![ASEE — American Society for Engineering Education logo]

ASEE SE Spring 2019 Executive Board Meeting

March 10, 2019

NC State University, Raleigh, NC

Meeting Minutes

Meeting called by: Sally Pardue, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary
Date: May 9, 2019

Attendees:

Name	Position	Email	Institution	Exec
Anna Howard	2019 Conference Site Coordinator	annahoward@annahoward.com	NC State University	x
Beth Todd	Chair: Mech Engr Div	btodd@eng.ua.edu	University of Alabama	x
Cecelia Wigal	Sect Secretary, Chair: Admin Div	cecelia-wigal@utc.edu	UT Chattanooga	x
Chris Wilson	Vice Chair Awards	chriswilson@tntech.edu	Tennessee Tech	x
Chuck Newhouse	Vice Chair Programs	newhousecd@vmi.edu	Virginia Military Institute	x
Daniel Kohn	Sect Treasurer, Chair: Comp Engr & Te	dekohn@memphis.edu	University of Memphis	x
David Calamas	Chair: Research Div	dcalamas@georgiasouthern.edu	Georgia Southern University	x
Harry Powell	Vice President Awards Unit	hcp7ad@virginia.edu	University of Virginia	x
Hodge Jenkins	Sect Past President, Newletter Editor	jenkins_he@mercer.edu	Mercer University	x
Jeffrey Rice	Chair: Chem Engr Div	jrice@tntech.edu	Auburn University	x
John Brocato	Proceedings Editor, Chair Prof Skills Di	brocato@engr.msstate.edu	Mississippi State University	x
Priya Goeser	Vice President Program Unit	pgoeser@georgiasouthern.edu	Georgia Southern University	x
Sally Pardue	Sect President	spardue@tntech.edu	Tennessee Tech	x
Todd Schweisinger	Vice President Publications Unit	todds@clemson.edu	Clemson University	x
Tyson Hall	Paper Management Website Coordinato	tyson@southern.edu	Southern Adventist University	x

Below is a summary of the discussion and outcomes of the spring 2019 ASEE SE Executive Board meeting on Sunday March 10th, 2019 convened at 3:06pm by Sally Pardue, Section President.

Meeting Minutes Fall 2018 Executive Board Meeting (Cecelia Wigal)
Daniel Kohn moved to approve the minutes and Harry Powell seconded. The approval passed unanimously.

Treasurer's Report (Daniel Kohn)
All is going will with the system managed by Nationals. The section has almost $47,000 in its BASS account. Spring 2018 award winners should have received their checks for the new award amount approved in fall 2018. Daniel reminded the Section that the Research account will start to go down due to the new award amount.

Daniel has not heard if the National System will go online.

Conference Host Site Summary Report (Anna Howard)
At the time of this meeting, the Conference has 135 early, 16 late, and 39 student registrations. There are 16 additional special registrants (invited, no cost). The total income from registrations is $51,060. The expected income from sponsorships is $12,000. Total income is approximately $64,000.

The expected expense so far is $42,000 which includes expenses for food and operations. The formal Host Summary Report is included as **Attachment B**. Some of the key information in the report is included below.

- There are donations from the University of use of vans and hats.
- The final cost for catering is being determined,
- NC schools are being specially recognized Monday night. They donated $500 each to the conference. This helped get other NC schools involved.
- There was a press release about the conference provided to PRISM.
- There will be a graduate school symposium for undergraduate students.
- There is a Twitter account for the conference that can be used for following conferences.
- A Tracfone was bought for the use of the conference. This can be provided to the host chair of future conferences.
- There were complaints that there was not a student rate for graduate students for the conference.

Conference Technical Sessions Summary Report (Chuck Newhouse)
The conference has 95 paper presentations, 7 workshops, and 27 student posters as defined below. 51 papers were withdrawn from the paper submission process.

- Full Papers at Conference   73
- Works in Progress at Conference   22
- Undergraduate Student Posters   27
- Workshops   7

There are moderators for all sessions. Anna Howard is providing laminated instructions in each room for the moderators.

There were some issues with the paper submission process. One is that some emails to reviewers and authors were going to spam filters. It is important to know if participants are receiving emails. Chuck had over 800 email communications. The other issue was a chair having to use another email address to be a reviewer. Chuck thinks this issue can be fixed.

See **Attachment C** for the full Technical Program Summary Report.

Paper Management Website Coordinator Report (Tyson Hall)
The paper management system worked well for this conference. The external server is working well also.

Proceedings Editor Report (John Brocato)
The Proceedings are already up on the link at Nationals. Sally will make an announcement about this to the Conference body. Keeping this in mind we need to track what presenters do not show so the Proceedings can be update. Cecelia Wigal suggested there be a form for the moderator to complete for each session to indicate that a paper is missing. This will be done for Monday and Tuesday. Feedback will be given to the technical program chair, Chuck Newhouse.

Chuck Newhouse mentioned that the editorial process for the papers took a little bit of work - about half of the papers needed some corrections. John Brocato is going to go through all 95 papers to make sure all in the correct format. If a paper is not in the correct format, John will tell the author that paper will not be in proceedings unless it is corrected. Tyson Hall suggested that the paper titles be checked against what was submitted. Sometimes the titles change. Chuck Newhouse suggested ensuring that authors' names are no longer blinded.

John contacted the Editorial Director at Prism to get some advice on how to make the ASEE-SE conference Proceedings more searchable and accessible. The result of this conversation is found in **Attachment D**. Daniel Kohn asked if the use of the suggested service will be a charge to the Section. John Brocato will ask about this **(Action item).**

Nominating Committee Report (Hodge Jenkins)
The committee will nominate Priya Goeser for President-Elect of the Section and Monica Bubacz for Treasurer-Elect of the Section.

Section Awards Report for 2019 (Harry Powell)
There were 21 applicants for the 6 awards. The award winners are provided in **Attachment E** - Awards Report.

Tyson suggested that there be a link on the Section website to the original publishing of the Outstanding Paper award.

Student Poster Competition (David Calamas)
There are 27 student posters for this conference which is less than what was at the 2018 conference. For this conference the student poster abstracts were evaluated using an electronic judging system. They are thinking of using a similar process for the posters next year where the reviewers use google forms. The process is mobile friendly.

John Brocato wants to know how to get the abstracts for the posters so they can be included in the Proceedings. David Calamas will send this year's abstracts to John (**Action Item**).

2020 Annual Meeting Plans: Auburn University (Sally Pardue for John Hung)
John Hung provided the call for papers for the conference, though he is not attending the conference. No one from Auburn is registered to observe the 2019 Conference to prepare for the 2020 Conference.

Sally will ask John Hung to provide a video or narrated power point about the conference so the Executive Board can review (**Action Item**).

Future Annual Meeting Sites (Todd Schweisinger))

Future Annual Meeting sites are:
- 2020 Auburn University
- 2021 George Mason University – Fairfax, VA
- 2022 The Citadel – Charleston, SC
- 2023 Mississippi State University – Starkville, MS
- 2024 Kennesaw State University – Kennesaw, GA

Memphis has not committed to 2015 yet. Daniel Kohn states that the Dean feels it is too far in the future to commit. VMI is considering 2016. Chuck Newhouse brought this to the attention of ASEE SE Vice Pres of Promotions. John Brocato mentioned that Mississippi State University now has a Conference Center and Hotel. It is already being reserved through 2022 for other events. John's preference of date for the 2023 conference is the last week in March or the first week in April. Sally Pardue reminded all that the date of the conference is up to the Host Site.

Todd Schweisinger wants to know how far advance to plan. The response was we thing he is doing great with 7 years. We are used to 3 years only.

Zone II Chair Report (Andy Kline)

The following summarizes the report.
- ASEE nationals is replacing monolith.
- BASS accounts will still have 30% indirect charge on all but seed funds. This practice will continue for at least another year.
- Andy Kline has some 125th anniversary pins. There are also anniversary Prism magazines, however they did not arrive. The Section did get 2 copies.
- Andy reminded the Section to provide the names and emails for the Award winners to him. He also wants any fun lists of statistics of the conference. He also needs dates of future conferences.
- Anna Howard was nominated as the Zone's Outstanding Teacher's Award for Nationals. (Anna needs to be shown as such on the website for spring 2019).

Campus Representative Report (Ken Ball)

No report

Newsletter & Website Report (Hodge Jenkins)

Hodge Jenkins requested items for the newsletter and website such as pictures of events for the next conference and a report on the Spring 2019 conference. Time Wilson stated he will also compose a report as the new Section President.

The Section website is working well since ASEE Nationals has been housing it.

Council of Past Presidents (Hodge Jenkins)

The Council has no present actions. However, Daniel Kohn asked if the new award amounts have been updated in the Officers' Manual (**Action Item).**

Old Business (Sally Pardue)
The active Action Items (shown in Table 1) from the fall meeting were reviewed.

Table 1: Action Items from Fall 2018 Executive Board Meeting.

Action (Fall 2018)		Responsible Party	Due Date	Status
1	Determine if we can put more money into the research account from the BASS account for use for awards, etc.	Daniel Kohn	March 10, 2019	~~Open~~ CLOSED
2	Determine the process for how Nationals recognizes seed money for Host Sites so that it is not subject to the 30% fee.	Daniel Kohn	Dec 1, 2018	Closed
3	Establish a target balance in the BASS account for the end of the fiscal year (end of September).	Daniel Kohn Tim Wilson	Fall 2019	Open
4	Determine a means to disseminate to the Puerto Rican population the offer for Section financial support for their attendance at the ASEE SE Conference.	Tim Wilson Daniel Kohn Todd Schweisinger (ad hoc committee)	December 1, 2018	Closed
5	Provide the 2017 revision of the Officers' Manual to Daniel Kohn for archiving.	John Brocato	Oct 11, 2018.	Closed

- Action item 1 is now closed. Money goes into BASS then is moved to Research. Thus, it is still taxed.
- Action item 3 is still active. This should be addressed at the Fall 2019 meeting.
- Action item 4 is closed. No one took advantage of the financial support.
- Action item 5 was closed Oct 11, 2018. The revised Officers' Manual is posted on the Section website.

John wants to know what the practice is for slate of officers for the Divisions. It was stated that each Division can determine its own practice.

New Business (Sally Pardue)

Graduate Student Conference Registration
Sally Pardue mentioned that graduate student registration rate for the conference should be the same rate as faculty since it is for full attendance at the conference. Sally is requesting for an ad hoc committee to look into the rates for students, graduate students, poster presenters, and paper presenters. Daniel Kohn says the board sets the tiers, the host sets the costs. Sally is recommending the past presidents council take this on. Sally will be the chair for 2019-2020.

Innovations for Technical Program (Prya Goeser)
Prya Goeser wonders if there a way to use something like Google Calendar to let people know of due dates for paper submissions, etc.

Sally Pardue thinks there should be detailed technical program guidelines as to the best practices and expectations of the technical program chair. Sally recommends that the President-Elect take on the responsibility to update and build on this information. Presently dates are not consistent across documents. They should be the same. Sally reminded that the ASEE SE site is the official host site unless the host site wants to use its own.

Transfer of Materials Between Host Sites
The Tracfone acquired by NC State host can be handed off to Auburn for them to buy minutes. The signs can be passed on to the next host site s well.

Host site notes need to be updated in the Officers' Manual. Anna Howard will be happy to work on this.

A Google account and a Twitter account were set up to help with communication for the 2019 conference. These accounts can be used by the host of the 2020 conference as well. Daniel Kohn suggested there be one google account – so the research unit would then use the same one. The Section could also build folders of documents in this account. This seems to be a Secretary's account responsibility as well as a data management policy. Sally Pardue wants an ad hoc committee to come up with a digital management policy. Cecelia Wigal, Tyson Hall, Daniel Kohn, John Brocato, and Anna Howard are on this committee. John Brocato will chair.

Conference Attendance
It appears that attendance at the conferences is down. The number of people who have come to the last 3 conference is small. 60 have come to the last two. Anna Howard thinks we should look at who is attending our conferences to help us improve attendance.

Awards (Harry Powell)
Harry Powell states that the Awards time line is very tight. In addition, submissions come in a large array of formats. This makes assessing them very difficult. Harry wants to know if this process can be electronic where specific documents are submitted. A web-based application allows for this. It could be possible to have a separate upload portal for each document required.

Harry also thinks that the single process/rubric for evaluating the awards is not benefiting the evaluations. He thinks there should be a different well defined rubric for each award. Open Conf can handle this. This is an activity for the Research Unit. **(Action Item)**

Student Posters
New best practices and forms were developed that can be shared with the next person to lead the assessment of the posters.

Communications
Sally Pardue is going to propose that all members go into their ASEE membership site to allow them to receive emails from ASEE since ASEE has defaulted to no communication.

Paper Length
It was asked if the 6 page limit includes references and bio. Sally Pardue is concerned that 6 pages is too short for the Section to be competitive at Nationals. It was motioned by Cecelia Wigal seconded by Hodge Jenkins to allow Full Papers to be no more than 10 pages in length not including references and bios.

This motion was moved to table by Todd Schweisinger and seconded by Prya Goeser to consider the difference between Work in Progress (WIP) papers and Full papers. WIP papers can be presented in less time. They can also be posters instead of papers. There were 20 WIPs this year. WIPs do go into the Proceedings.

It was motioned by Chuck Newhouse that WIP papers have a suggested length of 3 to 4 pages excluding references and bio and that Full papers have a length of 6 to 10 pages, excluding references and bio. The motion was seconded by Chris Wilson.

Cecelia Wigal withdrew the original motion. Conversation continued with Tyson Hall stating we need to decide if WIPs are posters or full presentations. Sally recommends we can leave WIPs as papers but move to posters if needed by the numbers. Daniel recommended we tell WIP authors to present for 10 minutes and leave 10 minutes for discussion.

No action taken on the motion.

Adjournment
Hodge Jenkins moved to adjourn the meeting and Daniel Kohn seconded. The meeting adjourned at 5:27pm.

Attachment A: Active Action Items

	Action (Spring 2019)	Responsible Party	Due Date	Status
1	Establish a target balance in the BASS account for the end of the fiscal year (end of September).	Daniel Kohn Tim Wilson	Fall 2019	Open
2	Determine if the use of PEER for the Proceedings comes at a cost to the Section. If so, determine the cost.	John Brocato	Fall 2019	Open
3	Define a policy to easily get the student poster abstracts into the conference Proceedings.	John Brocato	Dec 2019	Open
4	Provide a video or narrated power point presentation on the 2020 hosting of the conference to the Executive Board.	John Hung	Fall 2019	Open
5	Ensure that the new award amounts are in the Officers' Manual	Sally Pardue	Fall 2019	Open
6	Define specific rubrics for each Section award.	Research Division	Dec 2019	Open

Attachment B – Spring 2019 Host Site Report

Registrants: $51,060
- 135 Early Bird registrants ($300)
- 16 additional (12 regular $400 and 4 late $465)
- 39 student registrants ($100)
- 14 team and speaker, comped registrations
- = 204 people involved

Sponsorships – $12,000:
- $3500 McGraw-Hill for the coffee mugs and coffee to go in them
- $2000 Autodesk for the bags
- $1500 Western Carolina University for Monday lunch
- (3) $750 Graduate Student Information Sessions Sponsors (Duke, NC State, UNC Charlotte)
- (5) $500 North Carolina Universities Night table sponsors (UNC Wilmington, UNC Charlotte, Campbell University, Wake Tech / Engineering Pathways, East Carolina University)

Predicted Expenses: $41,000?
- Event site $900
- Burner phone, name tags, ribbons, etc. $300
- Speaker $1100 (One speaker was military and couldn't accept an honorarium.)
- Band $1100
- Bags $1800
- Mugs $2600
- Programs & Signs $2300
- Food & AV $27,000

Innovations:
- Burner phone
- Passing along the division signs
- Moderator info in the session rooms
- Roundtable sessions
- Graduate School Information Session
- Universities Night Sponsors
- Press release to Prism – was unfamiliar but very happy to help
- Report for past attendees
- Twitter account

Are there standards for?

- What we pay speakers?
- Whether we comp rooms or registrations?
- Workshops? Difficult to fill all of them.
- How do we pass on knowledge?

Anna Howard
Teaching Associate Professor, MAE, NCSU

Attachment C – Technical Program Report Spring 2019

The Numbers

Full Papers at Conference	73	
Works in Progress at Conference	22	Total of 95 papers
Undergraduate Student Posters	27	
Workshops Submitted	11	Seven accepted
Approximate Papers withdrawn	51	

Similar to previous years, five technical sessions were scheduled. Four of the sessions had five concurrent presentation times, the last session had four. Each presentation time allowed for four presentations.

The papers were required to undergo a double-blind review process this year, the first time that ASEE SE has used this process. Overall, the review process went well. There were a number of questions about how a double-blind review process works, and some authors did not follow directions all the way, but it was a step forward for the conference.

Two major weather events caused for two delays in the submission deadlines.

There were 12 papers that were not assigned reviewers on time. I did not figure this out until the time that reviews were due. Reviewers were eventually assigned and reviews were done. Most papers received 3 reviews. However, there were some that only received 2.

The biggest challenge this year was authors not receiving emails from the Open Conference email system. For next year, I recommend that all authors be required to do something to confirm that they are receiving emails when the sign up. This could be an automatically generated email that they must click to ensure that they are receiving emails. Unfortunately, some emails went into junk folders (which was confirmed by some).

The second biggest challenge was authors confusing the ASEE SE section requirements with the National ASEE requirements.

I discovered that reviewers could be "upgraded" to advocates (chairs). This worked better than asking reviewers and advocates to sign up with two accounts.

Submitted by Chuck Newhouse

Attachment D - Conference Proceedings Report

Update on Making ASEE-SE Conference Proceedings More Searchable and Accessible
John Brocato
ASEE-SE Proceedings Editor

Mark Matthews, Editorial Director; Editor, Prism:

I can offer a little information about making Section proceedings accessible. You may be familiar with ASEE PEER, our online archive. It started out as a repository for Annual Conference papers, but now accepts Section proceedings as well as other conference papers. It was developed to be machine readable and enable searches via Google Scholar. I've personally found the PEER site very searchable. Our IT department is now working on generating digital object identifiers (DOIs) for Annual Conference papers. Apparently, those help increase readership, particularly with library searches. I will put in a request that the same be done for Section proceedings. We would be happy to hear of any suggestions you may have to improve the archive system.

Brocato:

Thanks very much. This is helpful info. In addition to your submitted request for section proceedings to get DOIs, are there any other steps we as a section can do to help this process along?

Matthews:

The only thing I can think of is making sure there's a seamless method of getting your papers into the ASEE archive (I'm clueless about how that works).

Patti Greenwalt, Managing Director, Member Services:

You need to send the PDFs to us and then IT has to upload them for us.

So, unless the board prefers otherwise, I'll start sending our proceedings to Patti Greenwalt for inclusion in the ASEE archive.

Attachment E – Awards Report

Number of Applicants by category
- Thomas C. Evans Award : 4
- Mid-Career Teaching Award : 5
- New Researcher : 7
- New Teaching : 2
- Outstanding Teaching : 3

Award Recipients

Faculty New Researcher Award

Runner Up :

Dr. Mary Katherine Watson The Citadel,

mwatson9@citadel.edu

1st Place

Dr. Michael MacCarthy, Mercer University

michael.maccarthy@gmail.com

Thomas C. Evans Outstanding Instructional Paper Award:
Dr. Rachael McCord,

rmccord1@utk.edu

ASEE SE Section New Teacher Award
Dr. Stephanie Jorgensen, Tennessee Tech

sjorgensen@tntech.edu

ASEE SE Section Mid Career Teaching Award
Dr. J. Robby Sanders Tennessee Tech

rsanders@tntech.edu

Outstanding Teaching Award
Dr. Simon Ghanat, The Citadel

sghanat@citadel.edu

Some Thoughts on the Process
- We had a very diverse range of applicants
- We had a large number of submissions
  - One category had 7

- - o By product of increased award amounts?
- Awards unit works on a very tight timeline
- Submissions come in a wide range of formats:
  - o Number of docs submitted varies from one applicant to another
  - o Some word doc , some pdf
- Lack of uniformity makes assessment difficult

Proposal for Improvement
- Use a Web based application process
  - o Specific categories of docs requested for each award. For example, New Researcher award would have different categories for requested documents vs Outstanding Teaching award.
- Align scoring rubrics for each award
  - o Rubric/weightings different for each award
  - o Align scoring rubric with requested documents

Meeting Minutes

Meeting called by: Sally Pardue, Section President
Minutes author: Cecelia M. Wigal, Section Secretary

Below is a summary of the discussion and outcomes of the Spring 2020 ASEE SE General Membership Annual meeting on Tuesday March 12th, 2019 convened at 12:07pm by Sally Pardue, Section President.

Minutes (Cecelia Wigal)
C. Wigal read the minutes from the 2018 annual meeting. Beth Todd moved for approval. Anna Howard seconded. Approved as amended (to indicate that Daniel Kohn was not at the conference).

Nominating Committee Report
The nominating committee presented its slate of candidates for the 2019-2020 year.
- President Elect: Prya Goeser
- Treasurer Elect: Monica Brobacz

Tyson Hall moved to close the nominations. Harry Powell seconded. The slate was accepted unanimously. Congrats to all!

Conference Spring 2020 Report (Sally Pardue)
The 2020 conference will be at Auburn University, March 8th – 10th. The Call for Papers is included in print in the 2019 conference program. Abstracts will begin to be accepted Sept 3rd. The Call for Papers and additional conference information will in the next section newsletter.

Future Meeting sites (Sally Pardue)
The Executive Board has the conference sites planned out through 2024, with a bid for 2025. If anyone is interested in hosting the conference in 2026 please see one of the Executive Board members.

Old Business (Sally Pardue)
There was no old business coverage at the meeting.

New Business (Sally Pardue)
Following is a summary of recent discussions and activities of the Executive Board as well as summary of discussions from the section body.

- The section is exploring tiered registration for students to adapt for students who are more than poster participants. The section wants to promote graduate and undergraduate student participation and to influence their path to be researchers of engineering education. The Executive Board will provide guidance for the future.

- Chuck Newhouse indicated there presently is no paper length for conference papers. Suggested lengths for next year's conference are 3 to 4 pages for work in progress (WIP) papers and 6 to 10 pages for full papers, not including references and biographical information.

- John Brocato updated the section on the progress of archiving our proceedings with the National office. The person in charge of this at Nationals is requesting Nationals archive section papers like they do national papers. John hopes this is in place by next year.

- Puerto Rico is a part of our section. Our section wants to do something for our colleagues in Puerto Rico (PR) to help them continue their work and participation in ASEE despite the results of the recent hurricane. Since the section has a healthy finance account Todd Schweinger (from the Publications and Promotions Unit) is taking applications to support travel and registration for PR colleagues to travel to ASEE conferences. Faculty or students can apply for the grant. No one took advantage of this opportunity for the ASEE SE Section 2019 Conference.

- Some of the section members are not receiving email notifications from ASEE. Sally is suggesting members check whether their email systems are allowing the ASEE emails through. Log on to your membership to check settings.

- Many of the section members did not get the communications from OC for this conference. Check your email settings to ensure OC messages can be accepted. The Executive Board is working on an alternative means to ensure members are receiving OC messages.

Other Business
- Tim Wilson read the 2019 Section Resolutions. They are included here as Attachment A.

- Sally Pardue presented the virtual gavel to Tim Wilson, the newly elected 2019-2020 Section President.

- Tim Wilson thanked Sally for her work as the 2018-2019 Section President and handed her a virtual recognition plaque.

Adjournment
A motion to adjourn was made by Sally Pardue and seconded by Daniel Kohn. Tim Wilson adjourned the meeting at 12:35pm.

RESOLUTION for ASEE-SE 2019 Annual Meeting

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of North Carolina State University at Raleigh, North Carolina, during its annual meeting on 8–10 MAR 2019; 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 who have contributed to the success and fellowship of the meeting;

THEREFORE, LET IT BE RESOLVED:

FIRST, that we thank North Carolina State University and its faculty and administration for the invitation to meet in Raleigh, North Carolina, at their campus and at the State View Hotel for the pleasant and worthwhile experiences which resulted;

SECOND, that we express our particular appreciation to the NC State campus hosts, Dr. Warwick A. Arden, Executive Vice Chancellor and Provost, and Dr. Louis Martin-Vega, Dean of Engineering, and to the Host Committee who worked so effectively under the capable leadership of Host Site Coordinator, Dr. Anna Howard, Workshops Coordinator Evelyn Brown, Lina Battestelli, Lisa Bullard, Matt Cooper, Helen DiPietro, Jacob Fremderman, Darsee Heath, James Kribs, Lisa Marshall, Nancy Moore, and Candice Wallace;

THIRD, that we thank the Executive Committee of the Southeastern Section under the leadership of section president Dr. Sally Pardue; Technical Program Chair, Dr. Charles Newhouse; Paper Management Website Coordinator, Dr. Tyson Hall; and Dr. John Brocato, Proceedings Editor; as well as the division chairs serving as review advocates and section members serving as session moderators for their part in planning and support of an excellent conference program; and

FOURTH, that we recognize the fine efforts of Dr. David Calamas, Student Poster Coordinator;

FIFTH, that we express our appreciation to Mr. Marshall Brain for the keynote address provided at Sunday evening's reception;

SIXTH, that we express our appreciation to Dr. Hans Jürgen Hoyer for an outstanding Plenary Address on Monday;

SEVENTH, that we express our appreciation to Dr. Stephanie Adams, ASEE president-elect and Dean of the Batten College of Engineering and Technology at Old Dominion University, for her informational luncheon address on Monday;

EIGHTH, that we express our appreciation to Mr. Mark Meno, Chief Engineer at Fleet Readiness Center East, for his engaging, insightful, and challenging banquet address on Monday evening; and

NINTH, that we thank our conference sponsors—Autodesk, Duke University, the Duke University Department of Mechanical Engineering and Materials Science, Campbell University School of Engineering, Eastern Carolina University, Engineering Pathways, McGraw Hill Education, North Carolina State University, the University of North Carolina Wilmington, Wake Technical Community College, and Western Carolina University—for their support of the meeting.

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
Dr. Timothy A. Wilson, ASEE-SE President Elect 2018–2019, chair

RESOLUTION for ASEE-SE 2019 Annual Meeting

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of North Carolina State University at Raleigh, North Carolina, during its annual meeting on 10–12 March 2019; 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 who have contributed to the success and fellowship of the meeting;

THEREFORE, LET IT BE RESOLVED:

FIRST, that we thank North Carolina State University and its faculty and administration for the invitation to meet in Raleigh, North Carolina, at their campus and at the State View Hotel for the pleasant and worthwhile experiences which resulted;

SECOND, that we express our particular appreciation to the NC State campus hosts, Dr. Warwick A. Arden, Executive Vice Chancellor and Provost, and Dr. Louis Martin-Vega, Dean of Engineering, and to the Host Committee who worked so effectively under the capable leadership of Host Site Coordinator, Dr. Anna Howard, Lina Battestelli, Evelyn Brown, Lisa Bullard, Matt Cooper, Darsee Heath, James Kribs, Lisa Marshall, and Nancy Moore;

THIRD, that we thank the Executive Committee of the Southeastern Section under the leadership of section president Dr. Sally Pardue; Technical Program Chair, Dr. Charles Newhouse; Paper Management Website Coordinator, Dr. Tyson Hall; and Dr. John Brocato, Proceedings Editor; as well as the division chairs serving as review advocates and section members serving as session moderators for their part in planning and support of an excellent conference program;

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Respectfully submitted by the Committee on Resolutions
Dr. Timothy A. Wilson, ASEE-SE President Elect 2018–2019, chair

ASEE SE Conference Technical Planning Meeting

Microtel Inn & Suites (Perimeter Center)
6280 Peachtree Dunwoody Road, Atlanta GA, 30328
(678) 781-4000

Friday, 18 October 2019
8:30 a.m.

Called by:	Tim Wilson, Section President
Author:	Cecelia M. Wigal, Section Secretary (as recorded by Sally Pardue)
Location:	Hotel Meeting Room
Attendees:	ASEE SE Committee Members, Executive Board, and Guests

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Welcome and Introductions (Tim Wilson)
Section President, Tim Wilson, opened the meeting at 8:38pm and welcomed all. Tim reminded all that checkout from the hotel should occur by 11:00am. Daniel Kohn mentioned that ASEE Nationals has a template for Section and Zone Operating Manuals.

Approval of Minutes
The Fall 2018 Conference Technical Planning meeting minutes were electronically distributed to the members. Members were asked to send any technical corrections to Cecelia Wigal. Sally Pardue motioned to accept the minutes as presented. Daniel Kohn seconded. Tim Wilson took approval by unanimous consent.

Statistics on Abstract Submissions (David Calamas and Chuck Newhouse)
The following summarizes highlights distributions of abstract acceptance per Division:
- 30 Mechanical Engineering
- 25 Instructional
- 0 Engineering Technology
- 0 BioEngineering
- 5 Computer and Software Engineering

Approximately 30 of the submissions ore Work in Progress (WIP) papers.

David mentioned that OpenConf only allows authors to pick multiple Divisions for their paper. David is wondering if it can control the author to one or two options. Tyson Hall mentioned that OpenConf can have the authors pick a primary Division and a secondary Division. **(Action: Tyson Hall).**

There was one extension of the Abstract submission deadline. Draft manuscripts are due November 8th. Reviews of these manuscripts are due December 6th.

Paper Submission/Review Process (David Calamas and Chuck Newhouse)
Presently all but one Division Chair has registered as advocate (division lead reviewer). We need more section members to sign up for reviewing papers. David will request authors to sign up as reviewers. Tim Wilson will send an email via ASEE-SE listserv to the section to request members to volunteer as reviewers.

Division chairs should not assign a single reviewer more than 4 papers. WIP presentations are the same length as full paper presentations.

Responsibilities of the Division Chair
Reviewers sign up through OpenConf to be a reviewer. At this time, they self-select a Division or Divisions to review for. When the Advocate (Division Chair) logs in to OpenConf he/she will see a list of possible reviewers who selected their Division. The Advocate can then assign these reviewers to the Division papers. David Calamas has a step-by-step process for the Division Chairs (Advocates).   He will add to this process instructions on how to assign reviewers.

Division Chairs need to provide reviewers instructions and expectations for paper reviewing. One of the main expectations is to ensure papers are in the correct format. The instructions for format are on the section conference website. There is a concern that the Author information on the left side and in the middle of the website page are not the same. It is also requested to include the Author Instructions on the front page of the ASEE SE website **(Action: Hodge Jenkins),** and to include questions for the reviewers to address while reviewing the papers **(Action: David Calamas).** The Division Chair should try to ensure there are 3 reviewers for each paper. If one or more reviews are not received, the Division Chair has the responsible to obtain the reviews or to request reviews from new reviewers.

General Observations
- It was mentioned that OpenConf can produce a table of abstract and paper data for paper monitoring.
- John Brocato mentioned that we could offer a list of paper management best practices to ASEE National.
- Daniel Kohn wondered if the section should pay for a student, working with Tyson Hall, to develop a script to save all of the section artifacts from one year and import them to the next instance of OpenConf.

Other Business (Tim Wilson)
The following are the comments and questions addressed regarding other conference program topics.
- It was wondered if the Section officers should monitor the work of division chairs. It was stated this should occur during the breakfast meetings. It is possible to have a 5-minute talk at both of these meetings to remind Division Chairs, Vice Chairs, and Secretaries of roles.
- The history of the section is presently held by Daniel. He has scanned older documents to ensure the history is maintained. It is believed we have held 86 meetings since 1934. There was not a meeting in 1945.
- Chuck has a concern about the Best Paper process.
- It was mentioned that we need to communicate to the section membership that they can apply for the section awards through the Call for Award Nominations.
- John Hung wondered if there is a financial prize or token gift for the Undergraduate Student Poster Competition. There is not. However, if Auburn wants to provide such an award, that is fine.
- There will be a January online Winter Executive Board Meeting. The agenda will include discussions addressing (1) a financial plan for philanthropic endeavors and (2) whether a conference bringing in much money should return all money to the Section.
- Priya is wondering if the Fall 2020 meetings should remain at the same location. Are people open to meeting in Charlotte or Chattanooga?
- Todd Schweisinger recommends that students be able to apply for scholarships to help pay for conference attendance.

Review Action Items - old and new (Tim Wilson)
 The action items identified in the minutes from the Fal1 2018 Technical Program meeting. The red and underline indicates the update of the actions.   The revised Action Item list that includes the changes indicated in table 1 below and the Action Items identified in the body of these minutes is shown in Attachment A. Note that when Actions are closed, they are dropped from the list and the action list is renumbered.

Table 1: Action Item List Fall 2018

	Action	Responsible Party	Due Date	Status
1	Add to the template for full papers that the "suggested maximum length is 6 pages".	Hodge Jenkins	Dec 1, 2017	CLOSED
2	Create a test division and test conference paper to create a paper review process instruction sheet with screen shots.	Sally Pardue	Fall 2018	CLOSED
From Fall 2018				
3/4	Review the present Division Chair Responsibilities: Paper Review document and revise for accuracy then disseminate to the Division Chairs.	Chuck Newhouse Sally Pardue	November 1, 2019	Open
3/4	Provide the Division Chair Responsibilities: Paper Review document to the Section Secretary for the minutes.	Chuck Newhouse	November 1, 2019	Open
5	Add a question on the paper evaluation form on whether the paper meets the required format and a link to the Author Instructions on the Section website.	Tyson Hall	November 1, 2019	Open
6	Create a summary for the Division Chairs of the main formatting issues that should be fixed before a paper is accepted as a document.	John Brocato	November 1, 2019	Open

Next Meeting
January 15, 2020 11:00am on Zoom.

Adjournment (Tim Wilson)
The meeting was adjourned at 10:22am.

Table A1: Active Action Items – Technical Program.

	Action	Responsible Party	Due Date	Status
Previous to Fall 2019				
1	Review the present Division Chair Responsibilities: Paper Review document and revise for accuracy then disseminate to the Division Chairs. Communicate the Division Chair responsibilities to the Section Secretary for the minutes.	Chuck Newhouse Sally Pardue	November 15, 2020	Open
2	Add a question on the paper evaluation form on whether the paper meets the required format and a link to the Author Instructions on the Section website.	Tyson Hall	November 15, 2020	Open
3	Create a summary for the Division Chairs of the main formatting issues that should be fixed before a paper is accepted as a document.	John Brocato	November 15, 2020	Open
Fall 2019				
4	Set OpenConf to allow the paper author to choose only a primary division and a secondary division when submitting an abstract.	Tyson Hall	August 15, 2020	Open
5	Ensure that Author information on the ASEE SE website is consistent. Put a link to the Author Information on the front page of the ASEE SE website.	Hodge Jenkins	September 15, 2020	Open
6.	Include questions for the reviewers to address while reviewing the papers on OpenConf or the ASEE SE website.	David Calamas	November 15, 2020	Open
6	Develop the agenda for the January 15, 2020 Zoom meeting (11:00am EST)	Tim Wilson	January 10, 2020	Open

ASEE SE Fall Executive Board

Meeting Minutes

Microtel Inn & Suites (Perimeter Center)
6280 Peachtree Dunwoody Road, Atlanta GA,
30328 (678) 781-4000

Thursday, 17 October 2019

Called by:	Tim Wilson, Section President
Author:	Cecelia M. Wigal, Section Secretary
Location:	Hotel Meeting Room
Attendees:	

Anna Howard	Chair: Mech Engr Div, 2019 Conf Site Coord	annahoward@annahoward.com	NC State University
Awatif Amin	Secretary: Electrical Engr Division	aamin@jcsu.edu	Johnson C. Smith Unversity
Cecelia Wigal	Sect Secretary	cecelia-wigal@utc.edu	UT Chattanooga
Charles Newhouse	Vice President Program Unit	NewhouseCD@VMI.edu	VMI
Chris Wilson	Vice President Awards Unit	chriswilson@tntech.edu	Tennesee Tech
Daniel Kohn	Sect Treasurer	dekohn@memphis.edu	University of Memphis
David Calamas	VP Program Unit, Tech Program Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
Harry Powell	Chair:Adminstrative Division	Hep7ad@virginia.edu	University of Virginia
Hodge Jenkins	Newsletter Editor	jenkins_he@mercer.edu	Mercer University
John Brocato	Proceedings Editor	brocato@engr.msstate.edu	Mississippi State University
John Hung	2020 Conference Site Coordinator	Hungjoh@auburn.edu	Auburn Universtiy
Kenneth Ball	Campus Rep. Coordinator	ball@gmu.edu	George Mason University
Monika Bubacz	Sect Treasure Elect	mbubacz@citadel.edu	The Citadel
Priya Goeser	Sect President Elect	PGoeser@georgiasouthern.edu	Georgia Southern University
Sally Pardue	Sect Past President	spardue@tntech.edu	Tennesee Tech
Tim Wilson	Sect President	Timothy.Wilson@erau.edu	Embry-Riddle Aeronautical Univ

Below is a summary of the discussion and outcomes of the Fall 2019 ASEE SE Executive Board meeting on Thursday October17[th], 2019 convened at 8:01pm by Tim Wilson, Section President. Action items created during this meeting are summarized in Attachment A.

Welcome and Introductions (Tim Wilson)
The meeting was called to order by Tim Wilson at 8:01pm

Approval of Minutes of March 2019 Meeting (Cecelia Wigal)
It was mentioned that the budget handout from last spring should be added to the minutes. Sally Pardue motioned to approve minutes. Daniel Kohn seconded. Approved by consent.

Treasurer's Report (Daniel Kohn)
There is $45,057 in the BASS account. The income from the spring 2019 conference will be

added for a total of approximately $62,000.

The Research Division has approximately $12800 in its endowed funded account. It is now dropping due to higher award limits.

Nationals Update
The service from Nationals is now very good. Operating income ($550) from Nationals is now going directly into the BASS account. National is now keeping up-to-date on member dues allocation. Dues for the Southeastern Section are staying around $1900. Institutional dues income is still very low ($50 to $100).

Sally moved to accept treasurer's report (see Attachment B). David Calamas seconded. Motioned accepted unanimously.

Budget for 2019-2020   (Daniel Kohn)
The following summarizes the conversation regarding the 2019-2020 budget.

- The Proceedings Editor stipend was not dispersed last year. It has been put back into the Budget for 19-20. .
- The 2019 awards stipends should increase to a level of $1000 each based on the motioned approved last year. (The Research Award winner did receive $1000).
- Sally Pardue moved to delete the $500 for the Proceedings (CD/DVDE/USB) from now and this point forward since it is no longer needed. Seconded by Cecelia Wigal. Approved unanimous.
- Chris Wilson motioned to add $1000 in the budget for medallion creation from the BASS account. Chuck Newhouse seconded. Passed though not unanimous.
- The Technical Program Chair conference fund ($400) was not used for the spring conference. Sally Pardue stated it is appropriate to keep it in the Budget. .
- Last year there were no takers on the Puerto Rico support for the conference. Anna Howard says there is an interest in the use of the fund. The Board agreed to keep it in the budget until the $10,000 is spent.
- Daniel has contact with STEM Robotics in Puerto Rico, First Lego Lead, that needs financial support. This is K-12. Daniel is proposing that we could help this program and students in Puerto Rico. It cost $400 for the robot and $300 for team registration. Daniel suggested an amount to support teams and some to support the event. Sally Pardue moved to put in a line to support Puerto Rico First Lego League for 19-20 and 20-21 at $2500 a year. Priya Goeser seconded. Daniel will ask for a follow-up report. The motion moved unanimously.
- Sally Pardue moved to add $1500 for technical equipment to support for meetings. Priya Goeser seconded. The equipment would be the responsibility of the Secretary to bring to the meetings. This will include a projector. The motion was approved unanimously.

Sally Pardue moved to accept the budget as altered. Chuck Newhouse seconded. The motion approved unanimously. The approved budget is included as Attachment C.

Awards Spring 2019 (Harry Powell)
Harry had the following comments and suggestions regarding Section Awards. The complete comments are included in Attachment D.
- Harry created a template for the award plaques at his university and volunteers to

continue this service. They cost less than $50 total.
- It is thought that the new larger award amount ($1000) will help increase award nominations.
- The submissions were in crazy formats and it was difficult to track who was nominated for what awards. Harry was wondering if the Board could help fix this situation. Tyson suggested setting up award submissions through OpenConf. Others suggested standardizing the procedure. The following was suggested.
  - ♦ Include a cover sheet with each submission that includes with full contact information including mailing address, e-mail, nominator, nominee
  - ♦ Define list of necessary items that are required for all awards, for example:
    - Letter of recommendation
    - 2 additional support letters from faculty
    - 1student letter of recommendation
    - Teaching evaluations for no more than the past 2 years
    - Sample syllabus for each course that has an evaluation
    - Optional external industry recommendation
    - Nominee's CV
    - Nominee's teaching statement
    - Nominee's research statement
  - ♦ Design a better rubric. This rubric should be in maintained in the officers' Manual.
  - ♦ It was suggested to limit the number of pages for each submission. What number of pages makes sense?
  - ♦ The Awards and Recognition Unit was tasked with providing a list of what is needed in an award nomination to help make it more effective and efficient. It was suggested that whatever is developed to support what is needed for the National Award submissions. Chris Wilson proposed getting a draft of proposal to the Board before Thanksgiving on process and rubric. **(Action Item)**

Host Committee Conference Budget (John Hung)
Below is the summary of the proposed budget for the 2020 conference.
- Estimating 164 attendees
- Estimating $250 conference cost per attendee
- Registration Fees:
  - ♦ $300 early bird
  - ♦ $400 regular
  - ♦ $465 late
  - ♦ $100 student
- Tim Wilson proposed $75 for undergraduate students, $150 for graduate students. However, each paper has to have a full registration.
- It was suggested to add a miscellaneous line for $500.

Anna Howard would like to keep on who is attending the conference to do some analysis.

Sally Pardue motioned to accept the conference fees. This was seconded by Daniel Kohn. The motion was approved unanimously.

The full report is included in Attachment E.

Section Awards for 2020 (Chris Wilson)
The following will be awarded at the spring conference if nominations
are received.
- Outstanding Teaching
- Outstanding Mid-Career Teaching
- Outstanding New Teacher
- Thomas C. Evans Engineering Education Paper
- Outstanding Conference Paper
- Tilmans-Dion Section Service
- New Faculty Research (Awards Division)
- Student Poster Competition (Natalie Cardelino)
- Outstanding Campus Representative (Kenneth Ball)

Awards descriptions are up to date. The proposed due date is January 15th, 2020. Chris will work to alter the award nomination announcement to include a small rubric.

Presently the New Faculty Research award is provided by the Research Division. Sally Pardue moved that the New Faculty Research award be under the Awards and Recognition Unit. David Calamas seconded. Motion approved unanimously. This change has to be updated in the Officers' Manual. (**Action Item)**

The is an **Action item** to update the Officers' Manual with respect to who is on the Awards committee to include the Secretary of the Research Division.

The Student Poster competition is still under the Research Division for this conference. Poster abstracts are due by Jan 17th. This allows for a Jan 31st acceptance response. There will be 10 awards that include 3 for each category and 1 overall award. The award certificates need to be printed on site so the correct names of the winners can be included. Posters are evaluated during the poster session. Abstracts are evaluated prior to the conference.

Future Annual Meeting Sites
The meeting sites through 2025 are
- 2021 George Mason University, Fairfax, VA
- 2022 The Citadel, Charleston, SC
- 2023 Mississippi State University, Starkville, MS
- 2024 Kennesaw State University, Marietta, GA
- 2025 The University of Memphis, Memphis, TN (awaiting acceptance response)

John Brocato is no longer employed by Mississippi State University. However, he will ask the Dean for a contact to ensure this conference is set for 2023. (**Action Item)**

Tim Wilson suggested that he should contact these hosts to ensure the dates and locations are secure. John Brocato will contact University of GA to see if they are will be willing to host the conference. Tennessee Tech and VMI are also interested in hosting. .
VMI will also be interested. VMI will consider 2025 if The University of Memphis does not accept the invitation.

Tim Wilson will contact The University of Memphis to see if they are still interested in hosting the conference. **(Action Item)**

Committee Reports

Zone II Chair (Andrew Kline)
National is considering reorganizing the zones and sections. PIC reorganization is already being discussed. No one is happy with the possible changes.
'

John Brocato is the Zone II chair elect. The primary discussion is the reorganizations. John can share more as he comes to know about it.

Campus Representatives (Ken Ball)
The following summarizes the report. The full report is included as Attachment F.

- Jenna Carpenter was the Section Outstanding Campus representative as well as the national award winner.
- Ken is sending a letter to the Section Dean's to request them to support their campus rep. There are about 12 universities that do not have campus reps. Ken called them. The Section now has 48 active campus reps (added 10).
- Ken has a goal to get all Section Universities to support ASEE SE with their institutional dues.
- The campus reps are, in general, doing a good job completing reports. Approximately 50% of the reps complete the reports. He has a goal to increase that to 75%.

Newsletter
The summer/fall newsletter continues.

Website
The website continues to work as in past. David Calamas and Hodge Jenkins will update the website using WordPress as the platform. There is concern as to whether the website can be housed on National's website. It may or may not need a license. ASEE Nationals is using Word Press.

Review of Committee Assignments
Following are the committee assignments for 2019-2020 per details in the Section Officers' Manual.

Nominating
Sally Pardue (chair), Hodge Jenkins, John Brocato, plus one Executive Member (Tim Wilson volunteered.)

Programs
Charles Newhouse (chair), David Calamas, Todd Schweisenger, John Hung, Auburn Workshop Coordinator *(still need this name),* Tyson Hall. *Note: Jeffrey Rice is most likely the workshop coordinator.*

Resolutions
Priya Goeser (chair), Cecelia Wigal, Sally Pardue, David Calamas

Awards
Chris Wilson (chair), Monica Bubacz, Anna Howard, Sindia Rivera-Jimenez, Natalia Cardelino, Kenneth Ball, *add Secretary of Awards.*

Publications and Promotion
Alta Knizley (chair), Richard Stansbury, John Brocato, Hodge Jenkins, Tyson Hall, Kenneth Ball

Constitution, Bylaws, and Officer Manual Changes / Council of Past President
Sally Pardue is chair of the Council of Past President and thus will be ensuring appropriate revisions to these documents per Board actions. Sally will give a draft at the next meeting. **(Action Item)**

Old Business

2018 Dean's Distribution of Conference Proceedings
It was voted in spring 2019 to have the newsletter editor send the Deans an email with (1) an embedded link to the papers online (in place of the physical media) and (2) a summary participation report. The question is who generates the Deans email list and the participation report?

Sally Pardue reminded the committee that we used to do this in a traditional letter that included a CD with the proceedings.

Sally Pardue motioned that the Section President rely on the Awards and Recognitions Unit to gather data from OpenConf to send tto the Dean's conference participation statistics. **(Tim Wilson Action Item)**

BASS Account Target
Daniel Kohn questions whether the Section should have a target for the BASS account since the Section is spending more of it. Tim Wilson stated that Gary Steffen mentioned the Section needs a plan to spend its money. Nationals needs to know how we are using/spending the money. The Section does now have one – philanthropic. The Board can discuss this during a mid-year meeting. *(Agenda item for January meeting).*

New Business

Medallion
It was approved to go ahead and get a new design for the Research Medallion. This design should be approved by the Board before finalizing.

Division Name Changes
It was suggested that the Research Division should be named the Educational Research and Methods Division. Sally Pardue motioned to revise the By-Laws to include name change of the Research Division to the new name of Educational Research and Methods Division and to add a new Division named Undergraduate Research and Design. This brings the names of the Divisions in line with those at the National level. The motion was seconded by David Calamas. The motion passed unanimously. Sally will draft the requisite by laws change. (**Action Item**)

Pre report on the Conference at George Mason University. (Ken Ball)
They are planning 250 attendees. Rooms are being held in Washington DC in local hotels such as the Marriott, Courtyard, and Hyatt hotels. Shuttle vans will be available to get to campus from the hotels.it is easy to fly into DC – the campus is half way between the two airports.

The proposed date is March 7th-10th 2021 which is over spring break. Space is being held in the Center which is the student center. Campus meeting rooms are available as well.

Ken is going to form a committee to work the conference. They can do registration in house. They will have the call for papers ready for spring meeting.

The full report on this conference site is included as Attachment G.

Adjournment
Daniel Kohn made a motion to adjourn the meeting. Meeting adjourned at 11:32pm.

Attachment A: Active Action Items

|	Action (Spring 2019)	Responsible Party	Due Date	Status
1	Establish a target balance in the BASS account for the end of the fiscal year (end of September).	Daniel Kohn Tim Wilson	Fall 2019	Open
2	Determine if the use of PEER for the Proceedings comes at a cost to the Section. If so, determine the cost.	John Brocato	Fall 2019	Open
3	Define a policy to easily get the student poster abstracts into the conference Proceedings.	John Brocato	Dec 2019	Open
4	Provide a video or narrated power point presentation on the 2020 hosting of the conference to the Executive Board.	John Hung	Fall 2019	Open
5	Ensure that the new award amounts are in the Officers' Manual	Sally Pardue	Fall 2019	Open
6	Define specific rubrics for each Section award.	Research Division	Dec 2019	Open
Actions (Fall 2019)				
1	Provide a list of what is needed in an award nomination to help make it more effective and efficient. The list should support what is needed for the National Award submissions. Process should include a rubric	Chris Wilson	Winter 2020	Open
2	Update the Officers' Manual to show that the New Faculty Award is the responsibility of the Awards and Recognition Unit.	Sally Pardue	Spring 2020	Open
3	Update the Officers' Manual to add the Secretary of the Research Division the to Awards committee.	Sally Pardue	Spring 2020	Open
4.	Obtain a Contract from the Dean of Mississippi State University to ensure the location of the 2023conference.	John Brocato	Spring 2020	Open
5	Contact The University of Memphis to see if they are still interested in hosting the 2025 conference.	Tim Wilson	Spring 2020	Open
6	The Awards and Recognitions Unit should gather data from OpenConf to send conference participation statistics to the Deans.	Awards and Recognition Unit Chris Wilson	Spring 2020	Open
7	Create a draft for updating the By-laws to change the name of the Research Division to the Educational Research and Methods Division and to add a new Division named Undergraduate Research and Design.	Sally Pardue	Spring 2020	Open

Attachment B – Treasurer's Report

ASEE Southeastern Section

Income and Disbursements

Prepared by: Daniel Kohn Date: 10/10/19

Date	Item	BASS (3289000) NEW Number 262 Debit	Bass Credit	Balance	Operating (3689000) - NEW Number 362 Debit	Operating Credit	Balance	Local/Research (3589000) NEW Number 462 Debit	Local Credit	Balance
Total ===>		($122,782.30)	158,413.23	45,057.06	(12,100.00)	12,100.00	-	(10,280.24)	21,740.56	12,803.66
2018-19 1st Qtr Oct, Nov, Dec										
31-Oct-18	Paypal Operating Oct 2018 (Direct & Refunds Receipts)		5.00	47,990.58			$550.00		21,740.56	13,537.78
2-Nov-18	ASEE-SE Fall Executive Meeting(S. Pardue)	($555.07)		47,435.51			$550.00			13,537.78
2-Nov-18	OpenConf Software (T. Hall)	($630.00)		46,805.51			$550.00			13,537.78
2-Nov-18	Award Engraving (C. Wigal)	($16.16)		46,789.35			$550.00			13,537.78
6-Nov-18	AT&T Div Payment			46,789.35			$550.00		226.50	13,764.28
30-Nov-18	LB Membership Allocation Nov18		50.00	46,839.35			$550.00			13,764.28
27-Dec-18	Outstanding New Teacher (P. Bass - Correction)			46,839.35	($250.00)		$300.00			13,764.28
27-Dec-18	Outstanding Mid-Career Teaching (A. Howard - Correction)	($150.00)		46,689.35			$0.00			13,764.28
27-Dec-18	Tilmans-Dion Section Service (T. Hall - Correction)			46,689.35	($300.00)		$0.00			13,764.28
31-Dec-18	FY2019 Q1 Bass Intrest Allocation		92.93	46,782.28			$0.00		26.86	13,791.14
31-Dec-18	Q1 FY19 Bass Admin Fee	($84.45)		46,697.83			$0.00			13,791.14
2018-19 2nd Qtr Jan, Feb, Mar										
7-Feb-19	AT&T Div Payment			46,697.83			$0.00		231.03	14,022.17
28-Feb-19	Donation (L. Basham)		10.00	46,707.83			$0.00			14,022.17
19-Mar-19	Outstanding New Teacher Award (S. Jorgensen)	($500.00)		46,207.83			$0.00	($1,000.00)		13,022.17
	Outstanding New Faculty Research 1st (M. MacCarthy)			46,207.83			$0.00			13,022.17
	Mid Career Teaching Award (R. Sanders)	($500.00)		45,707.83			$0.00			13,022.17
	Outstanding Teeaching Award (S. Ghanat)	($500.00)		45,207.83			$0.00			13,022.17
	Awards Engraving (C. Wigal)	($14.80)		45,193.03			$0.00			13,022.17
31-Mar-19	FY2019 Q2 Bass Intrest Allocation		90.87	45,283.90			$0.00		26.10	13,048.27
	Donation (T. Foutz)		10.00	45,293.90			$0.00			13,048.27
	Donation (T. Wilson)		100.00	45,393.90			$0.00			13,048.27
	Q2 FY19 Bass Admin Fee Refund (see note)		31.95	45,425.85			$0.00			13,048.27
2018-19 3rd Qtr April, May, Jun										
7-May-19	Outstanding New Faculty Research 2nd (M. Watson)	($500.00)		44,925.85			$0.00	($500.00)		12,548.27
	Thomas C Evans Outstanding Instruction Paper Award (R. McCord)			44,925.85			$0.00			12,548.27
30-Apr-19	Donation (R. Swamidurai)		5.00	44,930.85			$0.00			12,548.27
2-May-19	AT&T Div Payment			44,930.85			$0.00		231.03	12,779.30
31-May-19	Donation (P. Mead)		10.00	44,940.85			$0.00			12,779.30
30-Jun-19	FY2019 Q3 Bass Interest Allocation		85.71	45,026.56			$0.00		24.36	12,803.66
	FY2019 Q3 Bass Administrative Fees	($19.50)		45,007.06			$0.00			12,803.66
	Institutional Dues (Lipscomb Univ)		50.00	45,057.06			$0.00			12,803.66
2018-19 4th Qtr Jul, Aug, Sep										
	Balance			45,057.06			-		Balance	12,803.66

Income By Catigory per year

	FY 97-98	FY 98-99	FY 99-00	FY 00-01	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Institutions paying dues	52	37	35	15	36	42	34	24	31	35	22	33	21	23	7	2	5	3	2	3	3	2
Insitutional Dues	2600	1850	1750	750	1800	2100	1700	1200	1550	1750	1100	1650	1050	1150	350	100	250	150	100	150	150	100
Professional Dues Allocation	1735	1862	2011	1587	1541	1536	1619	1676	1728	1798	1794	1853	1759	1715	1574	1702	1814	2277	2141	1989	1982	
Conference	1195.42	1557	2937.86	1306.35	1239.9		0	$3,986.12	3058.77	125			1431.12	5059.88	5002.52	5351.05	13478.9	4544.17		1017; $12,155.32		26379.77
		Clemson	Roanoke	Charleston Florida	Mercer		Auburn	Chattannogi	Tuscolusa	Louisville	Memphis	Marietta	VT	Citadel	MS State	TN Tech	Mercer	Florida	Tuscolusa	Zone II (P	Embry-Riddle	NCSU

Member Dues Allocation

Institutional Dues
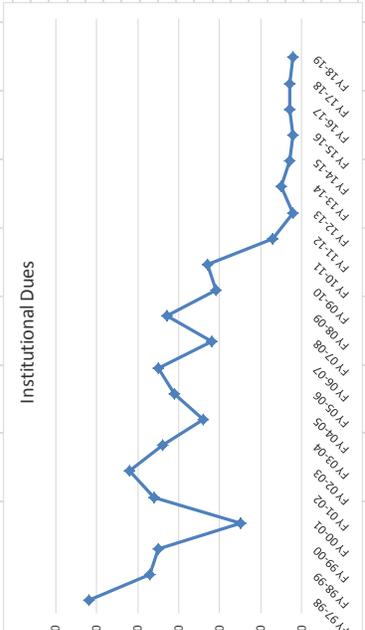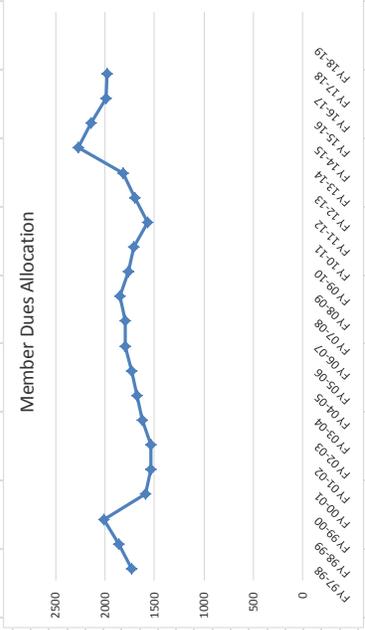
Attachment C – Approved Budget 2019-2020

FY (1 October - 30 September)	FY16-17	FY 17-18	FY 18-19	FY 19-20	Comments / Projection Method	
Beginning Balance of BASS Act. ==>	$35,192.20	$36,455.05	$44,396.57	$45,057.06		
Expected Income						
Section Allocation (BASS and Operating Accounts)		$ 2,141.00	$ 1,989.00	$ 1,989.00	Last Allocation to Section	
Institutional Dues	$ 50.00	$ -	$ -	$ -	Last 4 Qtrs Institute Dues Deposited	
Interest and dividends	$ 10.84	$ 9.52	$ 2.23	$ 269.51	Last 4 Qtrs BASS Intersest	
Operating Account	$ 550.00	$ 550.00	$ 550.00	$ 550.00	Constant (only to be used for the newsletter)	
Income from previous annual conferences		$ 1,017.02	$ 12,155.32	$ 26,379.77	Last conference Lost/Profit (or Estimate)	
Sub-Total (Income):	**$610.84**	**$3,717.54**	**$14,696.55**	**29188.28**		
30% Admin Fee		$183.25	$1,115.26	$4,408.97	$ 8,756.48	
Authorized Expenses						
Fall Planning Meeting	$ 950.00	$ 950.00	$ 950.00	$ 950.00	Increase (when warrented)	
Paper Proceedings			$ -	$ -		
Proceedings (CD/DVD/USB)	$500.00	$500.00	(Vague)	$ -		
Proceedings Editor Stipened			$3,000.00	$ 3,000.00	not to be carried to 20-21	
Newsletters	$ -	$ -	$ -	$ -		
Dean's Mailing	$ 500.00	$ 500.00	$ 500.00	$ 500.00	Conversation with Proceeding Editor	
Postage, Phone	$ 200.00	$ 200.00	$ 200.00	$ 200.00	Constant	
Software Licening Fee (Paper Submission Website)	$ 700.00	$ 700.00	$ 700.00	$ 700.00	Conversations Paper Management Website Coordinator (T. Hall)	
Awards Charges (includes UPS charges)	$ 600.00	$ 600.00	$ 600.00	$ 600.00	Constant	
Tom Evans Award	$ 500.00	$ 500.00	$ 1,000.00	$ 1,000.00	Constant	
Outstanding Teaching Award	$ 500.00	$ 500.00	$ 1,000.00	$ 1,000.00	Constant	
Mid-Career Teaching Award	$ 350.00	$ 500.00	$ 1,000.00	$ 1,000.00	Constant	
Outstanding New Teaching Award	$ 250.00	$ 500.00	$ 1,000.00	$ 1,000.00	Constant	
Campus Representative Award	$ 200.00	$ 500.00	$ 1,000.00	$ 1,000.00	Constant	
Tony Tilmans Service Award (Tilmans-Dion Award)	$ 200.00	$ 500.00	$ 1,000.00	$ 1,000.00	Constant	
Workshops	$ -	$ -	$ -	$ -	Constant	
Expenses for speakers	$ -	$ -	$ -	$ -	Constant	
Advance for annual conference	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	Constant	
Postage	$ -	$ -	$ -	$ -	Special Request	
Tech Prog Chair (Conference Fee Support)			$ 400.00	$ 400.00		
Puerto Rico Support		$ 10,000.00	$ 10,000.00	$ 10,000.00		
Special (see notes in cell)			$ 500.00	$ 1,000.00		
Puerto Rico FLL Support				$ 2,500.00	and for 20-21	
Technology Support for Meetings				$ 1,500.00		
Sub-Total (Expenses):	**$7,633.25**	**$19,565.26**	**$29,258.97**	**$38,106.48**		
Sub-Total: Income - Expenses ==>	**$ (7,022.41)**	**$ (15,847.72)**	**$ (14,562.42)**	**$ (8,918.20)**		

Attachment D – Awards Unit Thoughts

Thoughts from Harry re
Awards Unit Procedures
Or
"Lessons from the trenches"

Sample awards plaques sent out this year

Sent plaques instead of certificates as in the past.

- Cost < $50 each.
- Seems to be in budget.
- I have made arrangements with bookstore printer to have blank plaques in stock beforehand.
- I have created a template compatible with the etching machine used in the bookstore.
- Manager has promised ~ 1 week turnaround for future orders if we use the template.
- Would leave time to get plaques after Awards unit reaches decisions and before conference.

Suggested changes to submission process

- We had a large set of submissions – due to larger award amounts maybe. Some categories had 5 or 6 submissions.
- Nominations sent thru email with various numbers of attachments and formats. Really difficult to track.
- Submit through open conf. (Tyson, how hard is this to do?)
- Submission packet:
  - Single zip file including:
    - Cover sheet with full contact information – including mailing address and phone number -for nominator and nominee.
    - (It actually took some time to look all of this up to contact winners)
    - Require a standard set of documents for each submission "packet"

Continued

- Nominator's letter of recommendation
- 2 additional support letters from faculty
- 1 student letter of recommendation
  - If this is for teaching award should be from an undergraduate
  - If for research award should be from advisee
- Teaching evaluations for no more than the past 2 years.
- Sample syllabus for each course that has an evaluation submitted. This would allow the committee to fairly evaluate the overall difficulty of the courses vs the evaluations.
- Optional external industry recommendation.
- Nominee's cv
- Nominee's teaching statement
- Nominee's research statement (if for research award)
- All files to be pdf format
- Come up with an appropriate rubric/scoring guide for each award category, not a one-size fits all like we currently have.

Final thoughts

- I expect that the number of applicants will stay high with the increased award amounts.
- I spent a lot of time just dealing with plain logistics.
- Perhaps we can streamline the process.
- I would be glad to help out Awards unit some this year, especially re plaques or rubric/score sheets.
- Best to all, sorry I can't be there – miss seeing you folks.

1

Overview of ASEE-SE Section Conference
http://www.eng.auburn.edu/sites/asee

Hotel: The Hotel at Auburn University, $165/night (tax included). Numerous other hotels in the area.

Opening: Bonnie Heck Ferri (?), Georgia Tech.
- vice provost for Graduate Education and Faculty Development
- previously associate chair for Undergraduate Affairs in ECE
- previously associate chair for Graduate Affairs in ECE
- 2017 IEEE Undergraduate Teaching Award
- 2016 Regent's Award for the Scholarship of Teaching and Learning.
- co-chair, GA Tech commission on the future of higher education
- invited speaker for National Academy of Engineering workshop on education.

Break-out rooms: Brown-Kopel Engineering Student Achievement Center, 2 classrooms, Grand Hall III, 4 conference rooms (15-20 persons)

Other meeting rooms: Numerous 6-person study carrels, entire ground floor meeting areas

Meals
- Sunday reception: B-K Atrium?
- Breakfasts/lunches: Brown-Kopel Grand Hall I, II
- Monday awards dinner: AU Hotel

Book of abstracts/program: We can do, but need to know the specifications, i.e. who does the content?

Registration: College of Engineering Office of Communications & Marketing.

A/V: B-K meeting rooms all have A/V built-in.

Program venue: B-K

Transportation: Hotel to B-K is a 8 minute walk, 650 meters

Parking: Hotel parking is $10/night, $15/night valet parking.

Other: Saturday (3/7) K-12 workshops are available to ASEE-SE attendees
- Should we collect a fee?
- Offer K-12 teachers a 1-day registration to ASEE-SE conference?

Time	Event 1	Event 2	Event 3	Event 4
9:00-11:30am	Marghitu STEM Accessibility Training	Lakin/Schnittka Spatial Thinking Curriculum	Other presenters	Other presenters
11:45am-1:15pm	Lunch , PK-16 Curriculum Expo, Up to 20 tables with curriculum units and ideas			
1:30-4:00pm	Marghitu STEM Accessibility Training	Davis et al. STEM-IQ Science & Engineering Fair training	Other presenters (Motivating lessons with GCE)	Other presenters

Following is the conference budget.

ASEE 2020 budget									
	description	number			price ea.	price	Subtotals		Notes
Revenue		**Actual**		**Estimate**					
1 Registrations		2018	2019	2020					
	Early bird (before 1 Feb)	114	134	115	$ 300.00	$ 34,500.00			$335 (2018)
	Regular	15	12	10	$ 400.00	$ 4,000.00			$435 (2018). Higher in 2017 and 2018 due to expensive ve
	Late (after 29 Feb)	4	4	4	$ 465.00	$ 1,860.00			$485 (2018)
	Graduate Student			10	$ 150.00	$ 1,500.00			Without paper
	Student	68	38	35	$ 75.00	$ 2,625.00			$100 (2018, 2019)
	Reduced	0	16	0	$ 10.00	$ -			banquet
	Complimentary*	0			$ -	$ -			
	Late	0			$ -	$ -			
		201	204	174	Subtotal R-1		$ 44,485.00		
2 Contributions & Grants									
	AU CoE support in-kind								Web, meeting space, AV (net zero against expenses)
	AU CoE contributions								AU will cover shortfall
					Subtotal R-2		$ -		
	Total revenue						**$ 44,485.00**		
Expense									
1 Participant's kit				180	$ 15.00	$ 2,700.00	$ 2,700.00		
2 Food & Beverage									
	Sunday								
	committee coffee			30	$ 10.00	$ 300.00			
	welcome reception			198	$ 25.00	$ 4,950.00			Brown-Kopel
	Monday								
	breakfast			180	$ 10.00	$ 1,800.00			
	coffee break			180	$ 7.00	$ 1,260.00			
	lunch			180	$ 15.00	$ 2,700.00			Vouchers for downtown AU eateries?
	coffee break			180	$ 7.00	$ 1,260.00			
	awards banquet			180	$ 50.00	$ 9,000.00			AUHCC: $34-$40 buffet, $37-$47 plated
	AUHCC A/V support			1	$1,000	$ 1,000.00			AUHCC A/V cost?
	Tuesday								
	breakfast			117	$ 10.00	$ 1,170.00			
	coffee break			90	$ 7.00	$ 630.00			
	lunch			90	$ 15.00	$ 1,350.00			Brown-Kopel
	Tables rental (3 days)			0	$ 24.00	$ -			round tables
	Chairs rental (3 days)			0	$ 8.25	$ -			
	Tablecloths (3 days)			20	$ 54.00	$ 1,080.00			72" round
					Subtotal E-2		$ 26,500.00		58%
3 Mailing, shipping				5	$ 20.00	$ 100.00	$ 100.00		UPS shipping 8 lb box.
4 Meeting rooms and A/V support									AU CoE services (net zero against revenue)
	AU facilities/maintenance			3	$ 500.00	$ 1,500.00			per day charge?
					Subtotal E-4		$ 1,500.00		
5 Printing									
	Conference booklets			180	$ 5.00	$ 900.00			Aileen Manos
	Banquet programs			180					Included in Aileen Manos' quote for badges
	Signage								Included in Aileen Manos' quote for conference booklets
	Awards			0	$ 100.00	$ -			The executive board says no financial awards for poster p
					Subtotal E-5		$ 900.00		
6 Registration			CoE Communications (Aileen Manos)						
	System setup			1	$ -	$ -			Included in Aileen Manos' quote for badges
	Website setup			1	$ -	$ -			Included in Aileen Manos' quote for badges
	Badges			180	$ 2.50	$ 450.00			Aileen Manos
	Bank transaction fees			$44,485.00	4%	$ 1,779.40			
	Onsite registration staff			3	$ 500.00	$ 1,500.00			Aileen Manos
					Subtotal E-6		$ 3,729.40		
7 Speaker gift/honorarium				2	$ 1,000.00	$ 2,000.00	$ 2,000.00		keynote speaker, banquet speaker
8 Transportation on-site				1	$ 2,500.00	$ 2,500.00			buses
	Mobility assistance			3	$ 200.00	$ 600.00			per day charge
					Subtotal E-8		$ 3,100.00		
9 Travel									
	local coordinator			1	$ 1,450.00	$ 1,450.00			local coordinator to 2018 conference
	speaker travel			2	$ 1,500.00	$ 3,000.00			
					Subtotal E-9		$ 4,450.00		
10 Web support						$ -	$ -		AU CoE services (net zero against revenue)
11 Misc							$ 500.00		
	Total expense						**$ 45,479.40**		
	Net (revenue-expense)						**$ (994.40)**		

		Total expense						$	45,479.40	
		Net (revenue-expense)						$	(994.40)	

Attachment F – Campus Reps Report

<div align="center">

ASEE Southeastern Section
Executive Board Meeting
17 October 2019

Campus Rep Coordinator Report

Ken Ball
George Mason University

17 October 2019

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1. Annual Campus Rep Activity Reports for the 2018-19 Academic Year are due on 30 January 2020.

2. I will be sending out an email to all campus reps in the section by the end of October to remind them to begin preparing their activity reports and to encourage them to engage in as many activities as possible to promote membership and participation in ASEE and the Southeastern Section.

3. I will also be sending an email to all deans to encourage them to support their campus reps, and to promote the ASEE Dean's Program to support membership for first-time members.

4. Last spring, working with Tim Manicom, I personally contacted all of the deans (or designated official ASEE contacts), who had not submitted activity reports and who were not replying to emails. My intent was to update names of campus reps and to encourage those institutions with no designated campus reps to designate a campus rep. I also encouraged those institutions whose ASEE institutional memberships had lapsed to consider rejoining. As a result, currently the SE Section has 48 active institutions with designated campus reps, compared to a year ago, when there were only 38 institutions on the roster with designated campus reps.

   Later this fall semester, I will do the same thing with the goal to have 100% of active, dues-paying institutions with an officially designated campus rep, and with a goal of having 75% of those campus reps submitting an annual activity report. I will also contact other institutions in the SE Section who previously were members of ASEE but whose membership has lapsed, to encourage them to rejoin ASEE.

Attachment G – Conference at George Mason University 2021

<div align="center">

ASEE Southeastern Section Conference
7-10 March 2021
George Mason University
Fairfax, VA

Conference Planning Document, Version 1.0
17 October 2019

</div>

Contacts:
Ken Ball, Dean   ball@gmu.edu
Elizabeth Picard Dean, Special Assistant to the Dean   edean5@gmu.edu   703-993-1500
Volgenau School of Engineering

Lodging:

GMU Event Services is still working on the hotel blocks, but we anticipate having two options, either the nearby Marriott or Hyatt for a full-service hotel, and a courtyard-type property as a lower cost option.

Local Transportation:

We are looking into securing vans or small buses to shuttle conference attendees from the hotels to campus. The hotels are approximately 3-5 miles from campus. We would run the shuttles in the morning to bring attendees to campus, and in the evening to return to the hotels, or as needed. Since the conference will be held during GMU's spring break, there will be ample parking on campus, although there are always parking fees.

Registration and Fees:

VSE and Mason are capable of setting up a registration system to accept funds etc. Should funds be collected outside of Mason and paid by an outside entity there is a 15% surcharge added to any Mason fees.

Local Conference Organization Committee:

We plan to appoint a local conference chair and co-chair, and form an organizing committee of GMU faculty members who are active members of ASEE. We welcome other members of ASEE-SE to join our planning committee.

Meeting Space:

We were able to secure space here on campus for 7-10 March 2021. Once we have the final schedule, we can release any dates that are not needed. We have reserved all of our main ballroom and breakout rooms in Mason's Johnson Center (Student Union), which is located in the center of campus. We should have no issues accommodating 200-250 people. Below is a quick overview of the spaces we have reserved and their general capacities. We can also add some additional classroom spaces if we think they'll be needed.

TABLE 1. Meeting Room Inventory on GMU Fairfax Campus

Room Name	Location	Setup	Capacity
Room 325	Johnson Center	Theater	65
Room 326	Johnson Center	Pods	55
Room 327	Johnson Center	Pods	65
Room 336	Johnson Center	Pods	65
Room 337	Johnson Center	Pods	65
Bistro	Johnson Center	Custom	300 - Reception; 175 - Theater
Cinema	Johnson Center	Theater - Standard Set	294
Dewberry Hall Foyer	Johnson Center	Registration	
Dewberry Hall	Johnson Center	Theater	700
Gold Room	Johnson Center	Classroom	55
Georges	Johnson Center	Rounds	102
Nguyen Atrium	Nguyen Engineering Building	Reception	~200
Jajodia Auditorium	Nguyen Engineering Building	Theater - Standard Set	250

ASEE SE Conference Site Planning Meeting
Microtel Inn & Suites (Perimeter Center)
6280 Peachtree Dunwoody Road, Atlanta GA, 30328
(678) 781-4000

Thursday, 17 October 2019
3:00 p.m.

Called by:	Tim Wilson, Section President	
Author:	Cecelia M. Wigal, Section Secretary	
Location:	Hotel Meeting Room	
Attendees:		

Name	Position	Email Address	School
Anna Howard	Chair: Mech Engr Div, 2019 Conf Site Coord	annahoward@annahoward.com	NC State University
Awatif Amin	Secretary: Electrical Engr Division	aamin@jcsu.edu	Johnson C. Smith Unversity
Cecelia Wigal	Sect Secretary	cecelia-wigal@utc.edu	UT Chattanooga
Charles Newhouse	Vice President Program Unit	NewhouseCD@VMI.edu	VMI
Chris Wilson	Vice President Awards Unit	chriswilson@tntech.edu	Tennesee Tech
Daniel Kohn	Sect Treasurer	dekohn@memphis.edu	University of Memphis
David Calamas	VP Program Unit, Tech Program Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
Hodge Jenkins	Newsletter Editor	jenkins_he@mercer.edu	Mercer University
John Brocato	Proceedings Editor	brocato@engr.msstate.edu	Mississippi State University
John Hung	2020 Conference Site Coordinator	Hungjoh@auburn.edu	Auburn Universtiy
Louie Elliott	Chair: Software Engr Div	louie-elliott@utc.edu	UT Chattanouga
Monika Bubacz	Sect Treasure Elect	mbubacz@citadel.edu	The Citadel
Natalia Cardelino	Chair: Research Div	Cardelino_nl@mercer.edu	Mercer University
Priya Goeser	Sect President Elect	PGoeser@georgiasouthern.edu	Georgia Southern University
Sally Pardue	Sect Past President	spardue@tntech.edu	Tennessee Tech
Tim Wilson	Sect President	Timothy.Wilson@erau.edu	Embry-Riddle Aeronautical Univ
Todd Schweisinger	Secretary: Program Unit	todds@clemson.edu	Clemson University

Welcome and Introductions (Tim Wilson)
Tim Wilson call the meeting called to order at 3:12 pm. Tim welcomed all and then attendees introduced themselves.

Housekeeping Items (Tim Wilson)
Dinner tonight will be at Outback and breakfast tomorrow morning is in the hotel. Checkout tomorrow is 11:00am.

Approval of Minutes: Fall 2018 Conference Site Planning Meeting (Cecelia Wigal)
Sally Pardue moved to accept the minutes as presented. David Calamas seconded. Motion passed unanimously.

Summary Report: 2019 Annual ASEE-SE Conference (Anna Howard)
Anna thanked Sally for her leadership during the Conference and Sally thanked Anna and her team for the wonderful conference execution. Anna mentioned she would do it again.

There were 204 attendees from 55 different universities at the Conference. This included 38 students from 11 institutions. More details of the conference are included in Appendix B.

Financial Conference Report:
Below are the financial highlights of the conference. Details are included in Appendix B.
- $37,905 in expenses
- $64,285 in revenues from registration and gifts.
    - Registration $52,285
    - $12,000 came from donations. McGraw Hill gave $3500.
    - $11,026 gifts in kind.
- The income is the highest for any ASEE SE conference.
- NC State did not get/use the seed check.

Lessons Learned
As it is for most experiences, reflection on this conference resulted in some thoughts that could improve conferences in the future.
- Offering 8 workshops is 4 too many. Attendance was this year was two per workshop. This attendance is way too low.
- There are no guidelines for paying speakers. It would be nice to have such guidelines to help Site chairs.
- The Round Tables were well attended. It appears membership likes these.
- No one attended the Graduate Symposium. It appears membership has no interest in this.
- Maybe income can go toward grad school students to attend conference
- The Officer's Handbook is not up to date regarding the budget.
- It may be helpful to have the Officer's Handbook on the section website.
- It may be good to have a Conference HELP section on the website or in the Officer's Handbook which captures all those places where people get hung up when planning the conference.

Overview of 2020 Section Conference: Auburn University, Auburn (John Hung)
The conference is scheduled for March 8-10th, 2020. This is Auburn's spring break. An overview of the details of the facilities and events are below.

Conference Location
The hotel is The Hotel at Auburn University. The cost is $165 per night. This includes sales tax. The hotel has a parking deck. Cost for parking is $10/night self-park and $15 /night valet parking. Participants may be able to park on campus.

The conference sessions and meetings will occur in the Brown-Kopen building which is 4 tenths of a mile from the hotel. This is a 7 min walk.

There are breakout rooms in Brown-Kopen engineering student achievement center, 2 classrooms, the Grand Hall, and 4 conference rooms that can hold 15-20 persons. There are other meeting rooms that include numerous 6-person study carrel and the entire ground floor meeting areas. The Brown-Kopen

meeting rooms all have A/V built in. John will ensure computers are in the rooms as needed and will ensure wireless is available for all. The Grand Hall I and II will be used for breakfast and lunch. The Sunday reception is in the Brown-Kopen atrium. The Monday awards dinner is in the Auburn Hotel.

Program
The opening speaker is Bonnie Heck Ferri from Georgia Tech. She is recognized for teaching. She has been an invited speaker for National Academy of Engineering workshop on education.
John is open to suggestions for other plenary speakers. What topics or speakers are attractive to the section attendees?

John said Auburn can create the Book of abstracts/program, but they need the specifications to do this.

Registration will be done by the College of Engineering Office of Communications & Marketing.   They will set up a website to do the registrations.

Anna passed on the phone and signs for the conference.

Auburn Sponsored K-12 Workshops
The K-12 workshops, aimed at K-12 teachers, will occur on Saturday Mar 7th from 9 to 11:30am and 1:30 to 4:00pm. Auburn is covering cost of teachers to attend the Sat workshops. John wondered if it is ok to offer K-12 teachers a cut in registration so they can attend the conference? Sally mentioned that we can easily provide K-12 teachers a large cut in cost for the conference. If K-12 teachers attend the ASEE SE conference we should encourage a K-12 workshop on Sunday and consider K-12 sessions on Monday

John mentioned that these workshops are available to the ASEE SE members if they want to come. Sally mentioned they could be a workshop option with a small fee ($10 or $20).

ASEE SE Workshops
The section needs to initiate a call for proposals for workshops. Tim Wilson will send out the call ASAP. John will give Tim the name of the workshop coordinator.

Proposed Technical Program for 2020 (David Calamas and John Hung)
There are 125 accepted abstracts for the conference. This resulted in a conference with 4 parallel sessions in 5 blocks with 4 to 5 papers per session. This will make the conference size like last year's conference. Presentation length will depend on the number of papers in the session. Paper length will be covered in the Executive Board meeting.

The Plenary speaker will be Monday morning at the beginning of the conference. Lunch Monday is reserved for the Evans award paper presentation. Sometimes there is another speaker at the Monday noon lunch.

Breakfast on Monday and Tuesday will include time for the division business meetings and unit elections.

Anna Howard and Daniel Kohn stated they liked the round tables and proposed the conference offer them. John said round tables will work well on the first floor and can easily be accommodated. John requested a call for round table session moderators. Tim Wilson proposed that Anna help find moderators since she did such a good job doing this last year.

It was mentioned that there were some issues getting workshops out of OpenConf to the Workshop head because there is no advocate in OpenConf for workshops. David proposed to use a shared drive for this.

Conference Publications (Chuck Newhouse and John Brocato)
The section needs to post the new instructions for papers up sometime next week. The process uses a double-blind system for reviewing. It was mentioned that authors are always confused about the double-blind process. John Hung mentioned that many organizations are moving away from double blind process. Anna added that the double-blind review process provides a more equitable gender distribution.

The Conference Proceedings are not the responsibility of the host site. Our Proceedings are now online. No print proceedings and no thumb-drive proceedings per prior decisions of Executive Board in 2017 and 2018. John Brocato wants to know how soon we need to have the Proceedings available. He proposes that the Proceedings become active after the conference once we know who presented. On-line Proceedings will be available through the ASEE SE website.

Chuck is concerned about ensuring papers are in the correct format. He would like the division chairs to help ensure the format is followed.

Conference Program
OpenConf will have abstracts and papers available electronically during the conference and the conference attendees will have access to them there. The conference program is available in a live schedule format as an online build in OpenConf. There are hyperlinks to the PDFs of papers scheduled for presentation.

Future Conference Host (Tim Wilson)
George Mason University is hosting the 2021 Conference March 7th -10th 2021. They need a call for papers at the 2020 conference.

Other Business (Tim Wilson)
The following were discussed.
- We do not have a record of correspondence for the hosts for future conferences. We need a means and place to post the formal letters of acceptances for conference sites.
- John Hung said the poster session can go in the 2-storey atrium of the conference building. Auburn has access to 50 easels for the poster session.
- John Hung said his graduate students are interested in playing the role of judges for the posters. David Calamas highly recommends using electronic format for evaluating posters. The Research Division and John Hung will collaborate on this.
- The Research Division needs to determine its mission. Should it realign with the National structure and be renamed the Educational Research Division?

Review of Action Items (Tim Wilson)
Action Items 1 and 2 are closed. The action item to determine the mission of the Research Division is still open. Revised list of active Action Items is included in Appendix A.

Adjournment (Tim Wilson)
Sally Pardue motioned to adjourn. Anna Howard seconded. Meeting adjourned at 5:14pm.

Appendix A – Active Action Item List

Table A1: Updated Action Items List

	Action	Responsible Party	Due Date	Status
Action (From prior 2018)				
1	Provide a record of attendance from each section at the 2017 Zone II Conference.	John Brocato	Fall 2019	Open
2	Add the copyright agreement to the electronic submission action of the conference papers.	Tyson Hall	Oct 2019	Open
3	Link the document archives site to the ASEE SE Section website.	Hodge Jenkins Daniel Kohn	Aug 2019	Open
4	Determine cost of using ASEE National to house section conference papers.	John Brocato Tyson Hall	Spring 2018	Open
5	Obtain a link to the 2017 Zone II Conference papers.	John Brocato	Spring 2018	Open
Action (from Fall 2018)				
6	Determine the mission of the research division.	David Calamas Chuck Newhouse,	March 10, 2019	Open

Appendix B – Spring 2019 Conference Report

Registrations	$52,285.00		
refunds		-$525	4
workshops		$210	42
extra banquet tx		$1,010	16
students reg		$3,800	38
early bird reg		$40,200	134
regular reg		$4,800	12
late reg		$2,790	6
Donations	$12,000.00		
gift		$200		Duke
lunch sponsor		$1,500		Monday lunch by Western Carolina
University night sponsor		$1,500		Campbell, ECU, UNCW, Wake Tech, UNCC
Grad school symposium		$2,250		Duke, NCSU, UNCC
canvas bag sponsor		$2,000		Autodesk
travel mug sponsor		$3,500		McGraw-Hill

items in kind:	250	lanyards from SAS (~$250)
	250	pens and pads from NCSU Eng Online (~$750)
	250	popsockets, rulers, NCSU College of Eng (~$100)
	250	campus maps, NCSU Visitor's center (~$12)
	200	Engineering mags, NCSU College of Eng (~$60)
	20	NC State hats for students, College of Eng (~$120)
	18	hours AV student workers, Eng Online (~$180) buses and vans, NCSU Provost (~$1800) photographer, NCSU MAE Dept (~$150) poster boards & easels, NCSU MAE & ChE (~$73) projector for Sunday, NCSU ChE Dept (~$200) sandwich boards & 14 sign prints, MAE Dept (~$78) online store setup, running, NCSU Delta (~$1900) hotel rooms for Drs. Hoyer & Adams (~$633) COE Comm Team, 118 hours (~$4720)

Total Income **$64,285.00**   **gifts in kind estimated total $11,206**

Online storefront	$1,677.55			$426 fees, $1251.55 credit card processing
Student workers	$ 678.00			10 students, $10/hr
Food, alcohol, AV	$24,679.05			
Sunday		$8607.80	192	alcohol & food service, taxed at 1% (incl AV $802.10)
breakfast		$1624.00	193	184 regular, 9 special order
coffee & soda		$1366.25	235	200 sodas, 235 coffee break all day
lunch		$3403.85	198	193 regular, 6 vegan
happy hour		$1412.00	129	150 wine, 109 beer, 1 mixed nuts
banquet		$5153.10	198	198 buffet w/china, 6 vegan desserts
breakfast		$1286.75	139	125 regular, 14 special order
coffee break		$507.00	156	half day
lunch		$1318.30	110	sandwich platters
Programs	$1,554.13		225	full color
Direction signs	$648		9	large laminated boards
Room rentals	$700.00		2	Monday banquet
Supplies	$1,391.39			
		$84.57		drink tickets*, nametags sleeves

	$89.41		name tag ribbons
	$59.21		table stands*, laminating sheets
	$101.27		cell phone*, minutes
	$1056.93		umbrellas*
Entertainment	$1,100.00		3 piece band on Sunday & Monday nights
Honorariums	$1,100.00		Hans Hoyer honorarium plus travel
Mugs	$2,565.52	250	insulated travel mugs
Bags	$1,811.59	250	canvas with imprint

Total expenses: **$37,905.23**

Net to ASEE-SE **$26,379.77**

*Cell phone, table stands, drink tickets, and half the umbrellas were passed on to Auburn.
Notes:
- Used two 15-person vans on Sunday and one on Monday and Tuesday. Students drove the vans in loops. Also had rented buses running for 9 high-use hours which came with drivers. We budgeted for this but the provost was willing to sponsor including gas.
- We had budgeted for renting space for Sunday workshops which we did not use as we decided to have the workshops on campus. This saved us several thousand dollars.
- Sponsor honorariums ended up being cheaper than we budgeted for: Mark Meno is a government employee and could accept nothing. Marshall Brain spoke gratis as did Stephanie Adams. All Dr. Adams wanted was a hotel room which we were able to provide from the extra from the hotel based on the number of rooms others reserved.
- Enrolling students at $100 is a loss for the conference. I originally planned for 70 students but we only had 38 so there was a lot less of a loss on the students than I thought there would be.
- The prices for the conference were based on these numbers:

	Costs:	Revenues:	Net Profit
At 140 faculty & 70 students:	$41,500	$51,600	$10,100expected
At 100 full registrants & 80 students:	$37,000	$40,600	$3,600fewer folks
At 200 faculty & 100 students:	$54,300	$72,600	$18,300more folks

We ended up with a ratio of 152 paying faculty and only 38 students. (14 comped registrations = 204 total)

Compared to my budget presented here last fall:
- I estimated $28,014.25 for food, facilities, & AV. I ended up spending only $25,379.05.
  - Facilities estimate $715.00 Actual $700.00 Net: $15.00 less
  - Food estimate $26,839.25 Actual $23,876.95 Net: $2,962.30 less
  - AV estimate $460.00 Actual $802.10 Net: $342.10 more
  Overall we spent **2,635.20 less** than expected on food, facilities, and AV.

- I estimated $13,472 for everything else. I ended up spending $12,526.18.
  - Name tags estimate $210.00 Actual $156.98 Net: $53.02 less
  - Banners estimate $47.50 Actual $0.00 Net: $47.50 less
  - Lanyards estimate $0.00 Actual $0.00 -
  - Drink tickets estimate $17.00 Actual $17.00 -
  - Pens & Notepads estimate $0 Actual $0.00 -
  - Memento coffee cups estimate $700 Actual $2565.52 Net: $1,865.52 more
  - Canvas bags estimate $0 Actual $1811.59 Net: $1,811.59 more
  - Program estimate $1837.50 Actual $1554.13 Net: $283.37 less
  - Signage (3'x4') estimate $540.00 Actual $648.00 Net: $108.00 more
  - Hats/shirts for volunteers est. $300.00 Actual $0.00 Net: $300.00 less
  - Reporter (registration charges) $420.00 Actual $426.00 Net: $6.00 more
  - Vans (daily rental) estimate $1000.00 Actual $0.00 Net: $1000.00 less
  - Buses (hourly rental) estimate $900.00 Actual $0.00 Net: $900.00 less
  - Entertainment estimate $1000.00 Actual $1100.00 Net: $100.00 more

◦	Student help estimate	$1000.00	Actual	$678.00	Net: $322.00 less
◦	Honorarium estimate	$1500.00	Actual	$1100.00	Net: $400.00 less
◦	Misc, Contingency	$4000.00	Actual	$0	Net: $1531.04 less
◦	Credit Card fees	0	Actual	$1251.55	
◦	Table stands & laminating sheets	0	Actual	$59.21	
◦	Cell phone & minutes	0	Actual	$101.27	
◦	Umbrellas	0	Actual	$1056.93	
◦	Total estimated last fall	$13472.00	Actual	$12,526.18	Net: $945.82 less

- Adding these two: I estimated the conference would cost $41,486.25 and it actually cost $37,095.23 or **$3,581.02 less than predicted.**

- Additionally **revenue was $12,685 more** than I anticipated.

◦	Faculty estimate	$42,000	Actual	$48,275	Net: $6275 more*
◦	Student estimate	$7,000	Actual	$3,800	Net: $3,200 less
◦	Workshop estimate	$100	Actual	$210	Net: $110 more
◦	Sponsorships	$2,500	Actual	$12,000	Net: $9,500 more

  * includes $1010 in extra banquet tickets for Sunday and Monday nights.

- So, ASEE-SE ended up with a check for **$26,379.77** instead of the $10,113.75 I had thought would happen.

Lessons learned:
- Figure out who writes remarks for deans & provosts!
- Using logos is way harder than it should be. Ordering anything with a logo must be from an approved vendor.
- Roundtables were awesome. Graduate school symposiums were useless.
- Working with poster chair ahead of time to get grad students for judges (or other team members) made the poster session go smoothly.
- We should have had a grad student price.
- My department colleagues talk a good game about caring about engineering education.
- Hiring students works well but should have been started earlier.
- Using a department projector is way cheaper than paying a hotel's AV prices.
- Eight workshops is too many.
- It takes a lot of people to put on a conference even to the quality that we managed. I had a great team!
- It can be done in a year if you have a lot of time to spend.

Thank you for the opportunity!