

ASEE SE Fall 2016

Conference Technical Program

Planning Meeting

September 30, 2016

Microtel Inn & Suites Atlanta GA

Meeting Minutes

Meeting called by: John Brocato

Attendees:

Name	Position	E-mail Address	School
Barbara V. Bernal	Proceedings Editor	bbernal1@kennesaw.edu	Kennesaw State University
Beth Todd	Past Host Site Committee Chair		University of Alabama
Cecelia Wigal	Section Secretary, IE Div Chair	cecelia-wigal@utc.edu	University of Tenn at Chattanooga
Chester Little	Engineering Technology Div Chair	littlec@apsu.edu	Austin Peay State University
Daniel Kohn	Section Treasurer		University of Memphis
David Calamas	Instructional Div Chair	dcalamas@georgiasouthern.edu	Georgia Southern University
John Brocato	President	brocato@engr.msstate.edu	Mississippi State University
Matthew Jensen			Florida Institute of Technology
Monika Bubacz		Mbubalz@citadel.edu	The Citadel
Pete Ludovice		pete.ludovice@gatech.edu	Georgia Tech
Sally Pardue	K-12 Div Secretary, Programs Unit Vice Chair	spardue@tnitech.edu	Tennessee Tech University
Scott Schultz	Section Immediate Past President		Mercer University
Tim Wilson	Research Division Chair		Embry-Riddle Aeronautical University
Tyson Hall	Paper Management	tyson@southern.edu	Southern Adventist University
Hodge Jenkins	Section Newsletter Editor		Mercer University
Ken Ball	Section Campus Rep Coordinator	ball@gmu.edu	Georgia Mason University
Dan Budny	Zone II Conference Chair		

The meeting was called to order at 9:10am.

Motion was made by Scott Schultz to accept the minutes of the Fall 2015 Conference Technical Program Planning meeting. Motion seconded by Monika Bubacz. Minutes approved.

Statistics on Abstract Submission (Dan Budny)

Dan Budny stated that 208 abstracts were submitted across all divisions and workshops. 13 of the abstracts are for abstracts. The rest of the abstracts are spread across the divisions:

- 14 Administrative
- 4 Bio Engineering
- 1 Chemical Engineering
- 10 Computer Engineering
- 1 Design
- 10 Electrical Engineering
- 14 First Year Engineering Programs



- 8 Industrial Engineering
- 15 Instructional
- 15 K12 Programs
- 22 Mechanical Engineering
- 11 Professional
- 15 Research
- 10 Engineering Technology

Presently there is a possible 177 papers across 35 sessions. 15 of the submitted abstracts do not seem to fit in any division or fit for engineering education. Tyson Hall stated that the 15 abstracts can be rejected. He also suggested that D. Budny could send an email to the individual authors that the abstract is rejected but the author could resubmit if he/she show how the paper is related to engineering education. If the abstract author is a student another option is for the student to present in the poster session instead.

There are 13 workshop abstract proposals. D. Budny suggested that Tom Trustey from Illinois Indiana head up the review of the 13 workshops. B. Bernal mentioned that Sally Pardue could also help with this task. D. Budny will ask Sally to help. There is room for 5 all day workshops and 10 half day workshops. Workshops are scheduled from 9am to Noon and 1pm to 4pm on Thursday.

Paper Submission/Review Process

D. Budny is sending emails to the ASEE SE Division Chairs to lead the reviews. To begin the process the Division Chairs need to go to the Zone II website, sign in at the author site, click on submit abstract, register under “reviewers and division chairs,” and enter DivisionChair as the keycode. Once in the system, complete the requested information and then submit.

- Acceptance for abstracts are due out the end of September.
- Paper drafts are due on November 4th.
- Reviews of papers will be assigned by November 8th. (DivisionChairs should register to lead reviews by mid-October)
- Peer reviews are due by November 30th.
- Final papers are due January 6th.

Tyson Hall will send D. Budny the paper template used by the ASEE SE section.

Other Conference Information

The preliminary schedule of the conference will be posted on the conference website following submission of the draft papers. The Proceedings will be available by mid-January.

Gary Steffen, as the Zone II Chair, will act as the Host of the conference do the welcome letter.

It was asked how bills for the conference are being paid. ASEE National has already paid the down payment for the conference at the hotel. D. Budny started a company through which he flows money (through PayPal account) for conferences such as this one. It was suggested that another member from the Zone have access to the PayPal account. C. Wigal suggested G. Steffen as Zone II Chair.

Other Business

The following are in response to discussions opened during the fall 2015 Technical Program Planning Meeting.

Paper Review Process

- Tyson can write a script to indicate if any changes are made between draft and final submission to help out division chairs during the review process.
- Last year Priya Goesser mentioned a desire to use a more detailed evaluation form for the papers instead of the high level review. Gary Steffen says there is a Zone rubric but it is not detailed. G. Steffen will send D. Budny the zone II evaluation form.
- Tyson Hall suggested that the review needs a question such as “to what detail does this paper address engineering education” on a 1 to 5 scale. If the paper scores low in this category, then the author must revise and add a paragraph or two that defines how the research or work impacts engineering education. Matthew Jensen suggested we identify what is meant by engineering education. For research based papers the author may need to add a reflection on how topic benefits the education of students.
- Last year it was stated that Division Chairs should try not to assign reviewers from their own institution. Many believe this is not a large issue. They believe the bigger issue involves individuals reviewing papers originating from their own institution. It will be suggested that Division Chairs not be formal reviewers since they also review as the Division Chair. The conference Tech Program chair and T. Hall have the ability to revise reviewer comments if they are inappropriate.
- The question arose whether the section should enforce increased transparency during the review process, such as removing the author names until final submittal. This is possible in Open Conference. The authors would have to remove reference to their university and program. J. Brocato suggests doing this only if it is absolutely necessary. D. Budny said it would be easier for the reviewer to remove themselves from reviewing if there is an issue with reviewing the paper. Matthew Jensen added that non double blind reviews may be an issue with getting the papers accepted for search engines.

Inclusion of Papers in Proceedings

- Papers from authors who do not attend or present at the conference are removed from the Proceedings. There are exceptions. In this case of these exceptions a “friendly” author can present the paper.
- Two papers per registered attendant is maximum for the Zone II conference.

Transferring Lessons Learned

- No progress has occurred on Sally Pardue's request that the Conference Technical Program Chair's lesson learned notes be attached to the Officers Manual so we can learn from the experience of previous Chairs. She also mentioned that a group wiki may help to begin information sharing. In the past the information sharing has been between Technical Program Chairs. Future discussion may cover converting the officer's manual to a wiki format.

Section Server Space

- There is still a concern as to flexibility of our server for section use as positions transfer. Presently the website is housed by ASEE National. The Paper Management system (Open Conference) is presently maintained at Southern Adventist University by Tyson Hall and other faculty and students. Historical data is on Daniel Kohn's server. It was suggested to buy host space so the server is not at a specific member's host site.
- Tyson will send a document with all passwords and other important information for Open Conference to D. Kohn so it is on the historical data site.

Adjournment

Tim Wilson moved to adjourn. Seconded by Daniel Kohn. Meeting adjourned at 10:50am.