

ASEE SE Fall 2016
Conference Site Planning Meeting

September 29, 2017

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 Ch.	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		

Networking, Welcome, and Introductions

All introduced themselves and signed the attendance sheet.

Approval of Minutes

The Fall 2015 minutes were reviewed. Barbara Bernal requested that the estimate of flight costs for the Spring 2016 conference be changed from \$800 to \$350. Minutes were approved as revised. (Motion by D. Kohn, 2nd by B. Todd. Approved unanimously)

Summary and Lessons Learned from Spring 2016 Conference – Beth Todd

Overall, the conference was attended by 81 attendees, 14 students from 37 institutions. The income from the conference was \$24,825; presently expenses are unknown. (The responsible employee left the institution.) The impression is that the expenses are greater than the income. The University of Alabama is covering any loss on the conference.

Following are some lessons learned from planning and running the conference.

- The Host chair should be released of a class
- The Faculty supporting the conference were overloaded



- Student helpers are very helpful. It is highly suggested to use them.
- Getting the conference website up on time is important.
- Undergraduate students participating in the Poster Competition are the only ones who should get discount student prices. Graduate students should not get the lower registration rate. This should be made clear on the website.

Spring 2017 Conference – Barbara Bernal

Overview

The conference is a Zone II conference in San Juan Puerto Rico March 2 – 5, 2017

- Flights are presently between \$250 and \$400.
- Conference begins on Thursday with workshops from noon to 5:00pm
- Conference ends Sunday at 1:00pm.
- Section Executive Board meetings can occur Thursday between 3:00 and 5:00pm. 3 rooms are reserved.
- The opening reception will occur Thursday evening and will be outside. There is a backup plan in the case of rain.
- The Keynote speaker is Dr. Bevelee Watford, Professor of Engineering Education, Associate Dean of Academic Affairs, and Director of the Center for the Enhancement of Engineering Diversity, College of Engineering at the University of Virginia.
- The Best Paper presentations and lunch are scheduled for Friday from 12:30pm to 2:00pm. All 3 sections may have best paper presentations.
- The conference rate is presently unknown.
- There will be a Book of Abstracts. At least one author must attend the conference for the paper to be in the Book of Abstracts.

Hotel

The Conference venue is Caribe Hilton

- Hotel is 15 minutes from the San Juan Airport (SJU)
- \$199 for rooms, \$239 for ocean side with balcony. (American dollars)
- Transportation from the airport to the hotel is unclear. The Hotel website does not indicate a hotel shuttle.
- There will be Wifi in the meeting spaces.
- There will be a projector and screen in each presentation room. We must provide computers.
- There is complimentary Internet Access in the sleeping rooms and public spaces.

Event Location

Most events will occur at the conference hotel.

- Breakfast rooms can fit 120 people in round tables.
- 4 presentation rooms for Friday, Saturday, and Sunday
- Hotel will support the student poster session on Friday
- Awards dinner will occur Friday



- There will be breakfast and lunch on Saturday but no dinner
- There will be a closing lunch on Sunday.

There will be opportunities for excursions on Saturday afternoon.

SE Section Elections

The Southeast section can hold its division and unit elections during the breakfast times. It was suggested by D. Kohn that maybe elections for units can occur first followed by elections for the divisions (at the same breakfast). B. Bernal requested there be someone to coordinate this.

Conference Registration and Website

Registration will use PayPal. The registrant does not have to have a PayPal account to use the PayPal service.

ASEE is hosting the conference website. All information about the conference will be on this website. Presently the conference information links are on the website site, but most are missing information. The information will be filled in as it is determined. Presently the author page is available with most information.

Proposed Technical Program – Dan Budny

Dan announced that 207 abstracts were submitted to the conference.

- 19 from Illinois Indiana
- 27 from North central
- 120 from Southeast
- Remaining from outside the three sections

D. Budny is requesting reviewers of the abstracts. C. Wigal proposed that the SE division chairs take the lead on the review of abstracts and papers for the conference for their divisions but use reviewers from all three sections. Division chairs have to sign up on the paper submission site to review papers (using the key code DivisionChair).

All presentations will have a paper, either full or work in progress. Authors have the option of changing a paper to a work in progress. D. Budny suggests limiting the number of papers presented by a single author to 2 (the SE section has limited it to 3 in the past). Budny's goal is 305 participants.

D. Budny scheduled 3 paper presentation sessions each day (allows for 190 papers)

S. Schultz voiced a concern of not having enough presenters to fill 4 rooms for 3 sessions. He suggests that someone presenting more than 1 paper presents one of them on Sunday.



Conference Workshops – Barbara Bernal

There are 13 workshop proposals. D. Budny proposes that the technical conference chairs choose the workshops. The maximum number of workshops for Thursday is 5 (5 rooms are reserved).

Publishing Conference Papers

The topic of linking published papers to the National ASEE site arose again. D. Budny stated this could be provided for individual authors or all conference authors. Linking allows the Zone II papers to be a part of paper searches through ASEE. This could be helpful to individuals on tenure track. ASEE charges \$25 per paper for this service but the service must be done through Monolith.

D. Budny proposed charging authors \$35 for the service is done for individual authors. The extra fee is needed because it would be extra work on the individuals handling the paper management system (OpenConference). It is a question if this can be done at all – have OpenConference communicate to Monolith for linking to the ASEE National database. Gary Steffen will address this with National. B. Bernal knows the programmer for Monolith and proposed to ask if the programmer can allow individuals to enter the papers. D. Budny stated he will make it an individual option for authors if it is possible. OpenConference does have an option for adding a cost per paper.

It was also suggested that we could find a way to have the national search engines link to our conference proceedings database.

Old Business

There was no old business to discuss.

New Business – John Brocato

There was no new business to discuss

Meeting Adjourned

Meeting was adjourned at 7:25pm. (Motion by J. Brocato, 2nd by S. Schultz)