

ASEE SE Spring 2017 Executive Board Meeting

March 2, 2017

San Juan, Puerto Rico

Meeting Minutes

Meeting called by: John Brocato, Section President

Minutes authored by: Cecelia M. Wigal, Section Secretary with help from Tim Wilson

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Past Host Site Committee Chair		University of Alabama
Chester Little	Engineering Technology Div Chair	littlect@apsu.edu	Austin Peay State University
David Calamas	Instructional Div Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
John Brocato	President	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen			Florida Institute of Technology
Monika Bubacz		Mbubalz@citadel.edu	The Citadel
Pete Ludovice		pete.ludovice@gatech.edu	Georgia Tech
Sally Pardue	K-12 Div Secretary, Programs Unit Vice Chair	spardue@tnitech.edu	Tennessee Tech University
Scott Schultz	Section Immediate Past President		Mercer University
Tim Wilson	Research Division Chair		Embry-Riddle Aeronautical University
Tyson Hall	Paper Management	tyson@southern.edu	Southern Adventist University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Alta Knizley		kinzley@me.msstate.edu	Mississippi State University
Dan Budny	Zone II Conference Chair		
Gary Steffen	Zone II Chair		

Introductions were made by all.

Meeting Minutes Fall 2016 Executive Board Meeting (Tim Wilson for Cecelia Wigal)

The fall minutes were reviewed with the following revision suggestions:

- Add Todd Schlesinger and Harry Powell to the attendance
- Delete Pete and Sally from the attendance
- Remove italics on Memphis and George Mason under upcoming sites for ASEE SE conferences.
- Change “Treasure’s” to “Treasurer’s”

Motion made to approve the minutes with suggested revisions made by Sally Pardue and seconded by Todd Schlesinger. Minutes approved.

Treasurer’s Report (John Brocato for Daniel Kohn)

John Brocato shared Daniel Kohn’s report including the information on the Bass account. It is unclear whether our section is among the sections with reconciled Bass accounts. Daniel to clarify this at the fall



meeting (*action item*). John has the necessary forms, including the W-9, to ensure the award winners get their cash awards.

Technical Sessions Report (Sally Pardue/Dan Budny)

Sally and Dan reported on the status of the technical program for the conference. There are 156 presentations that resulted from an initial submission of 221 abstracts. In addition there are

- 61 posters, 40 from Puerto Rico
- 80 institutions participating
- 613 distinct authors
- 202 registrations, 30 at the full (last minute) fee.
- Approximate 100 students participating; ASEE National supported the Puerto Rico students through the diversity initiative.
- 650 room nights at the guaranteed rate (had promised hotel 450).

The conference planners had to barter for AV equipment to decrease fees. The AV equipment was provided by Polytech in Puerto Rico. The screens were provided by Dan Budny (saved \$6,000).

The details of the conferences were discussed. Richard Stansbury was thanked for managing the poster judging. It was mentioned that the contract with the hotel required \$35,000 in food.

Host Site Report (Barbara Bernal)

Barbara reported on the 2017 conference.

Proceedings Editor Report (Barbara Bernal)

It was discussed whether to continue with the Dean's mailing. Jump drives cost \$6.00 each. In comparison DVDs cost \$1.00 each. It was questioned whether anyone is even looking at the jump drives. If they are not, should we provide them?

The following discussions occurred:

- Publishing of papers
We should link the ASEE SE papers to the ASEE database (Hodge Jenkins). ASEE charges \$10 to \$15 per paper to host on their database (Tyson Hall). We can add this cost to registration in the future (Hodge Jenkins). We can supply a spreadsheet to ASEE National with no cost to link the Zone 2 papers into the ASEE index (Gary Steffen)
- Dean's participation and mailings
Deans are not paying their section membership fee (\$50). Gary said adding a check box for the fee on the yearly registration was discussed at the national level but did not go anywhere. There was some discussion on how to get Dean's involved in the Section Meetings such as invite the Dean's to participate on panels. There was also a request to get a history (3 years) on institution involvement in the Section.

Scott Schultz motioned to have the newsletter editor send the Deans an email with a link to the papers online (in place of the physical media) and include a summary participation report. This was seconded by Alta Knizley. Motion passed by voice vote.

- Proceedings Editor needed
Barbara is stepping down as Proceedings Editor and thus the section has a need for a new editor. Scott Schultz wondered if Tyson Hall is, by de facto, that person. Tyson stated that coordinating the links to the papers and managing the webpage is a separate job from publishing the Proceedings for the conference. Sally Pardue wondered if there could be a Stipend for the Proceedings Editor – we should discuss this at the fall meeting (*action item*).

Nominating Committee Report (Scott Schultz)

The committee is nominating Sally Pardue for President Elect. Daniel Kohn will continue as Treasurer and Cecelia Wigal will continue as Secretary.

The section will vote on the nominations on Saturday. The logistics for recruiting and voting for division and unit officers at this conference was discussed. It was determined to cover all at Saturday's breakfast meeting.

Section Awards Report (Tim Wilson)

There was a motion by Ken Ball to suspend normal selection process for the Tilman-Dions Award. This was seconded by Monika Bubacz. Motion passed by voice vote.

Ken Ball motioned to give Barbara Bernal the Tilman-Dions Award. Scott Schulz seconded this motion. Motion passed by voice vote.

Hodge Jenkins requested a list of the award winners for the website. (*action Item*)

Future annual meetings (Sarah Lee/Monika Bubacz)

The following summarizes the schedule of Host Sites for the Section conferences for the near future:

- 2018 Embry-Riddle Aeronautical University (Tim Wilson gave an overview)
- 2019 Auburn University (confirmed)
- 2020 University of Memphis (confirmed)
- 2021 George Mason University (Ken Ball) Fairfax, VA (confirmed)
- 2022 The Citadel (showing interest – confirmation letter sent)
- 2023 Mississippi State (showing interest – need confirmation letter)

John Brocato stated that Mississippi State is interested in hosting again.

Campus Reps Report (Kenneth Ball)

Ken Ball shared that 51% (21 of 41) of the campus representatives provided reports this year. This is perhaps the highest percent of reporting yet. In comparison, as of December 13th, 2016, 36% of the representatives in the North-Midwest section reported and 30% of the Mid-Atlantic section reported. There are several schools in our section without a representative. Ken would like to get more of the representative's active in the section meeting.



John Brocato is this year's Campus Representative Award winner for his outstanding campus activity. It was noted that there were a number of deserving reports. The award was determined by a blind review.

Council of Past President's Report (Scott Schultz/John Brocato)

The update to the Officers' Manual was sent to Cecelia on 14 Feb 2017. Scott received additional revisions from Daniel Kohn.

Newsletter Editor and Webmaster Report (Hodge Jenkins)

Hodge reminded all that the digital version comes out in late summer. Information for the newsletter should to him as soon as possible; this includes pictures. Tim Wilson will send Hodge the information on the 2018 Conference and Meeting at Embry Riddle (*action Item*).

Hodge will update the website with the new officer information. Cecelia will send this information to Hodge following this conference (*action Item*). Links to the conference papers are on the website. There have been no complaints about ASEE hosting the section website.

Paper Management Website (Tyson Hall)

All went well with Open Conference for this conference. Two weeks ago China tried to hack the server. Tyson ran server updates, closed unused ports, and moved ports around. The server is hosted at Southern Adventist University. We may want to consider hosting the server outside of the academic institution.

Zone II Chair Report (Gary Steffen)

Gary attended the ASEE National Board meeting early in the year. He says that some sections are doing well, and others have challenges. He thanked the section for taking leadership for the Zone 2 Conference. Gary is setting up a Strategic Best Practices list.

Other issues discussed include

- ASEE National is not in the red. He stated that if our financial statement does not match that which the national office has, they will to smooth things out. The national president and treasurer are under pressure from the Zone Chairs to reconcile the Bass account issues.
- There has been an increase in the number of abstracts submitted to the upcoming national conference in Columbus, Ohio in relation to past conferences.
- The 125th anniversary of the ASEE is upcoming.
- There has been a lot of turnover in ASEE IT. There is a new Strategic Plan for ASEE IT.
- 13 institutions dropped their membership with ASEE. This is less than expected. All 13 were contacted by the national office.
- Individual membership in ASEE has increased. There are more student members than in the past.
- If anyone desires to, they can donate money to ASEE National.
- The national office is thinking of resurrecting the student newsletter now that the student membership is increasing.

- Summer National Meeting
 - The format of the summer national meeting and conference has changed. Many of the workshops are occurring at the end of the conference with business meetings at the beginning.
 - There have been no papers in the Nuclear Radiology Division of 5 years.
- Gary reminded all to vote for the officers for the Zone and Nationals.

Old Business

Covered above

New Business

No new business

Adjournment

Scott Schultz motioned to adjourn. Meeting adjourned.

Action Items

	Action	Responsible Party	Due Date	Status
1	Determine who and or how the Proceedings for the conference will be developed since Barbara Bernal is stepping down as Proceedings Editor.	Executive Board	Fall 2017 Meeting	
2	Clarify whether our section is among the sections with reconciled Bass accounts.	Daniel Kohn	Fall 2017 Meeting	
3	Send Hodge Jenkins the information on the 2018 Conference and Meeting at Embry Riddle.	Tim Wilson	08/01/2017	Closed
4	Provide Hodge Jenkins a list of the award winners for the website.	Tim Wilson	5/01/2017	Closed
5	Provide Hodge Jenkins a list of the new Unit and Division officers	Cecelia Wigal	5/01/2017	Closed

RESOLUTION for the ASEE Zone II and Southeastern Section Annual Meeting
March 4, 2017
Caribe Hilton
San Juan, Puerto Rico

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of the Caribe Hilton Hotel during the ASEE Zone II Conference and 2017 annual section meeting, and

Whereas the members of the Southeastern 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 ASEE Zone II Chair, Gary Steffen, Section Presidents John Brocato, Dan Budny, and Thomas Trusty for organizing to meet in San Juan and for the pleasant and worthwhile experiences which resulted, and

SECOND, that we express our sincere appreciation to our local hosts, Angel E. González-Lizardo, Faculty and Director of Sponsored Research Office and Plasma Engineering Laboratory for Polytechnic University of Puerto Rico and his assistant Provi Garcia, Agustín Rullán, Dean of Engineering, University of Puerto Rico at Mayagüez and his assistant Nancy Vega, Gerardo Bonilla and Diana Vela – Event Managers at the Caribe Hilton Hotel, Yasmin Santiago - Arecibo Observatory, and to General Conference Chair, Barbara Bernal who very effectively and capably lead the planning and implementation of this conference, and

THIRD, that we thank the Executive Committees of the Sections, the Division Chairs, paper reviewers, and Technical Program Co-Chairs Dan Budny, Thomas Trusty, and Sally Pardue for their dedicated efforts in planning an excellent program, and

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

FIFTH, that we express our appreciation to Invited Speakers: Dr. Bevlee Watford, ASEE President Elect, Dr. Louis Martin-Vega, ASEE President, Dr. Joseph Rencis, ASEE Immediate Past President, Dr. J P Mohsen, ASEE Past President, Dr. Claudio da Rocha Brito, IEEE Computer Society President for an outstanding Special Session on “Engineering Everywhere for Everyone,” and

SIXTH, that we recognize the continued outstanding efforts of the Proceedings Editor, Barbara Bernal, and the Conference Webmaster, Dan Budny, and

SEVENTH, that we thank Kennesaw State University, University of Pittsburgh Swanson School of Engineering, Tennessee Tech University College of Engineering, and Indiana University-Purdue University Fort Wayne (IPFW) for their sponsorship and support of the meeting, and

EIGHTH, that we thank the Caribe Hilton for the outstanding facilities and 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,

Hodge Jenkins, Chair

**ASEE SE Fall 2017
Conference Technical Program
Planning Meeting**

Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: Hodge Jenkins

Attendees:

Name	Position	E-mail Address	School
Tyson Hall	Chair Admin Div/ Paper Mgmt	tyson@southern.edu	Southern Adventist University
James Warnock	Chair Bio Engr Div	jwarnock@bagley.msstate.edu	Mississippi State University
Jeffrey Rice	Chair Chem Engr Div	jrice@tntech.edu	Auburn University
Dimtra Michalaka	Chair Civil Engr Div	Dmichala@citadel.edu	The Citadel
Richard S Stansbury	Chair Comp Engr & Tech Div	stansbur@erau.edu	Embry-Riddle Aeronautical University
Daniel Kohn	Treasurer/Chair Engr Tech Div	dekohn@memphis.edu	University of Memphis
Laura Moody	Chair Industrial Engr Div	Moody_Le@mercer.edu	Mercer University
Tanya Kunberger	Chair Instructional Div	tkunberg@fgcu.edu	Florida Gulf Coast University
Chris Wilson	Chair Mech Engr Div	chriswilson@tntech.edu	Tennessee Tech
Claire McCullough	Chair Prof Skills Div	claire-mccullough@utc.edu	UT Chattanooga
David Calamas	Chair Research Div	dcalamas@georgiasouthern.edu	Georgia Southern University
Donna Reese	Chair Software Engr Div	dreese@cse.msstate.edu	Mississippi State University
Dustin Spayde	Chair K-12 Div	dspayde@me.msstate.edu	Mississippi State University
Priya Goeser	Vice Pres Program Unit	Priya.Goeser@armstrong.edu	Armstrong State University
Otsebele Nare	Vice Pres Awards & Rec Unit/Chair Elect Engr Div	otsebele.nare@hamptonu.edu	Hampton University
Monika Bubacz	Vice Pres Pubs and Promotions Unit	Mbubacz@citadel.edu	The Citadel
John Brocato	Section Immediate Past President	brocato@engr.msstate.edu	Mississippi State University
Hodge Jenkins	Section President/Newsetter Editor	brocato@engr.msstate.edu	Mississippi State University
Sally Pardue	Section President Elect	spardue@tntech.edu	Tennessee Tech
Cecelia Wigal	Section Secretary	cecelia-wigal@utc.edu	University of Tennessee at Chattanooga
Barbara Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Anna Howard	Mech Engr, Vice chair	anna-howard@ncsu.edu	NC State
Todd Schweisinger	Vice Chair Publications Unit	todds@clemson.edu	Clemson University
Beth Todd			University of Alabama

The meeting was called to order at 9:05am.

Motion was made by Laura Moody to accept the minutes of the Fall 2016 Conference Technical Program Planning meeting with suggested revisions by John Brocato. Motion seconded by Anna Howard. Minutes approved.

Statistics on Abstract Submission (Sally Pardue)

The technical program has received abstracts or proposals for the following for the conference:

- 100 full papers
- 30 work in progress
- 21 undergraduate posters
- 2 workshop proposals



The present representation has a nice depth and breadth and come from the individual Divisions is:

- | | | | |
|----------------------|----|-----------------------|----|
| • Administration | 16 | • Ind Engr | 4 |
| • Chemical Engr | 4 | • Instructional | 18 |
| • Civil Engr | 8 | • K-12 | 11 |
| • Comp Engr and Tech | 8 | • Mech Engr | 24 |
| • Elect Engr | 9 | • Professional Skills | 16 |
| • Engr Tech | 5 | • Software Engr | 2 |

There are many papers on assessment, flipped classrooms, and service learning. This could lead to special sessions on these topics. The papers in the professional skills may lead to a number of topical threads. Some commented that it would be nice to group like TOPIC papers together instead of like technical divisions.

If someone comes to Sally with a compelling reason to add a paper she is willing to make that happen.

Paper Submission/Review Process (Sally Pardue)

There were two extensions on the abstract submission call. Paper drafts are due November 10th and reviews of the drafts are expected to be back to authors by December 8th. Final papers are due January 5th, 2018. Author drafts should include line numbers. Presently full papers are expected to be 6 pages, but the template will be revised to read “suggested maximum length is 6 pages”. **(Action Item)** Presenting authors can register by January 19th to get the early bird rate.

Sally is requesting that Division Chairs go online now to OpenConf and sign up as the division chair to review papers. The Key Code is *DivCode*. For those signing up to review papers, the code is *aseerev*. After you get into the system you should create your own password. Each Division Chair should select ONLY their division.

The abstract acceptance Sally sent to authors requested that authors volunteer as a reviewer for other papers. Sally is drafting a letter for the division chairs to send to its members to request them to also be paper reviewers. The goal is to have 3 reviewers per paper. Reviewers will not review papers in the division in which their paper is in. Reviewers may not review papers from authors at their own institutions. Sally will assign the papers to the divisions. The division chairs will ensure that papers are reviewed. Upon completion of the review process by the divisions, Sally will send acceptance/rejection letters to the author. Sally has to request the paper management system to send this letter.

Sally wants to create an instructional document to help division chairs get through the steps of the paper review process. Sally will create a test division and test conference paper to create a paper review process instruction sheet with screen shots. **(Action Item)**



Other Conference Information

Registration

Registration will open in mid-November. Calls for workshops will go out prior to November. Tyson will create a Workshop division in OpenConf to manage these proposals. **(Action Item)** The Conference Workshop Coordinator is the assigned division chair.

The conference will have early, regular, and late registration fees. The student fee will be \$100. Regular and student registration will end February 17th, 2018. Students cannot register after this date. Monika suggested that early bird registration date be included on the website's author important dates page.

It was suggested to have registration at Embry-Riddle on Sunday near the reception since attendees may be on campus for workshops before attending the reception.

Hotel

There is a suggestion to extend the hotel rate to attendees for a few days after the conference. Tim stated the rate is good 3 days before and 3 days after the conference. Conference rate is \$159 a night.

Business Meeting – Executive Board meeting

The Executive Board meeting is scheduled for 3:00pm on Sunday of the conference. The Board recommends that the meeting be on the Embry-Riddle campus so members can attend a tour if they desire. Tim will make this change. **(Action Item)**

Other Business

Tim gave an update on the conference budget that includes projected sponsor cost. He stated they are looking at a different level of cost for students since students may not need to receive gift bags and thumb drives.

Attendees agreed that a Zone II Conference seems reasonable once every 7 years.

Adjournment

Beth Todd moved to adjourn. Seconded by Anna Howard. Meeting adjourned at 10:27am.

Action Items

	Action	Responsible Party	Due Date	Status
1	Add to the template for full papers that the "suggested maximum length is 6 pages".	Hodge Jenkins	Dec 1, 2017	
2	Create a test division and test conference paper to create a paper review process instruction sheet with screen shots.	Sally Pardue	Fall 2018	
3	Create a Workshop division in OpenConf to manage workshop proposals.	Tyson Hall	Dec 1, 2017	Closed
4	Arrange to have the Spring 2018 Executive Board meeting on the Embry-Riddle campus.	Tim Wilson	Dec 1, 2017	Closed

**ASEE SE Fall 2017
Executive Board Meeting**

October 5, 2017

Atlanta, GA

Meeting Minutes

Meeting called by: Hodge Jenkins, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary
Date: February 12, 2018

Attendees:

Name	Position	E-mail Address	School
Tyson Hall	Chair Admin Div/ Paper Mgmt	tyson@southern.edu	Southern Adventist University
Richard S Stansbury	Chair Comp Engr & Tech Div	stansbur@erau.edu	Embry-Riddle Aeronautical University
Daniel Kohn	Treasurer/Chair Engr Tech Div	dekohn@memphis.edu	University of Memphis
David Calamas	Chair Research Div	dcalamas@georgiasouthern.edu	Georgia Southern University
Monika Bubacz	Vice Pres Pubs and Promotions Unit	Mbubacz@citadel.edu	The Citadel
John Brocato	Section Immediate Past President	brocato@engr.msstate.edu	Mississippi State University
Hodge Jenkins	Section President/Newletter Editor	jenkins_he@mercer.edu	Mercer University
Sally Pardue	Section President Elect	spardue@tntech.edu	Tennessee Tech
Cecelia Wigal	Section Secretary/Secretary Admin Div	cecelia-wigal@utc.edu	University of Tennessee at Chattanooga
Barbara Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Rami Haddad	Vice Chair Electrical Eng.	rhaddad@georgiasouthern.edu	Georgia Southern University
Beth Todd	Mechanical Engineering, Secretary	btodd.eng@gmail.com	University of Alabama
Charles Newhouse	Programs Unit, Secretary	newhousecd@vmi.edu	Virginia Military Institute
Anna Howard	vice chair me div	anna_howard@ncsu.edu	NC State
harry Powell	secr awards and recognition	hcp7ad@virginia.edu	University of Virginia
todd schweisinger	vice publications and promotions	todds@clemson.edu	clemson university
Tim Wilson	Host Site Representative		Embry-Riddle Aeronautical University

Meeting Minutes Spring 2017 Executive Board Meeting (Cecelia Wigal)

Motion to approve the spring 2017 minutes made by Daniel Kohn and seconded by John Brocato. Minutes approved.

Treasurer’s Report (Daniel Kohn)

Daniel reported on the Income and Disbursements and provided a proposed budget for 2017-2018. Specific items discussed for each are summarized below.

Income and Disbursements

- The National Office dispersed the individual dues for the section for 2016 and 2017.
- Institutional dues contribution to the section is still \$0. This may increase since programs must now deselect the “gift to section” option instead of selecting it.
- There is a question about how to handle the advance the section provides conference hosts for planning the conference each year. The host often returns the advance as well as money made from the conference. Money made from the conference is income and gets “taxed” by Nationals. But the advance is not income

and should not be “taxed” when it is returned to the section. Tyson Hall requested that the section ask the National Office how the section should handle the conference advance so to not be taxed on its return. **(Daniel Kohn action item)**.

- EP Innovations will provide a check to the section for \$1017 as its cut of the profit for the ASEE Zone spring 2017 conference. This money will be placed in the BASS account. This is a partial return of the seed money.

John Brocato motioned to accept this report. Sally Pardue seconded. Report approved.

Budget Considerations

- Cecelia Wigal requested that a line item of \$500 be added to the budget for reproducing the medallion for the research award.
- There was a request for an \$800 line item to financially support the section conference registration fee for an Executive Board member and the Technical Program Chair (\$400 each). This could be two separate lines.
- Hodge Jenkins suggested that the section pay for our “best of” (paper for example) from the section to attend the national conference. The section needs to ensure with Nationals that this is approved use of the BASS account. **(Daniel Kohn action item)**
- Todd Schweisinger suggested that the monetary levels be increased for the section awards. The Board agreed to \$500 for all awards except for the Research awards. The award amounts should be updated on all documents. **(action item)**
- Tyson Hall suggested that the Deans mailing be deleted from the budget since the section is no longer providing such a mailing. The section is providing an electronic mailing to the Deans instead.
- Tyson Hall suggested that the “Proceedings (CD/DVD/USB)” line be changed to read “Proceedings”. This will allow the budgeted resource to be used to pay students to help with the data integrity of the conference papers.

Sally Pardue motioned to approve the budget presented by Daniel Kohn with the above changes. John Brocato seconded. Report approved (unanimous).

Conference Host Committee Budget Report (Tim Wilson)

Tim Wilson presented the 2018 conference budget. The participation estimates for each day were discussed and clarified. The section agreed the numbers look reasonable. The budget included the following details:

- \$3000 Honorarium for Nicole Stott
- Registration costs of \$325 (early), \$425 (regular), \$475 (late), and \$100 (student)
- Students can attend the full conference on Monday

Sally Pardue moved to accept the budget as presented and Daniel Kohn seconded. Motion passed (Unanimous)

Section Awards

There is a concern that since awards nominations are due near the end of January that the winners will not know in enough time to register at the early rate. There was a suggestion to provide the award winners a means to get the discounted registration rate.

Student Poster Awards

Student poster competition abstracts can be submitted beginning November 1, 2017. Last day to submit is January 19, 2018. Abstracts are submitted electronically. Poster electronic submission is February 17, 2018. Poster size is 48 in by 36 in. The Monday poster competition is for undergraduate students only. Tim Wilson suggested that they may have a time and location for graduate students to present their work in poster format on Tuesday.



The Research Division officers will review the abstracts for acceptance. There is a goal to post the rubrics for the abstracts and posters in advance for use by the student attendees.

Tyson Hall is to add a field on the poster submission site to indicate poster category (**action item**).

Future Annual meeting Sites

The future section conference sites are confirmed through 2022. Mississippi State is still considering for spring 2023 but is most likely to say yes. Hodge Jenkins is to contact Auburn University to confirm they are hosting the conference in spring 2019. (**action item**) The locations for future conferences as of Oct 5, 2017 are

- 2019 Auburn University
- 2020 The University of Memphis
- 2021 George Mason University
- 2022 The Citadel

Conference Proceedings

Discussion addressed how to replace Barbara Bernal as Proceedings Editor since she desires to step down. Tyson Hall presented a list of the responsibilities Barbara has covered with respect to the Proceedings and possible coverage solutions. These include:

- *Defining the front matter of the technical program booklet.* The Host Site has taken responsibility of the booklet. This has led to some inconsistencies in the booklet from year to year. It was suggested that the Publications and Promotions Unit could create a template for the Host Sites to use.
- *Formatting the paper abstracts.* OpenConf now performs this task
- *Producing the static HTML website for the Proceedings.* The website is still needed. It can be automated from OpenConf; however, it needs a manual check.
- *Producing the flash drives of the Proceedings files.* This responsibility has been shifted to the Host Site.
- *Mailing the Proceedings to the SE Section Deans.* The section is no longer mailing Proceedings to the Section Deans. The section is sending an electronic letter to the Deans which provides a link to the online Proceedings.
- *Updating the paper template for authors.* This is now the responsibility of the Technical Program Chair for the conference.

It was determined that the Conference Program should be the responsibility of the host site now that the Proceedings are provided online. It was recommended to delete the Proceedings Editor position; however, the Proceedings Editor position is an official Section position identified by the SE Section ByLaws. Thus, it cannot be deleted without a change to these ByLaws. John Brocato volunteered to be the Proceedings Editor and will create the archivable copy of the Proceedings. Thank you John!

The responsibilities description for the Proceedings Editor in the Section Handbook is now not current and must be updated. Sally Pardue moved that the Handbook be updated; Daniel Kohn seconded. The motion passed unanimously. John Brocato volunteered to respond to this action. (**action item**)

Reports

Zone II Chair Report (Gary Steffen by phone call)

Gary Steffen thanked the section for hosting the Zone II Conference in Puerto Rico in spring 2017. He reviewed the schedule of future ASEE National Conference meetings as well as the spring 2018 Zone II section meetings, all different weeks in March.



Gary thanked the section for its 2017 best paper submission and mentioned upcoming due dates:

- Campus Representative Reports: December 1, 2017
- Outstanding Teaching Awards: January 15, 2018
- Section Campus Representative Award: February 1, 2018

Sally mentioned that Best of Zone Paper authors should know of this award in enough time to attend the national conference at a reasonable cost. She mentioned that the ASEE SE Section just approved funding the section “best of” registration at the national conference. Gary stated he will discuss ASEE National compensating the awardee.

Gary updated the section on some National news:

- The ASEE Board of Trustees has reorganized. Someone will attend the section conference to discuss the reorganization.
- ASEE is now making money
- National ASEE is looking at its membership to spend its money.
- Doug Tougan is the new financial representative.
- The board realizes the 30% “tax” on the BASS accounts is a bit high. Daniel Kohn mentioned to Gary to thank National for their effort on the BASS accounts.

Gary continues working on the strategic working group at the national level to discuss needs of the Zones and Sections with a desire to develop best practices.

Gary requested discussion on the frequency of Zone II meetings. North Central would like another Zone meeting in 2021. Discussion led to looking at 2024 (2021 is too soon) and maybe in Chattanooga, TN (suggested by Cecelia Wigal).

Campus Reps Report (Kenneth Ball)

No update – Ken Ball not in attendance.

Newsletter and Website (Hodge Jenkins)

No new information to share.

Review of Committee Assignments (Hodge Jenkins)

The awards committee should include Alta Knizley instead of Todd Schweisinger. Also the Vice President of Publications and Promotions is not correct on the section website. **(action item)**

Council of Past President’s Report (Scott Schultz/John Brocato)

No new information to share.

Old Business

Covered above

New Business

What can we do for the 1500 engineering students and faculty in Puerto Rico following the hurricane disaster? Sally mentioned extending a special invitation to the faculty in Puerto Rico to come to the spring conference with financial support from the Section. Sally proposed a one time line in the budget to support these individuals. Hodge proposed \$10,000 where \$1000 is provided per request until reach \$10,000 total in requests. This will support our colleagues and students in Puerto Rico. It was agreed to establish an ad hoc committee to address this suggestion. Members of the committee include Barbara Bernal, Harry Powell, Cecelia Wigal, Hodge Jenkins, Beth Todd, and Daniel Kohn. Recommendation should occur by the end of the year. **(action item)**



Motion by Sally Pardue, second by Cecelia Wigal to increase the budget by \$10,000. Hodge will start the email communication for the aid to students and faculty. The mission is to assist students to continue their education opportunity and aid the colleagues and students to attend the section conference. Daniel suggested another use may be to help students continue their education by helping them to apply to other universities if necessary.

Adjournment

Meeting adjourned.

Action Items

	Action	Responsible Party	Due Date	Status
1	Determine from the National Office how the section should handle the conference advance so to not be taxed on its return.	Daniel Kohn	Spring 2018 Meeting	Open
2	Ensure with Nationals that financially supporting “best of” award participants at the National Conference is approved use of the BASS account.	Daniel Kohn	Spring 2018 Meeting	Open
3	Update the award amounts for all awards except the Research and Student awards to \$500 on all applicable documents.	Executive Board	Spring 2018 Meeting	Open
4	Recommend how the financial support for the Puerto Rico students and faculty will be dispersed and managed.	Hodge Jenkins ad hoc Committee	January 1, 2018	Open
5	Update the responsibilities description for the Proceedings Editor in the Section Handbook.	John Brocato	Spring 2018 Meeting	Open
6	Add a field on the poster submission site for OpenConf to indicate poster category.	Tyson Hall	November 1, 2017	Closed
7	Contact Auburn University to confirm they are hosting the conference in spring 2019.	Hodge Jenkins	December 1, 2017	Closed
8	Correct the name of the Vice President, Publications and Promotions Unit on the Section website.	Hodge Jenkins	December 1, 2017	Closed

**ASEE SE Fall 2017
Conference Planning Meeting**

October 5, 2017

Atlanta, GA

Meeting Minutes

Meeting called by: Hodge Jenkins, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary
Date: February 10, 2018

Attendees:

Name	Position	E-mail Address	School
Tyson Hall	Chair Admin Div/ Paper Mgmt	tyson@southern.edu	Southern Adventist University
James Warnock	Chair Bio Engr Div	jwarnock@bagley.msstate.edu	Mississippi State University
Jeffrey Rice	Chair Chem Engr Div	jrice@tntech.edu	Auburn University
Dimtra Michalaka	Chair Civil Engr Div	Dmichala@citadel.edu	The Citadel
Richard S Stansbury	Chair Comp Engr & Tech Div	stansbur@erau.edu	Embry-Riddle Aeronautical University
Daniel Kohn	Treasurer/Chair Engr Tech Div	dekohn@memphis.edu	University of Memphis
Laura Moody	Chair Industrial Engr Div	Moody_Le@mercer.edu	Mercer University
Tanya Kunberger	Chair Instructional Div	tkunberg@fgcu.edu	Florida Gulf Coast University
Chris Wilson	Chair Mech Engr Div	chriswilson@tntech.edu	Tennessee Tech
Claire McCullough	Chair Prof Skills Div	claire-mccullough@utc.edu	UT Chattanooga
David Calamas	Chair Research Div	dcalamas@georgiasouthern.edu	Georgia Southern University
Donna Reese	Chair Software Engr Div	dreese@cse.msstate.edu	Mississippi State University
Dustin Spayde	Chair K-12 Div	dspayde@me.msstate.edu	Mississippi State University
Priya Goeser	Vice Pres Program Unit	Priya.Goeser@armstrong.edu	Armstrong State University
Otsebele Nare	Vice Pres Awards & Rec Unit/Chair Elect Engr Div	otsebele.nare@hamptonu.edu	Hampton University
Monika Bubacz	Vice Pres Pubs and Promotions Unit	Mbubacz@citadel.edu	The Citadel
John Brocato	Section Immediate Past President	brocato@enr.msstate.edu	Mississippi State University
Hodge Jenkins	Section President/Newsetter Editor	brocato@enr.msstate.edu	Mississippi State University
Sally Pardue	Section President Elect	spardue@tntech.edu	Tennessee Tech
Cecelia Wigal	Section Secretary	cecelia-wigal@utc.edu	University of Tennessee at Chattanooga
Barbara Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw Statem University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Dan Budny	Zone II Conference Chair		
Gary Steffen	Zone II Chair		

Approval of Fall 2016 Minutes

The following revisions were requested:

- Correct Monika Bubacz’s email address
- Correct typo on page 3 “website site”
- Correct typo on page 4 “is done”

Minutes approved with the above revisions.



Summary Report of 2017 Zone II Conference (Barbara Bernal)

Barbara Bernal reported on the cost of the conference. The conference costs totaled \$80,500 and the revenue totaled \$83,650. Each Section received back \$1000 of their seed money. Barbara does not have a record of attendance from each Section. She will report back on this. **(Action Item)**.

Lessons learned from the conference include

- A destination conference influences participants to bring their families
- There needs to be more done to get the participants from the different Sections to socialize.
- The presentation by the past Presidents was well received.

Barbara mentioned that Gary Steffen would like to see a Zone II Conference once every 3 years.

Overview 2018 Section Conference (Tim Wilson)

Most of the 2018 conference events will be at the host hotel, though some, such as workshops will occur on the Embry-Riddle Aeronautical University (ERAU) campus. Registration will occur Sunday – Tuesday. Limited registration will occur on Saturday. Also

- The conference dates are Sunday March 4th – Tuesday March 6th
- The conference hotel is the Shores Resort and Spa on the beach of the barrier island.
- Workshops will occur Sunday morning and afternoon
- There will be some tours on Sunday of the ERAU facility such as the ERAU telescope
- The Sunday reception will be at the ERAU Henderson Welcome Center or at Hagedorn Aviation Center, depending on the weather.
- The sessions and events on Monday and Tuesday will be at the host hotel (resort) on the beach.
- The banquet will be outside at the host hotel, weather permitting
- The guest speaker at the banquet is Nicole Stott, former astronaut).

Transportation

Conference attendees can fly into Daytona Beach or Orlando airports.

Presently there is no transportation planned between the hotel and the Sunday reception. It is expected that people will carpool or use Lift or Uber.

Pre and Post Conference

The conference site planning team is looking at getting tickets to Florida attractions. These will be advertised on the conference website,

Sponsors

The conference site planning team is still working on getting sponsors for the conference.

Workshops

The workshop coordinator is Yan Tang.

Hodge Jenkins mentioned we need a call for workshops for the conference. Tyson Hall can set up OpenConf for workshop submittals. Tim Wilson will create a workshop call for electronic mailing to



Section membership. (**Action Item**) Sally Pardue will help by providing a history of calls for workshops. Tim will give Tyson a few days' notice before posting the call on the website to ensure OpenConf is ready for the submissions.

Workshop presenters do not receive payment. If there is a charge for a workshop the fee goes to the host site. The conference/host site should consider a mechanism for supplementing the presenter for required materials.

Room Use

The rooms are reserved for the technical session but Tim does not know if there are any extra spaces reserved for overflow activities. The conference will use the hotel AV equipment – the hotel has full conference abilities. Daniel Kohn questioned the use of the Ball Room for both presentations and breakfast/lunch.

Poster Session

Tim believes that the poster session is in an upstairs location but will double check this. Boards for mounting the posters are provided, thus posters should not be permanently board mounted. Cecelia Wigal suggested that the poster session be a little bit longer because it is difficult to get around to all the presentations.

The Research Division is responsible for reviewing the student abstracts and thus will continue with this responsibility.

Student registration cost is \$100 and will be included with the call for student posters.

Other

Tim talked to K-12 coordinator to see if something can be done on one of the days at the conference that will attract K-12 teachers. It is possible they could receive credit for attendance.

Proposed Technical Program (Sally Pardue)

Paper Sessions

The conference received 153 submissions:

- 113 full papers
- 32 works in progress
- 7 Undergraduate posters
- 1 workshop

15 states are represented with 32 submissions coming from Florida, 32 from Georgia, and 5 from 5 guest states. There are 121 distinct authors. It is expected that some of these papers will be withdrawn.

There are a dozen or more student 6 page papers with the contact author being the lead faculty that Sally is holding as “pending”. She is requesting some advice on these. The subject of these papers are service or design projects. They appear to be senior capstone reports. She wants direction on whether these papers would be better as poster presentations. Tyson Hall suggested that Sally, as Technical Program Chair, has the power to change submission location. Todd Schweisinger proposed to move the design type papers to posters for this conference. Sally decided she will correspond with lead author to suggest the

paper be moved to a poster presentation. If the author agrees, the paper will be moved. If Sally is not able to contact the lead author she will it will move the paper to the poster presentation category. The final suggestion was for the section to provide, in the future, information on the call for papers to help students and faculty submit to the correct category – paper or poster.

Another set of pending papers are those that are in the research category. Previously the Section determined that research papers must have an engineering education component. Some of the papers do not have a clear research component. The question is “do graduate student research papers have to relate to engineering education?”. Tim Wilson suggested reaching out to the faculty to ensure these papers have an engineering education component.

There are also some papers that appear to be marketing for the author’s product. Sally requested clarification on whether the Section should accept such papers. Cecelia suggested that these authors should lead a workshop on the topic instead of present a paper.

The Conference Program (Sally Pardue)

The conference program is decided. The Conference Proceedings will be online (no paper document) and will exist on OpenConf. The Proceedings will include the conference schedule and the presenting paper titles and authors. The program will not include the extended abstracts (we are not requesting extended abstracts). The revised paper abstracts will be located in a single block that can easily create a single report of abstracts. There is also a copyright document for signature. It was suggested that we add words to the uploading of the final paper submission that state something like “by submitting this paper you agree that.....” This will stream line the process. **(Action Item)**

Tim Wilson mentioned that there is a line item in the conference budget for thumb drives for papers dissemination. If thumb drives are being provided, Barbara Bernal would like the thumb drives be sent to her so she can upload the Conference Proceedings and papers herself.

Papers for the conference include Full Papers (6 pages in length) and Works in Progress (3 pages in length). The Technical Program Chair can decide whether to include Presentation Only opportunities in the conference.

Maintaining Past Conference Papers and Proceedings

The Section houses its historical documents (Proceedings, minutes, etc.) at <https://docs.asee-se.org>. Tilmans is name of the site and Service is the password. There is a question as to whether we can link to this site through the officer’s page on the ASEE SE website. Hodge Jenkins and Daniel Kohn will make this happen by end of summer 2018. **(Action Item)**

Tyson Hall is nervous about having everything on a cloud and would like a backup. OpenConf has had problems in the past but has been able to restore the documents. This may not always be so. Tyson suggest that we have a thumb drive backup once every 5 years.

Hodge Jenkins reminded that we discussed having conference papers housed (archived) by ASEE national so they can be tracked and accessible. But there is a cost for this (\$25 per paper to ASEE National). Barbara suggests doing this next year, not this year. However, to do this we are required to use ASEE monolith. Barbara suggests that she and Tyson determine the cost to do this and bring it to the spring meeting. **(Action Item)**



Papers from Zone II Conference

Sally Pardue suggested that the ASEE SE website Publications page have a link for papers from the 2017 Zone II Conference. The present link is to the Conference page which does not include a link to the papers. Tyson Hall suggested obtaining a pdf of the papers similar to that for the 2016 conference. **(Action Item)**

Old Business

None

New Business

None

Adjournment

Anna Howard motioned to adjourn, seconded by Daniel Kohn. Unanimously approved. Section members moved on to dinner.

Action Items

	Action	Responsible Party	Due Date	Status
1	Provide a record of attendance from each section at the 2017 Zone II Conference.	Barbara Bernal	Spring 2018	Open
2	Create a call for workshops for the spring 2018 conference for an electronic mailing.	Tim Wilson	Dec 1, 2017	Closed
3	Add the copyright agreement to the electronic submission action of the conference papers.	Tyson Hall	Dec 1, 2017	Open
4	Link the document archives site to the ASEE SE Section website.	Hodge Jenkins Daniel Kohn	Summer 2018	Open
5	Determine cost of using ASEE National to house section conference papers.	Barbara Bernal Tyson Hall	Spring 2018	Open
6	Obtain a link to the 2017 Zone II Conference papers.	Tyson Hall	Spring 2018	Open