

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Spring Executive Board Meeting 4 April 2004 Minutes

Attendance:

Richard Mines, Past-President, Mercer University
Dennis Fallon, President, The Citadel
Beth Todd, President-Elect, University of Alabama
Shelton Houston, Secretary, University of Southern Mississippi
Tulio Sulbaran, Chair, Instructional Unit, University of Southern Mississippi
Cecelia Wigal, Vice Chair, Instructional Unit, University of Tennessee at Chattanooga
Keith Plemmons, Secretary, Instructional Unit, The Citadel
Claire McCullough, Chair, Research Unit, University of Tennessee at Chattanooga
Paul Wilder, Vice Chair, Research Unit, Indiana Institute of Technology
Thomas Dion, Campus Representative Coordinator, The Citadel
Ken Brannan, Newsletter Editor, The Citadel
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
Donald Visco, Chair, Chemical Engineering Division, Tennessee Tech University
Randy, Buchanan, Chair, Electrical Engineering Division, University of Southern Mississippi
Chris Effiong, Vice Chair, Electrical Engineering, University of Tennessee at Martin
David Dampier, Chair, Software Engineering Division, Mississippi State University
J. P. Mohsen, Zone II Representative, University of Louisville
Bill Dillard, Auburn University
Peter W. Hoadley, VMI
B. K. Hodge, Mississippi State University
Laura Lackey, Mercer University

1. Welcome and introductions (see attached agenda). Fallon called the meeting to order at 4:00 pm.
2. Minutes were distributed by Houston and approved by voice vote. Houston presented the treasurer's report (see attached). Houston made a motion with second by Fallon that the budget be approved. The treasurer's report was approved unanimously.
3. Sulbaran reported that 115 abstracts were accepted with 96 completed for publication in the Proceedings and 14 were for presentation only. Sulbaran stated that many authors reported confusion because of multiple conference Web sites. He recommended that future conferences maintain a common Web site for conference information and author notification.
4. Fallon reported that the host institution had 146 individuals registered for the conference. Dillard reported that the host institution had 27 exhibitors registered for the vendor display.

5. Mines presented the Nominating Committee report and recommended that the report be accepted with second by Wilder. Motion passed by voice vote.

Lara Lackey – President Elect
Shelton Houston – Secretary-Treasurer

6. In order to transition to the new organizational structure, Fallon proposed that a slate of officers be endorsed by the Executive Board. The rationale was to avoid confusion when division business meetings occurred. Motion was made by Mines with second by Mohsen to consider the recommendation. After discussion, the motion was approved by voice vote which resulted in Dion managing the Programs and Publications & Promotions Division meetings and Brannan managing the Awards & Recognition Division meeting. *Note: After receiving no floor nominations for each breakfast business meeting, the proposed slate of officers recommended by the Executive Board was approved by members present at each meeting.*

Program Division (Monday Breakfast)

Vice President/Chair	Tulio Sulbaran
Vice Chair	Cecelia Wigal
Secretary	Michael Woo

Awards and Recognition Division (Tuesday Breakfast)

Vice President/Chair	Peter Hoadley
Vice Chair	Alice Scales
Secretary	Joseph Owino

Publications and Promotion Division (Tuesday Breakfast)

Vice President/Chair	B.K. Hodge
Vice Chair	Barbara Thomas
Secretary	Don Visco

7. Dion provided an update to proposed By-Laws changes. He recommended minor wording changes to include all members that wanted to serve. A written report will be made at the Fall Executive Board meeting.

Proposed New Change to Bylaws of the Southeastern Section (New Proposal)

Article III—Election of Officers

Section 1. Each Unit and Division will elect annually the following officers: Chair, Vice Chair, and Secretary. Unit officers must have previously held Division Chair positions. **Normally Unit officers are elected from their assigned divisions; however, to ensure leadership continuity, a qualified member of any Unit can offer to run as an officer in another Unit, and if nominated and elected, hold office.**

Rationale: Based on the ideas of several Ad Hoc Committees previously working on updating the Southeastern Section's Constitution and Bylaws, it was felt that flexibility and inclusion should be part of the new re-organization plan, while striving to incorporate a certain amount of rigor that supported current Southeastern Section needs and organizational structure. This proposed

amendment would provide a means to allow flexibility in serving as an officer in the Southeastern Section.

8. Discussion occurred regarding the process that the Nominating Committee would use to develop a slate of officers. A written proposal will be made at the Fall Executive Board meeting.
9. As part of the transition to the new organizational structure, an officer guide was proposed by Dion and Fallon. After discussion, the officer guide was approved by voice vote. A copy of the guide was directed to be included on the CD Proceedings and the Section Web site.
10. Thomas updated the Executive Board on conference proceedings. 240 CDs were burned. CDs would be distributed at the conference, and extra copies would be provided to the secretary for distribution to Section deans after the fall board meeting. Cost will meet budget of \$1000.

11. Section awards were announced:

Tony Tilmans Section Service Award

Peter Hoadley
VMI

ASEE Southeastern Section Outstanding Teacher Award

Rebecca K. Toghiani
Mississippi State University

ASEE Southeastern Section Mid-Career Teaching Award

J. Wesley Hines
University of Tennessee

ASEE Southeastern Section New Teacher Award

Lisa Bullard
North Carolina State University

ASEE Southeastern Section New Faculty Research Award

1st place: Chang-Yu Wu **2nd place:** Matthew W. Ohland
University of Florida Clemson University

ASEE Southeastern Section Campus Coordinator Award

Richard O. Mines, Jr.
Mercer University

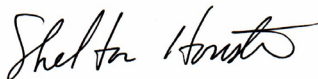
Thomas C. Evans Instructional Paper Award

Julie Sharp
Vanderbilt University

12. Fallon reported on future host sites.
 - 2006 - University of Alabama (contact Joey Parker)
 - 2007 - University of Louisville (contact JP Mohsen)
 - 2008 - Open (president elect will conduct site search)

13. Wigal reported on the 2005 meeting hosted by UT Chattanooga. Different hotels are being considered. The dates of April 3-5, 2005, were approved as a tentative meeting time. Call for papers was distributed.
14. Fallon distributed information about the ASEE National Teaching Award. Previous discussions had implied that awards would be presented for each section nominee; however, the final guidelines indicated that a single award would be given.
15. Brannan stated that a few items remained to complete the spring newsletter. These included host institution information with picture, a list of awards, campus rep information, President's message, and list of new officers.
16. Mohsen presented the Zone II report. The Board of Director winter meeting was held in Biloxi, MS, on February 1, 2004. ASEE National is in good financial health despite the recent downturn in the economy, which adversely affected other professional societies. ASEE won the NSF Graduate Fellowship Program. A record number of papers were submitted to the Annual Conference to be held in Salt Lake City. The online submission CAPS can not be used by the Section for author submissions. ASEE staff will investigate possible options. Tim Manicom is the new Assistant Manager of Membership. The first National Outstanding Teaching Award will be given at the Salt Lake City meeting. Mohsen announced that the current term as Zone II Chair will end after the annual meeting. Sandra Yost of the University of Detroit Mercy will be the new Zone II Chair. An election will be conducted for the Chair Elect position. Hoadley nominated Fallon as Zone II Chair Elect candidate for the Section. Second by Sulbaran. Todd called for the question, and the motion passed by voice vote.
17. There being no further business, Fallon made motion to adjourn with second by Mines. Motion approved by voice vote. The meeting adjourned at 6:00 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 6 April 2004 Auburn, AL

1. The meeting was called to order at 12:30 pm by Dennis Fallon.
2. Shelton Houston read the minutes of the Spring 2003 luncheon business meeting. Minutes were approved by acclamation.
3. Tom Dion brought forward the recommendation from the executive board for a wording change to the constitution and bylaws. A title alignment will be needed whereby the section President will be known as the section Chair. The section President Elect will be known as the section Vice Chair. Motion was made by B.K. Hodge with second by Beth Todd that members consider the modification to the constitution and bylaws. Motion was approved by voice vote.
4. Dennis Fallon asked Richard Mines to announce nominations for President Elect and Secretary-Treasurer which were presented to the executive board at April 4, 2004 Sunday executive board meeting:

Laura Lackey - President-elect
Shelton Houston - Secretary/Treasurer

The slate of officers was approved unanimously.

5. B.K. Hodge read the list of resolutions expressing appreciation to all those who helped with conference preparations. Motion was made by Ken Brannan with second by Dennis Fallon to approve the resolutions. The resolutions were approved unanimously.
6. Dennis Fallon presented a certificate of appreciation to B.K. Hodge and Tom Dion for their work on the constitution and bylaws.
7. Cecelia Wigal discussed the 2005 ASEE-SE Annual meeting that will be held April 3-5, 2005 in Chattanooga, TN and that will be hosted by the University of Tennessee at Chattanooga. A new highlight being considered for the conference is a student poster session.
8. Claire McCullough and Paul Wilder stated that the Research Division will host the student poster session.
9. Future sites will be the University of Alabama in 2006 and University of Louisville in 2007. The 2008 site is still being determined.

10. Dennis Fallon turned the meeting over to the new President, Beth Todd.
11. Beth Todd recognized former section Presidents and presented Dennis Fallon with a plaque for his service as section President.
12. Beth Todd adjourned the meeting at 1:00 p.m.

Respectfully submitted,



Shelton Houston
Secretary





Resolution

Whereas the Southeastern Section of the American Society of Engineering Education has been the guest of Auburn University at Auburn, Alabama during its 2004 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 and to those who have contributed to the success and fellowship of the meeting

THEREFORE BE IT RESOLVED:

FIRST, that we thank Auburn University and its faculty and its Administration for the invitation to meet in Auburn and for the pleasant and worthwhile experience which resulted, and

SECOND, that we express our particular appreciation to the host, *Dean Larry D. Benefield*, and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinator, *P.K. Raju*; and in particular *Ms. Janice Drummond* of Auburn University, and

THIRD, that we thank *Dean Benefield and the Samuel Ginn College of Engineering* for the reception and fellowship provided on Sunday evening, and

FOURTH, that we express our appreciation to the *Auburn University Singers* for their delightful entertainment at the Awards Banquet on Monday evening, and

FIFTH, that we thank all the *members of the Executive Committee of the Southeastern Section*, especially *Tulio Sulbaran*, Technical Program Coordinator, and *Kenneth P. Brannan*, Webmaster and Newsletter Editor. In addition we thank all the reviewers for their efforts to ensure that the papers presented at this meeting were of the highest quality, and

SIXTH, that we express our appreciation to *Mr. James S. Voss* of Auburn University for his outstanding Keynote Address, and

SEVENTH, that we recognize the continued efforts of the Proceedings Editor, *Barbara Thomas*, and

EIGHTTH, that we thank all the *sponsors* for their equipment, displays and other support for 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.

Dennis Fallon
President of Southeastern Section

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Technical Program Planning Meeting 11 November 2004

Minutes

Attendance:

Beth Todd, President, University of Alabama
Laura Lackey, President-Elect, Mercer University
Dennis Fallon, Past-President, The Citadel
Shelton Houston, Secretary, University of Southern Mississippi
Cecelia Wigal, Vice Chair of Programs, University of Tennessee at Chattanooga
Ken Brannan, Newsletter Editor & Web Administrator, The Citadel
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
Keith Plemmons, Chair, Instructional Division, The Citadel
Salame Amr, Vice Chair, Engineering Technology Division, Virginia State University
Randy Buchanan, Vice Chair, Research Division, The University of Southern Mississippi
Paul Palazolo, Secretary, Civil Engineering Division, University of Memphis
Juan Carlos Guzman, Secretary, Software Engineering Division, Southern Polytechnic State University
Sandy Yost, Zone II Representative, University of Detroit Mercy
Joey Parker, 2006 Host Institution, University of Alabama

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

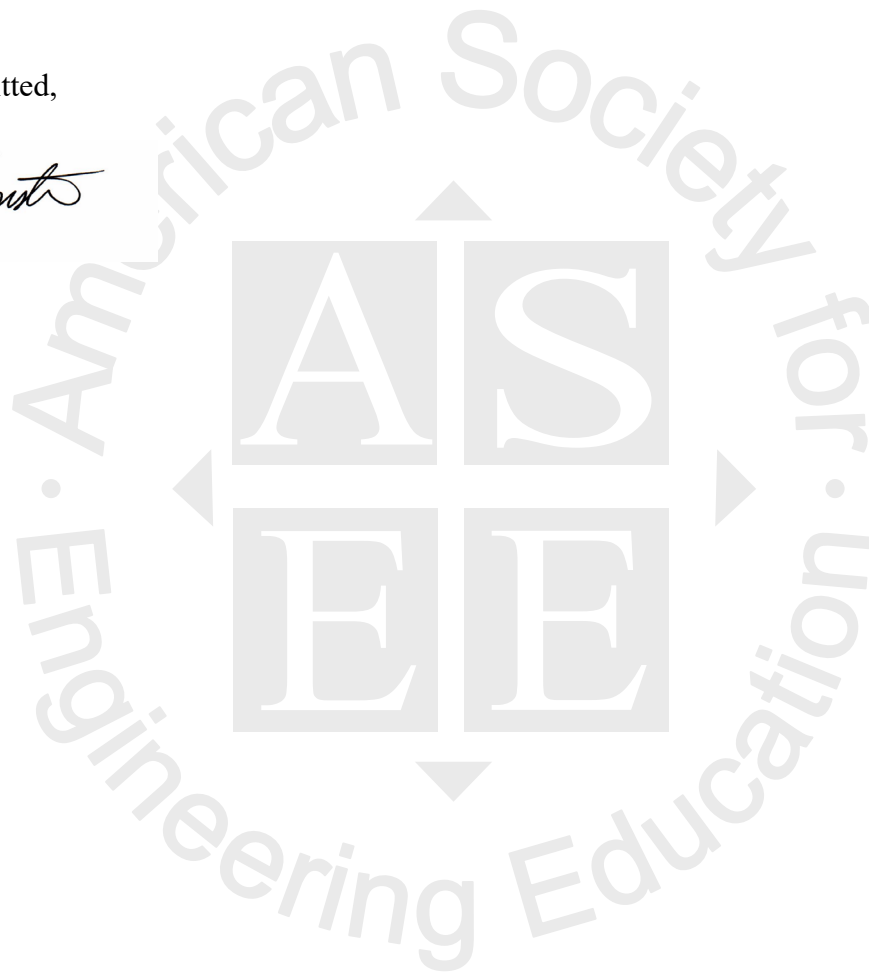
Housekeeping items:
A) Dinner Thursday evening at local restaurant
B) Continental breakfast @ 8:00 in the hotel
C) Check out time will be noon Friday
2. Wigal presented information about conference abstracts and the technical program. Over one hundred thirty abstracts from two hundred seven authors were received by the fall business meeting. Abstracts were difficult to group into sessions because there was no way for the author to suggest a session. Wigal recommended that a field be added to allow input from author for session type(s). The review process will be similar to the 2003 process.
3. During the presentation, a discussion occurred regarding a procedure to select the best conference paper. Fallon suggested that each division chair submit one or two papers for consideration by the selection committee. As the vice president for awards, Hoadley will chair and the selection committee and determine committee membership.

4. Wigal stated that all presentation rooms are A/V equipped. Technical support will be provided by the host institution.
5. Wilder could not attend the fall meeting, but Todd distributed draft guidelines for a new student poster session.
6. Wigal stated that two workshops were being planned as well as local tours.
7. Thomas stated that papers must be in proper format to be included in the conference proceedings.
8. Fallon made a motion to adjourn with second by Lackey. Motion was approved by voice vote.
9. The meeting adjourned at 4:45 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 11 November 2004

Minutes

Attendance:

Beth Todd, President, University of Alabama

Laura Lackey, President-Elect, Mercer University

Dennis Fallon, Past-President, The Citadel

Shelton Houston, Secretary, University of Southern Mississippi

Cecelia Wigal, Vice Chair of Programs, University of Tennessee at Chattanooga

Ken Brannan, Newsletter Editor & Web Administrator, The Citadel

Barbara Thomas, Proceedings Editor, Southern Polytechnic State University

Juan Carlos Guzman, Secretary, Software Engineering Division, Southern Polytechnic State University

Sandy Yost, Zone II Representative, University of Detroit Mercy

1. The meeting was called to order at 7:00 p.m. with distribution of an agenda. Todd welcomed everyone.
2. Houston distributed minutes from the Spring Executive Board Meeting. After a short discussion, Thomas made the motion with second by Fallon to approve the minutes. The motion passed by voice vote.
3. Houston provided an update of the budgets through 09/30/04. 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 section newsletter. This account can only be used toward publication of a newsletter. The balance in the research account was \$7,481.19. The balance in the BASS account was \$9,583.55. Houston distributed copies of the 2004-05 budget consideration (see attached). In determining the budget for the 04-05 fiscal year, 2003-04 expenditures were adjusted to the nearest dollar. The amount of local institutional dues was adjusted to reflect actual dues collected during 2004. The other source of income is individual member dues. The section receives \$1.00 for each member which amounted to \$1619 in 2003. The same amount was estimated for the 2004-05 budget consideration. Fallon made motion with second by Lackey to accept the report. Motion passed by voice vote.
4. Awards information was distributed by Todd for Hoadley who could not attend the meeting. Corrections are to be sent to Hoadley who will edit and distribute the final versions. Todd brought forward a draft award for division chair. After discussion, Houston made motion with second by Fallon to table until the Spring Executive Board meeting. Motion passed by voice vote.

5. Todd introduced Yost as the new Zone II representative.
6. Todd announced the following sites for the annual meeting:

2006 - University of Alabama at Tuscaloosa
2007 - University of Louisville
2008 - University of Memphis

7. Fallon brought forward a discussion about the nominating committee. He requested that Todd investigate a process to make the selection of the nominating committee a formal process. Fallon also recommended that the President-Elect be charged with making arrangements for the annual fall business meeting. Recommendations were accepted by acclamation.
8. Fallon brought forward a proposed bylaws change to allow for unit leader participation from any division. Motion to consider the change was made by Fallon, second by Lackey and approved by voice vote. Todd will notify section members via electronic mail on February 1, 2005, of the proposed change, with a vote to be conducted at the annual Spring luncheon business meeting.

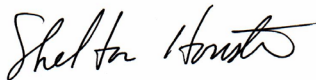
Proposed Change to Bylaws of the Southeastern Section

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9. There being no further business, Todd entertained a motion by Fallon with second by Lackey to adjourn. Motion passed by voice vote and the meeting adjourned at 9:00 p.m.

Respectfully submitted,



Shelton Houston
Secretary

American Society for Engineering Education



Shelton Houston, Secretary-Treasurer
Southeastern Section

Instruction ♦ Administration ♦ Research

Conference Planning Meeting 12 November 2004

Minutes

Attendance:

Beth Todd, President, University of Alabama

Laura Lackey, President-Elect, Mercer University

Dennis Fallon, Past-President, The Citadel

Shelton Houston, Secretary, University of Southern Mississippi

Cecelia Wigal, Vice Chair of Programs, University of Tennessee at Chattanooga

Ken Brannan, Newsletter Editor & Web Administrator, The Citadel

Barbara Thomas, Proceedings Editor, Southern Polytechnic State University

Keith Plemmons, Chair, Instructional Division, The Citadel

Salame Amr, Vice Chair, Engineering Technology Division, Virginia State University

Chris Emplaincourt, Chair, Mechanical Engineering Division, Mississippi State University

Randy Buchanan, Vice Chair, Research Division, The University of Southern Mississippi

Paul Palazolo, Secretary, Civil Engineering Division, University of Memphis

Juan Carlos Guzman, Secretary, Software Engineering Division, Southern Polytechnic State University

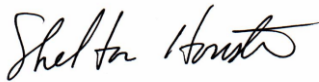
Sandy Yost, Zone II Representative, University of Detroit Mercy

Joey Parker, 2006 Host Institution, University of Alabama

1. Todd opened the meeting at 9:00 a.m. with those attending introducing themselves.
2. Following recommendations from the Executive Board meeting, Todd announced that Lackey had arranged the dates of October 27-28, 2005 at the Clarion Suites Hotel for the annual fall meeting.
3. Todd announced that the University of Memphis agreed to host the 2008 annual conference.
4. Wigal distributed conference information. Hotel selected will be the Sheraton Read House. All sessions will be held on the University of Tennessee at Chattanooga campus. Hotel rate of \$89.00 per night will apply. Monday night banquet will be held at the hotel.
5. Wigal presented the conference budget. After discussion about student registration, Houston made motion to set early conference registration at \$195.00 and late registration at \$250.00 with a student fee of \$50.00. Motion was seconded by Fallon and passed by voice vote.
6. The host site did not request an advance for the conference.

7. Parker presented an update of the 2006 conference. Plans are to use the University of Alabama Conference Center. Conference dates of April 2-4, 2004 and a hotel room rate of \$83.00 were approved by acclamation.
8. Thomas will produce 250 Proceedings CDs and 150 bound abstracts. Thomas will contract with the host institution to pay costs for the Book of Abstracts as budgeted in the registration cost.
9. There being no further business. Todd entertained motion by Lackey with second by Fallon to adjourn. Motion passed by voice vote. The meeting adjourned at 10:15 a.m.

Respectfully submitted,



Shelton Houston
Secretary

