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ASEE SE Fall 2015
Conference Site Planning Meeting

October 8, 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	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Secretary	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Vice Chair	littlect@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Vice Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Jerry Newman		jdnewman@memphis.edu	University of Memphis
John Abbitt		jda@ufl.edu	University of Florida
John Brocato	President Elect, Professional Skills Chair	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen	Mech Engr Div Chair		Florida Institute of Technology
Moinke Bubau	Instructional Div Chair	Mbubalz@citadel.edu	The Citadel
Pete Ludovice	Chem Engr Div Chair	pete.ludovice@gatech.edu	Georgia Tech
Priya Goeser	Technical Program Chair	priya.goeser@armstrong.edu	Armstrong State University
Sally Pardue	K-12 Div Secretary, Programs Unit Secr	spardue@tntech.edu	Tennessee Tech University
Scott Schultz	Section President		Mercer University
Tim Wilson			Embry-Riddle Aeronautical University
Todd Schweisinger	Research Division Chair	todds@clemson.edu	Clemson University
Tyson Hall	Computer Engr Div Chair	tyson@southern.edu	Southern Adventist University

Networking, Welcome, and Introductions
All introduced themselves and signed the attendance sheet

Approval of Minutes
Tyson Hall moved to approve the minutes of the Fall 2014 Conference Site Planning meeting. It was seconded by Sally Pardue. (Approved unanimously)

Overview of Conference – Beth Todd
Hotels
There are a number of hotels available for the conference.
- The Conference host Hotel is the Embassy Suites, Tuscaloosa. 5 rooms are available on Saturday, 50 rooms for Sunday, and 50 rooms for Monday.
- The Holiday Inn Express is also available for the conference. There are 25 rooms all nights, thus plenty of rooms for Saturday night.
- The Hampton Inn also has 25 rooms all nights.

Event Location
Most events will occur on campus at the South Engineering Research Center (SERC). This facility includes the following:
- 2 small auditoriums and two classrooms on the 1st floor
- 3 classrooms on 2nd floor
- 4 conference rooms on 3rd floor used for board meetings.
- All SERC classrooms have built-in multimedia

Event Registration
The Site team is using Eventbrite for registration. They are hoping get it up in December.

Proposed Technical Program – Priya Goeser
Priya announced that 105 abstracts were submitted to the conference.
- 98 of the abstracts are for full papers and 7 are presentation only.
- Some divisions have only 2 papers such as IE, Bio, and Chem engineering
- There are 21 instructional papers. It was mentioned that some of these papers could be moved to discipline divisions.
- Papers will be presented per the following sessions: 6 Monday am, 6 Monday pm1, 6 Monday pm2, 4 Tuesday am1, 4 Tuesday am2
- Cecelia Wigal recommended changing the number of sessions on Monday from 6 to 5 so that attendance can be higher at each session. Others mentioned it is important to pack the sessions (do not leave empty spaces in the schedule).

It was mentioned that the technical program chair can form a session on special topics if it is desired. This can be done as well if a member requests a session. Such a special session may be topics on K-12 Education. University of Alabama representatives stated they can accommodate this.

Conference Workshops – Beth Todd
Workshops are still undefined. A K12 workshop is possible. Hodge Jenkins recommended getting a workshop coordinator. Costs for attending workshops need to be defined.

It was clarified that workshops can occur prior to and during the conference. However we should be careful as to how many attendees we may pull from the technical sessions.

Sally Pardue would like K-12 workshops or activities that get the K-12 teachers talking to the engineering professors. She is also considering an option to bring your buddy teacher or PBI student for a special K-12 technical session to create conversation. Sally mentioned that for a teacher to be released from teaching they need to know the session has a value so they can get a substitute.

Tim Wilson wondered if we could offer CEUs for engineers for workshop attendance. If this is done it should meet the needs of the Alabama Professional Engineers.

Conference Proceedings
Barbara Bernal made the following suggestions for improving the Proceedings (some of these are included in Chapter 1 of the Conference Proceedings from 3 years ago):
- Include in the with the session schedule a list of papers in each session
- Include a list of paper titles by authors
- Add instructions for session moderators
- Include a link to conference on-line information

Barbara mentioned that the 2015 Proceedings are being sent to the Deans this fall. She wants to be able to link what papers come from what schools. Presently she does not know who registered for last year's conference, who wrote what papers, and who presented what papers. It is important to have this information because the Proceedings is supposed to help members in communicating their work to their Dean. Hodge Jenkins suggested putting a link to the home site that houses the conference papers be provided to the Deans. Barbara stated she puts this in letter and on the CD.

Matthew Jensen suggested linking our papers through the National ASEE site so that they are included in the National statistics. Barbara says this costs $25 per published paper for the sections.

Zone II Conference – Barbara Bernal
Barbara Bernal reported on Zone II activity. Specific discussion was on the Zone II Conference in 2017. Zone II includes the Southeastern, Illinois-Indiana, and North Central Sections. North Central includes Michigan (except the upper peninsula), Ohio and parts of Pennsylvania.
- The positions of Zone II Conference chair, Program chair, and Host chair are still open.
- The Host chair should come from Puerto Rico.
- The other two Sections voted to contribute $2000 seed money for the conference.
- The three Sections will split the conference profit equally.
- Paper submission will be monolith – the ASEE website
- Not all division heads should come from the SE Section since this is a Zone event. This is also true for officers for conference.

Barbara shared some details about the site.
- The University of Puerto Rico is two hours from the San Juan airport so it may be better to have the conference in San Juan.
- The conference venue is Caribe Hilton. http://www3.hilton.com/en/hotels/puerto-rico/caribe-hilton-SJNHIHH/index.html Hotel room cost is $199 per night.
- There needs to be 42 rooms used by conference attendees on Sunday night to get hotel rates.
- Dates for the conference events are March 1-5, 2017. First day of the Technical Conference is March 2nd.

- Presentation rooms are free as long as the conference meals are in the Hotel.
- Presently flights to San Juan are around $800.
- There will be a recruitment fair for graduate students during the conference
- There will be an extra tour to Arecibo Antenna. Participants will pay extra for this if they want to attend.

Summary of 2015 Conference - John Abbitt

There were 119 registrants, 85 students, 52 institutions at the 2015 conference. The conference resulted in over $4000 in profit. John Abbitt shared lessons learned from this conference:

- Send many e-mails to get Section members to send in abstracts and write papers
- Get e-mails to nonmembers who have attended past conferences. They can also contribute to papers and presentations
- Ask campus representatives to send out e-mails to their faculty requesting them to submit abstracts and papers to enhance participation.
- Send e-mails to promote workshops.
- Charge a nominal fee for the workshops so people only sign up for the workshops if they are truly interested in the
- Subsidize student because not all students have funding to attend the conference
- Have host school graduate recruiter cater student reception
- House all attendees in the same hotel if possible.
- Make student registration a la cart where there is a student fee but add cost for the meals and activities they will attend.

Old Business

There was no old business to discuss.

New Business – Scott Schultz

Scott Schultz suggested that there should be a separate meeting, possibly at Alabama, to dive into the mechanics for the 2017 Conference. We could invite the folks from the steering committee to attend. Daniel Kohn suggested that the National conference is better for this since many attend this conference anyway. However, John Brocato stated it is difficult for some to get to the National Conference due to other responsibilities.

Barbara Bernal reminded us that there is a Zone II Executive Board meeting at the National conference that all can attend. The Steering Committee could meet at this time as well.

It was determined that the only Southeastern Section meeting needed during fall 2016 is the Executive Board meeting (since there is no Section conference). This meeting could be virtual.

Meeting Adjourned