**Conference Technical Program Planning Meeting**

October 25, 2013 – 9am – Microtel Inn & Suites – Atlanta GA

Preliminary Minutes

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| Campus Rep.Coordinator | John Brocato  | brocato@engr.msstate.edu | Mississippi State University |
| Chair Bioengineering | David Domermith | domermuthdh@appstate.edu | Appalachian State University |
| Chair Instructional | Priya Goeser | Priya.Goeser@armstrong.edu | Armstrong Atlantic State University |
| Secretary Software EngZone II ASEE | Barbara Bernal  | bbernal@spsu.edu | Software Ed. + Support |
| Vice Chair Program UnitChair Eng Tech | Jerry Newman | jdnewman@memphis.edu | University of Memphis |
| President | Priscilla Hill | Phill@che.msstate.edu | Mississippi State University |
| Vice President Program UnitSite Coordinator (2014) | Hodge Jenkins | jenkins\_he@mercer.edu | Mercer University |
| Past President | Tyson Hall | tyson@southern.edu | Southern Adventist University |
| Newsletter EditorSecretary Civil Eng | Ken Brannan | Ken.Brannan@citadel.edu | The Citadel |
| Secretary Chemical Eng | Pete Ludovice | pete.ludovice@chbe.gatech.edu | Georgia Tech |
| Secretary-Treasurer | Daniel Kohn | dekohn@memphis.edu | University of Memphis |

1. Meeting called to order by Priscilla Hill at 9:04am
2. Minutes from the last meeting were distributed. Tyson Hall moved we approve the minutes with corrections, Hodge Jenkins 2nd. Approved.
3. Jerry Newman reported that there have been a total of 120 Abstracts (12 of which are “Presentation Only”). If the trend from previous conferences continues, we can expect 105 presentations.

The breakdown of papers per division is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Division** | **Papers** |  | **Division** | **Papers** |
| Administrative | 7 |  | Engineering Technology | 4 |
| Bioengineering | 5 |  | Instructional | 21 |
| Chemical Engineering | 4 |  | K-12 | 8 |
| Civil Engineering | 20 |  | Mechanical Engineering | 7 |
| Computer Eng and Technology | 10 |  | Professional Skills | 7 |
| Electrical Engineering | 9 |  | Research | 5 |
| Engineering Design Graphics | 5 |  | Software Engineering | 5 |
|  |  |  | Industrial Engineering | 3 |

It was also discussed since Bioengineering and Chemical Engineering have both had low paper counts for a number of years and since these fields have been merging at many universities that we think about merging both the sessions and officers for these two divisions. For division elections this conference it was suggested that we sit them at the same table. Some consideration will have to be made since the two divisions vote for different vice presidents.

1. Jerry Newman showed the Tentative conference schedule (summarized here):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monday** | **Session 1-A** | **Session 1-B** | **Session 1-C** | **Session 1-D** | **Session 1-E** |
|  | 4 \* Admin | 4 \* Chem Eng | 4 \* Civil Eng | 4 \* Elec Eng | 4 \* Instructional |
|  |  |  |  |  |  |
|  | **Session 2-A** | **Session 2-B** | **Session 2-C** | **Session 2-D** | **Session 2-E** |
|  | 2 \* Admin | 4 \* Eng Tech | 4 \* Civil Eng | 4 \* Elec Eng | 4 \* Instructional |
|  | 2\* Eng Design & G |  |  |  |  |
|  |  |  |  |  |  |
|  | **Session 3-A** | **Session 3-B** | **Session 3-C** | **Session 3-D** | **Session 3-E** |
|  | 5 \* Bio Eng | 5 \* Comp Eng & Tech | 4 \* Civil Eng | 3 \* Industrial Eng | 5 \* Research |
|  |  |  |  | 2 \* Prof Skills |  |
|  |  |  |  |  |  |
| **Tuesday** | **Session 4-A** | **Session 4-B** | **Session 4-C** | **Session 4-D** | **Session 4-E** |
|  | 1 \* Eng Design & G | 4 \* Comp Eng & Tech | 3 \* Civil Eng | 2 \*Prof Skills | 4 \*Instructional |
|  | 3 \* K-12 |  | 1 \* Software Eng | 2 \* Mech Eng |  |
|  |  |  |  |  |  |
|  | **Session 5-A** | **Session 5-B** | **Session 5-C** | **Session 5-D** | **Session 5-E** |
|  | 4 \* K-12 | 2 \* Eng Design & G | 4 \* Software Eng | 4 \* Mech Eng | 4 \*Instructional |
|  |  | 2 \* Prof Skills |  |  |  |

1. Papers are due by Dec 3, 2013 for review. Reviews are requested no later than Jan 10, 2014. Final paper submission deadline is Jan 31, 2014. Authors must be registered for the conference by Feb 21, 2014.
2. Workshops – So far only one workshop has been scheduled. A call for workshops will go out shortly. Request was made that an attempt be made to schedule the workshops so that Executive Committee Members can attend.
3. Book of abstracts will NOT be printed this year. A Conference Program will be printed, but will not include the abstracts. Abstracts will be available online before the conference if conference participants want to print them before the conference.
4. Proceedings (Barbara Bernal) - Mercer is hoping to get sponsors to supply USB thumb drives as a gift. If they are successful the conference proceedings will be place on the thumb drives (they need to be in her hands no later than Feb 1. Also, we need to put out a call for someone to take over the position of Proceedings Editor. Barbara would like to step down in the next year or two from that position, but would like time to train the new person.
5. Other Business – we need to reach out to our collogues to try to get more to come to the conference and also to reach out to schools who’s representation at our conference has fallen over the years.
6. Move to adjourn at 9:56am by Tyson Hall. 2nd by Jerry Newman. Approved.

Prepared by

Daniel Kohn

Secretary / Treasurer

ASEE-SE

November 1, 2013