



Special points of interest:

- CIEC - Savannah, February 1-4, 2005
- Awards
- CED News

Newsbriefs
 Fall 2004
www.profpractice.gatech.edu/ced/

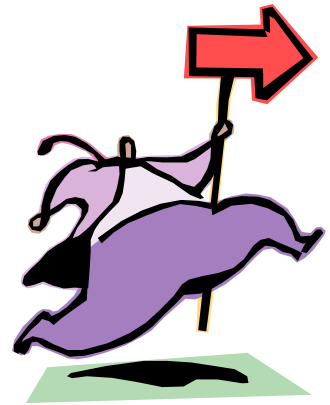
Savannah on My MIND!!!!

MARK YOUR CALENDERS Come Explore Georgia's FIRST CITY

30 Years of CIEC

Reflections and Projections on Engineering Education

Located in the Historic District and steps away from the shops, restaurants, and nightlife of Riverstreet, the Hyatt Regency Savannah will be home for the 2005 Conference for Industry and Education Collaboration. Conference rates starting at \$134 for single and double occupancy will be available from January 25 through February 10, 2005. Attendees can take advantage of this lower rate from September 1 until January 7, 2005. Please go to link provided below for reservations.



<http://savannah.hyatt.com/groupbooking/asee>

CIEC Savannah

ASEE Conference for Industry and Education Collaboration (CIEC)

Savannah, Georgia

February 1-4, 2005

2005 theme - "30 Years of CIEC:

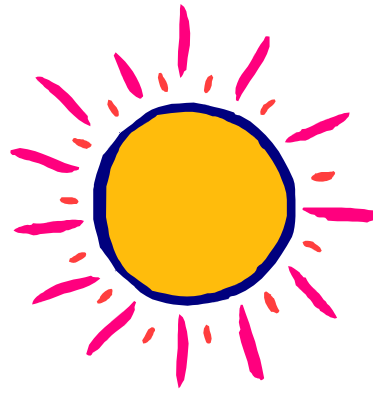
Reflections and Projections on

Engineering Education"

Look for all the details on pages 19-20.

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Chair's Message

Fall 2004

Newsbriefs

Message from the Chair

By now we are most likely back into the swing of a new semester. I don't know about you, but it's looking to me like more and more employers are either re-establishing or creating co-op programs. It's an important time for us to keep focused on the mission of cooperative education and the priceless benefits it offers our students, our schools, and our employers...that triangle thing again.

Your Board has been busy during the summer. We've tackled quite a few initiatives, and I think you will be pleased. You will see significant proposed changes in the CED by-laws. The reason for this is because we want to see more involvement from our membership, and loosening the rigidity of our current by-laws seemed like a good place to start. Please take a good look at these changes when they are mailed or emailed to you and remember to vote on them!

A letter has been written to **every** Dean and Associate Dean who is a member of ASEE in the US and Canada, encouraging their support of cooperative education programs.

We're also taking a hard look at the CED Directory...lots of great information, but how best to market it? We have a committee hard at work.

Our Awards Committee has done a great job with Student of the Year and Employer Recognition Awards. EVERY co-op school should have someone to nominate and it's not a lot of work!

And finally, a tremendous conference coming up in Savannah in February 2005. Patty Bazrod is the General Conference Chair and has done an outstanding job. Our scheduled plenary speaker is Ron Hira from RIT, who will discuss the impact of offshore outsourcing on the labor market for engineering students. Dr. Hira has appeared on CNN and has testified before Congress on this topic. In addition, Cheryl Cates has put together a revitalizing CED Program and Patty has added some great social activities to this year's conference. We certainly hope to see you there.

Financially, we are looking pretty good. We had very good CED representation at our last CIEC and that translated into revenue for our organization. Helen Oloroso, Secretary/Treasurer, has been diligently keeping our resources safe and sound.

We are hoping to have Research Funding back in place soon and there might be some additional avenues of publication for those of you who are interested.

Check out the website. Scott Green from Georgia Tech is the one to think for our new look. We think every co-op school should have a link to the CED website from their school's site.

And, as always, we are trying to increase membership...Our members are our most important reason for existence. We are here for you.

Have a great Fall.

Maureen Barcic
CED Chair



COOPERATIVE EDUCATION DIVISION/ASEE EXECUTIVE BOARD ROSTER 2004 - 2005

Chair

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Executive Directors

(3 Industry, 3 At-Large, 3 Academic)

Susan Matney	North Carolina State University	2005
Tom Akins	Georgia Tech	2005
Jay Snellenberger	Rolls Royce	2006
Cheryl Cates	University of Cincinnati	2006
John Archambault	University of Wisconsin	2006
Dianne Markley	University of North Texas	2007

Recent News from The Membership

Marquette University's Engineering Co-op Program is celebrating its 85th anniversary this year. Sue Michaelson has just been promoted to Assistant Dean of Engineering and Director of Cooperative Education (She has always been the Director -- the new part is the Assistant Dean).

Arleen Anderson is moving to Arizona. She is the new Director of Career Services at Embry Riddle in Prescott, Arizona.

The University of Cincinnati, in partnership with ACCE, has received a \$554,000 federal grant from the US Department of Education entitled "Developing a Corporate Feedback System for Use in Curricular Reform." This project develops methodologies to use student work term performance data in curricular development thereby aligning experiential education based curricula with industrial needs. The three year project would identify curricular activities' correlation with co-op performance; design processes to use employer assessment in curriculum design; evaluate changes in curricular design; pilot projects; and develop a set of best practices. Collaborators include University of Cincinnati faculty and universities accredited by the Accreditation Council for Cooperative Education including the Georgia Institute of Technology, Mississippi State University, the University of Central Florida, the University of North Texas, Case University and North Carolina State University.

"Take the time to send word to Newsbriefs about any new happenings"

2003 Directory Of Engineering Cooperative Education Programs Still Available

- Excellent reference for employers seeking quality co-op programs.
- Important resource for parents, students and guidance counselors seeking quality co-op experience at the two-year or four-year college level. Degree programs detailed through doctoral program.
- Quality bound directory features contact person, locations, institutional characteristics, and size of program in each engineering curricula.

"The Directory continues to be the best way to keep track of what is happening at other institutions."

Please make a copy of the form below and send to Mike Matthews at Cooperative Education Program, PO Box 6046, Mississippi State, MS 39762 with payment included (\$50 per copy) and a copy of the directory will be mailed to you ASAP.

Name/Title _____
 Company/Institution _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____
 # of Copies @ \$50 each _____
 Credit Card Type: Visa _____ MasterCard _____ AmEx _____ Exp.Date _____
 Credit Card # _____
 Signature _____

More News!!!!

100 Years of Co-op in Cincinnati and the World

**Celebrate 100 years
of Cooperative Edu-
cation
at the 2006 CEIA An-
nual Conference
Hilton - Netherland
Plaza
Cincinnati, OH
April 23-26, 2006**

In 1965 the Cooperative Education and Internship Association (CEIA) instituted the Dean Herman Schneider Award for outstanding contributions by an educator from faculty or administration to the advancement of the philosophy and practice of cooperative education. This is the highest award for a practitioner in the field of Cooperative Education.

The 2004 recipient of The Dean Herman Schneider Award this ultimate award in the profession is our esteemed colleague **Anita Todd , Assistant Professor, Division of Professional Practice, University of Cincinnati**. The award was presented at the Annual CEIA Awards banquet in Arlington, VA, April 20, 2004.

**"Check the website
www.asee.org for
information on
Portland, Oregon
and the annual
conference 2005."**

June in Portland
[Http://www.asee.org](http://www.asee.org)
June 12-15, 2005

ASEE offers sessions to
please every palate

June in Boston
<http://www.waceinc.org/>
June 14-17, 2005

WACE offers a
myriad of sessions and
possibilities



SERCEC

The place to be in May!

The Southeastern Regional Cooperative Education Conference 2005 - A Winning Tradition is scheduled for May 18 - 20, in Lexington Kentucky. The website for information is <http://www.profpractice.gatech.edu/sercec/>. Come join us for spring in the Bluegrass! In addition to the traditional excellent programming, we will have a private reception at the Kentucky Horse Museum featuring the history and memorabilia of the Henry Clay family's influence in creating the horse capital of the world. Toyota and Lexmark are cosponsoring the conference with UK as host.
Conference Chair - Donna Hewett

ASEE/CED ALVAH K. BORMAN AWARD

PURPOSE

The CED/ASEE may present one or two of these awards each year to Division members (past or present) who have made sustained, honorable and meritorious contributions to the promotion of the philosophy and practice of cooperative education in engineering and technology. Instituted in 1979, this award honors Alvah K. Borman, Dean of Graduate Placement Services, Northeastern University, for his numerous outstanding contributions to engineering cooperative education over many years, including the founding and editorship of the CED Newsbrief from 1969 until his death ten years later.

NATURE OF THE AWARD

The award is a framed certificate signed by the chairman of the CED/ASEE and the president of the ASEE and a handsome wooden plaque with engraved lettering on brass. There is also a \$500 honorarium. It is presented at an Awards Banquet at the annual CIEC.

ELIGIBILITY

Nominees for the award must be active members of CED/ASEE or have been members during their professional lives. Persons nominated should have made clearly outstanding contributions to the advancement of Engineering Cooperative Education over a significant period of time as evidenced by leadership positions held in the Division, publications in the cooperative education field, or other significant and related activities. This includes, but is not limited to, contributions to CED, Universities, and Industry. Attendance at the CED Awards Banquet to receive the award in person is required, unless extenuating circumstances are present.

NOMINATION PROCEDURE

Nominators must be active members of CED/ASEE or have been members during their professional lives. No member may nominate himself, a family member, or a superior or a subordinate in his/her own organization. No member of the Borman Award Selection Committee can nominate a candidate. The nomination form must be completed and submitted to the Chairman of the CED/ASEE Awards Committee by the announced deadline. The description of the contributions made by the nominee must be limited to one additional page. However, supporting letters from other individuals may also be submitted.

If an individual is nominated and does not receive an award, she/he may be nominated again the following year merely by sending a letter to the CED/ASEE Awards Committee Chair before the announced deadline, and referring to the completed application of the previous year.

Nominations shall be considered solely on the basis of information submitted by the nominator.

SELECTION PROCEDURE

The CED/ASEE Borman Award Selection Committee will review all nominations and select the recipient(s) of this award. If the committee judges that none of the nominees are deserving of the award, the committee reserves the right to make no selection. Not more than two awards shall be made in any one-year. If there are two, it is encouraged (but not mandatory) that one should be made to a college or university member, the other to an employer representative (industry or government). Nominations with committee recommendations will be submitted to the Executive Board of CED/ASEE, which shall approve the awards.

AMERICAN SOCIETY FOR ENGINEERING EDUCATION

COOPERATIVE EDUCATION DIVISION

Alvah K. Borman Award Nomination Form

Nominee's Full Name & Title _____

Nominee's Address _____

Employer's Name & Address _____

NOMINATION DEADLINE IS NOVEMBER 1, 2004

Nominator's Full Name & Title _____

Nominator's Mailing Address _____

Nominator's e-mail Address _____

Nominator's Telephone _____

Submit no more than one additional page describing the contributions of the nominee to the field of engineering cooperative education. You may also attach supporting letters.

Mail Nomination form and all supporting documents to:

**Thomas M. Akins
Executive Director, Division of Professional Practice
Georgia Tech
Atlanta, GA 30332-0260**

Nomination Deadline is November 1, 2004

Report on CED Program for CIEC 2005

Cheryl Cates, 2005 CED Program Chair

University of Cincinnati

Phone: (513) 556-2801 Fax: (513) 556-5601

e-mail: cheryl.cates@uc.edu

The 2005 Conference for Industry and Education Collaboration is shaping up to be a terrific conference with wonderful sessions and more interaction between the various sponsoring divisions. In each issue of the CED News Briefs we will be focusing on one aspect of the 2005 CIEC up until the conference arrives. This week the focus is on pre-conference events scheduled for Tuesday, February 1, 2005. They look spectacular so I hope everyone will decide to extend their conference stay by one day to take advantage of these wonderful opportunities:

8:30 a.m. – 12:00 noon (Ticket Required: \$50)

Employer Showcase . . .

Gulfstream Aerospace Corporation An Engineering Education Partner

Tour the facility that produces the world's most technologically advanced business jets. Gulfstream Aerospace Corporation, a wholly owned subsidiary of General Dynamics, produces aircraft for corporate, government, private and military customers around the world. In addition to touring the facility, participants will have the opportunity to hear a presentation by Dick Johnson, Gulfstream's Vice President of Engineering. A panel of engineering co-op students will also be on hand to discuss how their jobs at Gulfstream are positively impacting their engineering education.

(Transportation to and from Gulfstream is included. Vans will depart from the hotel at 8:30 a.m. and return by noon.)

9:00 a.m. – 4:00 p.m. (Ticket Required: \$100)

Experienced Person's Workshop . . .

Cooperative Education Discussion Group A Participant Led Discussion of Issues

How many times have you wondered what others in the field are doing to resolve those persistent problems we all face? For years the need has been there to get co-op practitioners together to learn from one another. More than a decade ago that was accomplished through the Experienced Person's Workshop which was open by invitation only and held in Florida every winter. Then in an effort to be more inclusive that group created the Cooperative Education Network discussion group which was open to all and hosted every summer by a host institution. Now CED is carrying the tradition forward by creating a forum through our pre-conference workshop structure to allow co-op professionals to come together and discuss the pressing issues of the day. This workshop will be completely participant driven to address the issues of the group and completely discussion focused. That means no passive sitting in the audience listening. When you sign up for this one you've come to brainstorm and work together to benefit all!

(Transportation to and from the Coastal Georgia Center and lunch are included. Vans will depart from the hotel at 8:45 a.m. and return by 4 p.m.)

1:00 p.m. – 4:30 p.m. (Ticket Required: \$50)

The Coop Workplace...

ABET AND ABILITY-BASED ASSESSMENT: WHAT AN OPPORTUNITY FOR EMPLOYERS AND ENGINEERING EDUCATORS!

The Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET) has established ability-based outcomes as a core element of the accreditation processes for engineering programs in the United States. This workshop reviews a program of the College of Engineering at Iowa State University (ISU) designed to develop and deploy "Constituent-Created, Competency-Based, Accreditation-Aligned Assessment Tools for the Engineering Experiential Education Workplace." Throughout the process of creating, validating, deploying and applying the results to curriculum management and coop workplace development, we have learned that this process and the assessment tools have potential application beyond the experiential education workplace and beyond engineering education. Application to pedagogical change and to the enhancement of the workplace experience to both students and supervisors is significant. Join us to learn about the development, deployment, and application of direct measurement of ability-based outcomes by students and supervisors ***while the student is practicing engineering at the professional level in the experiential education workplace.***

1:00-4:30 pm (Ticket Required: \$50)

Newcomer's Workshop...

TRAINING SESSION FOR NEW INDUSTRY AND EDUCATION CO-OP PROFESSIONALS: BUILDING SUCCESSFUL CAREERS AND PROGRAMS

This workshop will identify the attributes and capabilities that successful co-op professionals and programs demonstrate. The training session starts with the testimonies of experienced professionals who have dedicated their careers to cooperative education. Topics covered will include: creating a program philosophy and culture, setting and reaching goals, developing effective policies and processes, developing a reputation, building institutional support and relationships, marketing co-op to employers and students, overcoming obstacles and managing change, program institutionalization, and staff development.

Additional Conferences NEWS!!

Date: Oct. 13-15, 2004

"Winning Strategies for Co-op Education and Internship Professionals"

Mid-Atlantic Cooperative Education and Internship Conference, Tropicana Casino and Resort, Atlantic City, NJ
<http://cook.rutgers.edu/~midatlantic/>

Date: November 7-9, 2004

Description: MCEIA 2004 Conference (Mid-west Cooperative Education and Internship Association)
Pfister Hotel, Milwaukee, WI [Http://www.phisterhotel.com](http://www.phisterhotel.com)
mceia2004@uwm.edu for more details.

Date: April 3-5, 2005

Annual Cooperative Education and Internship Conference
"Experience Matters"
Doubletree Hotel, Anaheim, CA
See www.ceiainc.org/conference for details.
Call for proposals coming soon!

CED LOU TAKACS AWARD

PURPOSE

CED may present this award each year to co-op employers who have made significant, honorable, and meritorious contributions to the promotion of the philosophy and practice of cooperative in engineering and technology. Officially begun in 2003, this award honors Lou Takacs, a long time employer of co-op students with E. I. DuPont, and after his retirement there, held a brief career at the University of Kentucky as a co-op advisor until his death in 2003.

NATURE OF THE AWARD

The award consists of an engraved desk plaque with the CED/ASEE logo, presented at the CED Awards Banquet at the annual CIEC, with complimentary registration to the conference.

ELIGIBILITY

Nominees for the award should have made significant contributions to the field while performing their professional duties for their employer. Attendance at the Awards Banquet to receive the award in person is requested.

NOMINATION PROCEDURE

Nominators must be active members of CED/ASEE or have been members during their professional lives. No member may nominate himself, a family member, or a superior or a subordinate in his/her own organization. No member of the Awards Committee can nominate a candidate. The nomination form must be completed and submitted to the Chairman of the CED/ASEE Awards Committee by the announced deadline. The description of the contributions made by the nominee must be limited to one additional page. However, supporting letters from other individuals may be submitted as well.

If an individual is nominated and does not receive an award, she/he may be nominated again the following year merely by sending a letter to the CED/ASEE Awards Committee Chair before the announced deadline, referring to the completed application of the previous year.

Nominations shall be considered solely on the basis of information submitted by the nominator.

SELECTION PROCEDURE

The CED/ASEE Awards Committee will review all nominations and select the recipient(s) of this award. If the committee judges that none of the nominees are deserving of the award, the committee reserves the right to make no selection. Nominations with committee recommendations will be submitted to the Executive Board of CED/ASEE, which shall approve the awards.

AMERICAN SOCIETY FOR ENGINEERING EDUCATION

COOPERATIVE EDUCATION DIVISION

Lou Takacs Employer Recognition Award Nomination Form

Nominee's Full Name & Title _____

Nominee's Address _____

Employer's Name & Address _____

NOMINATION DEADLINE IS NOVEMBER 1, 2004

Nominator's Full Name & Title _____

Nominator's Mailing Address _____

Nominator's e-mail Address _____

Nominator's Telephone _____

Submit no more than one additional page describing the contributions of the nominee to the field of engineering cooperative education. Additional supporting letters may be attached.

Mail nomination form and all supporting documents to:

**Thomas M. Akins
Executive Director, Division of Professional Practice
Georgia Tech
Atlanta, GA 30332-0260**

Nomination Deadline is November 1, 2004

Picture of Lou Takacs

The **Co-op Student of the Year Award** will also be presented at the CIEC in Savannah, Georgia, and you need to be thinking about those students worthy of this recognition. Each school has so many outstanding individuals, it is one of the most competitive awards given, and extremely difficult for the committee to decide. More information will be coming soon on this honor in the near future, with the same DEADLINE OF November 1, 2004. Suzanne Norris of the University of Alabama in Huntsville is heading up this effort.

Please starting thinking about your nominees now and get your forms and supporting documents to the Chairman of the CED Awards Committee in October.

Thomas M. Akins Chairperson, CED Awards Committee
Georgia Tech

2004 CED Student of the Year Award Announcement and Instructions

The Cooperative Education Division of the American Society of Engineering Education (ASEE / CED) is sponsoring a search for outstanding co-op students employed during the 2003 / 2004 Academic Year. The winning student will receive a cash award and will be invited to the CIEC Conference to receive their award at the CIEC Awards Banquet on February 3, 2005 in Savannah, Georgia. All nominated students will receive a letter and certificate of recognition for their national nomination.

Eligibility:

- Nominated students must be nominated by a member of ASEE / CED.
- Nominated students must be enrolled in a four-year / five-year degree program.
- Nominated students must be registered in a cooperative education program meeting the traditional definition of multiple work terms.
- Nominated students must have completed two or more work sessions or be in process of completing the second work session at the time of nomination.
- Students who complete one-time internship positions do not qualify for this award.
- If you have a question about eligibility, please contact the CED representative listed below.
- We request that each institution, CO-OP regional conference, CO-OP state conference or employer send only one nominee.**

Award:

- The winning student will receive a cash award.
- The winning student will receive a recognition plaque.
- The winning student will be invited to attend the CIEC Conference in Biloxi, MS to receive their award at the CIEC Awards Banquet.
- The student travel expenses to receive the award will **NOT** be paid.
- All nominated students will receive a letter of recognition and a certificate of national nomination.

Nomination Package Needs:

- 2004 CED Student of the Year Nomination Cover Sheet
- Two page, typed, double-spaced statement of support from the student's employer
- Two page, typed, double-spaced statement of support from the student's college / university
- Two page, typed, double-spaced statement from the nominated student
- A copy of the student's most recent resume.

Employer Statement:

- Two page, typed, double-spaced statement of support (do not provide any extra materials)
- Discuss the following possible topics:
 - The student's work-related duties, quantity of work, and quality of work.
 - Examples of the student's initiative or creative or original work.
 - Examples of how the student was challenged during their co-op assignment.
 - Any published papers, presentations or other formal presentations of their work. (Do not include, just discuss)
 - Any recognition or awards from the company.
 - The student's involvement in the community.
 - The student's involvement in improving the company co-op program.
 - The overall impact of this student on the department or company.
 - Any other pertinent information to support the nomination.

School Statement:

- Two page, typed, double-spaced statement of support (do not provide any extra materials)
- Discuss the following possible topics:
 - The student's academic performance.
 - Examples of the student's initiative or creative or original work.
 - Any recognition, honors or awards from the university or other organizations.
 - Any leadership positions.
 - The student's involvement on campus and in the community.
 - The student's service to co-op locally, regionally or nationally.
 - The student's relationship with the college / department.
 - The student's character.
 - Any other pertinent information to support the nomination.

Student Statement:

- The most recent copy of your resume.
- Two page, typed, double-spaced statement of support (do not provide any extra materials)
- Discuss the following possible topics:
 - How co-op experiences have impacted college and future career.
 - Future career goals.
 - Achievements, awards, honors and self initiative both on the job and in school
 - Contributions to the employer, school and community.
 - Any other pertinent information to support the nomination.

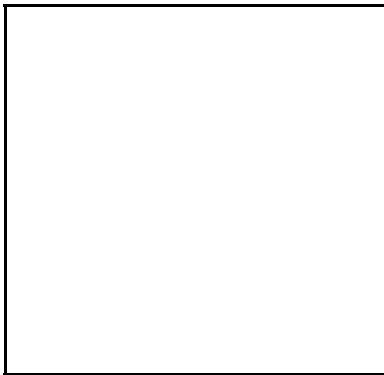
Process:

- ___ The nominating college / university or Conference contact must provide **THREE copies** of the nomination packet.
- ___ The nomination packet must include:
 - ___ 2004 CED Student of the Year Nomination Cover Sheet
 - ___ The statement of support from the student's employer (described previously)
 - ___ The statement of support from the student's college / university (described previously)
 - ___ The statement from the nominated student (described previously)
 - ___ A copy of the student's most recent resume.
- ___ Nomination packets must be sent as one soft-copy Microsoft Word document to EMAIL ADDRESS. Include all documents, including the cover form below, in one attachment.
- ___ Nomination packets must be postmarked by November **1, 2004**.
- ___ Three to five co-op professionals who may represent the academic or industry sector(s) will judge the nomination packets.
- ___ Judges will be sent all nomination packets along with a score sheet and fax return form.
- ___ Judges must respond by Dec. 13, 2004.
- ___ The student receiving the most and highest rankings from the judges will be selected as "CO-OP Student of the Year"
- ___ All nominated students, nominating schools and employers will be notified of the winner by January 7, 2005.

We are requesting that members receiving this announcement to duplicate it and distribute it to co-op professionals, faculty, and employers.

For questions or more information contact :

Suzanne H. Norris
CED Student Award Chairperson
The University of Alabama in Huntsville
256-824-6741 norriss@email.uah.edu



Your "Student of the Year" could be pictured here.
Don't Forget to get that nomination in!!

2004 CED Student of the Year Nomination Cover Sheet

Please copy and complete this form in a new Word document.

Date:
Student Nominee Name:
Local Address:
Local Phone:
E-mail:
Permanent Address:
Permanent Phone :

University Nomination Contact Name:
College / University:
Address:
Email:
Phone Number:

Employer Nomination Contact Name:
Company Name / Division:
Address:
Email:
Phone Number:

Student Major: _____ Cumulative GPA: _____
Number of Co-op Terms Completed: _____
Dates of most recent Work Term: / to /

This nomination package must include **three** copies of:

Student Personal Data Form
Student Statement
Student Resume
College/University Support Letter
Employer Support Letter

Important Dates:

Nominations must be received by November 1, 2004
Winner Announced by January 7, 2005
CIEC Conference in Savannah, Georgia, Mississippi

Nomination should be mailed to: norriss@email.uah.edu
Suzanne Norris, Director
University of Alabama in Huntsville
Cooperative Education

Information or questions contact:

Suzanne H. Norris, CED Student Award Chairperson
The University of Alabama in Huntsville
256-824- 6741 norriss@email.uah.edu

Proposed Changes to the bylaws are explained in the Chair's Message.

ARTICLE IV EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section 1 The Executive Board shall consist of the Chair of the Division, who shall serve as Chair of the Board; the Chair-Elect; **the Secretary; the Treasurer; the immediate Past-Chair; two industry representatives; one academic representative and one at-large representative.** In addition to these voting members, The Cooperative Education Division Editor and Archivist shall both be voting members of the CED Board.

Section 2 The Executive Board shall meet at least twice yearly.

Section 3 The Executive Committee of the Board shall consist of the Chair of the Division, who shall be Chair of the Executive Committee; the Chair-Elect; **the Secretary; the Treasurer;** and the immediate Past-Chair.

The duties of the officers of the Cooperative Education Division are listed as follows:

1. Chair - responsible for providing the overall leadership to the Division and presiding at regular and special meetings of the Division Board. The Chair is responsible for maintaining liaison with other ASEE divisions/groups to promote and protect the Division's interests. Voted on for a one-year term.
2. Chair-Elect - assists the Chair in coordinating, planning, and working with the Chairs of CED Committees. Voted on for a one-year term.
3. **Secretary – responsible for the minutes of all CED Executive Board and Business Meetings, both general and special, and responsible for all official business records of the Division, as well as the official correspondence on behalf of the Division.** Voted on for a two-year term.
4. **Treasurer – acts as custodian of whatever funds the Division shall accumulate. The responsibility for the disbursement of these funds shall be at the discretion of the Chair and the Board. The Treasurer shall submit a Treasurer's Report at Board and regular business meetings of the Division.** Voted on for a three-year term.
5. Past-Chair - will assist the Chair in an advisory capacity, maintaining continuity from one group of officers to the next. Also chairs the Nomination Committee.

6. Division Editor - responsible for the periodic publication of the Newsbriefs, the reviewing of articles for Prism and the Journal of Engineering Education, and coordination with the Society Editor for the publication thereof. Voted on every three years.

7. Archivist- responsible for keeping the official record of the organization and its history. Voted on every three years.

8. Industry Rep- responsible for special projects and requests from the Chair. Voted on for a three-year term.

9. At Large Rep- responsible for special projects and requests from the Chair. Voted on for a three-year term.

10. Academic Rep-responsible for special projects and requests from the Chair. Voted on for a three-year term.

Ex-Officio Members of the Board (Non-Voting Members)

1. Program Chairs - consult with the Division Chair and Executive Board and work with the Chair in the development, organization and conduct of programs. A Program Chair shall be responsible for program planning at the Conference for Industry and Education Collaboration as long as CED is participating in the CIEC. The Program Chair will be appointed by the Division Chair upon recommendation of the Chair-Elect.

2. Committee Chairs-appointed by the Chair for a three year duration.

Section 4

The Executive Committee shall be responsible for the affairs and business of the Division which may arise between business meetings of the Division. The Executive Committee or Executive Board shall meet or conduct business otherwise when called by the Chair.

ARTICLE V ELECTION OF OFFICERS

Section 1 The Chair of the Division shall be elected to serve for one year and will be succeeded in office by the Chair-Elect of the Division.

Section 2 A **Chair-Elect shall be elected for a period of one year before assuming the duties of Chair. The Chair-Elect must have prior experience on the CED Board.**

The Treasurer, Archivist, and Division Editor shall be elected for a term of three years by the members of the Division in accordance with the procedures set forth in Article V, Sections 3 and 4.

Section 3 The Chair shall appoint a Nominating Committee consisting of three members of the Division. The outgoing Past-Chair shall be the Chair of the Nominating Committee.

Section 4 The Nominating Committee will present nominations of candidates for all offices as needed at the business meeting during the annual Conference for Industry and Education Collaboration (CIEC).

Nomination of a Chair and Chair-Elect will be made every year and other board positions will be filled as needed.

Additional nominations may be made from the floor. In the event that the Nominating Committee cannot find a qualified candidate for nomination as an Executive Board Member and one is not nominated from the floor or a position becomes vacant, the Division Chair may appoint, until the next election, a qualified member of the Division. The nominees must be members of the Society and their consent must be secured prior to their nomination. The Nominating Committee may also present nominations to fill any unexpired term except that of Chair (See Article V, Section 5).

Section 5 In the event the Chair is unable to complete the term of office, the Chair-Elect will succeed to the office of Chair and continue as Chair through the following term.

Section 6 Election shall be by majority vote of members present at the CED Business Meeting at the annual Conference for Industry and Education Collaboration. Newly-elected officers shall assume office at the end of the CIEC.