

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Spring Executive Board Meeting 3 April 2005 Minutes

Attendance:

Beth Todd, President, The University of Alabama
Laura Lackey, President-Elect, Mercer University
Dennis Fallon, Past-President, The Citadel
Shelton Houston, Secretary-Treasurer, University of Southern Mississippi
Peter W. Hoadley, Vice President of Awards, VMI
Joseph Owino, Secretary of Awards, University of Tennessee at Chattanooga
B. K. Hodge, Vice President of Publications, Mississippi State University
Barbara Thomas, Vice Chair Publications & Proceedings Editor, Southern Polytechnic State University
Donald Visco, Secretary Publications, Tennessee Tech University
Tulio Sulbaran, Vice President of Programs, University of Southern Mississippi
Cecelia Wigal, Vice Chair of Programs, University of Tennessee at Chattanooga
Michael Woo, Secretary of Programs, The Citadel
Thomas Dion, Campus Representative Coordinator, The Citadel
Ken Brannan, Newsletter Editor, The Citadel
Timothy Mays, Chair, Civil Engineering Division, The Citadel
Curtis Young, Vice Chair, Civil Engineering Division, Consulting Engineer North Carolina
Claire McCullough, Vice Chair, Electrical Engineering Division, University of Tennessee at Chattanooga
Paul Wilder, Chair, Research Division, Indiana Institute of Technology
Randy, Buchanan, Vice Chair, Research Division, University of Southern Mississippi
Hodge Jenkins, Secretary, Mechanical Engineering Division, Mercer University
J. P. Mohsen, PIC I Chair, University of Louisville
Sandy Yost, Zone II Representative, University of Detroit Mercy
Chris Effiong, University of Tennessee at Martin
Michael Harris, University of Louisville
Mike Day, University of Louisville

1. Welcome and introductions (see attached agenda). Todd called the meeting to order at 3:00 pm and asked that everyone introduce themselves.
2. Minutes were distributed by Houston. Sulbaran made motion with second by Fallon to approve minutes. Motion passed by voice vote. Houston distributed the treasurer's report. Fallon made a motion with second by Sulbaran that the budget be approved. The treasurer's report was approved unanimously.
3. Wigal reported on the technical program.

4. Owino provided a site report and estimated a surplus of approximately \$4000.
5. Fallon reported that the host institution had 120 individuals registered for the conference. Owino reported that the host institution had 6 exhibitors registered for the vendor display.
6. Thomas reported that 250 CD proceedings were produced. Thomas estimated that with 25% of the CD space occupied that an additional 18 years of storage is available. Thomas suggested including section information on the CD. Hodge inquired if there was a procedure to collect proceedings by National. On motion by Thomas and second by Mohsen to include National (via Yost) on the Deans CD proceedings distribution list. Motion passed by voice vote.
7. Fallon presented the report of the Nominating Committee report and recommended that the report be accepted with second by Hoadley. Motion passed by voice vote.

Shelton Houston – President Elect
Tulio Sulbaran – Secretary-Treasurer

8. Fallon discussed the procedure for election of division officers. After general discussion, Hodge made motion with second by Sulbaran to continue to use the same procedure for future meetings. The motion passed by voice vote.

A1- Monday Breakfast – Elections of Officers (Vice President/Chair, Vice Chair, Secretary)
For the following Divisions

Administrative Division
Instructional Division
Research Division

A2- Monday Breakfast – Elections of Officers (Vice President/Chair, Vice Chair, Secretary)
For the following Unit (comprised of Div. in A1 above)

Programs Unit

B1- Tuesday Breakfast – Elections of Officers (Vice President/Chair, Vice Chair, Secretary)
For the following Divisions

Bioengineering Division
Civil Engineering Division
Engineering Graphics Division
Engineering Technology Division
Industrial Engineering Division

B2- Tuesday Breakfast – Elections of Officers (Vice President/Chair, Vice Chair, Secretary)
For the following Unit (comprised of Div. in B1 above)

Awards and Recognition Unit

B3- Tuesday Breakfast – Elections of Officers (Vice President/Chair, Vice Chair, Secretary)
For the following Divisions

Computer Engineering Division
Chemical Engineering Division
Electrical Engineering Division

**B4- Tuesday Breakfast – Elections of Officers (Vice President/Chair, Vice Chair, Secretary)
For the following Unit (comprised of Div. in B3 above)
Publication and Promotion Unit**

9. Todd presented the proposed Bylaws amendment to be voted at the section business meeting.
Proposed By-Laws changes.

Article III - Election of Officer

Section1. Each Unit and Division will elect annually the following officers: Chair, Vice Chair, and Secretary. Unit officers must have previously held Division Chair positions. Normally Unit officers are elected from their assigned divisions: however, to ensure leadership continuity, a qualified member of any Unit can offer to run as an officer in another Unit, and if nominated and elected, hold office.

Rationale: Based on the ideas of several Ad Hoc Committees previously working on updating the Southeastern Section's Constitution and Bylaws, it was felt that flexibility and inclusion should be part of the new re-organization plan, while striving to incorporate a certain amount of rigor that supported current Section needs and organizational structure. This proposed amendment would provide a means to allow flexibility in serving as an officer in the section.

Yost requested notification of the section vote.

10. Hoadley presented the awardees for the section. Discussion occurred about changing the award deadline to February 1st. Sulbaran made motion to change date, but Fallon suggested that topic be tabled until the fall business meeting. Fallon's recommendation passed. Hoadley addressed the selection process for the Outstanding conference paper. Hoadley recommended for the 2005 conference that nominations be accepted after the conference. Hoadley made motion with second by Lackey to adopt this procedure for the 2005 conference. The motion passed by voice vote. Hoadley stated that the Vice President of Awards would make a recommendation to the Executive Board for a permanent process.

11. Section awards were announced:
Tony Tilmans Section Service Award
Tom Dion
The Citadel

ASEE Southeastern Section Outstanding Teacher Award
Don Morris
Virginia Tech

ASEE Southeastern Section Mid-Career Teaching Award
Pedro Arce
Tennessee Tech

ASEE Southeastern Section New Teacher Award

Kevin Bower
The Citadel

ASEE Southeastern Section New Faculty Research Award

1st place: Don Visco
Tennessee Tech

2nd place: Miguel Labrado
University of South Florida

ASEE Southeastern Section Campus Coordinator Award

John Brocato
Mississippi State University

Thomas C. Evans Instructional Paper Award

Kurt Gramoll
Univ. of Oklahoma

Wes Hines
Univ. of Tennessee

Mary Kocak
Mississippi State Technical Community College

12. Todd reported on future host sites.
2006 - University of Alabama (contact Joey Parker)
2007 - University of Louisville (contact JP Mohsen) April 1-3 meeting dates
2008 - University of Memphis
13. Todd announced that Rebecca K. Toghiani of Mississippi State University would be the National Teaching Award representative for the section.
14. Brannan stated that a few items remained to complete the spring newsletter. These included host institution information with picture, a list of awards, campus rep information, President's message, and list of new officers.
15. Wilder stated that 20 students participated in the student poster session. Wigal suggested that the abstract form be amended to identify student poster.
16. Yost presented the Zone II report.
17. There being no further business, Fallon made motion to adjourn with second by Houston. Motion approved by voice vote. The meeting adjourned at 5:00 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 5 April 2005 Chattanooga, TN

1. The meeting was called to order at 12:30 pm by Beth Todd.
2. Shelton Houston read the minutes of the Spring 2004 luncheon business meeting. Minutes were approved by acclamation.
3. Beth Todd announced nominations for President Elect and Secretary-Treasurer which were presented to the executive board at the April 5, 2005 Sunday executive board meeting:

Shelton Houston – President Elect
Tulio Sulbaran - Secretary/Treasurer

On recommendation by Tom Dion and second by Keith Plemmons, the slate of officers was approved unanimously.

4. Beth Todd read a recommended wording change in the Bylaws.

Article III - Election of Officer

Section 1. Each Unit and Division will elect annually the following officers: Chair, Vice Chair, and Secretary. Unit officers must have previously held Division Chair positions. Normally Unit officers are elected from their assigned divisions; however, to ensure leadership continuity, a qualified member of any Unit can offer to run as an officer in another Unit, and if nominated and elected, hold office.

Rationale: Based on the ideas of several Ad Hoc Committees previously working on updating the Southeastern Section's Constitution and Bylaws, it was felt that flexibility and inclusion should be part of the new re-organization plan, while striving to incorporate a certain amount of rigor that supported current Section needs and organizational structure. This proposed amendment would provide a means to allow flexibility in serving as an officer in the section.

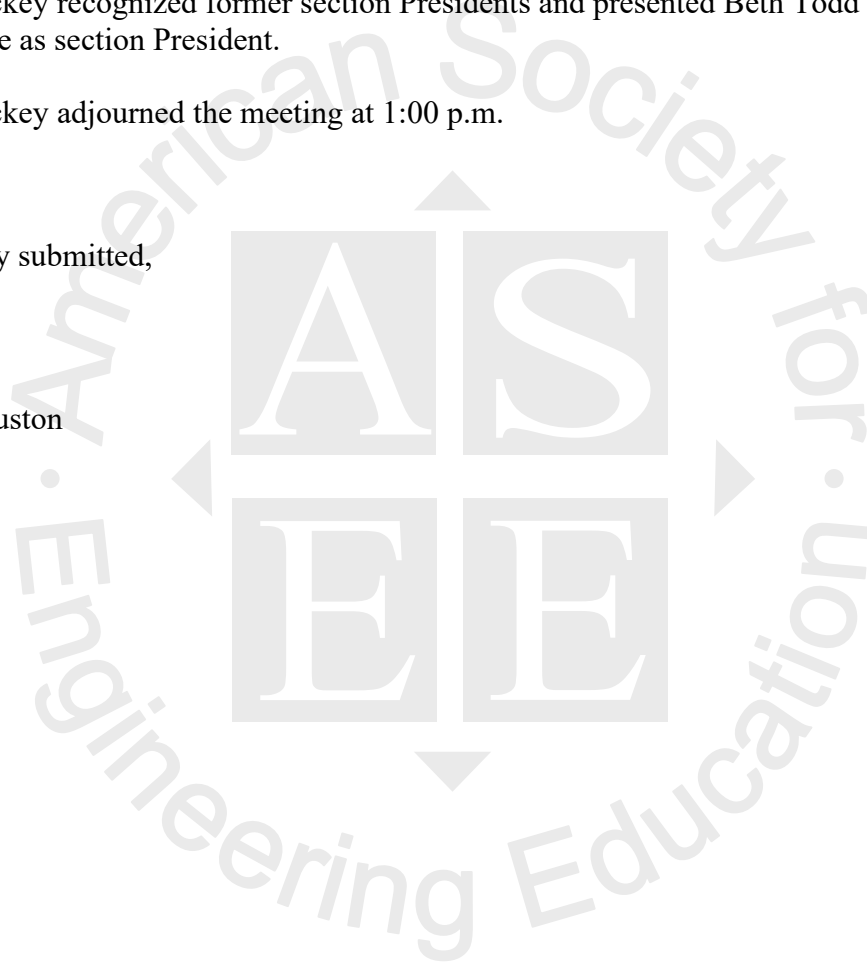
A secret ballot was conducted with the motion passing with 62 in favor and none against.

5. Joey Parker discussed the 2006 ASEE-SE Annual meeting that will be held April 2-4, 2006 in Tuscaloosa, AL and hosted by the University of Alabama. The conference will be held at the Sheraton Four Points Hotel adjacent to the university.
6. A request was made to explore Continuing Education Units (CEU) for the conference.

7. Paul Wilder and Randy Buchanan stated that the Research Division will continue to host the student poster session.
8. Future sites will be the University of Louisville in 2007 and The University of Memphis in 2008.
9. Beth Todd read the list of resolutions expressing appreciation to all those who helped with conference preparations. Motion made by Peter Hoadley with second by J.P. Mohsen to approve the resolutions. The resolutions were approved unanimously.
10. Beth Todd turned the meeting over to the new President, Laura Lackey.
11. Laura Lackey recognized former section Presidents and presented Beth Todd with a plaque for her service as section President.
12. Laura Lackey adjourned the meeting at 1:00 p.m.

Respectfully submitted,

Shelton Houston
Secretary





Resolution

Whereas the Southeastern Section of the American Society of Engineering Education has been the guest of the University of Tennessee at Chattanooga during its 2005 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 and to those who have contributed to the success and fellowship of the meeting

THEREFORE BE IT RESOLVED:

FIRST, that we thank the University of Tennessee at Chattanooga and its Faculty and its Administration for the invitation to meet in Chattanooga and for the pleasant and worthwhile experience which resulted, and

SECOND, that we express our particular appreciation to the host, *Dean J. Ronald Bailey*, and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinator, *Joseph Owino*; and in particular *Ms. Ginny Reese* and *Ms. Cheryl Faulkner* of UTC's Division of Continuing Education, and *Ms. Andrea James* of UTC College of Engineering and Computer Science, and

THIRD, that we celebrate the contributions of Dr. Rick Keyser of UTC to this conference prior to his untimely death, and

FOURTH, that we express our appreciation to the *Dismembered Tennesseans* for their "spiritful" entertainment at the Awards Banquet on Monday evening, and

FIFTH, that we thank all the *members of the Executive Committee and the Division Chairs* of the Southeastern Section, especially *Cecelia Wigal*, Technical Program Coordinator, and *Kenneth P. Brannan*, Webmaster and Newsletter Editor. In addition we thank all the reviewers for their efforts to ensure that the papers presented at this meeting were of the highest quality, and

SIXTH, that we express our appreciation to the *Honorable Congressman Zach Wamp*, 3rd District, Tennessee, for his outstanding Keynote Address, and

SEVENTH, that we express our appreciation to W. Terry Boston, P.E., Executive Vice President of TVA's Transmission/Power Supply group, for an informative and entertaining Plenary Session, and

EIGHTH, that we recognize the continued efforts of the Proceedings Editor, *Barbara Thomas*, and

NINTH, that we thank all the *exhibitors-Synplicity, Feedback, Inc., Learning Labs, Southern Educational Systems, Emona Industries, University of Alabama K-12 Initiatives, and UTC Sim Center-* for their displays and other support for the meeting, and

TENTH, that we applaud the contributions of the undergraduate and graduate students to the conference, especially in the participation of the inaugural Student Poster Competition, and

ELEVENTH, that we thank all those for their special contributions to the workshops, tours, and special sessions: Jack Selter, Pedro Arce, Jim Henry, Ed Foster, Ahmed Eltom, Jim Hiestand, and Steve Smith, and

TWELTH, that we celebrate engineering education now and as it evolves into the future.

BE IT FURTHER RESOLVED, that a copy of these resolutions be included in the minutes of this meeting, and that the Secretary be instructed to transmit copies to all concerned.

Respectfully submitted by the Committee on Resolutions.

A handwritten signature in black ink, appearing to read 'Beth Todd', with a stylized flourish at the end.

Beth Todd
President of Southeastern Section

American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Technical Program Planning Meeting 27 October 2005 – 3:00pm

Minutes

Attendance:

Laura Lackey, President, Mercer University
Beth Todd, Past-President, University of Alabama
Shelton Houston, President-Elect, University of Southern Mississippi
Cecelia Wigal, Chair, Programs, University of Tennessee at Chattanooga
Keith Plemmons, Secretary, Programs, The Citadel
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
Ken Brannan, Newsletter Editor & Web Administrator, The Citadel
Tyson Hall, Secretary, Computer Eng. and Tech Division, Southern Adventist University.
Robert Scoff, Chair, Engineering Technology Division, The Univ. of Memphis
Joey Parker, 2006 Host Institution, University of Alabama
Thomas Dion, Campus Rep. Coordinator, The Citadel
Curtis Young, Chair, Civil Engineering Division, Curtis Young
Shane Palmquist, Secretary, Civil Engineering Division
Paul Palazolo, Vice-Chair, Civil Engineering Division, University of Memphis
Tulio Sulbaran, Secretary, University of Southern Mississippi

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

Housekeeping items:

- A) Dinner Thursday evening at local restaurant
 - B) Continental breakfast @ 8:00 in the hotel
 - C) Check out time will be noon Friday
2. Brannan (in behalf of Woo) presented the information related to the conference abstracts and the technical program. 97 abstracts has been submitted, 94 of them for publication and 3 of them for presentation only. A second call for paper was done due weather related issues.
 3. Woo will notify the authors the status of their abstract during the week of Oct 31st, 2005.

4. Parker requested clarification regarding the number of meeting rooms that should be reserved for the paper presentation. The board indicated that Parker should reserve 4 rooms for papers presentation on Monday and Tuesday.
5. Wigal make a suggestion to modify the student registration form to clarify that the year level of the project correspond to the course and not the year level of the student.
6. Lackey requested input regarding the time of the Fall 2006 Board Meeting. It was decided that the meeting will take place at 3:00pm on Sunday in a room with a capacity for 40 people.
7. Thomas indicated that the proceedings will be prepared in the same way that has been done in the last two years. However, the book of abstract will be prepared by the host institution.
8. Thomas stated that extended papers must be in proper format to be included in the book of abstracts.
9. Ken provided information regarding the deadline for conference: 1- Dec 16, 2005 Full length paper and extended abstract due; 2- Jan 6, 2006 Reviewed papers and extended abstracts returned to authors; 3- Feb 3, 2006 Last day for authors to return revised paper, copyright due, author information.
10. Houston made a motion to adjourn with second by Todd. Motion was approved by voice vote.
11. The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Tulio Sulbaran
Treasurer-Secretary ASEE-SE

American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Executive Board Meeting 27 October 2005 – 7:00pm

Minutes

Attendance:

Laura Lackey, President, Mercer University
Beth Todd, Past-President, University of Alabama
Shelton Houston, President-Elect, University of Southern Mississippi
Cecelia Wigal, Chair, Programs, University of Tennessee at Chattanooga
Thomas Dion, Campus Rep. Coordinator, The Citadel
Becky Toghiani, Chair, Chemical Engineering Division, Mississippi State University
Curtis Young, Chair, Civil Engineering Division, Curtis Young
Robert Scoff, Chair, Engineering Technology Division, The Univ. of Memphis
Keith Plemmons, Secretary, Programs, The Citadel
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
Ken Brannan, Newsletter Editor & Web Administrator, The Citadel
Tulio Sulbaran, Secretary, University of Southern Mississippi

1. The meeting was called to order at 7:10 p.m. with distribution of an agenda. Lackey welcomed everyone and asked everybody to introduce themselves.
2. Sulbaran distributed minutes from the Spring Executive Board Meeting. After a short discussion, Thomas made the motion, second by Houston to approve the minutes with modifications. The motion passed by voice vote.
3. Sulbaran provided an update of the budgets through 06/30/04. The three section accounts were briefly discussed: operating account, research account, and BASS account.
 - a. The balance in the BASS account was \$14,985.65.
 - b. The balance in the research account was \$7,720.91.
 - c. The operating account was at a zero balance after partial payment for the section newsletter. This account can only be used toward publication of a newsletter.Houston made motion, second by Lackey to accept the report. Motion passed by voice vote.
4. Sulbaran distributed copies of the 2005-06 budget consideration. In determining the budget for the 05-06 fiscal year, 2004-05 expenditures were adjusted to the nearest dollar. The amount of local institutional collected during 2005 were used.
Houston made the motion, second by Brannan to accept budget consideration. Motion passed by voice vote.

5. It was discussed that ASEE national requires ASEE-SE to meet the national teaching award nomination deadline. Thus, Thomas made the motion, second by Sulbaran to send to national the teaching award nominee from the previous year to ensure that the section meet the deadline. Motion passed by voice vote.
6. It was discussed that each division chair must nominate one paper for best paper award. It was decided that Woo will notify all division chair of this requirement.
7. Lackey suggested to table discussion regarding Division Chair Award to the Spring Board meeting.
8. The following sites will be hosting the annual conference:
 - 2006 - University of Alabama
 - 2007 - University of Louisville
 - 2008 - University of MemphisThomas is responsible for contacting the following future possible host institutions:
 - Richard Warder (University of Memphis)
 - Nelson Baker (Georgia Institute of Technology)
9. Dion provided a report related to the campus representative. Currently, Dion is in the process of receiving report from the campus representative. Dion will then proceed to review the reports and select (with a committee) a campus representative to receive a Campus Representative Award
10. Brannan requested the host institution to send information about the conference to be included in the newsletter. Some examples of information that could be included in the newsletter are: pictures, registration information, sites to visit in Tuscaloosa, etc. Brannan suggested to the host institutions to check the previous newsletter to get ideas regarding the possible information to be included in the newsletter.
11. Yost sent the report to Lackey. However, Yost was not present in the meeting and no report of Zone II was presented
12. Lackey brought to discussion the creation of a new division - Professional Skills Division. It was decided that Lackey will contact Hoadley (proponent of the division) to indicate that the board is taking action on this and that an announcement will be put in the Newsletter to explore the interest on this division. Hoadley will be assigned as the contact person for people that are interested in this division.
13. There being no further business, Lackey entertained a motion by Houston with second by Dion to adjourn. Motion passed by voice vote and the meeting adjourned at 8:40 p.m.

Respectfully submitted,

Tulio Sulbaran
Treasurer- Secretary ASEE-SE

American Society for Engineering Education



Tulio Sulbaran, Treasure-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Conference Planning Meeting

28 October 2005 – 9:00am

Minutes

Attendance:

Laura Lackey, President, Mercer University
Shelton Houston, President-Elect, University of Southern Mississippi
Beth Todd, Past-President, University of Alabama
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
Keith Plemmons, Secretary, Programs, The Citadel
Cecelia Wigal, Chair, Programs, University of Tennessee at Chattanooga
Ken Brannan, Newsletter Editor & Web Administrator, The Citadel
Tyson Hall, Secretary, Computer Eng. and Tech Division, Southern Adventist University.
Robert Scoff, Chair, Engineering Technology Division, The Univ. of Memphis
Thomas Dion, Campus Rep. Coordinator, The Citadel
Paul Palazolo, Vice-Chair, Civil Engineering Division, University of Memphis
Shane Palmquist, Secretary, Civil Engineering Division
Joey Parker, 2006 Host Institution, University of Alabama
Tulio Sulbaran, Secretary, University of Southern Mississippi

1. Lackey opened the meeting at 9:00 a.m. with those attending introducing themselves.
2. Lackey asked for the dates of the FIE conference to try to schedule the ASEE-SE board meeting avoiding conflict with the FIE. The FIE in 2006 will be from Oct 28 to Oct 31st. It was stated that normally the ASEE-SE board meeting is done during the first week of November. It was suggested to make arrangements to hold the board meeting on Thursday Nov 2nd and Friday Nov 3rd, 2006 at the Clarion Suites Hotel.
2. Sulbaran distributed the Meeting minutes of the 2004 Conference Planning Meeting after a short discussion. Thomas made the motion, second by Dion to approve the minutes with modifications. The motion passed by voice vote.
3. Parker presented conference information. The ASEE-SE 2005 will be held in the Bryant Conference Center. The Four Points/Sheraton Hotel at a walking distance to the Conference Center. The following rooms were blocked for the conference at a rate of \$83 + Tax: 30 rooms for Saturday Night, 100 rooms for Sunday Night and 100 rooms for Sunday Night. Additionally at approximately 1 mile there is the Hampton Inn. The following rooms were blocked for the conference at a rate of \$80 + Tax: 30

Saturday, 30 Saturday, 30 Saturday. The Four Points/Sheraton Hotel is approximately 10 minutes walk to the engineering buildings.

4. Parker presented the floor plan of the Bryant Conference Center. The conference center is two story and both floors will be used. The break room, vendor area and student presentation area will be placed in the first floor. The presentations will be held in the second floor. Room rates included laptop (\$60) and Video/Data Project (\$85). No overhead project will be available. The computers will be able to accept USB Flash and CD ROM. However, the computers will not be able to accept floppy or zip disk. Parker will check with the conference center weather or not there is Internet access in the rooms. All meals with exception of the banquet will be held in the Four Points/Sheraton Hotel.
5. Decision was made that no rooms are needed on the conference center on Sunday. On Sunday the workshops and board meeting will take place on campus. It was suggested that Birmingham and Central Bank could be combined for the plenary section. Only one speaker will present and time for the plenary section could be reduced.
6. Parker presented the conference budget. After discussion about registration, Dion made a motion to set early conference registration at \$225.00 and late registration at \$250.00 with a student fee of \$50.00. Sulbaran proposed a friendly amendment for the late registration to be \$275 to maintain the \$50 different that has been customary in the past. The motion with the amendment was second by Lackey and passed by voice vote. After a short discussion, workshop without PDH will have a nominal fee of \$10 and workshops with PDH will have a nominal fee of \$25. Dion made a motion, seconded by Thomas to approve the fee structure.
7. Wigal will be requested by Plemmons to contact EXCEED to invite them to present a workshop in the ASEE-SE conference.
8. Thomas will produce 250 Proceedings CDs and 150 bound abstracts.
9. There being no further business. Houston made a motion, second by Sulbaran to adjourn the meeting. Motion passed by voice vote. The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Tulio Sulbaran
Treasure-Secretary