

American Society for Engineering Education



Peter W. Hoadley, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Technical Program Planning Meeting 11 November 1999

Minutes

Attendance:

B.K. Hodge, President, Mississippi State University
Ken Brannan, Past President, The Citadel
Thomas Dion, President-Elect, The Citadel
Peter W. Hoadley, Secretary, VMI
Jim Nelson, Proceedings Editor, Clemson University
Dennis Fallon, Newsletter Editor & Vice President, Research Unit, The Citadel
Larry Dunlop, Vice President, Administrative Unit, The Citadel
Richard Mines, Vice President, Instructional Unit, Mercer University
Beth Todd, Vice Chair, Instructional Unit, University of Alabama
John Murden, Secretary, Instructional Unit, The Citadel
Michael Woo, Chair, Engineering Design Graphics Division
Fereydoun, Jalali, Chair, Engineering Technology Division
Charles Knight, Chair, Mechanical Engineering Division
Tom Murphy, Chair, Electrical Engineering Division
Fazil Najafi, Chair, Civil Engineering Division, University of Florida
Ronald F. Demara, Chair, Computer Engineering and Technology, University of Central Florida
Michael Gregg, Representative of Virginia Tech, Host Institution of the 2000 Meeting

1. Welcome and introductions (See attached agenda).
2. Housekeeping items
 - A) Dinner Thursday evening at local restaurant
 - B) Continental breakfast @ 8:30 in the meeting room
 - C) Lunch on Friday at local restaurant provided by the Section
 - D) Check out time is noon on Friday
3. Hodge handed out the call for papers, the author's instructions (also located on the Section website) and the reviewer's forms. The number of authors that responded to the initial call for papers was small so a second call was issued and the deadline for submittal extended. Mines reported that he had 44 titles to date in the program including 29 papers and 15 presentation abstracts. It was noted that the 1999 Annual Meeting at Clemson included 43 papers and 17 presentation abstracts. Brannan noted that the attendance at a conference was a function of the number of papers. A rough estimate of the total attendance can be calculated by taking the number of papers and adding 15. Hodge asked how the number of papers could be increased. Brannan said that at the 1998 Annual Conference in

Orlando an additional call for papers was published and about 5 or 6 papers were submitted as a result. Nelson reported that an absolute deadline for submittal of final papers ready for the Proceedings was 4-5 weeks before the conference because the CD duplicator needs at least that much time to produce the CD. Hodge suggested that a call for papers could be included in the Section newsletter, which will be mailed soon. Fallon suggested using the original call for papers and modifying the dates as follows:

- 7 January 2000 - Electronic copy submitted to Rich Mines
- 28 January 2000 - Notification to authors of acceptance
- 11 February 2000 – Submittal of final electronic copy of paper to Jim Nelson

Note: Presentation abstracts will be accepted as well with the Division chairs having the authority to accept/reject the abstracts and the responsibility of editing them. Hodge will send an email informing members of the section of this additional call for papers.

4. The current status of the review process was discussed.

- Instructional Unit – 6 papers out for review, 4 papers yet to be reviewed
- Administrative Unit – 5 papers and 1 abstract
- Research Unit – 0 papers
- Civil Engineering Division – 3 papers, 2 abstracts
- Computer Engineering and Technology Division – 5 papers out for review
- Electrical Engineering Division – 3 papers but 1 moved to Admin. Unit, 2 out for review
- Engineering Graphics Division – 0 papers
- Engineering Technology – 0 papers
- Industrial Engineering – 0 papers
- Mechanical Engineering Division – 4 abstracts
- Software Engineering Division – 1 paper

Fallon asked what purpose the Research Unit had since there were no papers in the Unit. Murden suggested encouraging students and graduate students to submit papers. Nelson suggested that we encourage our own students to submit papers to the Research Unit. Fallon suggested adding a special flyer to Section Newsletter inviting students to submit papers to the Research Unit. Hodge asked about the history of the Engineering Graphics Division. Very few papers have been submitted in that division over the last several years. Marr cannot serve as chair for the Software Engineering group so Ragade at the University of Louisville will take his place.

5. Brannan noted that when he was president he wrote a letter to authors of accepted papers clearly outlining what they had to do to get the paper in its proper form and to whom and how they were to send the final version of the paper. An electronic version would be sent to Jim Nelson and a hard copy sent to the one who coordinated the review process who would check to make sure that the papers were edited as per reviewer's comments. Hodge agreed to draft a similar letter with a copy being sent to the Section Secretary and to Mines.
6. Mines distributed a copy of a suggested schedule for the technical program (see attached). Several suggestions for workshops on Sunday afternoon and for sessions were offered including a session for new administrators (Fallon, Tillman, Dunlop), a workshop on portfolios (Dion), Virginia Tech may want to sponsor a workshop associated with SUCCEED, and a session on the five-year program (Fallon).

7. Nelson said that as proceeding's editor he would work with authors who might want to try something new like linking to software programs within a paper.
8. Hodge handed out the roster of the 1999-2000 officers.
9. The meeting was adjourned at 5:05 P.M.

(Note: A great deal of discussion regarding the extended call for papers occurred after the meeting was adjourned. These comments are summarized in item 3 above.)

Respectfully submitted,

A handwritten signature in cursive script that reads "Peter W. Hoadley".

Peter W. Hoadley
Secretary

American Society for Engineering Education



Peter W. Hoadley, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

**Fall Executive Board Meeting
11 November 1999**

Minutes

Attendance:

B.K. Hodge, President, Mississippi State University

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Michael Gregg, Representative of Virginia Tech, Host Institution of the 2000 Meeting

1. Welcome and introductions (See attached agenda).
2. Hoadley distributed minutes of the 1999 Spring Executive Board meeting and the Luncheon Business meeting. Minutes were approved.
3. Future sites for the Annual meeting were discussed. The Citadel will host the 2001 meeting and the University of Florida will host the 2002 meeting. Hodge will make a formal request to the University of Florida. Suggested sites for 2003 include UNCC, Memphis, VCU, University of Alabama-Birmingham, and Auburn.
4. Nelson said a proposal regarding a transaction's journal would be presented to the Executive meeting at the spring meeting.
5. Hoadley distributed copies of the treasurer's report (see attached).
6. Hoadley distributed copies of the 1999-2000 budget (see attached). There was some concern about institutional dues (see attached email). Currently the Section receives about \$2000/year in income from institutional dues, which represents about 50% of the Section's total annual income. If the new scheme imposed by ASEE National does not result in an equal amount of income then the Section could be in trouble fiscally. Hodge agreed to write a letter to National expressing this concern. Hoadley will contact Paige Polhill so the process can set up for the Southeast Section.
7. Fallon suggested developing partnerships with industry interested in supporting engineering education. It was suggested that a brainstorming session could be included in the program of the 2000 annual meeting so interested parties could gather together and share ideas about how to foster industry partnerships. Hodge agreed to write a letter to Frank Croft asking about how the Section can properly foster partnering relationships with industry.
8. The Section awards were discussed. The Board passed giving the vice-president of the Administrative Unit the responsibility of administering the Section New Teacher's Award. The current announcement for the Evan's Award includes a statement that says the paper will be published in the subsequent Proceedings of the Section. This should be deleted. Fallon said that he would make sure that Annable will administer the Research Award.
9. The Section can now place an advertisement in Prism magazine once a year (see attached email). Hodge will prepare an announcement regarding the 2000 conference in the February Prism.

10. The 2000 fall meetings will take place on 2,3 November 2000 at the Howard Johnson Airport Hotel in Atlanta.
11. It was noted that in the near future an ad hoc committee should be appointed to review the Section Constitution and By-laws and suggest changes.
12. Hodge noted that a Section can submit the best paper from the Section's annual meeting to the national meeting for best overall paper (see attached email). It was suggested that each session chair choose one or more (or none) papers from the session for consideration as the best paper at the conference. An ad hoc committee consisting of Dennis Fallon, B.K. Hodge and John Murden will review the papers and nominate one paper to be submitted for best paper at the National conference.
13. The meeting was adjourned at 10:00 P.M.

(Note: A great deal of discussion regarding the extended call for papers occurred after the meeting was adjourned. These comments are summarized in item 3 above.)

Respectfully submitted,

A handwritten signature in cursive script that reads "Peter W. Hoadley".

Peter W. Hoadley
Secretary

American Society for Engineering Education



Peter W. Hoadley, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Conference Planning Meeting 12 November 1999

Minutes

Attendance:

B.K. Hodge, President, Mississippi State University
Ken Brannan, Past President, The Citadel
Thomas Dion, President-Elect, The Citadel
Peter W. Hoadley, Secretary, VMI
Jim Nelson, Proceedings Editor, Clemson University
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Fazil Najafi, Chair, Civil Engineering Division, University of Florida
Michael Woo, Chair, Engineering Design Graphics Division
Michael Gregg, Representative of Virginia Tech, Host Institution of the 2000 Meeting
Ed Nelson, Representative of Virginia Tech, Host Institution of the 2000 Meeting

1. Welcome and introductions (See attached agenda).
2. As discussed in the Executive Board Meeting, Hodge mentioned the possibility of selecting a paper from the Section Proceedings and nominating for best paper at the National meeting. The session chairs should select a paper from their session worthy of nomination. A session chair may nominate more than one or none at all. An ad hoc committee will select a paper to submit to the National meeting. It was decided that a formal procedure would be developed at the fall 2000 meeting of the executive board.
3. Gregg handed out information about Hotel Roanoke, the Conference hotel (see attached), and discussed a suggested schedule for the meeting and a budget (see attached). A workshop on teaching ethics is planned and a second workshop (subject unknown) is under consideration. It was suggested that a bull session on ABET 2000 be added to the program to feature schools that have been visited. It was noted that an executive board meeting needs to be added to the schedule. A breakfast for campus representatives, the research unit and the administrative unit on Monday morning needs to be added to the program. The breakfast meetings for the divisions on Tuesday morning needs to be added to the program. There are to date two corporate sponsors. The extent of the corporate sponsorship is being

negotiated. A speaker for the plenary session has not been chosen. It was noted that the Evans paper is presented at lunch on Monday and the speaker may need equipment. Gregg said that he and his staff would call deans and department heads to encourage attendance. The site committee had not planned a mailing but was asked to do so. A motion was made and seconded to charge \$195 for normal registration and \$175 for early registration. The motion passed unanimously. Hoadley agreed to send a list of the deans to Gregg.

4. Mines distributed a list of all titles including both papers and presentation abstracts (see attached). It was suggested that a brain storming session on how to develop corporate sponsorship be added to the program as well as a session for undergraduate/graduate students to present research papers.
5. Jim Nelson suggested and the committee agreed that the book of abstracts should be the conference program. All information about the conference, schedules, abstracts, etc. should be bound in one volume.
6. The host committee for the 2001 conference (The Citadel) was encouraged to have a call for papers prepared to hand out at the 2000 conference in Roanoke.
7. Nelson suggested that we subsidize the registration and fees for new untenured faculty. An ad hoc committee Murden as chair will work on a proposal to present to the Executive Board.
8. The meeting was adjourned at 11:20 A.M.

Respectfully submitted,



Peter W. Hoadley
Secretary