# ASEE SE Executive Board Meeting

**Embry-Riddle Aeronautical University**  
**Daytona Beach, FL**

**Sunday, March 4, 2018**  
**1:00pm**

Called by: Hodge Jenkins  
Location: ERAU Campus, Lehman Building Room 134 (LB134)  
Attendees: ASEE SE Executive Board and Guests

## 1. Welcome and Introductions  
   Hodge Jenkins

## 2. Approval of Minutes of October 2017 Meeting  
   Cecelia Wigal

## 3. Treasurer’s Report  
   Hodge Jenkins for (Daniel Kohn)

## 4. Host Site Summary Report  
   Lulu Sun  
   Tim Wilson

## 5. Technical Sessions Summary Report for 2018 Conference  
   Sally Pardue

## 6. Paper Management Website Coordinator Report  
   Tyson Hall

## 6. Proceedings Editor Report  
   John Brocato

## 7. Nominating Committee Report  
   - President-Elect Nomination  
   John Brocato

## 8. Section Awards Report for 2018  
   - Outstanding Teaching  
   Otsebele Nare  
   - Outstanding Mid-Career Teaching  
   Otsebele Nare  
   - Outstanding New Teacher  
   Otsebele Nare  
   - Thomas C. Evans Engineering Education Paper  
   Otsebele Nare  
   - Outstanding Conference Paper  
   Otsebele Nare  
   - Tilman-Dion Section Service  
   Otsebele Nare  
   - New Faculty Research  
   Otsebele Nare  
   - Student Poster Competition  
   David Calamas  
   - Outstanding Campus Representative  
   Kenneth Ball

## 9. Student Poster Competition  
   David Calamas

## 10. 2019 Annual Meeting Plans: Auburn University  
   John Hung

## 11. Future Annual Meeting Sites  
   - 2020 The University of Memphis – Memphis, TN  
   - 2021 George Mason University – Fairfax, VA  
   - 2022 The Citadel – Charleston, SC  
   - 2023 Mississippi State University – Starkville, MS  
   - 2024 Kennesaw State University – Kennesaw, GA  

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Monika Bubacz
12. Zone II Chair Report
Gary Steffen

13. Campus Representative Report
Kenneth Ball

14. Newsletter & Website Report
Hodge Jenkins

15. Council of Past Presidents
Scott Schultz/John Brocato

16. Review of Open Action Items
Hodge Jenkins

17. Old Business
Hodge Jenkins

18. New Business
Technical Program Policies
- Paper length limits
- Faculty-written papers on student project: Students co-authors or just subjects?
- Research Division Clarification: Student research in technical disciplines vs. Discipline-related research for education goals
- Undergrad student research: Paper or strictly student poster?
- Class/course scheme to facilitate student research: Should Process or Student Product be allowable as paper focus?
Coordination of timing for final papers, early registration, hotel reservations, award notifications.

19. Adjourn

<table>
<thead>
<tr>
<th>Open Action Items</th>
<th>Action</th>
<th>Responsible Party</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Determine from the National Office how the section should handle the conference advance so to not be taxed on its return.</td>
<td>Daniel Kohn</td>
<td>Spring 2018 Meeting</td>
<td>Open</td>
</tr>
<tr>
<td>2</td>
<td>Ensure with Nationals that financially supporting “best of” award participants at the National Conference is approved use of the BASS account.</td>
<td>Daniel Kohn</td>
<td>Spring 2018 Meeting</td>
<td>Open</td>
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<tr>
<td>3</td>
<td>Update the award amounts for all awards except the Research and Student awards to $500 on all applicable documents.</td>
<td>Executive Board</td>
<td>Spring 2018 Meeting</td>
<td>Open</td>
</tr>
<tr>
<td>4</td>
<td>Recommend how the financial support for the Puerto Rico students and faculty will be dispersed and managed.</td>
<td>Hodge Jenkins ad hoc Committee</td>
<td>January 1, 2018</td>
<td>Open</td>
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<tr>
<td>5</td>
<td>Update the responsibilities description for the Proceedings Editor in the Section Handbook.</td>
<td>John Brocato</td>
<td>Spring 2018 Meeting</td>
<td>Open</td>
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