

American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Spring Executive Board Meeting 02 April 2006 – 3:00pm, University of Alabama

Minutes

Attendance:

Laura Lackey, President, Mercer University
Beth Todd, Past-President, University of Alabama
Shelton Houston, President-Elect, University of Southern Mississippi
Cecelia Wigal, Chair, Programs, University of Tennessee at Chattanooga
Thomas Dion, Campus Rep. Coordinator, The Citadel
Peter Hoadley, Chair, Prof. Skills, VMI
Mike Day, University of Louisville
Mike Harris, University of Louisville
Randy Buchanan, The University of Southern Mississippi
Joey Parker, University of Alabama
Curtis Young, Chair, Civil Engineering Division, Curtis Young
Ken Brannan, Newsletter Editor & Web Administrator, The Citadel
Dennis Fallon, The Citadel
Shane Palmquist, Western Kentucky University
Keith Plemmons, Secretary, Programs, The Citadel
Alice Scales, NC State University
Barbara Thomas, Proceedings Editor, Southern Polytechnic State University
Robert Scoff, Chair, Engineering Technology Division, The Univ. of Memphis
Tulio Sulbaran, Secretary, University of Southern Mississippi
Sandy Yost, Zone II Chair, University of Detroit Mercy

1. The meeting was called to order at 3:00 p.m. with distribution of an agenda. Lackey welcomed everyone.
2. Wigal presented the statistics of the Technical Papers 98 Abstracts were accepted, 53 Presentation with Manuscripts, and 21 Presentation only. Discussion took place regarding the number of abstracts that were not submitted as final manuscripts.
3. Thomas made the motion to include the contact information of the division's vice-chair and secretary in the communications (e-mails) sent by the Technical Program Coordinator. Todd made the motion to approve the motion as is, second by Todd. The motion passed by voice vote.

4. Sulbaran distributed minutes from the Fall Executive Board Meeting. After a short discussion, Thomas made the motion to approve the meeting minutes as amended, second by Houston to approve the minutes with modifications. The motion passed by voice vote.
5. Sulbaran provided an update of the budgets through 12/31/05. The three section accounts were briefly discussed: operating account, research account, and BASS account.
 - a. The balance in the BASS account was \$14,554.17.
 - b. The balance in the research account was \$7,957.64.
 - c. The balance in the operating account was \$550.00. This account can only be used toward publication of a newsletter. This account will be zeroed after partial payment for the section newsletter.Houston made motion, second by Thomas to accept the report. Motion passed by voice vote.
6. Parker presented the host site summary. All meals will be at the Hotel Four Points. The presentations will be in the conference center which is within walking distance from the Hotel therefore there will not be shuttles going between the hotel and the conference center. Parker presented the agenda of presentations and posters. Parker recommended to standardize the poster format for the competition. There will be one speaker. Parker provided an overview of the budget including the following elements: \$ 4,000 for miscellaneous, \$1,650 for the video projections, \$2,300 for the rooms, and \$11,586 for the meals. As of Friday 31st, there were 120 people registered for an anticipated profit of \$2,809. Plemmons will be responsible for obtaining a list of moderators for the next conference.
7. Hoadley made the motion for Dion to update functions of the Technical Program Coordinator. The motion was seconded by Todd. Motion passed by voice vote.
8. Thomas presented the report on the Proceedings CD this year which include the Proceedings since 1985. The CDs also include – something is missing here
9. Todd reported that the nomination committee is recommending Wigal for President Elect and Sulbaran as Treasure. The report was accepted by voice vote.
10. Scales reported that there will be forms in the sections that people can complete to nominate papers for the best paper award. These nominations will then go back to the division officers for review and make the determination of the best papers award with Scales. Scales presented the Award Winners.
11. Mohsen presented the Call for papers. The conference registration fee will be maintained at a similar level of the last few years.
12. Tom Dion indicated that not many campus representatives provided their reports.
13. Brannan requested the host institution to send information about the conference to be included in the newsletter such as a brief article and the call for paper.
14. Yost presented the Zone II Chair Report. There is a possibility that ASEE-SE could use the “SmoothPaper” system. Yost and Plemmons will discuss details later in the year. At the ASEE conference, there is usually a new officers’ orientation on Wednesday afternoon. Officers are encouraged to attend this new officers’ orientation. Yost requested a person to be nominated as

candidate for Zone II chair. Mohsen nominated Fallon as candidate of Zone II chair, seconded by Houston. Motion passed by voice vote.

15. Todd made the motion that we create a Professional Skills Division having Hoadley as the Chair, Paretti as the Vice Chair and Brocatto as the Secretary. This Professional Skills Division will be placed in the Instructional unit. Houston seconded the motion. Motion passed by voice vote.
16. Houston indicated that Fallon will take his place in the remaining of the conference. Houston also requested input regarding other events that might conflict with the Fall Meeting. The upon deciding the proper week the Fall meeting will take place on Thursday and Friday.
17. Fallon indicated that the Administrative Division has not had much participation in the last several years and actions might need to be taken. Dion suggested include a note in the news letter indicating that the Administrative Division will be eliminated if participation of the members is not increased.
18. There being no further business, Lackey entertained a motion by Sulbaran with second by Houston to adjourn. Motion passed by voice vote and the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Tulio Sulbaran
Treasurer- Secretary ASEE-SE



American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Minutes Luncheon Business Meeting 4 April 2006 Tuscaloosa, AL

1. Laura Lackey called the meeting to order at 12:25 pm
2. Tulio Sulbaran read the minutes of the Spring 2005 luncheon business meeting. Minutes were approved by acclamation.
3. Beth Todd announced nominations for President Elect and Secretary-Treasurer which were presented to the executive board at the April 2, 2006 Sunday executive board meeting:
Cecilia Wigal – President Elect
Tulio Sulbaran - Secretary/Treasurer
4. Laura Lackey open the floor additional nominations, no additional nominations were made. On recommendation by Tom Dion and second by Keith Plemmons, the slate of officers was approved unanimously.
5. J.P. Mohsen discussed the 2007 ASEE-SE Annual meeting that will be held April 1-3, 2007 in Louisville, Kentucky and hosted by the University of Louisville. The conference will be held in a Historical Hotel in the downtown area.
6. Dennis Fallon read the list of resolutions expressing appreciation to all those who helped with conference preparations. Motion made by Peter Hoadley with second by Beth Todd to approve the resolutions. The resolutions were approved unanimously.
7. Laura Lackey announced that the new section Presidents was Shelton Houston.
8. Dennis Fallon recognized former section president and presented Laura Lackey with a plaque for her service as section President.
9. Laura Lackey adjourned the meeting at 1:00 p.m.

Respectfully submitted,

Tulio Sulbaran
Secretary



Resolution

Whereas the Southeastern Section of the American Society of Engineering Education has been the guest of The University of Alabama at Tuscaloosa, Alabama during its 2006 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 The University of Alabama and its faculty and its Administration for the invitation to meet in Tuscaloosa and for the pleasant and worthwhile experience which resulted, and

SECOND, that we express our particular appreciation to the host, *Dean Charles L. Karr*, and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinator, *Joey Parker*, and in particular *Beth Todd and Jim R. Richardson* of The University of Alabama, and

THIRD, that we express our appreciation to the *Alabama Girl's Choir* for their delightful entertainment at the Awards Banquet on Monday evening, and

FOURTH, that we thank all the *members of the Executive Committee of the Southeastern Section*, especially *Michael Woo*, 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

FIFTH, that we express our appreciation to *Admiral David J. Nash (retired)* of BE&K for his outstanding Keynote Address, and

SIXTH, that we recognize the continued efforts of the Proceedings Editor, *Barbara Thomas*.

BE IT FURTHER RESOLVED, that a copy of these resolutions be included in the minutes of this meeting and posted to the section Website.

Respectfully submitted by the Committee on Resolutions.

Laura Lackey
President of Southeastern Section

American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Technical Program Planning Meeting 2 November 2006 – 3:00pm

Minutes

Attendance:

Mary Emplainscourt (Mech. Eng. Secretary), Mechanical Eng., Mississippi State University
Tim Manicom, ASEE
B.K Hodge (Inst. Unit Chair), Mechanical Eng., Mississippi State University
Michael Woo (Programs Chair), Civil & Environmental Eng, The Citadel
Keith Plemmons (Technical Program Chair), Civil & Environmental Eng, The Citadel
Paul Palazolo (CE Chair), University of Memphis
Barbara Thomas (Proceedings Editor), Southern Polytechnic State University
Tulio Sulbaran (Secretary), School of Construction, University of Southern Mississippi
Shelton Houston (President), School of Computing, University of Southern Mississippi
Cecelia Wigal (President-Elect), College of Eng. & Comp Sci, University of Tennessee at Chattanooga
John Uhran (Zone II Chair), CSE, Univ. of Notre Dame
Michael Harris, Ac. Affairs, Univ. of Louisville
Daniel Kohn (Comp. Div Chair), Elec, Comp, and IT, NC A&T State University
Claire McCallough (Awards Vice Chair), CS & EE, UT Chattanooga
Tyson Hall (Computer Eng Vice-Chair), Computing, Southern Adventist University.
Scott Schultz (Sec. Pub & Prom), Mech & Industrial Eng, Mercer Univ.
Brent Jenkins (Program Vice Chair), ECET, Southern Polytechnic S. U

1. The meeting began at 3:40 p.m. with distribution of an agenda. Houston 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 11:00am Friday
2. Uhran indicated that during the conference discussion about research in education only could be limiting. Discussions about the education pipeline should be included in the format of a dialog. Additionally, dean or assistant dean should be encouraged to participate in the section meetings.
 3. Plemmons presented the information related to the conference abstracts and the technical program. 151 abstracts were accepted, 147 of them for publication and 3 of them for presentation only, and 1 withdrawn. Input was provided to Plemmons to try to balance the number of paper per division
 4. Plemmons will notify the authors the status of their abstract during the week of Nov 6th, 2006.

5. Harries indicated that there will approximately 25 sessions distributed over 5 rooms for paper presentations on Monday and Tuesday. Plemmons indicated that by including 5 papers by session it could be possible to include 125 papers in the conference. Harries will check for 6th room for presentations.
6. Plemmons requested to change the web page procedures for submission to request authors to submit only to Plemmons and then Plemmons will be responsible to distribute to the division chairs. The division chairs will then interact directly with authors. Division chairs will be responsible to provide information to Plemmons regarding paper acceptance for publications.
7. Harries indicated that the keynote speaker will be Gerald (Jerry) Jakubowski . He will be talking about the year of dialog. Computers will be available for the workshops and there has been 1 workshop expert committed to present DyKnow. Workshop information will be presented in the section web site.
8. Thomas indicated that the proceedings will be prepared in the same way that has been done in the last three years by Thomas. However, the book of abstract will be prepared by the host institution.
9. Thomas stated that extended papers must be in proper format to be included in the book of abstracts.
10. Wigal indicated that we received very limited responses from the conference feedback survey.
11. Wigal made a motion to adjourn with second by Sulbaran. Motion was approved by voice vote.
12. The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Tulio Sulbaran
Treasurer-Secretary ASEE-SE

American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Executive Board Meeting 02 November 2006 – 7:00pm

Minutes

Attendance:

Mary Emplainscourt (Mech. Eng. Secretary), Mechanical Eng., Mississippi State University
Tim Manicom, ASEE
B.K Hodge (Inst. Unit Chair), Mechanical Eng., Mississippi State University
Michael Woo (Programs Chair), Civil & Environmental Eng, The Citadel
Keith Plemmons (Technical Program Chair), Civil & Environmental Eng, The Citadel
Paul Palazolo (CE Chair), University of Memphis
Barbara Thomas (Proceedings Editor), Southern Polytechnic State University
Tulio Sulbaran (Secretary), School of Construction, University of Southern Mississippi
Shelton Houston (President), School of Computing, University of Southern Mississippi
Cecelia Wigal (President-Elect), College of Eng. & Comp Sci, University of Tennessee at Chattanooga
John Uhan (Zone II Chair), CSE, Univ. of Notre Dame
Michael Harris, Ac. Affairs, Univ. of Louisville
Daniel Kohn (Comp. Div Chair), Elec, Comp, and IT, NC A&T State University
Claire McCallough (Awards Vice Chair), CS & EE, UT Chattanooga
Scott Schultz (Sec. Pub & Prom), Mech & Industrial Eng, Mercer Univ.
Brent Jenkins (Publication and Promotions Vice Chair), ECET, Southern Polytechnic S. U

1. The meeting was called to order at 7:20 p.m. with distribution of an agenda. Houston welcomed everyone and asked everybody to introduce themselves.
2. Sulbaran distributed minutes from the Spring Executive Board Meeting. After a short discussion, Palazolo made the motion, second by Wigal to approve the minutes with modifications. The motion passed by voice vote.
3. Sulbaran provided an update of the budgets through 06/30/06. The three section accounts were briefly discussed: operating account, research account, and BASS account.
 - a. The balance in the BASS account was \$14,753.11.
 - b. The balance in the research account was \$8,040.96.
 - c. 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.Houston made motion, second by Palazolo to accept the report. Motion passed by voice vote.

4. Sulbaran distributed copies of the 2006-07 budget consideration. Elements of budget consideration were discussed. Thomas made the motion, second by McCallough to accept budget consideration. Motion passed by voice vote.
5. McCallough requested the deadline for submitting the nomination will be moved to January 15, 2007. Sulbaran made the motion, second by Wigal to accept budget consideration. Announcement will be made by e-mail, proceedings editor mail, newsletter and web page. Motion passed by voice vote.
6. Plemmons requested signature from Houston for the Outstanding Campus Representative Award of 2005-2006.
7. Plemmons indicated that the student poster competition information was already in the conference web page.
8. Thomas distributed the “ASEE-SE Section Guide for Future Conference Sites” and encouraged attendees to host future conference.
9. Thomas indicated that the following sites will be hosting the annual conference:
 - 2007 - University of Louisville
 - 2008 - University of Memphis
 - 2009 – EITHER Georgia Institute of Technology or Southern Polytechnic State University
 - 2010 - No institution identified yet.
10. A letter indicating that the ASEE-SE is looking for a host institution for the 2010 conference will be included in the material sent by the proceeding editor (Thomas) and a similar information will be included in the newsletter (Brannan). Thomas made the motion, second by Wigal to accept budget consideration. Motion passed by voice vote.
11. Harris indicated that the early registration will be \$195 and late registration \$235. Houston made the motion, second by Wigal to accept budget consideration. Motion passed by voice vote.
12. Uhran requested to receive award information early. He mentioned that it was important to maintain the section update. He suggested better coordination regarding the dates of the board meeting and conferences among the different sections.
13. Manicom a video of the ASEE 2006 main plenary section was created and it is available to the sections.
14. Houston briefly described the duties of the following committees: Nominating, Program, Resolutions, Awards, and Publications/Promotion.
15. Thomas and Plemmons will investigate electronic submission and report to the board in the Spring 2007 meeting in Louisville
16. Dion and Wigal will investigate alternative methods to supplement the fall meeting committees.

17. There being no further business, Houston entertained a motion by Palazolo with second by Sulbaran to adjourn. Motion passed by voice vote and the meeting adjourned at 9:05 p.m.

Respectfully submitted,

Tulio Sulbaran
Treasurer- Secretary ASEE-SE



American Society for Engineering Education



Tulio Sulbaran, Treasure-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Conference Planning Meeting

3 November 2006 – 9:00am

Minutes

Attendance:

Mary Emplaincourt (Mech. Eng. Secretary), Mechanical Eng., Mississippi State University
Tim Manicom, ASEE
B.K Hodge (Inst. Unit Chair), Mechanical Eng., Mississippi State University
Michael Woo (Programs Chair), Civil & Environmental Eng, The Citadel
Keith Plemmons (Technical Program Chair), Civil & Environmental Eng, The Citadel
Paul Palazolo (CE Chair), University of Memphis
Barbara Thomas (Proceedings Editor), Southern Polytechnic State University
Tulio Sulbaran (Secretary), School of Construction, University of Southern Mississippi
Shelton Houston (President), School of Computing, University of Southern Mississippi
Cecelia Wigal (President-Elect), College of Eng. & Comp Sci, University of Tennessee at Chattanooga
John Uhan (Zone II Chair), CSE, Univ. of Notre Dame
Michael Harris, Ac. Affairs, Univ. of Louisville
Daniel Kohn (Comp. Div Chair), Elec, Comp, and IT, NC A&T State University
Claire McCallough (Awards Vice Chair), CS & EE, UT Chattanooga
Scott Schultz (Sec. Pub & Prom), Mech & Industrial Eng, Mercer Univ.
Brent Jenkins (Program Vice Chair), ECET, Southern Polytechnic S. U

1. Shelton opened the meeting at 9:00 a.m. with those attending introducing themselves.
2. Harris presented the conference information. The ASEE-SE 2006 will be held in the Brown Hotel located in Downtown. Currently there are 5 breakrooms reserved, but Harris will request a 6th room from the hotel to accommodate for the number of papers. Brown Hotel is close to several museums. The Fourth street live entertainment center is few blocks away. Speed museum in the University Campus. Host institution is working to bring sponsors onboard for the breaks. There is a plan to have exhibition tables and sponsors for the meals. The technical staff from the university will come to the conference to help with the projectors rather than using the hotel support staff. The only transportation that might be needed will be if we go to the campus. Harris is talking with the city to provide buses, if not vans will be utilized. Host institution met with the cooking and catering people of the hotel. Breakfast will be \$17 (Fruits, Eggs, etc), lunch will be \$18 (Soup and Salad, Meet), and dinner will be \$32. The reception will be in the Jefferson Club which provides a nice view of the city. The following distillers have agreed to be in the reception: Jim Beam, Makers Mark, Heaven Hill, Four Roses, Barton Brands & Brown-Forman. It has not been defined if computers will be available or not in the breakout rooms. Harris will explore the possibility of providing continue education units for attending

the conference. Complementary shuttle between the hotel and airport is provided by the hotel provided previous notice. Parking \$6/day but this rate could change. The following rooms were blocked at rate of \$95/night for single and double occupancy: 15 rooms for Saturday, 85 rooms for Sunday, and 90 rooms for Monday. The check-in time is 4:00pm and the check-out time is 11:00 am.

3. Palazolo presented a brief overview of two alternatives for the conference in Memphis. One alternative is in Downtown and the second alternative is on campus. Fedex building is across campus. Meals will include BBQ. Palazolo requested officers input regarding the two possible locations. The officers indicated that the decision should be made by the host institutions.
4. There being no further business. Sulbaran made a motion, second by Plemmons to adjourn the meeting. Motion passed by voice vote. The meeting adjourned at 10:00 a.m.

Respectfully submitted,

Tulio Sulbaran
Treasurer-Secretary

