

## Meeting Minutes

### *Fall 2020 Conference Planning Meeting for 2021 Conference*

Friday, October 30<sup>th</sup>, 2020 from 2:00 -3:00 pm Via Zoom

Join Zoom Meeting <https://georgiasouthern.zoom.us/j/83454032606>

Meeting ID: 834 5403 2606

**Called by: Priya Goeser**

**Attendees: ASEE SE Committee Members, Executive Board and Guests**

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The following is a summary of the discussions and outcomes of the Fall 2020 Conference Site Planning Meeting.

#### **Welcome**

President Priya Goeser initiated the meeting at 2:04pm EST. She welcomed the attendees. Attendees introduced themselves throughout the meeting as they contributed.

#### **Approval of Minutes**

Cecelia Wigal, Section Secretary presented the Fall 2019 Conference Site Planning Meeting minutes and stated some highlights. Anna Howard motioned for approval of the minutes. Ken Marek seconded. It was stated that the provided Action Items will be covered later in this meeting. The minutes were approved unanimously.

#### **Summary of Spring 2020 Annual ASEE SE Conference**

President Priya Goeser remarked on the 2020 conference report as provided by John Hung, 2020 Host Site Coordinator. The complete report is included as Attachment 1.

- It is noted that this conference occurred just prior to many Universities being shut down due to Covid-19.
- Originally there were 159 registrations. 152 attended the conference.
- 40 institutions were represented.
- There were 27 undergraduate student registrants, and 10 graduated student registrants.
- The conference revenue was \$37,856.20.
- The conference expenses were \$37,523,54
- The net gain from the conference is \$332.66.
- The conference lost \$7754.06. On the hotel due to lower number of attendees staying at the conference hotel than was projected. This loss is not due to Covid-19. It was noted that maybe too many rooms were held in the block. It was mentioned that we should review the contracts with the hotels to ensure they are reasonable with respect to the size of our conference.

### **Overview of 2021 Annual ASEE SE Conference**

Cecelia Wigal, 2021 Conference Coordinator, provided a quick overview of the progress on the conference planning. There is a committee planning the virtual conference and they meet biweekly. Todd Schweisinger is the Technical Program Chair.

The Section is considering using Attendify as a platform for the conference. Lesley Strawderman volunteered to help with the platform.

We are looking at having a speaker on ethics, possibly an interactive talk, maybe during noon time of the first day of the conference. This could be a question/answer session. Anna Howard suggested getting a big name for this such as Elon Musk.

Within the theme of ethics having a Round Table on Diversity and Inclusion was proposed.

We were reminded that the Conference Program is done by the site. The online program is done in OpenConf which houses the papers. Anna Howard and John Brocato volunteered to help build the Conference Program. Attendify may provide a format to ensure a well-structured online program.

Todd Schweisinger is looking at “door” or attendance prizes and swag for attendees. Tyson suggested we could spend up to \$50 per person for attendance prizes. His thought is that it will help incentivize people to attend.

### **Proposed Technical Program for 2021 Annual ASEE SE Conference**

Todd Schweisinger presented a revised program format of 4 concurrent sessions for the virtual format. Harry Powell wanted to know how to handle awards. Monika believes mailing the awards is realistic. Harry will be producing the awards and they take 1.5 weeks to create. Pictures of the awards can be included in a slide show at the virtual awards ceremony.

### **Conference Publications**

David Calamas, Chair of the Programs Unit mentioned that the conference program will be online and use the OpenConf connections. Hyperlinks in Attendify can link to pdfs of papers scheduled for presentation.

John Brocato is ensuring that the Conference Proceedings is available on the ASEE SE website, post conference. All past Proceedings are available on the website as well.

### **Future Conference - 2022**

Monika Bubacz reported on the 2022 Annual ASEE SE Conference site - The Citadel! The tentative dates for the conference are March 13<sup>th</sup> – 15<sup>th</sup> during The Citadel’s spring break. They feel they cannot accommodate the conference unless it is during spring break.

They are presently looking for hotels that can provide rooms as well as conference space. The dream is to get accommodations at the Old Citadel which is now a hotel. They hope to have a hotel price that is less than \$200 per night.

Monika is hoping they can get a trip to Boeing in North Charleston.

They are also working on providing suggestions for things to do on the Saturday and Sunday prior to the conference. Based on a survey done in Spring 2020, many of the attendees want to drive their own vehicle and thus do some sightseeing.

She was reminded that the Host Site committee is encouraged to have a call for papers prepared for presentation at the 2021 Conference.

### Other Business

The next Conference Planning Committee meeting is on Tuesday November 3<sup>rd</sup>.

### Actions Items

Action Items were not reviewed at this time. The present Action Items are as shown in Table A1 below.

**Table A1: Updated Action Items List**

	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Status</b>
<b>Action (From prior 2018)</b>				
<b>1</b>	Provide a record of attendance from each section at the 2017 Zone II Conference.	John Brocato	Fall 2019	Open
<b>2</b>	Add the copyright agreement to the electronic submission action of the conference papers.	Tyson Hall	Oct 2019	Open
<b>3</b>	Link the document archives site to the ASEE SE Section website.	Hodge Jenkins Daniel Kohn	Aug 2019	Open
<b>4</b>	Determine cost of using ASEE National to house section conference papers.	John Brocato Tyson Hall	Spring 2018	Open
<b>5</b>	Obtain a link to the 2017 Zone II Conference papers.	John Brocato	Spring 2018	Open
<b>Action (from Fall 2018)</b>				
<b>6</b>	Determine the mission of the research division.	David Calamas Chuck Newhouse,	March 10, 2019	Open

### Adjournment

The meeting was adjourned by President Priya Goeser at 3:06pm.