

**ASEE SE Fall 2016
Executive Board Meeting**

September 29, 2016

Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: John Brocato

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Past Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IF Div Chair	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Chair	littlect@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
John Brocato	President	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen			Florida Institute of Technology
Monika Bubacz		Mhubalz@citadel.edu	The Citadel
Harry Powell			
Todd Schlesinger			
Scott Schultz	Section Immediate Past President		Mercer University
Tim Wilson	Research Division Chair		Embry-Riddle Aeronautical University
Tyson Hall	Paper Management	tyson@southern.edu	Southern Adventist University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Dan Budny	Zone II Conference Chair		
Gary Steffen	Zone II Chair		

The meeting was called to order at 7:26 pm.

Motion made by Scott Schultz to approve the minutes of the Fall 2015 Executive Board Meeting. Daniel Kohn seconded. Minutes approved.

Treasurer's Report

The status of the section finances was reviewed.

- Last year generated 0 income and expenses of \$2,840.46
- The section has not received any income from ASEE Nationals for membership dues. The section as not received the dues income for 1.5 years. The following discussion occurred.
 - Dan Budny believes the \$50 membership fee from the Colleges and Departments is no longer an automatic part of the membership. Deans must select to donate to their section (by selecting the appropriate box on the membership form).
 - Ken Ball brought this topic up to the Deans at the Engineering Deans Council meeting. The Deans were not aware of the need to select to donate to the section.

- A cover letter to the Deans explaining the fee and how to donate may be helpful to the Deans.
- S. Schultz proposed that the section provide a chart illustrating the section's decreased revenue from the institutional dues over the years to ASEE National via G. Steffen to communicate the issue.

Treasurer's report was moved for approval by Tim Wilson. Seconded by Scott Schultz. Report approved unanimously.

Budget Considerations

Daniel Kohn presented the Budget Proposal for 2016-17. The proposal assumes that all income gets taxed.

- The expected income is \$660.84, with most coming from the \$50 of the institutional dues.
- The tax from Nationals is expected to be \$183.25 (30% of all income).
- The expense for the fall meeting was increased by \$50. C. Wigal wondered why is this necessary if the section is not spending close to the previously budgeted cost.
- Open Conference now has a yearly fee of \$700. Paying this fee makes more features available that are very helpful to Tyson.
- The section agreed to provide the Zone II Conference \$2000. \$700 of this pays for the Software licensing fee for the paper submission website.

Tim Wilson motioned to approve the budget. S. Schultz seconded. Unanimous approval.

Note that the Zone II report states that ASEE National will cover any loss from the Zone II conference.

Host Committee (Zone II Conference 2017)

Barbara Bernal proposed the registration costs for attendees other than students at the conference:

- Early Bird \$350 (until Jan 13th)
- Regular \$375 (by Feb 10th)
- Late \$450

Tim Wilson moved acceptance of the proposed registration costs. Scott Schultz seconded. Motion approved (unanimous).

Barbara Bernal proposed the registration \$150 cost for undergraduate and graduate students participating in the poster competition at the conference. This registration includes

- Lunch and banquet on Friday of the conference
- Full registration packet
- Can attend any technical sessions
- Can pay to attend workshops

Tim Wilson moved acceptance of the proposed student costs. John Brocato seconded. Motion approved (unanimous).

Barbara provided additional information on the conference.

- There will be guest passes for students and significant others for meals.
- A goal of the conference is to have students attend. The section members should support participation from their campuses. Participation from the Puerto Rican universities will also be requested. Matthew Jensen agreed to making contact with someone he knows in Puerto Rico to solicit help in recruiting students to attend the conference.
- Another goal is to have a graduate student recruiting fair where faculty and potential students can meet.

Section Awards (announcing at Conference)

Tim Wilson will provide the award announcements for dissemination to the Section membership. The following summarizes discussion of the various awards. Hodge Jenkins will post the award announcements on the Section website.

Tony Tilmans Award

The Tony Tilmans award is now call the Tilmans-Dion awards.

Campus Rep Award

Kenneth Ball has a goal to get 1/3 of the campus reps to complete and submit their campus rep reports. He is in progress of contacting 19 institutions, requesting them to designate campus reps. Daniel Kohn is concerned that campus reps do not get involved in the section. He wonders whether John can make any recommendations to the Deans about this since he is the National Campus Rep. John Brocato said this was addressed at the National Conference to Grant Crawford, Vice President of Member Affairs.

Gary Steffen, our Zone II chair, recommends that the National office should contact those institutions that do not have an assigned Campus Rep.

Student Poster Competition

The student poster competition is the Zone's responsibility for this conference. The evaluation process will be identified later. Tim Wilson will be responsible for getting out the call. The hotel will provide stands for the posters. Posters should come rolled up and should be 48 x 36 inches.

Future Annual Conferences

The sites of the future ASEE SE annual conferences were reviewed.

- 2018 Embry-Riddle Aeronautical Univ – Daytona Beach, FL
- 2019 Auburn University – Auburn, AL
- 2020 The University of Memphis – Memphis, TN
- 2021 George Mason University – Fairfax, VA
- 2022 *The Citadel – Charleston, SC*
- 2023 *Mississippi State University – Starkville, MS*

Italic indicates tentative commitment.



The section has not yet received a confirmation from the University of Memphis for the 2020 conference. However, Daniel Kohn stated that a letter was sent from Memphis to Scott Schultz last April confirming them as a host site.

John Brocato sent letters to George Mason University and The Citadel to confirm them as conference hosts but has not yet received a response. Ken Ball stated he will get a letter of confirmation sent from George Mason. J. Brocato will send a letter of confirmation request to Mississippi State University this fall.

Conference Proceedings

The 2016 proceedings was completed using Open Conference. Barbara Bernal proposed that the Deans receive an email with link to the proceedings for the conference. Barbara will send the e-mail as the proceedings editor.

The budgeted Deans mailing (\$500) will pay for a student to make a script to automatically generate links from Open Conference to the conference and then to National database.

Other Reports

- **Zone II Chair** report by Gary Steffen. The Zone II Conference executive committee (chairs) will determine the best zone paper.
- **Campus Representative** report provided by Kenneth Ball as part of the Awards Report.
- **Newsletter and Website** report by Hodge Jenkins. Please contact Hodge for any updates or changes to the website.

Review of Committee Assignments

John Brocato reviewed the committee assignments for the upcoming year and conference.

- **Nominating:** Scott Schultz (chair), Tulio Sulbaran, Priscilla Hill, Priya Goeser
- **Programs:** Priya Goeser (chair), Sally Pardue, Charles Newhouse, Barbara Bernal
- **Resolutions:** Hodge Jenkins (chair), Cecelia Wigal, Scott Schultz, Sally Pardue
- **Awards:** Tim Wilson (chair), Otsebele Nare, Michael Woo, David Calamas, Richard Stansbury, Sarah Wilson, and Kenneth Ball
- **Publications and Promotion:** Sarah Lee (chair), Monica Bubacz, Todd Schweisinger, Barbara Bernal, Hodge Jenkins, Tyson Hall, and Kenneth Ball

Officer Manual Changes

Addendums were added to section 1.3 (Immediate Past President) and section 3.10 (Council of Past Presidents). The addendums add the campus rep chair as feed to the vice president positions. It is a slight change in how to move from a division chair position to unit position.

Other edits are complete. Daniel Kohn suggested that present position people should look at their position statements to see if any changes are needed. Scott Schultz will invite the Section officers to the dropbox to make changes to the Officer's Manual with the goal all changes will be made by the spring meeting. At that time the executive committee will vote on the acceptance of the revised document. S.



Schultz emphasized that we all need to review the Officer's Manual to ensure it is up to date. Comments for revision should be provided to Cecelia Wigal.

Old Business

- It is important to recognize the Division Offices and Executive Board Officers at the conference.
- Criteria for accepting research papers was discussed. Of concern is the lack of engineering education content, undergraduate researchers, and the New Researcher Award going to individuals who do not generally attend the conference. It was suggested to send the award announcement to those schools with Ph.D. programs in engineering education.
- The creation of Division mission statements was discussed. It was suggested to use the mission statements defined by ASEE National. John Brocato is to update the By-Laws under Organization (Article I), to add these mission statements. He will send the revision to the executive board for approval and then to the membership 30 days before the spring meeting for vote of membership. Tyson Hall suggested that the entire By-Laws for other unit and division corrections.
- The tabled proposed change of the name of the Thomas C. Evans Instructional Paper Award to the Thomas C. Evans Engineering Education Paper Award was opened for discussion. The proposal was seconded and approved for acceptance (Unanimous)

New Business

None

**Motion to adjourn meeting made by John Brocato, seconded by Daniel Kohn. Motion approved.
Meeting adjourned at 10:25pm.**