

Executive Board Meeting

April 12, 2015 – Hilton University of Florida Conference Center, Gainesville FL
Preliminary Minutes

Attendance:

Name	Position	Email Address	School
Beth Todd	Following Year Conference Site Coordinator	btodd.eng@gmail.com	University of Alabama
Cindy K Waters	AWARDS AND RECOGNITION Vice Chair	kwaters@ncat.edu	NCA&T State Univ
Claire McCullough	ELECTRICAL ENGINEERING DIVISION Chair:	Claire-McCullough@utc.edu	University of Tennessee at Chattanooga
Daniel Kohn	SECTION OFFICER Secretary-Treasurer	dekohn@memphis.edu	University of Memphis
Donna Reese	PUBLICATIONS AND PROMOTIONS Vice President	dreese@cse.msstate.edu	Mississippi State University
Harry C. Powell	ELECTRICAL ENGINEERING DIVISION Secretary:	hcp7ad@virginia.edu	University of Virginia
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@ufl.edu	University of Florida
John Brocato	PROFESSIONAL SKILLS Secretary:	brocato@enr.msstate.edu	Mississippi State University
	SECTION OFFICER Campus Rep. Coordinator	brocato@enr.msstate.edu	Mississippi State 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
Michael Woo	ENGINEERING GRAPHICS DIVISION Chair:	woom@citadel.edu	The Citadel
Otsebele Nare	PROFESSIONAL SKILLS Chair:	otsebele.nare@hamptonu.edu	Hampton University
Priscilla Hill	SECTION OFFICER Past President	Phill@che.msstate.edu	Mississippi State University
Priya Goeser	PROGRAM UNIT Secretary Program Unit	Priya.Goeser@armstrong.edu	Armstrong Atlantic State University
Richard Stansbury	COMPUTER ENG & TECH DIVISION Secretary:	stansbur@erau.edu	Embry-Riddle Aeronautical University
	RESEARCH DIVISION Chair:	stansbur@erau.edu	Embry-Riddle Aeronautical University
Ruby Mawasha	Zone II Representative	ruby.mawasha@wright.edu	Write State University
Sarah Lee	SOFTWARE ENGINEERING DIVISION Chair:	sblee@cse.msstate.edu	Mississippi State University
Scott Schultz	INDUSTRIAL ENGINEERING DIVISION Vice Chair:	schultz_sr@mercer.edu	Mercer University
Tanya Kunberger	PROGRAM UNIT Vice Chair	tkunberg@fgcu.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
Tom Fallon	PUBLICATIONS AND PROMOTIONS Publications Unit	tfallon@spsu.edu	Southern Polytechnic State Univ
Cindy Waters		kwaters@ncat.edu	NC A&T State Univ
Cecelia Wigal		Cecelia-wigal@utc.edu	University of TN @ Chattanooga
Julie Ellis		Julie.ellis@wku.edu	Western KY Univ
Todd Schweisinger		todds@clemson.edu	Clemson University



1. Meeting called to order by Tullio Sulbaran (via conference call) at 3:10pm
 - a. Welcome
 - b. Thank you to Priscilla Hill for her work and efforts on the nominating committee (see below) as well as for filling in for him since he was unable to attend the conference.
 - c. Thank you to Scott Schultz for accepting the nomination as next year's Chair (since Paul Palazolo announced he would not be stepping up to chair next year)
 - d. Introductions
2. Motion to approve the minutes of the last meeting was made by John Brocato and 2nd by Scott Schultz. Approved
3. Treasurer's Report (Daniel Kohn)
 - a. Report is incomplete since HQ has yet to post interest, institutional dues or Operating funding for the year. The reason given for the delay is that national is undergoing an audit and the staff is concentrating on that effort.
 - b. Motion to approve the Treasurer's report was made by Priscilla Hill and 2nd by Cindy Waters. Approved
4. Host Site Report by John Abbitt
 - a. Registrations: 85 students, 119 regular with 52 different institutions represented. Of the regular registrants, 101 paid early and 18 late.
 - b. Currently it looks as if the conference is in the black. The estimated net revenue for the conference is \$2550.95
 - c. Lastly, he urged all participants at the conference to visit the vendors/sponsors.
5. Proceedings Editor Report by Barbara Bernal (via conference call)
 - a. There are 3000+ files on the usb drive image this year since we were able to put all the conferences (1998 to present) on the drive.
 - b. USB Drives were supplied by University of Florida and they made the drives. The transfer of files was done via dropbox. There was some confusion about who was supplying the USB Drives and also on the timely summation of papers. The overall process needed more co-ordination than doing the CD's (since more people were involved), so it really did not simplify the process of generating the proceedings.
 - c. We did have plenty of room left over on the USB Drives, a discussion should take place before the next conference on what should be included/excluded on the next Proceedings USB Drive (so it is a board decision not just the proceedings editor). We also need to ensure that the previous year's Best Paper is included.
 - d. It was noted by John Abbitt, that UofF did the USB drives and did not see any issues producing them.
6. Zone II Rep Report (Ruby Mawasha)

Note: Report was moved up in agenda so that Barbara Bernal could participate in the discussion (since she is involved in the Zone II Conference planning)

 - a. Zone II Conference
 - i. Responses to our questions about the Zone II Conference:



1. National would be willing to cover any budget shortfall for the conference.
 2. Any profit from the conference (which it is understood should be kept to a minimum) would be split amongst the 3 regions in the section.
 3. The division of work between the 3 regions will be determined after the approval of the conference by all three regions.
- ii. It was then asked that we call a vote to agree to the Zone II conference in Puerto Rico. The motion was made by Dona Rees that “We participate in the Zone II Conference to be held in Puerto Rico in 2017.” Motion 2nd by Otsebele Nare.
1. Discussion included:
 - a. A straw poll was taken to see how many present would not be able to attend due to travel budget. Aprox 75% of those in attendance said they would be able to attend.
 - b. Barbara Bernal stated that most “special location” conference have succeeded beyond expectations (sighting the national conferences in Hawaii and Vancouver as examples)
 - c. The question of “boots on the ground” was discussed and Barbara said that she had been in contact with two Puerto Rico institutions willing to host or share the hosting duties.
 2. With discussion over a vote of the executive committee was called. The vote passed with 3 votes for and one abstaining. Motion Passed.
- iii. With regards to our motion on the Accounting issues at HQ. We are instructed to contact Steven Polk, CFO, with our concerns, but national is working the issues and transparency, but we are asked to “be patient”
7. Technical Sessions Report (Tanya Kunberger)
- a. We received 154 abstracts back in December. 115 papers were submitted, but 5 were pulled at the last minute.
 - b. Thanks to all the people who helped out with paper reviews and those who volunteered to moderate sessions.
8. Nominating Committee Report (Priscilla Hill)
- a. Changes in officers for next year.
 - i. Paul Palazolo informed the Executive committee on March 22 that, due to unforeseen circumstances he will be unable to serve as president for the upcoming year.
 - ii. Ken Brannan has announced his retirement and will be giving up the office of News Letter Editor and Webmaster
 - iii. If the constitution / bylaw changes are approved, the position of Treasurer/Secretary will be split in two. Daniel Kohn, who currently holds this position will stay on as Treasurer.



- b. Nominations – The nominating committee puts forward the following for the consideration of the Executive committee and/or membership
 - i. President - Scott Schultz
 - ii. President Elect - John Brocato
 - iii. Secretary (if changes are passed) – Cecelia Wigal
 - iv. Campus Representative Coordinator (to replace John Brocato) – Kenneth Ball
 - v. Newsletter Editor / Website – Hodge Jenkins
 - c. The nominations were accepted by the board. Since Newsletter Editor and Campus Rep are appointed by the board, the board voted and accepted both to their respective positions. The other three positions will be voted upon at our upcoming luncheon meeting at the end of the conference.
 - d. The executive board would like to thank Priscilla Hill and the entire nominating committee for their work this year. Due to all the changes (above) this was an unusual amount of work and the section would like to express it's thanks to all involved.
9. Awards (Scott Schultz)
- a. Due to the awards for service approved at the last meeting, we have 30 awards to hand out this year (in the past it has been 6). The question was posed on how the service awards for the officers should be passed out. It was suggested by Tim Wilson, that a “Stand and be recognized” approach should be used at the banquet, with certificates being handed out after the banquet was completed. Approved.
 - b. Also, a special presentation to honor Tom Dion and the renaming of the Tilmans Service Award to the Tilmans-Dion Service Award will take place at the awards banquet.
10. 2016 Conference (Beth Todd)
- a. University of Alabama at Tuscaloosa will host
 - b. Conference will be early to correspond to spring break at the university so we can make use of their new facilities (mid March – spring break dates TBA).
 - c. Meals will be held at separate space at hotel or other locales.
 - d. Hotel Capstone will be the main conference hotel (on campus) at ~\$115 per night. Other options will be available.
 - e. Due to early conference, Sep 4 abstracts will be due. Papers will be due beginning of November. Papers will be due early January. Registration by Jan 20.
11. Future Conferences (Donna Reese)
- 2017 – Zone II Conference in Puerto Rico
 - 2018 – Embry-Riddle Aeronautical University
 - 2019 – Auburn
 - 2020 - University of Memphis
- a. Now that it has been established that the Zone II conference will take place, letters will be sent to the above universities to formally invite them to host their respective conference.
12. Campus Rep Report (John Brocato)



- a. Larry Richards for the University of Virginia is the winner of this year's outstanding campus rep.
13. Newsletter / Website (Ken Brannan)
 - a. Will need summary of awards and new officers list for news letter
 - b. Ken was recognized for his OUTSTANDING work for the section over these many years.
14. Old Business
 - a. None or already discussed above
15. New Business
 - a. We need to discuss, at a future meeting, the terms for the offices of proceedings editor, webmaster, newsletter editor, campus rep and also create a path of succession for these positions.
 - b. Diversity Committee Report (Tim Willson) - Diversity Committee Report – 2014-15 Year of action on Diversity. Statement on diversity to be voted on by National Board at the national meeting. There will also be a panel on "Safe Zone" at the national conference as well as special recognition of the best paper on Diversity.
16. Meeting adjourned at 3:47pm

Preliminary



**Minutes
Luncheon Business Meeting
14 April 2015
Gainesville, FL**

1. Priscilla Hill called the meeting to order at 12:09 pm
2. The three constitution and bylaw changes proposed by the Executive Committee at the Fall 2014 meeting were brought up and voted on by paper ballot. The changes proposed:
 - a. Add the position of Paper Management Website coordinator position
 - b. Split the Treasurer / Secretary Position into separate positions.
 - c. Create a Council of Past Presidents
3. With the minutes of the previous luncheon meeting on overhead, Daniel Kohn asked to waive the reading of the minutes. Motion made, 2nd and passed. Motion made to approve the minutes by Sally Pardue 2nd by Scott Schultz. The meeting minutes was approved unanimously.
4. Elections Results

	For	Against	Abstain
Paper Management Website Coordinator	39	1	1
Secretary/Treasurer Split	38	2	1
Council of Past Presidents	39	1	1

5. Paul Palazolo contacted the Executive committee and informed them that he would not be able to fulfil the duties of president for the 2015-16 year.

After that announcement, Priscilla Hill, announced the nominating committee nominated Scott Schultz for President next year. Other nominations were called for, closed and Scott was voted in by voice vote.

For President Elect, John Brocato was nominated by the committee. Other nominations were called for, closed and John was voted in by voice vote.

For paper management website coordinator, the committee nominated Tyson Hall. Nominations were called for, closed and Tyson was voted in by voice vote.

Daniel Kohn still has one year on his term, he has decided to stay on as Treasure. The nominating committee put forth Cecelia Wigal for secretary. Nominations were called for, none given. Cecelia Wigal was voted in as Secretary by voice vote.



6. Beth Todd talked about the 2016 conference to be held at University of Alabama in Tuscaloosa, Al and distributed the call for papers. She wanted to make special note that the conference will be held March 13-15, 2016 which is much earlier than usual to correspond to their spring break and so we can use the College of Engineering's new facilities. This also means that the Abstract submissions will be early, Sep 4th.
7. Sally Pardue (K-12 Division) announced that the division will be sponsoring a K-12 workshop at the next conference (to be held Sunday afternoon). She also announced two challenges: 1) to co-author a paper with a k-12 educator and present it at the conference with the K-12 educator. 2) attend a K-12 Educators Conference to learn more about K-12 education and how you can help K-12 teachers with engineering education and project based learning.
8. Old Business – none
9. New Business – Sally Pardue asked that future conferences collect and distribute ppt points of the presentations. The suggestion was added to include the student posters to the collections and distribution. This will be discussed at the fall executive meeting.
10. Scott Schultz read the resolutions expressing appreciation to all who helped with conference preparations. Motion to accept the resolutions was made by Donna and 2nd by Sally P. Passed unanimously.
11. Priscilla Hill than handed the meeting over to Scott Shultz (next president). Scott thanked Priscilla for both her extraordinary job as the Nominating Committee Chair as well as stepping in for Tulio Sulbaran who missed the conference due to a family emergency. Scott presented a plaque for Tulio Sulbaran that was accepted by Priscilla on his behalf.
12. Scott adjourned the meeting at 12:45pm

Respectfully submitted,

Daniel Kohn

Secretary

RESOLUTION for the ASEE Southeastern Section Annual Meeting
April 14, 2015
University of Florida
Gainesville, Florida

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of the University of Florida during its 2015 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 the University of Florida and its faculty and administration for the invitation to meet in Gainesville and for the pleasant and worthwhile experiences which resulted, and

SECOND, that we express our sincere appreciation to the host, Dean Cammy Abernathy and to each member of the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinators, John Abbitt and Bruce Carroll; in particular, the Workshop Coordinator, John Abbitt, and the university conference coordinator Jennifer Jasinski and

THIRD, that we thank University of Florida College of Engineering, the Museum of Natural History, and the students for the reception, fellowship, and demonstrations provided on Sunday evening, and

FOURTH, that we express our appreciation to Ulisses Rocha and the Guitar Ensemble for the delightful entertainment they provided at the Welcome Reception on Sunday evening, and

FIFTH, that we thank the Executive Committee of the Section, the Division Chairs of the Section, paper reviewers, and Technical Program Chair Tanya Kunberger 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 Dr. Kenneth Galloway for an outstanding Keynote Address, and

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

NINTH, that we thank the University of Florida Division of Sponsored Research, Swagelok, Wiley Publishers, Pearson Publishers, and National Instruments for their sponsorship and support of the meeting and their table displays, and

TENTH, that we thank Celebrations Catering and the University Hilton 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 be instructed to transmit copies to all concerned.

Respectfully submitted by the ASEE SE Committee on Resolutions,

Scott Schultz, Chair

ASEE SE Fall 2015
Conference Technical Program
Planning Meeting

October 9, 2015

Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: Scott Schultz

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Secretary	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Vice Chair	littlect@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Vice Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
Jerry Newman		jdnewman@memphis.edu	University of Memphis
John Brocato	President Elect, Professional Skills Chair	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen	Mech Engr Div Chair		Florida Institute of Technology
Moinke Bubau	Instructional Div Chair	Mbubalz@citadel.edu	The Citadel
Pete Ludovice	Chem Engr Div Chair	pete.ludovice@gatech.edu	Georgia Tech
Priya Goeser	Technical Program Chair	priya.goeser@armstrong.edu	Armstrong State University
Sally Pardue	K-12 Div Secretary, Programs Unit Secr	spardue@tntech.edu	Tennessee Tech University
Scott Schultz	Section President		Mercer University
Tim Wilson			Embry-Riddle Aeronautical University
Todd Schweisinger	Research Division Chair	todds@clemson.edu	Clemson University
Tyson Hall	Computer Engr Div Chair	tyson@southern.edu	Southern Adventist University

Motion was made by Todd Schweisinger to accept the minutes of the Fall 2014 Conference Technical Program Planning meeting. Motion seconded by Chester Little. Minutes approved.

Statistics on Abstract Submissions

Priya Goeser stated that 105 paper abstracts were submitted across all divisions except 0 were submitted for the engineering graphics division. It was suggested from the members to reduce the number of parallel sessions if the number of papers drops below 105.

Paper Submission/Review Process

Presently papers are due by Nov 6th, however we may give a 1 week extension. Final papers are due Jan 15th. It is expected that conference registration will begin January 22nd.

We no longer use extended abstracts. Final submission involves final version of the paper and an updated abstract if changed. Presentation only people may update their abstract and submit it as a final abstract.

Suggestions:

- Tyson Hall suggested that Division Chairs review final papers to make sure corrections were done. Tyson is going to look to see if he can monitor when papers and abstracts are updated.
- Priya Goeser stated that we no longer use the nonline numbered version for the initial paper submittal. The line numbered version is all that is needed since the author(s) must post a final version without line numbers. Tyson Hall stated this is easy to change on the paper management system.
- Priya Goeser wants to use a more detailed evaluation form for the papers instead of the high level review.
- It was stated that Division Chairs should not be assigned to review their own paper. Tyson Hall stated that the system will flag if this occurs. The Technical Program Chair can then manually change the reviewer.
- It was mentioned that Division Chairs should try not to assign people from their own institution to review papers.
- It was mentioned that we should try to make papers more transparent in the future – such as remove author name on paper until final submittal. This is something to consider in the future.
- Cecelia Wigal suggested that we add a category to the evaluation such as “applies to engineering education”. If does not apply then tell the author to revise the paper and add a paragraph or two that defines how the research or work impacts engineering education.

Concerns:

- What do we do with papers from authors who do not attend or present at the conference? The process was driven by the printed program; however, now that we are going digital, how is this handled?
- It is difficult to presently transfer lessons learned from past Technical Program Chairs to new Technical Program Chairs. Sally Pardue requested that the Conference Technical Program Chair’s notes be attached to the Officers Manual so we can learn from the experience of previous Chairs. Sally hopes to start a group wiki to begin information sharing on Chair notes. This will be a trial to see how this may work for the Officers Manual.

Other Business

There was discussion concerning server space for our Section use. Presently Hodge Jenkins and Daniel Kohn each have their own server spaces that house different information (for example the newsletter is in one server and minutes are in another). We should have a web presence that is easily transferable among and between members as positions transfer. Some other issues:

- Open Conference is on its own server.
- Tyson Hall has the authorship to the aseese.org. If Tyson becomes inactive in the Section we will have to go through the process to get new authorship.



- Tyson Hall proposed a small committee to look into server use and bring a proposal in the spring Tyson, Daniel Kohn, and Hodge Jenkins are members of this committee.

Sally Pardue announced opportunities for teachers teaming with researchers that we should look forward to. More information coming in the future!

Adjournment

Daniel Kohn moved to adjourn. Seconded by Jerry Newman. Meeting adjourned.

**ASEE SE Fall 2015
Executive Board Meeting**

October 8, 2015

Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: Scott Schultz

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Secretary	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Vice Chair	littlect@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
Hodge Jenkins	Section Newsletter Editor		Mercer University
Jerry Newman		jnewman@memphis.edu	University of Memphis
John Abbitt		jda@ufl.edu	University of Florida
John Brocato	President Elect, Professional Skills Chair	brocato@enr.msstate.edu	Mississippi State University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Priya Goeser	Technical Program Chair	priya.goeser@armstrong.edu	Armstrong State University
Sally Pardue	K-12 Div Secretary, Programs Unit Secr	spardue@tntech.edu	Tennessee Tech University
Scott Schultz	Section President		Mercer University
Tim Wilson			Embry-Riddle Aeronautical University
Todd Schweisinger	Research Division Chair	todds@clemson.edu	Clemson University
Tom Fallon	Programs Unit Vice Chair	tfallon@kennesaw.edu	Kennesaw State University
Tyson Hall	Computer Engr Div Chair	tyson@southern.edu	Southern Adventist University

Motion made by Tim Wilson to approve the minutes of the Fall 2014 Executive Board Meeting. Todd Schweisinger seconded. Minutes approved.

Treasurer's Report

The status of the section finances was reviewed.

- The National Office is starting a 30% administration fee on the profits made by the various sections.
- The National Office is aware that institutional dues is decreasing and is projected to go to zero. There was discussion of whether the section is getting all notice of dues - there are 71 active Deans in the section.
- It was mentioned that the Section would like more transparency from the National Office in regards to the financial practices of ASEE and the sections.
- The Treasure's report was moved for approval by Barbara and seconded by John Brocato. Report was approved.

Budget Considerations

Daniel Kohn presented the Budget Proposal for 2015-16. The proposal assumes that all income gets taxed though we are waiting on an answer from the National Office on this.

- We spent more on Awards in 2014-15 than was budgeted. Cecelia Wigal motioned to increase the budget award amount to \$600. This was seconded by Barbara Bernal. Motion passed.
- It was noted that W9s need to be handed out with monetary awards so it can be complete
- Discussion was started concerning the need for the CD or USB of the proceedings at the conference. It was noted that many people do not use these sources of the Proceedings since they have access to the internet. This discussion was tabled until New Business (motioned by Barbara Bernal and seconded by Scott Schultz).
- It recommended that the W9 be provided with the announcement of the monetary awards so that the recipients can receive their awards more promptly.

Host Committee (Conference 2016)

Beth Todd provided a status of the Host activities for the spring conference.

- Conference total costs were presented for attendance of 75, 100 125, and 150.
- Since the conference is occurring during University of Alabama's spring break the Host is not required to use University's food service. Thus there are more options.
- Still to be defined are event photographer, event "give away", and entertainment budget.
- Students who author a paper must pay full fee (not stated student fee). Students participating the poster session only pay the student fee.
- Barbara Bernal mentioned that the other Sections in our Region give free registration to some board members the year they are serving.
- Proposed registration:
 - Early Bird \$250
 - Regular \$300
 - Students \$99
 - K-12 Teacher \$99
- Beth Todd moved acceptance of the proposed registration costs. Tim Wilson seconded. Motion approved (unanimous).

Section Awards (announcing at Conference)

Tim Wilson will provide the award announcements for dissemination to the Section membership. The following summarizes discussion of the various awards

- Campus Rep: Kenneth Ball still needs campus representatives to provide their campus membership information to determine this award. He will nudge the campus representatives to complete their information.
- New Faculty Research Award: Todd Schweisinger is in communication with Cindy on this award
- Student Poster Competition: Todd Schweisinger is in communication with Beth Todd on space available for this session. He also presented the schedule for the poster session. In addition he proposed reducing the number of awards. The discussion concluded that there is enough depth of



students for the amount of awards provided. However, we need to speed up the presentation of these awards. Hodge Jenkins is going to create a weblink for the students to download their posters abstract submittals. Sally Pardue suggested making a PDF of the poster available on the website the Wednesday before the Sunday of the conference so judges can begin the poster evaluation prior to the conference. Tyson Hall stated submittals of student abstracts and posters can be done via Open Conference. It was recommended that poster be size D.

Future Annual Conferences

The sites of the future ASEE SE annual conferences were reviewed.

- 2017 Puerto Rico (March 2nd – 5th)
- 2018 Embry Riddle Aeronautical University Daytona Beach
- 2019 Auburn University
- 2020 The University of Memphis
- 2021 George Mason University (tentative)

A letter will be sent to the University of Memphis three years in advance with a reminder the following year.

Conference Proceedings

The Conference Proceedings are sent to 71 Deans. The mailings will be under budget.

Other Reports

No report from *Zone II*. Ruby Mawasha not in attendance.

Campus Representative report provided by Kenneth Ball as part of the Awards Report.

Newsletter and Website report by Hodge Jenkins. He is open for improving both the newsletter and the website. Please provide him any comments or suggestions you may have.

Constitution, Bylaws, and Officer Manual Changes

- We have received minimal comments back on the proposed changes to the Constitution and Bylaws.
- Board approved the changes to the Constitution and Bylaws. Cecelia Wigal will update the draft (however this was completed by Daniel Kohn due to Cecelia's illness this past fall)
- Our Zone II representative will present to the National Office that our Constitution and Bylaws are revised.
- Scott Schultz is to send the Constitution and Bylaws and the minutes of the spring 2015 meeting to our Zone II representative.
- We need to all review the Officer Manual to ensure it is up to date. Scott Schultz would like all present officers to review the Officer Manual and provide any comments and/or revisions to Cecelia Wigal.

Old Business

- Last spring's recognition of unit and division chairs was a good idea but it did not go well since not all unit and division chairs were present. It was suggested that a letter of Thank You is better. It was also suggested to replace the recognition certificate with the electronic Thank You letter and electronic signature of the Section President.
- The Council of Past Presidents had its first meeting. It was proposed that Council meet during the annual conference. The following is the council's structure.
 - Chair: Immediate Past President
 - Vice-Chair: Past Past President
 - Secretary: Volunteer Position

New Business

National Office Concerns: Daniel Kohn will contact the National Office on the issues of individual and institutional membership. The Board stated that we should not fight the ASEE tax since we should be supporting the National Organization (as a member of its body).j

Conference Proceedings: It was motioned to no longer have the Proceedings provided to the membership at the conference via a CD or Flashdrive for the 2016 conference and beyond. The Proceedings will be on the Web Management System and the Section website. The website is live and will have a downloadable folder to obtain the entire Conference Proceedings for that year. Barbara Bernal moved the motion and Tim Wilson seconded. (Unanimous approval)

The above resulted in an Action Item for Barbara Bernal and Tyson Hall to experiment for 2016 with the new Proceedings options and provide them to Hodge Jenkins for access on the Section website.

Section Budget: It was motioned by John Brocato to change the proposed budget for the Proceedings from \$2500 to \$500 and the proposed budget for the Awards from \$400 to \$600. This motion seconded by Barbara Bernal. (motion approved).

Motion to adjourn meeting made by Jerry Newman, seconded by Hodge Jenkins. Motion approved. Meeting adjourned.

ASEE SE Fall 2015
Conference Site Planning Meeting

October 8, 2015

Microtel Inn & Suites Atlanta
GA

Meeting Minutes

Meeting called by: Scott Schultz

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Secretary	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Vice Chair	littlect@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Vice Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Jerry Newman		jnewman@memphis.edu	University of Memphis
John Abbitt		jda@ufl.edu	University of Florida
John Brocato	President Elect, Professional Skills Chair	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen	Mech Engr Div Chair		Florida Institute of Technology
Moinke Bubau	Instructional Div Chair	Mbubalz@citadel.edu	The Citadel
Pete Ludovice	Chem Engr Div Chair	pete.ludovice@gatech.edu	Georgia Tech
Priya Goeser	Technical Program Chair	priya.goeser@armstrong.edu	Armstrong State University
Sally Pardue	K-12 Div Secretary, Programs Unit Secr	spardue@tnitech.edu	Tennessee Tech University
Scott Schultz	Section President		Mercer University
Tim Wilson			Embry-Riddle Aeronautical University
Todd Schweisinger	Research Division Chair	todds@clemson.edu	Clemson University
Tyson Hall	Computer Engr Div Chair	tyson@southern.edu	Southern Adventist University

Networking, Welcome, and Introductions

All introduced themselves and signed the attendance sheet

Approval of Minutes

Tyson Hall moved to approve the minutes of the Fall 2014 Conference Site Planning meeting. It was seconded by Sally Pardue. (Approved unanimously)

Overview of Conference – Beth Todd

Hotels

There are a number of hotels available for the conference.

- The Conference host Hotel is the Embassy Suites, Tuscaloosa. 5 rooms are available on Saturday, 50 rooms for Sunday, and 50 rooms for Monday.
- The Holiday Inn Express is also available for the conference. There are 25 rooms all nights, thus plenty of rooms for Saturday night.
- The Hampton Inn also has 25 rooms all nights.



Event Location

Most events will occur on campus at the South Engineering Research Center (SERC). This facility includes the following:

- 2 small auditoriums and two classrooms on the 1st floor
- 3 classrooms on 2nd floor
- 4 conference rooms on 3rd floor used for board meetings.
- All SERC classrooms have built-in multimedia

Event Registration

The Site team is using Eventbrite for registration. They are hoping get it up in December.

Proposed Technical Program – Priya Goeser

Priya announced that 105 abstracts were submitted to the conference.

- 98 of the abstracts are for full papers and 7 are presentation only.
- Some divisions have only 2 papers such as IE, Bio, and Chem engineering
- There are 21 instructional papers. It was mentioned that some of these papers could be moved to discipline divisions.
- Papers will be presented per the following sessions: 6 Monday am, 6 Monday pm1, 6 Monday pm2, 4 Tuesday am1, 4 Tuesday am2
- Cecelia Wigal recommended changing the number of sessions on Monday from 6 to 5 so that attendance can be higher at each session. Others mentioned it is important to pack the sessions (do not leave empty spaces in the schedule).

It was mentioned that the technical program chair can form a session on special topics if it is desired. This can be done as well if a member requests a session. Such a special session may be topics on K-12 Education. University of Alabama representatives stated they can accommodate this.

Conference Workshops – Beth Todd

Workshops are still undefined. A K12 workshop is possible. Hodge Jenkins recommended getting a workshop coordinator. Costs for attending workshops need to be defined.

It was clarified that workshops can occur prior to and during the conference. However we should be careful as to how many attendees we may pull from the technical sessions.

Sally Pardue would like K-12 workshops or activities that get the K-12 teachers talking to the engineering professors. She is also considering an option to bring your buddy teacher or PBI student for a special K-12 technical session to create conversation. Sally mentioned that for a teacher to be released from teaching they need to know the session has a value so they can get a substitute.

Tim Wilson wondered if we could offer CEUs for engineers for workshop attendance. If this is done it should meet the needs of the Alabama Professional Engineers.

Conference Proceedings

Barbara Bernal made the following suggestions for improving the Proceedings (some of these are included in Chapter 1 of the Conference Proceedings from 3 years ago):

- Include in the with the session schedule a list of papers in each session
- Include a list of paper titles by authors
- Add instructions for session moderators
- Include a link to conference on-line information

Barbara mentioned that the 2015 Proceedings are being sent to the Deans this fall. She wants to be able to link what papers come from what schools. Presently she does not know who registered for last year's conference, who wrote what papers, and who presented what papers. It is important to have this information because the Proceedings is supposed to help members in communicating their work to their Dean. Hodge Jenkins suggested putting a link to the home site that houses the conference papers be provided to the Deans. Barbara stated she puts this in letter and on the CD.

Matthew Jensen suggested linking our papers through the National ASEE site so that they are included in the National statistics. Barbara says this costs \$25 per published paper for the sections.

Zone II Conference – Barbara Bernal

Barbara Bernal reported on Zone II activity. Specific discussion was on the Zone II Conference in 2017. Zone II includes the Southeastern, Illinois-Indiana, and North Central Sections. North Central includes Michigan (except the upper peninsula), Ohio and parts of Pennsylvania.

- The positions of Zone II Conference chair, Program chair, and Host chair are still open.
- The Host chair should come from Puerto Rico.
- The other two Sections voted to contribute \$2000 seed money for the conference.
- The three Sections will split the conference profit equally.
- Paper submission will be monolith – the ASEE website
- Not all division heads should come from the SE Section since this is a Zone event. This is also true for officers for conference.

Barbara shared some details about the site.

- The University of Puerto Rico is two hours from the San Juan airport so it may be better to have the conference in San Juan.
- The conference venue is Caribe Hilton. <http://www3.hilton.com/en/hotels/puerto-rico/caribe-hilton-SJNHIHH/index.html> Hotel room cost is \$199 per night.
- There needs to be 42 rooms used by conference attendees on Sunday night to get hotel rates.
- Dates for the conference events are March 1-5, 2017. First day of the Technical Conference is March 2nd.



- Presentation rooms are free as long as the conference meals are in the Hotel.
- Presently flights to San Juan are around \$800.
- There will be a recruitment fair for graduate students during the conference
- There will be an extra tour to Arecibo Antenna. Participants will pay extra for this if they want to attend.

Summary of 2015 Conference - John Abbitt

There were 119 registrants, 85 students, 52 institutions at the 2015 conference. The conference resulted in over \$4000 in profit. John Abbitt shared lessons learned from this conference:

- Send many e-mails to get Section members to send in abstracts and write papers
- Get e-mails to nonmembers who have attended past conferences. They can also contribute to papers and presentations
- Ask campus representatives to send out e-mails to their faculty requesting them to submit abstracts and papers to enhance participation.
- Send e-mails to promote workshops.
- Charge a nominal fee for the workshops so people only sign up for the workshops if they are truly interested in the
- Subsidize student because not all students have funding to attend the conference
- Have host school graduate recruiter cater student reception
- House all attendees in the same hotel if possible.
- Make student registration a la cart where there is a student fee but add cost for the meals and activities they will attend.

Old Business

There was no old business to discuss.

New Business – Scott Schultz

Scott Schultz suggested that there should be a separate meeting, possibly at Alabama, to dive into the mechanics for the 2017 Conference. We could invite the folks from the steering committee to attend. Daniel Kohn suggested that the National conference is better for this since many attend this conference anyway. However, John Brocato stated it is difficult for some to get to the National Conference due to other responsibilities.

Barbara Bernal reminded us that there is a Zone II Executive Board meeting at the National conference that all can attend. The Steering Committee could meet at this time as well.

It was determined that the only Southeastern Section meeting needed during fall 2016 is the Executive Board meeting (since there is no Section conference). This meeting could be virtual.

Meeting Adjourned