

ASEE SE Spring 2016 Executive Board Meeting

March 13, 2016

University of Alabama

Meeting Minutes

Meeting called by: Scott Schultz, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary

Attendees:

Name	Position	Email	School
Beth Todd	Host Site Chair	btodd.eng@gmail.com	University of Alabama
Cecelia Wigal	Section Secretary, IE Div Chair	cecelia-wigal@utc.edu	univ of tn at chatt
Chester Little	Eng'g Tech Vice-Chair	littlec@apsu.edu	Austin Peay State University
Cindy Waters	Chair Awards and Recognition	kwaters@ncat.edu	North Carolina A&T
Daniel Kohn	Treasurer	dekohn@memphis.edu	Univ of Memphis
Donna Reese	Secretary, Software Engineering	dreese@cse.msstate.edu	Mississippi State University
Gary Steffen	Zone II Chair	steffen@ipfw.edu	IPFW
Harry Powell	Vice chair elec. Div.	hcp7ad@virginia.edu	University of Va.
Hodge Jenkins	news ltr /web editor	jenkins_he@mercer.edu	Mercer Univ.
John Brocato	President-Elect	brocato@engr.msstate.edu	Mississippi State University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	George Mason University
Monika Bubacz	Instructional Division Chair	mbubacz@citadel.edu	The Citadel
Otsebele Nare	EE & Awards Secretary	otsebele.nare@hamptonu.edu	Hampton University
Priya Goeser	Technical Program Chair	priya.goeser@armstrong.edu	Armstrong State University
Sally Pardue	k-12 Secretary, Prog Unit Secretary	spardue@tntech.edu	Tenn Tech Univ
Scott Schultz	President	schultz_sr@mercer.edu	Mercer Univ.
Tanya Kunberger	Chair-Programs	tkunberg@fgcu.edu	Florida Gulf Coast University
Tim Wilson	Vice-Chair Awards and Recognition Unit	wilsonti@erau.edu	Embry-Riddle Aeronautical University
Todd Schweisinger	Chair, Research Division	todds@clemson.edu	Clemson University
Tom Fallon	chair, p&p unit	tfallon@kennesaw.edu	Kenneaw State University
Tyson Hall	Paper Mgt Website Coord, CmpE Div. Chair	tyson@southern.edu	Southern Adventist University

Introductions were made by all. Gary Steffen is here from Zone II. He is position elect for Zone II representative but starting the position now since the 2015-2016 Zone II representative is no longer active in the position.

Meeting Minutes Fall 2015 Executive Board I (Cecelia Wigal)

The fall minutes were reviewed with the following revision suggestions:

- Correct "Georgia Mason" to "George Mason" in attendee's school
- Take out "j" at end of new business paragraph.

Motion made to approve the minutes with suggested revisions made by Tom Fallon and seconded by Chester Little. Minutes approved.

Treasurer's Report (Daniel Kohn)

Daniel provided a copy of the account information to the board members and provided the following:

- A review of the BASS account and the administrative fee from the National Office. We have not yet seen the charge place on our BASS account.
- We did get \$3000 conference seed money back from the University of Fla for the 2015 conference
- We will still be doing the Deans mailing of CDs for papers thus we still need money budgeted for this activity.
- Membership income has been declining for a number of years. The Deans (or their administrative support) are not checking the \$50 extra to go to the section. Daniel is proposing we send a letter with the CDs that ask the Deans to check this box to help out the conference. It was mentioned that maybe we can make it an "opt out" additional fee instead of an "opt in". Ken Ball says he can bring this up at the Dean's Council at the National level.
- We have not received the professional dues section allocation from the National Office for over 1.5 years. That is normally about \$1800. Daniel Kohn is going to check on this. (*Action Item*)

Technical Sessions Report (Priya Goeser)

Priya reported on the status of the technical program for the conference. There are 61 full paper presentations and 13 nonpaper presentations. In addition

- There were 94 reviewers
- The IE and Engr Design divisions had 0 abstracts submitted
- This is a much smaller conference than recent past conferences
- The Low number of submitted abstracts and papers may be due to fewer papers from the host institution.
- There are some combined sessions due to the low number of papers in some divisions

Host Site Report (Beth Todd)

Beth reported on the status of registration and other issues of the Host site.

- There are 86 regular registrations and 23 student registrations
- Gross income of the conference is approximately \$24,825
- Three workshops were offered but there was only 1 registrant; thus the workshops were cancelled
- There are no sponsors for the conference. It is important to get someone to head up this activity.
- The Sunday reception is at Mugshots across from the Embassy Suites
- There will be a separate lunch presentation for students though all will get the same lunch. The student speaker is a University of Alabama professor who is speaking on graduate programs
- There will be tours of laboratories at 3pm and 4pm on Monday
- The Awards Dinner is at the River Market. It is not far from Embassy Suites.
- The Past Presidents meeting is at 10:40am on Tuesday in SERC 3027
- Parking for the conference is free since classes are not in session. Attendees can park in any lot.
- Students can attend any event and session they want to attend.
- Parking is free at the Embassy Suites.

Proceedings Editor Report (Barbara Bernal)

No report – Barbara is not in attendance

Nominating Committee Report (Scott Schultz for Tulio Sulbaran)

The committee is nominating Hodge Jenkins for President Elect and Daniel Kohn for Treasurer.

Section Awards Report (Cindy Waters)

Cindy reported that the evaluation of award candidates went well. She suggests that the tools used during the process be shared with those taking on the evaluation next year. The officers of the Research Division will make the award announcements – except for the Campus Representative award. In addition

- Ken Brennan will be given service award. He is not able to attend the conference this year so it was decided that he receive the award via the cell phone.
- Hodge Jenkins requested a list of the award winners for the website. Daniel wants them also to cut the checks more quickly. Gary Steffen also requested the list so he can report of the Award Winners to the National Office. (*Action Item*)

2017 Conference Report (Tom Fallon for Barbara Bernal)

2017 conference will be the Zone II Conference in Puerto Rico. Barbara is the Host Site Chair and Dan Bundy of the North Central Section is the Technical Program Chair for this conference. Tyson Hall learned that Open Conference may be used for the conference. Gary Steffen, Zone II rep, stated he will emphasize the Zone II conference during the Zone II meeting at the National Conference. John Brocato stated he will attend the Zone II meeting at the National Conference so he is a part of the Zone II Conference discussion.

Since the 2017 conference is a Zone Conference the section decided that

- The Program Unit officers will vote someone in this year as Secretary but the officer positions will freeze for two years since the Unit will not be responsible for a technical program in 2017. This was a motion by Tanya Kunberger and seconded by Priya Goeser. Unanimous approval.
- John Brocato stated that there will be a regular Executive Board Fall Meeting. There will need to be some discussion on the 2017 conference (Awards for example). In addition Embry Riddle will be present to report on the 2018 conference.

Future annual meetings (Tom Fallon)

The following summarizes the schedule of Host Sites for the Section conferences for the near future:

- 2018 Embry Riddle Aeronautical University in Daytona Beach, Florida
- 2019 Auburn University (signed formal invitation acknowledgment still needed)
- 2020 University of Memphis (The Dean received confirmation letter but still awaiting feedback from the Dean)
- 2021 George Mason University (Ken Ball) Fairfax, VA
- 2022 The Citadel is showing interested

John Brocato stated that Mississippi State is interested in hosting again.



Campus Reps Report (Ken Ball)

Ken Ball shared that 16 campus representatives provided reports this year. This accounts for approximately 1/4 of the section campus representatives. Ken's goal is to get 1/3 of the representatives reporting. Ken's other goals include having the campus representatives attend the National Conference and having them attend their campus representative meetings. He will be contacting them soon and will remind them of early registration. Ken desires to have an article in the fall ASEE SE Newsletter to help attract Campus Representative activity.

Cindy Walters is this year's Campus Representative Award winner for her outstanding campus activity.

Council of Past President's Report (Scott Schultz for Tulio Sulbaran)

The Council of Past Presidents will meet at 10:40 am on Tuesday.

Newsletter Editor and Webmaster Report (Hodge Jenkins)

The full program is now on the website. The next newsletter will highlight the new president.

Paper Management Website (Tyson Hall)

All went well with Open Conference for this conference. The submission of the student posters were added to the site.

Zone II Chair Report (Gary Steffen)

The National Budget is looking up. There was a 1.2 million dollar deficient that was paid off. National office cut \$700,000 from their budget – there is still \$50,000 still to cut. To meet this they are looking at consolidating office space. In addition, endowments exist that are paying for part of the National awards. ASEE has been making up the difference. Due to the budget issues ASEE will cover the difference for this year but may go to donors for future years.

Other issues discussed include

- Zone II will be updating its operating manual.
- National is having a record year on submission of abstracts and papers.
- The Risk Management team says they need to get things documented in the IT area so this is an upcoming action. Of interest is Monolith. Monolith was designed internally by ASEE but they believe we should look at products on the market.
- ASEE is pushing hard for international membership.
- ASEE increased the institutional dues significantly (it more than doubled to over \$5000). National does not know how the increase in dues will affect membership. The increase may scare away some institutions.

Old Business

The Bylaws and Constitution did get approved by Nationals.

New Business

Research Division Award and Papers

Todd Schweisinger questioned what should be the criteria for accepting papers in the Research Division. Should a professor or graduate student be able to present a paper with no engineering education content? Can undergraduate students present a paper in this division? Much discussion followed as to the purpose of the Research Division and whether we desire to include or exclude people.

- Ken Ball agrees that if the paper does not include an educational context it should not be in the conference.
- Tom Fallon mentioned that the more constraints we have, the fewer papers we will receive.
- Tyson Hall mentioned that it has been odd that the New Researcher Award goes to people who do not generally attend the conference. Tyson also wonders whether we have the expertise to evaluate and compare the pure research of various individuals in different disciplines.
- Tim Wilson mentioned that we do not want to be the publisher of last resort for people who cannot get their research published in their discipline based conferences and journals.

Conversation moved to ensuring that we communicate that papers to the conference have an educational component. For example, Ken Ball suggested that we ask the authors to communicate how their research enriches someone's educational experience such as involving students in experiential learning. They may want to share how others use the research at their home institutions. All papers should show some impact to education. Todd Schweisinger proposed putting information in the call of papers stating authors should emphasize the education context in all papers. Graduate students can also communicate how their work can be applied in the classroom. Tim Wilson proposed to put topics of engineering education to the top of the call for the Spring 2018 conference. The paper evaluation form used by reviewers could be revised to include a question about engineering education content. This is up to the technical program chair to initiate.

Division Mission Statements

Sally Pardue proposed that all divisions should clarify their mission and type of papers expecting. These missions can go on the website. It was proposed that the Officer's Manual should be updated to include a description of each division – its mission and paper types expecting. (***Action Item***)

New Faculty Research Award Responsibility

Todd Schweisinger proposed moving the awarding responsibility of the New Faculty Research Award to the Awards Unit. The Awards Unit would then use the Research Division as needed to evaluate the nominations.

Officer's Manual Update

It was proposed that the Past Presidents Council review the Officer's Manual to make it align with the present officer best practices. Scott Schultz will head this up as Immediate Past President and chair of the Past Presidents Council. (***Action Item***)

Best Instructional Paper Award

Monika Bubacz questioned how often can the Section give the Best Instructional Paper Award to the same person? Hodge Jenkins mentioned that the past year's best conference paper could be automatically



nominated for the following year's best instructional paper. But what if the paper is not instructional? This initiated a discussion of what do we mean by an instructional paper. Beth Todd mentioned that the name Best Instructional Paper predates the instructional division – every paper was considered instructional.

The concern is that the unit is not receiving a large number of paper nominations. Maybe it is the award title that is holding back nomination. Maybe if “instructional” is removed from the award name more paper nominations will occur. Cindy Walters motioned that we change the name of the Thomas C. Evans Instructional Paper Award to the Thomas C. Evans Engineering Education Paper Award. Seconded by Donna Reese. The motion was tabled until the Fall 2016 Executive Board meeting.

ASEE Interdivisional Town Hall Meeting

Scott Schulz mentioned that there will be an Interdivisional town hall meeting June 27th at ASEE the National Conference. Topic of the meeting is the ABET changes on Section 3 and Section 5. We need a representative to attend. John Brocato volunteered to represent the Section at this meeting.

Expense Reimbursement

Daniel Kohn reminded those who have conference expenses to please see him for reimbursement.

Adjournment

Donna Reese motioned to adjourn. Priya Goeser seconded. Meeting adjourned 5:40pm.

Action Items

	Action	Responsible Party	Due Date	Status
1	Make stated changes to the Fall 2015 Executive Meeting minutes	Cecelia Wigal	05/01/2016	
2	Check on the status of the Section Professional Dues Allocation	Daniel Kohn	06/01/2016	
3	Provide the list of Spring 2016 Award winners to Hodge Jenkins and Gary Steffen	Cindy Walters	05/01/2016	
4	Update the Officers' Manual	Scott Schultz and Past Presidents Council	10/01/2016	
5	Include descriptions of the Units and Divisions in the Officers' Manual	Scott Schultz and Past Presidents Council	10/01/2016	

ASEE SE Spring 2016 General Membership Annual Meeting

March 15, 2016

University of Alabama

Meeting Minutes

Meeting called by: Scott Schultz, Section President
Minutes author: Cecelia M. Wigal, Section Secretary

Meeting called to order at 11:55am.

Minutes (Cecelia Wigal)

Minutes from the 2015 annual meeting were reviewed. The following corrections were requested:

- In item 5 “treasure” should be “treasurer”
- In item 9 “ppt points” should be “presentation slides and materials”.

Sally Pardue motioned to accept the minutes as amended. Priya Goeser seconded. Motion passed.

Nominating Committee Report (Scott Schultz for Tulio Sulbaran)

The nominating committee presented its slate of candidates for the 2016 – 2017 year

- Treasurer: Daniel Kohn
 - Priya Groeser moved close of nominations, Sally Pardue seconded
 - Unanimous Yes – Congrats Daniel!
- President Elect: Hodge Jenkins
 - Tanya Kunberger moved to close nominations, Daniel Kohn seconded.
 - Unanimous Yes – Congrats Hodge!

Conference Spring 2017 Report (Scott Schultz for Barbara Bernal)

The 2017 conference is a Zone II conference. Zone II includes the Indiana-Illinois Section and the North Central Section as well as the Southeastern Section. The conference will be in San Juan, Puerto Rico Mar 2 – 5, 2017. The conference hotel is the Caribe Hilton close to the business district. There will be a special day long tour (for an additional cost) the day after the conference that may interest many people.

Conference Spring 2018 Report (Tim Wilson)

The 2018 conference will be at Embry Riddle Aeronautical University in Daytona Beach, Florida. The date is not yet set but it will most likely be near Bike Week.

Old Business

During the last annual meeting it was suggested that we should collect the conference presentation materials, such as power points slides, so they can be shared with the membership. We were supposed to discuss this at the fall 2015 conference meeting, but did not. It was suggested that we discuss it this coming fall. But it was also suggested that we get hold of the presentation materials from the 2016 conference in the next few weeks. We can most likely do this using Open Comp as an attachment to the paper submittal. *Priya Goeser took on the action to check with Tyson Hall to see if this can be done. If so she will send an email to all presenters asking them to post their presentation materials.* These



materials will then be posted with the papers on the ASEE SE website as part of the historical materials of the conference.

New Business

- John Brocato read the Conference Resolutions thanking the host site, the technical program chair, the speakers, and all those that made the conference successful. The Resolutions are attached here as attachment 1. Following the reading of the resolutions Sally Pardue moved to accept them. Tim Wilson seconded. Unanimous acceptance.
- The 2016 Fall Executive Board meeting will be in October in Atlanta.

Other Business

- 2015-2016 President Scott Schultz handed the theoretical gavel to John Brocato as the 2016-2017 Section President for the remainder of the meeting.
- John Brocato thanked Scott Schultz for his service to the Section and presented him with a plaque.

Adjournment – 12:13pm

Motion to adjourn made by Beth Todd and seconded by Priya Goesser.

Action Items

	Action	Responsible Party	Due Date	Status
1	Check with Tyson to determine if OpenConf can be used to collect the conference presentation materials	Priya Goesser	4/1/2016	
2	Set up OpenConf to collect the conference presentation materials if Action 1 is affirmative.	Tyson Hall	4/10/16	
3	Send out an e-mail to the 2016 conference presenters requesting them to post their presentation materials to the OpenConf site for the 2016 Conference once it is set up by Tyson Hall	Priya Goesser	4/15/16	
4	Post access to the 2016 Conference presentation materials with the conference papers on the Section website.	Hodge Jenkins	4/30/16	

RESOLUTION for the ASEE Southeastern Section Annual Meeting
March 15, 2016
University of Alabama
Tuscaloosa, AL

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of the University of Alabama during its 2016 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 have contributed to the success and fellowship of the meeting,

THEREFORE LET IT BE RESOLVED:

FIRST, that we thank the University of Alabama and its faculty and administration for the invitation to meet in Tuscaloosa and for the pleasant and worthwhile experiences which resulted, and

SECOND, that we express our sincere appreciation to the host, particularly Dean Charles Karr and President Stuart Bell, and to each member of the Host Committee who worked so effectively under the capable leadership of Host Site Coordinator Beth Todd, including Carol Sanders, Michelle Estes, Lucy Fonseca, and Judy Skelton, and

THIRD, that we thank the University of Alabama College of Engineering and Mughshots Bar and Grill for the outstanding reception provided on Sunday evening, and

FOURTH, that we express our appreciation to Lucy Hamric for arranging the delightful music provided at the Awards Banquet on Monday evening, and

FIFTH, that we thank the Executive Committee of the Section, the Division Chairs of the Section, all paper reviewers, and particularly Technical Program Chair Priya Goesser for their dedicated efforts in planning an excellent program, and

SIXTH, that we recognize the officers of the Research Division and the volunteer judges for their fine efforts in hosting the Student Poster Competition, and

SEVENTH, that we express our appreciation to Dr. Sarah Rajala, Dean of Engineering at Iowa State University and Chair of ABET's Engineering Accreditation Council, for an outstanding Keynote Address, and to Dr. Pete Ludovice of Georgia Tech for his superb and impromptu standup set at the Awards Banquet, and

EIGHTH, that we recognize the continued outstanding efforts of Proceedings Editor Barbara Bernal, Paper Management Website Coordinator Tyson Hall, and Newsletter Editor and Webmaster Hodge Jenkins, and

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 ASEE-SE Committee on Resolutions,

John Brocato, Chair

RESOLUTION for the ASEE Southeastern Section Annual Meeting
March 15, 2016
University of Alabama
Tuscaloosa, AL

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of the University of Alabama during its 2016 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 have contributed to the success and fellowship of the meeting,

THEREFORE LET IT BE RESOLVED:

FIRST, that we thank the University of Alabama and its faculty and administration for the invitation to meet in Tuscaloosa and for the pleasant and worthwhile experiences which resulted, and

SECOND, that we express our sincere appreciation to the host, particularly Dean Charles Karr and President Stuart Bell, and to each member of the Host Committee who worked so effectively under the capable leadership of Host Site Coordinator Beth Todd, including Carol Sanders, Michelle Estes, Lucy Fonseca, and Judy Skelton, and

THIRD, that we thank the University of Alabama College of Engineering and Mughshots Bar and Grill for the outstanding reception provided on Sunday evening, and

FOURTH, that we express our appreciation to Lucy Hamric for arranging the delightful music provided at the Awards Banquet on Monday evening, and

FIFTH, that we thank the Executive Committee of the Section, the Division Chairs of the Section, all paper reviewers, and particularly Technical Program Chair Priya Goesser for their dedicated efforts in planning an excellent program, and

SIXTH, that we recognize the officers of the Research Division and the volunteer judges for their fine efforts in hosting the Student Poster Competition, and

SEVENTH, that we express our appreciation to Dr. Sarah Rajala, Dean of Engineering at Iowa State University and Chair of ABET's Engineering Accreditation Council, for an outstanding Keynote Address, and to Dr. Pete Ludovice of Georgia Tech for his superb and impromptu standup set at the Awards Banquet, and

EIGHTH, that we recognize the continued outstanding efforts of Proceedings Editor Barbara Bernal, Paper Management Website Coordinator Tyson Hall, and Newsletter Editor and Webmaster Hodge Jenkins, and

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 ASEE-SE Committee on Resolutions,

John Brocato, Chair

ASEE SE Fall 2016

Conference Technical Program

Planning Meeting

September 30, 2016

Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: John Brocato

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Past Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Chair	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Chair	littlect@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
John Brocato	President	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen			Florida Institute of Technology
Monika Bubacz		Mbubalz@citadel.edu	The Citadel
Pete Ludovice		pete.ludovice@gatech.edu	Georgia Tech
Sally Pardue	K-12 Div Secretary, Programs Unit Vice Chair	spardue@tnitech.edu	Tennessee Tech University
Scott Schultz	Section Immediate Past President		Mercer University
Tim Wilson	Research Division Chair		Embry-Riddle Aeronautical University
Tyson Hall	Paper Management	tyson@southern.edu	Southern Adventist University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Dan Budny	Zone II Conference Chair		

The meeting was called to order at 9:10am.

Motion was made by Scott Schultz to accept the minutes of the Fall 2015 Conference Technical Program Planning meeting. Motion seconded by Monika Bubacz. Minutes approved.

Statistics on Abstract Submission (Dan Budny)

Dan Budny stated that 208 abstracts were submitted across all divisions and workshops. 13 of the abstracts are for abstracts. The rest of the abstracts are spread across the divisions:

- 14 Administrative
- 4 Bio Engineering
- 1 Chemical Engineering
- 10 Computer Engineering
- 1 Design
- 10 Electrical Engineering
- 14 First Year Engineering Programs



- 8 Industrial Engineering
- 15 Instructional
- 15 K12 Programs
- 22 Mechanical Engineering
- 11 Professional
- 15 Research
- 10 Engineering Technology

Presently there is a possible 177 papers across 35 sessions. 15 of the submitted abstracts do not seem to fit in any division or fit for engineering education. Tyson Hall stated that the 15 abstracts can be rejected. He also suggested that D. Budny could send an email to the individual authors that the abstract is rejected but the author could resubmit if he/she show how the paper is related to engineering education. If the abstract author is a student another option is for the student to present in the poster session instead.

There are 13 workshop abstract proposals. D. Budny suggested that Tom Trustey from Illinois Indiana head up the review of the 13 workshops. B. Bernal mentioned that Sally Pardue could also help with this task. D. Budny will ask Sally to help. There is room for 5 all day workshops and 10 half day workshops. Workshops are scheduled from 9am to Noon and 1pm to 4pm on Thursday.

Paper Submission/Review Process

D. Budny is sending emails to the ASEE SE Division Chairs to lead the reviews. To begin the process the Division Chairs need to go to the Zone II website, sign in at the author site, click on submit abstract, register under “reviewers and division chairs,” and enter DivisionChair as the keycode. Once in the system, complete the requested information and then submit.

- Acceptance for abstracts are due out the end of September.
- Paper drafts are due on November 4th.
- Reviews of papers will be assigned by November 8th. (DivisionChairs should register to lead reviews by mid-October)
- Peer reviews are due by November 30th.
- Final papers are due January 6th.

Tyson Hall will send D. Budny the paper template used by the ASEE SE section.

Other Conference Information

The preliminary schedule of the conference will be posted on the conference website following submission of the draft papers. The Proceedings will be available by mid-January.

Gary Steffen, as the Zone II Chair, will act as the Host of the conference do the welcome letter.

It was asked how bills for the conference are being paid. ASEE National has already paid the down payment for the conference at the hotel. D. Budny started a company through which he flows money (through PayPal account) for conferences such as this one. It was suggested that another member from the Zone have access to the PayPal account. C. Wigal suggested G. Steffen as Zone II Chair.

Other Business

The following are in response to discussions opened during the fall 2015 Technical Program Planning Meeting.

Paper Review Process

- Tyson can write a script to indicate if any changes are made between draft and final submission to help out division chairs during the review process.
- Last year Priya Goesser mentioned a desire to use a more detailed evaluation form for the papers instead of the high level review. Gary Steffen says there is a Zone rubric but it is not detailed. G. Steffen will send D. Budny the zone II evaluation form.
- Tyson Hall suggested that the review needs a question such as “to what detail does this paper address engineering education” on a 1 to 5 scale. If the paper scores low in this category, then the author must revise and add a paragraph or two that defines how the research or work impacts engineering education. Matthew Jensen suggested we identify what is meant by engineering education. For research based papers the author may need to add a reflection on how topic benefits the education of students.
- Last year it was stated that Division Chairs should try not to assign reviewers from their own institution. Many believe this is not a large issue. They believe the bigger issue involves individuals reviewing papers originating from their own institution. It will be suggested that Division Chairs not be formal reviewers since they also review as the Division Chair. The conference Tech Program chair and T. Hall have the ability to revise reviewer comments if they are inappropriate.
- The question arose whether the section should enforce increased transparency during the review process, such as removing the author names until final submittal. This is possible in Open Conference. The authors would have to remove reference to their university and program. J. Brocato suggests doing this only if it is absolutely necessary. D. Budny said it would be easier for the reviewer to remove themselves from reviewing if there is an issue with reviewing the paper. Matthew Jensen added that non double blind reviews may be an issue with getting the papers accepted for search engines.

Inclusion of Papers in Proceedings

- Papers from authors who do not attend or present at the conference are removed from the Proceedings. There are exceptions. In this case of these exceptions a “friendly” author can present the paper.
- Two papers per registered attendant is maximum for the Zone II conference.

Transferring Lessons Learned

- No progress has occurred on Sally Pardue's request that the Conference Technical Program Chair's lesson learned notes be attached to the Officers Manual so we can learn from the experience of previous Chairs. She also mentioned that a group wiki may help to begin information sharing. In the past the information sharing has been between Technical Program Chairs. Future discussion may cover converting the officer's manual to a wiki format.

Section Server Space

- There is still a concern as to flexibility of our server for section use as positions transfer. Presently the website is housed by ASEE National. The Paper Management system (Open Conference) is presently maintained at Southern Adventist University by Tyson Hall and other faculty and students. Historical data is on Daniel Kohn's server. It was suggested to buy host space so the server is not at a specific member's host site.
- Tyson will send a document with all passwords and other important information for Open Conference to D. Kohn so it is on the historical data site.

Adjournment

Tim Wilson moved to adjourn. Seconded by Daniel Kohn. Meeting adjourned at 10:50am.

ASEE SE Fall 2016 Executive Board Meeting

September 29, 2016

Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: John Brocato

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Past Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IF Div Chair	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Chair	littlect@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
John Brocato	President	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen			Florida Institute of Technology
Monika Bubacz		Mbubalz@citadel.edu	The Citadel
Harry Powell			
Todd Schlesinger			
Scott Schultz	Section Immediate Past President		Mercer University
Tim Wilson	Research Division Chair		Embry-Riddle Aeronautical University
Tyson Hall	Paper Management	tyson@southern.edu	Southern Adventist University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Dan Budny	Zone II Conference Chair		
Gary Steffen	Zone II Chair		

The meeting was called to order at 7:26 pm.

Motion made by Scott Schultz to approve the minutes of the Fall 2015 Executive Board Meeting. Daniel Kohn seconded. Minutes approved.

Treasurer's Report

The status of the section finances was reviewed.

- Last year generated 0 income and expenses of \$2,840.46
- The section has not received any income from ASEE Nationals for membership dues. The section as not received the dues income for 1.5 years. The following discussion occurred.
 - Dan Budny believes the \$50 membership fee from the Colleges and Departments is no longer an automatic part of the membership. Deans must select to donate to their section (by selecting the appropriate box on the membership form).
 - Ken Ball brought this topic up to the Deans at the Engineering Deans Council meeting. The Deans were not aware of the need to select to donate to the section.

- A cover letter to the Deans explaining the fee and how to donate may be helpful to the Deans.
- S. Schultz proposed that the section provide a chart illustrating the section's decreased revenue from the institutional dues over the years to ASEE National via G. Steffen to communicate the issue.

Treasurer's report was moved for approval by Tim Wilson. Seconded by Scott Schultz. Report approved unanimously.

Budget Considerations

Daniel Kohn presented the Budget Proposal for 2016-17. The proposal assumes that all income gets taxed.

- The expected income is \$660.84, with most coming from the \$50 of the institutional dues.
- The tax from Nationals is expected to be \$183.25 (30% of all income).
- The expense for the fall meeting was increased by \$50. C. Wigal wondered why is this necessary if the section is not spending close to the previously budgeted cost.
- Open Conference now has a yearly fee of \$700. Paying this fee makes more features available that are very helpful to Tyson.
- The section agreed to provide the Zone II Conference \$2000. \$700 of this pays for the Software licensing fee for the paper submission website.

Tim Wilson motioned to approve the budget. S. Schultz seconded. Unanimous approval.

Note that the Zone II report states that ASEE National will cover any loss from the Zone II conference.

Host Committee (Zone II Conference 2017)

Barbara Bernal proposed the registration costs for attendees other than students at the conference:

- Early Bird \$350 (until Jan 13th)
- Regular \$375 (by Feb 10th)
- Late \$450

Tim Wilson moved acceptance of the proposed registration costs. Scott Schultz seconded. Motion approved (unanimous).

Barbara Bernal proposed the registration \$150 cost for undergraduate and graduate students participating in the poster competition at the conference. This registration includes

- Lunch and banquet on Friday of the conference
- Full registration packet
- Can attend any technical sessions
- Can pay to attend workshops

Tim Wilson moved acceptance of the proposed student costs. John Brocato seconded. Motion approved (unanimous).

Barbara provided additional information on the conference.

- There will be guest passes for students and significant others for meals.
- A goal of the conference is to have students attend. The section members should support participation from their campuses. Participation from the Puerto Rican universities will also be requested. Matthew Jensen agreed to making contact with someone he knows in Puerto Rico to solicit help in recruiting students to attend the conference.
- Another goal is to have a graduate student recruiting fair where faculty and potential students can meet.

Section Awards (announcing at Conference)

Tim Wilson will provide the award announcements for dissemination to the Section membership. The following summarizes discussion of the various awards. Hodge Jenkins will post the award announcements on the Section website.

Tony Tilmans Award

The Tony Tilmans award is now call the Tilmans-Dion awards.

Campus Rep Award

Kenneth Ball has a goal to get 1/3 of the campus reps to complete and submit their campus rep reports. He is in progress of contacting 19 institutions, requesting them to designate campus reps. Daniel Kohn is concerned that campus reps do not get involved in the section. He wonders whether John can make any recommendations to the Deans about this since he is the National Campus Rep. John Brocato said this was addressed at the National Conference to Grant Crawford, Vice President of Member Affairs.

Gary Steffen, our Zone II chair, recommends that the National office should contact those institutions that do not have an assigned Campus Rep.

Student Poster Competition

The student poster competition is the Zone's responsibility for this conference. The evaluation process will be identified later. Tim Wilson will be responsible for getting out the call. The hotel will provide stands for the posters. Posters should come rolled up and should be 48 x 36 inches.

Future Annual Conferences

The sites of the future ASEE SE annual conferences were reviewed.

- 2018 Embry-Riddle Aeronautical Univ – Daytona Beach, FL
- 2019 Auburn University – Auburn, AL
- 2020 The University of Memphis – Memphis, TN
- 2021 George Mason University – Fairfax, VA
- 2022 *The Citadel – Charleston, SC*
- 2023 *Mississippi State University – Starkville, MS*

Italic indicates tentative commitment.



The section has not yet received a confirmation from the University of Memphis for the 2020 conference. However, Daniel Kohn stated that a letter was sent from Memphis to Scott Schultz last April confirming them as a host site.

John Brocato sent letters to George Mason University and The Citadel to confirm them as conference hosts but has not yet received a response. Ken Ball stated he will get a letter of confirmation sent from George Mason. J. Brocato will send a letter of confirmation request to Mississippi State University this fall.

Conference Proceedings

The 2016 proceedings was completed using Open Conference. Barbara Bernal proposed that the Deans receive an email with link to the proceedings for the conference. Barbara will send the e-mail as the proceedings editor.

The budgeted Deans mailing (\$500) will pay for a student to make a script to automatically generate links from Open Conference to the conference and then to National database.

Other Reports

- **Zone II Chair** report by Gary Steffen. The Zone II Conference executive committee (chairs) will determine the best zone paper.
- **Campus Representative** report provided by Kenneth Ball as part of the Awards Report.
- **Newsletter and Website** report by Hodge Jenkins. Please contact Hodge for any updates or changes to the website.

Review of Committee Assignments

John Brocato reviewed the committee assignments for the upcoming year and conference.

- **Nominating:** Scott Schultz (chair), Tulio Sulbaran, Priscilla Hill, Priya Goesser
- **Programs:** Priya Goesser (chair), Sally Pardue, Charles Newhouse, Barbara Bernal
- **Resolutions:** Hodge Jenkins (chair), Cecelia Wigal, Scott Schultz, Sally Pardue
- **Awards:** Tim Wilson (chair), Otsebele Nare, Michael Woo, David Calamas, Richard Stansbury, Sarah Wilson, and Kenneth Ball
- **Publications and Promotion:** Sarah Lee (chair), Monica Bubacz, Todd Schweisinger, Barbara Bernal, Hodge Jenkins, Tyson Hall, and Kenneth Ball

Officer Manual Changes

Addendums were added to section 1.3 (Immediate Past President) and section 3.10 (Council of Past Presidents). The addendums add the campus rep chair as feed to the vice president positions. It is a slight change in how to move from a division chair position to unit position.

Other edits are complete. Daniel Kohn suggested that present position people should look at their position statements to see if any changes are needed. Scott Schultz will invite the Section officers to the dropbox to make changes to the Officer's Manual with the goal all changes will be made by the spring meeting. At that time the executive committee will vote on the acceptance of the revised document. S.



Schultz emphasized that we all need to review the Officer's Manual to ensure it is up to date. Comments for revision should be provided to Cecelia Wigal.

Old Business

- It is important to recognize the Division Offices and Executive Board Officers at the conference.
- Criteria for accepting research papers was discussed. Of concern is the lack of engineering education content, undergraduate researchers, and the New Researcher Award going to individuals who do not generally attend the conference. It was suggested to send the award announcement to those schools with Ph.D. programs in engineering education.
- The creation of Division mission statements was discussed. It was suggested to use the mission statements defined by ASEE National. John Brocato is to update the By-Laws under Organization (Article I), to add these mission statements. He will send the revision to the executive board for approval and then to the membership 30 days before the spring meeting for vote of membership. Tyson Hall suggested that the entire By-Laws for other unit and division corrections.
- The tabled proposed change of the name of the Thomas C. Evans Instructional Paper Award to the Thomas C. Evans Engineering Education Paper Award was opened for discussion. The proposal was seconded and approved for acceptance (Unanimous)

New Business

None

Motion to adjourn meeting made by John Brocato, seconded by Daniel Kohn. Motion approved. Meeting adjourned at 10:25pm.

ASEE SE Fall 2016

September 29, 2017

Conference Site Planning Meeting

**Microtel Inn & Suites
Atlanta GA**

Meeting Minutes

Meeting called by: John Brocato

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Past Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Chair	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Chair	littlec@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
John Brocato	President	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen			Florida Institute of Technology
Monika Bubacz		Mbubalz@citadel.edu	The Citadel
Pete Ludovice		pete.ludovice@gatech.edu	Georgia Tech
Sally Pardue	K-12 Div Secretary, Programs Unit Vice Ch	spardue@tnitech.edu	Tennessee Tech University
Scott Schultz	Section Immediate Past President		Mercer University
Tim Wilson	Research Division Chair		Embry-Riddle Aeronautical University
Tyson Hall	Paper Management	tyson@southern.edu	Southern Adventist University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Dan Budny	Zone II Conference Chair		

Networking, Welcome, and Introductions

All introduced themselves and signed the attendance sheet.

Approval of Minutes

The Fall 2015 minutes were reviewed. Barbara Bernal requested that the estimate of flight costs for the Spring 2016 conference be changed from \$800 to \$350. Minutes were approved as revised. (Motion by D. Kohn, 2nd by B. Todd. Approved unanimously)

Summary and Lessons Learned from Spring 2016 Conference – Beth Todd

Overall, the conference was attended by 81 attendees, 14 students from 37 institutions. The income from the conference was \$24,825; presently expenses are unknown. (The responsible employee left the institution.) The impression is that the expenses are greater than the income. The University of Alabama is covering any loss on the conference.

Following are some lessons learned from planning and running the conference.

- The Host chair should be released of a class
- The Faculty supporting the conference were overloaded



- Student helpers are very helpful. It is highly suggested to use them.
- Getting the conference website up on time is important.
- Undergraduate students participating in the Poster Competition are the only ones who should get discount student prices. Graduate students should not get the lower registration rate. This should be made clear on the website.

Spring 2017 Conference – Barbara Bernal

Overview

The conference is a Zone II conference in San Juan Puerto Rico March 2 – 5, 2017

- Flights are presently between \$250 and \$400.
- Conference begins on Thursday with workshops from noon to 5:00pm
- Conference ends Sunday at 1:00pm.
- Section Executive Board meetings can occur Thursday between 3:00 and 5:00pm. 3 rooms are reserved.
- The opening reception will occur Thursday evening and will be outside. There is a backup plan in the case of rain.
- The Keynote speaker is Dr. Bevlee Watford, Professor of Engineering Education, Associate Dean of Academic Affairs, and Director of the Center for the Enhancement of Engineering Diversity, College of Engineering at the University of Virginia.
- The Best Paper presentations and lunch are scheduled for Friday from 12:30pm to 2:00pm. All 3 sections may have best paper presentations.
- The conference rate is presently unknown.
- There will be a Book of Abstracts. At least one author must attend the conference for the paper to be in the Book of Abstracts.

Hotel

The Conference venue is Caribe Hilton

- Hotel is 15 minutes from the San Juan Airport (SJU)
- \$199 for rooms, \$239 for ocean side with balcony. (American dollars)
- Transportation from the airport to the hotel is unclear. The Hotel website does not indicate a hotel shuttle.
- There will be Wifi in the meeting spaces.
- There will be a projector and screen in each presentation room. We must provide computers.
- There is complimentary Internet Access in the sleeping rooms and public spaces.

Event Location

Most events will occur at the conference hotel.

- Breakfast rooms can fit 120 people in round tables.
- 4 presentation rooms for Friday, Saturday, and Sunday
- Hotel will support the student poster session on Friday
- Awards dinner will occur Friday



- There will be breakfast and lunch on Saturday but no dinner
- There will be a closing lunch on Sunday.

There will be opportunities for excursions on Saturday afternoon.

SE Section Elections

The Southeast section can hold its division and unit elections during the breakfast times. It was suggested by D. Kohn that maybe elections for units can occur first followed by elections for the divisions (at the same breakfast). B. Bernal requested there be someone to coordinate this.

Conference Registration and Website

Registration will use PayPal. The registrant does not have to have a PayPal account to use the PayPal service.

ASEE is hosting the conference website. All information about the conference will be on this website. Presently the conference information links are on the website site, but most are missing information. The information will be filled in as it is determined. Presently the author page is available with most information.

Proposed Technical Program – Dan Budny

Dan announced that 207 abstracts were submitted to the conference.

- 19 from Illinois Indiana
- 27 from North central
- 120 from Southeast
- Remaining from outside the three sections

D. Budny is requesting reviewers of the abstracts. C. Wigal proposed that the SE division chairs take the lead on the review of abstracts and papers for the conference for their divisions but use reviewers from all three sections. Division chairs have to sign up on the paper submission site to review papers (using the key code DivisionChair).

All presentations will have a paper, either full or work in progress. Authors have the option of changing a paper to a work in progress. D. Budny suggests limiting the number of papers presented by a single author to 2 (the SE section has limited it to 3 in the past). Budny's goal is 305 participants.

D. Budny scheduled 3 paper presentation sessions each day (allows for 190 papers)

S. Schultz voiced a concern of not having enough presenters to fill 4 rooms for 3 sessions. He suggests that someone presenting more than 1 paper presents one of them on Sunday.



Conference Workshops – Barbara Bernal

There are 13 workshop proposals. D. Budny proposes that the technical conference chairs choose the workshops. The maximum number of workshops for Thursday is 5 (5 rooms are reserved).

Publishing Conference Papers

The topic of linking published papers to the National ASEE site arose again. D. Budny stated this could be provided for individual authors or all conference authors. Linking allows the Zone II papers to be a part of paper searches through ASEE. This could be helpful to individuals on tenure track. ASEE charges \$25 per paper for this service but the service must be done through Monolith.

D. Budny proposed charging authors \$35 for the service is done for individual authors. The extra fee is needed because it would be extra work on the individuals handling the paper management system (OpenConference). It is a question if this can be done at all – have OpenConference communicate to Monolith for linking to the ASEE National database. Gary Steffen will address this with National. B. Bernal knows the programmer for Monolith and proposed to ask if the programmer can allow individuals to enter the papers. D. Budny stated he will make it an individual option for authors if it is possible. OpenConference does have an option for adding a cost per paper.

It was also suggested that we could find a way to have the national search engines link to our conference proceedings database.

Old Business

There was no old business to discuss.

New Business – John Brocato

There was no new business to discuss

Meeting Adjourned

Meeting was adjourned at 7:25pm. (Motion by J. Brocato, 2nd by S. Schultz)