabVIEW", "USDidactic LAB Experiments", and "Free Software Autodesk".

ASEE.org - Campus Representatives Private Area - Windows Internet Explorer

http://www.asee.org/activities/organizations/campus/campusRep/index.cfm

File Edit View Favorites Tools Help

ASEE.org - Campus Representatives Priva...

Welcome: Dr. Sharon Sauer ASEE Home Membership MyASEE Logout Site Map Contact ASEE Headquarters

AMERICAN SOCIETY FOR ENGINEERING EDUCATION
FOUNDED IN 1893

SEARCH ASEE POWERED BY Google

ABOUT ASEE CONFERENCES MEMBERSHIP **MEMBER ACTIVITIES** MARKETING OPPORTUNITIES PUBLICATIONS FELLOWSHIPS K-12 RESOURCES INTERNATIONAL

Member Activities Home
Academy of Fellows
Account Services
Awards
Standing and Ad-hoc Committees
Conferences
Councils
Divisions
Member Resources
Personal Benefits
Electronic Membership Directory
+ Campus Representatives
+ Campus Representative Toolbox
Institutional Roster
Institutional Members
Institutional Members By Sections
Campus Representative Newsletter
Campus Representatives Operating Manual
Campus Representatives

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

Printer Friendly
Add to My Quick Links
Email this Page

SPONSORED LINKS

Combine Graphical and Textual Programming with LabVIEW

USDidactic
LAB Experiments

FREE Workshop
July 2-3, 2008
Delft University
Of Technology
REGISTER NOW

Free Software
Autodesk
Download now

FUEL CELL ENGINEERING











NOGY



Getting the Information you Need

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](#)



Your Institutional Member Roster

Name	E-mail	Address	Phone	Membership Type	Membership Status
Aidoo, John	aidoo@rose-hulman.edu	Civil Engineering 5500 Wabash Avenue Terre Haute, IN 47803	(812) 877- 8594	Professional	Active
Anderson, Anice	anice.anderson@rose-hulman.edu	Engineering Management 5500 Wabash Avenue CM 4025 Terre Haute, IN 47803 - 3999	(812) 877- 8543	Professional	Inactive January 30, 2007
Anderson, Jessica L	anderso5@rose-hulman.edu	Chemical Engineering O207C CM55 Department of Chemical Engineering Terre Haute,		Professional	Active



Your Institutional Member Roster

Name	E-mail	Address	Phone	Membership Type	Membership Status
------	--------	---------	-------	-----------------	-------------------

- 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

merican Society for Engineering Education - Windows Internet Explorer

http://www.asee.org/

Search: Live Search

Favorites Tools Help

SEE.org - American Society for Engineeri...

Home RSS Print Email

AS E E ENGINEERING EDUCATION

Login ASEE Home Membership MyASEE

Site Map Contact ASEE Headquarters

SEARCH ASEE POWERED BY Google



AMERICAN SOCIETY FOR ENGINEERING EDUCATION
FOUNDED IN 1893

ABOUT ASEE CONFERENCES MEMBERSHIP **MEMBER ACTIVITIES** MARKETING OPPORTUNITIES PUBLICATIONS FELLOWSHIPS K-12 RESOURCES INTERNATIONAL

News

- » **ASEE: U.S. is graduating fewer engineers despite rising need**
Despite a growing national demand for their skills, the number of engineers graduating from American colleges is going down, according to a survey to be released June 20 by the American Society for Engineering Education.
- » **PBS's Design Squad, along with Intel and BKFK, Announce Trash to Treasure Contest**
Kids at home are challenged to recycle, reuse, and re-

Fellowships

-  **NASA Aeronautics Scholarship Program**
This scholarship program is open to undergraduate and graduate students in Aeronautics and related field. Offers a competitive yearly stipend amount, and a summer internship opportunity at a NASA Research Center.
[VIEW >>](#)
-  **National Defense Science & Engineering Graduate Fellowship (NDSEG)**
A graduate fellowship program sponsored by the Department of Defense for students in

Marketing Opportunities

- » **Marketing Opportunities Home**
- » **Premier Corporate Partnership**
- » **Event Sponsorship**
- » **Advertising**
- » **Event Exhibition**
- » **Mailing Lists**
- » **Corporate Membership**

Member Activities

- > Member Activities Home
- > Academy of Fellows
- > Account Services
- > **Awards**
- > Standing and Ad-hoc Committees
- > Conferences
- > Councils
- > Divisions
- > Member Resources
- > Personal Benefits
- > Electronic Membership Directory
- > Campus Representatives
- > Student Chapters
- > Sections & Zones
- > Institutional Members
- > Corporate Members
- > Contact ASEE

CONFERENCE


- » General Information
- » Call for Papers
- » Registration
- » Housing
- » Exposition
- » Sponsorship

MAGAZINE


ASEE's monthly award winning flagship publication the most popular magazine covering engineering in the United States.

PRISM Magazine online: (Current issues are Members Only)
Classifieds
Advertise in Prism Magazine

Partners

 Autodesk is committed to supporting students and educators by providing powerful 2D and 3D design software, innovative programs and resources designed to inspire the next generation of professionals to experience their ideas before they're real. Autodesk supports schools and institutions of higher learning worldwide.
[Learn More](#)

SPONSORED LINKS

- 
Free* Software
Autodesk
[Download now](#)
- FUEL CELL ENGINEERING PRODUCTS**
[heliocentris.com](#)
- Free Tutorials**
- FREE Workshop For Synplify Pro and Synplify DSP**
[REGISTER NOW](#)
- USDidactic**

ra/activities/awards/index.cfm

Internet

Information you Need: Awards



The screenshot displays the ASEE website's 'Member Activities' section, specifically the 'Awards' page. The page features a navigation menu at the top with links for Login, ASEE Home, Membership, MyASEE, Site Map, and Contact. The main header includes the ASEE logo and the text 'AMERICAN SOCIETY FOR ENGINEERING EDUCATION' and 'FOUNDED IN 1893'. A search bar is located in the top right corner. The main navigation bar includes links for ABOUT ASEE, CONFERENCES, MEMBERSHIP, MEMBER ACTIVITIES (highlighted), MARKETING OPPORTUNITIES, PUBLICATIONS, FELLOWSHIPS, K-12, and RESOURCES. The left sidebar contains a list of links under 'Member Activities Home', including 'Awards' (highlighted), 'Awards News', 'Awards Nomination Guidelines', 'Fellow Nomination Guidelines', 'Division Best Paper Award Guidelines', 'Full List of Awards', 'National Awards', 'Council Awards', 'Professional Division Awards', 'Other Division Awards', 'Section Awards', '2007 ASEE Award Recipients & Fellow Member Honorees', '2006 ASEE Award Recipients & Fellow Member Honorees', 'Awards Archive', and 'Standing and Ad-hoc'. The main content area is titled 'Member Activities' and 'Awards'. It contains a paragraph describing the ASEE awards program, followed by a section titled 'Awards News' with the heading 'ASEE Announces Several New Awards'. This section lists three awards: 'ASEE Gulf Southwest Section - Outstanding Young Faculty Award', 'ASEE Mechanical Engineering Division - Best Paper Award', and 'ASEE Engineering Economy Division - Best Paper Award'. Below this is a section titled 'Award Nominations' with a list of links: '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', and 'Award Nomination Cover Sheet (used only for submitting hardcopy nominations)'. The right sidebar contains a 'Printer' and 'Email' icon, a 'SPONSOR' section with logos for 'FU ENG PR', 'helio', and 'BE', and a 'MEG LAB E' section with a 'Sq' logo.

ASEE

Login ASEE Home Membership MyASEE Site Map Contact

AMERICAN SOCIETY FOR ENGINEERING EDUCATION
FOUNDED IN 1893

SEARCH ASEE

ABOUT ASEE CONFERENCES MEMBERSHIP **MEMBER ACTIVITIES** MARKETING OPPORTUNITIES PUBLICATIONS FELLOWSHIPS K-12 RESOURCES

Member Activities Home
Academy of Fellows
Account Services
Awards
Awards News
Awards Nomination Guidelines
Fellow Nomination Guidelines
Division Best Paper Award Guidelines
Full List of Awards
National Awards
Council Awards
Professional Division Awards
Other Division Awards
Section Awards
2007 ASEE Award Recipients & Fellow Member Honorees
2006 ASEE Award Recipients & Fellow Member Honorees
Awards Archive
Standing and Ad-hoc

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)

Printer
Email

SPONSOR

FU
ENG
PR

helio

BE

MEG
LAB E

Sq
Y



Outline

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