

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Spring Executive Board Meeting 6 April 2002 Minutes

Attendance:

Peter W. Hoadley, President, VMI
Thomas Dion, Past President, The Citadel
Richard Mines, President-Elect, Mercer University
Shelton Houston, Secretary, University of Southern Ms
Ken Brannan, Newsletter Editor, The Citadel
Michael Annable, Chair, Research unit, University of Florida
Laura Lackey, Vice Chair, Instructional Unit, Mercer University
Fazil Najafi, Vice Chair, Administrative Unit & Host Institution Representative, University of Florida
Claire McCullough, Chair, Electrical Engineering, University of Tennessee at Chattanooga
Cecelia Wigal, Chair, Industrial Engineering Division, University of Tennessee at Chattanooga
Barbara Thomas, Chair, Software Engineering, Southern Polytechnic University
B.K. Hodge, Mississippi State University

1. Welcome and introductions (see attached agenda). Hoadley called the meeting to order at 8:00 P.M.
2. Hoadley appointed Hodge to serve as parliamentarian for the meeting. Hodge informed the group of eligible voting members.
3. Draft Minutes of the 2001 Fall Executive Board Meeting, Fall Technical Planning Meeting, and Conference Planning Meeting were discussed. A final report Hodge made the motion to accept the minutes with second by Todd. Minutes were approved unanimously.
4. Houston presented the treasurer's report (see attached). Dion made a motion with second by Mines that the budget be approved. The treasurer's report was approved unanimously.
5. Najafi presented a conference update. Approximately 110 people had registered for the conference with 30 people registered for Sunday workshops. No major problems had been encountered and with continued registration an estimated profit of \$1022 would result. One workshop was held on the UF main campus while other workshops occurring in hotel meeting rooms.
6. No report from Woo on the Technical Program.
7. A draft CD was distributed to conference registered members. It was announced that Nelson had accepted a new academic position outside the section. In lieu of this matter, Hoadley established a committee to explore options for continuing the section WEB site and CD conference proceedings.

Thomas was asked to chair the committee with Brannan, Houston, and Sulbaran. Committee recommendations will be presented at the Fall Business meeting. For 2002-03, The Citadel (Brannan) will host the section WEB site, Southern Polytechnic University (Thomas) will create the master section CD Conference Proceedings, and The University of Southern Mississippi (Houston) will produce conference CDs.

8. The names of those receiving Section awards were read:

ASEE SOUTHEASTERN SECTION NEW TEACHER AWARD

Jeff Frolik
Department of Electrical and Computer Engineering
Tennessee Technological University

TONY TILMANS SECTION SERVICE AWARD

J.P. Mohsen
Department of Civil Engineering
University of Louisville

ASEE SOUTHEASTERN SECTION OUTSTANDING TEACHING AWARD

Rolf E. Hummel
Material Science and Engineering
University of Florida

THOMAS C. EVANS INSTRUCTIONAL UNIT AWARD

Anna P. Phillips University of Memphis	Scott Yost University of Kentucky
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ASEE SOUTHEASTERN SECTION NEW FACULTY RESEARCH AWARD

First Place Winner:	Second Place Winner:
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Gregory D. Buckner Dept. of Mech & Aerospace Eng North Carolina State University	Fabrice Manns Dept. Biomedical Eng University of Miami
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ASEE SOUTHEASTERN SECTION CAMPUS REPRESENTATIVE AWARD

Richard O. Mines
Department of Civil Engineering
Mercer University

Brannan will include the awardees in the next newsletter.

9. Future meeting sites were discussed. Mines announced that the fall Executive Board Meeting, Technical Planning Meeting, and Site Planning Meeting would meet in Atlanta, GA on November 1-2, 2002 at the Clarion Suites at Hartsfield Atlanta Airport. The 2003 meeting will be at Mercer University. Laura Lackey will serve as the representative for the host institution. She was reminded to have a call for papers ready at the 2002 conference. Future sites will be University of Louisville in 2004, University of Tennessee at Chattanooga in 2005, University of Alabama in 2006, and possibly Virginia Commonwealth University in 2007.
10. The nominating committee composed of Brannan, Wilder, and Hodge submitted recommendations for 2002-03 section officers: President Elect, Dennis Fallon, and Secretary-Treasurer, Shelton Houston. Dion made a motion with second by Mines to accept the committee report. The report was approved unanimously.
11. Transaction Journal was discussed. Hoadley reported that ASEE national offered to publish a "Best Section Papers", but any papers submitted would be required to go thru the normal review process.

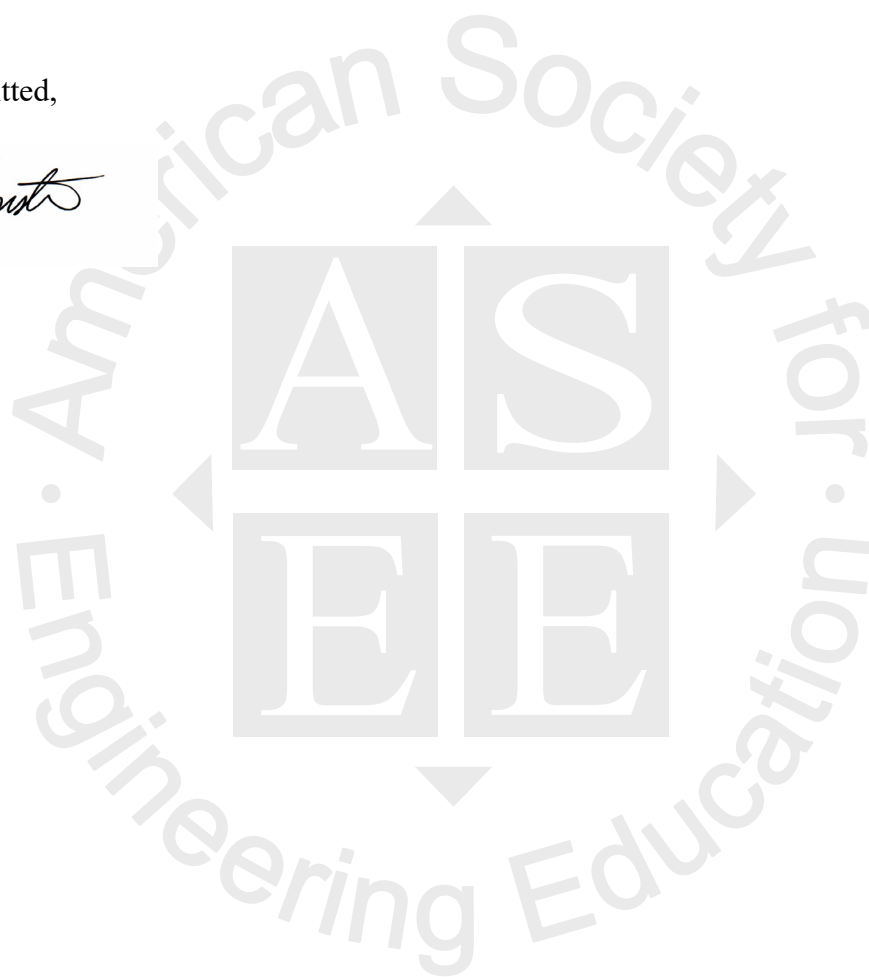
Discussion followed. Hoadley made motion with second by Najafi to accept ASEE national's offer to submit section papers and establish a section review committee. Motion passed with voice vote.

12. The Constitution and By-Laws committee composed of Brannan, Dion, Todd, and Hodge as chair submitted their report (see attached). The executive board accepted the report. After much discussion, motion by Hoadley and second by Mines to have Hodge revise report from board input and present revised report at fall Executive Board meeting. Motion passed on voice vote.
13. Brannan reported that the next newsletter would contain the program announcement for the 2003 conference, the President's message, a general call for papers, the Section awards, highlights of the 2001 conference, and new section officers.
14. The meeting adjourned at 11:30 P.M.

Respectfully submitted,



Shelton Houston
Secretary



American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Minutes Luncheon Business Meeting 9 April 2002 Gainesville, FL

1. The meeting was called to order by Peter Hoadley.
2. Shelton Houston discussed the highlights of the spring executive board meeting.
3. Tom Dion read the list of resolutions (see attached) expressing appreciation to all those who helped with conference preparations. The resolutions were approved unanimously.
4. Ken Brannan as chair of the nominating committee presented the following slate of candidates for this year's officers:
Dennis Fallon - President-elect
Shelton Houston - Secretary/Treasurer
The slate of officers was approved unanimously.
5. The 2003 ASEE-SE Annual meeting will be held in Atlanta, GA and will be hosted by the Mercer University. Future sites will be University of Louisville in 2004, University of Tennessee at Chattanooga in 2005, University of Alabama in 2006, and possibly Virginia Commonwealth University in 2007.
6. Peter Hoadley turned the meeting over to the new President, Richard Mines.
7. The meeting was adjourned at 1:00 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Shelton Houston". The signature is written in a cursive style with a large initial 'S'.

Shelton Houston
Secretary

American Society for Engineering Education



Southeastern Section

Instruction ♦ Administration ♦ Research

RESOLUTIONS

SIXTY- EIGHTH ANNUAL MEETING

April 7-9, 2002

WHEREAS the Southeastern Section of the American Society for Engineering Education has enjoyed the gracious and generous hospitality of The University of Florida during its sixty-seventh annual meeting, and

WHEREAS the members of the Section wish to acknowledge with grateful appreciation the efforts of those responsible for the hospitality and outstanding arrangements that contributed to the success and fellowship of the meeting.

THEREFORE LET IT BE RESOLVED

FIRST, that we express our appreciation to The University of Florida, the host institution, and to Charles Young, President, and Pramod P. Khargonekar, Dean, College of Engineering, and

SECOND, that we express our appreciation to Scott Peek of The College of Engineering, The University of Florida and to the Alachua County Tourism Department for their generous financial support, and

THIRD, that we express our particular appreciation to the host coordinator Fazil Najafi, Department of Civil and Coastal Engineering, and

FOURTH, that we express our sincere gratitude to Rebecca Johnson and her staff at the Department of Continuing Education for their guidance in organizing the conference, and

FIFTH, that we thank Michael Woo, the Program Chair, for the excellent technical program he assembled and we thank the officers of the divisions and units within the Southeastern Section who participated in planning the program and conducting peer reviews of the submitted papers, and the members who agreed to serve as moderators, and

SIXTH, that we thank Dr. Timothy J. Anderson, Professor and Chair of Chemical Engineering, University of Florida, for the outstanding keynote speech, and

SEVENTH, that we express our appreciation for presenting outstanding workshops from Barbara Olds for " Developing Assessment Tools", Eric Sheppard for "How To Write A Proposal To NSF", and Chetan Sandar and P.K. Raju for "Using Case Studies In Engineering Design", and

EIGHTH, that we recognize the outstanding efforts for the past four years of the Editor of the Proceedings, James K. Nelson, Jr. of Clemson University Department of Civil Engineering, and of Ms. Rachel Huey of Clemson University Department of Civil Engineering in preparing the Proceedings in CD-ROM format, and

NINTH, that we express our appreciation for the outstanding efforts and enthusiasm for the past four years of Ms. Rachel C. Huey, Clemson University Department of Civil Engineering, for maintaining the ASEE Southeastern Section web site, and

TENTH, that we express our appreciation to the curators of the Florida Museum of Natural History for allowing us to use the museum for a most interesting venue for our awards banquet, and

ELEVENTH, that we express our appreciation to Danielle Marden and Rachel Diamond for their assistance in coordinating the hotel accommodations, meals and refreshments enjoyed during breaks, and

Be it further resolved that a copy of these resolutions be included in the Minutes, and that the Secretary be instructed to transmit copies to the persons concerned.

Respectfully submitted by Thomas R. Dion, The Citadel, Past-President of the Section

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Technical Program Planning Meeting 1 November 2002

Minutes

Attendance:

Richard Mines, President, Mercer University
Dennis Fallon, President-Elect, The Citadel
Peter W. Hoadley, Past-President, VMI
Shelton Houston, Secretary, University of Southern Mississippi
Laura Lackey, Vice President, Instructional Unit, Mercer University
Thomas Dion, Campus Representative Coordinator, The Citadel
Ken Brannan, Newsletter Editor, The Citadel
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
B.K. Hodge, Chair Constitution & By-Laws Committee, Mississippi State University
J.P. Mohsen, Zone II Representative, University of Louisville
Fazil Najafi, Secretary, Administrative Unit, University of Florida
Cecelia Wigal, Secretary, Instructional Unit, University of Tennessee at Chattanooga
Randy Buchanan, Chair, Electrical Engineering Division, University of Southern Mississippi
Aaron Clark, Chair, Engineering Design Graphics Division, North Carolina State University
Tulio Sulbaran, Chair, Civil Engineering Division, University of Southern Mississippi
Alice Scales, Secretary, Engineering Design Graphics Division, North Carolina State University
Sheryl Duggins, Chair, Software Engineering Division, Southern Polytechnic State University
Jennifer Joyner, 2003 Host Institution, Mercer University
P.K. Raju, 2004 Host Institution, Auburn University

1. The meeting began at 3:00 p.m. with distribution of an agenda. Mines welcomed everyone and asked that each person introduce himself or herself.

Housekeeping items:

- A) Dinner Friday evening at local restaurant
 - B) Continental breakfast @ 8:30 in the hotel
 - C) Check out time will be noon Saturday
2. Lackey presented information about conference abstracts. One hundred ten abstracts were received by the published deadline. Letters were issued to authors with attachments. Procedures will be distributed to division chairs for paper review and receipt of final papers.

3. Conference information was distributed. Conference will be held in Macon, GA, on April 6-8, 2003, at the Crown Plaza Hotel. Reception will occur at Sports Hall of Fame.
4. Budget was presented. After discussion, registration fee was established at \$185 for early registration and \$225 for late registration. Hotel will have a block of rooms with rate set for \$65 per night. Student registration will be \$25.
5. Sunday workshops proposed were professional ethics, using case histories for teaching, and a third session to be developed later.
6. Conference Proceedings were discussed. With Nelson leaving the section, new procedures will be required to manage section WEB site and publish CD ROM Proceedings. 2002 Proceedings will be distributed by Hoadley after production at USM. Thomas will receive and publish 2003 CD ROM Proceedings. Brannan will host section WEB site at Citadel for 2003. Future of Proceedings and WEB site will be discussed at Spring Board Meeting.
7. Raju discussed 2004 conference. Conference will be held in 248 room hotel, which has a current room rate of \$69 per night. Possible dates of April 4-6, 2004, were suggested.
8. Mohsen suggested that K-12 teachers be introduced into engineering education. Target would be to increase knowledge of engineering education to students as early as possible.
9. The meeting adjourned at 5:10 p.m.

Respectfully submitted,



Shelton Houston
Secretary

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Executive Board Meeting 1 November 2002

Minutes

Attendance:

Richard Mines, President, Mercer University
Dennis Fallon, President-Elect, The Citadel
Peter W. Hoadley, Past-President, VMI
Shelton Houston, Secretary, University of Southern Mississippi
Laura Lackey, Vice President, Instructional Unit, Mercer University
Thomas Dion, Campus Representative Coordinator, The Citadel
Ken Brannan, Newsletter Editor, The Citadel
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
B.K. Hodge, Chair Constitution & By-Laws Committee, Mississippi State University
J.P. Mohsen, Zone II Representative, University of Louisville
Cecelia Wigal, Secretary, Instructional Unit, University of Tennessee at Chattanooga
Randy Buchanan, Chair, Electrical Engineering Division, University of Southern Mississippi
Aaron Clark, Chair, Engineering Design Graphics Division, North Carolina State University
Tulio Sulbaran, Chair, Civil Engineering Division, University of Southern Mississippi
Alice Scales, Secretary, Engineering Design Graphics Division, North Carolina State University
Beth Todd, University of Alabama

1. The meeting was called to order at 7:00 p.m. with distribution of an agenda. Mines welcomed everyone. Mines reminded everyone that only executive boards members could vote section business.
2. Houston distributed minutes from the Spring Executive Board Meeting and the Luncheon Business Meeting. After a short discussion, the minutes were approved.
3. Houston provided an update of the budgets through 09/30/02. The three section accounts were briefly discussed: operating account, research account, and BASS account. The operating account was at a zero balance after partial payment for the Summer 2002 Newsletter. This account can only be used toward publication of a newsletter. The balance in the research account was \$7,150.92. The balance in the BASS account was \$15,911.25.
4. Houston distributed copies of the 2002-03 budget consideration (see attached). In determining the budget for the 02-03 fiscal year, 2001-02 expenditures were adjusted to the nearest dollar. The amount of local institutional dues was reduced to reflect actual dues collected during 2002. The other source of income is individual member dues. The section receives \$1.00 for each member which amounted to \$1541 in 2001. The same amount was estimated for 2002-03 budget. Executive board

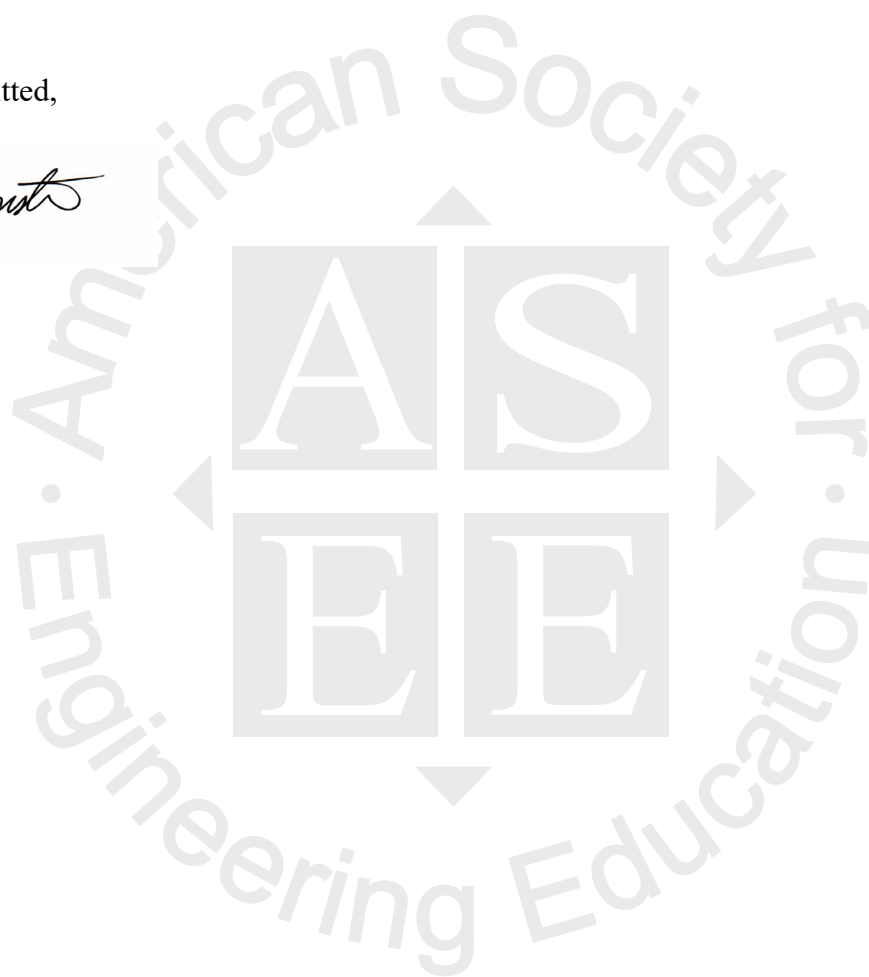
members revised budget to include production of 2002 and 2003 CD Proceedings. Hoadley made motion with second by Mohsen to adopt revised budget. Motion passed by voice vote.

5. Dion reported that two reports were due to National. Dion will attempt to update campus representative list.
6. Mohsen addressed the executive board as the new Zone II representative. Primary discussion was that section was not contributing to the national teaching award. Much discussion followed with Hoadley making motion to submit \$300 to National toward the award with balance of \$1,700 to follow when National had received matching external funds. Second by Dion. Question by Thomas. Discussion followed. Vote passed by unanimous voice vote.
7. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Shelton Houston
Secretary



American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Conference Planning Meeting

2 November 2002

Minutes

Attendance:

Richard Mines, President, Mercer University
Dennis Fallon, President-Elect, The Citadel
Peter W. Hoadley, Past-President, VMI
Shelton Houston, Secretary, University of Southern Mississippi
Laura Lackey, Vice President, Instructional Unit, Mercer University
Richard Denning, Vice President, Administrative Unit, University of Florida
Thomas Dion, Campus Representative Coordinator, The Citadel
Ken Brannan, Newsletter Editor, The Citadel
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
B.K. Hodge, Chair, Constitution & By-Laws Committee, Mississippi State University
Cecelia Wigal, Secretary, Instructional Unit, University of Tennessee at Chattanooga
Randy Buchanan, Chair, Electrical Engineering Division, University of Southern Mississippi
Aaron Clark, Chair, Engineering Design Graphics Division, North Carolina State University
Alice Scales, Secretary, Engineering Design Graphics Division, North Carolina State University
Beth Todd, University of Alabama

1. The meeting began at 9:00 a.m. with distribution of an agenda. Members were asked to introduce themselves.
2. Before discussing conference events, Mines appointed the nominating committee for next year's officers. Committee was composed of Dion, Hoadley, and Hodge. The committee report will be presented at the Spring 2003 Executive Board Meeting.
3. The national teaching award discussion was continued. Mines will establish a committee to make recommendation at the Spring 2003 Executive Board Meeting.
4. Hodge circulated a revised draft of the constitution and by-laws. Input will be received and a revised version will be distributed to the executive board. After approval by the executive board, the approved version will be included in the fall newsletter. A vote will occur at the spring luncheon business meeting. Depending upon the outcome of the meeting, Fallon will be charged with establishing a transition team during his term as President. Thomas suggested including a cover letter to be mailed to the section membership. Motion by Lackey with second by Fallon. Motion passed with voice vote.

5. Hoadley provided an update on the Transaction Journal. By acclamation, the executive board approved Hoadley to chair a review committee and establish a selection procedure to be used by the section for future submissions. Thomas suggested that division chairs be included in the selection process. For this year, the best five papers will be sent to national for possible inclusion in the ASEE Journal of Engineering Education. Journal guidelines require an external review.
6. Hoadley will revise award information and distribute to Brannan, Dion, and Houston.
7. The 2003 reception will be held at the Georgia Sports Hall of Fame. Banquet will occur at the Religious Life Center. Early registration fee will be \$185 and late registration will be \$225. Student registration will be \$25.
8. Lackey provided an update that one hundred eleven abstracts had been received.
9. Mines stated that he would invite Frank Huband to attend the Spring Executive Board Meeting to discuss the national teaching award.
10. Discussion occurred to change conference format. Hoadley stated that a survey conducted during the 2003 conference showed members wanted change. Motion to establish the committee was made by Mines with second by Dion. Motion passed by voice vote. Committee members named were Devens, Lackey, Wigal, and Todd. The committee is charged with making a report at the Spring Board Meeting.
11. The host committee for the 2004 conference, Auburn University, was encouraged to have a call for papers prepared to hand out at the 2003 conference in Macon, GA.
12. The meeting adjourned at 10:40 a.m.

Respectfully submitted,



Shelton Houston
Secretary