

# American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary  
Southeastern Section

**Instruction ♦ Administration ♦ Research**

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**Spring Executive Board Meeting**  
**06 April 2008 – 3:00pm, Dean's Conference Room – Hosted by Univ. of Memphis**

## Minutes

### Attendance:

B.K. Hodge, Mississippi State University  
John Uhran, Chair, Zone, University of Notre Dame  
Priscilla Hill, Secretatry, Programs , Mississippi State University  
Salame Amr, Vice-Chair, ETD  
Jeff Ray, Southern Polytechnic State University  
Cecelia Wigal, President, University of Tennessee at Chattanooga  
Claire McCullough, Chair, Awards, University of Tennessee at Chattanooga  
Tulio Sulbaran, Secretary, Treasurer, University of Southern Mississippi  
Paul Palazolo, Chair, Awards & Recognition, University of Memphis  
Thomas Dion, Campus Rep. Coordinator, The Citadel  
Dennis Fallon, The Citadel  
Ken Brannan, Newsletter Editor & Web Coordinator, The Citadel  
Barbara Bernal, President Elect, Southern Polytechnic State University  
Donald Visco, Vice-Chair, Programs, Tennessee Tech University  
Scott Schultz, Secretary, Pub & Promotions, Mercer University  
Brent Jenkins, Vice Chair, Pub & Promotions, Southern Polytechnic State University  
Keith Plemmons, Chair, Program, The Citadel  
J.P. Mohsen, VP, ASEE Member Affairs, University of Louisville

1. The meeting was called to order at 3:05 p.m. with distribution of an agenda. Cecelia Wigal (President) welcomed everyone.
2. Sulbaran 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 Visco to approve the minutes with modifications. The motion passed by voice vote.
3. 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 \$18,208.16.
  - b. The balance in the research account was \$8,874.55.

- 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.

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

4. Visco presented the statistics of the Technical Papers 137 abstracts were submitted to the conference and 107 Presentation with 85 Manuscripts, and 22 Presentation only. Discussion took place regarding the number of abstracts that were not submitted as final manuscripts.
5. Palazolo (Host Institution) indicated that 172 people registered for the conference. Breakfast has been moved from the Fogelman to the Holiday. 46 Students have been registered. The conference went over budget but no specific details were provided regarding income and expenditures. Minimum monetary support was received from some sponsors.
6. Bernal presented the report on the Proceedings CD this year which include the Proceedings since 1998. There were 200 CDs were burned for the conference and another 150 CDs will be burn for the Dean mail out that will take place early Fall 2008. There is room in the CD for 10 more years of Proceedings.
7. Dion reported that the nomination committee is recommending Keith Plemmons for President Elect and Tulio Sulbaran as Treasure. Bernal made motion, second by Jenkins to accept the report. Motion passed by voice vote.
8. Visco reported on the selection of the Outstanding Conference Paper 2007 and 2008.
9. McCullough reported on the selection of Outstanding Teaching, Mid-Career Teacher, New Teacher, Thomas Evans Instructional Paper, and Tony Tilmans Service, of the ASEE-SE 2008 conference. McCullough indicated that some nominations came in hardcopy/paper and electronic. McCullough requested everybody to submit nominations electronically.
10. Jenkins presented the Call for papers. The conference will be hosted at the Marietta Conference Center Resort Center. Free parking and free min-van within 3 miles. Southern Polytechnic will try to obtain sponsors. Wigal indicated that the different between Early and Late be more than the suggested \$15.
11. Jenkins presented a map with the locations of the conferences since 1997. Jenkins asked Virginia Tech to entertain hosting the conference in 2010 and asked The Citadel to entertain hosting the conference in 2011. Fallon confirmed that the conference in 2011. Jenkins asked Mississippi State to entertain hosting the conference in 2012 and Mississippi State agreed. Jenkins also asked Tennessee Tech to entertain hosting the conference in 2013. Dion made motion, Second Palazolo to authorize Jenkins to communication and obtain formal commitment from Universities to host the ASEE-SE conferences in the next 5 years.
12. Tom Dion presented a Draft Letter expressing the importance of the Campus Representative.

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. Brannan asked the incoming president to prepare a message for the newsletter. Brannan also asked the Palazolo (Host Institution) to prepare a brief summary of the conference.
14. Brannan reported on the buying website domain [www.asee-se.org](http://www.asee-se.org)
15. Uhran explained some of the operations of the ASEE. Uhran indicated that the ASEE Board meets twice a year in February and June. The executive board additionally meets in November in person and in April as teleconference. Several businesses are handled during this meeting. The membership is strong. The board selected Atlanta as the location for the 2013 ASEE Conference. ASEE has established a Memorandum of Understanding with Korean Education Society and India Engineering Society.
16. Bernal announced that the Fall meeting will be from November 6 and 7 in the same location that was in Fall 2007 (North Side of Atlanta)
17. Thomas Dion recommend to assign the professional skills division to the program Unit so that this division can vote.
18. Wigal indicated that the Fall Meeting Alternative survey indicated that 77% of the respondent would like to have teleconference as an alternative for those that cannot attend the meeting in Atlanta.
19. There being no further business, Wigal entertained a motion by Palazolo with second by Bernal to adjourn. Motion passed by voice vote and the meeting adjourned at 5:30 p.m.

Respectfully submitted,

Tulio Sulbaran  
Treasurer- Secretary ASEE-SE

# American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary  
Southeastern Section

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## Instruction ♦ Administration ♦ Research

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### Minutes Luncheon Business Meeting 08 April 2008 Memphis, Tennessee

1. Cecelia Wigal called the meeting to order at 12:30 pm
2. Tulio Sulbaran read the minutes of the spring 2006/2007 luncheon business meeting. Minutes were recommended for approval by Greg Sedrick and second by Paul Palozolo. The meeting minutes was approved unanimously.
3. Barbara Bernal announced nominations for President Elect and Secretary-Treasurer which were presented to the executive board at the April 6, 2008 Sunday executive board meeting:  
Keith Plemmons – President Elect  
Tulio Sulbaran - Secretary/Treasurer
4. Barbara Bernal opened the floor for additional nominations, no additional nominations were made. On recommendation by Claire McCullough and second by B.K. Hodge the slate of officers was approved unanimously.
5. Barbara Bernal announced the 2009 ASEE-SE Annual meeting that will be held in Marietta, Georgia and hosted by the SPSU. The conference will be held on or near the campus.
6. J.P. Mohsen indicated that he was successful in getting the national ASEE President-Elect position
7. Barbara Bernal read the list of resolutions expressing appreciation to all who helped with conference preparations. Motion made by B.K. Hodge with second by Jackie Mobley to approve the resolutions. The resolutions were approved unanimously.
8. Cecelia Wigal announced that the new section President was Barbara Bernal.
9. Barbara Bernal adjourned the meeting at 12:45 p.m.

Respectfully submitted,

Tulio Sulbaran  
Secretary



## Resolution

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of the University of Memphis during its 2008 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 Memphis and its Faculty and its Administration for the invitation to meet in Memphis and for the pleasant and worthwhile experience which resulted, and

SECOND, that we express our particular appreciation to the host, *Dean Richard Warder, Jr.*, and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinator, *Paul Palazolo*, and

THIRD, that we thank Courtney Minzenmayer for organizing the Welcome Reception held at Big Foot Lodge, and

FOURTH, that we express our appreciation to Sarah Rajala for her motivating presentation on 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 *Don Visco*, 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 *Jim Phillips*, for his thought provoking Keynote Address, and

SEVENTH, that we express our appreciation to *Sarah A. Rajala*, for an informative and insightful Awards Banquet Address, and

EIGHTH, that we recognize the continued efforts of the Campus Representative Coordinator, *Thomas Dion*, and our Zone II Chair, John Uhan, and

NINTH, that we applaud the contributions of the undergraduate and graduate students to the conference, especially for the continued growth of the Student Poster Competition, and

TENTH, that we thank all those for their special contributions to the workshop on GIS lead by Zachary Layne and the FedEx tour, and

ELEVENTH, that we thank the Fogelman Executive Center and the Holiday Inn for the use of their gracious facilities and 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.

Cecelia Wigal  
President of Southeastern Section

# American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary  
Southeastern Section

## Instruction ♦ Administration ♦ Research

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### Fall Technical Program Planning Meeting November 07, 2008 – 9:00am – Microtel Inn & Suites – Atlanta, Ga

#### Minutes

##### Attendance:

Scott Schultzz (Vice-President Pub), Ind. Eng – Mercer University  
Jerry Newman (Vice Chair Electronic Tec. Division) – Eng. Tech – Univ. of Memphis  
Tom Bannine (Chair Comp Division) – Eng. Tech – Univ. of Memphis  
Tom Walker (Host 2010 Conference), Engineering Education – Virginia Tech  
Daniel Kohn (Vice-Chair Computer Division), Eng. Tech - Univ. of Memphis  
Donald Visco (Chair Prog Unit) – Chemical Eng – Tennessee Tech University  
Keith Plemmons (President Elect) Civil & Environmental Eng - The Citadel  
Barbara Bernal (President), SWE - Southern Polytechnic State University  
Paul Palazolo (Secretary Awards), Civil Engineering - University of Memphis  
Cecilia M. Wigal (Immediate Past President), Engineering – Univ. of TN –Chattanooga  
Ken Brannan (Newsletter Editor and Webmaster), Civil & Environmental Eng - The Citadel  
Thomas Dion (Campus Rep. Coord), Civil and Environment Engineering – The Citadel  
Priscilla Hill (Vice Chair Programs) Chemical Eng. – Mississippi State Univ  
Claire McCullough (Secretary Computer Eng. Div.) – Computer Science & Eng – UT Chattanooga  
Sally J. Pardue (Research Division Chair) Mechanical Engineering – Tenn Tech Univ.  
Tulio Sulbaran (Secretary/Treasurer), School of Construction - University of Southern Mississippi

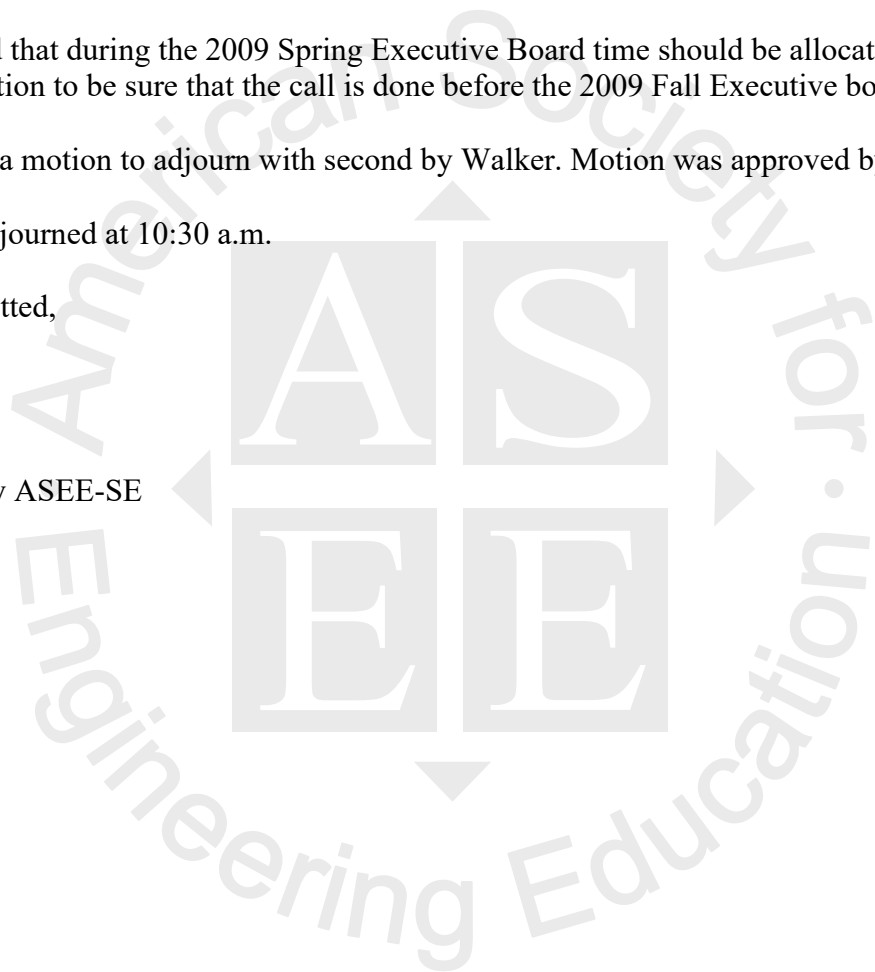
1. The meeting began at 10:00 a.m. with distribution of an agenda.
2. Sulbaran passed the meeting minutes from the Fall 2007 Technical Planning Meeting. Motion was made by Don Visco with second by Tom Bannine. The meeting minutes was approved unanimously.
3. As per page 15 of the officer manual, Sulbaran made the motion to create a new division named “K-12” this division will be included under the Unit program. Second by Tomas Dion. The interim officers will be Palazolo (Chair), Tom Banning (Vice-Chair), and Daniel Kohn (Secretary). Motion was approved by voice vote (from the Executive Board).
4. Jenkins presented the information related to the conference abstracts and the technical program. 142 abstract were submitted for consideration. The deadline for full paper is December 1<sup>st</sup>, 2008. Web based submission system will be implemented for the 2009 conference with tier protection. The chairs will be in charge of the review process. The result from the review will be due by January 09<sup>th</sup>, 2009. The authors must submit the revised paper by February 6<sup>th</sup>, 2009.
5. Jenkins show an overview of the conference schedule as follows:
  - 1:00 - 3:00 pm Workshops: The workshop will be at Southern Polytechnic State University

- 3:00 - 5:00 pm Executive Board Meeting
- 5:00 - 7:30 pm Tour: Southern Museum of Civil War and Locomotive History
- 7:30-9:00pm Welcome Reception: Williamson Brothers Barbeque

6. Jenkins indicate that the keynote Speakers – Dr. George Blanks – Executive Director – Best Robotic, Inc. Jenkins also indicated that with 5 breakout rooms and 18 minutes per presentation there is room for 140 presentations.
7. Bernal showed a sample of the book of abstracts and indicated that the proceedings might be distributed on a flash drive.
8. Plemmons indicated that next year Fall meeting will be in Microtel but closer to the Airport. Nov 12<sup>th</sup> and 13<sup>th</sup>, 2009. The room price will be \$69 plus tax.
9. It was indicated that during the 2009 Spring Executive Board time should be allocated to address the call for nomination to be sure that the call is done before the 2009 Fall Executive board meeting.
10. Sulbaran made a motion to adjourn with second by Walker. Motion was approved by voice vote.
11. The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Tulio Sulbaran  
Treasurer-Secretary ASEE-SE





# American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary  
Southeastern Section

## Instruction ♦ Administration ♦ Research

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### Fall Executive Board Meeting

Thursday 06 November 2008 – 7:00pm - Microtel Inn & Suites - Atlanta, GA

### Minutes

#### Attendance:

Brent Jenkins (Vice-President Programs), ECET- Southern Polytechnic  
Daniel Kohn (Vice-Chair Computer Division), Eng. Tech - Univ. of Memphis  
Hodge Jenkins (Sec. Pub & Prog. Unit), ME - Mercer Univ.  
Donald Visco (Chair Prog Unit) – Chemical Eng – Tennessee Tech University  
Scott Schultz (Vice-President Publication and Promotion) – Ind. Eng - Mercer  
Keith Plemmons (President Elect) Civil & Environmental Eng - The Citadel  
Barbara Bernal (President), SWE - Southern Polytechnic State University  
Paul Palazolo (Secretary Awards), Civil Engineering - University of Memphis  
Cecelia M. Wigal (Immediate Past President), Engineering – Univ. of TN –Chattanooga  
Ken Brannan (Newsletter Editor and Webmaster), Civil & Environmental Eng - The Citadel  
Thomas Dion (Campus Rep. Coord), Civil and Environment Engineering – The Citadel  
Claire McCullough (Secretary Computer Eng. Div.) – Computer Science & Eng – UT Chattanooga  
Priscilla Hill (Vice Chair Programs) Chemical Eng. – Mississippi State Univ  
Sally J. Pardue (Research Division Chair) Mechanical Engineering – Tenn Tech Univ.  
Tulio Sulbaran (Secretary/Treasurer), School of Construction - University of Southern Mississippi

1. The meeting was called to order at 7:15 p.m. with distribution of an agenda. Bernal welcomed everyone and asked everybody to introduce themselves.
2. Sulbaran distributed minutes from the Spring Executive Board Meeting. After a short discussion, Donald Visco made the motion, second by Keith Plemmons to approve the minutes. The motion passed by voice vote.
3. Sulbaran provided an update of the budgets through 09/30/08. The three section accounts were briefly discussed: operating account, research account, and BASS account.
  - a. The balance in the BASS account was \$15,370.98
  - b. The balance in the research account was \$8,897.54
  - 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.Visco made motion, second by Palazolo to accept the report. Motion passed by voice vote.
4. Sulbaran distributed copies of the 2008-09 budget consideration. Elements of budget consideration were discussed. Visco made the motion, second by Wigal to accept budget consideration. Motion passed by voice vote.

5. The following motion “Eliminate the hard copy of the Fall Newsletter (the electronic version will continue on the web page) and assign the responsibility to the president to prepare and distribute a “Call for Award Nomination” to be sent using the national mailing list during early fall” was made Cecelia Wigal and second by Keith Plemmons. Thomas Dion will be responsible to delineate this change in the Officer Manual. Visco indicated that the best paper from 2008 Conference was Palazolo. Visco provided a summary of the process used to determine the best paper for the 2008 Conference.
6. Sulbaran made the motion to open the acceptance of award nomination on December 15, 2008 and close it on January 16, 2009, second by Palazolo. Announcement will be via email to section members through the list in National and web page. Motion passed by voice vote.
7. Brannan made the motion to eliminate from the call for Tony Tilman Award the sentence “.. published in the Proceedings of the annual meeting of the Section” second Bernal. Motion by voice vote.
8. Sally provided a brief overview of the student poster competition documents and suggested changes. Thomas Dion will include the documents in the Officer Manual.
9. Jenkins provided a brief overview of the future meeting sites including: 2010 Virginia Tech, 2011 The Citadel, and 2012 Mississippi State additionally the following two options are been considered 2013 Tennessee Tech, and 2014 Mercer.
10. Bernal indicated that the last batch of ASEE-SE proceedings will be sent the third week of November.
11. Jenkins presented a revised budget with the following estimates: Estimated Revenue = \$28,765.00 Meals/Catering = \$21,064.03 ; Room Rental = \$1,500.00 ; Transportation = \$1,150.00 ; Other Expenses = \$26,709.03 for Total Expenses = \$26,709.03; and Balance = \$2,055.97 .Wigal made the motion to approve the budget second by Plemmons. Motion by voice vote.
12. The host institution will actively pursue sponsorship to offset the cost of the conference. Sulbaran made the motion, to set the following fee structure: Early Registration \$215, Late Registration Fee \$250 and Student Presenting Poster \$50 (which only include Portfolio and Banquet); second by Visco. Motion passed by voice vote.
13. Dion provided a brief overview of the Campus Representatives.
14. Ken provided a brief overview of the Newsletter and Website
15. Dion indicated that Dennis Fallon was unable to attend this meeting due to other last minute commitments.
16. Bernal showed the committee assignments as follows:
  - Nominating (Wigal (chair), Houston, Lackey, *To be Defined*)
  - Program (Don Visco (chair) , Brent Jenkins, Jeff Ray, Sheryl Duggins)
  - Resolutions (Keith Plemmons (chair), Wigal, Sulbaran, Brent Jenkins)
  - Awards (Scales (chair) , Palazolo, Hall, Hodge Jenkins, Branoff, Pardue)
  - Publications and Promotion (Scott Schultz (chair), Hill, Bernal, Bernal, Brannan, Hodge Jenkins)

17. Thomas Dion made the motion to assign the professional skill division under the programs unit. Second by Sulbaran. Motion passed by voice vote.
18. There being no further business, Bernal entertained a motion by Sulbaran with second by Wigal to adjourn. Motion passed by voice vote and the meeting adjourned at 10:25 p.m.
19. As per page 15 of the officer manual, Sulbaran made the motion to create a new division named “K-12” this division will be included under the Unit program. Second by Tomas Dion. The interim officers will be Palazolo (Chair), Tom Banning (Vice-Chair), and Daniel Kohn (Secretary). Motion was approved by voice vote.

Respectfully submitted,

Tulio Sulbaran  
Treasurer- Secretary ASEE-SE



# American Society for Engineering Education



Tulio Sulbaran, Treasure-Secretary  
Southeastern Section

**Instruction ♦ Administration ♦ Research**

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## Conference Planning Meeting

6 November 2008 – 3:00pm – Microtel Inn & Suites – Atlanta, Ga

### Minutes

#### Attendance:

Brent Jenkins (Vice-President Programs), ECET- Southern Polytechnic  
Daniel Kohn (Vice-Chair Computer Division), Eng. Tech - Univ. of Memphis  
Hodge Jenkins (Sec. Pub & Prog. Unit), ME - Mercer Univ.  
Jerry Newman (Vice Chair Electronic Tec. Division) – Eng. Tech – Univ. of Memphis  
Tom Bannine (Chair Comp Division) – Eng. Tech – Univ. of Memphis  
Donald Visco (Chair Prog Unit) – Chemical Eng – Tennessee Tech University  
Keith Plemmons (President Elect) Civil & Environmental Eng - The Citadel  
Barbara Bernal (President), SWE - Southern Polytechnic State University  
Tulio Sulbaran (Secretary/Treasure), School of Construction - University of Southern Mississippi  
Paul Palazolo (Secretary Awards), Civil Engineering - University of Memphis  
Tom Walker (Host 2010 Conference), Engineering Education – Virginia Tech  
Ken Brannan (Newsletter Editor and Webmaster), Civil & Environmental Eng - The Citadel  
Thomas Dion (Campus Rep. Coord), Civil and Environment Engineering – The Citadel  
Erika McCain, (Host 2002) Continuing Education –Southern Polytechnic  
Priscilla Hill (Vice Chair Programs) Chemical Eng. – Mississippi State Univ  
Sally J. Pardue (Research Division Chair) Mechanical Engineering – Tenn Tech Univ.  
Jeff Ray, Eng. Technology – Southern Mississippi.

1. Bernal opened the meeting at 3:05 p.m. with those attending introducing themselves.
2. Sulbaran passed the meeting minutes from the Fall 2007 Conference Planning Meeting. Motion was made by Hodge Jenkins second by Paul Palazolo to approve the meeting minutes. The meeting minutes was approved unanimously.
3. Erika McCain from Southern Polytechnic State University presented the 2008 conference information. The ASEE-SE 2008 will be held at the Hilton Atlanta/Marietta Hotel and Conference Center the welcome reception will be hosted at the Southern Museum of Civil War and Locomotive History. The book of abstract will be prepared by the Southern Polytechnic State University continue education. Banquet will be at the Hilton. The Audiovisual will be provided by the University.

4. Thomas Dion made and Don Visco seconded the following motion “Anyone who presents a paper would pay full registration fee whether student, faculty, or industry; and other students attending would pay student rates to cover cost of Banquet”. The motion was approved with one absence.
5. Tom Walker presented a brief overview of the 2010 conference that will be host by Virginia Tech. The Virginia Tech - Dept. of Engineering Education will be the main host. They already hold 70 Rooms. The cost of the hotel room will be \$149 plus taxes, but there are some other hotels around the area that are less expensive. There are break-out rooms currently schedule each capable of holding 35 people. The conference will be held from April 18<sup>th</sup> through 20<sup>th</sup>, 2010.
6. Paul Palazolo presented a brief overview of the 2008 conference.
7. There being no further business. Sulbaran made a motion, second by Palazolo to adjourn the meeting. Motion passed by voice vote. The meeting adjourned at 4:20 p.m.

Respectfully submitted,

Tulio Sulbaran  
Treasure-Secretary

