

**ASEE SE Fall 2015**  
**Conference Technical Program**  
**Planning Meeting**

October 9, 2015

Microtel Inn & Suites Atlanta GA

**Meeting Minutes**

**Meeting called by:** Scott Schultz

**Attendees:**

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	<a href="mailto:bbernal1@kennesaw.edu">bbernal1@kennesaw.edu</a>	Kennesaw State University
Beth Todd	Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Secretary	<a href="mailto:cecelia-wigal@utc.edu">cecelia-wigal@utc.edu</a>	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Vice Chair	<a href="mailto:littlect@apsu.edu">littlect@apsu.edu</a>	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Vice Chair	<a href="mailto:dcalamas@georgiasouthern.edu">dcalamas@georgiasouthern.edu</a>	Georgia Southern University
Jerry Newman		<a href="mailto:jnewman@memphis.edu">jnewman@memphis.edu</a>	University of Memphis
John Brocato	President Elect, Professional Skills Chair	<a href="mailto:brocato@engr.msstate.edu">brocato@engr.msstate.edu</a>	Mississippi State University
Matthew Jensen	Mech Engr Div Chair		Florida Institute of Technology
Moinke Bubau	Instructional Div Chair	<a href="mailto:Mbubalz@citadel.edu">Mbubalz@citadel.edu</a>	The Citadel
Pete Ludovice	Chem Engr Div Chair	<a href="mailto:pete.ludovice@gatech.edu">pete.ludovice@gatech.edu</a>	Georgia Tech
Priya Goeser	Technical Program Chair	<a href="mailto:priya.goeser@armstrong.edu">priya.goeser@armstrong.edu</a>	Armstrong State University
Sally Pardue	K-12 Div Secretary, Programs Unit Secr	<a href="mailto:spardue@tnitech.edu">spardue@tnitech.edu</a>	Tennessee Tech University
Scott Schultz	Section President		Mercer University
Tim Wilson			Embry-Riddle Aeronautical University
Todd Schweisinger	Research Division Chair	<a href="mailto:todds@clemson.edu">todds@clemson.edu</a>	Clemson University
Tyson Hall	Computer Engr Div Chair	<a href="mailto:tyson@southern.edu">tyson@southern.edu</a>	Southern Adventist University

Motion was made by Todd Schweisinger to accept the minutes of the Fall 2014 Conference Technical Program Planning meeting. Motion seconded by Chester Little. Minutes approved.

**Statistics on Abstract Submissions**

Priya Goeser stated that 105 paper abstracts were submitted across all divisions except 0 were submitted for the engineering graphics division. It was suggested from the members to reduce the number of parallel sessions if the number of papers drops below 105.

**Paper Submission/Review Process**

Presently papers are due by Nov 6<sup>th</sup>, however we may give a 1 week extension. Final papers are due Jan 15<sup>th</sup>. It is expected that conference registration will begin January 22<sup>nd</sup>.

We no longer use extended abstracts. Final submission involves final version of the paper and an updated abstract if changed. Presentation only people may update their abstract and submit it as a final abstract.

#### Suggestions:

- Tyson Hall suggested that Division Chairs review final papers to make sure corrections were done. Tyson is going to look to see if he can monitor when papers and abstracts are updated.
- Priya Goeser stated that we no longer use the nonline numbered version for the initial paper submittal. The line numbered version is all that is needed since the author(s) must post a final version without line numbers. Tyson Hall stated this is easy to change on the paper management system.
- Priya Goeser wants to use a more detailed evaluation form for the papers instead of the high level review.
- It was stated that Division Chairs should not be assigned to review their own paper. Tyson Hall stated that the system will flag if this occurs. The Technical Program Chair can then manually change the reviewer.
- It was mentioned that Division Chairs should try not to assign people from their own institution to review papers.
- It was mentioned that we should try to make papers more transparent in the future – such as remove author name on paper until final submittal. This is something to consider in the future.
- Cecelia Wigal suggested that we add a category to the evaluation such as “applies to engineering education”. If does not apply then tell the author to revise the paper and add a paragraph or two that defines how the research or work impacts engineering education.

#### Concerns:

- What do we do with papers from authors who do not attend or present at the conference? The process was driven by the printed program; however, now that we are going digital, how is this handled?
- It is difficult to presently transfer lessons learned from past Technical Program Chairs to new Technical Program Chairs. Sally Pardue requested that the Conference Technical Program Chair’s notes be attached to the Officers Manual so we can learn from the experience of previous Chairs. Sally hopes to start a group wiki to begin information sharing on Chair notes. This will be a trial to see how this may work for the Officers Manual.

#### **Other Business**

There was discussion concerning server space for our Section use. Presently Hodge Jenkins and Daniel Kohn each have their own server spaces that house different information (for example the newsletter is in one server and minutes are in another). We should have a web presence that is easily transferable among and between members as positions transfer. Some other issues:

- Open Conference is on its own server.
- Tyson Hall has the authorship to the aseese.org. If Tyson becomes inactive in the Section we will have to go through the process to get new authorship.



- Tyson Hall proposed a small committee to look into server use and bring a proposal in the spring Tyson, Daniel Kohn, and Hodge Jenkins are members of this committee.

Sally Pardue announced opportunities for teachers teaming with researchers that we should look forward to. More information coming in the future!

### **Adjournment**

Daniel Kohn moved to adjourn. Seconded by Jerry Newman. Meeting adjourned.