

# ASEE CAMPUS REPRESENTATIVE ACTIVITY REPORT

Academic Year 2007 — 2008

TO BE SUBMITTED BY OCTOBER 31, 2007

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Name:

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Section:

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Institution:

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Office Address:

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City State Zip:

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Telephone:

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Fax:

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E-mail:

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[NOTE: In Parts I and III, below, you'll find checklists of promotional activities, done or planned. Do not be daunted by the length of the lists. These are not prescriptive lists of things you are expected to do. They are *suggestive* lists of things you might do, based on activities that have been effective for other Campus Representatives in the past. Just pick and choose among them for the ones that ought to work best for you, at your school, with the time and resources you have available.]

**PART I – Past Year (2006-2007)**

1. List the ASEE meetings (section, zone, national) that members in your institution have attended during this year, and the number of attendees.

- \_\_\_\_\_ Members to 2006 Frontiers in Education
- \_\_\_\_\_ Members to 2007 CIEC
- \_\_\_\_\_ Members to 2006/07 \_\_\_\_\_ Section Conference at \_\_\_\_\_
- \_\_\_\_\_ Members to 2007 ASEE Annual Conference (Honolulu, HI)
- \_\_\_\_\_ Members to 2006/07 \_\_\_\_\_ Section Executive Board Meetings
- \_\_\_\_\_ Other:

2. **OPTIONAL:** List papers, presentations, and other involvement by members in the meetings listed above.

Presenters: *(follow style shown)*

- ♦ George Washington  
Washington, G., and Washington, M., "Usefulness of Campus Rep Reports," *Proceedings of the American Society of Engineering Educators Annual Conference, City, State, Month XX, Year.*

Moderators: *(follow style shown)*

- ♦ George Washington, " Campus Reps Reports," American Society of Engineering Educators Annual Conference, City, State, Month XX, Year.

Officers: *(follow style shown)*

- ♦ George Washington, Chair, Suchandso Division
- ♦ Martha Washington, Program Chair, Suchandso Section

3. List ASEE or other education-related awards members received during the year.

- ♦ Person Name, Award Name, Award Year

4. Check specific actions/events that took place on campus to promote ASEE awareness, membership, and participation:
- Promotion of membership through e-mail to every faculty member.
  - Distribution of flyers inviting non-member faculty to join ASEE.
  - Posting of announcements and promotion forms on bulletin board in faculty lounge.
  - Campus newsletter invitation for faculty to contact CR for information on membership.
  - Distribution of letter of membership promotion from the Section Chair.
  - Brown bag lunch promotional and/or informational meetings.
  - Promotion of benefits of membership to graduate students.
  - Departmental sponsorship for dues for student members for the first year.
  - Discussion of benefits of ASEE membership during \_\_\_\_\_ meeting/seminar.
  - Personal contacts with current members, non-members, and lapsed members.
  - Keeping ASEE publications in student lounge and waiting areas in the engineering buildings.
  - Distribution of Call for Papers announcements.
  - Payment of participants' registration fees and travel expenses for ASEE meetings by Dean/Director/Department chair.
  - Bestowal of membership on anyone presenting papers at the section or national meetings.
  - Participation in live video conferences.
  - College/school/department contribution to the fund supporting the section's Excellence in Engineering Education Award.
  - Memos and e-mails to all faculty regarding ASEE, regional and national meetings, to encourage both attendance and submission of papers.
  - ASEE on agenda for Dean's meeting with Chairs and/or faculty.
  - Publication of material relating to regional and national meetings.
  - Section and annual meeting announcements published in campus newsletter.
  - Luncheon meetings to discuss engineering education issues, such as university/industrial cooperative efforts.
  - Seminars/workshops for engineering faculty members to discuss their teaching methods.
  - Distribution of articles from ASEE publications among non-members.
  - Distribution of information to faculty about ASEE NASA and Naval Summer Research programs and Naval Sabbatical Leave program.
  - Informal meetings before and after each regional and national meeting.
  - \_\_\_\_\_ faculty/staff members were officers in the ASEE \_\_\_\_\_ Division.
  - \_\_\_\_\_ faculty/staff members were officers in the ASEE \_\_\_\_\_ Section.
  - \_\_\_\_\_ faculty/staff members participated in the ASEE \_\_\_\_\_ Section Conference.
  - Other:
5. Describe actions taken by your Dean or Administrative Head to promote and/or support ASEE.
- Personally active in ASEE.
  - Attended and encouraged faculty to attend several ASEE \_\_\_\_\_ Section functions.
  - Attended and encouraged faculty to attend several ASEE \_\_\_\_\_ Division functions.
  - Attended and encouraged faculty to attend the ASEE Annual Conference.
  - Supported fully the organization of the sectional meetings.

- Registered all/\_\_\_\_\_ faculty for the \_\_\_\_\_ meeting.
- Attended ASEE campus functions.
- Moderated a panel session.
- Presented a paper at a meeting.
- Participated in Dean's Program for paying first year membership fee for new members .
- Supported ASEE Student Chapter.
- Sponsored participation of new faculty in the ASEE National Teaching Effectiveness Workshop.
- Paid for Department Chairs' memberships.
- Paid \_\_\_\_\_ % of the Campus Rep's expenses to attend Section and Annual Conferences.
- Contributed to Section Outstanding Teaching Award.
- Reimbursed the faculty for almost all costs associated with ASEE activities.
- Reimbursed the faculty for annual membership.
- Other:

## **PART II – Coming Year (2007-2008)**

1. Check activities you plan to conduct on campus during the coming year to promote ASEE awareness and participation:
  - Make ASEE an agenda item for departmental faculty meetings.
  - Keep ASEE publications in student lounge and waiting areas in the engineering buildings.
  - Keep a library of ASEE publications in the office area and encourage faculty to read engineering education articles.
  - Distribute articles from ASEE publications among non-members.
  - Encourage Dean/Administrative Head to visibly support ASEE activities.
  - Put ASEE on agenda for Dean's meeting with Chairs and/or faculty.
  - Promote publication of material relating to regional and national meetings.
  - Send memos and e-mails to all faculty regarding ASEE, regional and national meetings, to encourage both attendance and submission of papers.
  - Distribute Call for Papers announcements.
  - Request payment of participants' registration fees and travel expenses for ASEE meetings by Dean/Director/Department chair.
  - Bestow membership on anyone presenting papers at the Section or National meetings.
  - Publish section and annual meeting announcements in campus newsletter.
  - Organize a bus trip to next section meeting.
  - Organize an informal meeting before and after each regional and national meeting.
  - Participate in live video conferences.
  - Hold informational meetings regarding the benefits of becoming ASEE members.
  - Start a student chapter.
  - Start a 100% ASEE Participation Club.
  - Create and host section web page.
  - Establish a local ASEE home page for School of Engineering.
  - Establish an e-mail list serv for engineering faculty.
  - Discuss issues related to engineering education at the department/college level.

- Hold luncheon meeting to discuss engineering education issues, such as university/industrial cooperative efforts.
- Plan seminars/workshops for engineering faculty members to discuss their teaching methods.
- Invite faculty to share teaching ideas, etc., at student chapter meetings.
- Inform faculty of ASEE NASA and Naval Summer Research programs and Naval Sabbatical Leave program.
- Seek college/school/department contribution to the fund supporting the section's Excellence in Engineering Education Award.
- Inform Department Chairs of ASEE awards programs and help them identify candidates.
- Other:

2. List activities you plan to conduct in order to recruit new ASEE members and to get past-due members to renew their memberships.

- Promote membership through e-mail to every faculty member.
- Distribute flyers inviting non-member faculty to join ASEE.
- Post announcements and promotion forms on bulletin board in faculty lounge.
- Campus newsletter invitation for faculty to contact CR for information on membership.
- Distribute letter of membership promotion from the Section Chair.
- Send a memorandum from the Dean/Administrative Head of the college to non-member and past-due member faculty, encouraging them to consider/reconsider membership.
- Personally visit non-member and lapsed member faculty.
- Personally visit new faculty and send them a personal letter.
- Personally contact current members and thank them for their membership.
- Hold brown bag lunch promotional meetings.
- Promote benefits of membership to graduate students.
- Request departmental sponsorship for dues for student members for the first year.
- Discuss benefits of ASEE membership during \_\_\_\_\_ meeting/seminar.
- Request Dean to provide support toward first-year membership dues for new faculty.
- Other:

3. Describe the commitment made by your Dean or Administrative Head to support the planned activities listed above.

- Will demonstrate enthusiastic commitment to the goals and objectives of ASEE.
- Will encourage participation of faculty in ASEE activities.
- Will participate in Dean's Program for paying membership fee for new members.
- Will ask each new member to state in writing the division(s) they expect to participate in, and commit to offering a paper in the proceedings publication in the year(s) of their paid membership.
- Will provide refreshments at the seminars.
- Will fund ASEE luncheon meetings, as well as actively participate in them.
- Will support faculty by providing funds for travel, especially for those who present papers.
- Other:

4. Describe the type of information and/or support from ASEE that would be most helpful, along with other comments and suggestions to improve the Campus Representative Program:

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Campus Representative's Signature

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Dean's Signature (optional)

**Please mail, fax, or e-mail this form to your Section Campus Representative and a copy to ASEE Headquarters by October 31, 2007.**