

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Spring Executive Board Meeting 31 March 2001 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
Mike Annable, Vice President, Research Unit, University of Florida
Richard Denning, Vice President, Administrative Unit, University of Central Florida
Beth Todd, Vice President, Instructional Unit, University of Alabama
Ken Brannan, Newsletter Editor, The Citadel
Michael Woo, Vice Chair, Instructional Unit, The Citadel
Richard Mines, Secretary, Administrative Unit, Mercer University
Barbara Thomas, Chair Software Engineering Division, Southern Polytechnic University
Dan Budny, Zone II Representative, University of Pittsburgh
Dwight Wardell, ASEE Headquarters, Member Services
Dennis Fallon, Representative of The Citadel, Host Institution of the 2001 Meeting

1. Welcome and introductions (see attached agenda). Dion called the meeting to order at 1:25 P.M. in room 209 of LeTellier Hall, Citadel Civil and Environmental Engineering Building.
2. Dion appointed Hodge to serve as parliamentarian for the meeting. Hodge informed the group of eligible voting members. Dion announced that a long time ASEE member Joe Pierce from the University of Louisville had passed away. A moment of silence was requested to honor his long service to the section.
3. Minutes of the 2000 Fall Executive Board Meeting, Fall Technical Planning Meeting, and Conference Planning Meeting were distributed. Hodge made the motion to accept the minutes with second by Todd. Minutes were approved unanimously.
4. Houston presented the treasurer's report (see attached). It was noted that only \$50.00 had been posted to the section's BASS account. Wardell stated that additional funds had been received and that he would check on the problem. A second comment was concerning a decline in the section's membership allocation. Wardell stated that he would check on this item as well. The treasurer's report was approved unanimously.

5. Budny stated that the section's local bank account was the topic of much discussion during the last executive board meeting. An internal audit questioned the tax-exempt status of the CD because national did not have control of the deposit. Wardell stated that the account should be closed or that Frank Huband would need to be included on the bank CD. Dion requested that national inform the section in writing so that the Executive Board can respond. Budny also commented that the section maintained a large BASS account and suggested that the amount be reduced. Board members responded that it had taken several years to acquire the present balance and saw no problem with the operating and research balances.
6. Fallon gave the report on the conference. 130 had registered and exceeded the breakeven number. Dr. John Wesse, past ASEE President, gave the keynote address. The spouse's tours were canceled due to low participation. Thirty people registered for Sunday workshops. Sunday reception was held at the new South Carolina Aquarium. About 180 people were expected at the Monday night banquet. The campus color guard and bagpipe team performed, and the after dinner speaker was a noted civil war historian. Fallon requested that conference proceeds in the amount \$500 be presented to the speaker to support the Civil War Hunley Project. Todd made the motion with second by Dion to amend the conference budget. The motion was approved by voice vote. Fallon stated approximately \$21,000 had been received from conference registration with an additional \$3,500 raised by the Citadel to defray conference costs. Fallon stated that the conference should produce a profit.
7. Beth Todd presented a report on the technical session. There were a total of 122 abstracts submitted. Five were rejected and 4 were withdrawn. Moderators were still needed for the Industrial Engineering Division and Administrative Unit Session.
8. The names of those receiving Section awards were read (see attached list). Brannan will include the awardees in the next newsletter.
9. Future meeting sites were discussed. The 2002 conference will be March 31-April 2, 2002 in Gainesville, FL hosted by the University of Florida. Fazil Najafi will be the representative for the Host Institution. The conference will be at the University of Florida Hotel & Conference Center. The hotel rates will be \$109 per night for two people and each additional person will be \$10 extra. Hoadley announced that the fall Executive Board Meeting, Technical Planning Meeting, and Site Planning Meetings would meet in Atlanta, GA on November 1-2, 2001 at the Clarion Suites formerly Comfort Suites at Hartsfield Atlanta Airport. The 2003 meeting will be at Mercer University. Richard Mines will serve as the representative for the host institution. He was reminded to have a call for papers ready at the 2002 conference. Future sites will be University of Louisville in 2004, University of Tennessee at Chattanooga in 2005, and possibly the University of Alabama in 2006.
10. Fallon stated that conference proceedings would not be available for the conference and that something would need to be done about mailing a copy to participants. Budny suggested that in addition to mailing a CD-ROM to participants that the section might consider mailing a copy to all members with the fall newsletter.
11. No report was available for the Tony Tilmans Best Paper Award.
12. No report was available from Campus Representative.

13. Brannan reported that the next newsletter will contain the program announcement for the 2002 conference, the President's message, a general call for papers, the Section awards, highlights of the 2001 conference, and new section officers.
14. Budny stated that there was lively discuss at national, but there does not appear to be support for national award at this time. Several issues remain unresolved. Budny also stated that the PIC was reorganizing.
15. Wardell stated that Headquarters was excited about a number of items that included a large number of papers for the 2001 summer conference. A 40% increase over the previous year.
16. Hodge presented the report from the nominating committee. Richard Mines was recommended for President-elect and Shelton Houston was recommended for Secretary/Treasurer. The election will be held at the Tuesday April 2, 2001 business meeting.
17. Dion brought forward the continued discussion about the Constitution and By-laws committee report. After receiving input from Board members and an external consultant, Robert Cade, it was recommended to retain both the section Constitution and By-Laws. The majority of the Board and Cade indicated that revisions were needed in both documents. Hoadley made a motion second by Todd to reconstitute the Constitution and By-Laws Committee to revise both documents. After discussion, the question was called with 2 in favor, 3 against, and 1 abstention. The motion did not pass. Hodge made a motion second by Houston to retain the section Constitution and By-Laws. The motion was approved by voice vote. Dion next presented a possible organizational chart, which included comments from the executive board. The primary concern was to be certain there was a process to engage the general membership. An extended discussion occurred. Denning made a motion with second by Hoadley that the Constitution and By-Laws be revised to reflect a clustered concept to include the general membership and include the immediate past president in the executive board. The motion passed by voice vote. Hoadley made a motion with second by Todd to establish a committee appointed by the president that would rewrite the Constitution and By-Laws to reflect the desired changes and present the report at the November 2001 meeting. The motion passed by voice vote. Dion requested that Hodge, Brannan, Nelson, and Todd serve with him on the committee to revise the documents. Hodge was selected as chair of the committee and Nelson declined to serve.
18. The meeting was adjourned at 3:35 P.M.

Respectfully submitted,



Shelton Houston
Secretary

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Minutes Luncheon Business Meeting 2 April 2001 Charleston, SC

1. The meeting was called to order by Tom Dion.
2. Shelton Houston discussed the highlights of the spring executive board meeting.
3. Shelton Houston 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:
Richard Mines - President-elect
Shelton Houston - Secretary/Treasurer
The slate of officers was approved unanimously.
5. The 2002 ASEE-SE Annual meeting will be held in Gainesville, FL and will be hosted by the University of Florida. Future sites will be Mercer University in 2003, University of Louisville in 2004, University of Tennessee at Chattanooga in 2005, and possibly the University of Alabama in 2006.
6. Tom Dion turned the meeting over to the new President, Peter Hoadley.
7. The meeting was adjourned at 12:45 P.M.

Respectfully submitted,

Shelton Houston
Secretary

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Southeastern Section Instruction ♦ Administration ♦ Research

RESOLUTIONS SIXTY- SEVENTH ANNUAL MEETING April 1-3, 2001

WHEREAS the Southeastern Section of the American Society for Engineering Education has enjoyed the gracious and generous hospitality of The Citadel during its sixty-seventh 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 The Citadel, the host institution, and to MGEN. John S. Grinalds, President, and BGEN. Harrison S. Carter, Vice President of Academic Affairs, The Citadel; and

SECOND, that we express our particular appreciation to the host coordinator Dennis Fallon, Department of Civil Engineering, The Citadel and to his colleagues Kenneth P. Brannan, William J. Davis, Thomas R. Dion, John A. Murden, Russell H. Stout, Samruam Tongtoe, and Michael Woo, and spouses of the Civil Engineering Faculty at the host institution, and

THIRD, that we thank Beth Todd, the Program Chair for the excellent technical program she 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. John A. Weese, Regents Professor, Texas A&M University and Immediate Past President of ASEE, for the outstanding keynote speech, and

FIFTH, that we express our appreciation for presenting outstanding workshops from Eleanor Nault and Mike Leonard for "Assessment: Closing the Loop", Dan Budny for "Teaching Styles", and John Murden for "MATHCAD", 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 Citadel Cadet Bag Pipe/Band & Color Guard: Sandy Jones and Herb Day, for the delightful music during the Awards Banquet, and

NINTH, that we express our appreciation to J.P. Moshen for serving as Outstanding Campus Representative Coordinator, and

TENTH, that we express our appreciation to the Awards Banquet speaker Senator Glenn McConnell, The Hunley Commission, and

ELEVENTH, that we express our appreciation to Verdell T. Rouse for administrative support and,

TWELFTH, that we express our appreciation to Nancy Sliwa for coordination of Grimsley Hall, the Civil Engineering Cadets for Host Services, Kristina King of ARA Food Services for conference catering, and Bitsi Crawford of Holiday Inn Riverview for hotel accommodations, 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 Thomas R. Dion, The Citadel, President of the Section

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Technical Program Planning Meeting 1 November 2001

Minutes

Attendance:

Peter W. Hoadley, President, VMI
Thomas Dion, Past President, The Citadel
Shelton Houston, Secretary, University of Southern Ms
Michael Woo, Vice President, Instructional Unit, The Citadel
Ken Brannan, Newsletter Editor, The Citadel
Jim Nelson, Proceedings Editor, Clemson University
Fazil Najafi, Vice Chair, Administrative Unit & Host Institution Representative, University of Florida
Ted Branoff, Chair, Engineering Design Graphics Division, North Carolina State University
Aaron Clark, Vice Chair, Engineering Design Graphics Division, North Carolina State University
Alice Scales, Secretary, Engineering Design Graphics Division, North Carolina State University
Tulio Sulbaran, Chair, Civil Engineering Division, Georgia Institute of Technology
Joseph Owino, Secretary, Civil Engineering Division, University of Tennessee at Chattanooga
Jack Lipscomb, Secretary, Engineering Technology Division, University of Southern Ms
Paul Wilder, Chair, Computer Engineering & Technology Division, University of Southern Ms
Kamal Ali, Secretary, Computer Engineering & Technology Division, University of Southern Ms
Cecelia Wigal, Chair, Industrial Engineering Division, University of Tennessee at Chattanooga
Pu-Sen Yeh, Chair, Mechanical Engineering Division, Jacksonville State University
Robert LeMaster, Secretary, Mechanical Engineering Division, University of Tennessee at Martin
Barbara Thomas, Chair, Software Engineering Division, Southern Polytechnic State University
Sheryl Duggins, Secretary, Software Engineering Division, Southern Polytechnic State University
Dan Bunday, Zone II Representative, University of Pittsburgh
B.K. Hodge, Mississippi State University

1. The meeting began at 3:00 P.M. with distribution of an agenda (see attached). Hoadley 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 hotel
 - C) Lunch on Friday at local restaurant provided by the Section
 - D) Check out time will be noon Friday
3. Woo presented information about conference abstracts. Seventy-three abstracts were received by the published deadline. To increase paper submissions, deadline for abstracts was extended to November 15, 2001. Distribution covered all areas:

Instructional Unit – 24 papers
Administrative Unit – 7 papers
Research Unit – 1 paper
Civil Engineering Division – 8 papers,
Computer Engineering and Technology Division – 4 papers
Electrical Engineering Division – 3 papers
Engineering Graphics Division – 4 papers
Engineering Technology – 3 papers
Industrial Engineering – 2 papers
Mechanical Engineering Division – 7 papers
Software Engineering Division – 10 papers

4. Hotel will provide slide projectors, overhead projectors, and LCD projectors. Computers will not be available and will need to be supplied by a vendor, the university, or section members. Hoadley requested that authors be contacted to obtain equipment presentation requirements.
5. Ali suggested establishing a trail WEB site for uploading papers and/or presentations. It was determined that Woo and Ali evaluate a session to test the technology required to implement at future conferences.
6. Workshops on NSF Proposal Writing, Case Studies in Engineering Design, and Developing ABET Assessment Tools were planned for Sunday activities.
7. Woo presented a proposed review process and the addition of an extended abstract requirement. After extended discussion, the executive board approved the procedure and a new set of deadlines that authors must meet to submit their manuscript. The final cutoff was set for February 11, 2002. Papers received after this date would not be included in the CDROM proceedings due to publication deadlines.
8. The meeting adjourned at 5:40 P.M.

Respectfully submitted,



Shelton Houston
Secretary

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Fall Executive Board Meeting 1 November 2001

Minutes

Attendance:

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Cecelia Wigal, Chair, Industrial Engineering Division, University of Tennessee at Chattanooga
Pu-Sen Yeh, Chair, Mechanical Engineering Division, Jacksonville State University
Dan Bunday, Zone II Representative, University of Pittsburgh
B.K. Hodge, Mississippi State University

1. The meeting was called to order at 8:20 P.M. with distribution of an agenda (see attached). Hoadley welcomed everyone. Hodge reminded everyone that only executive boards members could vote section business.
2. Hodge presented a progress report on the Constitution & ByLaws Committee. Dion made a motion with second by Houston that additional time be allowed for the final report from the committee. The committee was requested that a final report be presented at the Spring 2002 Executive Board meeting. The motion approved by voice vote.
3. Houston distributed minutes from the Spring Executive Board Meeting and the Luncheon Business meeting. After a short discussion, the minutes were approved.
4. Houston provided an update of the budgets through 09/30/01. 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 Summer 2001 Newsletter. This account can only be used toward publication of a newsletter. The balance in the research account was \$2795.24. With the CD included, the balance becomes \$7028.73. After general discussion, Dion made a motion with second by Woo to close the section CD and transfer funds to section headquarters. The motion passed by voice vote. Houston was instructed to close the account and bill the section for any costs incurred. Dion requested that the President inform Research Unit officers of the executive board's decision.

The balance in the BASS account was \$8,230.12. This included payment refunds from the 2000 and 2001 Host institutions.

5. Houston distributed copies of the 2001-02 budget consideration (see attached). In determining the budget for the 01-02 fiscal year, 2000-01 expenditures were adjusted to the nearest dollar. The amount of local institutional dues was reduced to reflect actual dues collected during 2001. The other source of income is individual member dues. The section receives \$1.00 for each member and amounted to \$1587 in 2000. The same amount was estimated for 2001-02 budget. Executive Board members expressed concern that the Section will have problems in the future if revenues do not materialize. Dion made motion with second by Hoadley to adopt budget as presented. Motion passed by voice vote.
6. Hoadley made a motion with second by Dion to establish a committee to look at 2003 conference with the goal of attracting younger and older members. Motion passed by voice vote. Committee members appointed by Hoadley were Nelson, Mines, Wigal, and Hoadley. A report will be presented at the Spring board meeting.
7. Hoadley presented report for Mines on section awards. It was suggested by Bundy to establish a new section service award. The executive board agreed and Hoadley was charged with drafting guidelines for the award. The executive would review the report and approve via email. Hoadley would establish a committee to review nominations. Nelson suggested that the award be named in honor of the late Tony Tilmans. The executive board agreed with a voice vote.
8. Campus Representative no report.
9. **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.**
10. 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.
11. Bundy expects that the Illinois and Indiana section will be deleted.
12. Wardell reported that ASEE membership has increased in all areas: institutional, professional, and student.
13. Hodge recommended J.P. Mohsen as the Section's nominee for Zone II Chair Elect. Second was received with unanimous approval.
14. 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.

15. 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.
16. Dion appointed a nomination committee for next year's officers (B.K. Hodge will chair with Brannon and Houston as members).
17. 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.
18. The meeting was adjourned at 11:25 P.M.

Respectfully submitted,



Shelton Houston
Secretary

