

ASEE SE Winter 2020 Executive Board Meeting

January 30, 2020

Online Conference (ZOOM)

Meeting Minutes

Meeting called by: Tim Wilson, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary
Date: March 2, 2020

Attendees:

Name	Position	Email Address	School
Anna Howard	Chair: Mech Engr Div, 2019 Conf Site Coord	annahoward@annahoward.com	NC State University
Cecelia Wigal	Sect Secretary	cecelia-wigal@utc.edu	UT Chattanooga
Charles Newhouse	Vice President Program Unit	NewhouseCD@VMI.edu	VMI
David Calamas	Vice Chair Programs Unit, Conf Tech Progr Ch	dcalamas@georgiasouthern.edu	Georgia Southern University
Daniel Kohn	Sect Treasurer	dekohn@memphis.edu	University of Memphis
Dimtra Michalaka	Chair: Civil Engr Div, Chair: Prof Skills Div	dimitra.michalaka@citadel.edu	The Citadel
Hodge Jenkins	Newsletter Editor	jenkins_he@mercer.edu	Mercer University
John Brocato	Proceedings Editor	john.brocato@uga.edu	University of Georgia
John Hung	2020 Conference Site Coordinator	Hungjoh@auburn.edu	University of Georgia
Kenneth Ball	Campus Rep. Coordinator	ball@gmu.edu	George Mason University
Monika Bubacz	Sect Treasure Elect	mbubacz@citadel.edu	The Citadel
Natalia Cardelino	Chair: Research Div	Cardelino_nl@mercer.edu	Mercer University
Priya Goeser	Sect President Elect	PGoeser@georgiasouthern.edu	Georgia Southern University
Sally Pardue	Sect Past President	spardue@tntech.edu	Tennessee Tech
Tim Wilson	Sect President	Timothy.Wilson@erau.edu	Embry-Riddle Aeronautical
Tyson Hall	Paper Management Website Coord	tyson@southern.edu	Southern Adventist University
Terry Gardner	Secretary: Engineering Technology Div	Tgardner@ecpi.edu	ECPI University
Chris Wilson	Vice President Awards Unit	chriswilson@tntech.edu	Tennessee Tech

Below is a summary of the discussion and outcomes of the winter 2020 ASEE SE Executive Board meeting on Thursday January 30th, 2020 convened at 2:03pm by Tim Wilson, Section President.

Meeting Minutes Fall 2019 Executive Board Meeting (Cecelia Wigal)

The meeting minutes were distributed prior to the meeting. Corrections were sent via email.

Treasurer's Report (Daniel Kohn)

The treasurer's report was distributed prior to the meeting for comments. Report was accepted. The report is included here as Appendix A.

2020 Conference Technical Sessions Status Report (David Calamas)

David reported that he has final manuscripts for 94 papers. 70 of the papers are full length and 24 are Works in Progress (WIP) papers. This seems about normal. It appears that the divisions are populated as they have been in the past.

Technical sessions

It was decided that the conference will have 5 papers per concurrent session. That allows for 4 concurrent sessions for both days. It is hoped that having only 4 concurrent session will increase session attendance. Presentation length was discussed. Some preferred 15 minutes including questions. This makes for 75 minute sessions. It was suggested to look at the last two or three conferences to see how the sessions worked.

Priya Goeser wondered if we have space for the open discussion sessions round tables. It is possible for the program and facility to include these.

David is just starting on the draft of the technical program.

2020 Conference Host Site Status Report (John Hung)

Priya Goeser asked about the conference hotel rate – Is it \$146 or \$126? She thought it was supposed to be \$126. John H. said he would look into it and get back to the Board.

John H. said they are planning on 3 to 4 workshops on the first day (Sunday) of the conference. There are no costs for the Sunday workshops. John H. will see about getting the workshop titles posted to the conference site as soon as possible. There is also a K-12 event on Saturday.

There is no problem at this conference with authors having 3 or 4 papers. Thus, there is no need to limit such authors.

Session Moderators

David Calamas mentioned that he will start with the officers and authors to get session moderators. If there are not enough to cover the sessions he will then request help from the general section population.

General Issues

There are a number of issues still requiring action related to authors, student posters, and program.

- David C. needs to know if at least 1 author of a paper has registered. John H. will get him this information.
- There should be 1 more reminder for early registration. John H. asked to extend early bird registration by a week as well. This was approved.
- The conference needs more posters. Presently there are only 17 or 20 posters. The due date was already extended to get more participation. Posters need to be finalized for the booklet preparation deadline of February 17th. John H. said the facility can handle 75 posters. David C. can extend the due date one more week to see if a few more will register.
- John H. also needs the round table discussion topics and moderator names by February 17th so they are in the booklet.
- Tim Wilson needs to provide John H. the welcome from the Section President so it is in the booklet.

2020 Section Awards Status Report (Chris Wilson)

Presently there are only 5 nominations for faculty awards. Tim W. says one more is on its way. Harry Powell needs all of the information for awards by Feb 14th so the selections can occur. David C. suggested extending the award nominations by one week.

It was reinforced that people cannot be self-nominated. A department chair needs a peer or supervisor to provide the nomination.

Award winners need to know they have won an award so they can get early bird discount. However, the early bird rate may be over prior to determining the award winners. John H. says the conference can provide a special package at the \$300 rate for award winners. This rate can be obtained using a code.

The medallion for the Outstanding Researcher Award will not be ready for conference but will be mailed once they are available. The medallion process is taking longer than expected.

Section Initiatives Status Report (Tim Wilson)

Daniel K. reported on the *Lego Puerto Rico* needs. The organization knows that money is coming for them from the section so they have already invested it. Daniel K. has not been able to get the check to them due to issues at Nationals. Nationals is presently cutting the check.

The financial support for Puerto Rico students and faculty to attend the section conference has not been publicized enough. Tim W. admits he has not taken any initiative to get this moving. It was agreed that the money can be used for any ASEE function. Sally mentioned that the section should get aggressive on this to get people to apply. It was mentioned that the section should develop a flyer with details of this opportunity so more can take advantage of it. Ken Ball mentioned that we could use the campus reps in Puerto Rico to get the information to those who need it. Sally P. says we may want to have a maximum of support for an individual and suggested \$2000 per individual. Tim W. will create a flyer and application that will help in the decision process to select recipients.

Review Action Items (Tim Wilson)

Below is a summary of Action Items developed during this meeting.

- John H. is to check with hotel on the nightly rate and add Tuesday night as an option at the conference rate.
- John H. will send Tyson Hall the schedule blocks so David Calamas can populate each session.
- David C. needs registrations from John H. so he can check that authors are registering.
- David C. needs to get session moderators.
- Anna Howard needs to get facilitators for round table discussions.
- Tim W. will distribute announcement of extended deadlines to the section population.

Adjournment

Tim Wilson moved to adjourn the meeting. The meeting adjourned at 3:05pm.

