In this edition of the newsletter I would like to invite you to more actively participate and encourage your colleagues to participate in the governance of the Society. In this issue is a list for each of the officer positions within the Society and a brief statement of their responsibilities. As you can see, there are a host of opportunities for you to be involved with your Society.

Secondly, in this issue we have a listing of the upcoming meeting sessions. It looks like a good host of topics that I am sure you will find informative and stimulating and thus I highly encourage you to attend the meeting.

Lastly, in my first newsletter earlier this year I made a list of objectives that I wanted to accomplish, specifically, I felt we needed to:

- develop an officer task list letting officers know what we expect them to accomplish in their one year term

Chair continued on page 3

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1309</td>
<td>Simulation Courses &amp; BME Laboratories</td>
<td>M 10:30-12:00</td>
</tr>
<tr>
<td>1409</td>
<td>BME Council of Chairs Meeting (Lunch)</td>
<td>M 12:30-14:00</td>
</tr>
<tr>
<td>1609</td>
<td>Mentoring, Outreach, &amp; Intro BME Courses</td>
<td>M 16:30-18:00</td>
</tr>
<tr>
<td>1809</td>
<td>BED Awards Banquet</td>
<td>M 19:00-21:00</td>
</tr>
<tr>
<td>2109</td>
<td>Teaching Strategies in BME</td>
<td>T 07:00-08:15</td>
</tr>
<tr>
<td>2209</td>
<td>Ethical &amp; Industrial Issues in BME</td>
<td>T 08:30-10:15</td>
</tr>
<tr>
<td>2309</td>
<td>REU at VaNTH &amp; Graduate Programs in BME</td>
<td>T 10:30-12:00</td>
</tr>
<tr>
<td>2409</td>
<td>BED Business Meeting (Lunch)</td>
<td>T 12:30-14:00</td>
</tr>
<tr>
<td>2609</td>
<td>Assessment in BME Education</td>
<td>T 16:30-18:00</td>
</tr>
</tbody>
</table>

If you are interested in attending the BED Awards Banquet on Monday night, contact Tom Harris to reserve your seat (thomas.r.harris@vanderbilt.edu). This year’s event is being held in a separate room at the Merchant’s Restaurant, 401 Broadway Avenue – a special menu will be served with choice of three entrees, at a cost of $40 per person (excluding alcohol and gratuity) which will be billed individually. Thanks for organizing this, Tom!

We hope that you will be able to attend this year’s annual conference in Nashville, and that you will support the BED-sponsored sessions!
Responsibilities for each office are as follows:

**CHAIR** [4th yr of a 5-yr term] – control function content; schedule & conduct Division business meetings & ExComm meetings; appoint committees; compile an annual report of Division activities

**CHAIR-ELECT and PROGRAM CHAIR** [3rd yr of a 5-yr term] – plan & organize Division sponsored sessions at the Annual Meeting & supervise the conduct of these sessions; act as Chair at business/ExComm meetings in the Chair’s absence

**PROGRAM CHAIR-ELECT (+1)** [2nd yr of a 5-yr term] – initiate advance planning for the conference program which he/she shall chair; coordinate special conference events with the above two officers; assist Program Chair with conduct of current conference

**PROGRAM CHAIR-ELECT (+2)** [1st yr of a 5-yr term] – assist Program Chair with conduct of current conference

**VICE-CHAIR, CAREER DEVELOPMENT and AWARDS** [1-yr term] – develop an awards committee, solicit nominations for awards, & evaluate candidates for BED awards; officeholder is typically moved to PROGRAM CHAIR-ELECT +2 in the following year

**VICE-CHAIR, CURRIC. DEVELOPMENT** [1-yr term] – keep abreast of the latest curriculum developments in the Biomedical Engineering field; disseminate this information to BED members via the newsletter & annual meeting

**VICE-CHAIR, PROF. DEVELOPMENT** [1-yr term] – inform BED membership about current issues related to professional development through the newsletter & annual meeting

**SECRETARY/TREASURER** [1-yr term] – keep official records and correspondence of the Division and ExComm; keep financial records and pay bills of the Division and ExComm; record meeting minutes and distribute them to appropriate Society and Division officers; secure copies of presented papers and submit them to the ExComm for recommendations on publication, transmitting recommendations to the appropriate editor; report to the

Duties continued on page 3
continue to look for support from Whitaker and others to support our BED efforts, in particular for young faculty

- try to hold meetings apart from the annual meeting to do some planning and visionary work.

We were able to identify the requirements of the officer positions as stated in our bylaws as well as practiced in our Society. I would like to further formalize all of these into the bylaws and this will be a topic of this year’s business meeting. In addition, we were able to host one meeting at the Houston EMBS/BMES meeting apart from the annual ASEE meeting and I would like to see this continued with future chairs. In terms of funding I have not pursued the Whitaker or other support beyond last years young faculty support but will look into this as the past chair next year. So as the song goes, “Two out of three ain’t bad”.

In closing, I want to strongly encourage all of you to consider active participation in this Society next year and encourage your colleagues to do the same. In addition, please contact John Gassert to nominate yourself or a colleague for an officer position this coming year and attend this year’s meeting in Nashville, Tennessee.

Gerard L. Coté
ASEE-BED Chair

Call for Nominations

Election of ASEE BED officers will take place on Tuesday, June 24th, 2003, at the BED Business Meeting. Nominations will be accepted for Board positions until voting occurs.

Send nominations to the 2003 Nominating Committee Chairman:

John D. Gassert
Biomedical Engineering Program
Milwaukee School of Engineering
1025 N. Broadway St.
Milwaukee WI 53202-3109
414-277-7167
414-277-7465 FAX
gassert@msoe.edu

NewsLetter

If you have suggestions or submissions for the ASEE Biomedical Engineering Division newsletter, please submit them to:

Carol Mullenax
500 Boggs Ctr - Biomed Engr
Tulane University
New Orleans, LA 70118-5674
504-865-5863
504-862-8779 (FAX)
cmullen@tulane.edu

Thanks to everyone who had contributions and suggestions on content for this issue.

Duties continued from page 2

Society secretary or other appropriate officer on Division finances and proceedings of annual meeting sessions

MEMBER-AT-LARGE (3): [3-yr term, one position elected annually] – participate in ExComm meetings

NEWSLETTER EDITOR [1-yr term] – responsible for editing, production and circulation of such Division publications as the ExComm may decide to produce; perform preliminary editing and submission of Division-sponsored material to Engineering Education or other Society organs

PAST CHAIR / CHAIR OF NOMINATING COMMITTEE [5th yr of a 5-yr term] – solicit & compile nominations for the slate of Division officers with expiring terms

Offices marked with an asterisk are ad hoc positions that have been around for many years but technically exist only by authority of the Chair. One topic at this year’s business meeting will be the incorporation of such positions into the Division bylaws, currently available at http://www.asee.org/members/divisions/biomedical.cfm

To find out more about serving as a BED officer, contact the Nominating Committee Chair or the current holder of the office in which you are interested.