

# American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary  
Southeastern Section

**Instruction ♦ Administration ♦ Research**

---

## Spring Executive Board Meeting

Sunday 10 March 2013 – 2:30pm

Dean's Conference Rm – Prescott Hall – Tennessee Technological University

### Approved Minutes

#### Attendance:

Michael Woo, Secretary, Chair, Civil & Env Eng, The Citadel  
Priya Goeser, Secretary, Instructional Division, Armstrong Atlantic State University  
Steven Click, Host 2013 ASEE-SE Conference, Tennessee Tech  
Dennis Fallon, Civil Eng & Env, The Citadel  
David Domermuth, Vice President Program, ASU  
Randy Smith, Chair, Software Engineering, Computer Science  
Richard Mines, Vice-President, Awards, Mercer University  
Ken Brannan, Newsletter Editor & Web Coordinator, The Citadel  
Tanya Kunberger, Chair, Civil Engineering, Florida Gulf Coast University  
Tom Fallon, Chair, Research Div, Southern Polytechnic State University  
John Brocato, Chair Pub & Prom, Campus Reps Coord, Mississippi State University  
Barbara Bernal, Proceeding Editor, Southern Polytechnic State University  
Claire McCullough, Vice Chair, University of Tennessee at Chattanooga  
Donna Reese, Mississippi State University  
Beth Todd, Vice Chair, K-12, University of Alabama  
Tyson Hall, President, Southern Adventist University  
Hodge Jenkins, Vice Chair, Program, Mercer University  
Jerry Newman, Secretary, Program, University of Memphis  
Scott Schultz, Chair, Technical Program Chair, Mercer University  
Brent Jenkins, Immediate Past President, Southern Polytechnic State University  
Tulio Sulbaran, Secretary Treasurer, University of Southern Mississippi

1. The meeting was called to order at 2:30 p.m. with distribution of an agenda. Tyson Hall (President) welcomed everyone.
2. Tulio Sulbaran distributed minutes from the Fall Executive Board Meeting. After a short discussion, Brent Jenkins the motion to approve the meeting minutes as corrected, second by Richard Mines approve the minutes with the minor modifications. The motion passed by voice vote.

3. Tulio Sulbaran provided an update of the budgets through 12/31/12. The three section accounts were briefly discussed: operating account, research account, and BASS account.
  - a. The balance in the BASS (262) account was \$22,387.92.
  - b. The balance in the operating account was \$550.00. This account can only be used toward publication of a newsletter. But, it was approved to be use to pay (in part) the proceedings cost.
  - c. This account will be zeroed after partial payment for the section newsletter.
  - d. The balance in the research account was \$11,095.00.John Brocato made motion, second by Brent Jenkins to accept the report. Motion passed by voice vote.
4. Hodge presented the statistics of the Technical Papers. There are 74 presentations. 14 Sessions. 20 Minutes per paper.
5. Steven Click 101 total faculty plus 50 students from ~40 institutions Schools/Organizations represented. ~\$675 in sponsorships from Novel – Reception.
6. Barbara Bernal presented the report on the Proceedings CD this year which includes the Proceedings since 1998 and the CDs are at the maximum capacity. Including the papers from 1998 will not fit due to file size. Half of the paper of the conference had the ASEE-SE Copyright and the other half did not.
7. There were 150 CDs burned for the conference and another 90 CDs will be burned for the Dean mail out that will take place early Fall 2013.
8. Brent Jenkins reported that the nomination committee is recommending: Tulio Sulbaran for President Elect and Daniel Kohn for Treasurer/Secretary.
9. Richard Mines reported on the selection of Outstanding New Teacher – Amir Behzadan, Outstanding Mid-Career Teaching – Philip T. McCreanor, Outstanding Teaching Award – Tanya Kunberger, New Faculty Research Award (1<sup>st</sup> Place) – Prabier Barooah, New Faculty Research Award (2<sup>nd</sup> Place) – Jason P. Hayward, Thomas C. Evans Outstanding Instructional Paper – Mary Katherine Watson, Caroline Noyes, Michael Rodgers.
10. Hodge talked about the 2014 conference at Mercer. March 30<sup>th</sup> to April 1<sup>st</sup>. After the cherry blossom festival. Call for papers is in the book . Hilton Garden on Campus (\$109 plus tax) – Marriot (\$89 plus tax). The reception location is still to be defined. Entertainment is currently under review. Parking is not an issue.
11. John Abbitt presented the organization of the 2015 Conference at the University of Florida. University Conference Center. They have 248 rooms and 150 rooms will not be an issue. The conference center has plenty meeting rooms. Entertainment could be at the Harn Art Museum and/or Natural Science Museum. Tours of the campus (teaching and research lab).
12. John Brocato indicated that he has contacted several universities, none has made a commitment to host the 2016 Conference. The following universities have been contacted: University of Alabama, University of Tennessee-Chattanooga, Western Carolina University, Auburn University, North Carolina A&T, and University of South Carolina.

13. John Brocato made the motion to let the University of Alabama host the 2016 conference. Second by Brent Jenkins. The motion passed by voice vote. John Brocato will send letter University of Alabama to formalize commitment.
14. John Brocato received 7-8 annual campus representative reports. John reported on the Campus representative award.
15. Ken Brannan presented a brief report on the Newsletter Editor and Webmaster Report. Brannan also requested several elements from the board of director to be included in the Newsletter. Ken will be going to Sabbatical in July.
16. Barbara gave a report of the Zone II. The zone consists of 3 sections (South East, North Central and Illinois-Indiana). ASEE National currently gives members options for receiving the PRISM magazine either Hardcopy via US Mail or Softcopy via log into ASEE Website. Please consider the new cost saving softcopy option when renewing your membership.
17. Ken presented some modifications to the ASEE-SE Officer Manual. Claire made the motion to approve the modifications. Second by Donna. The motion passed by voice vote. Ken will include a section in the ASEE-SE Office Manual regarding the keeper of the ASEE-SE Officer Manual that will be responsible for updating and maintaining it.
18. Scott indicated that the ASEE-SE Paper system will no longer be hosted at Southern Polytechnic. The service provided by existing system are: 1-Abstract Submittal Process; 2-Paper Submittal and Review Process; 3- Presentation Coordination Process; 4- Final Abstracts Sent to Host Institution; 5- Creation of Conference Proceedings CD. Options were presented. Scott requested input from the board.
19. Claire made the motion to have a ad-hoc committee (Hodge, Jerry, Barbara, Tulio) let by Tyson to implement OpenConf on a trial bases for the 2014 conference and then report to the board on success (or not) of the trial. Second by Scott. The motion passed by voice vote.
20. Tyson will prepare a full proposal regarding the resources need to maintain openconf and suggested changes to the bylaws and officers manual to be presented in the November meeting.
21. There being no further business, Tyson Hall entertained a motion by Claire with second by Donna to adjourn. Motion passed by voice vote and the meeting adjourned at 4:30 p.m.

# American Society for Engineering Education



Tulio Sulbaran, Treasurer-Secretary  
Southeastern Section

---

## Instruction ♦ Administration ♦ Research

---

### Minutes Luncheon Business Meeting 12 March 2013 Cookeville, TN

1. Tyson Hall called the meeting to order at 12:07 pm
2. Tulio Sulbaran read the minutes of the Spring 2012 luncheon business meeting. Minutes were recommended for approval by Cecilia and second by Tom. The meeting minutes was approved unanimously.
3. Brent announced nominations for President Elect – Tulio Sulbaran and Secretary-Treasurer – Daniel Kohn that were presented during the executive board at the March 10, 2013 Sunday executive board meeting. Tyson Hall opened the floor for additional nominations, no additional nominations were made. The slate of officers was approved unanimously.
4. Hodge talked about the ASEE-SE 2014 Conference to be held in Macon, GA.
5. Brent Jenkins read the list of resolutions expressing appreciation to all who helped with conference preparations. Motion made by Barbara Bernal second by Steven Click to approve the resolutions. The resolutions were approved unanimously.
6. Tyson Hall announced that the new section President was Priscilla Hill.
7. John Brocato gave plaque to the past president Tyson Hall.
8. Brent Jenkins made the motion to adjourn second by Barbara Bernal to adjourn the meeting at 12:22p.m.

Respectfully submitted,

Tulio Sulbaran  
Secretary



# American Society For Engineering Education Southeastern Section

## Conference Technical Program Planning Meeting

October 25, 2013 – 9am – Microtel Inn & Suites – Atlanta GA

### Attendance

Campus Rep. Coordinator	John Brocato	<a href="mailto:brocato@engr.msstate.edu">brocato@engr.msstate.edu</a>	Mississippi State University
Chair Bioengineering	David Domermith	<a href="mailto:domermuthdh@appstate.edu">domermuthdh@appstate.edu</a>	Appalachian State University
Chair Instructional	Priya Goeser	<a href="mailto:Priya.Goeser@armstrong.edu">Priya.Goeser@armstrong.edu</a>	Armstrong Atlantic State University
Secretary Software Eng Zone II ASEE	Barbara Bernal	<a href="mailto:bbernal@spsu.edu">bbernal@spsu.edu</a>	Software Ed. + Support
Vice Chair Program Unit Chair Eng Tech	Jerry Newman	<a href="mailto:jnewman@memphis.edu">jnewman@memphis.edu</a>	University of Memphis
President	Priscilla Hill	<a href="mailto:Phill@che.msstate.edu">Phill@che.msstate.edu</a>	Mississippi State University
Vice President Program Unit Site Coordinator (2014)	Hodge Jenkins	<a href="mailto:jenkins_he@mercer.edu">jenkins_he@mercer.edu</a>	Mercer University
Past President	Tyson Hall	<a href="mailto:tyson@southern.edu">tyson@southern.edu</a>	Southern Adventist University
Newsletter Editor Secretary Civil Eng	Ken Brannan	<a href="mailto:Ken.Brannan@citadel.edu">Ken.Brannan@citadel.edu</a>	The Citadel
Secretary Chemical Eng	Pete Ludovice	<a href="mailto:pete.ludovice@chbe.gatech.edu">pete.ludovice@chbe.gatech.edu</a>	Georgia Tech
Secretary-Treasurer	Daniel Kohn	<a href="mailto:dekohn@memphis.edu">dekohn@memphis.edu</a>	University of Memphis

1. Meeting called to order by Priscilla Hill at 9:04am
2. Minutes from the last meeting were distributed. Tyson Hall moved we approve the minutes with corrections, Hodge Jenkins 2<sup>nd</sup>. Approved.
3. Jerry Newman reported that there have been a total of 120 Abstracts (12 of which are "Presentation Only"). If the trend from previous conferences continues, we can expect 105 presentations.

The breakdown of papers per division is as follows:

Division	Papers	Division	Papers
Administrative	7	Engineering Technology	4
Bioengineering	5	Instructional	21
Chemical Engineering	4	K-12	8
Civil Engineering	20	Mechanical Engineering	7
Computer Eng and Technology	10	Professional Skills	7
Electrical Engineering	9	Research	5
Engineering Design Graphics	5	Software Engineering	5
		Industrial Engineering	3

It was also discussed since Bioengineering and Chemical Engineering have both had low paper counts for a number of years and since these fields have been merging at many universities that we think about merging both the sessions and officers for these two divisions. For division elections this conference it was suggested that we sit them at the same table. Some consideration will have to be made since the two divisions vote for different vice presidents.

4. Jerry Newman showed the Tentative conference schedule (summarized here):

Monday	Session 1-A	Session 1-B	Session 1-C	Session 1-D	Session 1-E
	4 * Admin	4 * Chem Eng	4 * Civil Eng	4 * Elec Eng	4 * Instructional
	Session 2-A	Session 2-B	Session 2-C	Session 2-D	Session 2-E
	2 * Admin	4 * Eng Tech	4 * Civil Eng	4 * Elec Eng	4 * Instructional
	2* Eng Design & G				
	Session 3-A	Session 3-B	Session 3-C	Session 3-D	Session 3-E
	5 * Bio Eng	5 * Comp Eng & Tech	4 * Civil Eng	3 * Industrial Eng	5 * Research
				2 * Prof Skills	
Tuesday	Session 4-A	Session 4-B	Session 4-C	Session 4-D	Session 4-E
	1 * Eng Design & G	4 * Comp Eng & Tech	3 * Civil Eng	2 * Prof Skills	4 * Instructional
	3 * K-12		1 * Software Eng	2 * Mech Eng	
	Session 5-A	Session 5-B	Session 5-C	Session 5-D	Session 5-E
	4 * K-12	2 * Eng Design & G	4 * Software Eng	4 * Mech Eng	4 * Instructional
		2 * Prof Skills			

5. Papers are due by Dec 3, 2013 for review. Reviews are requested no later than Jan 10, 2014. Final paper submission deadline is Jan 31, 2014. Authors must be registered for the conference by Feb 21, 2014.

6. Workshops – So far only one workshop has been scheduled. A call for workshops will go out shortly. Request was made that an attempt be made to schedule the workshops so that Executive Committee Members can attend.
7. Book of abstracts will NOT be printed this year. A Conference Program will be printed, but will not include the abstracts. Abstracts will be available online before the conference if conference participants want to print them before the conference.
8. Proceedings (Barbara Bernal) - Mercer is hoping to get sponsors to supply USB thumb drives as a gift. If they are successful the conference proceedings will be placed on the thumb drives (they need to be in her hands no later than Feb 1. Also, we need to put out a call for someone to take over the position of Proceedings Editor. Barbara would like to step down in the next year or two from that position, but would like time to train the new person.
9. Other Business – we need to reach out to our colleagues to try to get more to come to the conference and also to reach out to schools whose representation at our conference has fallen over the years.
10. Move to adjourn at 9:56am by Tyson Hall. 2<sup>nd</sup> by Jerry Newman. Approved.

Prepared by  
Daniel Kohn  
Secretary / Treasurer  
ASEE-SE  
November 1, 2013



# American Society For Engineering Education Southeastern Section

## Executive Board Meeting

October 24, 2013 – 7pm – Microtel Inn & Suites – Atlanta GA

### Attendance

Campus Rep. Coordinator	John Brocato	<a href="mailto:brocato@enr.msstate.edu">brocato@enr.msstate.edu</a>	Mississippi State University
Chair Bioengineering	David Domermith	<a href="mailto:domermuthdh@appstate.edu">domermuthdh@appstate.edu</a>	Appalachian State University
Site Coordinator (2015)	John Abbit	<a href="mailto:jda@ufl.edu">jda@ufl.edu</a>	University of Florida
Secretary Software Eng Zone II ASEE	Barbara Bernal	<a href="mailto:bbernal@spsu.edu">bbernal@spsu.edu</a>	Software Ed. + Support
Vice Chair Program Unit Chair Eng Tech	Jerry Newman	<a href="mailto:jnewman@memphis.edu">jnewman@memphis.edu</a>	University of Memphis
President	Priscilla Hill	<a href="mailto:Phill@che.msstate.edu">Phill@che.msstate.edu</a>	Mississippi State University
Vice President Program Unit Site Coordinator (2014)	Hodge Jenkins	<a href="mailto:jenkins_he@mercer.edu">jenkins_he@mercer.edu</a>	Mercer University
Secretary Industrial Eng	Scott Schultz	<a href="mailto:schultz_sr@mercer.edu">schultz_sr@mercer.edu</a>	Mercer University
Past President	Tyson Hall	<a href="mailto:tyson@southern.edu">tyson@southern.edu</a>	Southern Adventist University
Newsletter Editor Secretary Civil Eng	Ken Brannan	<a href="mailto:Ken.Brannan@citadel.edu">Ken.Brannan@citadel.edu</a>	The Citadel
Secretary-Treasurer	Daniel Kohn	<a href="mailto:dekohn@memphis.edu">dekohn@memphis.edu</a>	University of Memphis
Secretary Publications and Promotions	Tom Fallon	<a href="mailto:tfallon@spsu.edu">tfallon@spsu.edu</a>	Southern Polytechnic State Univ

1. Meeting called to order by Priscilla Hill at 7:43pm
2. Meeting minutes from the Spring 2013 executive meeting were distributed. Priscilla Hill motioned that they be accepted with corrections. Tyson Hall 2<sup>nd</sup>. Approved.
3. Treasurers Report presented by Daniel Kohn. 4<sup>th</sup> quarter statement was unavailable from headquarters. At the end of the 3<sup>rd</sup> quarter, the BASS Account balance was \$20281.92, Operating account was zero (normal for the end of the year) and the Research account was \$11,127.46.
4. Budget for the 2013-14 fiscal year presented by Daniel Kohn.
  - a. Additional Budget Line Item for OpenConf software. Motion made to spend \$275 was made by Barbara Bernal and 2<sup>nd</sup> by Jerry Newman. Approved
  - b. Concern raised that the Institutional Dues income has been dropping significantly (down from a high in FY09-10 of \$1300 to \$400 thus far in FY 12-13)
  - c. The Microtel Inn is charging for the conference room for the meeting. In the past, the conference room was free if we surpassed a number of guests at the hotel, but that



policy has changed. We have budgeted \$850 for FY 13-14 (with an automatic increase of \$50 from the previous year) and this should still be able to cover the expenses of the meeting.

- d. Since the 4Q statement from headquarters was unavailable, the income from the previous annual conference is unknown at this time.
  - e. Barbara Bernal suggested that future budgets include a side by side comparison of the previous year's budget to actual figures.
  - f. Motion to approve the FY 2013-14 budget made by Tyson Hall, 2<sup>nd</sup> by John Brocato. Approved.
5. Hodge Jenkins presented budget for Mercer Conference as well as the registration fees. Early Bird would be \$235 and late registration is \$285 and for the student poster competition participants registration is \$100 for early bird and \$150 for late registration. Tyson Hall made the motion that the conference fees be approved. Barbara Bernal 2<sup>nd</sup>. Motion passed.

Suggestion by Barbara Bernal that "presentation only" should be a separate session to separate the non-peer reviewed presentations from the reviewed papers.

6. Section awards – Hodge Jenkins will ensure that the announcement for nominations goes out shortly. Jan 28, 2014 is the tentative deadline for submissions.

Tyson Hall stated that we need to ensure our Outstanding Teaching award documentation matches the national requirements so the same submission can go forward to national.

No winner for the Tony Tillman Service Award for the past two years. We need to encourage especially encourage submissions for this award.

Reminder that the outstanding paper of last year's conference needs to be announced and awarded at the conference.

Ken Brannan requested that the call for nominations be sent to him electronically for the website.

John Brocato spoke on the Outstanding Campus Representative Award. His report also included an addendum to the Officers Handbook concerning the award. Barbara said that we need to make sure the addendum is in line with National, since they really award this. John Brocato will contact national on the matter.

Need to contact Zhaoxian Zhou for the information on the New Faculty Research award and Student Poster Completions. The student poster submissions can use the OpenConference website if desired. Dates for submissions need to be in line with Hodge Jenkins timeline.

7. Future Annual Meeting report presented by David Domermuth. He presented potential sites he is going to contact for the 2016-18 conferences.

He also presented a document of the history of the section conferences and other pertinent info useful for recruiting future host sites. He also would like assistance with a letter to potential hosts that states the expectations and duties of a host site.

It was suggested that this and other vital documents for the section officers be maintained on a officers web site maintained by the secretary/treasurer. So moved by David Domermuth and 2<sup>nd</sup> by Tyson Hall. Approved.

Barbara Bernal brought up the possibility of a 2017 Zone II Conference (which might replace the regional conference for that year). (see new business)

8. Barbara Bernal reported that the Conference Proceedings CD's are being sent out to the Deans.

9. Reports

- a. Zone II Report presented by Barbara Bernal.

Rosie Mawasha is the Chair-Elect for Zone II. An election will be held for the next chair-elect, who will be from Illinois-Indiana or from the Southeastern Section. Qualifications are that you were a past president of the section and then Zone II Chair election will be part of the National Ballot, but only zone II members can vote for the chair. Barbara is going to inquire as to the nominating process for the SE Candidate.

(also see new business)

- b. Campus representatives report - John Brocato reported that the Campus Representatives are looking into ways to improve the activity reports submitted to national.
- c. Newsletter and website report by Ken Brannan. Newsletter was published and included the call for papers and conference information. Website, officer's manual was updated. Need updated information for the awards nominations.

10. Review of Committee Assignments (as detailed in Section Officers' Manual)

- Nominating: Tyson Hall (chair), Brent Jenkins, Claire McCullough, Tulio Sulbaran
- Programs: Hodge Jenkins (chair), Jerry Newman, Tanya Kunberger
- Resolutions: Tulio Sulbaran (chair), Daniel Kohn, Tyson Hall, Jerry Newman
- Awards: Hodge Jenkins (chair), Paul Palazolo, Cindy K Waters, Donna Reese, Priya Goeser, Zhaoxian Zhou, and John Brocato
- Publications and Promotion: David Domermuth (chair), Donna Reese, Tom Fallon, Barbara Bernal, Ken Brannan, and John Brocato

11. Old Business

- a. At the Spring 2013 meeting the question was asked 'who is the person responsible for the officers manual?' (Spring 2013 meeting minutes point 17) It has been decided that Ken Brannan (Website Editor) would take on that roll.

## 12. New Business

- a. As previously recorded, Zone II is considering having a Zone II Conference in 2017. The idea was brought up for consideration during this portion of the meeting. After some preliminary discussion. It was tabled until our morning meeting.

At that meeting, it was decided that the Southeastern section tentatively agrees with the proposed Zone II Conference and we feel more discussion about logistics and the rolls of the various sections is needed. An invitation to the chairs from the other Zone II sections to our regional conference at Mercer will be extended to discuss the proposed Zone II Conference in person.

- b. Tyson Hall moved that we call for a vote of the members to amend our Constitution, and Bylaws to include a Paper Management Website Coordinator. Second by John Brocato. Discussion included insuring a succession plan for the position and also the term. Passed unanimously. The vote will take place during the conference at Mercer. Assuming the motion passes, the officers manual will be updated accordingly. (see attached)
- c. Priscilla Hill received an email from Paul Palazolo (Vice Chair Awards and Recognition) concerning a new award he would like to propose, since Paul was not in attendance, the discussion was tabled.

## 13. Motion to adjourn made by Priscilla Hill and 2<sup>nd</sup> Hodge Jenkins. Passed.

Prepared by  
Daniel Kohn  
Secretary / Treasurer  
ASEE-SE  
November 1, 2013

## **Selection Procedure for the Southeastern Section Outstanding Campus Representative Award**

*John Brocato, Southeastern Section Campus Representative Coordinator*

1. *Late October*: the Campus Rep Coordinator sends an email to all SE section campus reps reminding them to submit their activity reports by the deadline and that the report puts them in the running for the award.
2. *Mid-January*: The Section Chair emails the Campus Rep Coordinator with all the submitted SE section campus rep reports.
3. *Mid- through Late-January*: The Campus Rep Coordinator forms an ad hoc committee to select the Outstanding Campus Representative based on the submitted reports.
4. *Late January*: The Campus Rep Coordinator sends an email announcing the award winner to the following people:
  - Award winner
  - Section Treasurer
  - Awards Committee Chair
  - Section Chair
  - Zone II Chair (who forwards the awardee's name to ASEE HQ for national award consideration)
  - Tim Manicom (Assistant Manager, Membership, ASEE)
5. *Late January*: The Section Treasurer emails the winner congratulating her/him and requesting information for processing the award payment: first name, last name, SSN, complete mailing address, email address, phone number. The Section Treasurer also arranges for ASEE HQ to send the award money directly to the awardee (rather than to someone else for presentation at the conference).
6. *March-April*: The awardee receives the check in the mail and gets the certificate at the annual section conference's awards banquet.

### NOTE:

Awardees must be registered for the section conference to receive their certificate in person (except in extenuating circumstances at the section officers' discretion).

# ASEE-SE

## Proposed Updates to the Officer's Manual, Constitution, and Bylaws to create a Paper Management Website Coordinator position

### Constitution

- *Edit Article VI, Section 3 to read:*  
**Section 3.** The Section shall have a Programs Committee with duties defined in the Bylaws. This committee consists of the Vice President for Programs and ~~four~~ five members as provided in the Bylaws.

### Officer's Manual

- *Edit 13 to read:*  
Programs Committee. The Programs Committee consists of the Section Vice President for Programs as Chair and ~~four~~ five additional members. These members include the Vice Chair from the Programs Unit, the Secretary of the Programs Unit who is the Advertising Coordinator, the Annual Meeting Host-Site Coordinator, ~~and~~ the Workshop/Seminar Coordinator, **and the Paper Management Website Coordinator.** The Programs Committee is responsible for the conduct of the annual meeting including promotion, budget, entertainment, conference workshops, technical program, and procurement of the keynote speaker.
- *Add 13.A:*  
Paper Management Website Coordinator. The Paper Management Website Coordinator shall be responsible for the installation, maintenance, and administration of the section's paper management website and shall work closely with the technical program chair to facilitate abstract and paper submissions and the paper review process.

### Bylaws

- *Add Article V, Section 4:*  
**Section 4.** Program Committee Members. At-large member of the Program Committee serving as Paper Management Website Coordinator shall be appointed to a three-year term that is renewable by the Executive Board, and report to the Vice President for Programs. Appointees who have served at least one three-year term are eligible to run for office in the Programs Unit, provided they have previously served as a Division Chair.

- *Edit Article VIII, Section 2, Paragraph 1 to read:*  
**Section 2.** Programs Committee. Programs Committee consists of the Vice President for Programs as Chair and four additional members. These members include the Vice Chair from the Programs Unit, the Secretary of the Programs Unit who is the Advertising Coordinator, the Annual Meeting Host-Site Coordinator, ~~and~~ the Workshop/Seminar Coordinator, **and the Paper Management Website Coordinator.**
- *Append Article VIII, Section 2 with the following:*  
The Paper Management Website Coordinator duties as defined as follows:  
(a) Paper Management Website Coordinator. The Paper Management Website Coordinator shall be responsible for the installation, maintenance, and administration of the section's paper management website and shall work closely with the technical program chair to facilitate abstract and paper submissions and the paper review process.

#### **Procedure**

- Submitted by a majority vote of the members of the Executive Board of the Section or by petition signed by not fewer than ten (10) members of the Section.
- Proposed amendments shall be circulated by mail or by electronic means to members of the Section not less than thirty (30) days prior to the annual meeting at which the amendments will be presented for adoption.
- A favorable two-thirds vote of the members who are present at an annual meeting of the Section.



# American Society For Engineering Education Southeastern Section

## Conference Site Planning Meeting

October 24, 2013 – 3pm – Microtel Inn & Suites – Atlanta GA

### Attendance

Campus Rep. Coordinator	John Brocato	<a href="mailto:brocato@engr.msstate.edu">brocato@engr.msstate.edu</a>	Mississippi State University
Chair Bioengineering	David Domermith	<a href="mailto:domermuthdh@appstate.edu">domermuthdh@appstate.edu</a>	Appalachian State University
Site Coordinator (2015)	John Abbitt	<a href="mailto:jda@ufl.edu">jda@ufl.edu</a>	University of Florida
Chair Instructional	Priya Goeser	<a href="mailto:Priya.Goeser@armstrong.edu">Priya.Goeser@armstrong.edu</a>	Armstrong Atlantic State University
Secretary Software Eng Zone II ASEE	Barbara Bernal	<a href="mailto:bbernal@spsu.edu">bbernal@spsu.edu</a>	Software Ed. + Support
Vice Chair Program Unit Chair Eng Tech	Jerry Newman	<a href="mailto:jnewman@memphis.edu">jnewman@memphis.edu</a>	University of Memphis
President	Priscilla Hill	<a href="mailto:Phill@che.msstate.edu">Phill@che.msstate.edu</a>	Mississippi State University
Vice President Program Unit Site Coordinator (2014)	Hodge Jenkins	<a href="mailto:jenkins_he@mercer.edu">jenkins_he@mercer.edu</a>	Mercer University
Secretary Industrial Eng	Scott Schultz	<a href="mailto:schultz_sr@mercer.edu">schultz_sr@mercer.edu</a>	Mercer University
Past President	Tyson Hall	<a href="mailto:tyson@southern.edu">tyson@southern.edu</a>	Southern Adventist University
Newsletter Editor Secretary Civil Eng	Ken Brannan	<a href="mailto:Ken.Brannan@citadel.edu">Ken.Brannan@citadel.edu</a>	The Citadel
Secretary Chemical Eng	Pete Ludovice	<a href="mailto:pete.ludovice@chbe.gatech.edu">pete.ludovice@chbe.gatech.edu</a>	Georgia Tech
Secretary-Treasurer	Daniel Kohn	<a href="mailto:dekohn@memphis.edu">dekohn@memphis.edu</a>	University of Memphis

1. Meeting called to order by Priscilla Hill at 3:30pm
2. Hodge Jenkins from Mercer University presented the 2014 Conference information (March 30 to April 1, 2014). The Hilton Garden Inn is the recommended hotel for the conference. It is within walking distance of the conference venue. Secondary hotel is the Holiday Inn – Macon North. Plenary Session speaker will be Craig McMahan Director of Mercer on a Mission. There will be 5 concurrent sessions, 20 min per paper.

Workshop – right now only one scheduled. Call for additional workshops will be sent out within the next week.

Book of abstracts renamed to “Conference program.” The book of abstracts will not be printed but will be available on line and via dvd/thumb drive. It was suggested that the book of abstracts be available online before the conference so participants print abstracts before the conference if they wish. A second suggestion was to put a few blank sheets in the program for note taking during the conference.

Conference proceedings in the past were placed on CD. According to Barbara Bernal, this year we will exceed the space available on CD's. Switching to DVD's is not an issue, but the conference is trying to get flash drives donated, and if they do, the proceedings will be placed on them instead.

The registration site will be set up shortly.

All session rooms have A/V and backups are available if technical issues occur.

### Program and Meal Venues

Sunday night Museum of Aviation and live music, hors d'oeuvres and a cash bar (but the possibility of sponsorships is being perused) . Bus transportation to site.

Breakfast and Lunch meals right next to school of education.

Banquet: Brickyard Country club for dinner buffet with 3 entrees (15 min from campus). Hope to have live music during dinner (chamber music). Cash bar.

3. Daniel Kohn distributed the meeting minutes from the 2012 site panning meeting minutes.. Tyson Hall motioned the minutes be accepted with corrections. John Brocato 2<sup>nd</sup>. Approved.
4. 2015 Conference at University of Florida – John Abbitt Presenting
  - Tentative Conference dates - Sun Apr 12 to Tues Apr 14, 2015
  - At University of Florida Conference Center (Hilton Conference Center Hotel)
  - Sunday Reception @ pool area with cash bar and university student entertainment
  - Banquet at hotel
  - Art, Butterfly, and Natural History museums are nearby if we wish to use those facilities.
  - Registration fee around \$235 and room rates \$109 per night (single and double occupancy) Prices are locked in for room rates and conference facilities.
  - Budget based on 100 people.
  - Workshops were not considered, but will be added (suggested that, if rooms are unavailable, we could do workshop in the Engineering Building).
  - Eliminate Tuesday lunch and do box lunches instead.
  - Vendors - have asked for more visibility than your typical conference. Possibility of intro at the keynote and place them at a prime location and at snack (and have them by the snack tables).
  - Student fee –The budget for the conference included charging the full registration fee to students. There was some concern about keeping students away and also many felt that most students do not attend all the meals and should not be charged the full amount. Student registrations for the last two conferences: 2 years ago 31, and 58 last year.



5. Old Business – none
6. New Business – none
7. Hodge Jenkins motioned the meeting be adjourned, Scott Schultz 2<sup>nd</sup> , so moved.

Prepared by  
Daniel Kohn  
Secretary / Treasurer  
ASEE-SE  
November 1, 2013