

American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Spring Executive Board Meeting

01 April 2007 – 3:00pm, Brown Hotel – Hosted by Univ. of Louisville

Minutes

Attendance:

Shelton Houston, President, University of Southern Mississippi

Cecelia Wigal, President-Elect, University of Tennessee at Chattanooga

Jim Melsa, President-Elect, Iowa State University

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

Claire McCullough, Chair, Awards, University of Tennessee at Chattanooga

J.P. Mohsen, VP, ASEE Member Affairs, University of Louisville

Daniel Kohn, Chair, Comp. Eng. & Tech, NC A&T

Thomas Dion, Campus Rep. Coordinator, The Citadel

Donald Visco, Chair, Pub & Promotions, Tennessee Tech University

John Uhran, Chair, Zone, University of Notre Dame

Brent Jenkins, Vice Chair, Pub & Promotions, Southern Polytechnic State University

Mike Day, University of Louisville

Ken Brannan, Newsletter Editor & Web Coordinator, The Citadel

Michael Woo, The Citadel

Keith Plemmons, Chair, Program, The Citadel

Barbara Thomas, Proceedings Editor, Southern Polytechnic State University

Tim Manicom, ASEE

Tulio Sulbaran, Secretary, Treasurer, University of Southern Mississippi

1. The meeting was called to order at 3:00 p.m. with distribution of an agenda. Houston welcomed everyone.
2. Plemmons presented the statistics of the Technical Papers 150 abstracts were submitted to the conference and 95 Presentation with Manuscripts, and 15 Presentation only. Discussion took place regarding the number of abstracts that were not submitted as final manuscripts.
3. Houston distributed minutes from the Fall Executive Board Meeting. After a short discussion, Mohsen made the motion to approve the meeting minutes as corrected, second by Dion to approve the minutes with modifications. The motion passed by voice vote.
4. Houston in behalf of Sulbaran provided an update of the budgets through 12/31/06. The three section accounts were briefly discussed: operating account, research account, and BASS account.

- a. The balance in the BASS account was \$19,970.07.
- b. The balance in the research account was \$8,040.96.
- 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.

Mohsen made motion, second by McCullough to accept the report. Motion passed by voice vote.

- 5. Day presented the host site summary indicating that the conference was within budget but no specific details were provided regarding income and expenditures. The income and expenditures of the conference was approximately 25,000 dollars.
- 6. Thomas presented the report on the Proceedings CD this year which include the Proceedings since 1985. There were 150 CDs were burned for the conference and another 100 CDs will be burn for the Dean mail out that will take place early Fall 2007.
- 7. Wigal reported that the nomination committee is recommending Thomas for President Elect and Sulbaran as Treasurer. The report was accepted by voice vote.
- 8. Houston reported on the selection of the award winner for the ASEE-SE 2007 conference.
- 9. Mohsen recommended provide monetary award to the student poster competition but no action was taken.
- 10. Palazolo presented the Call for papers. The conference registration fee will be maintained at a similar level of the last few years. The conference will be held from April 6 to 8, 2008 at the University of Memphis.
- 11. Thomas indicated that the ASEE-SE 2009 Conference will be hosted at Southern Polytechnic State University. The following three universities were suggested as possible sites for future host site after the 2009 conference: Tennessee Technological University, Mississippi State University, and University of North Carolina at Charlotte. The president elect (Thomas) will report on the Fall 2007 regarding the interest of the universities to host the 2010 and latter conferences.
- 12. Tom Dion requested that the campus representative issue a call for abstract to support the 2007.
- 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. Uhran presented the Zone II Chair Report indicated that Uhran has attended the North Central Conference and there were 48 papers with 55 registrants and Mohsen attended the Indiana/Illinois conference..
- 15. Wigal announced that the Fall meeting will be from November 8 to 9 in the same location that was in Fall 2007 (North Side of Atlanta)

16. Thomas recommend to assign the professional skills division to the award and recognitions Unit so that this division can vote.
17. Thomas provided brief overview of the responsibility of the division officers.
18. There being no further business, Houston entertained a motion by Mohsen with second by McCullough to adjourn. Motion passed by voice vote and the meeting adjourned at 5:00 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
3 April 2007
Louisville, KY

1. Shelton Houston called the meeting to order at 12:00 pm
2. Shelton Houston read the minutes of the spring 2006 luncheon business meeting. Minutes were approved by acclamation.
3. Cecelia Wigal announced nominations for President Elect and Secretary-Treasurer which were presented to the executive board at the April 1, 2007 Sunday executive board meeting:
Barbara Thomas – President Elect
Tulio Sulbaran - Secretary/Treasurer
4. Shelton Houston opened the floor for additional nominations, no additional nominations were made. On recommendation by Tom Dion and second by Cecelia Wigal, the slate of officers was approved unanimously.
5. Shelton Houston announced the 2008 ASEE-SE Annual meeting that will be held April 6-8, 2008 in Memphis, Tennessee and hosted by the University of Memphis. The conference will be held on or near the campus.
6. Cecelia Wigal read the list of resolutions expressing appreciation to all who helped with conference preparations. Motion made by Tom Dion with second by Barbara Thomas to approve the resolutions. The resolutions were approved unanimously.
7. Shelton Houston announced that the new section President was Cecelia Wigal.
8. Cecelia Wigal recognized former section president and presented Shelton Houston with a plaque for his service as section President.
9. Cecelia Wigal adjourned the meeting at 12:30 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 Louisville and the J. B. Speed School of Engineering during its 2007 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 Louisville and the J. B. Speed School of Engineering and its Faculty and its Administration for the invitation to meet in Louisville and for the pleasant and worthwhile experience which resulted, and

SECOND, that we express our particular appreciation to the host, *Dean Mickey R. Willhelm*, and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinators, *J. P. Mosen and Michael Day*; in particular *Gale Crowe, Jackie Fryer, Kelly Fleenor, Meg Gladstone, and Mike Harris*, and

THIRD, that we thank Bob Mathews for organizing the Taste the Spirit of Kentucky reception and the special contributions of Barton Brands, Brown Forman, Four Roses, Heaven Hill, and Maker's Mark, and

FOURTH, that we express our appreciation to comedian *Rik Roberts* for his "tension releasing" entertainment as well as the special contribution of "*Big John*" at the Awards Banquet on Monday evening, and

FIFTH, that we thank all the *members of the Executive Committee and the Division Chairs and Officers of the Southeastern Section*, especially *Keith Plemmons*, Technical Program Coordinator, and *Kenneth P. Brannan*, Webmaster and Newsletter Editor for their dedicated service. 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 *Jerry Jakubowski*, for his thought provoking Keynote Address, and

SEVENTH, that we express our appreciation to *Jim Melsa*, for an informative and insightful Awards Banquet Address, and

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

NINTH, that we applaud the contributions of the undergraduate and graduate students to the conference, especially in the participation of the Student Poster Competition, and

TENTH, that we thank all those for their special contributions to the workshops and tours: Dave Berque, Sharon Saver, Adrienne Minerick, Pedro Arce, and Kevin Walsh , and

ELEVENTH, that we thank the Brown Hotel for the use of their gracious accommodations, and

TWELTH, that we celebrate engineering education now and continue advancing its scholarship as it evolves into the future.

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.

Shelton Houston
President of Southeastern Section

American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Fall Technical Program Planning Meeting

November 09, 2007 – 9:00am – Microtel Inn & Suites – Atlanta, Ga

Minutes

Attendance:

Cecelia Wigal (President), College of Eng. & Comp Sci, University of Tennessee at Chattanooga
Paul Palazolo (Secretary Awards), Civil Engineering, University of Memphis
Keith Plemmons, Civil & Environmental Eng, The Citadel
Barbara Bernal (President-Elect), SWE, Southern Polytechnic State University
Andrew Strelzoff (Secretary Software Eng), School of Computing, University of Southern Mississippi
Tim Wilson (Vice-Chair Electrical Eng.), Computer Software Eng, Embry-Riddle Aero Univ.
Peter Roine (Chair Prof. Skills), Technology, Alabama ATM
Donald Visco, (Vice Chair Programs), Chemical Eng, Tennessee Tech University
Michael Woo, Civil & Environmental Eng, The Citadel
Ken Brannan (Newsletter Editor and Webmaster), Civil & Environmental Eng, The Citadel
John Uhran (Zone II Chair), CSE, Univ. of Notre Dame
Tulio Sulbaran (Secretary/Treasurer), School of Construction, University of Southern Mississippi
Ray Seyfarth School of Computing, University of Southern Mississippi
Brent Jenkins (Vice-President Pub's and Prom), ECET, Southern Polytechnic

1. The meeting began at 10:30 a.m. with distribution of an agenda.
2. Sulbaran passed the meeting minutes from the Fall 2006 Technical Planning Meeting. Motion was made by Brent Jenkins with second by Tyson Hall. The meeting minutes was approved unanimously.
3. Visco presented the information related to the conference abstracts and the technical program. 136 abstract were submitted for consideration 10 were requested additional information 8 of which were acceptable for a total of 134 abstract. The deadline for full paper is December 3rd, 2007. The chairs will be in charge of the review process. The chairs should return to Visco the result from the review by January 11th, 2008. The authors must submit the revised paper by February 8th, 2008. The AV request form has been eliminated from the process.
4. Plemmons proposed a workshop how to start-up, develop and deliver new courses using 2009 ABET Criteria in Project Management in under-graduate curriculum. Another workshop could be to gather a number of ABET reviewers to discuss measure, assessment, etc. Another workshop could be done by the Department of Education targeted to Engineering Faculty to target K-12 request for proposals.
5. Sulbaran made a motion to adjourn with second by Bernal. Motion was approved by voice vote.
6. The meeting adjourned at 11:25 a.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

08 November 2007 – 7:00pm - Microtel Inn & Suites - Atlanta, GA

Minutes

Attendance:

Brent Jenkins (Vice-President Pub's and Prom), ECET, Southern Polytechnic
Tyson Hall (Chair, Computer Eng.), School of Computing, Southern Adventist Univ.
Michael Woo, Civil & Environmental Eng, The Citadel
John Uhran (Zone II Chair), CSE, Univ. of NotreDeme
Tulio Sulbaran (Secretary/Treasure), School of Construction, University of Southern Mississippi
Cecelia Wigal (President), College of Eng. & Comp Sci, University of Tennessee at Chattanooga
Paul Palazolo (Secretary Awards), Civil Engineering, University of Memphis
Keith Plemmons, Civil & Environmental Eng, The Citadel
Barbara Bernal (President-Elect), SWE, Southern Polytechnic State University
Ken Brannan (Newsletter Editor and Webmaster), Civil & Environmental Eng, The Citadel
Donald Visco, Vice-Chair, Tennessee Tech University

1. The meeting was called to order at 7:00 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, Barbara Bernal made the motion, second by Plemmons to approve the minutes with modifications. The motion passed by voice vote.
3. Sulbaran provided an update of the budgets through 09/30/07. The three section accounts were briefly discussed: operating account, research account, and BASS account.
 - a. The balance in the BASS account was \$16,196.63
 - b. The balance in the research account was \$8,840.73
 - 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.Barbara Bernal suggested requesting ASEE National to provide the list of institutions that paid the due for the ASEE-SE. Wigal will contact national to request the list of institutions.
Wood made motion, second by Barbara to accept the report. Motion passed by voice vote.
4. Sulbaran distributed copies of the 2007-08 budget consideration. Elements of budget consideration were discussed. Plemmons made the motion, second by Palazolo to accept budget consideration. Motion passed by voice vote.
5. Plemmons indicated that the best paper from 2007 Conference was Wigal. Plemmons provided a summary of the process used to determine the best paper for the 2007 Conference.

6. Sulbaran made the motion to assign to the Vice-Chair of Program the responsibility of selecting the “Best Paper” award using the procedure to be delineated in Officer Manual. Plemmons will refine the procedure from the 2007 conference and place it in the Office Manual. The Vice-Chair of Program will be also responsible for submitting the “Best Paper” to ASEE Zone II. Barbara seconds the motion. Motion passed by voice vote.
7. McCullough requested the deadline for submitting the nomination will be moved to January 11, 2008. Visco made the motion to put the nomination deadline to January 31, 2008, second by Jenkins. Announcement will be made by e-mail, proceedings editor mail, newsletter and web page. Motion passed by voice vote.
8. Jenkins does not have any commitments for Future Annual Meeting Sites. Possible site would be NC State but we do not have firm commitment from NC State. Wigal indicated that by the 2008 spring executive board meeting the host institution for the 2010 and 2011 should have been identified.
9. Bernal indicated that the ASEE-SE proceedings is currently only using one third of the CD. In the future the flash drives could be used to distribute the proceedings
10. Palazolo indicated that there are two set of rooms “Fogelman” and “Holiday Inn”. Palazolo do not recommend going south of the University to get an overflow hotel. Palazolo indicated that the Meals/Catering are expected to cost approximately \$10,700. Lunches will be in the Fedex Institute of Technology, Break out sessions will be in the Fogelman Executive Conference Center. Palazolo indicated that the room rental are expected the cost to be \$11,940. The miscellaneous expenses are expected to be \$15,900. Therefore, the total estimated expenses would be \$36,638. Palazolo indicate that assuming \$ 8,000 in sponsorship the cost for registration would be \$255 / attendees (Assuming 120 attendees). Palazolo indicated that he is planning to divide conference in areas to obtain funding.
11. Palazolo indicated that he would like to see an early registration of \$215 and a late registration fee of \$250. Wigal made the motion, second by Bernal to accept the registration fee. Motion passed by voice vote.
12. Wigal entertained a motion by Sulbaran with second by Plemmons to adjourn and continue the executive board meeting Friday. Motion passed by voice vote and the meeting adjourned at 10:00 p.m.
13. Wigal provided summary of the Moderators Comments from the 2007 conference
14. Ken Brannan (Representing Thomas Dion), traditionally campus report had taken a long time. ASEE national now implemented a shorter and on-line version of the campus representative report. In the 2007 Conference there was campus representative session. For the 2008 a campus representative session will also be included.
15. Wigal distributed a letter that will be sent to the ASEE-SE University Deans provide information regarding the importance of Campus Representative. Wigal requested feedback on the letter. Ken Brannan collected the feedback to provide it to Thomas Dion. Thomas Dion will be modify the letter and send it to Cecelia Wigal for distribution.

16. Ken Brannan showed an example of the Newsletter. Requested input regarding sending the newsletter via hardcopy (paper) or e-mail. Palazolo suggested including the deans in the Newsletter e-mail list.
17. Wigal made a motion to only send the WINTER 2007-2008 newsletter via e-mail second by Palazolo. Motion passed by voice vote.
18. Ken Brannan will check with ASEE national the process/benefit to move the web page to the ASEE server. Ken Brannan will check into the benefit of buying the following domain: www.asee-se.org
19. John Uhran provided a report of the Zone II. U. ASEE is working in exploring for campus representative. The use of DVD for training campus representative is under consideration by ASEE national. National is looking into the possibility of having Zone conferences. National is asking the sections to update their manual, constitutions and laws as appropriate and make them available through perhaps the web. Uhran recommend Paul to include a K-12 special session, panel, etc and give report back to Uhran. National is recommending the sections to invite Deans, Campus representatives and School Teachers to the conference.
20. Wigal distributed a Fall Planning Meeting Questionnaire that focuses on officer attendance to meetings and the use of alternatives to the in-person meetings.
21. Wigal brought to the attention that the Professional Skills Division did not have a place in the organizational structure. Wigal made to motion to place this division on the program units second by Bernal.
22. Sulbaran made the motion to assign the responsibility of updating the "Officer's Manual" to the president elect and the task of making the changes to the publications and promotion committee, second Bernal. Motion passed by voice vote.
23. Wigal appointed to the "President Elect" and the "Publications and Promotion Committee" the following updates to the Officers' Manual: Professional Skills Division and Responsibilities, Outstanding Conference Paper Process and Responsibility, and Student Competition Process and Awards by Spring 2007 meeting
24. There being no further business, Wigal entertained a motion by Sulbaran with second by Jenkins to adjourn. Motion passed by voice vote and the meeting adjourned at 10:25 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

8 November 2007 – 3:00pm – Microtel Inn & Suites – Atlanta, Ga

Minutes

Attendance:

Brent Jenkins (Vice-President Pub's and Prom), ECET, Southern Polytechnic
Tyson Hall (Chair, Computer Eng.), School of Computing, Southern Adventist Univ.
Tim Wilson (Vice-Chair Electrical Eng.), Computer Software Eng, Embry-Riddle Aero Univ.
Michael Woo, Civil & Environmental Eng, The Citadel
Ken Brannan (Newsletter Editor and Webmaster), Civil & Environmental Eng, The Citadel
John Uhran (Zone II Chair), CSE, Univ. of Notre Dame
Tulio Sulbaran (Secretary/Treasure), School of Construction, University of Southern Mississippi
Cecelia Wigal (President), College of Eng. & Comp Sci, University of Tennessee at Chattanooga
Keith Plemmons, Civil & Environmental Eng, The Citadel
Barbara Thomas (President-Elect), SWE, Southern Polytechnic State University
Callie Melton, Continuing Education Center, Southern Polytechnic State University
Ray Seyfarth School of Computing, University of Southern Mississippi
Andrew Strelzoff (Secretary Software Eng), School of Computing, University of Southern Mississippi
Paul Palazolo (Secretary Awards), Civil Engineering, University of Memphis

1. Wigal opened the meeting at 3:05 p.m. with those attending introducing themselves.
2. Sulbaran passed the meeting minutes from the Fall 2006 Conference Planning Meeting. Motion was made by Paul Palazola with second by Barbara Thomas to approve the resolutions. The meeting minutes was approved unanimously.
3. Paul Palazolo presented the 2008 conference information. The ASEE-SE 2008 will be held either on University of Memphis on campus or in the Peabody Hotel. The Peabody rooms will probably be \$125 per night. If on campus, there are two hotels a Holiday Inn and Folgerman Executive Center (FEC). The welcome reception might be down town (Gipson Guitar) or mid town (no info). Banquet will be in the Holiday Inn. The Key note will be Jim Phillips. Dinner speaker Dr. Rajala which is the National ASEE president elect. There is free parking on campus. The executive board meeting will be in the senior design room. The audio and projection is not a problem. PC will be brought from the University. The book of abstract has already been set-up. Transportation has been set-up.

4. Barbara Bernal presented a brief overview of the alternative for the conference to be hosted by Southern Polytechnic Institute in Atlanta. Three different hotel options were under consideration. One of the hotel options on the table is the Atlanta country club. Possible places to visit include Coca-Cola and Aquarium. The conference will be held from April 5th thorough 7th, 2009. The 2009 host institution will distribute the call for papers in the 2008 Conferences meeting in Memphis.
5. 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 4:20 p.m.

Respectfully submitted,

Tulio Sulbaran
Treasure-Secretary

