



American Society For Engineering Education Southeastern Section

Daniel Kohn Secretary / Treasurer

Executive Board Meeting

March 30, 2014 – Mercer University – Macon GA

Attendance

Name	Division or Unit	Position	Email Address	School
Barbara Bernal	SOFTWARE ENGINEERING DIVISION	Secretary	bbernal@spsu.edu	Software Ed. + Support
	SECTION OFFICERS 2013-2014	Proceedings Editor	bbernal@spsu.edu	Southern Polytechnic State University
Beth Todd	K-12 DIVISION	Chair:	btodd.eng@gmail.com	University of Alabama
Cecelia Wigal	INDUSTRIAL ENGINEERING DIVISION	Chair:	cecelia-wigal@utc.edu	Univ of TN at Chattanooga
Claire McCullough	ELECTRICAL ENGINEERING DIVISION	Vice Chair:	Claire-McCullough@utc.edu	University of Tennessee at Chattanooga
	PROFESSIONAL SKILLS	Chair:	Claire-McCullough@utc.edu	University of Tennessee at Chattanooga
Daniel Kohn	SECTION OFFICERS 2013-2014	Secretary-Treasurer	dekohn@memphis.edu	University of Memphis
David Domermith	BIOENGINEERING DIVISION	Chair:	domermuthdh@appstate.edu	Appalachian State University
	PUBLICATIONS AND PROMOTIONS	Vice President	domermuthdh@appstate.edu	Appalachian State University
Donna Reese	ADMINISTRATIVE DIVISION	Chair:	dreese@cse.msstate.edu	Mississippi State University
	SOFTWARE ENGINEERING DIVISION	Chair:	dreese@cse.msstate.edu	Mississippi State University
	PUBLICATIONS AND PROMOTIONS	Vice Chair	dreese@cse.msstate.edu	Mississippi State University
Hodge Jenkins	MECHANICAL ENGINEERING DIVISION	Vice Chair:	jenkins_he@mercer.edu	Mercer University
	PROGRAM UNIT	Vice President	jenkins_he@mercer.edu	Mercer University
	AWARDS AND RECOGNITION	Vice President	jenkins_he@mercer.edu	Mercer University
Jerry Newman	PROGRAM UNIT	Vice Chair	jdneman@memphis.edu	University of Memphis
	ENGINEERING TECHNOLOGY DIVISION	Chair: Campus Rep. Coordinator	jdneman@memphis.edu	University of Memphis
John Brocato	SECTION OFFICERS 2013-2014		brocato@engr.msstate.edu	Mississippi State University
Laura Moody	INDUSTRIAL ENGINEERING DIVISION	Vice Chair:	moody_le@mercer.edu	Mercer University
Otsebele Nare	PROFESSIONAL SKILLS	Vice Chair:	otsebele.nare@hamptonu.edu	Hampton University
Paul Palazolo	INSTRUCTIONAL DIVISION	Vice Chair	ppalazol@memphis.edu	University of Memphis
	AWARDS AND RECOGNITION	Vice Chair	ppalazol@memphis.edu	University of Memphis
Priscilla Hill	SECTION OFFICERS 2013-2014	President	Phill@che.msstate.edu	Mississippi State University
cott Schultz	INDUSTRIAL ENGINEERING DIVISION	Secretary:	schultz_sr@mercer.edu	Mercer University
Tanya Kunberger	CIVIL ENGINEERING DIVISION	Chair:	tkunberg@fgcu.edu	Florida Gulf Coast University
	PROGRAM UNIT	Secretary	tkunberg@fgcu.edu	Florida Gulf Coast University
Tom Fallon	PUBLICATIONS AND PROMOTIONS	Secretary	tfallon@spsu.edu	Southern Polytechnic State Univ
Tulio Sulbaran	SECTION OFFICERS 2013-2014	President Elect	Tulio.Sulbaran@usm.edu	University of Southern Mississippi
Tyson Hall	COMPUTER ENGINEERING & TECHNOLOGY DIVISION	Secretary	tyson@southern.edu	Southern Adventist University
	SECTION OFFICERS 2013-2014	Past President	tyson@southern.edu	Southern Adventist University
John Abbitt	2015 Conference Site Coordinator		jda@ufl.edu	University of Florida
Ken Brannan	SECTION OFFICERS 2013-2014	Newsletter Editor	Ken.Brannan@citadel.edu	The Citadel
	Civil Eng	Secretary	Ken.Brannan@citadel.edu	The Citadel



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1. Call to order by Priscilla Hill at 3:09pm
2. Introductions
3. Approval of minutes of Fall Exec Meeting. Approved with corrections.
4. Due to an oversight, we failed to send out the proposed Constitution and Bylaws to the membership 30 days before the conference so we will be unable to vote on the changes discussed at our last meeting at this conference. This is an action item for spring 2015.
5. Treasurer's report: There was an error in the amount of interest reported for the 3rd and 4th quarters of this year due to an accounting error (miscalculation of interest ie used 2% instead of 0.2%). Tulio pointed out that it is odd that there are NO institutional Dues in 3rd and 4th quarter.
6. Technical Sessions Summary Report

There were initially 128 abstracts submitted. After the paper review, 32 papers were withdrawn or rejected, leaving 96 papers being presented at the conference. Here is the breakdown by Division:

Division	2014 Count
Administrative	6
Bioengineering	6
Chemical Engineering	3
Civil Engineering	15
Computer Engineering and Technology	7
Electrical Engineering	4
Engineering Design Graphics	3
Engineering Technology	3
Instructional	21
K-12	7
Mechanical Engineering	4
Professional Skills	7
Research	6
Software Engineering	3
Industrial Engineering	1
	<hr/>
	96



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7. Host Site Report (Hodge Jenkins)
8. Proceedings Editor Report (BarbaraBernal). The 14 year history of papers does not fit on CD's any more. DVD's took longer than time allotted, so the disk only contains this year's conference. We have 200 CD and/or DVD's made for the conference, but suggests that next year we go to USB thumb drives since these can be copied faster than DVD's.

There was also a discussion on the conference schedule (book) and the decision not to print abstracts or extended abstracts. Barbara reminded the board this decision was made, not as a cost cutting measure, but due to time constraints. There was a suggestion to add back in the regular abstract and remove the requirement of an extended abstract next year. Tyson thought Open Conf might be able to generate the abstract document, but needs to look into this further.

9. Nominating Committee Report (Tyson H) – Recommend Paul Palazolo for President Elect.
10. Section Awards Report (Hodge J.) - No Tony Tillman Award nomination again this year. See Appendix for Award Winners
11. Future Conferences:

2015 Annual Meeting Plans (John Abbitt) –The 2015 ASEE SE Regional Conference will be held at the University of Florida, Sun Apr 12 – Tuesday April 14. No changes from what was reported at the fall Conference Planning Meeting.

Suggestion was made to try to get Internet connectivity included in the hotel contract.

2016 Annual Meeting Plans (University of Alabama) – Beth Todd has agreed to host this conference. The conference will be during the spring break and will be held on campus (dates TBA, but should be available at fall meeting).

Future Annual Meeting Sites (David Domermuth)

- 2017 – Embry-Riddle Aeronautical University
- 2018 – Auburn University
- 2019 – University of Memphis



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Question on the Zone II Conference for 2017 possibly in Puerto Rico, instead of Individual Regional Conferences. If this occurs, the conference hosts would be moved back one year on the list.

12. Campus Rep Report (John Brocato) – 4 campus reps put up for campus rep award. (to be handed out later in the conference)
 13. Newsletter Editor Report (Ken Brannan) Needs for next newsletter – Article and pics of conference for 2015. President’s message and picture. 2015 call for papers (done). Highlights of conference from this year. Student Poster Session info from conference. List of officers for 2015.
 14. Website – has been moved to national now for about a year. Need to look into reported issues with some historical conference proceedings .
 15. The officer manual was updated (to include discussed changes at fall meeting), but link was pointing to old one.....now fixed.
 16. Zone II Chair Report
- Need to hold a vote at the Fall 2014 Executive meeting on the Zone II conference idea.
17. Old Business
 18. Paul Palazolo made a motion to change Tony Tilman Award to Tilman-Dion Service Award (motioned by Tyson H, 2nd Tulio). All Executive members passed the motion.
 19. New Business

- a. Jerry Newman asked to modify the author instructions for papers (see Appendix). Barbara counter proposed that we use the National format so that the best paper does not have to be reformatted when submitted. General consensus is to let the next paper chair decide.

- b. OpenConf comments

Tyson – largest problems were the confirmation emails going into spam filters. We need to inform authors to ensure the email account used is listed as “Not Spam”.

Those in attendance agreed that OpenConf should be used in the future.



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- c. Historical ASEE-SE records (Dan K). All historical records (all 2 file boxes full) are being converted to pdf and made available online (<https://docs.asee-se.org/>). Since the paper records will no longer be needed the question was posed: Should the paper records be discarded. It was decided that, since some of the records might be of historical interest, we should contact national to see if they want for their archives.
- d. Suggestions for improving ways of supporting the section (Tulio)
 - Advertise and promote
 - The way we decide on what division a paper belongs in. Maybe going topical instead of division. Or partition instruction.
 - Promote our regional conference proceedings and the prestige thereof (especially in matters of Tenure and Promotion)
 - Possibly link campus rep to act as an advocate for the above.

20. Adjourn at 5:18.



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2014 ASEE-SE Awards

Outstanding New Teacher Award \$250 Matthew Cooper

Dr. Matthew Cooper is a Teaching Assistant Professor in the Department of Chemical and Biomolecular Engineering at North Carolina State University. He received his B.S. in Chemical Engineering from West Virginia University and his MS and Ph.D. in Chemical Engineering from Ohio University. Dr. Cooper then served as a research engineer for RTI International in Raleigh, NC, focusing on the development of novel technologies for the energy sector. Several years later in 2011, Dr. Cooper joined the Department of Chemical and Biomolecular Engineering at North Carolina State University, where he currently teaches the Unit Operations laboratories sequence, Transport Phenomena, Material / Energy Balances, and Mathematical / Computational Methods. He is the recipient of a 2014 North Carolina State University Outstanding Teacher Award and the 2013 ASEE Chemical Engineering Division's Joseph J. Martin Award. He also serves as the ASEE Chemical Engineering Division's newsletter editor. Dr. Cooper's research interests include effective teaching, conceptual and inductive learning, integrating writing and speaking into the curriculum, and professional ethics.

Outstanding Mid-Career Teaching Award \$350 Dr. Priya Goeser

Dr. Priya Goeser received her B. Tech in Mechanical Engineering from the Indian Institute of Technology, Chennai in 1997 and her Ph.D. in Mechanical Engineering from the University of Delaware in 2001. After spending a couple of years working as a Research Associate in the Center for Composite Materials at the University of Delaware, she decided to pursue her passion: a career in full-time teaching. She joined the faculty at the Engineering Studies Program at Armstrong Atlantic State University, Savannah GA in Fall 2003 where she continues to enjoy her work with the students. While she is certainly known for her rigorous and strict classroom policies including 'sleeping in class leads to being asked to leave the classroom' students appreciate her dedication and genuine interest in their overall success.

Outstanding Teaching Award \$500 Dr. David A. Dampier

Dr. Dave Dampier is Professor of Computer Science and Engineering at Mississippi State University, where he has served since 2000. A member of the Academy of Distinguished Teachers for the Bagley College of Engineering, Dave Dampier was also the recipient of the ASEE-SE New Teacher Award in 2003. He currently serves as the Director of the Center for Computer Security Research at MSU and in that role he runs a very successful Cyber Corps: Scholarship for Service program with over 20 students on active scholarship in any given year. Additionally, he has been leading a very successful Cyber Girls program to increase the participation of women in cyber security. That program has seen an increase of women's participation from approximately 8% to nearly 50% in three years.

Thomas C. Evans Instructional Paper Award \$500 The Da Vinci Foundry Dr. Pedro Arce

The Da Vinci Foundry: A Powerful Learning and Thinking Systems to Develop the 21st Century Renaissance Engineer , by P. E. Arce, J. Biernacki, J. Pascal and J. R. Sanders.



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Accepting the award is Dr. Pedro Arce. Dr. Arce is a Professor and Chair of the Department of Chemical Engineering at Tennessee Technological University in Cookeville. One of his colleagues, Dr. Karre, describes him as a “a dedicated, charismatic and innovative leader focused on student success”. Under his leadership, his department has experienced a renaissance: increasing enrollment, program diversity, and retention. Dr. Arce’s innovations include a “Cabinet-Style Managerial-Leadership Model” that empowers faculty, staff and students, an internationally-recognized learning platform (Hi-PeLE) and a computational-mobile learning platform (MoLE-SI), among others. An accomplished engineering educator, Dr. Arce has published more than 120 peer-reviewed articles in journals, proceedings, and invited book chapters. He has directed more than 130 thesis projects in undergraduate research, master, doctoral, and postdoctoral levels; an important number of them with members of underrepresented classes. Dr. Arce has delivered more than 250 technical and educational presentations including workshops and numerous invited key-note/plenary lectures in the USA, Latin America and Europe. Because of his dedicated efforts to advance the Tennessee Technological University mission, he was named a “University Distinguished Faculty Fellow” in 2010. Dr. Arce has three degrees in chemical engineering, i.e. a Diploma (from the Universidad Nacional del Litoral, Santa Fe, Argentina), Master and PhD Degrees (Purdue University). Dr. Arce is proud of his long association with the ASEE-SE and feels much honored that the “Da Vinci Foundry” is the fourth paper that he co-authored that has been selected as a Thomas C. Evans Award. Congratulations!

New Faculty Research 2ND Place Award \$150 Dr. Islam El-adaway

Dr. Islam El-adaway is the Richard A. Rula Professor of Construction Engineering and Management and Assistant Professor of Civil and Environmental Engineering at Mississippi State University. He earned his Ph.D. in Civil Engineering from Iowa State University. Dr. El-adaway’s research interests investigate how an integrated approach, based on broad systems of environment interdependencies, can mitigate the management of infrastructure sustainability challenges. Dr. El-adaway’s educational interests include pedagogies to promote high-order-learning as related and applied to sustainability instruction. His research and educational activities resulted in publication of 50 peer-reviewed papers. Dr. El-adaway was also awarded a 2011 Young Faculty Research Award and a 2010 State Pride Faculty Award.

New Faculty Research Award, \$250 Dr. Treavor H. Boyer

Dr. Treavor Boyer is an Assistant Professor in the Environmental Engineering Sciences Department at the University of Florida. He joined UF in August 2008 after completing his Ph.D. in environmental engineering at the University of North Carolina at Chapel Hill. Dr. Boyer's research and teaching interests include environmental chemistry, environmental technology, and sustainability. Dr. Boyer is the recipient of a National Science Foundation CAREER Award and his research has been sponsored by federal agencies, state agencies, and private companies.

American Society for Engineering Education



Daniel Kohn, Treasurer-Secretary
Southeastern Section

Instruction ♦ Administration ♦ Research

Minutes Luncheon Business Meeting 1 April 2014 Macon, GA

1. Priscilla Hill called the meeting to order at 11:54 am
2. Daniel Kohn read the minutes of the Spring 2013 luncheon business meeting. Minutes were recommended for approval motioned and 2nd. The meeting minutes was approved unanimously.
3. Tyson Hall announced nominations for President Elect – Paul Palazolo who was nominated during the executive board at the March 30, 2014 Sunday executive board meeting. Priscilla Hill opened the floor for additional nominations, no additional nominations were made. Approved unanimously.
4. Priscilla talked about the ASEE-SE 2015 Conference to be held in Gainesville, FL.
5. Tulio Sulbaran read the list of resolutions expressing appreciation to all who helped with conference preparations.
6. Priscilla Hill announced that the new section President was Tulio Sulbaran.
7. Tulio Sulbaran gave plaque to the past president Priscilla Hill.
8. Invite to next conference and challenged all members to bring a colleague to next conference.
9. Tulio adjourned the meeting at 12:05 p.m.

Respectfully submitted,

Daniel Kohn

Secretary

RESOLUTION for the ASEE Southeastern Section Annual Meeting
April 1, 2014
Mercer University
Macon, Georgia

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of Mercer University during its 2014 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 that have contributed to the success and fellowship of the meeting

THEREFORE LET IT BE RESOLVED:

FIRST, that we thank Mercer University and its faculty and administration for the invitation to meet in Macon and for the pleasant and worthwhile experiences which resulted, and

SECOND, that we express our sincere appreciation to the host, Dean Wade Shaw and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinator, Hodge Jenkins; in particular, the Workshop Coordinator, Scott Schultz, and the School's Staff Denise Collins, Trena Rogers, John Mullis, and Jeremy Barker.

THIRD, that we thank Dean Wade Shaw of the School of Engineering, the Museum of Aviation, and the students for the reception, fellowship, and demonstrations provided on Sunday evening, and

FOURTH, that we express our appreciation to the students from Mercer University's Townsend School of Music for the delightful entertainment they provided at the Awards Banquet on Monday evening, and

FIFTH, that we thank the Executive Committee of the Section, the Division Chairs of the Section, paper reviewers, and Technical Program Chair Jerry Newman for their dedicated efforts in planning an excellent program, and

SIXTH, that we recognize the officers of the Research Division and the volunteer judges for their fine efforts at hosting the Student Poster Competition, and

SEVENTH, that we express our appreciation to Craig McMahan for an outstanding Keynote Address, and

EIGHTH, that we recognize the continued outstanding efforts of the Proceedings Editor, Barbara Bernal, the Newsletter Editor and Webmaster, Ken Brannan, and the Program Website Editor, Tyson Hall and

NINTH, that we thank Aramark Catering and the Brick Yard Golf Club for the delicious food they provided throughout the conference.

BE IT FURTHER RESOLVED, that a copy of these resolutions be included in the minutes of this meeting, and that the Secretary-Treasurer be instructed to transmit copies to all concerned.

Respectfully submitted by the ASEE SE Committee on Resolutions,

Tulio Sulbaran, Chair

Conference Technical Program Planning Meeting

October 17, 2014 – 9am – Microtel Inn & Suites – Atlanta GA

Attendance

Name	Position	Email Address	School
Aidan Browne	ENGINEERING TECHNOLOGY DIVISION Chair:	aidanbrowne@uncc.edu	UNC Charlotte
Amber Thompson	ADMINISTRATIVE DIVISION Secretary:	athompson@isothermal.edu	Isothermal Community College
Chuck Newhouse	CIVIL ENGINEERING DIVISION Chair:	NewhouseCD@VMI.edu	Virginia Military Institute
Daniel Kohn	SECTION OFFICER Secretary-Treasurer	dekohn@memphis.edu	University of Memphis
David Calamas	INSTRUCTIONAL DIVISION Secretary:	dcalamas@georgiasouthern.edu	Georgia Southern University
Ken Brannan	CIVIL ENGINEERING DIVISION Vice Chair:	Ken.Brannan@citadel.edu	The Citadel
	SECTION OFFICER Newsletter Editor	Ken.Brannan@citadel.edu	The Citadel
Matthew Jensen	MECHANICAL ENGINEERING DIVISION Secretary:	mjensen@fit.edu	Florida Institute of Technology
Paul Palazolo	INSTRUCTIONAL DIVISION Chair:	ppalazol@memphis.edu	University of Memphis
	SECTION OFFICER President Elect	ppalazol@memphis.edu	University of Memphis
	AWARDS AND RECOGNITION Vice President	ppalazol@memphis.edu	University of Memphis
Priscilla Hill	SECTION OFFICER Past President	Phill@che.msstate.edu	Mississippi State University
Sally Pardue	K-12 DIVISION Chair:	spardue@tntech.edu	Tennessee Tech
Tanya Kunberger	PROGRAM UNIT Vice Chair	tkunberg@fgcu.edu	Florida Gulf Coast University
Tim Wilson	ADMINISTRATIVE DIVISION Chair:	Timothy.Wilson@erau.edu	Embry-Riddle Aeronautical University
	AWARDS AND RECOGNITION Secretary	Timothy.Wilson@erau.edu	Embry-Riddle Aeronautical University
Tulio Sulbaran	SECTION OFFICER President	Tulio.Sulbaran@usm.edu	University of Southern Mississippi
Tyson Hall	COMPUTER ENG & TECH DIVISION Vice Chair:	tyson@southern.edu	Southern Adventist University

1. Call to order at 9:15am by Tulio Sulbaran
2. Move to approve the meeting minutes made by Tyson Hall and 2nd by Paul Palazolo. Approved.
3. Review of Paper Submission process
 - a. Division chairs need to sign up as division chairs separately from reviewers and/or authors. When signing up as a division chair ONLY check your division (not all the divisions you will review for). Division chairs, paper authors and paper reviewers will have different logins (you might have up to three logins for the system)

- b. Tanya Kunberger will send out all paper author reminders except one that Tulio Sulbaran will send stating “if you did not receive the abstract acceptance please check the OpenConf System” in case the email sent by the system goes to their spam filter.
 - c. Tanya Kunberger will send to Tulio a call for reviewers that will be sent to every member of the section
 - d. Division chairs will assign paper reviewers and will ensure that each paper has at least two reviews. They will also give the final review (note chairs can make comments without being a reviewer of that paper)
4. The question came up about “Research Papers” that do not have an educational component. It was the general consensus that, for the student submitted research papers are ok, but there was some concern about papers submitted by faculty that were research only with little or no educational content. It was suggested that the division chairs use their discretion and reject papers with little or no educational value and recommend that the authors direct their research papers to more technically based conferences.
5. There was a conversation about “Presentation only” abstracts. Some felt that rejected papers should be offered a “Presentation only” option. The majority felt however, that “Presentation only” should be for special cases only and at the discretion of the division chairs when a paper has merit and would be of interest to the conference goers, but the author was unable to complete the paper due to extenuating circumstances. It was also felt that if we allow too many “Presentation Only” abstracts it will diminish the value of an ASEE SE paper/presentation for our members during their Tenure and Promotion process.
6. Meeting Adjourned



Executive Board Meeting

October 16-17, 2014 – Microtel Inn & Suites – Atlanta GA
Minutes

Attendance:

Present PM AM	Name	Position	Email Address	School
<input type="checkbox"/>	Beth Todd	Following Year Conference Site Coordinator	btodd.eng@gmail.com	University of Alabama
<input checked="" type="checkbox"/>	Chuck Newhouse	CIVIL ENGINEERING DIVISION Chair:	NewhouseCD@VMI.edu	Virginia Military Institute
<input checked="" type="checkbox"/>	Daniel Kohn	SECTION OFFICER Secretary-Treasurer	dekohn@memphis.edu	University of Memphis
<input type="checkbox"/>	Jerry Newman	ENGINEERING TECHNOLOGY DIVISION Vice Chair:	jnewman@memphis.edu	University of Memphis
		PROGRAM UNIT Vice President	jnewman@memphis.edu	University of Memphis
<input checked="" type="checkbox"/>	John Abbitt	Upcoming Year Conference Site Coordinator	jda@ufl.edu	University of Florida
<input checked="" type="checkbox"/>	Ken Brannan	CIVIL ENGINEERING DIVISION Vice Chair:	Ken.Brannan@citadel.edu	The Citadel
		SECTION OFFICER Newsletter Editor	Ken.Brannan@citadel.edu	The Citadel
<input checked="" type="checkbox"/>	Paul Palazolo	INSTRUCTIONAL DIVISION Chair:	ppalazol@memphis.edu	University of Memphis
		SECTION OFFICER President Elect	ppalazol@memphis.edu	University of Memphis
		AWARDS AND RECOGNITION Vice President	ppalazol@memphis.edu	University of Memphis
<input checked="" type="checkbox"/>	Priscilla Hill	SECTION OFFICER Past President	Phill@che.msstate.edu	Mississippi State University
<input type="checkbox"/>	Ruby Mawasha	Zone II Representative	ruby.mawasha@wright.edu	Write State University
<input checked="" type="checkbox"/>	Sally Pardue	K-12 DIVISION Chair:	spardue@tntech.edu	Tennessee Tech
<input checked="" type="checkbox"/>	Tanya Kunberger	PROGRAM UNIT Vice Chair	tkunberg@fgcu.edu	Florida Gulf Coast University
<input checked="" type="checkbox"/>	Tim Wilson	ADMINISTRATIVE DIVISION Chair:	Timothy.Wilson@erau.edu	Embry-Riddle Aeronautical University
		AWARDS AND RECOGNITION Secretary	Timothy.Wilson@erau.edu	Embry-Riddle Aeronautical University
<input type="checkbox"/>	Tom Fallon	PUBLICATIONS AND PROMOTIONS Publications Unit	tfallon@spsu.edu	Southern Polytechnic State Univ
<input checked="" type="checkbox"/>	Tulio Sulbaran	SECTION OFFICER President	Tulio.Sulbaran@usm.edu	University of Southern Mississippi
<input checked="" type="checkbox"/>	Tyson Hall	COMPUTER ENG & TECH DIVISION Vice Chair:	tyson@southern.edu	Southern Adventist University

1. Meeting called to order by Tullio Sulbaran at 7:15pm
2. Motion made by Paul Palazolo and 2nd by Jerry Newman to approve the minutes with minor corrections.
3. Income and Disbursement (Daniel Kohn)
 - a. During the discussion on the Income and Disbursement, it was brought up that this is the 3rd such report that was awaiting corrections and explanations from National

Headquarters. After some discussions on the issues associated with financial reporting, a motion was made by Daniel Kohn and 2nd by Sally Pardue that “We ask the Zone II representative to request a written response from national on how they intend to take corrective action on accounting errors, reporting of institutional dues and reporting of interest and ask them to make the accounting process more transparent by putting all records on line and available to sections treasurers. “ Motion unanimously passed.

- b. Motion to accept the Treasure’s report made by Pricilla Hill and 2nd by Paul Palazolo. Passed.
4. Budget (Daniel Kohn)
- a. Before the budget was introduced, a number of items were discussed that impact the budget for the following year.
 - i. The discussion of CD’s vs DVD’s vs USB Thumb-drives. At last year’s conference, Barbara Bernal reported that the Conference Proceedings (1998-Present) no longer fit on one CD and that an attempt was made to burn to DVD’s but the process was too time consuming (so only the present Conference Proceedings were on some of the disks). At that time the discussion was started on possibly going to USB Thumb-drives. Since this year’s host has the capability of coping the drives and they were planning on doing so, it was motioned by Sally Pardue and 2nd by multiple individuals that we go with USB Thumb-drives. Motion Passed (It was also decided to increase the proceedings budget line item to \$2500 and the Dean’s Mailout budget to \$500 with the understanding that these are MAXIMUM amounts to be spent on the production of the USB Proceedings distributions).
 1. Since this will change the production of the Conference Proceedings and Dean’s Mailout, it was discussed and decided that proceeding editor, will continue to create the content of the USB stick. The proceeding editor will then be responsible to find a vender to make the copies and ship the USB to the conference site. A Second edition will be issued to Deans after editing to exclude papers not presented and this distribution is still the responsibility of the proceedings editor.
 - ii. Tyson Hall reported that OpenConf (the software we use to handle the paper submission and review process) has come out with a new pricing scheme. This past year we had the option of staying with the old version and pricing scheme, but next year they might not give us the option and the price for the license might jump from \$270 to \$700. Since this would be a large increase, it was decided that the Programs Officers look into paper submission system options (ie using nationals, other software, staying with OpenCof etc). It was further decided that the budget be increased to the \$700 incase the committee recommends the new version of OpenConf.
 - iii. It was also discussed and approved to increase the Awards Budget by \$100 for recognizing Unit Chairs, Division Chairs and board members.

- b. A motion was put forth by Priscilla Hill and 2nd by Sally Pardue that the proposed budget, with the above modifications, be accepted. It unanimously passed (see Appendix for full budget)
5. Conference Budget (John Abbitt)
 - a. John presented the budget for this year's Conference. After some modifications to his proposed budget, a motion was made by Pricilla Hill and 2nd by Paul Palazolo that we accept the modified conference budget. Motion passed.
6. Zone II Report (Ruby Mawasha)
 - a. Report from the National Board Meeting on June 17 (at the national conference).
 - i. The majority of the meeting was on the budget. Most of the revenue for ASEE is from grants with NSF or other partnerships and grants. Since that income is dramatically down due to budget cuts, ASEE is looking at other revenue sources. Also it was decided that the International Conference be held after the US National Conference as a budget cutting move.
 - ii. National HQ is asking each section to participate in the Year Of Diversity (see http://www.asee.org/Surmounting_the_Barriers.pdf)

We discussed how we, as a section could participate. One idea was to highlight papers on the subject at our conference in a special session. It was felt that enough of the papers indicated included relevant subjects in their abstracts to make this possible. It was also suggested that we add a workshop or panel discussion to the conference on this subject. Lastly, since a review of Divisions and Units was already decided upon in our Site Planning Meeting, it was asked that the taskforce also consider Diversity in their discussion (possibly adding a Diversity or Under Represented Groups subsection to the Instructional and K-12 Divisions)

- iii. Zone II Conference – We were asked to vote to support a Zone II Conference to be held in Puerto Rico in 2017. As in the past, there were some questions that came up during the discussion on the conference:
 1. Tulio asked if National would help with financial backing for the conference and also asked how the profit /loss would be divided between sections.
 2. Tulio also brought up questions about the division of work for planning and running the conference.
 3. There were a number of concerns about deciding on a location before knowing how and who would be organizing the conference. Many had concerns about who would be the “boots on the ground” if the conference were held in Puerto Rico since we have not had a lot of active members from there.
 4. There was also mention, as in the past, about how we keep the continuity of officers for the region at a Zone conference.

After much debate, the motion was made by Priscilla Hill that “we support a Zone II conference in 2017 with the location to be determined”. The motion was then 2nd by Paul Palazolo. The executive board voted unanimously for the motion.

7. Due to the hour, the meeting was adjourned at 10:34pm and will reconvene prior to the Technical Planning Meeting tomorrow morning.

Part II of the meeting was convened at 7:35am

8. Awards (Paul Palazolo)
 - a. So far the response for the call for nominations has been less than stellar. So far he received one nomination and an intent to submit email for a second nomination.
9. Future Meeting Sites
 - a. We have commitments for year / location from:
 - 2015 University of Florida – Gainesville, FL
 - 2016 University of Alabama – Tuscaloosa, AL

There was some confusion as to whether the following have agreed in principle or have formally accepted the invitation to host:

- 2017 Embry-Riddle Aeronautical Univ – Daytona Beach, FL
- 2018 Auburn University – Auburn, AL
- 2019 The University of Memphis – Memphis, TN

This needs to be followed up on with Tom Fallon (who was unable to attend the executive meeting). Members from both Embry-Riddle and University of Memphis were under the impression that their institutions had in fact accepted the invitation. Embry-Riddle’s representative (Tim Wilson) did state that they would be willing to host either the Zone II conference in 2017 OR a SE Conference the same year or the following year.

[clarification – It was correct that a formal acceptance has yet to be obtained for the 2017 conference host and beyond. Since the ZONE II conference in 2017 was yet to be decided, formal letters to those schools asking them to host the conferences have yet to be sent and formal acceptance to host have yet to be obtained.]

10. Conference Proceedings (Emailed Report from Barbara Bernal)
 - a. Dean’s mailing will go out shortly. There was a delay due to national sending mailing labels for ALL ASEE SE members not just the deans.
11. Campus Rep Report (Emailed report from John Brocato presented by Priscilla Hill)
 - a. See Appendix



12. Newsletter and Website (Ken Brannan)

- a. Updated template for this years' paper submissions (to match more closely with nationals format)
- b. He also requested the call for student posters as soon as possible so he can get it on the website.

13. Review of Committee Assignments (Tulio Sulbaran)

- Nominating: Priscilla Hill (chair), Tyson Hall, Brent Jenkins, Jerry D Newman
- Programs: Jerry Newman (chair) , Tanya Kunberger, Priya Goeser
- Resolutions: Paul Palazolo (chair), Daniel Kohn, Priscilla Hill, Tanya Kunberger
- Awards: Paul Palazolo (chair), Cindy K Waters, Tim Wilson, Zhaoxian Zhou, Richard Stansbury, and John Brocato
- Publications and Promotion: Donna Reese (chair), Tom Fallon, Zhaoxian Zhou, Barbara Bernal, Ken Brannan, and John Brocato

The Nominating Committee was asked to recommend candidate(s) for President Elect as soon as they can so that they can be involved with the initial discussions and planning for the Zone II Conference that will occur while they are President.

14. Constitution / Bylaw / Officer's Manual Changes

- a. Paper Management Website Coordinator Position (Tyson Hall) – already approved by the board, but still needs ratification by the membership at the Annual Meeting at the Conference (see Appendix).
- b. Split Secretary/Treasurer into two positions (Daniel Kohn) – See Appendix. The reasoning for this proposed change is that both positions have peak workloads at the same times (around the fall executive meeting and annual conference). Also, by splitting the positions, we will have two – 3 year term officers on the board for continuity. The motion was made by Pricilla Hill and 2nd by Paul Palazolo to present this proposal to the membership for ratification. If this passes, the nominating committee will then put forth a name for one of the two positions for immediate election at the annual meeting. When asked, the current Secretary/Treasurer (Daniel Kohn) said he was willing to serve in either position but felt that since there are currently issues with Financial Reporting (see above) he would prefer staying on as Treasurer until those issues are resolved.
- c. Awards and Recognition Officers Manual Changes (Tulio Salbaran) to add to the list of responsibilities recognition for Division Chairs, Unit Chairs and Board Members. Since this is a change to the Officer's Manual only a motion was made by Paul Palazolo and 2nd by Daniel Kohn to modify the officer's manual. Passed. (see appendix for changes)

- d. Council of Past Presidents (Tulio Salbaran) - this proposed change to the constitution and bylaws is designed for formalize the SE Section's tradition of keeping Past Presidents involved in our section and to ensure the historical and experiential knowledge of past chairs is utilized for the betterment of the section. A motion was put forth by Paul Palazolo and 2nd by Pricilla Hill to put the proposed changes to the membership for ratification. Passed. (see attached)

[Note: the vote for items a and b above will need to be ratified before the election of new officers at the Annual Membership Meeting at the end of the Regional Conference. Election of new officers to follow immediately after.]

15. Old Business

- a. Zone II Conference and Paper Management System were already discussed

16. New Business

- a. Ken Brannan received a request to add a link to a financial aid guide to the page. It was felt that this would be construed as an endorsement and that we did not want to have to vet organizations or be asked to add additional groups. Since the "Links Page" was intended for ASEE Member Universities to link to their sites, but so few are listed, it was decided that we should remove this page from our website instead.
- b. Since we are renaming the Tilmans Service Award to the Tilmans-Dion Service Award, it was felt that we should recognize Tom Dion with a special recognition at the conference to officially acknowledge his service to the section and the renaming of the award in his honor. So moved by Pricilla Hill and 2nd by Paul Palazolo. Passed unanimously. Ken Brannan also suggested that the Awards Committee ensure that at least one person be nominated for this award each year. The executive agreed.
- c. Tanya Kunberger asked about extended abstracts once again. It was moved Paul Palazolo and 2nd by Pricillia Hill to remove the Extended Abstract requirement for papers and for all future conferences use the regular abstract for publication. Extended Abstracts will still be required for student posters. Passed.
- d. Daniel Kohn mentioned that ASEE has recently announced it has partnered with First Robotics, a K-12 STEM outreach program. There are many schools in our region that are involved with this program and just wanted it acknowledged our regions support for this partnership .

17. Meeting adjourned at 9am.



Appendix:

2014-15 Budget:

FY (1 October - 30 September)	Approved FY13-14	Actual FY13-14	Proposed FY14-15
Beginning Balance of BASS Act. ==>	\$20,281.92		\$36,872.68
Expected Income			
Section Allocation (BASS and Operating Accounts)	\$1,702.00		\$ 1,814.00
Institutional Dues	\$ 400.00		\$ 150.00
Interest and dividends	\$ 89.76		NA
Operating Account	\$ 550.00		\$ 550.00
Income from previous annual conferences	\$5,351.05		\$13,478.90
Sub-Total (Income):	\$8,092.81		\$15,992.90
Authorized Expenses			
Fall Planning Meeting	\$ 850.00	\$ 482.95	\$ 850.00
Paper Proceedings	\$ -	\$ -	\$ -
Proceedings (CD/DVD/USB)	\$1,400.00	\$1,400.00	\$2,500.00
Newsletters	\$ -	\$ -	\$ -
Dean's Mailing	\$ 250.00	\$ 250.00	\$ 500.00
Postage, Phone	\$ 200.00	\$ -	\$ 200.00
Software Licening Fee (Paper Submission Website)	\$ 275.00	\$ 269.00	\$ 700.00
Awards Charges (includes UPS charges)	\$ 300.00	\$ 222.09	\$ 400.00
Tom Evans Award	\$ 500.00	\$ 500.00	\$ 500.00
Outstanding Teaching Award	\$ 500.00	\$ 500.00	\$ 500.00
Mid-Career Teaching Award	\$ 350.00	\$ 350.00	\$ 350.00
Outstanding New Teaching Award	\$ 250.00	\$ 250.00	\$ 250.00
Campus Representative Award	\$ 200.00	\$ 200.00	\$ 200.00
Tony Tilmans Service Award	\$ 200.00	\$ -	\$ 200.00
Workshops	\$ -	\$ -	\$ -
Expenses for speakers	\$ -	\$ -	\$ -
Advance for annual conference	\$2,000.00		\$ 2,000.00
Postage Pending (B. Bernal)	\$ -	\$ -	\$ -
Sub-Total (Expenses):	\$7,275.00	\$4,424.04	\$9,150.00
Sub-Total: Income - Expenses ==>	\$ 817.81		\$ 6,842.90
Projected Ending Balance with all Expenses (30 Sep) ==>	\$21,099.73		\$43,715.58



Campus Rep Coordinator's Report for ASEE-SE Board Meeting 10/16-17/14 (John Brocato)

*Outstanding Campus Representative Award – ASEE SE Executive Board Meeting
Thursday, October 16, 2014, 7:00pm, agenda item 6*

I'm awaiting the Campus Rep reports from ASEE HQ, after which I'll form an ad hoc committee to select the award winner. Here's a recap of the procedure:

1. ASEE HQ sends me all the SE Section Campus Rep reports.
2. I form an ad hoc committee to review the reports and select the winner.
3. The winner is notified by the section, receives a certificate at the conference and a cash award via mail, and is automatically entered in the competition for Outstanding Zone II Campus Rep, the plaque for which is given at the national conference.

*Campus Representative Coordinator Report – ASEE SE Executive Board Meeting
Thursday, October 16, 2014, 7:00pm, agenda item 9*

The following items came up during the Campus Representatives Business Meeting in Indianapolis:

- Since 2004, **4,610** members have joined ASEE under the Dean's Program; 15% of these are still members. (In case anyone doesn't know, the Dean's Program pays the first-year dues for brand-new members, and deans often agree to pay for a second year, meaning new members get the first two years of due at no cost to them.)
- Effective in 2015, Campus Rep Reports will no longer be automatically submitted to the Campus Rep's dean. Rationale: some Campus Reps have less-than-supportive relationships with their deans, and thus they don't want their reports going to them automatically. Depending on what ASEE IT can implement, Campus Reps could have the option to forward the report to their dean.
- ASEE Campus Reps nationwide are debating more robust ways to select the section Outstanding Campus Rep Award winner; one suggestion was to transfer the responsibility of selecting the Outstanding Campus Rep from the Section Campus Rep Coordinator to the Section Chair, in part because the Section Campus Rep Coordinator is usually in the running for the award. [*Note from John B.: I recuse myself from the ad hoc committee for this very reason.*] ASEE HQ would have no problem with sections deciding to approach the award this way, but if this process is outlined in the section by-laws, then a change in procedure could also mean a change in bylaws. [*Note from John B.: I find no mention of this award or process in our bylaws, constitution, or officers' manual.*]
- Reps also debated how to solicit more reports as very few are typically submitted overall. [*Note from John B.: e.g., out of nearly 50 Campus Reps in the SE Section, I received four total reports last October.*]

FYI: Both Outstanding Zone II Campus Reps the past two years have come from the SE Section: Christopher Rowe of Vanderbilt and John Brocato of Mississippi State.



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.



ASEE-SE

Proposed Updates to the Officer's Manual, Constitution, and Bylaws to split the position of Secretary-Treasurer into two positions

Constitution

Article IV Officers

Section 1. The Officers of the Section shall be President, President Elect, three Vice Presidents who are Chairs of the three Units (Programs, Awards and Recognition, and Publications and Promotion), ~~and~~ Secretary-, ~~and~~ Treasurer. The President shall serve as the Section Chair and the Vice Presidents shall serve as the Section Vice Chairs as defined by the national ASEE constitution.

Section 3. Officer terms shall be held in accordance with the following limits: (a) President-serves a oneyear term; however, can serve a second term, but not consecutively; (b) three Vice Presidents representing Units--normally serve a one-year term; (c) Secretary ~~and~~ Treasurer each serve a three-year term; however, each can serve a second term.

Article V--Executive Board

The Executive Board of the Section shall consist of the President, the President Elect, the three Vice Presidents, the Secretary-, ~~the~~ Treasurer, and the Immediate-Past President and ex officio members as specified by the Bylaws. Its function shall be to coordinate the activities of the Section. Its actions shall be final as to (a) approval of budgets, (b) meetings, (c) appointments of officers to fill emergency vacancies, and (d) determination of eligibility of institutional members.

Article VI—Committees

Section 2. The Section shall have a Committee on Resolutions with duties defined in the Bylaws. This committee consists of the President Elect, Secretary ,~~Treasurer~~, Immediate-Past President, and a Unit representative as provided in the Bylaws.

Bylaws

Article IV--Election of Officers

Section 2. The President Elect shall hold office for one year and be chosen from those who have previously served as Vice President ~~or as~~; Secretary-, ~~or~~ Treasurer. At the end of the one-year term, the President Elect shall become President of the Section and hold that office for one year.

Section 5. The Secretary- ~~and~~ Treasurer shall normally hold office for three years and can be elected to a second three-year term.

Section 6. The President Elect~~and~~; Secretary- ~~and~~ Treasurer shall be elected at an annual business meeting of the Section by a majority vote of those members present and voting.

Section 7. If an officer is unable to serve until the end of the term, the vacancy will be filled according to the following: (a) Vice Presidents ~~and~~, Secretary- ~~and~~ Treasurer-- (1) officers from the affected Unit will move up to the next level or (2) in extreme circumstances a person, if possible one who has previously served in the vacated position, can be appointed by the Executive Board; (b) President Elect-- (1) when President

Elect is unable to serve, the President and President Elect positions will be filled at the next general election; (2) fulfillment of President Elect duties will be delegated by Executive Board during the interim to the next election.

Article VI--Duties of Officers

~~Section 7. The Secretary-Treasurer of the Section shall: (a) be responsible for the minutes of all general session meetings of the Section and Executive Board and cause them to be kept as permanent records, (b) be responsible for all correspondence concerning the business of the section, (c) collect all income to the Section, and (d) keep a permanent record of all receipts and expenditures of the Section. In addition, the Secretary-Treasurer shall be responsible for preparation of the annual budget, in cooperation with the President, and shall present it to the Executive Board for consideration annually. The Secretary-Treasurer shall furnish the host of the annual meeting a copy of the responsibilities of the host.~~

Replace With:

Section 7a. The Secretary of the Section shall: (a) be responsible for the minutes of all general session meetings of the Section and Executive Board and cause them to be kept as permanent records, (b) be responsible for all correspondence concerning the business of the section, The Secretary shall furnish the host of the annual meeting a copy of the responsibilities of the host.

Section 7b. The Treasurer of the Section shall: (a) collect all income to the Section, and (b) keep a permanent record of all receipts and expenditures of the Section. In addition, the Treasurer shall be responsible for preparation of the annual budget, in cooperation with the President, and shall present it to the Executive Board for consideration annually.

Article VIII--Standing Committees

Section 1. Nominating Committee. The Nominating Committee of the Section shall consist of the Immediate-Past President as Chair, the two preceding Past Presidents, and a fourth member appointed by the President from the Executive Board. Nominating Committee duties include seeking, evaluating and nominating a candidate for each of the following Section officer positions: (a) President Elect and (b) Secretary c) Treasurer.

Article XI—Meetings

Section 3. Each Host-Site Coordinator shall comment on the responsibilities and pass them on through the Secretary ~~Treasurer~~ of the Section to the Host-Site Coordinators for future meetings.



ASEE-SE

**Proposed Updates to the Officer's Manual, Constitution, and Bylaws to
Recognize ASEE-SE Unit and Division Chairs as well as Board members
for their very valuable service to the section.**

Constitution

- *No changes*

Officer's Manual

ADD - Pg 6- Section Vice President for Award and Recognition

- Prepare Certificates to Recognize ASEE-SE: 1- Division Chairs, 2- Unit Chairs and 3- Board Members for their very valuable service to the section
- Coordinate with the Technical Program chair to verify active participation of division chairs
- Request from the recipients of the recognition contact information of their immediate supervisor
- Send letter and/or e-mail to the immediate supervisor of recognition recipients

Bylaws

- *No changes*



ASEE-SE

Proposed Updates to the Officer's Manual, Constitution, and Bylaws to create a Council of Past Presidents

Constitution

- Add Article V and move all others

Article V – Council of Past Presidents

Council of Past Presidents shall consist of all Past Presidents. Members of the council of past presidents are welcome (but not required) to participate in any of the meetings of the Section. The Council of Past Presidents in attendance to any meeting will provide advice based on previous actions' basis and/or intent. The Council of Past Presidents in attendance will share lessons learned from past events important to consider in the decision making process of current issues and/or actions. The Council of Past Presidents will also serve as a resource for historical information, to support the activities and advise the Executive Board on issues of importance to the Section.

Officer's Manual

- *Add on Page 16*

Council of Past Presidents

Council of Past Presidents shall consist of all Past Presidents. Members of the council of past presidents are welcome (but not required) to participate in any of the meetings of the Section. The Council of Past Presidents in attendance to any meeting will provide advice based on previous actions' basis and/or intent. The Council of Past Presidents in attendance will share lessons learned from past events important to consider in the decision making process of current issues and/or actions. The Council of Past Presidents will also serve as a resource for historical information, to support the activities and advise the Executive Board on issues of importance to the Section.

Bylaws

- Add Article IX and move all others

Article IX – Council of Past Presidents

Council of Past Presidents shall consist of all Past Presidents. Members of the council of past presidents are welcome (but not required) to participate in any of the meetings of the Section. The Council of Past Presidents in attendance to any meeting will provide advice based on previous actions' basis and/or intent. The Council of Past Presidents in attendance will share lessons learned from past events important to consider in the decision making process of current issues and/or actions. The Council of Past Presidents will also serve as a resource for historical information, to support the activities and advise the Executive Board on issues of importance to the Section.



Conference Site Planning Meeting

October 16, 2014 – 3pm – Microtel Inn & Suites – Atlanta GA
Preliminary Minutes

Attendance

Name	Position	Email Address	School
Aidan Browne	ENGINEERING TECHNOLOGY DIVISION Chair:	aidanbrowne@uncc.edu	UNC Charlotte
Amber Thompson	ADMINISTRATIVE DIVISION Secretary:	athompson@isothermal.edu	Isothermal Community College
Beth Todd	Following Year Conference Site Coordinator	btodd.eng@gmail.com	University of Alabama
Chuck Newhouse	CIVIL ENGINEERING DIVISION Chair:	NewhouseCD@VMI.edu	Virginia Military Institute
Daniel Kohn	SECTION OFFICER Secretary-Treasurer	dekohn@memphis.edu	University of Memphis
David Calamas	INSTRUCTIONAL DIVISION Secretary:	dcalamas@georgiasouthern.edu	Georgia Southern University
Hodge Jenkins	MECHANICAL ENGINEERING DIVISION Chair:	jenkins_he@mercer.edu	Mercer University
	Last Year Conference Site Coordinator	jenkins_he@mercer.edu	Mercer University
Jerry Newman	ENGINEERING TECHNOLOGY DIVISION Vice Chair:	jnewman@memphis.edu	University of Memphis
	PROGRAM UNIT Vice President	jnewman@memphis.edu	University of Memphis
John Abbitt	Upcoming Year Conference Site Coordinator	jda@uff.edu	University of Florida
Ken Brannan	CIVIL ENGINEERING DIVISION Vice Chair:	Ken.Brannan@citadel.edu	The Citadel
	SECTION OFFICER Newsletter Editor	Ken.Brannan@citadel.edu	The Citadel
Matthew Jensen	MECHANICAL ENGINEERING DIVISION Secretary:	mjensen@fit.edu	Florida Institute of Technology
Paul Palazolo	INSTRUCTIONAL DIVISION Chair:	ppalazol@memphis.edu	University of Memphis
	SECTION OFFICER President Elect	ppalazol@memphis.edu	University of Memphis
	AWARDS AND RECOGNITION Vice President	ppalazol@memphis.edu	University of Memphis
Priscilla Hill	SECTION OFFICER Past President	Phill@che.msstate.edu	Mississippi State University
Ruby Mawasha	Zone II Representative	rubv.mawasha@wright.edu	Write State University
Sally Pardue	K-12 DIVISION Chair:	spardue@tntech.edu	Tennessee Tech
Scott Schultz	INDUSTRIAL ENGINEERING DIVISION Vice Chair:	schultz_sr@mercer.edu	Mercer University
Tanya Kunberger	PROGRAM UNIT Vice Chair	tkunberg@fqu.edu	Florida Gulf Coast University
Tim Wilson	ADMINISTRATIVE DIVISION Chair:	Timothy.Wilson@erau.edu	Embry-Riddle Aerou
	AWARDS AND RECOGNITION Secretary	Timothy.Wilson@erau.edu	Embry-Riddle Aerou
Tulio Sulbaran	SECTION OFFICER President	Tulio.Sulbaran@usm.edu	University of Southern Mississippi
Tyson Hall	COMPUTER ENG & TECH DIVISION Vice Chair:	tyson@southern.edu	Southern Adventist University

1. Meeting called to order at 2:55pm by Tulio Sulbaran.
2. Welcome and Introductions
3. Motion to approve edited meeting minutes from 2013 Conference Site Planning Meeting made by Tyson Hall, 2nd by Hodge Jenkins. Approved Unanimously.



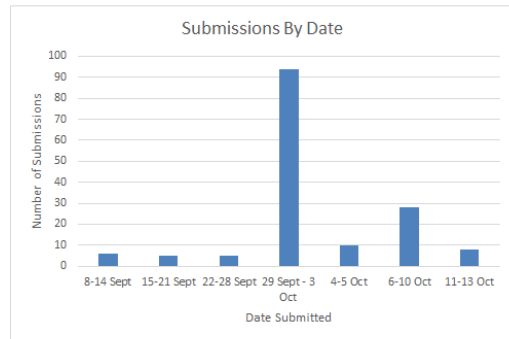
4. 2014 Conference Report (Hodge Jenkins)
 - a. 198 attendees last year (including 75 students). 96 papers and 46 poster presentations.
 - b. The Mercer conference made \$13,478.90 .
 - c. Lessons learned
 - i. Used EventBrite for conference organization (since campus did not have a system for handling conference registration) It worked very well and is recommended for future use.
 - d. Suggest that all future sites get a meal count as part of the registration process (worked well).
 - e. Suggest a workshop coordinator (different than the Site coordinator)
 - f. Need to be clear with students on “poster Board”, “Poster” or tri-fold.
 - g. Need to think of how to organize posters (organize per how they are judged perhaps)

5. 2015 Conference Report (John Abbitt)
 - a. Conference to be hosted by the University of Florida at the Hilton Conference Center.
 - b. Hotel has shuttles to/from airport.
 - c. There are three museums across the street. One will be the host for the reception (right now leaning towards the Florida Museum of Natural History).
 - d. Seven meeting rooms are reserved for sessions
 - e. Student poster session will be in the main hall (outside the meeting rooms) Breaks will also take place in this space.
 - f. Expect a large number of student posters. ASEE event corresponds to a student research event on campus.
 - g. Banquet will be on site.
 - h. Registration website ready to go (awaiting approval of budge before going online)
 - i. Details to be verified
 - i. Need to verify setup for breakfast meetings
 - ii. Verify room/location for annual meeting (for bylaw / constitution change voting)
 - iii. Call for workshops needs to go out
 1. It was suggested that Tim Wilson do another Arduino Workshop
 2. Possible workshop on Solidworks

6. Technical Program (Tanya Kunbuerger)

**Count of Abstracts
by Division**

Division	Original Deadline	Extended Deadline	difference
Administrative	9	13	4
Bioengineering	5	6	1
Chemical Engineering	1	4	3
Civil Engineering	26	37	11
Computer Engineering and Technology	9	10	1
Electrical Engineering	19	19	0
Engineering Design Graphics	3	4	1
Engineering Technology	15	21	6
Industrial Engineering	4	7	3
Instructional	47	55	8
K-12	15	17	2
Mechanical Engineering	26	33	7
Professional Skills	20	23	3
Research	25	26	1
Software Engineering	7	7	0
Number of Unique papers	110	156	46



**Count of Abstracts
by Division**

Division	2015 Count
Administrative	13
Bioengineering	6
Chemical Engineering	4
Civil Engineering	37
Computer Engineering and Technology	10
Electrical Engineering	19
Engineering Design Graphics	4
Engineering Technology	21
Instructional	55
K-12	17
Mechanical Engineering	33
Professional Skills	23
Research	26
Software Engineering	7
Industrial Engineering	7
Total	282

Please note: in the above, papers are counting in multiple categories

- a. Items of note:
 - i. 129 Unique first authors
 - ii. 55 papers listed as instructional.
 - iii. Record number of abstracts submitted this year.
- b. Preliminary schedule was presented but will be adjusted for 7 session rooms.

2015 ASEE-SE Proposed Technical Program

Tech Program Breakdown - Nov 2014
125 Papers

Tentative Tech Session Layout

3 Sessions on Monday - 6 rooms
2 Sessions on Tuesday - 6 rooms

							Presentation Slots	Number of Sessions	
<u>Monday</u>									
10:00 - 11:20am	Technical Session I	T1-A	T1-B	T1-C	T1-D	T1-E	T1-F	4	24
1:45-3:05pm	Technical Session II	T2-A	T2-B	T2-C	T2-D	T2-E	T2-F	4	24
3:20 - 5:00pm	Technical Session III	T3-A	T3-B	T3-C	T3-D	T3-E	T3-F	4	24
<u>Tuesday</u>									
8:40-10:00am	Technical Session IV	T4-A	T4-B	T4-C	T4-D	T4-E	T4-F	4	24
10:20-11:40am	Technical Session V	T5-A	T5-B	T5-C	T5-D	T5-E	T5-F	4	24
Total Presentations:								120	

7. Conference Publications (Tanya Kunbuerger)

- a. Tanya brought up a number of questions on the topic of the Conference "book"
 - i. Should we go back to "Book of Abstracts" vs the "Conference Schedule" book that was used last year.
 - ii. Should we drop Extended Abstracts (requiring only the short abstract).
 - iii. How will the conference proceedings be distributed this year (CD/DVD/USB Thumb drive)
- b. There was some discussion on these points, but since most of these items either affect the budget and/or were discussed at previous executive meeting, discussion and decisions on these topics were tabled until the executive meeting.

8. 2016 Conference Site Report – University of Alabama (Beth Todd)

- a. Due to changes in the Dean's office, there was a delay in forming the organizing committee so the following is preliminary information and is subject to change.
- b. New facilities at University of Alabama South Eng Research Center and North Eng Research Center will be utilized for the conference. The only issue will be the keynote session (no room in those buildings holds more than 90). Maybe a ball room at Hotel Capstone, Museum of Natural History or Tuscaloosa River Market will be utilized for this session.
- c. Multiple hotel possibilities. Hotel Capstone \$115 a night, Holiday Inn and Hampton Inn as alternates
- d. Possible dates Spring Break March 13-15 2016 (or March 20-22) yet to be officially announced by provost approval.

9. Old Business (none)

10. New Business

- a. It was decided that Taskforce to evaluate and investigate changes and clarification of divisions and sections (both to suit the needs of ASEE SE and to align our divisions to National's). The Taskforce consists of Paul Palazolo (Chair), Tanya Kunberger, Beth Todd, David Calamas, Amber Thompson. Their report is due to the executive committee by Feb 1 so that, if bylaws and constitutions changes are needed, they can be developed and sent out 30 days before the conference (as required).

11. Adjourned at 4:55pm

Preliminary