**Conference Technical Program Planning Meeting**

October 17, 2014 – 9am – Microtel Inn & Suites – Atlanta GA

**Attendance**

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| **Name** | **Position** | **Email Address** | **School** |
| Aidan Browne | ENGINEERING TECHNOLOGY DIVISION Chair: | aidanbrowne@uncc.edu | UNC Charlotte |
| Amber Thompson | ADMINISTRATIVE DIVISION Secretary: | athompson@isothermal.edu | Isothermal Community College |
| Chuck Newhouse | CIVIL ENGINEERING DIVISION Chair: | NewhouseCD@VMI.edu | Virginia Military Institute |
| Daniel Kohn | SECTION OFFICER Secretary-Treasurer | dekohn@memphis.edu | University of Memphis |
| David Calamas | INSTRUCTIONAL DIVISION Secretary: | dcalamas@georgiasouthern.edu | Georgia Southern University |
| Ken Brannan | CIVIL ENGINEERING DIVISION Vice Chair: | Ken.Brannan@citadel.edu | The Citadel |
| | | SECTION OFFICER Newsletter Editor | Ken.Brannan@citadel.edu | The Citadel |
| Matthew Jensen | MECHANICAL ENGINEERING DIVISION Secretary: | mjensen@fit.edu | Florida Institute of Technology |
| Paul Palazolo | INSTRUCTIONAL DIVISION Chair: | ppalazol@memphis.edu | University of Memphis |
| | | SECTION OFFICER President Elect | ppalazol@memphis.edu | University of Memphis |
| | | AWARDS AND RECOGNITION Vice President | ppalazol@memphis.edu | University of Memphis |
| Priscilla Hill | SECTION OFFICER Past President | Phill@che.msstate.edu | Mississippi State University |
| Sally Pardue | K-12 DIVISION Chair: | spardue@tntech.edu | Tennessee Tech |
| Tanya Kunberger | PROGRAM UNIT Vice Chair | tkunberg@fgcu.edu | Florida Gulf Coast University |
| Tim Wilson | ADMINISTRATIVE DIVISION Chair: | Timothy.Wilson@erau.edu | Embry-Riddle Aeronautical University |
| | | AWARDS AND RECOGNITION Secretary | Timothy.Wilson@erau.edu | Embry-Riddle Aeronautical University |
| Tulio Sulbaran | SECTION OFFICER President | Tulio.Sulbaran@usm.edu | University of Southern Mississippi |
| Tyson Hall | COMPUTER ENG & TECH DIVISION Vice Chair: | tyson@southern.edu | Southern Adventist University |

1. Call to order at 9:15am by Tulio Sulbaran
2. Move to approve the meeting minutes made by Tyson Hall and 2nd by Paul Palazolo. Approved.
3. Review of Paper Submission process
	1. Division chairs need to sign up as division chairs separately from reviewers and/or authors. When signing up as a division chair ONLY check your division (not all the divisions you will review for). Division chairs, paper authors and paper reviewers will have different logins (you might have up to three logins for the system)
	2. Tanya Kunberger will send out all paper author reminders except one that Tulio Sulbaran will send stating “if you did not receive the abstract acceptance please check the OpenConf System” in case the email sent by the system goes to their spam filter.
	3. Tanya Kunberger will send to Tulio a call for reviewers that will be sent to every member of the section
	4. Division chairs will assign paper reviewers and will ensure that each paper has at least two reviews. They will also give the final review (note chairs can make comments without being a reviewer of that paper)
4. The question came up about “Research Papers” that do not have an educational component. It was the general consensus that, for the student submitted research papers are ok, but there was some concern about papers submitted by faculty that were research only with little or no educational content. It was suggested that the division chairs use their discretion and reject papers with little or no educational value and recommend that the authors direct their research papers to more technically based conferences.
5. There was a conversation about “Presentation only” abstracts. Some felt that rejected papers should be offered a “Presentation only” option. The majority felt however, that “Presentation only” should be for special cases only and at the discretion of the division chairs when a paper has merit and would be of interest to the conference goers, but the author was unable to complete the paper due to extenuating circumstances. It was also felt that if we allow too many “Presentation Only” abstracts it will diminish the value of an ASEE SE paper/presentation for our members during their Tenure and Promotion process.
6. Meeting Adjourned