

# American Society for Engineering Education



Shelton Houston, Secretary-Treasurer  
Southeastern Section

**Instruction ♦ Administration ♦ Research**

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## **Spring Executive Board Meeting 6 April 2003 Minutes**

### **Attendance:**

Richard Mines, President, Mercer University  
Dennis Fallon, President-Elect, The Citadel  
Peter W. Hoadley, Past-President, VMI  
Shelton Houston, Secretary, University of Southern Mississippi  
Laura Lackey, Vice President, Instructional Unit, Mercer University  
Tulio Sulbaran, Vice Chair, Instructional Unit, University of Southern Mississippi  
Claire McCullough, Vice Chair, Research Unit, University of Tennessee at Chattanooga  
Fazil Najafi, Secretary, Administrative Unit, University of Florida  
Cecelia Wigal, Secretary, Instructional Unit, University of Tennessee at Chattanooga  
Thomas Dion, Campus Representative Coordinator, The Citadel  
Ken Brannan, Newsletter Editor, The Citadel  
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University  
B.K. Hodge, Chair Constitution & By-Laws Committee, Mississippi State University  
J.P. Mohsen, Zone II Representative, University of Louisville  
Frank Huband, Executive Director, ASEE  
Jennifer Joyner, 2003 Host Institution, Mercer University  
P.K. Raju, 2004 Host Institution, Auburn University

1. Welcome and introductions (see attached agenda). Mines called the meeting to order at 10:00 am.
2. Mines asked Joyner to update the board on the conference and budget. Joyner stated that 109 people had registered. At this point, Joyner expected a loss of \$888.75. This could change if more people register or if credits can be obtained from returned items.
3. Lackey informed the executive board that 92 presentations were scheduled and 3 workshops were planned.
4. Thomas updated the executive board on conference proceedings. 220 CDs were burned. CDs would be distributed at the conference and extra copies were provided to the secretary for distribution to section deans after the fall board meeting. Cost will meet budget of \$1000. Thomas indicated that different formats were still received. Thomas requested a more uniform format for next year. Hodge suggested using the ASEE national format. Wigal suggested reviewing national before making a decision. Lackey agreed that the format needs changing, but that it should be simple. Mohsen suggested that a committee composed of Thomas, Wigal, and Sulbaran be appointed to make

recommendations at the fall executive board meeting. The committee was approved with Thomas to serve as chair.

5. Section awards were announced by Mines.

**Tony Tilmans Section Service Award**

Dr. Kenneth P. Brannan  
Department of Civil and Environmental Engineering  
The Citadel  
171 Moultrie Street  
Charleston, SC 29409-0225  
Ph: (843) 953-7685

**ASEE Southeastern Section Outstanding Teacher Award**

Dr. Richard Denning  
Engineering Technology Department  
University of Central Florida  
P.O. Box 162450  
Orlando, Florida 32816-2450  
Ph: (407) 823-4747

**ASEE Southeastern Section New Teacher Award**

Dr. David Dampier  
Mississippi State University  
Department of Computer Science and Engineering  
Box 9637  
Mississippi State, MS 39762  
Ph: (662) 325-2756

**ASEE Southeastern Section New Faculty Research Award**

<b>1st place:</b> Dr. Scott Husson Dept. of Chemical Engineering Clemson University Clemson, SC 29634-0909 Ph:(864)656-4502	<b>2nd place:</b> Dr. Donald Visco Dept. of Chemical Engineering Tennessee Tech. Cookeville, TN 38505 Ph:(931)372-3606 dvisco@tntech.edu
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**ASEE Southeastern Section Mid-Career Teacher Award**

Dr. Ali Rahrooh  
Engineering Technology Department  
University of Central Florida  
P.O. Box 162450  
Orlando, FL 32816-2450  
Ph: (407) 823-4749

**ASEE Southeastern Section Campus Coordinator Award**

Dr. Richard O. Mines, Jr.

Mercer University  
School of Engineering  
1400 Coleman Avenue  
Macon, GA 31207  
Ph: (478) 301-2347

**Thomas C. Evans Instructional Paper Award**

Dr. Laura W. Lackey  
Mercer University  
School of Engineering  
Macon, GA 31207  
Ph: (478) 301-2347

Dr. W. Jack Lackey  
George W. Woodruff School of Mechanical Engineering  
813 Ferst Drive, NW  
1400 Coleman Avenue  
Georgia Institute of Technology  
Atlanta, GA 30332-045  
Ph: (404) 894-0573

6. Discussion took place regarding the Research Unit award guidelines. McCullough will revise requirements/guidelines and circulate via email to the executive board for approval.
7. Dion reported that only six reports were received from section reps.
8. Hoadley offered to coordinate awards next year.
9. Mines reported on future host sites.  
  
2005 - University of Tennessee, Chattanooga (contact Cecelia Wigal)  
2006 - University of Alabama (contact Joey Parker)  
2007 - University of Louisville (contact JP Mohsen)  
2008 - Open (president elect will conduct site search)
10. Raju reported on the 2004 meeting hosted by Auburn. Different hotels are being considered. The dates of April 4-6, 2004 were approved as a tentative meeting time. Call for papers will need to be revised and approved at the fall executive board meeting before anything is distributed.
11. Minutes of the 2002 Fall Executive Board Meeting, Fall Technical Planning Meeting, and Conference Planning Meeting were discussed. Minutes were approved unanimously with one correction to replace *PRISM* with *Journal of Engineering Education*.
12. Houston presented the treasurer's report (see attached). Houston made a motion with second by Mines that the budget be approved. The treasurer's report was approved unanimously.
13. Hoadley submitted the nominating committee's recommendation for 2003-04 officers: President Elect, Beth Todd and Secretary-Treasurer, Shelton Houston. Dion made a motion with second by Mines to accept the committee report. The report was approved unanimously.
14. Brannan distributed a previous newsletter to obtain input for the next newsletter. It will contain information about the 2004 Auburn conference, call for papers, president's letter, section awards, and 2003-04 section officer list. Mohsen suggested adding a section to the newsletter for campus representative. Mines and Mohsen suggested adding a spotlight for an institutional member or student highlights. Call will be distributed via email to LISTSERV members.

15. Hodge reported that voting will be conducted on changes in the proposed constitution & by-laws during the noon business meeting. Paper ballots will be used to tally votes.
16. Huband addressed the executive board stating that this was the third time he had attended a section meeting. The 2002 national conference made money. 1330 papers were submitted. Huband was not certain of the approved number. In fall 2003, ASEE national will produce a publication for high school students. It will focus on the engineering discipline. Cost will be \$1.00 per copy. For \$5,000 each high school can have their own back page. A new category has been added to membership which allows high school students and high school teachers to become members.
17. Huband next addressed email sent by Hoadley to Mohsen. The national teaching award was the concept of Zone chairs to replace the DOW award. The concept is to provide 12 national awards for best in engineering education. Discussion continued with Dion making motion to table discussion until fall executive board meeting. Second by Hoadley. Motion passed by voice vote.
18. Mohsen presented the Zone II report. The national meeting will be held in the section in 2003. Everyone that attends the meeting in Nashville is invited to the Zone II section meeting that will be Wednesday at 7 a.m. during the conference. There will be a session for best zone paper.
19. Assuming that the proposed constitution & by-laws are approved at the noon business meeting, a transition committee will be created composed of Dion, Fallon, Todd, and Hodge. Huband recommended that titles of officers be revisited to be in compliance with national wording, e.g. section president is listed as section chair. Mohsen will present constitution & by-laws to ASEE board during summer business meeting.
20. Mines extended his thanks to Huband for attending the meeting. He also thanked Thomas for providing CD proceedings and Lackey for an excellent technical program.
21. There being no further business. Fallon made motion to adjourn with second by Mines. Motion approved by voice vote. The meeting adjourned at 11:30 a.m.

Respectfully submitted,



Shelton Houston  
Secretary

# American Society for Engineering Education



Shelton Houston, Secretary-Treasurer  
Southeastern Section

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## Instruction ♦ Administration ♦ Research

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### Minutes Luncheon Business Meeting 9 April 2002 Gainesville, FL

1. The meeting was called to order by Peter Hoadley.
2. Shelton Houston discussed the highlights of the spring executive board meeting.
3. Tom Dion 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:  
Dennis Fallon - President-elect  
Shelton Houston - Secretary/Treasurer  
The slate of officers was approved unanimously.
5. The 2003 ASEE-SE Annual meeting will be held in Atlanta, GA and will be hosted by the Mercer University. Future sites will be University of Louisville in 2004, University of Tennessee at Chattanooga in 2005, University of Alabama in 2006, and possibly Virginia Commonwealth University in 2007.
6. Peter Hoadley turned the meeting over to the new President, Richard Mines.
7. The meeting was adjourned at 1:00 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Shelton Houston". The signature is written in a cursive style.

Shelton Houston  
Secretary

# American Society for Engineering Education



## Southeastern Section

Instruction ♦ Administration ♦ Research

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### RESOLUTIONS

SIXTY- EIGHTH ANNUAL MEETING

April 7-9, 2002

**WHEREAS** the Southeastern Section of the American Society for Engineering Education has enjoyed the gracious and generous hospitality of The University of Florida 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 University of Florida, the host institution, and to Charles Young, President, and Pramod P. Khargonekar, Dean, College of Engineering, and

**SECOND**, that we express our appreciation to Scott Peek of The College of Engineering, The University of Florida and to the Alachua County Tourism Department for their generous financial support, and

**THIRD**, that we express our particular appreciation to the host coordinator Fazil Najafi, Department of Civil and Coastal Engineering, and

**FOURTH**, that we express our sincere gratitude to Rebecca Johnson and her staff at the Department of Continuing Education for their guidance in organizing the conference, and

**FIFTH**, that we thank Michael Woo, 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

**SIXTH**, that we thank Dr. Timothy J. Anderson, Professor and Chair of Chemical Engineering, University of Florida, for the outstanding keynote speech, and

**SEVENTH**, that we express our appreciation for presenting outstanding workshops from Barbara Olds for " Developing Assessment Tools", Eric Sheppard for "How To Write A Proposal To NSF", and Chetan Sandar and P.K. Raju for "Using Case Studies In Engineering Design", and

**EIGHTH**, that we recognize the outstanding efforts for the past four years 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

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

**TENTH**, that we express our appreciation to the curators of the Florida Museum of Natural History for allowing us to use the museum for a most interesting venue for our awards banquet, and

**ELEVENTH**, that we express our appreciation to Danielle Marden and Rachel Diamond for their assistance in coordinating the hotel accommodations, meals and refreshments enjoyed during breaks, 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, Past-President of the Section

# American Society for Engineering Education



Shelton Houston, Secretary-Treasurer  
Southeastern Section

**Instruction ♦ Administration ♦ Research**

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## Fall Technical Program Planning Meeting 1 November 2002

### Minutes

#### Attendance:

Richard Mines, President, Mercer University  
Dennis Fallon, President-Elect, The Citadel  
Peter W. Hoadley, Past-President, VMI  
Shelton Houston, Secretary, University of Southern Mississippi  
Laura Lackey, Vice President, Instructional Unit, Mercer University  
Thomas Dion, Campus Representative Coordinator, The Citadel  
Ken Brannan, Newsletter Editor, The Citadel  
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University  
B.K. Hodge, Chair Constitution & By-Laws Committee, Mississippi State University  
J.P. Mohsen, Zone II Representative, University of Louisville  
Fazil Najafi, Secretary, Administrative Unit, University of Florida  
Cecelia Wigal, Secretary, Instructional Unit, University of Tennessee at Chattanooga  
Randy Buchanan, Chair, Electrical Engineering Division, University of Southern Mississippi  
Aaron Clark, Chair, Engineering Design Graphics Division, North Carolina State University  
Tulio Sulbaran, Chair, Civil Engineering Division, University of Southern Mississippi  
Alice Scales, Secretary, Engineering Design Graphics Division, North Carolina State University  
Sheryl Duggins, Chair, Software Engineering Division, Southern Polytechnic State University  
Jennifer Joyner, 2003 Host Institution, Mercer University  
P.K. Raju, 2004 Host Institution, Auburn University

1. The meeting began at 3:00 p.m. with distribution of an agenda. Mines welcomed everyone and asked that each person introduce himself or herself.

#### Housekeeping items:

- A) Dinner Friday evening at local restaurant
  - B) Continental breakfast @ 8:30 in the hotel
  - C) Check out time will be noon Saturday
2. Lackey presented information about conference abstracts. One hundred ten abstracts were received by the published deadline. Letters were issued to authors with attachments. Procedures will be distributed to division chairs for paper review and receipt of final papers.

3. Conference information was distributed. Conference will be held in Macon, GA, on April 6-8, 2003, at the Crown Plaza Hotel. Reception will occur at Sports Hall of Fame.
4. Budget was presented. After discussion, registration fee was established at \$185 for early registration and \$225 for late registration. Hotel will have a block of rooms with rate set for \$65 per night. Student registration will be \$25.
5. Sunday workshops proposed were professional ethics, using case histories for teaching, and a third session to be developed later.
6. Conference Proceedings were discussed. With Nelson leaving the section, new procedures will be required to manage section WEB site and publish CD ROM Proceedings. 2002 Proceedings will be distributed by Hoadley after production at USM. Thomas will receive and publish 2003 CD ROM Proceedings. Brannan will host section WEB site at Citadel for 2003. Future of Proceedings and WEB site will be discussed at Spring Board Meeting.
7. Raju discussed 2004 conference. Conference will be held in 248 room hotel, which has a current room rate of \$69 per night. Possible dates of April 4-6, 2004, were suggested.
8. Mohsen suggested that K-12 teachers be introduced into engineering education. Target would be to increase knowledge of engineering education to students as early as possible.
9. The meeting adjourned at 5:10 p.m.

Respectfully submitted,



Shelton Houston  
Secretary



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## Fall Executive Board Meeting 1 November 2002

### Minutes

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Aaron Clark, Chair, Engineering Design Graphics Division, North Carolina State University  
Tulio Sulbaran, Chair, Civil Engineering Division, University of Southern Mississippi  
Alice Scales, Secretary, Engineering Design Graphics Division, North Carolina State University  
Beth Todd, University of Alabama

1. The meeting was called to order at 7:00 p.m. with distribution of an agenda. Mines welcomed everyone. Mines reminded everyone that only executive boards members could vote section business.
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 09/30/02. 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 for the Summer 2002 Newsletter. This account can only be used toward publication of a newsletter. The balance in the research account was \$7,150.92. The balance in the BASS account was \$15,911.25.
4. Houston distributed copies of the 2002-03 budget consideration (see attached). In determining the budget for the 02-03 fiscal year, 2001-02 expenditures were adjusted to the nearest dollar. The amount of local institutional dues was reduced to reflect actual dues collected during 2002. The other source of income is individual member dues. The section receives \$1.00 for each member which amounted to \$1541 in 2001. The same amount was estimated for 2002-03 budget. Executive board

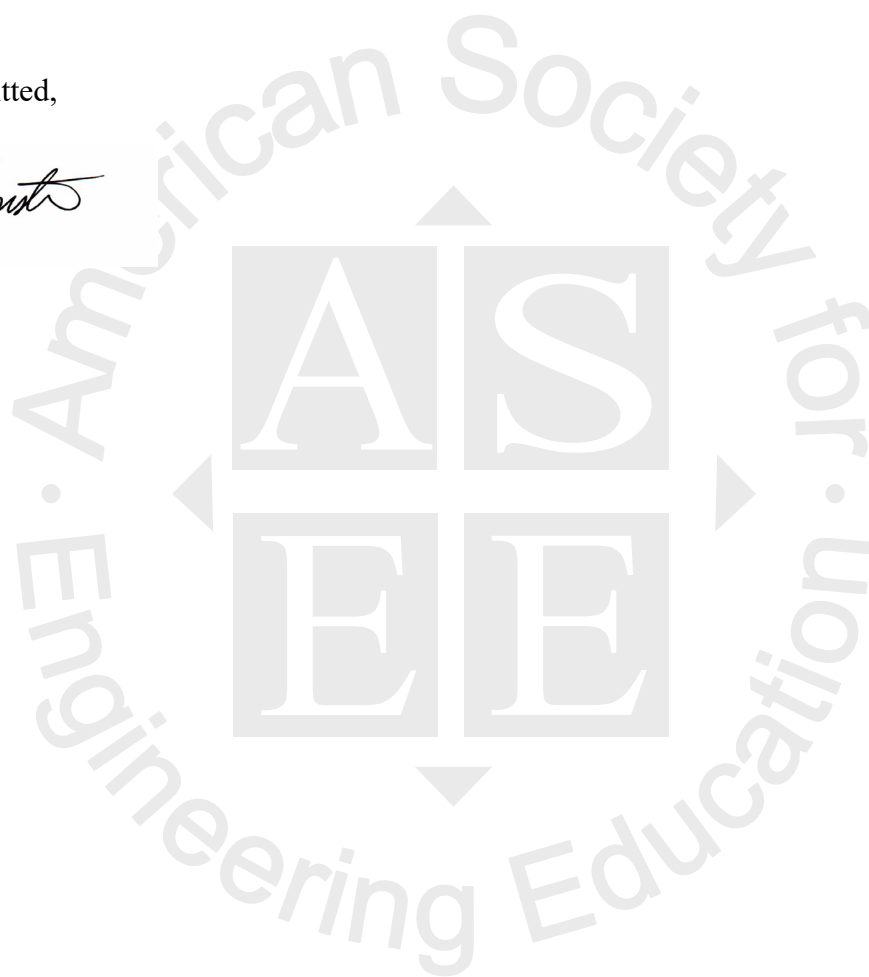
members revised budget to include production of 2002 and 2003 CD Proceedings. Hoadley made motion with second by Mohsen to adopt revised budget. Motion passed by voice vote.

5. Dion reported that two reports were due to National. Dion will attempt to update campus representative list.
6. Mohsen addressed the executive board as the new Zone II representative. Primary discussion was that section was not contributing to the national teaching award. Much discussion followed with Hoadley making motion to submit \$300 to National toward the award with balance of \$1,700 to follow when National had received matching external funds. Second by Dion. Question by Thomas. Discussion followed. Vote passed by unanimous voice vote.
7. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Shelton Houston  
Secretary



# American Society for Engineering Education



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Southeastern Section

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## Conference Planning Meeting

2 November 2002

### Minutes

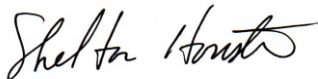
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Aaron Clark, Chair, Engineering Design Graphics Division, North Carolina State University  
Alice Scales, Secretary, Engineering Design Graphics Division, North Carolina State University  
Beth Todd, University of Alabama

1. The meeting began at 9:00 a.m. with distribution of an agenda. Members were asked to introduce themselves.
2. Before discussing conference events, Mines appointed the nominating committee for next year's officers. Committee was composed of Dion, Hoadley, and Hodge. The committee report will be presented at the Spring 2003 Executive Board Meeting.
3. The national teaching award discussion was continued. Mines will establish a committee to make recommendation at the Spring 2003 Executive Board Meeting.
4. Hodge circulated a revised draft of the constitution and by-laws. Input will be received and a revised version will be distributed to the executive board. After approval by the executive board, the approved version will be included in the fall newsletter. A vote will occur at the spring luncheon business meeting. Depending upon the outcome of the meeting, Fallon will be charged with establishing a transition team during his term as President. Thomas suggested including a cover letter to be mailed to the section membership. Motion by Lackey with second by Fallon. Motion passed with voice vote.

5. Hoadley provided an update on the Transaction Journal. By acclamation, the executive board approved Hoadley to chair a review committee and establish a selection procedure to be used by the section for future submissions. Thomas suggested that division chairs be included in the selection process. For this year, the best five papers will be sent to national for possible inclusion in the ASEE Journal of Engineering Education. Journal guidelines require an external review.
6. Hoadley will revise award information and distribute to Brannan, Dion, and Houston.
7. The 2003 reception will be held at the Georgia Sports Hall of Fame. Banquet will occur at the Religious Life Center. Early registration fee will be \$185 and late registration will be \$225. Student registration will be \$25.
8. Lackey provided an update that one hundred eleven abstracts had been received.
9. Mines stated that he would invite Frank Huband to attend the Spring Executive Board Meeting to discuss the national teaching award.
10. Discussion occurred to change conference format. Hoadley stated that a survey conducted during the 2003 conference showed members wanted change. Motion to establish the committee was made by Mines with second by Dion. Motion passed by voice vote. Committee members named were Devens, Lackey, Wigal, and Todd. The committee is charged with making a report at the Spring Board Meeting.
11. The host committee for the 2004 conference, Auburn University, was encouraged to have a call for papers prepared to hand out at the 2003 conference in Macon, GA.
12. The meeting adjourned at 10:40 a.m.

Respectfully submitted,



Shelton Houston  
Secretary