

**A S E E**

***Civil Engineering Division***



**March 1997 Newsletter**

**Editor: Alan L. Prasuhn**

**MESSAGE FROM THE CHAIRMAN**

The upcoming conference this spring in Milwaukee promises to be a productive meeting. The program chair, Tom Lenox, and committee chairs, Donn Hancher, Tom Mulinazzi, Bill Knocke, and Steven Ressler have all done an outstanding job preparing for our sessions. I'd like to take this opportunity to thank them for their contributions. The individual sessions are discussed later in this news letter.

Several of the technical sessions are on topics related to preparations for the new ABET Criteria 2000. The philosophy of the accreditation process is changing from meeting prescriptive requirements to assessing outcomes. Programs will be responsible for assessing how well their graduates are prepared and how well they perform in their careers following graduation. Assessment may well prove to be a difficult process. It will undoubtedly require additional resources and funding.

In times of tight budgets, institutions will be looking for economical means of assessing graduates. The new Fundamentals of Engineering Examination (FE) seems to fit the bill perfectly. Recently expanded to cover the full four year engineering experience, the FE is essentially free to the institution. It provides a comprehensive assessment covering the traditional subject matter from the major engineering disciplines. Feedback on performance is available comparing a pro-

gram's graduates to similar programs both statewide and nationwide. In my opinion, the FE will soon become the most widely used assessment tool for engineering programs. We may well be trading teaching to a prescription for teaching to a test.

One of the on-going initiatives of the Civil Engineering Division is to increase membership from engineers outside of the academic community. Your individual influence with your practitioner friends is the single best way to make this happen. Please let me encourage you to do some mild recruiting for the Division.

Hope to see you in Milwaukee.

*Howard C. Dunn, Jr., PE  
US Coast Guard Academy*

**PLAN NOW TO ATTEND  
ASEE ANNUAL  
CONFERENCE  
Milwaukee, WI  
JUNE 15-18, 1997**

# CIVIL ENGINEERING DIVISION ASEE EXECUTIVE BOARD 1996-1997

## Division Officers

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### The Committee on Computer Applications

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## EDITOR'S COLUMN

With this issue of the *Newsletter*, I am completing three years as the Newsletter Editor. At this point I am certainly pleased to pass on the responsibility to the new editor. I want to thank all of the many division members and officers who have helped out by providing me with material over the past three years, and usually without a lot of prodding.

If there has been one disappointment, it is the uncertainty of the value of the *Newsletter*. On a number of occasions, I or other division officers, have asked questions on various issues. The lack of response raises a question as to whether the *Newsletter* serves a useful function, and to what extent it provides helpful information to the division membership. Could this amount of effort be expended in a more profitable manner? If anyone would like to express their opinion - does this *Newsletter* serve a purpose? - please drop me a line or e-mail message before the Annual Conference in June. The completion of this task assumes, of course, that you have read this.

In another vein, I would like to draw the division's attention to the improved ASEE Web Page and the announcement received from ASEE:

*The ASEE Home page on the World Wide Web has a brand-new look and offers many improved features which should make life easier for ASEE members. The site, which will continue to be updated in coming months, includes information from all of ASEE's departments, with important information about upcoming ASEE conferences, key staff contacts at ASEE headquarters, and links to other engineering, higher education, and government Web sites. Look for the page at <http://www.asee.org/asee>.*

Faculty development has long been a concern of the Civil Engineering Division. Copies of the divisions' *New Engineering Educator's Success Kit* are again available and may be purchased through ASEE for \$24. Related to this same topic of faculty development are recommended articles on tenure in the March issue of *Prism* as described in the following release from ASEE:

*Highlighting the March issue of Prism magazine is an article that charts the many routes to faculty tenure. In "The Tenure Journey," Richard Reis examines 10 paths typically taken by professors to gain tenure. Three of these paths are further illustrated with in-depth stories showing how real-life faculty members have dealt with the tenure process. Also look for "Preparing for Promotion and Tenure," a guide for new engineering educators with facts and advice on climbing the academic ladder.*

Finally, the Civil Engineering Division Bylaws have been recently revised, primarily through the diligence of Bobby Price. They are appended to the *Newsletter* for your review. Acceptance of the revised and updated bylaws will be voted on during the annual Division Business Meeting in Milwaukee. Please note that proposed deletions are in italics and proposed additions are in bold type. If you have any comments or concerns, please contact Bobby Price or myself. (Addresses are found on p2.)

Also please note that a second mailing of the Newsletter is being sent to Civil Engineering Department at most universities. This mailing does not include the ballot or the Bylaws.

*Alan Prasuhn, PE*  
*Lawrence Technological University*

**ELECTION BALLOT - Page 8**  
**PLEASE VOTE**

**AMERICAN SOCIETY FOR ENGINEERING EDUCATION**  
**1997 ANNUAL CONFERENCE**  
**ENGINEERING EDUCATION AND THE INFORMATION REVOLUTION**  
**MILWAUKEE, WISCONSIN, 15-18 JUNE 1996**  
**CIVIL ENGINEERING DIVISION PROGRAM**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Moderator</u>
Sun	Jun 15	1800-2000	Society-Wide Picnic (Third St Pier)	ASEE Staff
Mon	Jun 16	0700-1015	CE Executive Board Meeting	Howard Dunn
		1030-1200	Main Plenary (speaker TBA)	ASEE Staff
		1230-1400	CE Business Meeting	Howard Dunn
		1630-1800	Tech Session: ABET 2000 Trial Reviews of CE Programs	Donn Hancher
		1930-2200	CE RAP Session (off-site informal gathering for discussion of timely topics in civil engrg education)	Howard Dunn
Tues	Jun 17	1030-1200	Tech Session: Undergraduate Research Programs (joint session with Mechanics Division)	Tom Lenox
		1230-1400	CE Planning Luncheon	Tom Lenox
		1430-1615	Tech Session: Desired Competancies of CE Graduates	Tom Mulinazzi
		1630-1800	Tech Session: NSF Coalitions and Innovations in Civil Engineering Education	Bill Knocke
		1900-2215	CE Social and Dinner (off-site at the John Ernst Restaurant)	Tom Lenox
Wed	Jun 18	0830-1015	Tech Session: Computers in the Civil Engineering Curriculum	Steve Ressler
		1030-1200	Mini-plenaries (speakers TBA)	ASEE Staff
		1230-1400	Chi Epsilon Luncheon (speaker: Lou Graef, President-Elect, ASCE)	Bob Henry
		1830-1900	Society-Wide Awards Reception	ASEE Staff
		1900-2230	Society-Wide Awards Banquet	ASEE Staff

Details concerning the annual conference are on the World Wide Web (<http://www.asee.org/annual>). In addition, you should have received an "Advance Program" with your March 1997 issue of *Prism* with a tentative listing of the entire program. The "Advance Program" also includes registration and housing forms.

## Make Your Reservations for the Annual Meeting Now!

The next general meeting of the Civil Engineering Division will be held in Milwaukee, Wisconsin from June 15-18, 1997 in conjunction with the 1997 ASEE Annual Conference and Exposition. All technical sessions, poster sessions, and exhibits will be held in the Wisconsin Center. Session summaries submitted by the committee chairs are provided below. Business meetings, most meal events, and workshops will be at the following hotels: Hyatt (attached to the convention center), Hilton (one block away), Wyndham, and Pfister. Sleeping room blocks have been established at all of these hotels; the room rates range from approximately \$60 to \$115. In addition to the hotels, ASEE Headquarters will contract campus housing with Marquette University. No shuttle service will be provided between conference locations since all properties are within a five-block radius of the convention center.

The Milwaukee conference is a "must-do" event for all CE educators (and practitioners too!). It will be a stimulating technical program! Excellent camaraderie! Superb German food and drink! Mark your calendars now! **REGISTER PRIOR TO 1 APRIL 1997 FOR THE LOWEST REGISTRATION RATES.**

*Submitted by Tom Lenox  
Vice-Chair, CE Division*

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### SESSION SUMMARIES

#### **Session 1615 - ABET 2000 Trial Reviews of CE Programs**

Moderator: Donn Hancher, University of Kentucky

Civil Engineering education is confronted with the challenges of meeting the new accreditation requirements of ABET 2000. Case studies will be presented on two CE programs, Arkansas and Worcester Polytech, who went through trial accreditation using the new criteria in 1996. Both the ABET reviewers and the department heads will participate in the session.

#### **Session 2315 - Undergraduate Research Programs**

Moderator: Tom Lenox, United States Military Academy

Joint session co-sponsored with the Mechanics Division)

#### **Session 2515 - Desired Competencies of CE Graduates**

Moderator: Tom Mulinazzi, University of Kansas

Sam Clemence, Syracuse University, and Ron Bucknam, University of Washington, will present a paper entitled, "Issues in Professional Practice and Their Implementation in Engineering Curriculum". A panel will then discuss the desired competencies desired in our graduates. Ray Moore, University of Kansas, who has been active on ASCE's Committee on Curriculum and Accreditation; Bob Benz, Vice-President for Global Ventures and Internal Relations for Phillips 66 Company; Harry Farchman, a consultant in Milwaukee and Sam Clemence will be the panel members. All four of these individuals have definite thoughts on the desired competencies they feel our graduates should possess when they graduate. It should be a very lively discussion.

**Session 2615 - NSF Coalitions and Innovations in Civil Engineering Education**

Moderator: Bill Knocke, Virginia Polytechnic Institute and State University

Speakers from North Carolina State University, Northwestern University, the University of Sherbrooke, and Virginia Tech will address topics such as interdisciplinary undergraduate team research, the concept of "vertically-integrated design teams", innovations in multimedia use in the civil engineering curriculum, and strategies for improving cognitive learning in undergraduate civil engineering courses.

**Session 3215 - Computers in the Civil Engineering Curriculum**

Moderator: Steve Ressler, United States Military Academy

The Committee on Computer Applications will sponsor an informative session entitled "Computers in the Civil Engineering Curriculum." The session will include three

papers covering a broad range of information technology applications in civil engineering education. Bob Henry of the University of New Hampshire will describe the development and use of a structural engineering visual encyclopedia on the worldwide web. Chandra Brahma and Howard Biddlecome of California State University, Fresno, will discuss their use of a PC-based software package to teach the design of excavation support systems in fine-grained soils. Finally Tom Lenox, Steve Ressler, Bob O'Neill, and Chris Conley of the United States Military Academy will describe the integration of information technology throughout the undergraduate civil engineering program at USMA.

The session will be held from 8:30 to 10:15 a.m. on Wednesday, June 18. Steve Ressler will serve as moderator. Anyone interested in participating in the 1998 program of the Committee on Computer Applications should attend the Civil Engineering Division Planning Luncheon, scheduled for 12:30 to 2:00 p.m. on Tuesday, June 17.

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**Nominations Committee Report**

William Kelly, Chair

**For Chair-Elect/Program Chair**

Alan Prasuhn

**For Director, 1997-2000**

J.P. Mohsen

Biographical sketches of the nominees and the official ballots are included only in Newsletters sent to the Civil Engineering Division membership.

# Luther W. Graef, ASCE President-Elect, to Speak at Chi Epsilon Luncheon (register for Session # 3415!)

Luther W. (Lou) Graef, the President-Elect of the American Society of Civil Engineers will be the guest speaker at this year's Chi Epsilon Luncheon. The luncheon is an annual event held in conjunction with the general meeting of the Civil Engineering Division. This year's luncheon has been organized by Robert L. Henry, the National Secretary/Treasurer of Chi Epsilon. The luncheon will begin at 12:30 PM on Wednesday, June 18, 1997 at the ASEE Annual Conference.

Lou Graef was sworn in as ASCE president-elect last November at the ASCE Annual Convention. After a one-year term, Lou will become the ASCE president in fall 1997, succeeding Edward O. Groff, the current ASCE president.

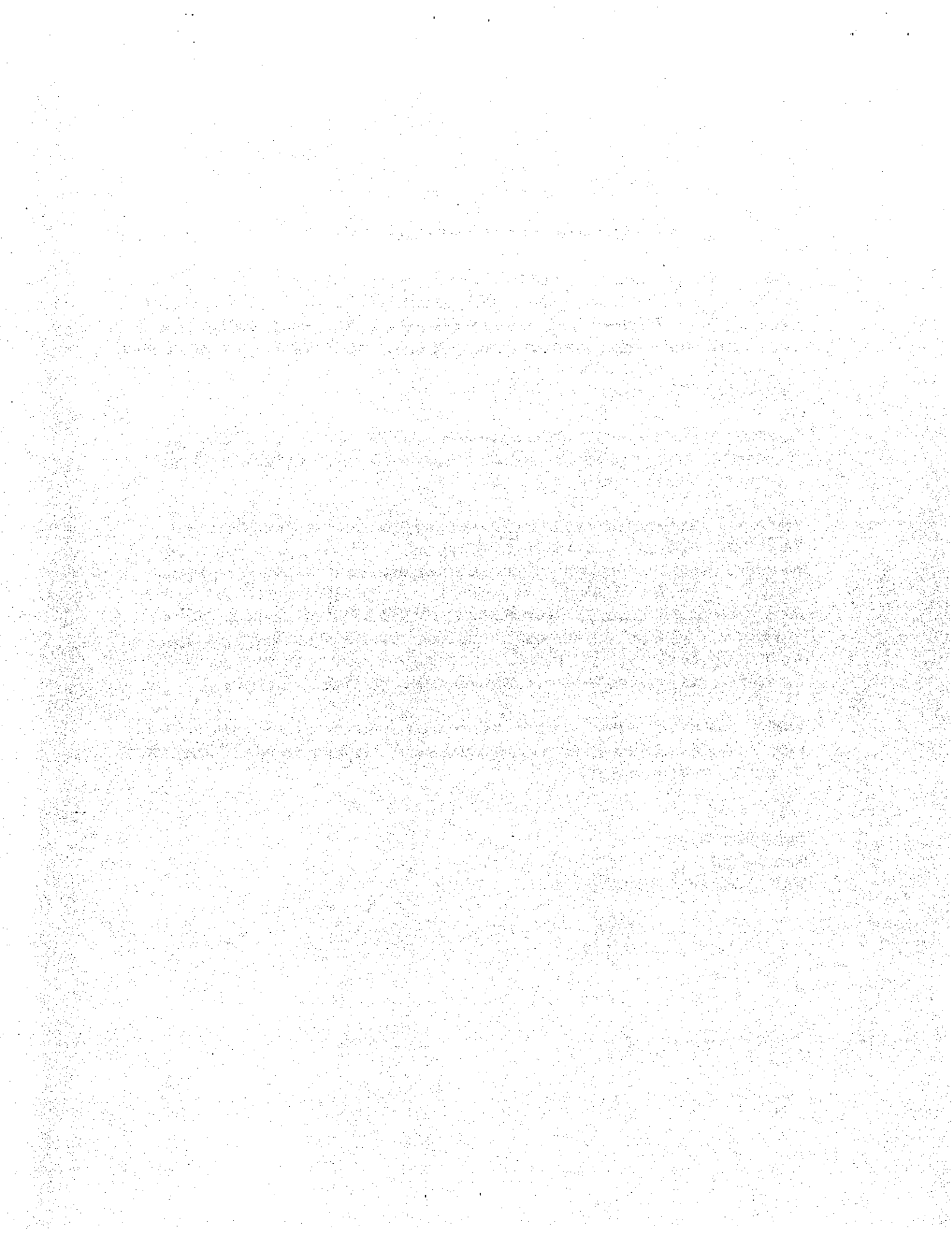
Lou is a consulting engineer who cofounded the engineering firm of Graef, Anhalt, Schloerner, in Milwaukee, which today boasts more than 200 employees. His leadership has been extended to a number of professional organizations including the Wisconsin Society of Professional Engineers, the American Consulting Engineers Council, and the Society of Military Engineers. Lou's many posts within ASCE have included the presidency of the Wisconsin Section, District 8 Director, and Zone III vice president. Additionally, he chaired ASCE's Education Activities Committee (EdAC) and served on the board of the Accreditation Board for Engineering and Technology (ABET).

This is a splendid opportunity for civil engineering educators and practitioners to meet Lou -- and discuss issues of concern to the profession. Please register for Session #3415 to reserve a seat (and lunch!).

***Submitted by:***

***Tom Lenox***

***Vice-Chair, CE Division, ASEE***





**BYLAWS OF THE CIVIL ENGINEERING DIVISION  
of the  
AMERICAN SOCIETY FOR ENGINEERING EDUCATION**

(NOTE: *Italicizing represents deletions. Bold facing represents additions.*)

**Section 1. Name**

The name of the Division shall be the Civil Engineering Division of the American Society for Engineering Education (ASEE).

**Section 2. Membership**

Membership shall consist of all individual members of the Society who designate Civil Engineering as a divisional interest on the records of the ASEE and pay the Division dues. Only those members who are current in their Division dues shall be eligible to vote.

**Section 3. Officers and Organization**

**3.1 Officers**

The Officers of the Division shall be a Chair and a Vice-Chair, each elected for one-year terms; a Secretary-Treasurer, elected for a three-year term; and three directors, each elected to three year terms, one *of term* which shall terminate each year.

**3.2 Administration**

The Division shall be administered by an Executive Board composed of the Officers, the Immediate Past Chair of the Division, the Chairs of the Standing Committees and Supporting Committees *of the Division, and the Editor.*

**3.3 Assumption of Offices**

*The new officers* Members of the Executive Board shall assume their full responsibilities at the conclusion of the Division's Annual Meeting as outlined in Section 8 with the exceptions of the Vice-Chair and Vice-Chair Elect who will assume their responsibilities to the Professional Interest Council (PIC-1) at the conclusion of the Annual Business Meeting of PIC-1. ; *the Vice-Chair will be responsible for conducting the Tuesday Planning Meeting Luncheon as described in Section 8.1.3; and the* The Standing Committee Chairs and the Editor *who* will assume their offices as described in Sections 4 and 6.

**Section 4. Duties of Officers, Directors, Executive Board and Editor**

The Division shall be represented on the Professional Interest Council (PIC-1) by the Division Chair and the Vice-Chair as required by the PIC-1 Bylaws.

**4.1 The Chair**

In addition to serving on the PIC-1, the *Division Chair* shall:

4.1.1 Have administrative responsibilities for the conduct of all functions of the Division in accordance with these Bylaws and the policies and procedures established by the Executive Board.

4.1.2 Schedule, organize, and conduct the Annual Business Meetings, the Annual Meeting of the Division and all meetings of the Executive Board as discussed in Section 8.

4.1.3 Appoint Committees in accordance with these Bylaws no later than September 30th.

Compile all annual reports of the activities of the Division as requested by the PIC-1.

Serve the second year of a two-years term as a liaison member on the American Society of Civil Engineers (ASCE) committee designated in accordance with Section 4.2.6. *Education Activities Committee (EdAC) if in office in an odd numbered year. Chairs who take office in even numbered years will serve two years as a "corresponding member" on the Committee on Curricula and Accreditation (CC&A) of the American Society of Civil Engineering (ASCE).* The Chair shall have the right to name any members of the Division to represent the Chair or the Vice-Chair if either are unable to attend a scheduled meeting of these two committees their designated committee. *The designated member shall represent the Division at the scheduled EdAC and CC&A meetings. Partial funding for attendance at EdAC committee meetings will be made provided by ASCE. Partial reimbursement for attendance at CC&A meetings will be made from designated budgeted funds of the Division. Reimbursement for reasonable additional travel costs will be made from the Division's BASS Account.*

4.1.6 Be responsible for the election of officers as described in Section 5.

4.1.7 Officially appoint the four Standing Committee Chairs as stipulated in Section 6.

4.1.8 Appoint special committees or task forces as stipulated in Section 7.

#### 4.2 The Vice-Chair and Vice-Chair Elect

In addition to serving on the PIC-1, the *Division Vice-Chair* shall:

4.2.1 Assume the responsibilities of the Chair, in the absence of the Division Chair.

4.2.2 Assist the Division Chair as requested in the conduct of his assigned duties.

4.2.3 Serve as the Division's Program Chair and in this capacity be responsible for the organization of all activities associated with the Division at the ASEE Annual Conference of the ASEE. *The Vice-Chair-elect will have no responsibility for the current (Year of election) Division program except the Chair of the Tuesday Planning Meeting Luncheon.*

4.2.4 Coordinate with the four Standing Committee Chairs who normally conduct the Annual Conference sessions of the Division as outlined in Section 6.

4.2.5 Attend the Annual Conference Planning Meeting, *that is normally held at the location of the ASEE Annual Conference, for the following year's program. Prior to this Planning Meeting the appropriate information concerning the Division's program will be submitted to the ASEE for inclusion in the ASEE Annual Conference Program. At this Planning Meeting the Vice-Chair will explore co-sponsoring session(s) with other Division's of the Society.*

4.2.6 *Serve two years the first year of a two-year term as a liaison member on EdAC if office is assumed in an even numbered year one of two ASCE committees. The Vice-Chair who takes office A Vice-Chair taking office in an even numbered year will serve two-years as liaison to the ASCE Education Activities Committee (EdAC). The Vice-Chair who takes office A Vice-Chair taking office in an odd numbered year will serve two-years as a "corresponding member" on CC&A of ASCE liaison to the ASCE Committee on Curricula and Accreditation (CC&A). Partial funding for attendance at EdAC and CC&A meetings will be provided by ASCE. Reimbursement for reasonable additional travel expenses will be made from the Division's BASS Account. (See Section 4.1.5).*

4.2.7 Appoint a Division Nominating Committee to serve during the year that the Vice-Chair is Division Chair.

#### 4.3 The Vice-Chair Elect

The Vice-Chair Elect shall:

4.3.1 *The Vice-Chair-Elect shall attend Attend all Executive Board Meetings of the Division, planning sessions, PIC-1 Meeting meetings, and work with the incumbent Vice-Chair to facilitate a smooth transition of the office.*

4.3.2 *The Vice-Chair-Elect will assume Assume responsibilities of the office as described in Section 6 and herein at the conclusion of the Division's Annual Meeting.*

4.3.3 **Chair the Division's Planning Meeting Luncheon at the ASEE Annual Conference.**

4.3.4.4 The Secretary-Treasurer

The Secretary-Treasurer shall:

4.3.1 4.4.1 Be responsible for all official records and correspondence of the Division and the Executive Board.

4.3.2 4.4.2 *Act Serve as the Division's Finance Board Financial Officer.*

4.3.3 4.4.3 Prepare a financial report for the Executive Board for *their its* review and approval.

4.3.4 4.4.4 Present to the Division membership at the Annual Business Meeting *an a* financial status report of the Division. Copies shall be made available to the Executive Board and any Division *Member member* requesting a copy.

4.3.5 4.4.5 Assist in the election of officers as described in Section 5.

4.3.6 4.4.6 Record and distribute to appropriate Division officers minutes *of the of* all meetings, including but not limited to the Annual Business Meeting, *Annual Meeting* and meetings of the Executive Board.

4.3.7 4.4.7 Submit copies of *those appropriate* Division Standing Committee papers not presented for peer review for inclusion in the ASEE Conference Proceedings *by the appropriate Division Standing Committee*, to the Executive Board for recommendation on publication and transmit these paper(s) to the appropriate editor(s).

4.3.8 4.4.8 Report to the ASEE Executive Director, *of the ASEE and* the Chair of PIC-1, and other appropriate offices the status of Division finances and the summary of the program for the ASEE Annual Conference sessions sponsored or co-sponsored by the Division.

4.3.9 *Be responsible for the editing, production and circulation of the Division Newsletter.*

4.3.10 *Be the liaison between the Executive Board and the Editor of the publication Civil Engineering Education.*

4.3.11 *Be responsible for other Division Education publications as the Executive Board may direct.*

4.3.12 4.4.9 Be responsible for maintaining *a an* up-to-date list of all the Division's past and present Officers/, Directors/, Secretary-Treasurers, and Editors and the year(s) they served.

4.3.13 4.4.10 Be responsible for obtaining a 3x5 inch photograph of the Chair and maintaining an album of all the *past chairs Past Chairs* for archival purposes.

4.4.11 Be responsible for maintaining an up-to-date list of all the Division's award recipients, including the name of the award and the year received.

4.3.14 *The Secretary-Treasurer-elect shall assume full responsibility of the office at the conclusion of the Division's Annual Meeting. \*\*\*\*\*Note: This article is redundant with Article 3.3. \*\*\*\*\**

4.4 4.5 The Directors

The Directors shall:

**4.5.1** *In addition to serving on the Membership Committee as outlined in Section 7.2, the Directors shall assist the Division Chair by serving on special assignments for the betterment of the Division and shall have specific duties within the Division.*

**4.5.1 4.5.2** *The Directors will be identified by the year of their term. The Director serving the third year of their term shall be the Senior Director and shall be the parliamentarian at all meetings conducted by the Division. Serving in their second year of a term shall be the Mid-term Director and shall chair the Membership Committee. Serving in their first year of a term shall be the Freshman Director and shall be responsible for maintaining a current Division membership list in coordination with the Secretary-Treasurer.*

**4.4.1** *The Senior Director shall be the parliamentarian at all meetings conducted by the Division.*

**4.4.2** *The Freshman Director shall be responsible for maintaining a current Division membership list in coordination with the Secretary-Treasurer of the division.*

**4.4.3 4.5.3** *Directors may be eligible to hold more than one position in the Division although such multiple assignments should be limited to special situations to ensure the maximum number of involvement of the Division's membership are involved in the Division's activities.*

**4.4.4 4.5.4** *Directors can be eligible to be re-elected to a second consecutive three-year term. No Director shall serve more than six years. The ranking of the Directors shall govern with the first year of the second three-year term being identified as the Freshman Year.*

#### **4.5 4.6** The Executive Board

The Division Executive Board shall:

**4.5.1 4.6.1** *Assist the Chair in administering the affairs of the Division and assist the Program Chair in planning and organizing the program for the ASEE Annual Conference. of the ASEE.*

**4.5.2 4.6.2** *In the event that a vacancy should occur in the office of the Division Chair, fill the position with a Past Chair of the Division. in the event that a vacancy should occur in the office of the Chair of the Division. The Past Chair shall have had working experience and knowledge of either serving as a liaison member on the ASCE EdAC or as a "corresponding member" on the ASCE CC&A. All other vacancies shall be filled by Executive Board appointment from the Division membership.*

#### **4.6 4.7** The Editor

The Division Editor shall:

**4.6.2 4.7.1** *Be appointed by the Executive Board for a three-year term and as such is not a voting member of the Board, and shall serve on the Executive Board as a voting member.*

**4.6.1 4.7.2** *Be responsible for the editing, production and circulation of the journal Civil Engineering Education Civil Engineering Division Newsletter.*

**4.7.3** *Be responsible for other Division publications as directed by the Executive Board.*

**4.6.3 4.7.4** *Appoint up to four associate editors who will each serve for a three-year term.*

#### **Section 5.** Election of Officers

## 5.1 The Nomination Nominating Committee

The Nomination Nominating Committee shall:

5.1.1 **NOTE: THIS BECOMES 7.3.1** Be appointed by the Vice-Chair and be made-up of the Immediate Past Chair, the Chair and an active Past Chair. The Vice-Chair-elect shall be an ex-officio member. The immediate past Division Chair shall serve as the Chair and shall provide a written report to the Division Chair by September 30.

5.1.2 5.1.1 Nominate at least one member of the Division for each office to be filled. Candidate(s) must be willing and able to serve.

5.1.2 Submit a list of eligible nominees to the Division Chair by September 30.

## 5.2 The Division Chair

The Division Chair shall:

5.2.1 Provide the recommendations of the nNominating cCommittee to the Executive Board for ratification by October 30.

5.2.2 Upon ratification by a majority vote of the Executive Board by November 30, instruct the Secretary-Treasurer in writing to prepare the ballot.

5.2.3 **Additional Accept additional nominations may be made by submitting a petition if a petition addressed to the Division Chair is signed by at least ten (10) members of the Division addressed to the Division chair by and is received by the Division Chair no later than October 15. The petition shall contain the name(s) of the Division member(s), the position(s) being contested, biographies of each petitioned member(s) and a statement signed by the petitioned member(s) of their willingness to serve.**

5.2.4 Seek ratification by a majority vote of the Executive Board for any petitioned member(s). If ratified by the Executive Board, the Division Chair will instruct the Secretary-Treasurer in writing to place the petitioned Division candidate member's name(s) on the ballot for the position(s) being contested.

5.2.5 Notify the petitioner(s) and the individual member(s) candidate(s) of the Executive Board's action in the event the petitioned member (s) are not ratified by the Executive Board.

5.2.6 *The Division Chair shall inform, Inform in writing the Executive Board and all candidates of the election results. This written notification shall occur no later than the 15th of April 15.*

## 5.3 The Secretary-Treasurer

The Secretary-Treasurer shall:

5.3.1 Conduct the election of the Division after receiving, in writing, from the Division Chair the candidates for Chair-Elect, Vice-Chair, Secretary-Treasurer and Director(s).

5.3.2 Be responsible for obtaining from each candidate (except those obtained from petition) biographies to be used in preparing the ballot, and for mailing, receiving, verifying eligible voters, and counting the ballots. *the* The ballots shall be distributed through the February issue of the Division Newsletter. The eligible voting Division membership will be given *until no later than April 1st or thirty (30) days after mailing of the ballots, (or which ever is later)* to cast their votes. Ballots postmarked after *this date* the thirty (30) days will not be counted.

5.3.3. Certify the results of this election in writing to the Division Chair.

## 5.4 Criteria for Election

5.4.1 Any unopposed candidate for a specified position shall be considered to be unanimously elected.

5.4.2 If more than one candidate is running for a specified position, the Division member who receives the most votes cast shall be elected to the position.

## 5.5 Vacancies

5.5.1 In the event of the death of a Division Officer, Director, Editor or committee chair the Executive Board shall fill the vacant position as per Section 4.5.2 4.6.2.

5.5.2 In the event of a resignation by a Division Officer, Director, Editor or committee chair *an elected or appointed Chair*, the individual resigning shall write a letter of resignation to the Division Chair. Once the resignation has been acknowledged and acted upon by the Division Chair, the position *if Vacant is considered vacant* and shall be filled by action of the Executive Board as per Section 4.5.2 4.6.2.

## Section 6. Standing Committees

The Standing Committees foster the goals of the ASEE and the Division. *Their functions are:*

### 6.1 The Committee on Educational Policy

The Committee shall be concerned with undergraduate and graduate curricula development and accreditation; continuing education; faculty recruitment and development; and all other matters relating to educational policy within the general scope of civil engineering.

### 6.2 The Committee on Professional Practice

*This* The Committee shall establish liaisons with professional/technical societies and practicing engineers for the purpose of identifying the entry and post graduate educational needs of students; develop programs to improve the interaction of educators and practitioners; and improve cooperation between the Division and other professional/technical societies.

### 6.3 The Committee on Teaching Methodology

The cCommittee shall promote innovation in the development of improved teaching methods and organize programs and discussions on teaching methods. *They shall give p* Particular attention shall be given to the teaching of design and experimental concepts.

### 6.4 The Committee on Computer Applications

The Committee shall promote *a disseminate* the utilization and integration of computers in civil engineering education. Additionally, the cCommittee will function as a vehicle for facilitating the demonstration and sharing of computer instructional software.

### 6.5 Composition and Activities

The cCommittees shall, under the leadership of *their the* Chair, conduct the Annual Conference sessions under the coordination of the Program Chair, and the Executive Board of the Division. The four Standing Committees shall meet individually each year at the Division's *Tuesday* Planning Meeting Luncheon at the ASEE Annual Conference. *Meeting of the ASEE that is chaired by the Vice-Chair-elect.* This Luncheon meeting is specifically scheduled for the planning of the next two year's conference programs.

### 6.6 Composition

Members of the Division have the option of serving on Standing Committees of their choice. There shall be no limit to the number of serving on each standing committee.

#### 6.7 The Standing Committee Chairs

The Standing Committee Chairs shall:

6.7.1 Assume immediate responsibilities separate and apart from the incumbent committee cChairs. The incumbent cChairs shall be responsible for conducting their respective Standing Committee Mmeetings for the selection of the new cChairs and shall turn the meeting over to the new cChairs when those persons are identified. The incumbent cChair may be re-elected.

6.7.2 Be responsible for coordinating their program session(s) with the incoming Vice-Chair-elect Elect of the Division. Each Standing Committee Chair will serve on the Executive Board of the Division for the duration of their tenure as Chair, one year with the termination of their responsibilities for any given year occurring at the conclusion of the Division's Annual Meeting.

6.7.3 Caucus with the members of the individual committees to determine a program topic for their sessions that will incorporate the theme of next year's conference as established by the ASEE.

6.7.4 Provide the incoming Vice-Chair-elect Elect with a written summary description statement of the topic for their session(s) as well as the identity of all members on the committee at the conclusion of the Planning Meeting Luncheon.

6.7.5 When appropriate, identify members on their committee that will serve on a Peer Review Board. These peer reviewers shall review prospective papers that are submitted for consideration of being presented at the next year's Annual Conference and for inclusion in the ASEE Proceedings. Each of the Standing Committees will have their its own Peer Review Board.

6.7.6 Have each paper submitted for consideration be peer reviewed by no less than three members of the committee. The cChair may be one of the peer reviewers.

6.7.7 After a paper has been peer reviewed, have the option of rejection and/or working with the author(s) to align the content of the paper to the subject of their session(s). A letter of acceptance or rejection of each paper submitted shall be delegated to the Standing Committee Chair.

#### 6.8 Appointment of Chairs

The Chair-eElect of the Division shall officially appoint the four Standing Committee Chairs selected by the respective Standing Committees at the Annual Meeting of the Division when the Chair-eElect assumes the position of Division Chair of the Division.

### Section 7. Supporting Committees

The Supporting Committees of the Division shall promote and retain membership in the Division and recognize noteworthy accomplishments of Division members. The Supporting Committees function as follows:

#### 7.1 The Awards Committee

The Awards Committee Sshall:

7.1.2 7.1.1 Be appointed by and shall be responsible to the Executive Board. The members of the committee shall be made-up of the three most recent living Division Past Chairs and the Civil Engineering Education Editor. The Chair shall be the Senior Past Division Chair.

**7.1.1 7.1.2** Be concerned with advancing civil engineering education by emphasizing noteworthy accomplishments. Such accomplishments may include, but are not limited to, technical papers in *Civil Engineering Education or ASEE Annual Conference Proceedings of the ASEE* and meritorious service to civil engineering education in general and the Civil Engineering Division in particular. The Committee shall give attention to identifying and nominating Division members worthy of Fellow status in the *ASCE Society*. Nominations for awards may be submitted to the Division Chair by the incumbent Standing Committees and by interested members of the Division.

**7.1.3** Select recipients for the annual Glen L. Martin and George Wadlin Awards. The Glen L. Martin Award is given for the best paper on a civil engineering education topic for that year including but not limited to papers published in the *ASCE Annual Conference Proceedings*. The George Wadlin Award is given for outstanding service in support of civil engineering education.

## **7.2 The Membership Committee**

The Membership Committee shall:

**7.2.1** Be concerned with the ways and means by which the membership of the Division might be increased (membership promotion) and by which the Division might be of increased service to its individual members (membership retention).

**7.2.2** Be composed of the three elected *d*Directors of the Division with the *midterm director* Mid-term Director serving as *committee chair* Membership Committee Chair. The *m*Membership Committee is responsible to the Executive Board.

## **7.3 The Nominating Committee**

The Nominating Committee shall:

**7.3.1** Be appointed by the Vice-Chair and be made-up of the Immediate Past Chair, the current Chair and an active Past Chair. The Vice-Chair-*elect* Elect shall be an ex-officio member. The *immediate past* Immediate Past Division Chair shall serve as the Committee Chair and shall provide a written report to the Division Chair by September 30.

## **7.3 7.4 Special Committees or Task Forces**

The *chair of the* Division Chair may appoint special committees *of* or task forces, as necessary to study and make recommendations on issues important for the betterment of the Division. Only committees of the Division may have a "corresponding member" *duty* duly named by the appropriate similar committee of ASCE unless otherwise specified herein.

## **Section 8 Meetings**

### **8.1 Scheduled Times**

**8.1.1** The Annual Meeting of the Division will be held each year at the *Annual Meeting of the ASEE Annual Conference*.

**8.1.2** An Annual Business Meeting will be held each year at the *ASCE Annual Meeting Conference of the ASEE*, but prior to the Annual Meeting of the Division.

**8.1.3** The *Tuesday* Planning Meeting Luncheon will be held each year at the *ASCE Annual Conference Meeting of ASEE* to plan the next year's program and to determine the following *next* year's conference program. The meeting will be chaired by the Vice-Chair-*elect* Elect of the Division.



8.2 **The Executive Board**

The Executive Board of the Division shall meet no less than once each year *at the Annual Meeting of the ASEE* prior to the Business and Annual Meetings of the Division **at the ASEE Annual Conference**. The Vice-Chair-elect Elect and Director-elect Elect will be invited to attend as non-voting members. The Standing Committee Chairs of the current Annual Conference shall be the official representatives to the Executive Board.

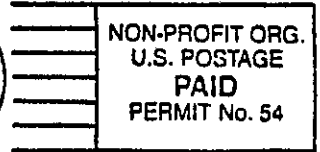
**Section 9 Jurisdiction and Amendments**

9.1 Should a conflict exist between the Division Bylaws and the ASEE Constitution, the latter will govern.

9.2 These Bylaws may be amended by a majority vote of the active members present at the Annual Business Meeting of the Division.

Revised June 1, 1976  
Amended June 25, 1979  
Amended June 18, 1985  
Amended June 24, 1986  
Revised June 26, 1990  
Amended June 21, 1993  
Revised June 23, 1997

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