



Systems Engineering Division

Operations Manual

Version: June 2014

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Revision History

Revision Date	Who	Reason/Notes
May 2012	Satinderpaul Singh Devgan sdevgan@tnstate.edu	Created document. Incorporated SED information to Operations Manual provided by Ertunga Ozelkan of the Engineering Management Division ertunga.ozelkan@uncc.edu
June 2014	Rafic Bachnak Rab65@psu.edu	Updated information and incorporated new details

Owner of this document:

This document is maintained by the Immediate Past Chair of the SED. Revisions need to be approved by a majority vote of the SED officers and directors. Purpose of the Operations Manual: This Operations Manual outlines the process for running the Systems Engineering Division (referred as SED) as well as the duties of each SED officer.

How to Use the Operations Manual:

Each officer or director should read the respective section in this document. He/she should also become familiar with the Division Bylaws and the responsibilities of other members of the Executive Committee.

Officers and Bylaws:

- Officers Contact Information: available at <https://www.asee.org/member-resources/groups/divisions/systems-engineering-division/officers>
- SED Bylaws: available at <https://www.asee.org/member-resources/groups/divisions/systems-engineering-division/bylaws>

SED High Level Process and Approximate Timelines:

Every year, SED organizes technical sessions at the ASEE annual conference, recognizes its members with a Best Paper award, and conducts the annual Business Meeting where election of new officers takes place. In subsequent pages, detailed responsibilities of each officer are provided. The timeline given below is approximate and is not meant to substitute for the official ASEE deadlines, as published annually on the conference web-site.

No	Milestone	Who	When	Where	Notes
1	Call for Papers to ASEE	Program Chair	July	Email to ASEE Program Manager	Important for timely Prism appearance in September
2	Register New Officers with ASEE	Chair	July 15	Email to the ASEE Membership Department	Important for correct web representation. Fill and submit Unit Annual Report Form to membership@asee.org and copy to the PIC Chair
3	File Officer's Signature Form	Treasurer	July-August	Mail/Fax to ASEE Controller	Fill and submit signed form for financial authority to the ASEE Controller
4	SED Call for Papers	Program Chair	August-September	Email to SED mailing list	syst_div@asee.org
5	Annual Financial Report	Treasurer	September	Chief Information Officer	File Annual Financial Report with the Chief Financial Officer
6	Abstract Reviews	Program Chair	October-November	Paper Management System	Assign 2-3 abstracts to each author for peer-review
7	Deadline for Session Requests	Program Chair	October-November	Paper Management System	Request sessions for technical presentations, Business Meeting and special workshops /seminars
8	Deadline for abstract reviews	Program Chair	November	Email to reviewers	Remind reviewers about deadline for abstracts
9	Arrange Awards Dinner with IE and SED	Program Chair and Treasurer	December	Walking Distance to the Conference	Identify location, menu, price, and reserve for 40-45 people. Coordinate with program chair and other divisions.
10	Abstract Acceptance	Program Chair	December-January	Email to authors	Send email to accepted abstract authors and inform deadline for draft submission
11	Schedule Sessions	Program Chair	December	Paper Management System	5-7 technical + 1 Business Meeting + 1 Joint Awards Dinner
12	Draft Paper Review	Program Chair	January-February	Paper Management System	Assign 2-3 paper per reviewer
13	Final paper submission	Program Chair	February	Email to authors	Inform authors of status
14	Assign Papers and moderators to sessions	Program Chair	March	Paper Management System	Allocate equal time for each paper presentation. (10-15 minute per presentation)
15	Best paper selection	Program Chair and	March	Email	Program chair to select top 3-5 rated papers during reviews for

No	Milestone	Who	When	Where	Notes
		Executive Committee			consideration by the Executive Committee of SED.
16	Inform ASEE of the SED's best paper nomination	Program Chair	April	Email	SED nomination of the best paper winner and copy to PIC Chair
17	Order Award Certificates	Division Chair, Treasurer	April	Email	Currently coordinated with Program Chair
18	Inform SED Award Winners	Division Chair	April	Email	Notification is sent only to award winners.
	Pay for SED Award Winner Dinner(s)	Treasurer	April	Mail/Email to ASEE Controller	Inform Executive Committee
19	Finalize sessions and events	Program Chair	April	Paper management System	Final selection of A/V requests
20	Business Meeting	Division Chair, Officers, Directors	June	Annual Conference	Chaired by the Division Chair. All officers report. Elect one new Director, a Program Chair/Chair Elect, & a new Secretary/Treasurer
21	Business Meeting Lunch	Treasurer	June	Annual Conference	Arrange for a pizza lunch on-site.
22	Awards Dinner	Division Chair and Program Chair	June	Annual Conference	Chair and Program Chair will present the Best Paper Award
23	Program Chair Orientation	New Program Chair	June	Annual Conference	Usually held on Sundays 2-4:30pm. Search for Program Chair Orientation in the conference guide (online session locator)

SED Detailed Officer Duties

The purpose of this section is to detail each officer's responsibilities. Sample documents and templates from previous years are provided to assist new officers (see Transition Process on page 10).

Division Immediate Past Chair

- 1) June-July: Review the sections related to the Division Immediate Past Chair duties in the SED Bylaws.
 - a. July-August: (a) Review/revise the SED Operations Manual based on feedback from officers and directors. (b) Update the Past Officers & Awardees document
- 2) July: Distribute the SED Operations Manual to officers and directors
- 3) Mid-Spring: Vote for the Best Paper Award
- 4) During the conference: Attend the Business Meeting

Supporting Documents:

SED Past Officers-Awardees document
SED Operations Manual

Division Chair

- 1) June-July: Review the sections related to the Division Chair duties in the SED Bylaws.
- 2) June-July: Review the general duties of Division Chairs as outlined in the ASEE Division Operations Manual.
- 3) Chair the Executive Committee
- 4) July 15:
 - a. Submit Unit Annual Report Form. This form informs ASEE about the new officers. ASEE updates the web site with this information.
 - b. Fill the Unit Annual Report Form and email to membership@asee.org and copy to the PIC Chair.
- 5) Send a high level plan of action to the officers for the year
 - a. Send an initial plan early Fall, then a reminder in January and final reminders in late Spring/early Summer before the Annual Conference.
- 6) Mid-Spring: Vote for the Best Paper Award.
- 7) Coordinate the Ordering of Award Certificates (certificates and a 9.5" by 12" frame)
 - a. When certificates are ready, they are shipped to either to the Chair or the Program Chair.
 - b. The shipping and certificate cost need to be reimbursed by the treasurer.
- 8) Appoint a nominating committee for election of new officers
- 9) Prepare a list of prospective Program Chair candidates for election at the conference
- 10) Prepare a list of prospective Board members for election at the conference
- 11) Prepare a list of prospective Secretary/Treasurer candidates for election at the conference
- 12) Before the conference (approximately 1-2 weeks)
 - a. Send an agenda for the SED Business Meeting
 - b. Invite the PIC Chair to the SED Business Meeting
- 13) At the conference: Chair the Business Meeting
 - a. Go over an annual report of division membership
 - b. Ask officers to present their reports
 - c. Manage election of new officers

- d. Vote on outstanding issues (e.g. Bylaws amendments)
 - e. Make announcements (e.g. upcoming conference location)
 - f. Review and approve Call for Papers for the next year
 - g. Discuss other business if necessary
- 14) At the conference: Host Joint Awards Dinner
- a. Welcome attendees/guests
 - b. Introduce SED program chair who hands out the SED Best Paper Award

Supporting Documents:

All-officers/DivisionOpManual.pdf also available at
<http://www.asee.org/member-resources/groups/divisions/operating-manual.pdf>

Program Chair

The Program Chair is also the Division Chair Elect.

- 1) June-July: Review the sections related to the Program Chair duties in the SED Bylaws.
- 2) June-July: Review the general duties of Division Chair Elect and Program Chair as outlined in the ASEE Division Operations Manual.
- 3) Participate in the SED Executive Committee
- 4) By the end of June: Send call for papers to ASEE Program Manager to be included in Prism and on the web-site
- 5) Go to ASEE Annual Conference Site and Download the Program Chair's Kit that includes all the deadlines and tasks.
- 6) By late August: send call for papers to the SED community (syst_div@asee.org). Send a reminder by the end of September about approaching deadlines
- 7) Late-Fall: Coordinate with IED, EMD, and EED arrangements for the Awards Dinner
- 8) December: Request an appropriate number of technical sessions and schedule the annual Business Meeting.
 - a. Coordinate technical session time slots with IED, EMD and EED Program Chairs.
 - b. Session for Business Meeting is 4:00 – 5:50 pm on Tuesday. Recommend noon time for future business meetings.
 - c. Session for Awards dinner is normally 7:00 - 9:00 pm on Tuesday.
- 9) December: Accept/reject abstracts
 - a. Suggestion: Assign each author to review 2-3 abstracts
- 10) January: Assign paper-draft reviewers
 - a. Suggestions: Have 3 reviewers per paper. Use yourself as a backup reviewer. Seek help from officers for review if everything else fails. Provide reviewers criteria for best paper recommendation
- 11) February: Wrap-up final paper reviews by due date
- 12) February-March: Schedule papers into sessions and assign moderators
 - a. Plan on same length presentations (12-15 minutes) for each paper.
- 13) In Acceptance emails, make a few reminders: "Presenters will have between 15-20 minutes total for presentations and questions. Please plan appropriately.
- 14) Mid-Spring: Chair the Best Paper Award Committee
 - a. Suggestion: Nominate top 3-5 papers based on the review scores
- 15) April: ASEE deadline for best paper nomination, to be submitted to the PIC Chair
 - a. Before the conference: Coordinate with the Treasurer to arrange pizza luncheon for the Business Meeting. During the conference: Monitor SED sessions

- 16) Bring to conference
 - a. Flash drive for presentation transfers between computers
 - b. Laptop
 - c. A report summarizing number of abstract submissions, acceptances, rejections. Similarly, number of paper submissions, acceptances, and rejections.
 - d. Check with ASEE registration desk at the conference to get final attendance count
 - e. Announce where the Awards Dinner is and provide directions
- 17) At Dinner
 - a. Present Best Paper Award along with the Division Chair
 - b. Thank IED, EED and EMD Program Chairs for their cooperation and collaboration

Supporting Documents:

All-officers/DivisionOpManual.pdf also available at
<http://www.asee.org/member-resources/groups/divisions/operating-manual.pdf>

Secretary /Treasurer

SED division has two accounts: An Operating Account and a Banking and Accounting Services System (BASS) account. Some of the main differences between these two accounts are as follows: Unlike the BASS account, “any unused balance in an operating budget at the end of the fiscal year reverts to the general fund and may not be carried over into the subsequent fiscal year”. Also, SED membership dues get deposited under the BASS account. The treasurer receives financial reports from the ASEE Controller.

During the year, SED uses some of these funds starting with the Operating Account to cover several expenses:

- 1) SED Award related expenses:
 - a. Best Paper Award
 - b. Shipping cost for the Best Paper Award certificates
- 2) SED Business Dinner Expenses
- 3) SED Business Meeting - Lunch Expenses
- 4) Miscellaneous Expenses: such as supplies needed for Business Meeting or copying/printing costs

These expenses should be based on ASEE Financial Policies (<http://www.asee.org/member-resources/resources/>). In case of questions, consult the ASEE Controller.

Processing Reimbursements for Expenses

- 1) To get a check cut from the BASS or Operating Accounts, complete the disbursement request form: http://www.asee.org/BASS_Disbursement_Request_Form.pdf and forward to the ASEE Controller by email (check the ASEE web site for current information).
- 2) Keep a copy of the invoice or receipt for audit purposes.

Details about the BASS and Operating accounts may be found at the ASEE web site: <http://www.asee.org/member-resources/resources/>. In case of questions, consult with ASEE staff.

Summary of Treasurer Tasks:

- 1) June-July: Review the sections related to the Treasurer duties in the SED Bylaws.
- 2) June-July: Review the general duties of Treasurer as outlined in the ASEE Division Operations Manual.
- 3) Participate in the SED Executive Committee
- 4) July: File Officers signature form
 - a. You should receive this in the mail from the ASEE Controller. Complete and sign the form and send it back to ASEE. This will give you authority to handle money.
- 5) Review financial policies on the ASEE web-site
 - a. <http://www.asee.org/about-us/policy/financial-policy>
- 6) Review the financial reports from ASEE
 - a. Check the balances in the BASS and Operating accounts
- 7) Process Reimbursements for expenses
 - a. Late Spring: First, use Operating Account to pay award related honorarium if required (Note that this process is approved by the Controller, and it has been applied over the past two years)
 - i. You will need to ask the award recipients to fill a W-9 form and send it to the ASEE Controller
 - b. Late Spring: Coordinate with the Division Chair to use the BASS account for award certificate related expenses
 - c. After the Annual Conference: use the BASS account for:
 - i. Award Dinner expenses
 - ii. Business Lunch Expenses
- 8) Mid-Spring: Vote for the Best Paper Award
- 9) Bring to the Annual Conference
 - a. Budget documents for meeting
 - b. Officers Signature Form
 - c. Before the Annual Conference: Coordinate with the Program Chair to arrange pizza luncheon for the Business Meeting
 - d. Suggestion: call local restaurants 1-2 days before and ask for delivery. Order a variety: 3-4 large vegetarian/non O vegetarian, 1-2 dozen Buffalo wings, 3-4 large diet/non-diet drinks, ask for plates/glasses/napkins, etc.
 - e. File for reimbursement from ASEE – use BASS account
- 10) At the Annual Conference
 - a. Attend Program Chairs Orientation: Usually held on Sundays 2-4:30pm. Search for Program Chair Orientation in the conference guide.
 - b. Attend the Business Meeting. Give Treasurer's report.

Supporting Documents:

All-officers/DivisionOpManual.pdf also available at
<http://www.asee.org/member-resources/groups/divisions/operating-manual.pdf>
 Treasurer/BASS-Account-Disbursement-Request-Form at
http://www.asee.org/BASS_Disbursement_Request_Form.pdf
 Fw9.pdf form available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Summary of Secretary Tasks:

- 1) June-July: Review the SED Bylaws, specifically the sections related to the Secretary duties.
- 2) June-July: Review the general duties of division officers as outlined in the ASEE Division Operations Manual, specifically the sections related to the Secretary duties.
- 3) Participate in the SED Executive Committee

- 4) August-September: Plan for the newsletter (it is recommended to have one newsletter per year in the spring)
 - a. August: Coordinate with the other officers to submit their parts for the newsletter
 - i. Chair's message
 - ii. Past Chair's Message
 - iii. Program Chair's message: Call for papers
- 5) Mid-Spring: Vote for the Best Paper Award
- 6) At the Annual Conference: Attend the Business Meeting
 - a. Take care of attendance and give Secretary's report
 - b. Take minutes at the Business Meeting
- 7) After the Annual Conference:
 - a. Circulate minutes to the officers for feedback
 - b. Make a motion to approve Minutes during the next Annual Conference

Supporting Documents:

All-officers/DivisionOpManual.pdf also available at

<http://www.asee.org/member-resources/groups/divisions/operating-manual.pdf>

Division Directors

- 1) June-July: Review the SED Bylaws.
- 2) Mid-Spring: Vote for the Best Paper Award
- 3) At the Annual Conference: Attend the Business Meeting

Supporting Documents:

SED Bylaws: available at <https://www.asee.org/member-resources/groups/divisions/systems-engineering-division/bylaws>

Transition Process: Outgoing/Incoming Officers

Outgoing officers will provide incoming officers with copies/samples of the following documents on a USB flash drive or by email.

Outgoing Past Chair:

Operations Manual, file of past officers and best paper awardees, and SED Bylaws.

Outgoing Division Chair:

Business meeting agenda, annual report, sample messages to division listserv, call for nominations, best paper evaluation criteria, award certificate, and best paper evaluation process.

Outgoing Program Chair:

Call for nominations, messages to reviewers, messages to division listserv, and division conference program.

Outgoing Secretary/Treasurer:

Minutes of meetings, treasurer report, newsletter, annual financial report, and W9 form.