

**ASEE SE Spring 2016  
Executive Board Meeting**

March 13, 2016

University of Alabama

**Meeting Minutes**

**Meeting called by:** Scott Schultz, Section President  
**Minutes authored by:** Cecelia M. Wigal, Section Secretary

**Attendees:**

Name	Position	Email	School
Beth Todd	Host Site Chair	<a href="mailto:btodd.eng@gmail.com">btodd.eng@gmail.com</a>	University of Alabama
Cecelia Wigal	Section Secretary, IE Div Chair	<a href="mailto:cecelia-wigal@utc.edu">cecelia-wigal@utc.edu</a>	univ of tn at chatt
Chester Little	Eng'g Tech Vice-Chair	<a href="mailto:littlect@apsu.edu">littlect@apsu.edu</a>	Austin Peay State University
Cindy Waters	Chair Awards and Recognition	<a href="mailto:kwaters@ncat.edu">kwaters@ncat.edu</a>	North Carolina A&T
Daniel Kohn	Treasurer	<a href="mailto:dekohn@memphis.edu">dekohn@memphis.edu</a>	Univ of Memphis
Donna Reese	Secretary, Software Engineering	<a href="mailto:dreese@cse.msstate.edu">dreese@cse.msstate.edu</a>	Mississippi State University
Gary Steffen	Zone II Chair	<a href="mailto:steffen@ipfw.edu">steffen@ipfw.edu</a>	IPFW
Harry Powell	Vice chair elec. Div.	<a href="mailto:hcp7ad@virginia.edu">hcp7ad@virginia.edu</a>	University of Va.
Hodge Jenkins	news ltr /web editor	<a href="mailto:jenkins_he@mercer.edu">jenkins_he@mercer.edu</a>	Mercer Univ.
John Brocato	President-Elect	<a href="mailto:brocato@enr.msstate.edu">brocato@enr.msstate.edu</a>	Mississippi State University
Ken Ball	Section Campus Rep Coordinator	<a href="mailto:ball@gmu.edu">ball@gmu.edu</a>	George Mason University
Monika Bubacz	Instructional Division Chair	<a href="mailto:mbubacz@citadel.edu">mbubacz@citadel.edu</a>	The Citadel
Otsebele Nare	EE & Awards Secretary	<a href="mailto:otsebele.nare@hamptonu.edu">otsebele.nare@hamptonu.edu</a>	Hampton University
Priya Goeser	Technical Program Chair	<a href="mailto:priya.goeser@armstrong.edu">priya.goeser@armstrong.edu</a>	Armstrong State University
Sally Pardue	k-12 Secretary, Prog Unit Secretary	<a href="mailto:spardue@tntech.edu">spardue@tntech.edu</a>	Tenn Tech Univ
Scott Schultz	President	<a href="mailto:schultz_sr@mercer.edu">schultz_sr@mercer.edu</a>	Mercer Univ.
Tanya Kunberger	Chair-Programs	<a href="mailto:tkunberg@fgcu.edu">tkunberg@fgcu.edu</a>	Florida Gulf Coast University
Tim Wilson	Vice-Chair Awards and Recognition Unit	<a href="mailto:wilson@erau.edu">wilson@erau.edu</a>	Embry-Riddle Aeronautical University
Todd Schweisinger	Chair, Research Division	<a href="mailto:todds@clemson.edu">todds@clemson.edu</a>	Clemson University
Tom Fallon	chair, p&p unit	<a href="mailto:tfallon@kennesaw.edu">tfallon@kennesaw.edu</a>	Kenneaaw State University
Tyson Hall	Paper Mgt Website Coord, CmpE Div. Chair	<a href="mailto:tyson@southern.edu">tyson@southern.edu</a>	Southern Adventist University

Introductions were made by all. Gary Steffen is here from Zone II. He is position elect for Zone II representative but starting the position now since the 2015-2016 Zone II representative is no longer active in the position.

**Meeting Minutes Fall 2015 Executive Board I (Cecelia Wigal)**

The fall minutes were reviewed with the following revision suggestions:

- Correct “Georgia Mason” to “George Mason” in attendee’s school
- Take out “ j” at end of new business paragraph.

Motion made to approve the minutes with suggested revisions made by Tom Fallon and seconded by Chester Little. Minutes approved.

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

Daniel provided a copy of the account information to the board members and provided the following:

- A review of the BASS account and the administrative fee from the National Office. We have not yet seen the charge place on our BASS account.
- We did get \$3000 conference seed money back from the University of Fla for the 2015 conference
- We will still be doing the Deans mailing of CDs for papers thus we still need money budgeted for this activity.
- Membership income has been declining for a number of years. The Deans (or their administrative support) are not checking the \$50 extra to go to the section. Daniel is proposing we send a letter with the CDs that ask the Deans to check this box to help out the conference. It was mentioned that maybe we can make it an "opt out" additional fee instead of an "opt in". Ken Ball says he can bring this up at the Dean's Council at the National level.
- We have not received the professional dues section allocation from the National Office for over 1.5 years. That is normally about \$1800. Daniel Kohn is going to check on this. (*Action Item*)

### **Technical Sessions Report (Priya Goeser)**

Priya reported on the status of the technical program for the conference. There are 61 full paper presentations and 13 nonpaper presentations. In addition

- There were 94 reviewers
- The IE and Engr Design divisions had 0 abstracts submitted
- This is a much smaller conference than recent past conferences
- The Low number of submitted abstracts and papers may be due to fewer papers from the host institution.
- There are some combined sessions due to the low number of papers in some divisions

### **Host Site Report (Beth Todd)**

Beth reported on the status of registration and other issues of the Host site.

- There are 86 regular registrations and 23 student registrations
- Gross income of the conference is approximately \$24,825
- Three workshops were offered but there was only 1 registrant; thus the workshops were cancelled
- There are no sponsors for the conference. It is important to get someone to head up this activity.
- The Sunday reception is at Mugshots across from the Embassy Suites
- There will be a separate lunch presentation for students though all will get the same lunch. The student speaker is a University of Alabama professor who is speaking on graduate programs
- There will be tours of laboratories at 3pm and 4pm on Monday
- The Awards Dinner is at the River Market. It is not far from Embassy Suites.
- The Past Presidents meeting is at 10:40am on Tuesday in SERC 3027
- Parking for the conference is free since classes are not in session. Attendees can park in any lot.
- Students can attend any event and session they want to attend.
- Parking is free at the Embassy Suites.



### **Proceedings Editor Report (Barbara Bernal)**

No report – Barbara is not in attendance

### **Nominating Committee Report (Scott Schultz for Tulio Sulbaran)**

The committee is nominating Hodge Jenkins for President Elect and Daniel Kohn for Treasurer.

### **Section Awards Report (Cindy Waters)**

Cindy reported that the evaluation of award candidates went well. She suggests that the tools used during the process be shared with those taking on the evaluation next year. The officers of the Research Division will make the award announcements – except for the Campus Representative award. In addition

- Ken Brennan will be given service award. He is not able to attend the conference this year so it was decided that he receive the award via the cell phone.
- Hodge Jenkins requested a list of the award winners for the website. Daniel wants them also to cut the checks more quickly. Gary Steffen also requested the list so he can report of the Award Winners to the National Office. (*Action Item*)

### **2017 Conference Report (Tom Fallon for Barbara Bernal)**

2017 conference will be the Zone II Conference in Puerto Rico. Barbara is the Host Site Chair and Dan Bundy of the North Central Section is the Technical Program Chair for this conference. Tyson Hall learned that Open Conference may be used for the conference. Gary Steffen, Zone II rep, stated he will emphasize the Zone II conference during the Zone II meeting at the National Conference. John Brocato stated he will attend the Zone II meeting at the National Conference so he is a part of the Zone II Conference discussion.

Since the 2017 conference is a Zone Conference the section decided that

- The Program Unit officers will vote someone in this year as Secretary but the officer positions will freeze for two years since the Unit will not be responsible for a technical program in 2017. This was a motion by Tanya Kunberger and seconded by Priya Goeser. Unanimous approval.
- John Brocato stated that there will be a regular Executive Board Fall Meeting. There will need to be some discussion on the 2017 conference (Awards for example). In addition Embry Riddle will be present to report on the 2018 conference.

### **Future annual meetings (Tom Fallon)**

The following summarizes the schedule of Host Sites for the Section conferences for the near future:

- 2018 Embry Riddle Aeronautical University in Daytona Beach, Florida
- 2019 Auburn University (signed formal invitation acknowledgment still needed)
- 2020 University of Memphis (The Dean received confirmation letter but still awaiting feedback from the Dean)
- 2021 George Mason University (Ken Ball) Fairfax, VA
- 2022 The Citadel is showing interested

John Brocato stated that Mississippi State is interested in hosting again.



### **Campus Reps Report (Ken Ball)**

Ken Ball shared that 16 campus representatives provided reports this year. This accounts for approximately 1/4 of the section campus representatives. Ken's goal is to get 1/3 of the representatives reporting. Ken's other goals include having the campus representatives attend the National Conference and having them attend their campus representative meetings. He will be contacting them soon and will remind them of early registration. Ken desires to have an article in the fall ASEE SE Newsletter to help attract Campus Representative activity.

Cindy Walters is this year's Campus Representative Award winner for her outstanding campus activity.

### **Council of Past President's Report (Scott Schultz for Tulio Sulbaran)**

The Council of Past Presidents will meet at 10:40 am on Tuesday.

### **Newsletter Editor and Webmaster Report (Hodge Jenkins)**

The full program is now on the website. The next newsletter will highlight the new president.

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

All went well with Open Conference for this conference. The submission of the student posters were added to the site.

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

The National Budget is looking up. There was a 1.2 million dollar deficient that was paid off. National office cut \$700,000 from their budget – there is still \$50,000 still to cut. To meet this they are looking at consolidating office space. In addition, endowments exist that are paying for part of the National awards. ASEE has been making up the difference. Due to the budget issues ASEE will cover the difference for this year but may go to donors for future years.

Other issues discussed include

- Zone II will be updating its operating manual.
- National is having a record year on submission of abstracts and papers.
- The Risk Management team says they need to get things documented in the IT area so this is an upcoming action. Of interest is Monolith. Monolith was designed internally by ASEE but they believe we should look at products on the market.
- ASEE is pushing hard for international membership.
- ASEE increased the institutional dues significantly (it more than doubled to over \$5000). National does not know how the increase in dues will affect membership. The increase may scare away some institutions.

### **Old Business**

The Bylaws and Constitution did get approved by Nationals.

## **New Business**

### ***Research Division Award and Papers***

Todd Schweisinger questioned what should be the criteria for accepting papers in the Research Division. Should a professor or graduate student be able to present a paper with no engineering education content? Can undergraduate students present a paper in this division? Much discussion followed as to the purpose of the Research Division and whether we desire to include or exclude people.

- Ken Ball agrees that if the paper does not include an educational context it should not be in the conference.
- Tom Fallon mentioned that the more constraints we have, the fewer papers we will receive.
- Tyson Hall mentioned that it has been odd that the New Researcher Award goes to people who do not generally attend the conference. Tyson also wonders whether we have the expertise to evaluate and compare the pure research of various individuals in different disciplines.
- Tim Wilson mentioned that we do not want to be the publisher of last resort for people who cannot get their research published in their discipline based conferences and journals.

Conversation moved to ensuring that we communicate that papers to the conference have an educational component. For example, Ken Ball suggested that we ask the authors to communicate how their research enriches someone's educational experience such as involving students in experiential learning. They may want to share how others use the research at their home institutions. All papers should show some impact to education. Todd Schweisinger proposed putting information in the call of papers stating authors should emphasize the education context in all papers. Graduate students can also communicate how their work can be applied in the classroom. Tim Wilson proposed to put topics of engineering education to the top of the call for the Spring 2018 conference. The paper evaluation form used by reviewers could be revised to include a question about engineering education content. This is up to the technical program chair to initiate.

### ***Division Mission Statements***

Sally Pardue proposed that all divisions should clarify their mission and type of papers expecting. These missions can go on the website. It was proposed that the Officer's Manual should be updated to include a description of each division – its mission and paper types expecting. (***Action Item***)

### ***New Faculty Research Award Responsibility***

Todd Schweisinger proposed moving the awarding responsibility of the New Faculty Research Award to the Awards Unit. The Awards Unit would then use the Research Division as needed to evaluate the nominations.

### ***Officer's Manual Update***

It was proposed that the Past Presidents Council review the Officer's Manual to make it align with the present officer best practices. Scott Schultz will head this up as Immediate Past President and chair of the Past Presidents Council. (***Action Item***)

### ***Best Instructional Paper Award***

Monika Bubacz questioned how often can the Section give the Best Instructional Paper Award to the same person? Hodge Jenkins mentioned that the past year's best conference paper could be automatically



nominated for the following year’s best instructional paper. But what if the paper is not instructional? This initiated a discussion of what do we mean by an instructional paper. Beth Todd mentioned that the name Best Instructional Paper predates the instructional division – every paper was considered instructional.

The concern is that the unit is not receiving a large number of paper nominations. Maybe it is the award title that is holding back nomination. Maybe if “instructional” is removed from the award name more paper nominations will occur. Cindy Walters motioned that we change the name of the Thomas C. Evans Instructional Paper Award to the Thomas C. Evans Engineering Education Paper Award. Seconded by Donna Reese. The motion was tabled until the Fall 2016 Executive Board meeting.

***ASEE Interdivisional Town Hall Meeting***

Scott Schulz mentioned that there will be an Interdivisional town hall meeting June 27<sup>th</sup> at ASEE the National Conference. Topic of the meeting is the ABET changes on Section 3 and Section 5. We need a representative to attend. John Brocato volunteered to represent the Section at this meeting.

***Expense Reimbursement***

Daniel Kohn reminded those who have conference expenses to please see him for reimbursement.

**Adjournment**

Donna Reese motioned to adjourn. Priya Goeser seconded. Meeting adjourned 5:40pm.

**Action Items**

	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Status</b>
<b>1</b>	Make stated changes to the Fall 2015 Executive Meeting minutes	Cecelia Wigal	05/01/2016	
<b>2</b>	Check on the status of the Section Professional Dues Allocation	Daniel Kohn	06/01/2016	
<b>3</b>	Provide the list of Spring 2016 Award winners to Hodge Jenkins and Gary Steffen	Cindy Walters	05/01/2016	
<b>4</b>	Update the Officers’ Manual	Scott Schultz and Past Presidents Council	10/01/2016	
<b>5</b>	Include descriptions of the Units and Divisions in the Officers’ Manual	Scott Schultz and Past Presidents Council	10/01/2016	