The mission of the CPD Division is to foster the development, delivery, and improvement of continuing education in all areas which pertain to allied branches of science, technology, engineering and math; CPD provides advocacy for and leadership in lifelong learning; and creates opportunities for exchange of information and expertise among providers and consumers of educational programs.
The Continuing Engineering Studies (CES) Division was founded in 1965. The first Special Interest Groups (SIGs) were established in 1973. In 1978 the Division name was changed to Continuing Professional Development Division.

This Division is a focal point for persons charged with responsibility for maintaining the competence of individuals working in industry, education, and government. An active membership has nurtured on-going interchange of ideas, involvement and information transfer of benefit to those concerned with developing continuing education program managers. The division co-sponsors the annual College-Industry Education Conference. Members participate in special interest groups, which are organized around specific topical interests and receive the division’s newsletter.

(More complete CPDD History was produced by Dr. Charles S. Elliott. Copies are available for purchase. Contact Helene Demont [demont@engr.wisc.edu] to order your copy)
Continuing Professional Development Division
Board Members
2009 – 2010

Julayne Moser, Chair (2008-2010)
Purdue University
School of Mechanical Engineering
585 Purdue Mall, Room 112
West Lafayette, IN  47907-2022
Phone: 765-494-5729
moser@purdue.edu

Nancy Kruse, Chair-Elect (2008-2010)
Engineering Program Mgmt - CESE
University of Tulsa
600 South College Avenue
Tulsa OK  74104-3189
Phone: 918-631-3019
nancy-kruse@utulsa.edu

Lynette M. Krenelka, Past-Chair (2008-2010)
University of North Dakota
Division of Continuing Education
Box 9021
Grand Forks, ND  58202-9021
Phone: 701-777-4883
lynette.krenelka@mail.und.edu

Helene Demont, Secretary (2007-2010)
University of Wisconsin-Madison
Engineering Professional Development
733 Extension Bldg.
432 N. Lake Street
Madison, WI  53706
Phone: 608-262-5516
demont@engr.wisc.edu

Greg Ruff, Treasurer (2009-2011)
Auburn University
Director, Outreach & Continuing Education
Samuel Ginn College of Engineering
202 Ramsay Hall
Auburn, AL  36849-5331
Phone: 334-844-5722
ruffric@auburn.edu

Lynda Coulson, Director (2007-2010)
Program Manager-Engr Employee Develop
Rolls-Royce Corporation
2001 South Tibbs Avenue – Speed Code T3
Indianapolis, IN  46241
Phone: 317-230-5903
lynda.m.coulson@rolls-royce.com

Ray Fujioka, Director (2009-2012)
University of Southern California
3825 W. 28th Street
Los Angeles, CA  90018
Phone: 213-740-0119
fujioka@usc.edu

Paul Jewell, Director (2007-2010)
Professional Education & Industry Relations
Iowa State University
Engineering Distance Education
2273 Howe Hall, Suite 1364
Ames, IA  50010-2273
Phone: 515-294-1827
pjewell@iastate.edu

Keith Plemmons, Director (2008-2011)
The Citadel
MSC 42 The Citadel
Charleston, SC  29409
Phone: 843-953-7677
keith.plemmons@citadel.edu

Kim Scalzo, Director (2009-2012)
Director, Outreach Programs
Rensselaer Polytechnic Institute
110 8th Ave.
Troy, NY 12180
Phone: 518-276-4795
scalzk@rpi.edu

Mark Schuver, Director (2008-2011)
Director of Professional Education
College of Technology
Purdue University
Knoy Hall of Technology, Room 307
West Lafayette, IN  47907-2021
Phone: 765-496-2094
mschuver@purdue.edu
CPDD Committees

**Archives**
Helene Demont
University of Wisconsin-Madison

**Honors and Awards**
Nancy Kruse, Chair Elect
University of Tulsa

**Membership**
Nancy Kruse

**Newsletter Editor**
Eugene Rutz
University of Cincinnati
Mechanical, Industrial & Nuclear Engr.
PO Box 210018
Cincinnati, OH 45221-0018
Phone: 513-556-1096
Fax: 513-556-3390
eugene.rutz@uc.edu

**Photographer**
Ray Fujioka
University of Southern California
3825 28th Street
Los Angeles, CA 90018
Phone: 213-740-0119
fukioka@usc.edu

**Publication Sales**
Helene Demont

**Research and Publications**
Joe Greenberg
Louisiana State University
1225 Pleasant Hall
Baton Rouge, AL 70803
Phone: 225-578-6401
jgreenberg@outreach.lsu.edu

**PIC V Chair**
Patricia Hall
The University of Tulsa
800 S. Tucker Drive
Tulsa, OK 74104-3189
Phone: 918-631-3003
patricia-hall@utulsa.edu

**WebSite**
Content Editor
Sally Co overt
University of South Florida
4420 E. Fowler Avenue
Tampa, FL 33620
Phone: 813-974-5968
scoovert@eng.usf.edu

WebMaster
Ray LePine
Louisiana State University
Continuing Education
2225 Pleasant Hall
Baton Rouge, LA 70803
rlepine@lsu.edu

**Nominations**
Lynette Krenelka, Past Chair

**Special Interest Groups (SIGs)**
Chair: Mark Schuver
Purdue University

**SIG-ADM**
Helene Demont
University of Wisconsin - Madison

**SIG-DEL**
Paul Jewell
Iowa State University

**SIG-FAC**
Keith Plemmons
The Citadel

**SIG-IND**
Lynda Coulson
Rolls-Royce

**SIG-INT**
Ed Borbely
University of Michigan
Position

Descriptions

and

Leadership
Chair
TERM: 2 Year/Succession

POSITION SUMMARY/SCOPE:

Member of the CPDD Executive Board. The term of this position begins at the conclusion of the CIEC. [ByLaws changed 2005]

Provides effective planning, leadership, and advocacy to enhance selected professional development and membership services and to undertake new goals and initiatives designed to increase member involvement in the Division.

MAJOR DUTIES:

1) Schedule and presides over the Fall Planning Meeting, Annual Business Meeting at the CIEC, an additional Board Meeting at the ASEE Annual Conference, and other Board Meetings as determined by the Chair.

2) Appoints Chairs of the following Standing Committees:
   • Honors and Awards
   • Membership
   • Publications
   • Research and Special Projects

3) Appoints Archivist and Newsletter Editor.

4) Appoints Chairs of any Special Ad Hoc Committees or additional Standing Committees.

5) Submits copy for "Chairman's Corner" for Division Newsletter issues.

6) Submits copy describing the Division for the CIEC Proceedings.

7) Serves as Chair of the CIEC Executive Board and appoints the CIEC General Chair, as assigned to the Division by the CIEC Executive Board on a rotational basis.

8) If an elected officer or director position should become vacant, the Chair shall appoint a successor with concurrence of the Executive Board to serve for the unexpired term of office of the Board Member being replaced.

9) Schedules a Board Meeting Conference Phone Call in November/December time period to officially receive the report of the Nominating Committee and to approve the Honors and Awards CIEC.

6/06
Continuing Engineering Studies Division

1965-66  Marion L. Smith, Ohio State University
1966-67  J.O. Luck, Bell Telephone Labs
1967-68  W.R. Turkes, University of Pittsburgh
1968-69  Russell R. O'Neill, UCLA
1970-71  Monroe W. Kriegel, Oklahoma State University
1971-72  Chester K. Brisley, University of Wisconsin
1972-73  Howard R. Shelton, Sandia Labs
1973-74  John R. Van Horn, Westinghouse
1975-76  Isreal Katz, Northeastern University
1976-77  Joseph M. Biedenbach, University of South Carolina
1977-78  Ray Page, General Motors Institute

Continuing Professional Development Division

1978-79  Peter Chapman, Shell Development
1979-80  Dean E. Griffith, Oklahoma State University
1980-81  Charles J. Sener, Bell System Center
1981-82  Charles S. Elliott, Purdue University
1982-83  Robert M. Anderson, Jr., General Electric
1983-84  Frank E. Burris, RCA Tech Excellence Center
1984-85  Estelle D. Klingler, UCLA
1985-86  Harold I. Abramson, AIChE
1986-87  Glen L. Martin, CH2M Hill
1987-88  William L. Cooper, Oklahoma State University
1988-89  Joe Greenberg, Arizona State University
1989-90  Patsy O. Sherman, 3M Company
1990-91  Owen D. Osborne, Oregon State University
1991-92  Mary Gail Biebel, Carwile Biebel, Consulting, Inc.
1992-93  Anthony L. Rigas
1993-94  Stan Love
1994-95  Andrew J. Barrett
1995-96  Jacklyn M (Price) Swain and Patricia E. Hall
1998-99  Karen Fornaciari
1999-00  James O. Bryant, Jr.
2000-01  Ed Borbely
2001-02  Anita Watkins
2002-03  Linda Krute
2003-05  Helene Demont (ByLaw Term Change)
2005-06  Ray Morrison
2006-08  Lynette Krenelka
2008-10  Julayne Moser
Chair-Elect
TERM: 2 Years/Elected

POSITION SUMMARY/SCOPE:
Member of the CPDD Executive Board. The term of office begins at the conclusion of CIEC. The Chair-Elect shall succeed to the office of Chair upon completion of his/her term of office.

OTHER SOCIETY OBLIGATIONS INHERENT IN POSITION:
Serves on the Conference for Industry and Education Collaboration (CIEC) Executive Board. The Chair-Elect, in the absence of the Chair, shall preside over the CPDD Executive Board and shall conduct the duties of the Chair.

MAJOR DUTIES:
To assist the Chair in the business of the Division. Duties include, but are not limited to: Foster and promote study of the process of continued lifelong learning. Improve the management and development of professional programs designed to assist those working in engineering endeavors to improve their personal and professional growth through learning and development. Promote and foster programs, which develop structured opportunities for professionals to update their technical knowledge.

Will act as chair of the Awards Committee for the annual Conference for Industry and Education Collaboration. Will assemble an awards committee to review nominations for the Joseph Biedenbach Award, Certificates of Merit, Appreciation and Service.

/moser/Aug 07

1992-93 Stan Love
1993-94 Andrew J. Barrett
1994-95 Jacklyn M. Price
1995-96 Patricia F. Chance
1996-97 Patricia E. Hall and Karen Fornaciari
1997-98 Karen Fornaciari
1998-99 James O. Bryant, Jr.
1999-00 Ed Borbely
2000-01 Anita Watkins
2001-02 Linda Krute
2002-03 Helene Demont
2003-04 Ray Morrison
2004-05 Lynette Krenelka
2006-08 Julayne Moser
2008-10 Nancy Kruse
Immediate Past Chair
TERM: 2 Years

POSITION SUMMARY/SCOPE:
Member of the CPDD Executive Board serving for two years following his/her term as Chair. The term begins at the conclusion of the CIEC conference.

OTHER SOCIETY OBLIGATIONS INHERENT IN POSITION:
Serves on the Executive Board of the Conference for Industry and Education Collaboration (CIEC) and may have additional responsibilities as assigned by the CIEC Board as a divisional representative on a rotational basis.

MAJOR DUTIES:
Assists the Chair in the business of the Division. Serves as the Chair of the CPDD Nominating Committee.

1992-93 Mary Gail Biebel
1993-94 Anthony L. Rigas
1994-95 Stan Love
1995-96 Andrew J. Barrett
1996-97 Jacklyn M. (Price) Swain
1997-98 Patricia F. Chance
1998-99 Patricia E. Hall
1999-00 Karen Fornaciari
2000-01 James O. Bryant, Jr.
2001-02 Ed Borbely
2002-03 Anita Watkins
2003-04 Linda Krute
2005-07 Helene Demont
2007-08 Ray Morrison
2008-10 Lynette Krenelka
**Treasurer**

**TERM:** 2 Year/Elected

**POSITION SUMMARY/SCOPE:**
Member of the CPDD Executive Board.
The purpose of this position is to facilitate deposits to the Division BASS Account at ASEE Headquarters and authorize payment of Division bills. The CPDD Treasurer does not have a checkbook or issue checks. He/She completes a disbursement authorization and sends it to ASEE Headquarters where the check is written and sent to the recipient. All disbursements must be approved by the CPDD Board in advance. On rare occasions the approval may be via fax, telephone, or e-mail. The CPDD Treasurer does receive checks made out to the Division which are endorsed and forwarded to ASEE Headquarters for deposit.

**MAJOR DUTIES:**

1. Keep journal of payments and deposits for CPD Division.
2. Prepare disbursement authorizations for ASEE Headquarters to pay Division bills.
3. Prepare deposits for submission to ASEE Headquarters. Reconcile treasurer's records with quarterly statements.
4. Prepare quarterly statements for presentation to the CPDD Executive Board.
5. Verify dues from membership with ASEE Headquarters.
6. Obtain new member lists from ASEE Headquarters. Work with Membership Committee Chair to reconcile membership.
7. Request check(s) for Joseph M. Biedenbach Award and other awards given annually at CIEC.

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1992-95 Eileen Moree
1995-97 Karen Fornaciari
1997-98 James O. Bryant
1998-01 Linda Krute
2001-02 Dave Eckhoff
2002- Greg Ruff
**Secretary**

**TERM:** 2 Year/Elected

**POSITION SUMMARY/SCOPE:**
Member of the CPDD Executive Board. The term begins at the conclusion of CIEC. He/She attends all CPDD Executive Planning Meetings and Business Meetings. The Secretary sets forth a motion for CPDD Board Minutes approval.

**MAJOR DUTIES:**

1. Takes, transcribes, and distributes the board minutes to the Executive Board members in a timely fashion. This is usually done electronically. Paper copies of minutes are brought to following meeting for those who don’t have copies.

2. Follows-up on “to-do” list to make sure these things are getting done.

3. Helps between meetings in the administration of all or any activities that may be deemed desirable for the promotion of the objective of the Division.

4. If the Chair or Chair-Elect is absent or cannot perform the duties of their office, the Secretary is responsible for the conduct of all business.

5. Send complete set of meeting minutes, attachments, etc., to Archivist.

Revised 03/08

<table>
<thead>
<tr>
<th>Year</th>
<th>Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992-94</td>
<td>Jacklyn M. Price</td>
</tr>
<tr>
<td>1994-96</td>
<td>Patricia E. Hall</td>
</tr>
<tr>
<td>1996-97</td>
<td>Patricia E. Hall / Mike Jackson</td>
</tr>
<tr>
<td>1997-98</td>
<td>Mike Jackson</td>
</tr>
<tr>
<td>1998-00</td>
<td>Anita Watkins</td>
</tr>
<tr>
<td>2000-02</td>
<td>Helene Demont (ByLaw Change)</td>
</tr>
<tr>
<td>2002-05</td>
<td>Lynette Krenelka</td>
</tr>
<tr>
<td>2005-06</td>
<td>Julayne Moser</td>
</tr>
<tr>
<td>2006-07</td>
<td>Helene Demont (completing Moser’s term)</td>
</tr>
<tr>
<td>2007-10</td>
<td>Helene Demont</td>
</tr>
</tbody>
</table>
Board of Directors Member
TERM: 3 Years/Elected

POSITION SUMMARY/SCOPE:
Member of the CPDD Executive Board.

MAJOR DUTIES:
1. Member in good standing of the CPDD.
2. Attend and participate in all three CPDD Executive Board meetings and any conference calls by order of the chair.
3. Serve on committees assigned by the chair.
4. Participate in setting policy for division.
5. Participate in establishing and approval of division budget.

Interested individuals should send letter of interest with current resume to the current chair of the CPDD.

Revised 03/08

Directors

1992-93      Gerald Balm (Las Vegas CIEC Program Chair)
              Stan Love
1993-94      Andrew J. Barrett
              Charles Svendsen
              Charles S. Elliott
1994-95      Pam Albin
              Patricia F. Chance
              Joseph DiGregorio
              Harry Greenleaf
              William Pedler
              Tom C. Roberts (Edmonton ASEE Program Chair)
1995-96      Pam Albin (Anaheim ASEE Program Chair)
              Mary S. Bonhomme
              Edward G. Borbely
              Joseph DiGregorio
              Tom C. Roberts
              Anita Watkins (New Orleans CIEC Program Chair)
1996-97      Pam Albin
              Mary S. Bonhomme (San Jose CIEC Program Chair)
              James O. Bryant, Jr.
              Edward G. Borbely (Washington ASEE Program Chair)
              Mario Vidalon
              Anita Watkins
1997-98  Pam Albin
          Edward G. Borbely
          Kevin Hoag
          Carolyn M. Schultz
          Mario Vidalon
          Anita Watkins
1998-99   Edward G. Borbely
          Elaine Chapman-Moore
          Charles S. Elliott
          Kevin Hoag
          Carolyn M. Schultz
          Laurel Townsend
1999-00  Kevin Hoag
          Lynette Krenelka
          Ray Morrison
          Lisa Alspach
          Laura Gartling
          Linda Krute (St. Louis ASEE Program Chair; also Treasurer)
2000-01  Kevin Hoag
          Lynette Krenelka
          Ray Morrison
          Lisa Alspach
          Dave Eckhoff
2001-02  Kevin Hoag
          Lynette Krenelka (San Diego CIEC Program Chair)
          Ray Morrison
          Nancy Felts
          Elise Hardwick
2002-03  Dawn Campbell
          Nancy Felts
          Elise Hardwick
          Ray Morrison
          Eugene Rutz (Montreal ASEE Program Chair)
2003-05  Dawn Campbell (resigned August ’04)
          Nancy Felts (Biloxi 2004 CIEC Program Chair)
          Joe Greenberg
          Elsie Hardwick
          Julayne Moser (Tucson CIEC Program Chair)
          Eugene Rutz (Salt Lake City ASEE Program Chair)
2005-06  Nancy Felts
          Joe Greenberg
          Ron Terry
          Sally Szydlo (Portland ASEE Program Chair)
          Kim Scalzo
          Paul Jewell
2006-07  Joe Greenberg  
Linda Krute  
Sally Szydlo  
Paul Jewell (Chicago ASEE Program Chair)  
Ron Terry  
Kim Scalzo (Palm Spring CIEC Program Chair)  
Kathleen Gonzalez-Landis (resigned December 2006)  

2007-08  Joe Greenberg  
Linda Krute  
Sally Szydlo  
Kim Scalzo (New Orleans CIEC Program Chair)  
Paul Jewell  
Vacancy created by Gonzalez-Landis  

2008-09  Linda Krute (New Orleans CIEC General Conference Co-Chair)  
Lynda Coulson (Orlando CIEC Program Chair)  
Paul Jewell  
Kim Scalzo (New Orleans CIEC Program Chair)  
Keith Plemmons (ASEE Austin Program Chair)  
Mark Schuver  

2009-10  Lynda Coulson  
Ray Fujioka  
Paul Jewell (Palm Springs CIEC Program Chair)  
Kim Scalzo  
Keith Plemmons (ASEE Austin Program Chair)  
Mark Schuver
Archivist
TERM: Appointed Annually by Chair

POSITION SUMMARY/SCOPE:
Ex-officio non-voting member of the Executive Board.

To maintain a file of the CPDD Newsletter. Act as repository for one copy of all of the CPDD Publications. To keep and update a listing of all officers and committee members from the time of the formation of the CES Division.

Background: At the time the position of Archivist was established, at the suggestion of Chuck Elliott, it was felt the position would serve two purposes: (1) eliminate the constant forwarding of records from one officer to his/her successor and thereby have a single location for all of the records; and (2) have the Archivist provide a column for the Newsletter.

After a half dozen years there has been a single request for information from these files. A few years ago research funding was provided for an individual to write a history of the CPD Division. Upon spending a day reviewing the several boxes of files, the researcher concluded that it would be a major undertaking to arrange the material so that a history of the Division could be written. It was then agreed that the Archivist should be authorized to dispose of the information as deemed appropriate. The Board authorized this disposal.

In 2002 the issue of writing a CPDD history was re-visited. Dr. Chuck Elliott agreed to write such a document. After many hours of work, the document was produced. Although the board approved funds to compensate Chuck for his excellent work, he refused to be compensated. Twenty copies of the history were printed and spiral bound. One copy was given to the Archivist; a several copies were distributed to some CPD members. It is the intention of the current CPDD board, that additional copies be made and sold at the 2005 CIEC which will be held in Savannah, GA. This conference will celebrate the 40th anniversary of the CPDD.

MAJOR DUTIES:

- Write a column for the CPDD Newsletter.
- Maintain a file of the CPDD Newsletters.
- Maintain a file of the CPDD publications, including a copy of all CIEC Proceedings.
- Maintain an updated file of all past and current officers and committee members.
- Maintain an updated file of all CPDD Business and Executive Board Meeting Minutes.

1992-95  Morris Nicholson
1995-00  Charles S. Elliott
2000-  Helene Demont
Membership Committee Chair
TERM: Appointed

POSITION SUMMARY/SCOPE:

Responsible for systems, processes, and communications that solicit, recruit, obtain, welcome, and involve new members into the Division. This is primarily accomplished through mailing lists, telephone conversations, various mailings, and interactions with Special Interest Group (SIG) Chairpersons. The Membership Chair is responsible for maintaining the membership directory.

MAJOR DUTIES:

In consultation with the CPDD Chair, appoint the members of the committee. Obtain new member lists from the Treasurer. Ensure the CPDD membership file is kept current. Identify, obtain, and use (with Board approval) mailing lists from other organizations to solicit new members. Update, maintain, and mail New Member Packet to new members including:

- Welcome letter from CPDD Chair
- Board member list
- SIG explanation list
- Count Me In Questionnaire
- Engineering Education Magazine
- ASEE Membership Application
- CPDD Publications list and order form
- Latest copy of the CPDD Newsletter
- CPDD Questionnaire
- Latest CIEC Program information

Set up and staff new member table at CIEC using the same materials itemized above, as well as including a CPDD membership application. Encourage CPDD members to welcome "Red Stars" at the CIEC. Provide reports to the CPDD Board regarding ongoing membership committee activities. Provide written proposal and obtain CPDD Board approval for any expenditures. Facilitate membership reconciliation process with Chair and Treasurer.

2000 - Nancy Kruse 2/09
Newsletter Editor
TERM: Renewed annually by chair.

POSITION SUMMARY/SCOPE:
Ex-officio non-voting member of the CPDD Executive Board. Collect and organize submission of articles from board members and others. Layout newsletter for electronic distribution.

MAJOR DUTIES:

1) The Name of the Newsletter is “The Voice”.
2) Write "From the Editor" column.
3) Contact current CPDD Chair to write CPDD Chair column.
4) Contact publicity people for CIEC and ASEE Annual Conference at appropriate times to provide information for newsletter.
5) Contact current CPDD Chair to obtain any CPDD business items that need to reach the entire membership. Examples include changes to bylaws.
6) Send electronic file to CPD chair for distribution to CPD listserv.

SPECIAL NOTES:

Publication Deadlines: March 1 and November 1

Rev 9/06

1992-02 Henry Oppenheimer
2002 - Eugene Rutz
Nominating Committee Chair
TERM: 2 Year - Concurrent with Immediate Past Chair

POSITION SUMMARY/SCOPE:
Responsible for developing slate of candidates for open Board positions.

MAJOR DUTIES:
Per the CPDD Bylaws, section IV Item E – Nominations and Elections (revised at CIEC 2009 in Orlando)

1. The Nominating Committee, consisting of the past Chair, chair-elect and one (1) active voting member of the CPD Division appointed by the past chair no later than the ASEE Annual Conference CPDD Board Meeting.

2. The Nominating Committee shall serve from one CIEC CPDD Board Meeting until discharged at the next CIEC CPDD Board Meeting.

3. The Nominating Committee shall prepare a slate of candidates for each vacancy to be filled at the next CIEC Business Meeting.

4. The nominations shall be presented to inform the Executive Board and announced by mail (CPDD Newsletter) to the Division membership so as to reasonably be received no later than thirty (30) days prior to the Annual CIEC CPDD Business Meeting at which the voting is to take place.

5. Additional nominations may be made from the floor at the time of the elections.

6. Nominations for Directors shall be made so as to maintain approximately equal representation on the Executive Board of both academic and non-academic members.

7. The election shall be by the registered members of the Division present at the business meeting of the Division conducted during the Annual CIEC CPDD Business Meeting.

Print about 150 Nomination Program booklets, which include photos and biographies of the candidates to be distributed at the CIEC business meeting. Use previous booklet for format.

revised 02/09
Honors and Awards Committee Chair
Chair-Elect Serves in this Position

TERM: 2 Year

POSITION SUMMARY/SCOPE:
Facilitate selection of CPDD Award winners. Purchase awards; preside at CIEC awards presentation and present plaques, etc., to winners.

MAJOR DUTIES:
In conjunction with the CPDD Chair, appoint the members of the committee. Select winners of Biedenbach Award, Certificate of Merit, Outstanding Paper Award, and Certificates of Appreciation. Solicit nominations by sending nomination forms to total CPDD membership or only to Board members and committee chairs. Selection procedure should start about 10/1 and be completed about 11/15.

- Order plaques engraved with winners' names. Have bill sent to CPDD Treasurer for payment.
- Print about 50 booklets containing winners' names to be handed out at CIEC awards presentation. Use previous booklet format.
- Obtain biography for Biedenbach award winner for inclusion in booklet. Add winners to each award to the lists of previous winners in booklet.
- Have Treasurer request $1000 check for the Biedenbach Award winner for presentation at awards.

Joseph M. Biedenbach Distinguished Service Award
The highest award presented by the CPDD. A check for $1000 and a plaque are given to a member of ASEE who has rendered noteworthy leadership and service within the Division and in recognition of outstanding service to continuing professional development of engineers.

Outstanding Paper Award
This award is a framed certificate presented to the author(s) of the most significant book or paper on the subject of continuing engineering education published during the previous year. Under exceptional circumstances, papers published in previous years may be considered.

Certificate of Merit
This award is a framed certificate presented to a member of the Division for outstanding and noteworthy contributions to the Division. This could consist of several years or a single unique contribution of major significance.

Certificate of Appreciation
This award is generally presented to retiring Executive Board members and Chairs.

Revised 02/09
ASEE Distinguished Service Award
1977    Joseph M. Biedenbach
        Lawrence P. Grayson

CEStudies Division Awards
1977    CES Division Award:
        John R. Van Horn

1978    Pioneer Awards:
        These awards are given to the “Founders” of the CES Division
        at the CIEC in San Diego.
        Albert K. Ackoff
        John F. Conners
        Isreal Katz
        Monroe W. Kriegel
        Julius O. Luck
        Russell R. O’Neill
        Raymond J. Page
        Marion L. Smith
        John R. Van Horn
        Cornelius Wandmacher

CES Distinguished Service Award
1976    John P. Klus and Joseph M. Biedenbach
1977    Monroe W. Kriegel
1978    Howard Shelton and Donald B. Miller

CPD Distinguished Service Award
1979    Lionel V. Baldwin
1980    Lindon E. Saline
1981    Morris E. Nicholson and Lindon E. Saline
1982    Peter F. Chapman

Renamed the Joseph M. Biedenbach Distinguished Service Award at the 1982 CPDD Business
Meeting (special plaque was given to Joe Biedenbach at the 1984 CIEC to commemorate the
renaming of award).

Joseph M. Biedenbach Distinguished Service Award
1983    Charles J. Sener
1984    Charles S. Elliott
1985    Leroy W. Ledgerwood, Jr.
1986    Robert M. Anderson
1987    George J. Maler
1988    Wallace D. Decker
1989    Frank E. Burris
1990    Glen L. Martin
1991    Patsy O. Sherman
1992    Bill L. Cooper
1993    Owen D. Osborne
1994    Mary Gail Biebel
1995  Eileen Moree
1996  John P. Klus (second time)
1997  Jacklyn M. (Price) Swain
1998  Henry Oppenheimer
1999  Pat Chance
2000  Pat Hall
2001  Karen Fornaciari
2002  Joe Greenberg
2003  Mary Bonhomme
2004  Linda D. Krute
2005  none given
2006  Ray Morrison (Ray was unable to keep the award due to restrictions with his employer)

NOTE: During the 2009 CIEC, the CPD Executive Board Voted to give Ray the cash award at this time since he is now retired from Lockheed Martin.

2007  none given
2008  Helene Demont
2009  Linda Krute

Certificate of Merit

1983  George J. Maler – University of Colorado
      Morrie E. Nicholson – University of Minnesota
1984  Lawrence P. Grayson – National Institute of Education
1985  Howard Hendrickson – University of Texas
      IEEE, New York, NY
1986  Donald B. Miller – Management Consultant
1987  Fred C. Rex – University of Florida
      John F. Wilhelm – IEEE-Piscataway
      Linda Maynard Hall – IEEE-Washington
1988  James R. Wilbanks – Auburn University
1989  Glen L. Martin – CH2M Hill
1990  Johanna L. Howell – Lawrence Livermore laboratory
      Henry N. Oppenheimer - The MGI Management Institute
      Fred C. Rex – University of Florida
      Mary Gail Biebel – Carwile Biebel Consulting, Inc.
1992  Philip H. Swain – Purdue University
1993  Mary s. Bonhomme – Purdue University
1994  Anthony L. Rigas – University of Idaho
1995  Lionel V. Baldwin – NTU
      John P. Klus – University of Wisconsin-Madison
      Morris E. Nicholson – University of Minnesota
1996  Tom C. Roberts – Kansas State University
1997  Louk A.G.M. Fennis – Netherlands Institute for CPD
      Anders Hagstrom – IACEE
      Markku A. Markkula – Helsinki University of Technology
      Karen Fornaciari- Lawrence Livermore Laboratory
1998  no award given
1999  Frank E. Burris – ICLA Extension Service
      Charles J. Sener – Professional Communication Consultants
2000  Joseph S. Greenberg – Louisiana State University
      Joe DiGregorio – Georgia Institute of Technology
2001  Bill Cooper – Oklahoma State University
2002  Helene Demont – University of Wisconsin-Madison
2003  no award given
2004  Chuck Elliott, Arizona State University (Retired)
       For work on the CPDD History Book.
2005  Julayne Moser - Purdue University
       For Dedication and Service as Coordinator for the 2004 CIEC EXPO
       Biloxi, MS
2007  Helene Demont – University of Wisconsin-Madison
       For Dedication and Service on the CPD Handbook
2008  Dr. Sally A. Coover – University of South Florida
       Outstanding work on the CPDD Web Site
       Ray LePine – Louisiana State University
       Outstanding work on the CPDD Web Site
2009  Greg Ruff – Auburn University
       For Dedication & Outstanding Service as the CPDD Treasurer
       Eugene Rutz – University of Cincinnati
       For Dedication & Outstanding Service as the CPDD Newsletter Editor

Certificate of Appreciation

2000  Helene Demont
       Serving as CPDD Program Chair
       ASEE Annual Conference – St. Louis, MO
2002  Anita Watkins – Oklahoma State University
       For Serving as CPDD Division Chair (2001-2002)
       Helene Demont, University of Wisconsin-Madison
       Serving as CPDD Program Chair
       ASEE Annual Conference – Albuquerque, NM (2001)
       Mary Bonhomme – Florida Institute of Technology
       CPDD Program Chair 2002 CIEC – Sarasota, FL
       Kevin Hoag – University of Wisconsin-Madison
       CPDD Board Member (1998-2002)
2004  Pat Hall – The University of Tulsa
       For Serving as CIEC General Conference Chair (Biloxi)
       Nancy Felts – The University of Tulsa
For Serving as the CPD Program Chair (Biloxi)
Karen Fornaciari – Lawrence Livermore national Labs (retired)
For Serving as the CPDD Honors & Awards Chair (2001-2003)

2005
Elsie M. Hardwick, Johns Hopkins University
Service as Director 2001-2005

Eugene Rutz, University of Cincinnati
Service as Director 2001-2005

Helene Demont, University of Wisconsin-Madison
Serving as CPDD Program Chair – CIEC Savannah

Lynette Krenelka, University of North Dakota
Dedication and Service as Secretary for CPDD Board of Directors (2002-2005)

Eugene Rutz, University of Cincinnati
Service as CPDD Program Chair ASEE Annual Conference
Salk Lake City, UT (2004)

Helene Demont, University of Wisconsin-Madison
Serving as CPDD Chair (2003-2005)

2007
Joe Greenberg, Louisiana State University
Outgoing Director

Kim Scalzo, Rensselaer Polytechnic University
CPDD Program Chair - CIEC 2007 (Palm Springs)

Paul Jewell, Iowa State University
CPDD Program Chair – ASEE 2006 (Chicago)

2008
Nancy Kruse, University of Tulsa
Outgoing Director

Dr. Sally A. Coover, University of South Florida
Outgoing Director

Kim Scalzo, Rensselaer Polytechnic Institute
CPDD Program Chair – CIEC 2008 (New Orleans)

Dr. Ray Morrison
CPDD Past Chair

Dr. Linda Krute, University of North Carolina
CIEC General Conference Co-Chair (New Orleans)
Helene Demont, University of Wisconsin-Madison
CIEC General Conference Co-Chair (New Orleans)

2009
Lynda Coulson, Rolls-Royce Corporation
2009 CIEC – CPDD Program Chair

Eugene Rutz, University of Cincinnati
2008 ASEE Annual Conference CPDD Program Chair

Kim Scalzo, Rensselaer Polytechnic Institute
Outgoing Director – CPDD Board

Linda Krute, North Carolina State University
Outgoing Director – CPDD Board

Best Workshop

2003
Genuine Leadership: An Interactive Approach
Moderator: Louk Fennis, PAON, The Netherlands
Presenters: Lennaert Cassee – Management Consultant
Tony Vandeputte – Management Consultant
Louk Fennis - PAON, The Netherlands

2004
Awakening the Intuitive Process to Become More Creative
Moderator: Helene Demont, University of Wisconsin-Madison
Presenter: Pam Atkinson, University of California at Berkeley

2005

2007
CIEC – Palm Springs

CPDD Director's Workshop: How to Be Successful with Non-credit Programs

Moderator: Ray Morrison, Lockheed Martin Aeronautics Corporation
Presenters: Patricia Hall and Nancy Kruse, University of Tulsa
2009 CIEC – Orlando

Selection and Implementation of Effective Tools and Technologies for Distance Learning

Moderator: Julayne Moser, Purdue University
Presenter: Marie-Pierre Huguet

Best Session

2003 Learning Styles of Engineers
Implications for Professional Development Programs
Moderator: Linda Krute – North Carolina State University
Presenter: Eugene Rutz – University of Cincinnati

2004 Tools for Managing Complexity in Organizations
Moderator: Linda Krute, North Carolina State University
Presenter: Eugene Rutz, University of Cincinnati

2007 CIEC – Palm Springs

Pod-Casting for E-Learning/Emerging Technologies in Distance Learning
Moderator: Greg Ruff, Auburn University
Presenter: Hiro Iino, Iowa State University

2009 CIEC – Orlando

What Services and Products Should You Provide Using QFD to Discover what, when and How?

Moderator: Sally Coover
Patrick Patterson

Best Moderator

2007 CIEC – Palm Springs

Greg Ruff, Auburn University
Pod-Casting for E-Learning/Emerging Technologies in Distance Learning

2008 CIEC – New Orleans
Julayne Moser, Purdue University
Selection and Implementation of Effective Tools and Technologies for Distance Learning
Best Paper

2003  The Genesis Connection
      John English – University of Arkansas
      Otto Loewer – University of Arkansas
      John Schemmel – University of Arkansas
      William Thomas – Cross Country Economic Develop Corp.
      Melissa Tooley – University of Arkansas
      Robert Wardlow – University of Arkansas

2004  State of Arkansas SEED Program
      Authors:  Carolyne Garcia, University of Arkansas
               Betty Loewer, University of Arkansas
               Otto Loewer, University of Arkansas
               William Thomas, Cross County Economic Develop Corp.
               Robert Wardlow, University of Arkansas
Publications Committee Chair
TERM: Appointed

POSITION SUMMARY/SCOPE:

The CPDD Publications Chair is responsible for systems, processes, and communications that solicit relevant material for publication, print it, market it, and track sales. This is primarily accomplished through interaction via telephone and mail with the CPDD Research and Special Projects Committee Chair, Membership Committee Chair, Publications Committee Members.

MAJOR DUTIES:

Hold one Committee meeting each year at CIEC. Review publishable material and make decisions on quantities and marketing methods. Set publishing standards. Provide sample publications for display at CIEC CPDD table and hospitality suite. Provide activity reports to CPDD Executive Board. Encourage CPDD members to purchase publications and to sell them to other university and industry contacts. Provide written proposal and obtain CPDD Executive Board approval for any expenditures. Maintain inventory of publications and track sales. Maintain listing of publications available including descriptions, date published, and cost.
Special Interest Group (SIG) Chair
TERM: Appointed

POSITION SUMMARY/SCOPE:
Serves as the main point of communication among the SIGs and between the CPDD Executive Board and the SIG Chairs; provides information to the membership about SIGs, chiefly through the Newsletter.

OTHER SOCIETY OBLIGATIONS INHERENT IN POSITION:
Member of the planning committees for the CIEC and the ASEE Annual Conference.

MAJOR DUTIES:
• Maintains and distributes to new SIG Chairs the list of SIG Chair responsibilities.
• Manages the SIG activities budget.
• Ask SIG Chairs to submit requests for planned expenditures.
• Serves as a member of the CPDD Program Committees for all CIEC and ASEE Annual Conferences.
• Encourages SIG activities through the SIG Chairs, especially organization of program activities for CIEC and the ASEE Annual Conferences.
• Reminds SIG Chairs of relevant activities at upcoming CIEC and ASEE Annual Conferences and encourages their attendance and participation at the meeting.
• Encourages SIG Chairs to report activities periodically to the CPDD Executive Board (through the SIG Coordinator) and to the CPDD Newsletter Editor.
• Helps SIGs build and maintain membership.
• Arranges and moderates the SIG Networking Meeting at the CIEC. (The SIGs hold a business meeting and SIG Chairs are appointed or elected by the SIG membership at this time.)
• Arranges and moderates the SIG Chair Planning meeting at CIEC. (The SIG Chairs meet to share ideas for SIG activities for the coming year.)
• Provides up-to-date information about SIGs for inclusion in the CIEC program and the CPDD Newsletter.

SIG Coordinator

1992-93      Phillip Swain
1993-95      Patricia E. Hall
1995-96      Patricia F. Chance
1996-98      James O. Bryant, Jr.
1998-00      Edward G. Borbely
2000-02      Linda Krute
2002-03      Helene Demont
2003-04      Ray Morrison
2005         Ron Terry
2006 – 2008  VACANT
2008-        Mark Schuver
International Continuing Education (SIGICE)
1993-96  John P. Klus
1996-98  Frank Burris
1998-04  Louk Fennis

University Continuing Education Directors (SIGUCED)
1992-93  Frank Burris
1993-95  Joseph Greenberg
1995-96  James O. Bryant, Jr.
1996-97  Tom C. Roberts

University Continuing Education Directors Leadership, Training and Development (SIGUCE/LTD)
1997-2002 Joseph Greenberg

Leadership Training and Development (SIGLTD)
1992-93  Tom C. Roberts
1993-97  William Pedler
1997-98  Combined with UCED

Media-Based Instruction (SIGMIP)
1992-94  Mary S. Bonhomme
1994-98  Edward G. Borbely
1998-00  Linda Krute
2001-03  Art Zirger

Telecommunications (SIGTELCOM)
1992-93  Don Spurrier (joined with SIGMIP)

Industrial Training Directors (SIGIND)
1992-94  Karen Fornaciari
1994-96  Pam Albin
1996-98  Amy Lockhart
1999-02  Lisa Alspach / Ray Morrison
2002-03  Ray Morrison
The following new SIGs have been formed and will be an integral part of the CPDD Leadership Team. They will be non-voting members of the Board and will play a part in the programming for CIEC and ASEE.

**SIG-ADM** (demont@engr.wisc.edu) – members who are involved with the administrative aspects of development and delivery of credit and non-credit courses in science, technical, engineering, and math fields.

**SIG-DEL** (pjewell@iastate.edu) – members from industry and education interested in the technical issues associated with development and delivery of distributed/distance learning programs.

**SIG-FAC** (keith.plemmons@citadel.edu) – members interested in the issues relative to the education and training of engineering professionals through continuing engineering education programs, with emphasis on andragogical learning strategies (adult learners), course development, and other issues related to the education of adult learners.

**SIG-IND** (lynda.m.coulson@rolls-royce.com) – members of business and industry who are responsible for the analysis, design, development, implementation and evaluation of training and development programs for science, technical, engineering, and math related occupations.

**SIG-INT** (Borbely@umich.edu) – members from education and industry who are interested in the unique aspects of delivering training and education in science, technical, engineering, and math related occupations in the international arena.

Please contact the SIG chair of your choice and ask to be put on their listserv.
Conference for Industry and Education Collaboration

CIEC Position Descriptions
Guidelines for Division Program Chairs

1. The Conference General Chair has overall responsibility for budgeting, logistics, programming and financial reporting to the CIEC Board. The position of General Conference Chair is rotated among the Divisions in this order: CED, ETD, CIP, and CPD.

2. Each Division will have a Program Chair who is responsible for planning the program content for that Division and providing appropriate information related to each session, workshop or division meeting for the conference brochure.

3. The programming at the Conference is intended to be partly interactive (synergistic) between divisions and partly individualistic for each division.
   - The conference shall include one Plenary Session on Wednesday during which there will be no other scheduled events. The General Conference Chair has the responsibility for organizing the Plenary. A second Plenary can be scheduled for Thursday but not required.

4. No more than four independent sessions will be scheduled for any time slot. (CIEC board allowed CIEC conferences in 2005 and 2006 to have more than four concurrent sessions per division if space is available.)
   - Each Division Program Chair is strongly encouraged to develop at least one jointly sponsored session. Ideally, that would create at least four sessions which bring together conference participants from two or more Divisions.
   - When two or more Divisions jointly sponsor a session, the process creates at least one open time for additional sessions. The use of joint sessions will provide some Divisions more opportunities to expand their share of the program.

5. Scheduling of Workshop
   - The two days preceding the Conference (Monday and Tuesday) have evolved as the appropriate time period for Divisions to schedule workshops and/or business meetings. These events must be identified and submitted by the Program Chairs to the Conference General Chair at the Spring Planning Meeting.
   - Fees for all workshops connected with CIEC shall be the same. Recommendations for level of fees shall be made by Management Team members to the General Chair. The final fee schedule will be implemented by the General Chair and include costs of lunch when included.
   - All income generated by a workshop is credited to the sponsoring Division.
   - All costs of a workshop are the responsibility of the sponsoring Division including expenditures for refreshments, rental of audio-visual equipment or any other requested services. Costs of workshop handouts or materials and any fee to the presenter are handled by the Division outside the normal CIEC budget process.
6. Expenses for Conference Sessions

- The CIEC budget covers basic costs for the daily sessions. Basic costs for audio-visual costs are often defined as follows:
  - Overhead projector
  - Screen-standard size
  - One flip chart
  - Podium with microphone and speaker
  - Room set-up and signage at door

- Sponsoring Divisions will be charged for any additional audio/visual equipment requested or for special services. In the case of a joint session, extra charges will be shared equally by those Divisions participating. All requests for additional services must be accompanied with a payment authorization form. A schedule of AV rental rates will be available from the General Chair at the Spring Planning Meeting.

- All persons attending the CIEC are expected to register and pay the appropriate fees. A sponsoring Division may choose to pay any or all cost of a guest speaker. Any such charges processed through the CIEC budget must be requested through the Registrar and Financial chair in advance. In a few rare situations, where an important industry speaker can only attend a part of a day, the Division Program Chair may submit a written request for waiver of the registration fee and submit a payment authorization form to cover any meal costs for that special guest.

7. Plenary Session

- The development of a Plenary Session may require some extra expenses. The General Conference Chair determines the budget for the conference.

- Requests may be made in writing, in advance, for waiver of the registration fee for a Plenary speaker who plans to attend only a partial day of the Conference. The sponsoring Division will be responsible for any ticketed event a Plenary speaker participates.

Revised by Linda Krute
February 2008
CONFERENCE FOR INDUSTRY AND EDUCATION COLLABORATION
ASSISTANT GENERAL CONFERENCE CHAIR GUIDELINES

1. Responsible for Best Session, Best Presentation, and Best Paper Awards. Each Division will select the Best Session, Best Presentation, and Best Paper winners for the CIEC conference just completed.

   • Remind the Program Chair of each Division that they are responsible for determining winners. A verbal reminder at the CIEC Planning Meeting at the conference plus a written request in early February is suggested.

   • Collect the list of winners at or before the Spring Planning Meeting. Compile the complete list of winners for all Divisions and mail to the Conference General Chair and the Chair of the CIEC Board by June 1.

   • Attend the CIEC Executive Board Meeting at the ASEE Annual Conference in June and present the list of award winners to the Board for approval.

   • Send a final list of approved winners to each Division Program Chair and request help in notifying winners and obtaining any corrections of personal information. It is best to initiate this in July, but to follow up in October or November.

   • Write a letter to each award winner, congratulating them, encouraging them to attend the next CIEC to receive award, and obtain any change of personal information. This should be done in July. Send a copy of the letters to appropriate Division Program Chair.

   • Once corrections have been made in October/November, send the new list to each Program Chair and the Conference General Chair.

   • In November, when the conference program and registration forms have been mailed, write to each award winner. Remind them that they will receive their award at the CIEC Award Breakfast, or Lunch, or Dinner (whichever is planned).

   • In November, make arrangements to have the Award Certificates printed and mounted. In the past, we have used a paper certificate mounted on a wood placard. Send a copy of the bill to the Financial Chair for reimbursement.

   • In December, give General Conference Chair any final corrections for use in printing the Program for the Awards Ceremony. Decide who will be responsible for developing and printing the Awards Ceremony booklet.

   • Mail awards to winners who do not attend the CIEC meeting. Ship all remaining awards to Conference site.
• At the CIEC attend Awards Breakfast (Lunch or Dinner) and assist CIEC General Chair with presentation of awards.

2. The Assistant General Chair is responsible for the Evaluation Process at the CIEC.

• Obtain copy of evaluation forms used for the individual workshops and sessions and for the overall conference.

• Modify forms as appropriate and have printed in time for delivery to the CIEC. Home institution generally contributes this cost.

• In November, remind Division Program Chairs of their responsibility to handle all evaluations for their workshops and sessions. They will need to contact and work with the new Program Chair for the next year’s CIEC. The next year’s Program Chair for each Division keeps their own evaluation forms for use in selecting the award winners and to get ideas for improving their program materials.

• At the CIEC, monitor the evaluation process and make sure it is being done. Work with the Registration Chair to have the overall conference evaluation forms distributed and collected.

• Provide an envelope at each workshop, session and plenary to collect evaluation forms.

3. The Assistant General Chair will become the General Chair for CIEC the following year. It is important to observe the various processes and collect as much information as you can during the year as a resource for your own leadership processes.

• In early winter, one year prior to your conference, contact the conference hotel and begin discussions on details of the spring planning meeting and the conference itself.

• Attend the Spring Planning Meeting in April or May. Prior to this meeting, ask the Site Selection Chair for a copy of the hotel contract. You need to study the contract and become familiar with its terms; since that document controls many of your facility decisions and has budget consequences.

• In November, contact the current Division Chairs and make sure that their divisions have selected a program chair for the year you are to serve as conference chair. It will also be critical to determine the person who will be working as your Assistant General Chair.

• Work with your Division Chair, who is also the CIEC Executive Board Chair for the year of your CIEC. As soon as the Management Team is identified, send each a letter with pertinent information of meeting dates and initial planning responsibilities or distribute this information to the management team at the conclusion of the previous conference.
• Work with the General Conference Chair in scheduling the Planning Session at the current year’s CIEC. Contact all members of both the current Management Team and next year’s Management Team and invite them to participate in the Planning Session. The breakfast (lunch, dinner) is paid for by CIEC. The Assistant General Chair plans the agenda and leads the meeting since this is your first meeting for the next CIEC.

4. Assist General Conference Chair as needed.

Revised February 2008
### CPD Division Program Chairs

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976</td>
<td>Lake Buena Vista, FL</td>
<td>Thomas Tucker</td>
</tr>
<tr>
<td></td>
<td>January 14-16</td>
<td></td>
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<tr>
<td>1977</td>
<td>San Antonio, TX</td>
<td>Charles S. Elliott</td>
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<tr>
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<td>January 18-21</td>
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<tr>
<td>1978</td>
<td>San Diego, CA</td>
<td>Anita Gordy-Watkins</td>
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<td>January 24-27</td>
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<tr>
<td>1979</td>
<td>Tampa, FL</td>
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<td>1981</td>
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<td>Linda Krute</td>
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<td></td>
<td>January 28-30</td>
<td></td>
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<tr>
<td>1982</td>
<td>San Diego, CA</td>
<td>Pat Chance</td>
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<td></td>
<td>February 3-5</td>
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<td>1983</td>
<td>Lake Buena Vista, FL</td>
<td>Linda Krute</td>
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<tr>
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<td>February 2-4</td>
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<td>1984</td>
<td>Dallas, TX</td>
<td>DeWayne F. Wilbanks</td>
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<td>1985</td>
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<td>James R. Wilbanks</td>
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<td>1986</td>
<td>San Diego, CA</td>
<td>Owen D. Osborne</td>
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<td>February 5-7</td>
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<td>Bob Ellis</td>
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<td>1988</td>
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<td>Gary L. Workman</td>
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<td>1989</td>
<td>New Orleans, LA</td>
<td>Jay Gilbert</td>
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<td>January 30-February 3</td>
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<td>1990</td>
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<td>Stan Love</td>
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<td>1991</td>
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<td>Johnna Howell</td>
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<td>1992</td>
<td>Las Vegas, NV</td>
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<td>January 31-February 4</td>
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</tbody>
</table>
February 2-6
1999 Palm Springs, CA Pat Chance
February 1-5
2000 Orlando, FL Linda Krute
January 30-February 4
2001 San Diego, CA Lynette Krenelka
January 30 – February 4
2002 Sarasota Mary S. Bonhomme
February 5-8
2003 Tucson, AZ Julayne Moser
January 28-31
2004 Biloxi, MS Nancy Felts
February 3-6
2005 Savannah, GA Helene Demont
February 1-4
2006 San Antonio, TX Greg Ruff
January 23-27
2007 Palm Springs, CA Kim Scalzo
February 3-10
2008 New Orleans, LA Kim Scalzo
February 13-15
2009 Orlando, FL Lynda Coulson
February 4-6
2010 Palm Springs Paul Jewell
February 3-5

**CIEC Site Selection Committee Rep**

1992-94 Bill Cooper
1994-2003 Joseph S. DeGregorio
2003- Pat Hall
The CIEC Conference has enjoyed much success in recent years. This is due in large part to the quality of speakers, panelists -- and even more importantly -- enthusiastic and effective session moderators. The conference management team appreciates your willingness to serve in this important role. We do, however, ask that you make every effort to perform your duties in a high quality and efficient manner.

In the spirit of continuous improvement, we would appreciate your study of these guidelines to assist in your efforts. The guidelines are intended to be general to any type of session, and specific requirements for individual sessions may differ. Further details will be provided by your program chair. Feel free to revise or add to these guidelines, and pass the information on to your program chair or any other member of the conference planning committee.

1. Work with speakers to get an early commitment for their participation. Explain the type of session and the anticipated target audience.

2. Encourage speakers/panelists to also be concerned with quality. Give specific and timely information that allows ample time to effectively prepare their contribution.

3. Write a clear but precise description of the session topic to include in the conference program. Attendees should be able to make an informed decision on whether or not the session would be of interest to them from this description. The preliminary session titles should be available for inclusion in the “Program-At-A-Glance” by May 1. Information including name, position, organization, address, phone, fax, e-mail of each moderator, panelist, and presenter must be submitted on the forms provided by the program chair prior to June 20.

4. If your session involves presentation of written papers, encourage authors to complete manuscript in time for inclusion in conference proceedings. Even if your division does not “peer-review” publications, have the papers submitted in time to at least have an informal review with feedback before final CDs are prepared.

5. Get to know your speakers so that you can introduce them in a comfortable and professional manner as the session takes place. Ask for bio’s early. Also, know your speakers comments or presentation. It will be good to have questions in mind to stimulate discussion if the audience is unresponsive.

6. To insure quality presentations, ask speakers/panelists for a copy of their audio visuals that they will be using during their presentations. Do not
be afraid to contact them and suggest improvements if you find visuals are of unacceptable quality. A/V needs and other special requests for workshops must be provided to your program chairs by December 1.

7. Contact speakers/panelists in November. Ask them if they have questions or concerns about accommodations, dates, times, etc. Follow-up an additional time at the conference site to insure each speaker arrives. Ask if they need anything else and be sure to offer encouragement.

8. During the session, begin promptly and take charge of the flow. Adhere closely to all time requirements that have been established. Promptly bring any presentation to a close which is continuing past the established limit in a polite yet firm manner.

9. After questions and discussions are complete, make your closing remarks, thank the participants and the audience, remind the audience to complete the session/speaker evaluation forms, and adjourn the session on time.

10. Follow up with “thank-you” letters to each participant within a week after the conference. It is also a good idea to copy their supervisor if you know who that is. You might also wish to request a summary of the session evaluations from your program chair. This could be provided back to the participants as appropriate.
## CIEC PUBLICITY and MARKETING

<table>
<thead>
<tr>
<th>Month</th>
<th>Actions and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>Promote at the current CIEC with posters, flyers, banner, Call for Papers, promotional items from host city, etc.</td>
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<tr>
<td>FEBRUARY</td>
<td>Website updates – CIEC/ASEE – list management team and Call for Papers, information about conference location.</td>
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<tr>
<td>MAY</td>
<td>Print PAAG and postcard, plus other preparations for the Exhibit Booth at ASEE annual meeting, obtain items from CIEC site location for giveaways, and order booth for ASEE exhibits.</td>
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<tr>
<td>JUNE</td>
<td>Distribute PAAG at ASEE annual meeting. Continue to update Website</td>
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<tr>
<td>JULY</td>
<td>Place conference information on various Society Calendars, Division Newsletters, and links on Websites. Mail postcards.</td>
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<tr>
<td>AUGUST</td>
<td>Send Ads and PAAG info to ASEE Division Newsletter Editors and past participants.</td>
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<tr>
<td>SEPTEMBER</td>
<td>Print full brochure and Mail no later than October 1 (first mailing) Update homepage to include program info + online registration</td>
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<tr>
<td>OCTOBER</td>
<td>Ad in PRISM magazine; continue marketing efforts to previous Red Stars, CMC etc., send PAAG to all past participants</td>
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<tr>
<td>NOVEMBER</td>
<td>Second mailing of full brochure and postcards</td>
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<tr>
<td>DECEMBER</td>
<td>Fax and e-mail campaigns – CIEC Reminder notice; encourage Division Chairs to email their members and send reminder about hotel deadlines.</td>
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<tr>
<td>JANUARY</td>
<td>Follow-ups and getting all speakers/moderators registered and Final Program printed</td>
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10/07
ASEE

National Meeting
CPDD Program Chair-ASEE Annual Conference

TERM: 2 Years/Appointed

POSITION SUMMARY/SCOPE:
Responsible for coordinating the development and implementation of CPDD program of activities for the ASEE Annual Conference by sending out a call for papers/sessions, submitting sessions to the Conference Committee, overseeing review of papers and publicizing events to the membership. Primary coordination is with ASEE Headquarters in Washington, DC, the CPDD Executive Board, and the moderators of the individual sessions and activities of the Division's program. Since the annual conference is attended mostly by faculty, the CPDD Executive Board would like to see a CPDD member who is also a faculty member serve as our divisions program chair.

OTHER SOCIETY OBLIGATIONS INHERENT IN POSITION:
May be called upon to participate in CPDD Executive Board meetings. If conference-planning meeting is held will be expected to attend.

MAJOR DUTIES:

Summer preceding the Annual Meeting:
In consultation with CPDD Executive Board, prepare list of session topics and other activities for the Annual meeting. Determine extent of interest of Division members in participating in Division sessions at the Annual meeting, e.g., by direct mail to members, by advertising in ASEE and CPDD publications, newsletters, etc. Recruit moderators for the planned sessions and activities.

Fall preceding the Annual Meeting:
Supply list of volunteer speakers and reviewers to session’s moderators. Collect data and submit forms to ASEE Headquarters. Proofread draft of Preliminary Program received from ASEE Headquarters. Negotiate co-sponsorships, time changes, etc., with program chairs of other divisions. Maintain at least monthly contact with each session moderator to ensure all is going smoothly.

Spring preceding the Annual Meeting:
Collect data and submit appropriate forms to ASEE Headquarters. Verify to ASEE Headquarters that all papers have been reviewed and are eligible for publication. Notify authors as to acceptance or rejection of their papers. Solve any remaining logistical problems.

At the Annual Meeting:
Ensure that all session’s moderators are present. Solve any last minute problems. Collect evaluation forms from each session moderator.

Summer after the Annual Meeting: Write thank-you notes to all session moderators.

SPECIAL NOTES:
ASEE Headquarters issues a very well organized, detailed handbook for division conference planners (copy follows). The most important item is to have the Division Chair make the appointment as soon as possible so once the conference theme is announced; the call for papers can be issued.

Rev 09/03
Annual Meeting Paper Review Process

The paper review process for the CPD Division of ASEE is directed at ensuring quality of the session papers, which appear in the ASEE Annual Conference Proceedings. While it is the goal of the CPD Division to sponsor and co-sponsor sessions of the highest quality, this process is applicable ONLY to those authors/presenters who want their paper/presentation to appear in the Proceedings.

Criteria for reviewers to consider:
• Topics shall be appropriate to the mission of ASEE, the theme of the Conference, and the interest of the Division. Paper topics should be original.
• Papers shall be a complete intellectual piece so that readers can learn from or apply the ideas contained therein.
• Papers shall have complete and properly formatted references. In addition, the author should have followed the ASEE Author’s kid instructions.
• Paper should be clear, concisely and accurately written. Illustrations will be legible, properly labeled and reproducible.
• It costs author $20/page to be included in Proceedings.

Review Committee Members:
The review committee shall be composed of one Director from the CPDD Executive Board appointed by the Division Chair, and two general CPD members. The abstract reviewers should be listed in the program chairs final report.

Review Process and Schedule
• Call for Papers in PRISM
• Papers and sessions presented to Conference Planning Committee for consolidations, etc.
• Program Chair contacts those moderators/authors whose proposals are accepted and sends one copy of guidelines.
• Authors send papers to Program Chair.
• Program Chair sends papers to Review Committee for review.
• Review Committee sends reviews to Program Chair who forwards the reviews to authors with accept/reject decision and in case of acceptance, Recommendations for revision.
• Authors have access to paper kits from ASEE Headquarters.
• Authors submit papers electronically to ASEE Headquarters.

Revised 03/08
Annual Meeting Best Paper Review Process

The paper review process for the CPD Division of ASEE is directed at ensuring quality of the session papers, which appear in the ASEE Annual Conference proceedings. While it is the goal of the CPDD to sponsor and co-sponsor sessions of the highest quality, this process is applicable ONLY to those authors/presents who want their paper/presentation to appear in the Proceedings. CPDD is allowed to nominate one paper as best paper for the division. No monetary award is provided at the division level. The author’s name, title of the paper and session presented will appear in the conference final program.

The PIC V chair chooses the best paper for the PIC V Division. Divisions in PIC V are: CPD, CoOp and CIP. Currently, the only divisions in the PIC V that nominate papers are CPD and CoOp. The winner of the PIC V division is awarded a $1000 cash prize. This award is presented at the awards banquet the following year. The winners of each PIC are eligible to win the Conference Best Paper. This carries a $2000 cash prize.

Criteria for selection of best paper:
• Topic should be appropriate to the mission of ASEE, the theme of the Conference, and the interest of the Division.
• Papers shall be a complete intellectual piece so that readers can learn from or apply the ideas contained therein.
• Papers shall have complete and properly formatted references. In addition, the author should have followed the ASEE Author’s kit instructions.
• Paper topics should be original.
• Paper should be clearly, concisely and accurately written.

Method:
Each criterion will be rated on a 1-5 scoring system. The scores for all the criteria will be totaled. Then the total scores will be averaged between 3 reviewers. The paper with the highest average score will be selected as the "best paper."

Scoring system:
5 = outstanding, 4 = very good, 3 = satisfactory, 2 = weak, 1 = poor
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<thead>
<tr>
<th>Paper #</th>
<th>originality of paper topic</th>
<th>thoroughness explaining topic</th>
<th>writing quality</th>
<th>contribution to field of professional development</th>
<th>followed ASEE Author’s kit instructions</th>
<th>TOTAL</th>
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