

American Society for Engineering Education



Peter W. Hoadley, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Spring Executive Board Meeting

2 April 2000

Minutes

Attendance:

B.K. Hodge, President, Mississippi State University
Tom Dion, President-Elect, The Citadel
Ken Brannan, Past President, The Citadel
Richard Mines, Vice President, Instructional Unit, Mercer University
Larry Dunlop, Vice President, Administrative Unit
Peter W. Hoadley, Secretary, VMI
Jim Nelson, Proceedings Editor, Clemson University
Dennis Fallon, Newsletter Editor, The Citadel
Richard Denning, Vice-Chair, Administrative Unit, University of Central Florida
Beth Todd, Vice Chair, Instructional Unit, University of Alabama
Tom Murphy, Chair, Electrical Engineering Division, The Citadel
Fazil Najafi, Chair, Civil Engineering Division, University of Florida
Jeff, Davis, Secretary, Research Unit, The Citadel
Michael Gregg, Representative of Virginia Tech, Host Institution of the 2000 Meeting
Frank Croft, Chair, Zone II, Ohio State University
Shelton Houston, University of Southern Mississippi

1. Welcome and introductions (See attached agenda).
2. Minutes of the 1999 Spring Executive Board Meeting were distributed and approved unanimously.
3. Peter Hoadley presented the treasurer's report. The treasurer's report was approved unanimously.
4. Michael Gregg gave the report on the conference. Seventy-seven (77) registered. The breakeven number of registrants was 80. Dr. Robertson, a civil war historian, will give the keynote address. It was noted that the sessions had as many as nine papers and each speaker may not have sufficient time to present their paper and field questions. Several papers were moved from one session to another on Tuesday. An addendum would be prepared to hand to all attendees.
5. Rich Mines presented a report on the technical session. There are a total of 62 presentations including 16 abstract-only presentations. One paper was not included in the program. The panel discussion hosted by The University of Virginia was canceled. About 25 abstracts were received after the second call for abstracts. The Research Award paper will be given during a session on Tuesday.
6. The names of those receiving Section awards were read (see attached list). The purpose for presenting a second research award was to get a second person to attend the conference but that has not worked.

It was suggested that the runner-up award be eliminated and that the theme for the research award be changed.

7. Future meeting sites were discussed. The 2001 conference will be 1-3 April in Charleston, SC hosted by The Citadel. The call for papers was distributed (see attached) and the deadlines were changed as following:

- 1 Sept – Paper Abstract
- 1 Oct – Notification to author of acceptance
- 2 Nov – Manuscript Draft
- 7 Jan – Manuscript returned to author for revisions
- 2 Feb – Final Paper due to Proceedings Editor

Dennis Fallon will be the representative for the Host Institution. The conference will be on campus, with 4 multimedia rooms available for 4 concurrent sessions. The hotel rates are between \$89-\$99 per night.

The 2002 meeting will be at the University of Florida. Fazil Najafi will serve as the representative for the host institution. He was reminded to have a call for papers ready at the 2000 conference.

The University of Memphis and the University of Alabama-Birmingham were suggested as possible hosts for future meetings.

8. Jim Nelson discussed the Conference Proceedings. Every author should be expected to follow the format. Several papers had to go through the spell-checker and grammar check. A question was raised as to paper charges. A motion was made (Hoadley) and seconded (Fallon) to waive all page charges. It passed unanimously.
9. Jim Nelson reported on the website. The minutes of the Executive Board meeting should be on the website. The papers can be put on the website and viewed by the Division chairs with proper authorization. Nelson said that someone should be in charge of taking care of the website.
10. Ken Brannan presented the report from the nominating committee. Peter W. Hoadley is nominated to be the President-elect and Shelton Houston is nominated to be the Secretary/Treasurer. The election will take place at lunch on Tuesday. Ken also said that the Section may nominate someone for Zone II Chair-elect. B.K. Hodge and Tom Dion will appoint a nominating committee.
11. Dennis Fallon reported on the newsletter. The next newsletter will contain the program announcement for the 2001 conference, the President's message, a general call for papers, the Section awards, highlights of the 2000 conference and the section officers. Fallon resigned as newsletter editor and Ken Brannan will be the next newsletter editor.
12. Frank Croft presented the Zone II Chair report and the report from national. Dan Budny of The University of Pittsburg, is the Zone II chair-elect. ASEE National is considering a Best Teacher Award. It has been suggested that each section contribute \$2000 to endow the award. Croft reported that membership is increasing at the national level.
13. Jim Nelson read a proposal regarding a Transaction Journal. The proposal will be an agenda item at the November meeting.
14. B.K. Hodge reported that several have suggested that the Constitution and By-Laws be reviewed particularly those sections that refer to the organization of the section, the officers of the section and the nominating committee. It was decided that Hoadley and Dion would select a committee to

consider the matter and present a report to the Committee at the November meeting. The committee consists of Jim Nelson, Beth Todd, Tony Tilmans, Ken Brannan and Peter Hoadley.

15. The meeting was adjourned at 7:00 P.M.

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

Minutes Luncheon Business Meeting 4 April 2000 Roanoke, VA

1. The meeting was called to order by B.K. Hodge.
2. Peter Hoadley discussed the highlights of the spring executive board meeting.
3. B.K. Hodge read the list of resolutions (see attached) expressing appreciation to all those who helped with conference preparations. The resolutions were approved unanimously.
4. Ken Brannan as chair of the nominating committee presented the following slate of candidates for this year's officers:
Peter W. Hoadley - President-elect
Shelton Houston - Secretary/Treasurer
The slate of officers was approved unanimously.
5. The 2001 ASEE-SE Annual meeting will be held in Charleston, SC and will be hosted by The Citadel.
6. B.K. Hodge turned the meeting over to the new President, Tom Dion.
8. The meeting was adjourned at 12:45 P.M.

Respectfully submitted,

Peter W. Hoadley
Secretary

American Society for Engineering Education



Southeastern Section Instruction ♦ Administration ♦ Research

RESOLUTIONS SIXTY- SIXTH ANNUAL MEETING April 2-4, 2000

WHEREAS the Southeastern Section of the American Society for Engineering Education has enjoyed the gracious and generous hospitality of Virginia Polytechnic Institute and State University during its sixty-sixth annual meeting, and

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

THEREFORE LET IT BE RESOLVED

FIRST, that we express our appreciation to Virginia Tech, the host institution, and to F.W. Stephesen, Dean, College of Engineering; Virginia Tech; and

SECOND, that we express our particular appreciation to the host coordinator Michael Gregg, Division of Engineering Fundamentals, Virginia Tech and to his colleagues J.B. Crittenden, Ed Nelson, Pat Devens, Rich Goff, Tamara Knott, Vinod Lohani and Tom Walker at the host institution, and

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

FOURTH, that we thank Dr. James L. Robertson, Virginia Tech, for the outstanding keynote speech, and

FIFTH, that we express our appreciation to Missy Cummings and J.A.N. Lee, for presenting an outstanding workshop on "Teaching Engineering Ethics", and

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

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

EIGHTH, that we express our appreciation to The Department of Music, Virginia Tech for the string quartet that provided the delightful music during the Awards Banquet, and

NINTH, that we express our appreciation to Peter W. Hoadley for serving as Secretary and Treasurer these past three years, and

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

Respectfully submitted by B.K. Hodge, Mississippi State University, President of the Section

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Technical Program Planning Meeting 2 November 2000

Minutes

Attendance:

Thomas Dion, President, The Citadel
Peter W. Hoadley, President-Elect, VMI
B.K. Hodge, Past President, Mississippi State University
Shelton Houston, Secretary, University of Southern Mississippi
Richard Denning, Vice President, Administrative Unit
Beth Todd, Vice President, Instructional Unit, University of Alabama
Ken Brannan, Newsletter Editor, The Citadel
Jim Nelson, Proceedings Editor, Clemson University
Fazil Najafi, Vice Chair, Administrative Unit, University of Florida
Yaw Owusu, Vice Chair Research Unit & Sec. Industrial Engineering Division, Florida A&M University
Michael Woo, Vice Chair, Instructional Unit, The Citadel
Laura Lackey, Secretary, Instructional Unit, Mercer University
Richard Mines, Secretary, Administrative Unit, Mercer University
Pat Devens, Chair Engineering Graphics Division, VPI & SU
Jack Lipscomb, Chair, Engineering Technology Division, University of Southern Mississippi
Joey Parker, Chair Mechanical Engineering Division, University of Alabama
J.P. Mohsen, Campus Representative, University of Louisville
Dwight Wardell, ASEE Headquarters

1. The meeting began at 3:00 P.M. with distribution of an agenda (see attached). Dion welcomed everyone and asked that each person introduce himself or herself.
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 will be noon Friday
3. Dion and Todd presented information about conference abstracts. By the September deadline, 20 abstracts were received. Dion and Wardell used the ASEE listserv to notify section members that the abstract deadline would be extended until the end of October. Members were also notified by mail about the extended deadline. With the extended deadline, 110 abstracts had been received:

Instructional Unit – 27 papers
Administrative Unit – 8 papers
Research Unit – 3 papers
Civil Engineering Division – 19 papers,
Computer Engineering and Technology Division – 7 papers
Electrical Engineering Division – 6 papers
Engineering Graphics Division – 4 papers
Engineering Technology – 8 papers
Industrial Engineering – 7 papers
Mechanical Engineering Division – 12 papers
Software Engineering Division – 6 papers
Contemporary Issues – 3 papers

4. Todd stated that six parallel sessions would be needed to accommodate all presentations. Monday morning sessions will be scheduled for two hours. The remaining sessions will be 90 minutes. First sessions will have five presentations while other sessions will be limited to four presentations.
5. Workshops on Teaching Styles, Assessment, and MATHCAD are planned for Sunday activities.
6. Todd presented a proposed review process. Reviewers will be provided a review form with manuscripts and will be asked to return to division chairs by January 7, 2001. This year all correspondence will occur via electronic format. Authors will submit via email a PDF or WORD file to ASEESE@citadel.edu. The file name must reference the assigned abstract number. Authors must return final manuscripts by February 11, 2001. Nelson commented that format templates are vital to meet the CD-ROM time frames. Todd will contact division chairs to select session moderators.
7. The meeting was adjourned at 4:30 P.M.

Respectfully submitted,



Shelton Houston
Secretary

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Executive Board Meeting 2 November 2000

Minutes

Attendance:


Thomas Dion, President, The Citadel
Peter W. Hoadley, President-Elect, VMI
B.K. Hodge, Past President, Mississippi State University
Shelton Houston, Secretary, University of Southern Mississippi
Richard Denning, Vice President, Administrative Unit
Beth Todd, Vice President, Instructional Unit, University of Alabama
Ken Brannan, Newsletter Editor, The Citadel
Jim Nelson, Proceedings Editor, Clemson University
Fazil Najafi, Vice Chair, Administrative Unit, University of Florida
Yaw Owusu, Vice Chair Research Unit & Sec. Industrial Engineering Division, Florida A&M University
Michael Woo, Vice Chair, Instructional Unit, The Citadel
Laura Lackey, Secretary, Instructional Unit, Mercer University
Richard Mines, Secretary, Administrative Unit, Mercer University
Pat Devens, Chair Engineering Graphics Division, VPI & SU
Jack Lipscomb, Chair, Engineering Technology Division, University of Southern Mississippi
Joey Parker, Chair Mechanical Engineering Division, University of Alabama
J.P. Mohsen, Campus Representative, University of Louisville
Dan Bundy, Zone II Representative, University of Pittsburgh
Dwight Wardell, ASEE Headquarters

1. The meeting was called to order at 4:30 P.M. with distribution of an agenda (see attached). Dion welcomed everyone and asked that each person introduce himself or herself.
2. Houston distributed minutes from the Spring Executive Board Meeting and the Luncheon Business meeting. After a short discussion, the minutes were approved.
3. Houston provided an update of the budgets through 06/30/00. The three section accounts were briefly discussed: operating account, research account, and BASS account. The operating account was at a zero balance after partial payment of the Fall 1999 Newsletter. This account can only be used toward publication of a newsletter. The balance in the research account was \$2391.45. With the CD included, the balance becomes \$6299.74. It was noted that the CD is not available except during an open period in November of each year. The CD will automatically renew unless the Research Unit requests a change. The balance in the BASS account was \$13, 432.34. This included payment of the Spring 2000 Newsletter, which did not appear on the June closing statement.

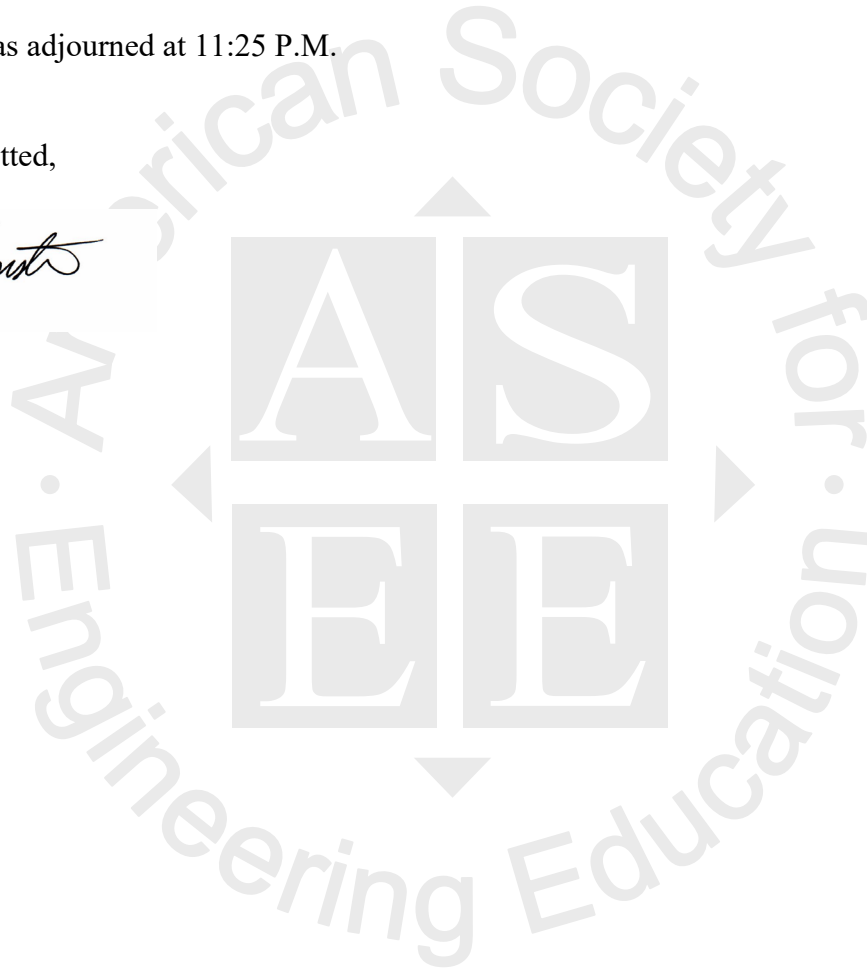
4. Houston distributed copies of the 2000-01 budget consideration (see attached). In determining the budget for the 00-01 fiscal year, 1999-00 expenditures were adjusted to the nearest dollar. The amount of local institutional dues was reduced 50 percent in anticipation that invoices being issued from ASEE Headquarters would be confusing to institutional members. The other source of income is individual member dues. The section receives \$1.00 for each member and amounted to \$2011 in 1999. The same amount was estimated for 2000-01 budget. Executive Board members expressed concern that the Section will have problems in the future if revenues do not materialize.
5. Wardell stated that ASEE Headquarters lost the support of DOW for the Outstanding New Faculty Member. It was mentioned that a number of corporations have reduced or canceled support for such activities. As a result, ASEE Headquarters is exploring ways to generate other revenue to support such awards. ASEE Headquarters has requested that each section consider contributing \$2,000 toward establishing an income pool that could be matched from the private sector. These funds would be used to endow national awards (see attached). Discussion followed, but the Executive Board took no action. It will be revisited at the Spring Executive Board meeting.
6. Dion presented section awards. As mentioned in item 5 the DOW Outstanding New Faculty Member was canceled. Other section awards approved were: Outstanding Teaching Award (Hoadley), Outstanding New Teacher Award (Denning), Thomas C. Evans Instruction Unit Award (Woo), Research Unit Award & Runner-up Award (Owusu), and Outstanding Campus Representative Award (Mohsen). A new procedure for research awards was discussed. The Executive Board approved a revised research announcement along with other award announcements (see attached). The secretary was directed to include the award announcements, a copy of the 2000 Proceedings, and a cover letter explaining the new procedure in local dues in a general mailing to all deans in the section.
7. The Executive Board adjourned for dinner at 6:45 P.M. with the meeting continuing at 8:15 P.M. After dinner, Bundy joining the meeting. Dion informed the executive board of upcoming annual meeting locations. At this time 2002 will be hosted by University of Florida at Gainesville, 2003 is possible with Mercer University, 2004 will be hosted by University of Louisville, 2005 will be hosted by University of Tennessee at Chattanooga, and discussions are taking place with University of Alabama at Tuscaloosa to host the 2006 annual meeting.
8. Mohsen stated that campus reports are due and that he had only one report to date. Bundy commented that national was discussing the campus representative issue and North Central Zone was having similar problems. Dion will collect comments from members and forward to Bundy.
9. Bundy expects that the Illinois and Indiana section will be deleted.
10. Wardell reported that ASEE membership has increased in all areas: institutional, professional, and student.
11. Hodge recommended J.P. Mohsen as the Section's nominee for Zone II Chair Elect. Second was received with unanimous approval.
12. Denning suggested that the Best Paper Award be named in honor of the late Tony Tillman. Todd seconded the recommendation with the motion approved by voice vote. Action on a National Best Paper was tabled until more information was available.

13. Nelson stated that February 11, 2001 deadline could not be extended if CD production deadlines were meet. Information about a Transaction Journal will be presented by Nelson at the Spring Board meeting.
14. Dion appointed a nomination committee for next year's officers (B.K. Hodge will chair with Brannon and Houston as members).
15. The Executive Board received the Constitution and Bylaws Ad Hoc Committee's report as well as a briefing from Nelson, the committee chair. Following receipt of the report, an informal discussion ensued where two main issues were raised: (1) Role of the Constitution, and (2) provisions for membership participation. Dion indicated that the Constitution and Bylaws matter would be placed on the agenda for the next Board meeting after Executive Board members reviewed the document they had received. Comments should be sent to Dion in preparation for the next meeting.
16. The meeting was adjourned at 11:25 P.M.

Respectfully submitted,



Shelton Houston
Secretary



American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Conference Planning Meeting

3 November 2000

Minutes

Attendance:

Thomas Dion, President, The Citadel
Peter W. Hoadley, President-Elect, VMI
Shelton Houston, Secretary, University of Southern Mississippi
B.K. Hodge, Past President, Mississippi State University
Richard Denning, Vice President, Administrative Unit
Beth Todd, Vice President, Instructional Unit, University of Alabama
Ken Brannan, Newsletter Editor, The Citadel
Fazil Najafi, Vice Chair, Administrative Unit, University of Florida
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Pat Devens, Chair Engineering Graphics Division, VPI & SU
Jack Lipscomb, Chair, Engineering Technology Division, University of Southern Mississippi
Joey Parker, Chair Mechanical Engineering Division, University of Alabama
Yaw Owusu, Vice Chair Research Unit & Sec. Industrial Engineering Division, Florida A&M University
J.P. Mohsen, Campus Representative, University of Louisville
Dan Budny, Zone II Representative, University of Pittsburgh

1. The meeting began at 9:00 A.M. with distribution of an agenda (see attached) and attending members introducing himself or herself.
2. Conference Hotel information was provided (see attached). A suggested schedule and budget (see attached) for the conference was discussed. Workshops on teaching styles, assessment, and MATHCAD are planned. The tentative sessions and budget were recommended for approval by Hoadley and second by Todd. The motion was approved by voice vote.
3. Discussion of Conference Proceedings was moved to the Executive Board meeting due to a time conflict with Nelson's Friday schedule.
4. The host committee for the 2002 conference (The University of Florida) was encouraged to have a call for papers prepared to hand out at the 2001 conference in Charleston.

5. The meeting was adjourned at 10:40 A.M.

Respectfully submitted,



Shelton Houston
Secretary

