

ASEE SE Spring 2018 Executive Board Meeting

March 4, 2018

Daytona Beach, Fla

Meeting Minutes

Meeting called by: Hodge Jenkins, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary
Date: October 3, 2018

Attendees:

Name	Position	E-mail Address	School
Cecelia Wigal	Section Secretary/Secr	cecelia-wigal@utc.edu	University of Tennessee at Chattanooga
David Calamas	Chair Research Div	dcalamas@georgiasouthern.edu	Georgia Southern University
Dmitra Michalaka	Chair Civil Engr Div	Dmichala@citadel.edu	The Citadel
Gary Steffen	Zone II Chair		
Hodge Jenkins	Section	jenkins_he@mercer.edu	Mercer University
John Brocato	Section Immediate Past	brocato@engr.msstate.edu	Mississippi State University
Ken Ball	Section Campus Rep	ball@gmu.edu	Georgia Mason University
Michael Woo	Vice Chair Awards Unit	woom@citadel.edu	The Citadel
Monika Bubacz	Vice Pres Pubs and	Mbubacz@citadel.edu	The Citadel
Otsebele Nare	Vice Pres Awards & Rec	otsebele.nare@hamptonu.edu	Hampton University
Priya Goeser	Vice Pres Program Unit	Priya.Goeser@armstrong.edu	Armstrong State University
Sally Pardue	Section President Elect/Vice	spardue@tntech.edu	Tennessee Tech
Todd Schweisinger	Vice Chair Publications Unit	todds@clemson.edu	Clemson University
Tyson Hall	Chair Admin Div/ Paper	tyson@southern.edu	Southern Adventist University
Chuck Newhouse	Seretary Tech Prog Chair	NewhouseCD@VMI.edu	Virginia Military Institute
John Hung	AU Host Site Chair	Hungjoh@auburn.edu	Auburn University
Lulu Sun	ER Host Site Coordinator	sunl@evalu.edu	Embry Riddle Aeronautical University
Tim Wilson		wilsoni@erau.edu	Embry Riddle Aeronautical University
Anna Howard	Vice Chair ME Div	anna-howard@ncsu.edu	NC State
Harry Powell	Secretary Awards & Rec Unit	hep7ad@virginia.edu	University of Virginia

Below is a summary of the discussion and outcomes of the spring 2018 ASEE SE Executive Board meeting on Sunday March 4th, 2018 convened at 1:13pm by Hodge Jenkins, Section President.

Meeting Minutes Fall 2017 Executive Board Meeting (Cecelia Wigal)

Sally Pardue moved to approve the minutes and Hodge Jenkins seconded. The approval passed unanimously.

Treasurer's Report (Hodge Jenkins for Daniel Kohn)

Hodge distributed the treasurer's report to the board members and reviewed Daniel's report that is included as **Attachment A**. Daniel has a concern that only 70% of the voluntary financial support directed to the sections is makes it to the sections. He feels this misrepresents what the national office

states: 100% of voluntary contributions go to the selected Section. He feels that colleges may no longer support Sections in this way if know this is happening.

The Section requested clarification on the 30% “tax” on the ASEE SE Section’s conference advance a host receives and then pays back to the Section at the end of the conference. Gary Steffen says this was discussed at the January National Officer’s meeting and they believe the 30% is a realistic “tax” level, at the moment, for support the National Office provides the Sections. However, Gary Steffen thinks that seed money will not be a part of the 30% tax in the future. Gary Steffen will get an answer on this by the end of the conference (**Action Item**).

Sally moved to accept the Treasurer’s Report and Todd Schweisinger, seconded. Report approved unanimously.

Conference Host Site Summary Report (Tim Wilson)

At the time of this meeting, the Conference has 114 early, 15 regular, 4 onsite, and 74 student registrations. The total income from registrations is \$53,455 minus 5% that goes back to Embry-Riddle Aeronautical University.

The expected expense so far is \$51,613 which includes expenses for food (\$43,375) and for operations (\$8,238). The formal report is included as **Attachment B**.

Conference Technical Sessions Summary Report (Sally Pardue)

The conference has the following submissions:

- 48 undergraduate posters (expecting 34 to show during the poster session)
- 84 full papers
- 16 works in progress papers

Fifteen divisions are represented by the submissions with the largest being administration and instructional at 12 papers each and K12 at 11 papers. A summary of the remaining paper participation by division is included in **Attachment C**.

There are 6 concurrent session on Monday in 3 time blocks and 4 concurrent sessions on Tuesday in 2 time blocks. The majority of sessions have 4 papers, though some have 3.

Sally is interested in creating a flow chart of the technical program chair responsibilities and activities (with an estimate of time required to complete) to help the new technical program chair. (**Action Item**).

Paper Management Website Coordinator Report (Tyson Hall)

The paper management system worked well for this conference. It should continue to work well for us for future conferences. The Section gets a 10% discount on the cost if the subscription is renewed this summer.

Proceedings Editor Report (John Brocato)

The Proceedings is ready to go for the conference, but a means is needed to link papers to the conference site. Open conference has the full technical program schedule, including papers, but this has not been

provided to the host institution. This should be done for future conferences. This need should be made known to the host sites in formal documentation (**Action Item**). Sally Pardue mentioned that the full technical schedule should be placed on the Proceedings site. (**Action Item**) John welcomes suggestions as to what the Proceedings should include.

It was questioned whether we could link our Conference papers to Google Scholar. (**Action Item**)

Hodge Jenkins wonders if the Proceedings Editor has any say on paper templates and formats and who should be responsible for ensuring papers meet the required formats. Should this be the responsibility of the Divisions Chairs? Should we REJECT papers if they are not in the correct format? We need clear guidance of the responsibilities of the Division Chairs to make sure papers meet required format in both the draft and final paper stages. (**Action Item**)

It was mentioned that some of the old connections on the ASEE SE website for Conference Proceedings connect to Conference Programs only, not Proceedings. This should be fixed, if possible. (**Action Item**)

The Host Site was congratulated on the amazing job with the Conference website.

Nominating Committee Report (John Brocato)

Tim Wilson will be nominated by the committee for President-Elect of the Section.

Section Awards Report for 2018 (Otsebele Nare)

The committee received 3 nominations for both the outstanding mid- and early-career teaching awards. It received only 1 nomination for the Tilmans-Dion service award. There were 5 nominations for the Thomas C. Evans engineering education paper award. There were no nominations for the outstanding teacher award. There were 6 nominations for the new faculty research award; however, 2 of the nominations are not ASEE members. Details on the specific award winners for this year are included in the Awards Report, **Attachment D**.

Ken Ball announced that Larry Richards from the University of Virginia is the Outstanding Campus Representative for this year.

Student Poster Competition (David Calamas)

The formal certificates and frames are ready. The student paper extended abstracts are reviewed. David needs help with the formal poster reviews, however. There are no other research division officers attending the conference, so he is taking volunteers!

There is a discrepancy about what awards to hand out. David wanted to combine all projects due to a concern of low number of student project participants. Sally Pardue recommends formalizing the student award selection numbers and process for consistency. (**Action Item**)

2019 Annual Meeting Plans: Auburn University (John Hung)

The proposed primary location for the spring 2019 Conference is the Shelby Center at Auburn University (AU). It has a portico for the posters and the Grand Foyer will support breakfast and lunches. It also has 5



theater style hall which together can support 110 paper presentations between Monday and Tuesday of the Conference. The Shelby Center is a 10-minute walk from the AU hotel and conference center. There is more meeting space Broun Hall, the electrical engineering building.

The proposed date of the Conference is during Auburn's spring break, March 10th – 12th, 2019. The rates for the conference included expected volume are

- Early Bird (100) \$250
- Regular (25) \$335
- Late (0) \$385
- Student (30) \$ 75
- Guest (5) \$ 40

The reserved hotel rate is \$146 per night for 40 rooms on Saturday, 100 rooms on Sunday, and 100 rooms on Monday of the Conference.

They are still selecting speakers for the welcome and Key Note on Monday. A balanced budget was presented. The Dean of the College of Engineering at AU agreed to cover any short fall. Final costs will be approved at the fall 2018 meeting.

But....

John Hung mentioned that AU, even though 100% ready to make the spring 2019 Conference happen, could put on a much better conference in 2020 because they are opening a new building in April 2019 just for such events. They would like to showcase this new building with such an event. They are willing to do the leg work to trade dates with Memphis who is presently scheduled for 2020. John asked if the Section is open to having AU host in 2020 instead of 2019. Hodge Jenkins believes Memphis is not ready for a spring 2019 conference – they have not shown much planning.

Sally Pardue stated the Conference Host Site schedule should stay as is. AU has wonderful facilities now. The Board decided to give John Brocato two weeks to query Memphis and other Host Sites on the list as to their willingness to host conference in 2019. (**Action Item**)

Future Annual Meeting Sites (Monika Bubacz)

Mississippi State has confirmed they can host the 2023 conference.

It was mentioned that the Zone II conference did not get a warm reception from all Zone II sections. Gary Steffen will collect the feedback from the other sections about the recent Zone II Conference and determine whether there is interest in having future such conferences. (**Action Item**)

Zone II Chair Report (Gary Steffen)

Gary Steffen requested a nomination form this section for Zone II representative to the ASEE. That person must have been a past Section chair. Gary was concerned that the SE Section does not have a teaching award for spring 2018 that will compete for the National teaching award. He states that presently the teaching award is not competitive for 2018.



The February ASEE Board meeting focused on communities and communication. Gary would like feedback on the reorganization of the Board. Presently reorganization is not being greeted with a lot of warmth from the sections – they feel they are too separated from the top by a new level of administration.

ASEE celebrates its 125th anniversary October 4th with a black-tie gala titled “The Heart of Engineering Education”. Cost is \$2500 for 8-person table and \$5000 for a larger table.

Other Zone news:

- The Zone has a working group that is creating a new Zone map.
- The 30% tax still being looked at.
- ASEE members are unhappy with the national website. Hopefully they will be working on it
- Other Upcoming Zone II section conferences are North Central at Akron and Indiana/Illinois at Purdue.
- 2017 Best of Zone paper went to a paper from the Illinois – Indiana Section.

Campus Representative Report (Ken Ball)

14 of 41 member programs submitted reports this year. The date was extended but this did not result in additional submissions. ASEE SE section report submissions are better than for other Sections.

Newsletter & Website Report (Hodge Jenkins)

A newsletter will go out this summer. John Brocato will send a write up about conference for this newsletter. **(Action Item)**

Council of Past Presidents (John Brocato)

The Council of Past Presidents has not met this year.

Review of Open Action Items (Hodge Jenkins)

The following summarizes the status of the fall 2017 actions items.

	Action (Fall 2017)	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	Closed
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 (late)	Open
3	Update the award amounts for all awards except the Research and Student awards to \$500 on all applicable documents.	Council of Past Presidents	Spring 2018 Meeting (late)	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
	Puerto Rico students and faculty can register free for the Spring 2018 conference	Sally Pardue	January 1, 2019 (new)	Open
5	Update the responsibilities description for the Proceedings Editor in the Section Handbook.	John Brocato	Fall 2018 Meeting (revised)	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

It was noted that the registration fees and due dates need to sync with the award notice dates. Sally Pardue mentioned this should be discussed during the upcoming fall meeting. **(Action Item)**

Old Business

There are two more medallion left. Cecelia will look into how to obtain duplicates. **(Action Item)**

New Business

Conference Paper Length

It has been noted that people want to submit full papers that are longer than 6 pages. Sally Pardue is willing to look into the possibility of extending full paper lengths. We should look at what the other sections are doing, especially if our Section authors are competing against these sections for Zone II and National awards.

Authors on Student Papers

It was mentioned that the call for papers, both full and in progress should be for faculty authors, not student authors. The undergraduate students should do posters, not papers. The call for posters should be for undergraduate presentation. If the Section receives undergraduate papers they should be moved to the poster session. This issue arose because one author submitted 8 papers of undergraduate student projects.

Research Clarification

The research division would like clarity as to what papers or topics fit the research category. Does this category include undergraduate research, engineering education research, and/or research on research? The ASEE SE Section does not have a clear-cut description of this division like is done for the national ERM division. The Section does not have a clear description of any of its divisions. Sally Pardue will address this issue by requesting divisions for two or three sentences explaining their policy for selecting papers. **(Action Item)**

Adjournment

Sally Pardue moved to adjourn the meeting and Otsebele Nare seconded. The meeting adjourned at 3:23pm.

New Action Items (Generated Spring 2018)

Action (Spring 2018)		Responsible Party	Due Date	Status
1	Determine whether conference seed money will continue to be a part of the 30% tax in the future.	Gary Steffen	March 6, 2018	
2	Create a flow chart of the technical program chair responsibilities and activities (with an estimate of time required to complete).	Sally Pardue	Oct 12, 2018	
3	Compose a document that communicates how a Host site can link the Open Conference information, such as papers, to its website for the conference.	Sally Pardue	Oct 12, 2018	
4	Place the full technical schedule on the Proceedings site.	John Brocato	Mar 4, 2018	
5	Investigate linking our Conference papers to Google Scholar.	John Brocato	Oct 12, 2018	
6	Define the responsibilities of the Division Chairs to make sure papers meet required format in both the draft and final paper stages.		Oct 12, 2018	
7	Correct old connections on the ASEE SE website to Conference Proceedings so they connect to the appropriate Proceedings instead of the Conference Program.	John Brocato	Oct 12, 2018	
8	Formalize the student award selection numbers and process for consistency.		Oct 12, 2018	
9	Query Memphis and other future Host Sites as to their willingness to move to 2019.	John Brocato	Mar 28, 2018	
10	Collect feedback from other Zone II sections about the recent Zone II Conference and determine whether there is interest in having future such conferences.	Gary Steffen	Oct 12, 2018	
11	Address syncing registration fees and due dates with the award notice dates.	Sally Pardue	Oct 12, 2018	
12	Look into obtaining duplicates for the research award medallion.	Cecelia Wigal	Dec 31, 2018	
13	Request divisions to compose two or three sentences explaining their policy for selecting papers for the Conference.	Sally Pardue	Oct 12, 2018	
14	Compose a review of the spring conference for the summer section newsletter.	John Brocato	Aug 1, 2018	



Attachment A – Treasurer’s Report

ASEE-SE

Treasurer’s Report

Spring 2018 Executive Board Meeting

Please find attached the updated Income and Disbursement spreadsheet (both in Excel and PDF format).

Please note the following:

- My last report was up to the entry dated 5-Sep-17
- After that report, national reported the AT&T Div (Dated 30-June) and Institutional dues (dated 30-Jun, 6-Jul and 31-Jul). These Additions are highlighted on the report.
- Also note that we received our Membership Dues Allocation \$1,989 on 30-Sep.
- The Zone II Conference income has now been processed (28-Nov-17)
- We have incurred Administrative fees for:
 - Institutional Dues $(3 * \$50) * 0.30 = \45 (see note 1)
 - Zone @ Conference $\$1017.02 * 0.30 = \305.11 (see note 2)

Note 1 – I have emailed national (3/1/18) questioning why national is taking the 30% administrative fee from Institutional dues that are earmarked for the region. On the invoice it says “Optional Voluntary Southeaster Sponsorship” but now we only get 70%. To me this seems like it is misrepresenting this amount at 100% going to the region.

Here is the response to the question:

I discussed this with the Executive Director, and because essentially, all “dues” payments to divisions are also voluntary, we’ve determined that the Section donations are to be classified in the same way and will be adjusted for the same administrative fee. Sections already receive their membership allocation from ASEE that does not have the applied administrative fee, but all outside sources of revenue will have the fee applied.

I would like input from the executive board on whether I should pursue this further with HQ. It is my opinion that this is really misrepresenting the “Optional Voluntary Southeaster Sponsorship” since the full amount is not coming to the section and, when discovered by institutions, it would totally eliminate any institution from supporting the section in the future (especially considering the recent jump in rates for institutional dues imposed by ASEE).

Note 2 – As per the action item number 1 from the fall meeting “Determine from the National Office how the section should handle the conference advance so to not be taxed on its return”. On Oct 13, 2017 I made an inquiry to HQ:



Jessalyn,

....a question came up at our meeting: We advance money to our conference host site(s) to help with initial expenses (booking hotel / conference rooms, food downpayments etc). When the conference is over, the host site then sends any profit to ASEE, but since some of this is NOT income, but rather return of startup money the question was raised on whether the 30% handling fee should apply to the startup money loaned to the host site since it is not income? Has national considered this? Is there a process in place to handle this?

The response I received on Oct 13, 2017 was:

I've also looked into the conference host site question and talked with our Executive Director and Patti, the Conferences Director. I completely understand the issues that you are having, but unfortunately, the way this has been done is that if there is income earned on a conference held outside of ASEE, then we have to charge the 30% fee on whatever deposit is generated from that (whether or not that includes payments that you have already made to them to help with deposits, etc). I've had a few Divisions/Sections in the same position that you guys are in. The reason this happens is that one, this is what the board decided when they put the fee out there. Two, we would be completely relying on another "host campus" information about registrations/costs/etc. instead of having that all go through our own internal systems.

If you are interested in having our conferences department manage the event, we have a "Conferences in a Box" function where they would do registrations and payments and then the net for those would be transferred to your BASS account. I can get you in touch with Patti if you would like more information on that.

Also, the one thing that is happening this fiscal year, now that we are finally caught up, is that we will be internally tracking our own staff time spent working on the BASS accounts. By the end of the year, 9/30/18, we will have a more accurate picture of what the costs associated with administering BASS accounts are, and can give the Board of Directors information on this. This will either prove the 30% or show that it needs to be much lower, and then they can finally adjust that fee.

I hope this helps, and please let me know if you have any additional questions.

Jessalyn

As for **Action Item 2** (Financial support of "best of" award participants at the National Conference), I was informed that we can use BASS Funds for stipends to support travel for those individuals with approval from the region's executive board.

Attachment A – Treasurer's Report

ASEE Southeastern Section Income and Disbursements

Prepared by: Daniel Kohn Date: 3/1/18

			BASS (3289000) NEW Number 262			Operating (3689000) - NEW Number 362			Local/Research (3589000) NEW Number 462		
	Date	Item	Bass			Operating			Local		
			Debit	Credit	Balance	Debit	Credit	Balance	Debit	Credit	Balance
		Total ==>	(\$114,252.77)	\$ 143,522.02	\$ 38,695.38	\$ (11,550.00)	\$ 11,550.00	\$ -	\$ (8,380.24)	\$ 20,276.81	\$ 13,239.91
2016-17 2nd Qtr Jan, Feb, Mar	26-Jan-17	Zone II Conference Support (EP Innovations)	(\$1,300.00)		\$ 38,010.77			\$550.00			\$ 12,748.01
	20-Mar-17	AT&T Div Payment			\$ 38,010.77			\$550.00		\$ 221.97	\$ 12,969.98
		Campus Rep Award John Brocato			\$ 38,010.77	(\$200.00)		\$350.00			\$ 12,969.98
		Outstanding New Teacher Award Kevin Skenes	(\$250.00)		\$ 37,760.77			\$350.00			\$ 12,969.98
		Mid-Career Teaching Award Monika Bubacz			\$ 37,760.77	(\$350.00)		\$0.00			\$ 12,969.98
		Outstanding Teaching Award Jason Howlson	(\$500.00)		\$ 37,260.77			\$0.00			\$ 12,969.98
		New Faculty Research 1st Cong Trinh			\$ 37,260.77			\$0.00			\$ 12,719.98
		New Faculty Research 2nd Jamie Baalis Coble			\$ 37,260.77			\$0.00	(\$250.00)		\$ 12,569.98
		Plaque for outgoing president Hodge Jenkins	(\$94.11)		\$ 37,166.66			\$0.00	(\$150.00)		\$ 12,569.98
	Interest		\$ 4.55	\$ 37,171.21			\$0.00			\$ 12,569.98	
2016-17 3rd Qtr Aprtl, May, Jun	17-Apr-17	Tilmans-Dion Award Barbara Bernal	(\$200.00)		\$ 36,971.21			\$0.00		\$ 12,569.98	
		Thomas Evans Outstanding Paper Award Mary Katherine Watson	(\$500.00)		\$ 36,471.21			\$0.00		\$ 12,569.98	
	30-Jun-17	AT&T Div Payment			\$ 36,471.21			\$0.00	\$ 221.97	\$ 12,791.95	
	30-Jun-17	Institutional Dues / (Operating LB Membership Allocation)		\$ 50.00	\$ 36,521.21			\$0.00		\$ 12,791.95	
2016-17 4th Qtr Jul, Aug, Sep	6-Jul-17	Institutional Dues (Univ. of Alabama A&H)		\$ 50.00	\$ 36,571.21			\$0.00		\$ 12,791.95	
	31-Jul-17	Institutional Dues / (Operating LB Membership Allocation)		\$ 50.00	\$ 36,621.21			\$0.00		\$ 12,791.95	
	5-Sep-17	Engraving (C. Wigal)	(\$16.16)		\$ 36,605.05			\$0.00		\$ 12,791.95	
	30-Sep-17	FY17 Section Membership Allocation		\$ 1,989.00	\$ 38,594.05			\$0.00		\$ 12,791.95	
	30-Sep-17	Q3 & Q4 FY17 Bass Interest		\$ 9.15	\$ 38,603.20			\$0.00		\$ 12,791.95	
	30-Sep-17	Q3 & Q4 FY17 BASS Admin Fee	(\$45.00)		\$ 38,558.20			\$0.00		\$ 12,791.95	
	30-Sep-17	AT&T Div Payment			\$ 38,558.20			\$0.00	\$ 221.97	\$ 13,013.92	
	30-Sep-17	Q3 & Q4 FY17 Interest			\$ 38,558.20			\$0.00	\$ 3.26	\$ 13,017.18	
	30-Sep-17	Adj Bass Operating Account (FY18)			\$ 38,558.20	\$ 550.00	\$550.00			\$ 13,017.18	
2017-18 1st Qtr Oct, Nov, Dec	12-Oct-17	ASEE-SE Fall Executive Meeting(H. Jenkins)	(\$486.96)		\$ 38,071.24			\$550.00			\$ 13,017.18
	16-Oct-17	OpenConf Software (T. Hall)	(\$630.00)	\$ 550.00	\$ 37,981.24	(\$550.00)		\$0.00			\$ 13,017.18
	3-Nov-17	AT&T Div Payment			\$ 37,981.24			\$0.00	\$ 221.97	\$ 13,239.15	
	28-Nov-17	EP Innovations (Zone 2 Conference Income)		\$ 1,017.02	\$ 38,998.26			\$0.00			\$ 13,239.15
	31-Dec-17	Interest			\$ 38,998.26			\$0.00	\$ 0.76	\$ 13,239.91	
	31-Dec-17	Interest		\$ 2.23	\$ 39,000.49			\$0.00			\$ 13,239.91
	31-Dec-17	Q1 FY17 Bass Admin Fee	(\$305.11)		\$ 38,695.38			\$0.00			\$ 13,239.91
				Balance	\$ 38,695.38		Balance	\$ -		Balance	\$ 13,239.91

Attachment B – Spring 2018 Host Site Report

1 ☐ Host Report

ASEE Southeastern Region Conference 2018

2 ☐ Conference Income/Expenses

- Registrations:
 - 114 early at \$335
 - 15 regular at \$435
 - At least 4 onsite at \$485
 - Student registrations: 68 74 at \$100
 - Total: ~~\$53,455~~ \$54,055
 - Available revenue, 95%: ~~\$50,782~~ \$51,352
- Sponsorships
 - 2 silver (at \$2000) plus ERAU subsidies of faculty and students registrations
- Total Income
 - ~~\$52,782~~ \$53,352

3 ☐ Expenses and Net

- Food and drink: \$43,375
- Operating expenses, giveaways, etc.: \$8,238
- Total expenses: \$51,613
-
- Income: ~~\$52,782~~ \$53,352
- Expenses: \$51,613
- Net: \$1,169 \$1739



Attachment C – Technical Sessions Report

ASEE-SE 2018 Technical Sessions Summary Report

Presentations Overall:

- 84 Full Papers
- 16 Works in Progress
- 48 Posters

Presentations per Division:

- Admin: 12
- Research: 8
- K-12: 11
- EE: 7
- Civil: 8
- CompE: 5
- Software Engr: 1
- Engr Tech: 3
- Engr Graph/Design: 1
- Instructional: 12
- ME: 18
- Prof Skills: 10
- Industrial Engr: 2
- BioEngr: 1
- Chem E: 1

Attachment D – Awards Report

The awards committee did not receive any nominations for the Outstanding Teaching Award. However, there were 3 nominations for the Outstanding Mid-Career Teaching Award, 3 nominations for Outstanding New Teacher Award, and 1 nomination for the Tilmons-Dion Section Service Award. 6 nominations were received for the Outstanding New Researcher Award, but 2 nominees were not eligible due to membership. Finally, 5 nominations were received for Thomas C. Evans Engineering Education Paper Award. All the Awardees are summarized in the table below. The reviews were completed by the Research Committee, the Instructional Committee, and the Awards Unit Committee.

Award #1	ASEE Southeastern Section Outstanding New Teacher Award		
	Name:	Dr. Patrick Bass	Bio: Dr. Patrick Bass is an Assistant Professor in the Department of Mechanical Engineering at The Citadel, in Charleston, SC and is in his second year of teaching there. He received his Bachelor's in aerospace engineering from Embry-Riddle Aeronautical University, a master's in space operations from the University of Colorado, and received his Ph.D. in materials engineering from Auburn University in 2016. His main areas of research are with electroactive polymers and space mechanics. He is also in his thirteenth year of service to the United States Air Force and holds the rank of major. Dr. Bass is heavily involved with undergraduate research and when teaching, his students have remarked that Dr. Bass is very engaged and approachable both in and out of class and that "if they had the ability to click an option above strongly agree for enthusiastic, they would."
	Position:	Assistant Professor	
	Affiliation:	The Citadel – Mechanical Engineering Department	
Award #2	ASEE Southeastern Section Mid-Career Teaching Award		
	Name:	Dr. Anna Howard	Bio: Anna Howard earned her Ph.D. from the Rotorcraft Center of Excellence at Penn State in 2001 where she analyzed the stability concerns of a soft-inplane tiltrotor. She started teaching in Mechanical and Aerospace Engineering at NC State in 2005 after working for several years at Lord Corporation. After two semesters of teaching using traditional lecture techniques, she began to rethink the way she taught. She has led a multi-phase and comprehensive redesign of Statics eventually ending with a "flipped" model featuring short concept videos, an interactive workbook, and multiple types of homework outside of the classroom and group problem-solving during class. All of this happened in the context of continually increasing enrollments and resulted in higher grades and lower DWF rates. Anna now teaches all sections of Statics at NC State, both on-campus and at a distance and holds the rank of Teaching Associate Professor.
	Position:	Teaching Associate Professor	
	Affiliation:	NCSU - Dept of Mechanical and Aerospace Engineering	

Award #3	ASEE Southeastern Section Outstanding Teaching Award		
	Name:	N/A - No Nominations	
Award #4a	ASEE Southeastern Section New Faculty Research Award #1		
	Name:	Dr. Chelsey Simmons	<p>Bio: Chelsey S. Simmons, Ph.D., joined the faculty in Fall 2013 following a visiting research position at the Swiss Federal Institute of Technology (ETH) Zurich. Simmons received her B.S. <i>cum laude</i> from Harvard University and her M.S. and Ph.D. from Stanford University. Her research lab investigates the relationship between cell biology and tissue mechanics, and their projects are funded by the National Science Foundation, National Institutes of Health, and American Heart Association. She has received numerous fellowships and awards, including BMES-CMBE's Rising Star Award (2017), ASME's New Faces Award (2015) and an NSF Graduate Research Fellowship as a student. She teaches undergraduate Mechanics of Materials and graduate BioMEMS courses and was named MAE Teacher of the Year in 2017.</p> <p>In addition to her engineering research and teaching, Simmons leads a \$600k NSF-funded professional development program for elementary educators. Her efforts are bolstered by a legacy of education training and leadership, having received a Ph.D. Minor in Education and working as a founding officer and President of Stanford's American Society for Engineering Education as a graduate student.</p>
	Position:	Assistant Professor	
	Affiliation:	Mechanical and Aerospace Engineering, University of Florida	
Award #4b	ASEE Southeastern Section New Faculty Research Award #2		
	Name:	Dr. Lei Chen	<p>Bio: Dr. Lei Chen is an assistant professor at Mississippi State University. Dr. Chen received his PhD degree from the National University of Singapore in 2012. Chen's research interest is in the broad area of advanced manufacturing and materials design, with a focus of additive manufacturing of metals and piezoelectric composites. Chen has published over 60 authored or co-authored papers in top international journals including Nature, Nature Communications, Nano letters, Journal of Power Sources, Computer Methods in Applied Mechanics and Engineering, etc. He has received a number of awards from universities and organizations worldwide. Recent awards include the prestigious ORAU Ralph E. Powe Junior Faculty Enhancement Award (2017), Southeastern Conference Visiting Faculty Travel Award (2016), Y. Z. Hsu Scientific Paper Award (2015), Chinese Excellent Self-financed Student Abroad Award (2012), and President Graduate Fellowship Award at National University of Singapore (2009). He served as the reviewer of more than 20 international journals in the areas of computational mechanics, materials, energy and manufacturing. He has delivered more than 30 presentations in international conferences and local workshops or seminars.</p>
	Position:	Assistant Professor	
	Affiliation:	Department of Mechanical Engineering, Mississippi State University, MS 39762, USA	

Award #5	ASEE Southeastern Section Thomas C. Evans Engineering Education Paper Award		
	Name:	Dr. Courtney Faber & Dr. Lisa Benson	Bio - Courtney Faber is a Research Assistant Professor and Lecturer in the Cook Grand Challenge Honors Program in The College of Engineering at the University of Tennessee. She completed her Ph.D. in Engineering & Science Education at Clemson University. Prior to her Ph.D. work, she received her B.S. in Bioengineering from Clemson University and her M.S. in Biomedical Engineering from Cornell University. Before starting at University of Tennessee in January 2017, she was an Assistant Professor in the Technological Studies Department at The College of New Jersey where she taught preservice K-12 engineering and integrative STEM teachers. At University of Tennessee, she teaches Honors Physics for Engineers I & II and has developed an Engineering Education Practicum course for graduate and undergraduate engineering teaching assistants. Her research focuses on developing formal and informal education practices to foster epistemic cognition and identity development in undergraduate engineering students.
	Position:	Research Assistant Professor and Lecturer	
	Affiliation:	University of Tennessee, The College of Engineering, Cook Grand Challenge Honors Program	
Award #6	ASEE Tilmans-Dion Southeastern Section Service Award		
	Name:	Dr. Tyson Hall	Bio: Tyson Hall is a Professor in the School of Computing at Southern Adventist University and is also serving as the interim Associate Vice President for Academic Administration. Since joining Southern's faculty, Hall has taken an active role in curriculum development, ABET and SACSCOC accreditation activities, and faculty governance in addition to regular teaching responsibilities. During his first semester as a faculty member, Hall attended his first ASEE-SE conference in Chattanooga, TN. In true ASEE-SE fashion, he was encouraged to become a division secretary at a morning breakfast, thus beginning a 13-year tenure volunteering with the organization. Hall has served as an ASEE-SE division officer in the Computer Engineering and Technology, Instructional, and Administrative divisions; a unit officer in the Awards and Recognition and Programs units; Section Vice President for Awards and Recognition; Technical Program Chair; and Section President. He continues to serve the section as the paper management website coordinator. Hall is married to Kristina and they have three young children: Caleb, Enoch, and Victoria.
	Position:	Professor	
	Affiliation:	Southern Adventist University	

ASEE SE Spring 2018 General Membership Annual Meeting

**March 6, 2018
Daytona Beach, Fla**

Meeting Minutes

Meeting called by: Hodge Jenkins, Section President
Minutes author: Cecelia M. Wigal, Section Secretary

Meeting called to order at 11:58am by Hodge Jenkins

Minutes (Cecelia Wigal)

Minutes from the 2017 annual meeting were reviewed. Barbara Bernal motioned to accept the minutes. Daniel Kohn seconded. Motion passed unanimously.

Nominating Committee Report

The nominating committee presented its slate of candidates for the 2018-2019 year

- President Elect: Tim Wilson
John Brocato moved to close nominations, Steve Hill seconded. Unanimous Yes – Congrats Tim!

Conference Spring 2019 Report (Anna Howard)

The 2019 conference will be at North Carolina State University in Raleigh North Carolina. The date is March 10 -12, 2019.

New Business

- Sally Pardue read the Conference Resolutions thanking the host site, Embry Riddle Aeronautical University and all those involved - the ASEE SE president, the technical program chair, the division chairs, the speakers, the sponsors, and all that made the conference successful. Following the reading of the resolutions Tim Wilson moved to accept them. Kim Deborah seconded. Unanimous acceptance. (The Resolutions are attached here as attachment 1.)
- The 2018 Fall Executive Board meeting will be in October in Atlanta.

Other Business

- 2017-2018 President Hodge Jenkins handed the theoretical gavel to Sally Pardue as the 2018-2019 Section President for the remainder of the meeting.
- Sally thanked Hodge Jenkins for his service to the Section.

Adjournment

Motion to adjourn was made by Hodge Jenkins and seconded by Rahul Renu. Sally adjourned the meeting. Everyone was wished a safe trip home.

RESOLUTION for ASEE-SE 2018 Annual Meeting

Whereas the Southeastern Section of the American Society for Engineering Education has been the guest of the Embry-Riddle Aeronautical University at Daytona Beach, Florida during its annual meeting on March 4th - 6th, 2018 and

Whereas the members of the Section wish to acknowledge with grateful appreciation the efforts of those responsible for the hospitality and outstanding arrangements and have contributed to the success and fellowship of the meeting

THEREFORE LET IT BE RESOLVED:

FIRST, that we thank Embry-Riddle Aeronautical University and its faculty and Administration for the invitation to meet in Daytona Beach, Florida at their campus and at The Shores Resort for the pleasant and worthwhile experiences which resulted, and

SECOND, that we express our particular appreciation to the ERAU Daytona Beach campus hosts, President Butler and Dean MirMirani, and to the Host Committee who worked so effectively under the capable leadership of the Host Site Coordinator, Dr. Lulu Sun; Yan Tang as Workshops Coordinator, Tim Wilson, Jeff Brown, Hongyun Chen, Keith Garfield, Richard Stansbury, and Heidi Steinhauer; and

THIRD, that we thank Dean Mirmirani and the College of Engineering for the Welcome Reception address and fellowship provided on Sunday evening; and

FOURTH, that we thank the Executive Committee of the Southeastern Section under the leadership of Dr. Hodge Jenkins, and Dr. Sally Pardue as Technical Program Chair, and Dr. Tyson Hall as Paper Management Website Coordinator, as well as the Division Chairs serving as review advocates, and section member volunteers serving as Session Moderators for their part in the planning and support of an excellent conference program, and

FIFTH, that we recognize the fine efforts of the Proceedings Editor, Dr. John Brocato, and

SIXTH, that we express our appreciation to Dr. Donna Riley, the Kamyar Haghighi Head of the School of Engineering Education at Purdue University, for an outstanding Keynote Address on Tuesday, and

SEVENTH, that we express our appreciation to Dr. Louis Martin-Vega, our immediate past president of the American Society of Engineering Educators and Dean of the College of Engineering at North Carolina State University for his inspiring luncheon address on Monday, and

EIGHTH, that we express our appreciation to Dr. Nicole Stott, retired NASA astronaut and active artist, for her engaging banquet address on Monday evening,

NINTH, that we thank the sponsors ERAU Daytona Beach Office of Undergraduate Research, MiSUMi USA, and the NSF Florida Advanced Technological Education Center for their support of the meeting.

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 Committee on Resolutions.

Dr. Sally Pardue, ASEE-SE President Elect 2017-2018

ASEE SE Fall 2018 Conference Site Planning Meeting

October 11, 2018

Microtel Inn and Suites,
Dunwoody, GA

Meeting Minutes

Meeting called by: Sally Pardue, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary
Date: October 8, 2019

Attendees:

Name	Position	E-mail Address	School
Anna Howard	2018 Conference Site Coordinator	annahoward@annahoward.com	NC State University
Beth Todd	Chair: Mech Engr Div	btodd@eng.ua.edu	University of Alabama
Cecelia Wigal	Secretary	cecelia-wigal@utc.edu	UT Chattanooga
Chuck Margraves	Chair: K-12 Div	charles-margraves@utc.edu	University of Tennessee at Chattanooga
Chuck Newhouse	Programs Committee Vice Chair	newhousecd@vmi.edu	Virginia Military Institute
Courtney Faber	Chair: Bio Engr Div	cfaber2@utk.edu	University of Tennessee Knoxville
Daniel Kohn	Treasurer; Chair Comp Engr Tech	dekohn@memphis.edu	University of Memphis
David Calamas	Chair: Research Div	dcalamas@georgiasouthern.edu	Georgia Southern University
Dimtra Michalaka	Chair: Engr Graphics Div, Civil Eng	Dmichala@citadel.edu	The Citadel
Harry Powell	Chair: Admin Div	Hep7ad@virginia.edu	University of Virginia
Hodge Jenkins	Newsletter Editor; Past President	jenkins_he@mercer.edu	Mercer University
Jeffrey Rice	Chair: Chem Engr Div	jrice@tntech.edu	Auburn University
John Brocato	Proceedings Editor	brocato@engr.msstate.edu	Mississippi State University
John Hung			Auburn University
Rami Haddad	Chair: Elect Engr Div	rhaddad@georgiasouthern.edu	Georgia Southern University
Sally Pardue	Sect Pres; Vice Pres Prog Unit	spardue@tntech.edu	Tennessee Tech
Tim Wilson	Sect Pres Elect; 2019 Conf Site	Timothy.Wilson@erau.edu	Embry Riddle Aeronautical Univ
Todd Schweisinger	Vice President Publications Unit	todds@clemson.edu	Clemson University

The meeting was called to order at 3:02pm by President Sally Pardue. Sally welcomed all and they introduced themselves. Sally covered a few housekeeping items including dinner time, location, breakfast, and checkout time (11:00am).

Approval of Minutes

Cecelia provided the minutes of the fall 2017 meeting for review. Minor corrections were identified. Hodge Jenkins motioned for approval and Beth Todd seconded. Motion approved with corrections.

Summary report of 2018 conference (Tim Wilson)

Tim Wilson provided a summary of the 2018 conference in Dayton Beach.

- 138 regular registrations, 74 student registrations. The regular registrations included 34 universities and 9 industrial or retired individuals.

- Net registration income was \$56,979
- Operating cost was \$44,185
- Excess revenue: \$12,795
- Two sponsors

Almost all participants registered early. ERAU paid for the ERAU registrations. \$12,155 was returned to the section.

Tim mentioned it was sometimes differentiate between what were the responsibilities of the site host and were the responsibilities of the technical program chair.

Overview of 2019 Section Conference at NC State University (Anna Howard)

Anna Howard mentioned that a flyer about the 2019 conference was handed out at the ASEE national conference. The ASEE SE 2019 conference is scheduled for March 10-12th, 2019. The call for papers and workshops is out. They want lots of workshops. Workshop coordinator is Evelyn Brown. There will be roundtable discussions at the Monday 11:20am slot. These will need facilitators.

Hotel: The hotel is new and located on campus and is 16 miles (23 minutes) from the Raleigh airport. Cost is \$163 plus 13.25% tax. There is a lake behind the hotel. The bar has beer and ice cream

Meeting and Banquet Locations: The campus is large, with multiple area campuses. The hotel is on the Centennial Campus. Come next year all engineering programs, except Nuclear Engineering, will be on this campus. The Conference will meet on this campus in the engineering buildings. However, the banquet will be on South Campus at the McKimmon Center. It is 2.3 miles to the banquet from the hotel. The Centennial Campus Library will house breakfasts and lunches as well as the plenary. The Library overlooks the lake.

Anna is trying to convince NC state universities to sponsor a table at the banquet. So far 4 or 5 schools have paid to sponsor tables. The banquet will be advertised as NC University Night.

Additional Site Information

- The University is providing AV help.
- The Poster Session will be in the EB3 atrium on 2nd and 3rd floors.
- There will be vans running from Sunday afternoon through Tuesday afternoon to engineering buildings and the South Campus. Those who desire to drive can buy parking passes. Passes are \$7 per day. Parking is not near the engineering buildings.
- It is a lovely walk from the hotel to the engineering campus. The walk to the banquet is not as easy.
- There is a 3 mile trail around Centennial Campus. There is a .5 mile trail around the lake.
- They are considering a walking tour map pointing out buildings.
- The Conference is during NC State's spring break.

Program and Program Book

The program is in its infancy. There will be no abstracts in the program book. However, there will be the program schedule, maps, etc. The program should cost approximately \$8 each. Registration will be done in house for \$2 per registration. The registration discounts for early bird, etc., will be by code, not by selection.

Graduate School Symposium



Anna wants a graduate school symposium for the UG students in the afternoon on Monday. Anna envisions 5 or 6 graduate schools participating. Duke has said yes, but Georgia Tech has declined. Cost is \$750 and includes two banquet tickets. Embry-Riddle could be interested in this.

Action Item – Anna is to compose a request for participation and send to ASEE SE members so they can get more participation. Participants will receive a booklet of the UG posters presented.

Action Item – ASEE SE should ensure that the students give permission for their information to be shared with the graduate programs.

Jeremy Waisome asked how much will the graduate programs be involved other than during Monday afternoon. This is still open. Representatives from the graduate programs can register for the conference if they desire.

Speakers

The Sunday Night speaker is Marshall Brain founder of HowStuffWorks. The Monday afternoon speaker is Stephanie Adams, Dean of Engineering Old Dominion.

Tours

Present tours include the Engineering Entrepreneurship Garage, Textile Engineering, Chemistry and Science, and walking tours of campus. Tours will occur on Sunday.

Sponsorships

AutoDesk is sponsoring the bags for the registrants. Further sponsorships are in process.

Thank you!

Anna wants to thank her team for their hard work: Lisa Bullard, Nancy Moore, and Evelyn Brown as well as those not active in ASEE such as the departments associated with transportation, tours, education, and engineering entrepreneurship.

Proposed Technical Program for 2019 (Chuck Newhouse, Anna Howard)

Things are going well so far with the acceptance of abstracts (which are done). OpenConf had a few problems. There was a delay of acceptance of abstracts for two weeks due to Hurricane Florence. There are presently 140 abstracts for papers, some proposals for workshops, and some abstracts for student posters. The reviewers were specifically looking for papers that will have an educational component. Those that do not were rejected. Some others were moved to posters. Graduate papers need to have an education component. Summary of abstracts is below.

Table 1: Technical Program Abstract Summary

Summary by Division		Summary by State	
20	Mechanical Engr Div	35	North Carolina
19	Civil Engr Div	17	Georgia
18	Administration Div	14	South Carolina
18	Instructional Div	13	Tennessee
11	Chemical Engr Div	7	Virginia
11	Electrical Engr Div	5	Florida
11	Research Div	3	Alabama
		1 each	Arkansas, Puerto Rico, and others



An email was sent to ASEE SE members to request abstract submitters to be reviewers as well. Students have requested to review papers, but they are not to do this.

When people are ready to submit papers Tyson will switch the system to accept papers. Reviewers will be assigned once papers are in.

Research Division Discussion

The questions arose as to what should the Research Division emphasize. Should it be educational research? David Calamas, Chair of the Research Division, thinks it should be. Chuck Newhouse has worked the division to be in this direction. Retitling this division may help in its direction. This could be an action of the Research Division.

David asked if it would be desirable to add a graduate division to the student poster competition.

Sally Pardue mentions she will be happy to create an ad hoc committee to help the research division define its focus. Interested people should email Sally. David Calamas will chair this committee. Chuck Newhouse should be a member of this committee. **(action)**

Paper Submissions

It was mentioned that we may want to have a delay on the submission of papers since there was a delay on the acceptance of abstracts. This will be decided closer to the deadline.

Preliminary papers will have line numbers. We are peer reviewed, not blind review at this time.

Technical Program Schedule

There will be only 1 schedule for the technical program – the one created by Open Conf.

We need moderators on technical sessions to ensure that only the papers presented are included in the final Conference Proceedings.

Conference Publications (John Brocato, Sally Pardue)

The Conference Proceedings will be posted on the website only. There will NOT be a thumb drive or printed version of the Proceedings. There needs to be a Proceedings statement in the Conference Program. Proceedings will include all papers.

Future Conference Host (John Hung)

Conference 2020 will be at Auburn University. The construction of the new building where the conference meetings will occur is moving along. It is now projected for completion in summer 2019. ASEE SE will be the first conference in the facility. The conference will occur while school is in session. It is desired that students to have access to the event. The projected conference dates are March 15th-17th or Mar 22nd-24th of 2020. (David Calamas, 2020 Technical Program Chair, will be available on the later date).

The Call for Papers should be ready for distribution at the NC State University ASEE SE Conference. The Dean needs to send a confirmation letter with the final date, once it is confirmed.

Other Business

A review of the active Action Items indicates that

1. We need to get record of attendance from each section for the 2017 Zone II Conference. (Action Item 1) We need to follow up with Dan Budny. John Brocato will do this.
2. Tyson needs to confirm that the copyright agreement has been added. Sally will nudge Tyson to do.
3. The document archives need to be linked to the ASEE SE Section website. Hodge Jenkins and Daniel Kohn will complete this by Aug 1, 2019. The backup is by the ASEE site.
4. We need to determine cost to house section conference papers using ASEE National. This discussion was deferred to the Executive Board meeting. John Brocato will get with Tyson on this. New due date is Dec 15, 2018.
5. We need to link to the 2017 Zone II Conference on our website. . John Brocato will talk to Dan Budny about this. If conference site disappears we have to do something. John will actually talk to Tyson about this since papers are on OpenConf. New due date is Dec 15, 2018.

Thoughts for next meeting (Daniel Kuhn). Our Section is quite wealthy. We need to spend our money. One idea is to build in a loss of the conference to the registration so our members benefit.

Adjournment

Anna Howard motioned to adjourn. Hodge Jenkins seconded. Motion passed. Meeting adjourned at Second Hodge 4:55pm

Table 1: Action Items

	Action	Responsible Party	Due Date	Status
1	Provide a record of attendance from each section at the 2017 Zone II Conference.	John Brocato	Fall 2019	Open
2	Add the copyright agreement to the electronic submission action of the conference papers.	Tyson Hall	Oct 2019	Open
3	Link the document archives site to the ASEE SE Section website.	Hodge Jenkins Daniel Kohn	Aug 2019	Open
4	Determine cost of using ASEE National to house section conference papers.	John Brocato Tyson Hall	Spring 2018	Open
5	Obtain a link to the 2017 Zone II Conference papers.	John Brocato	Spring 2018	Open
Action (From Fall 2018)				
6	Compose a description of the graduate school symposium, its cost and benefits, and send to Section members for recruiting participation.	Anna Howard	December 1, 2019	Open
7	Create a means to collect permissions from students for sharing their contact information to participants of the graduate school symposium.	Tyson Hall Anna Howard	March 10, 2019	Open
8	Determine the mission of the research division.	David Calamas Chuck Newhouse,	March 10, 2019	Open

ASEE SE Fall 2018 Executive Board Meeting

October 11, 2018
Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: Sally Pardue, Section President
Minutes authored by: Cecelia M. Wigal, Section Secretary
Date: December 31, 2018

Attendees:

Name	Position	E-mail Address	School	Exec
Courtney Faber	Chair: Bio Engr Div	cfaber2@utk.edu	University of Tennessee Knoxville	X
Jeremy Waisome	Chair: Civil Engr Div	jam323@ufl.edu	University of Florida	X
Beth Todd	Chair: Mech Engr Div	btodd@eng.ua.edu	University of Alabama	X
Sally Pardue	President	spardue@tntech.edu	Tennessee Tech	X
Tim Wilson	President Elect	Timothy.Wilson@erau.edu	Embry Riddle Aeronautical Univ	X
Cecelia Wigal	Section Sec & Chair Admin Div	cecelia-wigal@utc.edu	UT Chattanooga	X
Daniel Kohn	Section Treasurer & Chair Cptr Engr	dekohn@memphis.edu	University of Memphis	X
Hodge Jenkins	Newsletter Editor	jenkins_he@mercer.edu	Mercer University	X
Kenneth Ball	Campus Rep. Coordinator	ball@gmu.edu	George Mason University	Zoom
John Brocato	Proceedings Editor & Chair Prof Skills	brocato@engr.msstate.edu	Mississippi State University	X
Todd Schweisinger	Vice President Publications Unit	todds@clemson.edu	Clemson University	X
Tim Wilson	2018 Conf Site Coord & Pres Elect	Timothy.Wilson@erau.edu	Embry Riddle Aeronautical Univ	X
Anna Howard	2019 Conference Site Coordinator	annahoward@annahoward.com	NC State University	X
Harry Powell	Vice President Awards Unit	haptad@virginia.edu	University of Virginia	X
Chuck Newhouse	Vice President Programs Unit	newhousecd@vmi.edu	Virginia Military Institute	X

Below is a summary of the discussion and outcomes of the fall 2018 ASEE SE Executive Board meeting on Thursday October 11th, 2018 convened at 7:24pm by Sally Pardue, Section President.

Welcome and Introduction (Sally Pardue)

Ken Ball joined the meeting through ZOOM.

Approval of Minutes March 2018 (Cecelia Wigal)

The minutes from the spring 2018 meeting were presented. Tim Wilson motion to approve them. Todd Schweisinger seconded. The minutes were approved unanimously.

Treasurer's Report (Daniel Kohn)

Income and Disbursements

Daniel presented the status of the section finances. He has the report from Nationals up through the 3rd quarter. BASS account is at \$44,396.57. Research account is at \$13,442.91. Nationals has provided \$550 to spend on any type of operations. Expenses shown are typical for the section. The National office is not placing the 30% fee on the research account.



Daniel is still concerned that the section is not getting dues from its member institutions due to the format of the ASEE institutional online dues form (the institution MUST select to give money to its section). The section used to get a lot more dues from institutions.

Tim Wilson asked if we can put more money into the research account and use that money for awards, etc. Daniel said he can look at this possibility with Nationals. (**Action Item**)

Tim Wilson motioned to accept the Income and Disbursements report, seconded by Todd Schweisinger. Motion approved unanimously.

The Income and Disbursements Report is included as Attachment 1.

Budget

Daniel presented the budget. The following occurred.

- Todd Schweisinger moved that the amount budgeted for awards be increased to cover the cost of registration for the winners to attend the conference. The motion was seconded by Hodge Jenkins. Sally Pardue offered an amendment to act on the budgeted amounts agreed upon in fall 2017, but add in money to also cover registration fee. (The Board approved in fall 2017 that all awards are \$500 except for the research awards.) Since we would have to add a new line item to reimburse award winners, and it would be easier for the section to just include the registration cost as part of the award, Sally removed the amendment.
- Todd Schweisinger moved to increase the awards to \$1000 starting spring 2019. The motion was approved unanimously.
- Cecelia Wigal motioned to retroactively award to the spring 2018 award winners the difference between the approved fall 2017 award amount (\$500) and what the spring 2018 award winners received. Tim Wilson seconded. Motion approved unanimously.
- Sally Pardue mentioned that the section needs to add \$10,000 for Puerto Rican students and faculty to attend the conference as a line item in the budget. Moved to new business.
- Sally Pardue stated the section should consider a stipend for the Proceedings Editor since that position is time consuming and often involves getting help from students or others to complete the Proceedings. Tim Wilson moved to change the line item Proceedings (CD/DVD/USB) to Proceedings Support. Todd Schweisinger seconded. Hodge Jenkins added dollar amount of \$3000 to the motion as an amendment. The amendment approved unanimously. Motion approved unanimously.
- The speaker line item is for funding speakers for the conference.
- Cecelia Wigal requested \$500 for reproducing the medallion for the research award. It was determined that this support comes from the research account and thus does not need a line item.
- Cecelia Wigal motioned to include an \$800 line item to financially support the section conference registration fee for the Technical Program Chair and one Executive Board member at \$400 each. The motion was seconded by Tim Wilson. It was determined that it is too difficult to determine which Executive Board member should receive the financial support. Tim Wilson moved to amend the motion to provide a line item in the budget of \$400 to financially support the Section

Conference fee for only the Technical Program Chair. Hodge Jenkins seconded. Motion passed unanimously.

- Anna Howard mentioned that the section should have a goal for an amount in the bass account. This was moved to new business.
- Daniel proposed planning for a loss on the conference then covering it with the budget excess. Many of the board members are uncomfortable with this. The board members suggested that the section should work through the financial excess slowly. No action was taken on the proposition.

Daniel presented the revised budget. Tim Wilson moved to accept budget as revised. Harry Powell seconded the motion. Motion passed unanimously. The original and revised budget proposals are included as Attachment 2.

Host Committee Conference Budget (Anna Howard)

Anna Howard presented the budget for the conference. They are continuing to look for sponsorships. There will be swag, but the goal is to have swag that is used instead of thrown away.

Registration is projected to be \$300 for early bird and \$400 regular. Registering before Feb 16th will be early registration. Between Feb 16th and Feb 28th is regular. After Feb 28th there will be a late fee. Student cost is \$125.

The deadline for a paper presenter to register is January 25th. The student deadline is Friday March 1st. It was suggested that a late fee start on March 1st for all.

It was reminded that the student registration does not pay for access to the conference on Tuesday.

There was a question of why the \$5 fee to attend a workshop. It was reminded this was done to help convince persons to attend.

Cecelia Wigal motioned and it was seconded by Sally to approve the registration fees as presented. Motion approved unanimously.

Section Awards for 2019 (Harry Powell)

The call for section awards nominations will go out November 1, 2018. A reminder will follow in mid Dec. The due date for the nominations is January 15th, 2019. The Research Division (David Calamas, chair) should know of this due date so they can support the research award nominations.

Harry proposes that the award nominations be due 4 weeks prior to the last date of early registration. This is a suggestion to add to the section manual.

Student Poster Competition

No report

Campus Rep and Outstanding Campus Representative (Ken Ball)

The latest roster of institutional members of the Southeastern Section lists 40 institutions, one less than last year. Every institution names a Campus Rep in its profile, i.e. there appear to be no vacant positions



at any institution. Ken is currently beginning the process of verifying the contact information for the 40 Campus Reps.

Campus Rep Report

Last year, 17 Campus Reps submitted activity reports. In 2016, there were 21 reports submitted, and in 2015 there were 16 reports. Ken's goal for this year is to get 30 Campus Reps to submit reports. To help improve the response rate Ken is doing the following:

- Tracking from year-to-year who is submitting reports. For those Campus Reps who rarely submit reports, he will contact their Deans and ask them directly about the level of engagement and commitment of their Campus Rep. If they are active he will solicit the help of the Dean to get them to submit a report. If they are not active, he will suggest that they replace their campus rep.
- Use the Outstanding Campus Rep Award to motivate Campus Reps to submit reports and increase their levels of activity.
- Send a summary of all Campus Rep activities, across the section, to all Campus Rep. Seeing the list of activities might motivate the Campus Reps to do more at their institutions to encourage participation in ASEE and the Southeastern Section

Ken also desires to put information on Campus Rep and campus participation at each institution in the ASEE Dean's Council Program to help increase ASEE membership through awareness. He will ask the Campus Reps to work with their Deans to encourage participation at both the Annual and Section Conferences.

Future Annual Meeting Sites (Todd Schweisinger)

Following are the future Annual Meeting Sites:

- 2020 Auburn University Auburn, AL
- 2021 George Mason University Fairfax, VA
- 2022 The Citadel Charleston, SC
- 2023 Mississippi State University Starkville, MS
- 2024 Kennesaw State University Marietta, GA
- 2025 The University of Memphis Memphis, TN (waiting on Dean's letter agreement)

Status of Conference Proceedings (John Brocato)

John was provided some funds to determine who and how the proceedings for the conference will be developed. This may include ASEE National.

Zone II Report (Andy Kline Zone II Chair, by Sally Pardue)

To support National activities Andy Kline needs the SE Section best paper award package from the spring 2018 conference. He also needs a SE Section nominee to run in the spring 2019 election for the Zone II Chair -Elect position. He needs both by Monday October 15th. (John Brocato has volunteered to run for this position.) Andy also wants the section to encourage past winners of the section's Outstanding Teaching Award to apply for the ASEE National Teaching Award. Winners at the section level going back as far as 3 years can apply for the National award.

Andy updated the section on the following National activities:

- ASEE National is moving ahead with an option on the annual membership forms where people can make a donation to a section. This option should be available fall 2018.
- The 30% overhead rate applied to deposits to the BASS accounts will continue. Data to date suggest this rate covers the cost of National personnel to do accounting activities as needed by the sections and divisions.
- Funds deposited in the BASS accounts used to seed a conference should be labeled as “seed funds” so that the 30% overhead rate will not be charged. This activity will be tracked separately. The funds need to be rolled back out to the next conference host, to demonstrate they are seed funds.
- The National office will be providing on-line accounting by the end of fall 2018 that allows for updating of accounting items as they happened. Each section will then have more information about their accounts than just quarterly reports.
- Andy plans on attending the ASEE SE Annual Meeting and Conference in spring 2019.

Newsletter/Website (Hodge Jenkins)

Hodge states that the most recent newsletter is posted on the section website. This newsletter promotes the upcoming conference. The website is doing well with ASEE as its host.

Review of Committee Assignments (Sally Pardue)

The committees were assigned as summarized below per the practices described in the Section Officers’ Manual:

- ***Nominating Committee:*** Hodge Jenkins (chair), John Brocato, and Scott Schultz. Todd Schweisinger was nominated as a member of the nominating committee as the required additional Executive Board member.
- ***Programs Committee:*** Priya Goesser (chair), Chuck Newhouse, David Calamas, Anna Howard, and Evelyn Brown (NC State workshop coordinator)
- ***Resolutions:*** Tim Wilson (chair), Cecelia Wigal, Hodge Jenkins, Chuck Newhouse, and Daniel Kohn
- ***Awards:*** Harr Powell (chair), Chris Wilson, Monica Bubacz, Richard Stansbury, Simon Ghanat, David Calamas, and Kenneth Ball
- ***Publications and Promotion:*** Todd Schweisinger (chair), Alta Knizley, Richard Stansbury, John Brocato, Hodge Jenkins, Tyson Hall, and Kenneth Ball.

Constitution, By-Laws and Officers’ Manual Changes/Council of Past President (Brocato, Jenkins)

A leader of the Council activity, Tulio, has not attended section meetings for over a year. Sally will try to make contact with him.

The Officers' Manual needs the following updates:

- Conference proceedings and editor roles and duties
- Dean's distribution for conference proceedings and other conference material
- Conference information as to present practices

John Brocato should send the 2017 revision of the Officers' Manual to Daniel Kohn for archiving.
(Action Item)

The Council of Past Presidents and the Executive Board should provide comments on the manual to Hodge Jenkins (the new chair of the Council) so it can be updated.

Old Business

The following summarizes the discussions carried over from past activity.

- Hodge Jenkins is to contact Ken Ball for the email list of Deans of the section to send them a link so they can see the Proceedings of the ASEE SE conferences.
- The updated action items list is included in the correction of the fall 2018 meetings minutes and here as Attachment 3.

New Business (Sally Pardue)

The following summarizes the outcome of the new business discussion.

- Daniel Kohn is to check with National on whether the spring conference can generate the seed money for the next conference. **(Action Item)**
- Michael Woo is stepping aside from his position as Vice President (VP) Awards and Recognition Unit. Harry Powell will move up to fill the VP of Awards position. Chris Wilson will then move to Vice Chair of the Awards and Recognition unit. Monica has volunteered to serve as the secretary of the Awards and Recognition Unit. Cecelia motioned that the Executive Board accept these changes in the leadership of the Awards and Recognition Unit. Daniel Kohn seconded. Motion passed unanimously.
- Todd Schweisinger moved that the section establish a target balance in the BASS account for the end of the fiscal year (end of September). The motion was seconded by Cecelia. Motion was approved with one nay. Beth formed an ad hoc committee to bring a target balance to the spring meeting at the 2019 conference. Committee members includes Daniel Kohn and Tim Wilson. **(Action Item)**
- The Board approves the present language on the poster session for faculty sponsoring student posters.
- Sally Pardue suggested increasing the research award levels. Tim Wilson moved that first place award be \$1000 and the second place award be \$500. Todd Schweisinger seconded the motion. Daniel Kohn mentioned that this will begin to eat away at the research account because that account is based on accrued interest. The motion was approved unanimously.

- Daniel Kohn thinks the section needs to get word out to the Puerto Rican population on the ability to attend the conference for free. He suggests a committee to help with this. Sally Pardue agrees there needs to be an ad hoc committee to address this issue. Tim Wilson, Todd Schweisinger, and Daniel Kohn agreed to serve on the committee. **(Action Item)**
- **Posters for graduate students:** Tim Wilson does not think graduate students should have a poster in the competition - they should be treated like graduate students. The Board agrees this is guidance for the research division that can be applicable for future conferences, not this conference.
- **UG educational research:** There is a concern on how to determine if an undergraduate can present a paper. Should undergraduate students only present posters? What if the student's work involves engineering education research? Maybe it is a poster if there is no engineering education content but if it is about engineering education, (has reflection of assessment and evaluation) it can be a paper. The Call for posters and for papers need to address this. This could be a Round Table Discussion at the 2019 conference. Discussion topics could be "Should the section be an outlet for faculty and UG students doing research? Does the section want to make that shift?" "How much should the section foster undergraduates as the presenter of the research?" "How does the section include graduate students presenting their work as engineering education grows?"

Adjournment

Tim Wilson motioned to adjourn. Harry Powell seconded. Adjourned 10:57pm.

Action Items

Table 1: Action Items from Fall 2018 Executive Board Meeting.

Action (Fall 2018)		Responsible Party	Due Date	Status
1	Determine if we can put more money into the research account from the BASS account for use for awards, etc.	Daniel Kohn	March 10, 2019	Open
2	Determine the process for how Nationals recognizes seed money for Host Sites so that it is not subject to the 30% fee.	Daniel Kohn	Dec 1, 2018	Closed (Oct 12, 2018)
3	Establish a target balance in the BASS account for the end of the fiscal year (end of September).	Daniel Kohn Tim Wilson	March 10, 2019	Open
4	Determine a means to disseminate to the Puerto Rican population the offer for Section financial support for their attendance at the ASEE SE Conference.	Tim Wilson Daniel Kohn Todd Schweisinger (ad hoc committee)	December 1, 2018	Open
5	Provide the 2017 revision of the Officers' Manual to Daniel Kohn for archiving.	John Brocato	March 10, 2019	Open

Attachment 1: Fall 2018 Income and Disbursements Report

ASEE Southeastern Section
Income and Disbursements

Prepared by: Daniel Kohn Date: 10/1/2018

		BASS (3289000) NEW Number 282			Operating (3589000) - NEW Number 382			Local/Research (3589000) NEW Number 482		
Date	Item	Bass			Operating			Local		
		Debit	Credit	Balance	Debit	Credit	Balance	Debit	Credit	Balance
		Total								
		(\$138,795.08)	\$ 155,577.34	\$ 46,782.27	\$ (11,840.08)	\$ 7,553.90	\$ -	\$ (9,038.24)	\$ 20,723.91	\$ 13,685.67
2017-18 1st Qtr Oct, Nov, Dec	12-Oct-17 ASEE-SE Past Executive Meeting (H. Jenkins)	(\$485.58)		\$ 38,061.24			\$550.00			\$ 13,517.18
	15-Oct-17 OpenConf Software (T. Hall)	(\$690.00)		\$ 37,361.24	(\$690.00)		\$0.00			\$ 13,217.18
	3-Nov-17 AT&T Div Payment		\$50.00	\$ 37,411.24			\$0.00			\$ 13,267.18
	28-Nov-17 EP Innovations (Zone 2 Conference Income)		\$ 1,017.00	\$ 38,428.24			\$0.00	\$ 221.87		\$ 13,238.18
	21-Dec-17 Interest			\$ 38,498.24			\$0.00			\$ 13,238.18
	21-Dec-17 Interest			\$ 38,498.24			\$0.00	\$ 8.70		\$ 13,230.01
	21-Dec-17 Q1 FY17 Bass Admin Fee	(\$385.11)	\$ 2.25	\$ 38,000.49			\$0.00			\$ 13,230.01
2018-18 2nd Qtr Jan, Feb, Mar	9-Feb-18 AT&T Div Payment			\$ 38,000.49			\$0.00			\$ 13,230.01
				\$ 38,000.49			\$0.00		\$ 228.50	\$ 13,458.51
				\$ 38,000.49			\$0.00			\$ 13,458.51
				\$ 38,000.49			\$0.00			\$ 13,458.51
2018-17 3rd Qtr April, May, Jun	4-Apr-18 Outstanding New Teacher (P. Bass)	(\$780.00)		\$ 37,220.49			\$0.00			\$ 13,458.51
	Outstanding Mid-Career Teaching (A. Howard)	(\$780.00)		\$ 36,440.49			\$0.00			\$ 13,458.51
	Thomas-Dion Section Service (T. Hall)	(\$200.00)		\$ 36,240.49			\$0.00			\$ 13,458.51
	New Faculty Research 2nd (J. Chen)	(\$150.00)		\$ 36,090.49			\$0.00			\$ 13,458.51
	Thomas C Rivers Eng Education Paper (C. Faber)	(\$400.00)		\$ 35,690.49			\$0.00			\$ 13,458.51
	Student Awards (D. Coleman)	(\$67.85)		\$ 35,622.64			\$0.00			\$ 13,458.51
	New Faculty Research 1st (C. Simmons)			\$ 35,622.64			\$0.00			\$ 13,458.51
	Thomas C Rivers Eng Education Paper (C. Faber)	(\$1,268.88)		\$ 34,353.76			\$0.00	(\$250.00)		\$ 13,208.51
	15-May-18 AT&T Div Payment			\$ 34,353.76			\$0.00			\$ 13,208.51
	12-Jun-18 Refund From Conference (Cathy-Riddle)		\$ 12,186.32	\$ 46,540.08			\$0.00		\$ 228.50	\$ 13,437.01
2018-17 4th Qtr Jul, Aug, Sep	30-Jun-18 Q3 FY17 Bass Admin Fee	(\$3,648.50)		\$ 42,891.58			\$0.00			\$ 13,437.01
				\$ 42,891.58			\$0.00			\$ 13,437.01
2018-18 1st Qtr Oct, Nov, Dec										

Attachment 2: Proposed Budget Original (Without Revisions)

ASEE SE
Budget Proposal 2018-19

FY (1 October - 30 September)	Proposed FY 17-18	Actual FY17-18	Proposed FY 18-19
Beginning Balance of BASS Act. ==>	\$36,455.05		\$44,396.57
Expected Income			
Section Allocation (BASS and Operating Accounts)	\$ 2,141.00	\$ 1,989.00	\$ 1,989.00
Institutional Dues	\$ 100.00	\$ -	\$ 100.00
Interest and dividends	\$ 9.52	\$ 2.23	\$ 2.23
Operating Account	\$ 550.00	\$ 550.00	\$ 550.00
Income from previous annual conferences	\$ 1,017.02	\$ 12,155.32	\$ -
Sub-Total (Income):	\$3,717.54	\$14,696.55	\$2,641.23
30% Admin Fee	\$1,115.26	\$4,408.97	\$792.37
Income	\$2,602.28		\$1,848.86
Authorized Expenses			
Fall Planning Meeting	\$ 900.00	\$ 496.96	\$ 950.00
Paper Proceedings	\$ -	?	\$ -
Proceedings (CD/DVD/USB)	\$500.00	?	\$500.00
Newsletters	\$ -	\$ -	\$ -
Dean's Mailing	\$ 500.00	?	\$ 500.00
Postage, Phone	\$ 200.00		\$ 200.00
Software Licencing Fee (Paper Submission Website)	\$ 700.00	\$ 630.00	\$ 700.00
Awards Charges (includes UPS charges)	\$ 600.00	\$ 67.96	\$ 600.00
Tom Evans Award	\$ 500.00	\$ 500.00	\$ 500.00
Outstanding Teaching Award	\$ 500.00	\$ 500.00	\$ 500.00
Mid-Career Teaching Award	\$ 350.00	\$ 350.00	\$ 350.00
Outstanding New Teaching Award	\$ 250.00	\$ 250.00	\$ 250.00
Campus Representative Award	\$ 200.00	\$ 200.00	\$ 200.00
Tony Tilmans Service Award (Tilmans-Dion Award)	\$ 200.00	\$ 200.00	\$ 200.00
Workshops	\$ -		\$ -
Expenses for speakers	\$ -	\$ 1,289.58	\$ -
Advance for annual conference	\$ 2,000.00	\$ 1,300.00	\$ 2,000.00
Postage Pending (B. Bernal)	\$ -		\$ -
Sub-Total (Expenses):	\$ 7,400.00	\$ 10,193.47	\$ 7,450.00
Sub-Total: Income - Expenses ==>	\$ (4,797.72)	\$ 4,503.09	\$ (5,601.14)
Projected Ending Balance with all Expenses (30 Sep) ==>	\$31,657.33		\$ 38,795.43

Attachment 2: Proposed Budget with Revisions

	Proposed FY 17-18	Actual FY17-18	Proposed FY 18-19		
FY (1 October - 30 September)					
Beginning Balance of BASS Act. ==>	\$36,455.05		\$44,396.57		
Expected Income					
Section Allocation (BASS and Operating Accounts)	\$ 2,141.00	\$ 1,989.00	\$ 1,989.00		
Institutional Dues	\$ 100.00	\$ -	\$ 100.00		
Interest and dividends	\$ 9.52	\$ 2.23	\$ 2.23		
Operating Account	\$ 550.00	\$ 550.00	\$ 550.00		
Income from previous annual conferences	\$ 1,017.02	\$ 12,155.32	\$ -		
Sub-Total (Income):	\$3,717.54	\$14,696.55	\$2,641.23		
30% Admin Fee	\$1,115.26	\$4,408.97	\$792.37		
Income	\$2,602.28		\$1,848.86		
Authorized Expenses					
Fall Planning Meeting	\$ 900.00	\$ 496.96	\$ 950.00		
Paper Proceedings	\$ -	?	\$ -		
Proceeding Support	\$500.00	?	\$3,000.00		
Newsletters	\$ -	\$ -	\$ -		
Dean's Mailing	\$ 500.00	?	\$ 500.00		
Postage, Phone	\$ 200.00		\$ 200.00		
Software Licencing Fee (Paper Submission Website)	\$ 700.00	\$ 630.00	\$ 700.00		
Awards Charges (includes UPS charges)	\$ 600.00	\$ 67.96	\$ 600.00		
Tom Evans Award	\$ 500.00	\$ 500.00	\$ 1,000.00		
Outstanding Teaching Award	\$ 500.00	\$ 500.00	\$ 1,000.00		
Mid-Career Teaching Award	\$ 500.00	\$ 500.00	\$ 1,000.00		
Outstanding New Teaching Award	\$ 500.00	\$ 500.00	\$ 1,000.00		
Campus Representative Award	\$ 500.00	\$ 500.00	\$ 1,000.00		
Tony Tilmans Service Award (Tilmans-Dion Award)	\$ 500.00	\$ 500.00	\$ 1,000.00		
Workshops	\$ -		\$ -		
Expenses for speakers	\$ -		\$ -		
Advance for annual conference	\$ 2,000.00		\$ 2,000.00		
Postage Pending (B. Bernal)	\$ -		\$ -		
Sub-Total (Expenses):	\$ 8,400.00	\$ 8,603.89	\$ 13,950.00		
Sub-Total: Income - Expenses ==>	\$ (5,797.72)	\$ 6,092.67	\$ (12,101.14)		
	\$30,657.33		\$ 32,295.43		
Support for Puerto Rico				Research	
Medallions			10000	1st	1000
Support Conference Fee (Tech Program Chair)			500	2nd	500
			400		
Projected Ending Balance with all Expenses (30 Sep) ==>			\$ 24,850.00		

Attachment 3: Updated Action Items from Fall 2018 Minutes

New Action Items (Generated Spring 2018) - With corrections

	Action (Spring 2018)	Responsible Party	Due Date	Status
1	Determine whether conference seed money will continue to be a part of the 30% tax in the future.	Andy Kline	March 6, 2018	Closed Oct 11, 2018
2	Create a flow chart of the technical program chair responsibilities and activities (with an estimate of time required to complete).	Sally Pardue	Dec 15, 2018	Open
3	Compose a document that communicates how a Host site can link the Open Conference information, such as papers, to its website for the conference.	Sally Pardue Tyson Hall	Feb 1, 2019	Open
4	Place the full technical schedule on the Proceedings site.	John Brocato	Mar 4, 2018	Closed
5	Investigate linking our Conference papers to Google Scholar.	John Brocato	Mar 1, 2019	Open
6	Define the responsibilities of the Division Chairs to make sure papers meet required format in both the draft and final paper stages.	Chuck Newhouse	Nov 1, 2018	Open
7	Correct old connections on the ASEE SE website to Conference Proceedings so they connect to the appropriate Proceedings instead of the Conference Program.	John Brocato	Dec 15, 2018	Open
8	Formalize the student award selection numbers and process for consistency.	Todd Schweisinger	Dec 1, 2018	Open
9	Query Memphis and other future Host Sites as to their willingness to move to 2019.	John Brocato	Mar 28, 2018	Closed
10	Collect feedback from other Zone II sections about the recent Zone II Conference and determine whether there is interest in having future such conferences.	Andy Kline	Oct 12, 2018	Closed
11	Address syncing registration fees and due dates with the award notice dates then document it.	Harry Powell	Dec 1, 2018	Open
12	Look into obtaining duplicates for the research award medallion.	Cecelia Wigal	Dec 31, 2018	Open
13	Request divisions to compose two or three sentences explaining their policy for selecting papers for the Conference.	Sally Pardue	Oct 12, 2018	Open
14	Compose a review of the spring conference for the summer section newsletter.	John Brocato	Aug 1, 2018	Closed

ASEE SE Fall 2018

Conference Technical Program

Planning Meeting

October 12, 2018

Microtel Inn & Suites
Dunwoody GA

Meeting Minutes

Meeting called by: Sally Pardue, Section President

Attendees:

Name	Position	E-mail Address	School
Anna Howard	2018 Conference Site Coordinator	annahoward@annahoward.com	NC State University
Arash Afshar	Secretary: Mech Engineering Div	afshar-a@mercer.edu	Mercer University
Beth Todd	Chair: Mech Engr Div	btodd@eng.ua.edu	University of Alabama
Cecelia Wigal	Secretary	cecelia-wigal@utc.edu	UT Chattanooga
Chuck Margraves	Chair: K-12 Div	charles-margraves@utc.edu	University of Tennessee at Chattanooga
Chuck Newhouse	Programs Committee Vice Chair	newhousecd@vmi.edu	Virginia Military Institute
Courtney Faber	Chair: Bio Engr Div	cfaber2@utk.edu	University of Tennessee Knoxville
Daniel Kohn	Sect Treasurer; Chair Comp Engr & Tech Div	dekohn@memphis.edu	University of Memphis
David Calamas	Chair: Research Div	dcalamas@georgiasouthern.edu	Georgia Southern University
Dimtra Michalaka	Chair: Civil Engr Div, Engr Graphics Div	dimitra.michalaka@citadel.edu	The Citadel
Harry Powell	Chair: Admin Div	Hep7ad@virginia.edu	University of Virginia
Jeffrey Rice	Chair: Chem Engr Div	jrice@tntech.edu	Auburn University
John Brocato	Proceedings Editor	brocato@engr.msstate.edu	Mississippi State University
Sally Pardue	Sect President; Vice Pres Prog Unit	spardue@tntech.edu	Tennessee Tech
Simon Ghanat	Chair: Instructional Div	sghanat@citadel.edu	The Citadel
Tim Wilson	Sect Pres Elect; 2019 Conf Site Coord	Timothy.Wilson@erau.edu	Embry Riddle Aeronautical Univ
Todd Schweisinger	Vice President Publications Unit	todds@clemson.edu	Clemson University

The meeting was called to order at 8:33am.

Approval of Minutes Fall 2017 (Cecelia)

Motion was made by Daniel Kohn to accept the minutes of the Fall 2017 Conference Technical Program Planning meeting. Motion seconded by Beth Todd. Minutes approved.

Statistics on Abstract Submission (Chuck Newhouse)

The technical program received 149 abstracts or proposals for the following for the conference:

- 102 full papers (6 were rejected)
- 38 work in progress (7 were rejected)
- 6 undergraduate posters
- 2 workshop proposals

The present program representation has a nice depth and breadth and comes from the individual Divisions as shown below.

The distribution of abstracts by Division and State are shown in Tables below. All divisions are represented in the submissions. 11 states are represented, including one paper from Puerto Rico.

Abstracts by Division		Abstracts	State
Mechanical Engr	20	35	NC
Civil Engr	19	17	GA
Admininstration	18	14	SC
Instructional	18	13	TN
Chemical Engr	11	7	VA
Electrical Engr	11	5	FL
Research	11	4	MS
Bioengr	8	3	AL
Engr. Tech.	7	2	KY
Prof. Skills	7	1	AK
Computer Engr	6	1	PR
K-12	6		
Engr. Design	2		
Industrial Engr	2		
Software Engr	1		

Paper Submission/Review Process (Chuck Newhouse)

Abstract submissions were delayed 2 weeks due to Hurricane Florence.

All division chairs need to sign up to be a reviewer. To do this, go to the submission site, then OpenConf. Use KeyCode **DivisionChair**. For nondivision chairs wanting to be reviewers, the KeyCode is **aseerev**. Once the reviewer logs in to review they mark what topical areas they feel comfortable reviewing. Their name will then show up under the available reviewers list for those divisions. Reviewers can review papers in the division in which they submitted a paper. Division chairs can also sign up to be a reviewer, but it is not necessary. They can review for another division. You need to use different emails if going to sign in as division chair and reviewer. If the division chair has a paper in their own division they can provide it to the Technical Program Chair to lead that review.

Chuck Newhouse and Sally Pardue created a short document on the roles of division chairs that they will disseminate to the division chairs for their use. **(Action)**.

Chuck reviewed the paper review process: The Technical Program chair assigns papers to the divisions. The division chairs then assign papers to the reviewer. The division chairs should continue to remind the reviewers to complete their reviews by the due date. Once the reviews are in, the division chairs should ensure that each review is complete. The division chairs then make recommendations to the technical program chair regarding each paper assigned to their division. Division chairs can be emergency reviewers if a reviewer is not able to complete their assignments.

The Technical Program Chair assigns session moderators.

Other Business (Sally Pardue)

Works in Progress Papers (WIPs) Presentations

There was an open discussion session on how other sections do WIPs and their presentations. Sally and Anna discussed using a postcard type presentation of 5 minute using 2 slides. There could be 6 in a session or may be 8 to 10. At the end of all the presentations, the presenters get a place in the room and the audience can go and talk to them. Moderator keeps everything moving and initiates conversations. Other conferences such as FIE use posters in this session. The questions is, is it fair to do this, if the authors did not know up front that WIPs would have a shorter presentation format? WIPs and full papers could have the same review process. It should be noted that the fewer congruent sessions, the more conversation we get. 10 minutes is probably enough time for a WIP presentation.

Todd Schweisinger suggested that the Section may cover this topic later in an Executive Board business meeting. The Executive Board and others can continue this conversation about alternative methods to present papers. Maybe this could be an online (zoom) meeting in 3 months to discuss how to make better use of our presentation times. It was also suggested that we could have a round table discussion on what is it we expect to get out of the conference and how can we best structure the conference to make this happen.

Paper Formatting Issues

It is the division chair's responsibility to ensure papers meet format. We have to be hard nose. John Brocato says that authors do not ensure their papers are in the correct format.

Daniel suggests that there be a question on the review format as to whether the paper meets the paper format. There needs to be a link to the template to check format. The link should be on the Author Instructions. **(Action)**

There needs to be some training for division chairs as to their responsibility in reviewing. They need to know they should make sure the required edits are made.

Sally asks John Brocato to create a sheet that summarizes the main formatting issues that division chairs should be aware of before a paper is accepted to the conference. **(Action)** This will become a part of the training material for division chairs.

Adjournment (Sally Pardue)

Daniel Kohn moved to adjourn the meeting, Tim Wilson seconded. Meeting was adjourned at 10:03am.

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	
From Fall 2018				
3	Review the present Division Chair Responsibilities: Paper Review document and revise for accuracy then disseminate to the Division Chairs.	Chuck Newhouse Sally Pardue	November 1, 2019	Open
4	Provide the Division Chair Responsibilities: Paper Review document to the Section Secretary for the minutes.	Chuck Newhouse	November 1, 2019	Open
5	Add a question on the paper evaluation form on whether the paper meets the required format and a link to the Author Instructions on the Section website.	Tyson Hall Chuck Newhouse	November 1, 2019	Open
6	Create a summary for the Division Chairs of the main formatting issues that should be fixed before a paper is accepted as a document.	John Brocato	November 1, 2019	Open