



# Meeting Minutes

## ASEE SE Executive Board Meeting

**Auburn University**

**Auburn, Alabama**

**Sunday, 8 March 2020**

**3:00 p.m. CDT**

**Called by:** Tim Wilson

**Location:** Brown-Kopel Engineering Student Achievement Center, Room 2216

**Attendees:** ASEE SE Executive Board and Guests

**Author:** Cecelia M. Wigal

The following summarizes the outcome of the Executive Board meeting of the ASEE-SE held at the beginning of the 2020 ASEE SE Conference and Meeting. Those in attendance:

Name	Position	Email Address	School
Alta Knizley	Vice President Publications Unit	<a href="mailto:Knizley@me.msstate.edu">Knizley@me.msstate.edu</a>	Mississippi State University
Anna Howard	Chair: Mech Engr Div, 2019 Conf Site Coord	<a href="mailto:annahoward@annahoward.com">annahoward@annahoward.com</a>	NC State University
Awatif Amin	Secretary: Electrical Engr Division	<a href="mailto:aamin@jcsu.edu">aamin@jcsu.edu</a>	Johnson C. Smith University
Cecelia Wigal	Sect Secretary	<a href="mailto:cecelia-wigal@utc.edu">cecelia-wigal@utc.edu</a>	UT Chattanooga
Charles Newhouse	Vice President Program Unit	<a href="mailto:NewhouseCD@VMI.edu">NewhouseCD@VMI.edu</a>	VMI
Chris Wilson	Vice President Awards Unit	<a href="mailto:chriswilson@tntech.edu">chriswilson@tntech.edu</a>	Tennessee Tech
David Calamas	VP Program Unit, Tech Program Chair	<a href="mailto:dcalamas@georgiasouthern.edu">dcalamas@georgiasouthern.edu</a>	Georgia Southern University
Dimitra Michalaka	Chair: Civil Engr Div, Chair: Prof Skills Div	<a href="mailto:dimitra.michalaka@citadel.edu">dimitra.michalaka@citadel.edu</a>	The Citadel
Harry Powell	Chair:Administrative Division	<a href="mailto:Hep7ad@virginia.edu">Hep7ad@virginia.edu</a>	University of Virginia
Hodge Jenkins	Newsletter Editor	<a href="mailto:jenkins_he@mercer.edu">jenkins_he@mercer.edu</a>	Mercer University
Jeffrey Rice	Chair: Chemical Engr Div	<a href="mailto:jjr0033@auburn.edu">jjr0033@auburn.edu</a>	Auburn University
John Brocato	Proceedings Editor	<a href="mailto:John.Brocato@uga.edu">John.Brocato@uga.edu</a>	University of Georgia
John Hung	2020 Conference Site Coordinator	<a href="mailto:Hungjoh@auburn.edu">Hungjoh@auburn.edu</a>	Auburn University
Kenneth Ball	Campus Rep. Coordinator	<a href="mailto:ball@gmu.edu">ball@gmu.edu</a>	George Mason University
Monika Bubacz	Sect Treasure Elect	<a href="mailto:mbubacz@citadel.edu">mbubacz@citadel.edu</a>	The Citadel
Natalia Cardelino	Chair: Research Div	<a href="mailto:Cardelino_nl@mercer.edu">Cardelino_nl@mercer.edu</a>	Mercer University
Priya Goeser	Sect President Elect	<a href="mailto:PGoeser@georgiasouthern.edu">PGoeser@georgiasouthern.edu</a>	Georgia Southern University
Rahul S. Renu	Chair: Indust Engr Div	<a href="mailto:Rrenu@Fmarion.edu">Rrenu@Fmarion.edu</a>	Francis Marion University
Sally Pardue	Sect Past President	<a href="mailto:spardue@tntech.edu">spardue@tntech.edu</a>	Tennessee Tech
Tim Wilson	Sect President	<a href="mailto:Timothy.Wilson@erau.edu">Timothy.Wilson@erau.edu</a>	Embry-Riddle Aeronautical Univ
Tyson Hall	Paper Management Website Coord	<a href="mailto:tyson@southern.edu">tyson@southern.edu</a>	Southern Adventist University
Elizabeth Dean		<a href="mailto:EDEAN5@gmu.edu">EDEAN5@gmu.edu</a>	George Mason University
Gary Steffen	ASEE VP Members	<a href="mailto:steffen@pfw.edu">steffen@pfw.edu</a>	Purdue University Fort Wayne
Terry ??			

President Tim Wilson opened the meeting at 3:10pm. The meeting was also on Zoom and three persons attended in that manner. Attendees introduced themselves.

The minutes of the January 2020 Executive Board meeting were reviewed. Anna Howard motioned to approve them. David Calamas seconded. There were no corrections. Motion passed.

### **Treasurer's Report (Daniel Kohn)**

Below are the highlights from the treasurer's report. There is \$41,911.97 in the Bass account.

- The Operating account is now discontinued. That money now goes into the Bass account.
- Daniel is still working on the awards boost for 2019 conference award winners.
- Monica will be taking over the treasurer position after this conference.

### **Host Site Summary Report (John Hung)**

John shared the expense report for the conference. Expenses have been controlled – total expense is \$39,367.00. \$13,000 is allotted to food with the awards dinner using \$8000 of it. Total expense is \$

There are 98 early registrations. John thinks there will be 10 refunds due to CoVid19. The hotel attrition fee may be \$6000. John is working to minimize this due to the coronavirus situation. John projects a \$3000 loss on the conference.

### **Technical Sessions Summary Report for 2020 Conference (David Calamas)**

Prior to the restrictions on travel due to the Coronavirus situation, the conference was expecting presentations for 70 full length papers and 24 work in progress (WIP) papers.

There are 5 different technical session periods – 3 on Monday and 2 on Tuesday -- with 4 concurrent sessions each. There are 5 papers being presented each session, 15 minutes per presentation. The first 4 sessions are full but the last session on Tues is not as full. David hopes that having less concurrent session will allow for larger session. David requested that if someone is missing from the session, just stay on schedule.

Substitutions have been found for those individuals who cannot attend the conference due to the Coronavirus but were moderating a session or leading a round table

There are approximately 3 papers being observed for the Best Paper award during the conference.

### **Paper Management Website Coordinator Report (Tyson Hall)**

The system went smoothly this year. No issues. David asked if it is possible for authors to choose priority of topics instead of free for all. Tyson said he will check on this (Action Item).

### **Proceedings Editor Report (John Brocato)**

There were many formatting issues with papers this year. Some papers were not even close to the template. By the numbers 43 of the papers had formatting issues of some type. 42 of these papers have been corrected. The last is still being worked.

John is waiting until the end of the conference to know who attends to present papers and who does not due to Coronavirus situation so the Proceedings can be correctly published.

The National ASEE conference is now requesting IEEE formatting. It was suggested that we do the same. We could just use National for everything or just for references. ***John will look at Nationals to see if their template is a good fit for our conference (except for headers and paper length). (Action item for John Due at by August).*** Tim Wilson suggested that the paper formatting standard be included in the officer's manual.

### **Nominating Committee Report (Sally Pardue)**

The following is the slate from the committee:

- **Treasurer:** Monica Bubacz
- **Secretary:** Cecelia Wigal continues (beginning her 6<sup>th</sup> year)

- **President Elect:** Todd Schweisinger. Todd is willing to accept the nomination. He is willing to be both the President Elect and the 2021 Conference Technical Program Chair.

Cecelia is beginning her last year of her 2<sup>nd</sup> term as Secretary. Someone should be nominated spring 2021 as secretary-elect to take on this position in 2022. **(John Brocato Action Item)**

### **Awards Committee Report (Chris Wilson)**

This year there was an average of 3.5 submissions for 6 of the awards. Chris wants to get the submissions done through OpenConf if possible. The extension made an impact on the number of submissions.

### **Student Poster Competition (Natalia Cardelino)**

There are 20 scheduled posters for the conference. There were more posters from Clemson, but they were removed due to travel restrictions (Coronavirus situation). Natalie suggested that OpenConf should allow the students to indicate whether the poster is a team or individual submission. Tyson Hall stated it can do this (Action Item Tyson Hall).

Natalia requested help to evaluate the posters during the poster session scheduled for 9:30am to 10:30am Monday.

### **2021 Annual Meeting Plans: George Mason University (Kenneth Ball and Elizabeth Dean)**

The call for papers is being provided during the conference. The conference will be at the Fairfax campus. There are two airports equidistance from the campus. The hotel is not yet finalized. They will provide information on activities to attend prior to and after the conference. They are excited about hosting the conference and hope that many will attend.

Elizabeth Dean is the executive assistant to the Dean and has special events background. She is attending the conference to check out what the section does.

### **Future Annual Meeting Sites (Alta Knizley)**

The conference sites are set through 2025.

- 2022: The Citadel, Charleston, South Carolina
- 2023: Mississippi State University, Starkville, Mississippi
- 2024: Kennesaw State University, Kennesaw, Georgia
- 2025: The University of Memphis, Memphis, Tennessee
- 2026: VMI
- 2027: University of Georgia

Monica wants membership to do a survey for the conference at the Citadel to poll membership as to what they want to do in Charleston if they stay in the area after the conference. It was suggested that this may be done better by email.

### **Zone II Chair Report (Gary Steffen)**

The PIC reorganization is in progress. Presently the Divisions are providing feedback on their thoughts on the reorganization structure. There is a hope that something will occur by June. The reorganization of Zones and Sections is not moving quickly.

There are two new constituent groups - Social Justice and Engineering communicators.

Gary also reported that:

- There is a low rate of campus rep reports. The National office hopes to find a way to work with campus reps better.
- Monolith is being replaced by Impexium (AMS). This should occur after the 2021 conference.
- Nationals is looking at replacing the content management system with web pages.
- The national office is putting back 5% of their money to build savings in the hope to have its own building instead of renting.

Daniel asked Gary to check on being able to access finance reports online.

### **Campus Representative Report (Kenneth Ball)**

Ken stated that 47% (22) of the ASEE SE campuses submitted reports this year. Ken thinks there should be a higher response. Ken cannot see who is submitting reports. Nationals cannot tell him who is submitting reports. This makes it difficult for Ken to help campuses submit their reports.

John Brocato said he can ensure that each University has a campus representative.

Tim Wilson thanked Ken for his work.

### **Newsletter & Website Report (Hodge Jenkins)**

Everything is running as it should. Hodge asked for a link to the conference next year. He would like to include advertising for conference in the newsletter. He also needs a note from President. Monica asked if the newsletter could include the survey about Charleston.

### **Council of Past Presidents (John Brocato and Hodge Jenkins)**

There is presently no action. However, Anna Howard suggested that the example budget for the conference included in the officer's manual be updated. **(Action Item Anna Howard – due by fall meeting.)**

### **Review of Open Action Items (Tim Wilson)**

The action items list was discussed with the following results:

#### *Prior to Fall 2019*

1. Target balance for Bass account – still open
2. Still open
3. The Abstracts for posters should be in proceedings. Closed. It is suggest that students submit abstracts using OpenConf to support this. It was decided to add abstracts starting from 2019 onward. **(John. Brocato Action)**
4. Closed
5. Ensure new award amounts are in officer's manual. **(Sally Pardue Action)**
6. Define rubrics for each award. The Awards and Recognition Unit is responsible for this. Harry and Chris suggested coming up with a submission list to shorten the submission - maybe an outline of what looking for is better. Sally asked if National has a set of rubrics. Harry thinks there should be a standardize packet for submissions. **(Action: Chris Wilson, Harry Powell, Anna Howard, Monica Bubacz next chair of Awards and Recognition)**

#### *Fall 2019*

1. Put with 6 above.
2. Still open
3. Still open
4. Alta Knizley is the new contact at Mississippi State University. Action is closed.
5. Closed. Letter is out. Dean accepted.
6. Recognition of awards should be sent to the institution Dean of award winner. This would be the role of the new VP of Awards unit. It was mentioned that it would be good if the recognition is signed by the section President. Something similar could be done about presented papers. This would replace CDs to the Deans.

Closed this action item and added the action to an ad hoc committee: Host site coordinator should send the participation data from the conference to the section president. Sally would like an ad hoc committee to look at data analytics and report at the Fall meeting. Daniel, Anna, Awatif, John B., Tyson Hall are on this committee.

7. Still open.

The updated action item status is indicated below. The revised action item list, renumbered to indicate only new and open action items, is shown in Appendix A.

<b>Action (Spring 2019)</b>		<b>Responsible Party</b>	<b>Due Date</b>	<b>Status</b>
<b>1</b>	Establish a target balance in the BASS account for the end of the fiscal year (end of September).	Daniel Kohn Tim Wilson	Fall 2020	Open
<b>2</b>	Determine if the use of PEER for the Proceedings comes at a cost to the Section. If so, determine the cost.	John Brocato	Fall 2020	Open
<b>3</b>	Define a policy to easily get the student poster abstracts into the conference Proceedings.	John Brocato	Dec 2019	Closed
<b>4</b>	Provide a video or narrated power point presentation on the 2020 hosting of the conference to the Executive Board.	John Hung	Fall 2019	Closed
<b>5</b>	Ensure that the new award amounts are in the Officers' Manual	Sally Pardue	Fall 2019	Open
<b>6</b>	Define specific rubrics for each Section award.	Research Division	Dec 2019	Closed
<b>Actions (Fall 2019)</b>				
<b>1</b>	Provide a list of what is needed in an award nomination to help make it more effective and efficient. The list should support what is needed for the National Award submissions. Process should include a rubric	Chris Wilson	Winter 2020	Closed
<b>2</b>	Update the Officers' Manual to show that the New Faculty Award is the responsibility of the Awards and Recognition Unit.	Sally Pardue	Spring 2020	Open
<b>3</b>	Update the Officers' Manual to add the Secretary of the Research Division to the Awards committee.	Sally Pardue	Spring 2020	Open
<b>4.</b>	Obtain a Contract from the Dean of Mississippi State University to ensure the location of the 2023 conference.	John Brocato	Spring 2020	Closed
<b>5</b>	Contact The University of Memphis to see if they are still interested in hosting the 2025 conference.	Tim Wilson	Spring 2020	Closed
<b>6</b>	The Awards and Recognitions Unit should gather data from OpenConf to send conference participation statistics to the Deans.	Awards and Recognition Unit Chris Wilson	Spring 2020	Closed
<b>7</b>	Create a draft for updating the By-laws to change the name of the Research Division to the Educational Research and Methods Division and to add a new Division named Undergraduate Research and Design.	Sally Pardue	Spring 2020	Open

**Old Business (Tim Wilson)**

None

**New Business (Tim Wilson)**

None

**Adjournment – 4:53pm**

Sally Pardue motioned and Daniel Kohn Seconded.

**Attachment A: Active Action Items (Revised 10-27-2020)**

<b>Action (Spring 2019)</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Status</b>
1 Establish a target balance in the BASS account for the end of the fiscal year (end of September).	Daniel Kohn Tim Wilson	Fall 2020	Open
2 Determine if the use of PEER for the Proceedings comes at a cost to the Section. If so, determine the cost.	John Brocato	Fall 2020	Open
3 Ensure that the new award amounts are in the Officers' Manual	Sally Pardue	Fall 2019	Open
<b>Actions (Fall 2019)</b>			
1 Update the Officers' Manual to show that the New Faculty Award is the responsibility of the Awards and Recognition Unit.	Sally Pardue	Spring 2020	Open
2 Update the Officers' Manual to add the Secretary of the Research Division to the Awards committee.	Sally Pardue	Spring 2020	Open
3 Create a draft for updating the By-laws to change the name of the Research Division to the Educational Research and Methods Division and to add a new Division named Undergraduate Research and Design.	Sally Pardue	Spring 2020	Open
<b>Actions (Spring 2020)</b>			
1 Add student poster abstracts to the Proceedings beginning with Spring 2019	John Brocato	Spring 2021	Open
2 Define specific packet contents and rubrics for each Section award.	Committee: Chris Wilson, Harry Powell, Anna Howard, Monica Bubacz	December 2020	Open
3 Host site coordinator should send the participation data from the conference to the section president. Ad hoc committee to look at data analytics about conference history.	Committee; Daniel Kohn, Anna Howard, Awatif Amin, John Brocato, Tyson Hall	Fall 2020	Open
4 Check with Nationals to see if their template is a good fit for our conference (except for headers and paper length).	John Brocato	Fall 2020	Open
5 Someone should be nominated spring 2021 as secretary-elect to take on this position in 2022.	John Brocato	Spring 2021	Open
6 The example budget for the conference in the officer's manual should be updated.	Anna Howard	Fall 2020	Open