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| **ASEE SE Fall 2017** **Conference Planning Meeting**  |

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| **October 5, 2017** |
|  |
| **Atlanta, GA** |

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**Meeting Minutes**

**Meeting called by:** Hodge Jenkins, Section President

**Minutes authored by:**  Cecelia M. Wigal, Section Secretary

**Date:** February 10, 2018

**Attendees:**



**Approval of Fall 2016 Minutes**

The following revisions were requested:

* Correct Monika Bubacz’s email address
* Correct typo on page 3 “website site”
* Correct typo on page 4 “is done”

Minutes approved with the above revisions.

**Summary Report of 2017 Zone II Conference (Barbara Bernal)**

Barbara Bernal reported on the cost of the conference. The conference costs totaled $80,500 and the revenue totaled $83,650. Each Section received back $1000 of their seed money. Barbara does not have a record of attendance from each Section. She will report back on this**. (Action Item).**

Lessons learned from the conference include

* A destination conference influences participants to bring their families
* There needs to be more done to get the participants from the different Sections to socialize.
* The presentation by the past Presidents was well received.

Barbara mentioned that Gary Steffen would like to see a Zone II Conference once every 3 years.

**Overview 2018 Section Conference (Tim Wilson)**

Most of the 2018 conference events will be at the host hotel, though some, such as workshops will occur on the Embry-Riddle Aeronautical University (ERAU) campus. Registration will occur Sunday – Tuesday. Limited registration will occur on Saturday. Also

* The conference dates are Sunday March 4th – Tuesday March 6th
* The conference hotel is the Shores Resort and Spa on the beach of the barrier island.
* Workshops will occur Sunday morning and afternoon
* There will be some tours on Sunday of the ERAU facility such as the ERAU telescope
* The Sunday reception will be at the ERAU Henderson Welcome Center or at Hagedorn Aviation Center, depending on the weather.
* The sessions and events on Monday and Tuesday will be at the host hotel (resort) on the beach.
* The banquet will be outside at the host hotel, weather permitting
* The guest speaker at the banquet is Nicole Stott, former astronaut).

***Transportation***

Conference attendees can fly into Daytona Beach or Orlando airports.

Presently there is no transportation planned between the hotel and the Sunday reception. It is expected that people will carpool or use Lift or Uber.

***Pre and Post Conference***

The conference site planning team is looking at getting tickets to Florida attractions. These will be advertised on the conference website,

***Sponsors***

The conference site planning team is still working on getting sponsors for the conference.

***Workshops***

The workshop coordinator is Yan Tang.

Hodge Jenkins mentioned we need a call for workshops for the conference. Tyson Hall can set up OpenConf for workshop submittals. Tim Wilson will create a workshop call for electronic mailing to Section membership. **(Action Item**) Sally Pardue will help by providing a history of calls for workshops.Tim will give Tyson a few days’ notice before posting the call on the website to ensure OpenConf is ready for the submissions.

Workshop presenters do not receive payment. If there is a charge for a workshop the fee goes to the host site. The conference/host site should consider a mechanism for supplementing the presenter for required materials.

***Room Use***

The rooms are reserved for the technical session but Tim does not know if there are any extra spaces reserved for overflow activities. The conference will use the hotel AV equipment – the hotel has full conference abilities. Daniel Kohn questioned the use of the Ball Room for both presentations and breakfast/lunch.

***Poster Session***

Tim believes that the poster session is in an upstairs location but will double check this. Boards for mounting the posters are provided, thus posters should not be permanently board mounted. Cecelia Wigal suggested that the poster session be a little bit longer because it is difficult to get around to all the presentations.

The Research Division is responsible for reviewing the student abstracts and thus will continue with this responsibility.

Student registration cost is $100 and will be included with the call for student posters.

***Other***

Tim talked to K-12 coordinator to see if something can be done on one of the days at the conference that will attract K-12 teachers. It is possible they could receive credit for attendance.

**Proposed Technical Program (Sally Pardue)**

***Paper Sessions***

The conference received 153 submissions:

* 113 full papers
* 32 works in progress
* 7 Undergraduate posters
* 1 workshop

15 states are represented with 32 submissions coming from Florida, 32 from Georgia, and 5 from 5 guest states. There are 121 distinct authors. It is expected that some of these papers will be withdrawn.

There are a dozen or more student 6 page papers with the contact author being the lead faculty that Sally is holding as “pending”. She is requesting some advice on these. The subject of these papers are service or design projects. They appear to be senior capstone reports. She wants direction on whether these papers would be better as poster presentations. Tyson Hall suggested that Sally, as Technical Program Chair, has the power to change submission location. Todd Schweisinger proposed to move the design type papers to posters for this conference. Sally decided she will correspond with lead author to suggest the paper be moved to a poster presentation. If the author agrees, the paper will be moved. If Sally is not able to contact the lead author she will it will move the paper to the poster presentation category. The final suggestion was for the section to provide, in the future, information on the call for papers to help students and faculty submit to the correct category – paper or poster.

Another set of pending papers are those that are in the research category. Previously the Section determined that research papers must have an engineering education component. Some of the papers do not have a clear research component. The question is “do graduate student research papers have to relate to engineering education?”. Tim Wilson suggested reaching out to the faculty to ensure these papers have an engineering education component.

There are also some papers that appear to be marketing for the author’s product. Sally requested clarification on whether the Section should accept such papers. Cecelia suggested that these authors should lead a workshop on the topic instead of present a paper.

**The Conference Program (Sally Pardue)**

The conference program is decided. The Conference Proceedings will be online (no paper document) and will exist on OpenConf. The Proceedings will include the conference schedule and the presenting paper titles and authors. The program will not include the extended abstracts (we are not requesting extended abstracts). The revised paper abstracts will be located in a single block that can easily create a single report of abstracts. There is also a copyright document for signature. It was suggested that we add words to the uploading of the final paper submission that state something like “by submitting this paper you agree that……” This will stream line the process. **(Action Item)**

Tim Wilson mentioned that there is a line item in the conference budget for thumb drives for papers dissemination. If thumb drives are being provided, Barbara Bernal would like the thumb drives be sent to her so she can upload the Conference Proceedings and papers herself.

Papers for the conference include Full Papers (6 pages in length) and Works in Progress (3 pages in length). The Technical Program Chair can decide whether to include Presentation Only opportunities in the conference.

***Maintaining Past Conference Papers and Proceedings***

The Section houses its historical documents (Proceedings, minutes, etc.) at <https://docs.asee-se.org>. Tilmans is name of the site and Service is the password. There is a question as to whether we can link to this site through the officer’s page on the ASEE SE website. Hodge Jenkins and Daniel Kohn will make this happen by end of summer 2018. **(Action Item)**

Tyson Hall is nervous about having everything on a cloud and would like a backup. OpenConf has had problems in the past but has been able to restore the documents. This may not always be so. Tyson suggest that we have a thumb drive backup once every 5 years.

Hodge Jenkins reminded that we discussed having conference papers housed (archived) by ASEE national so they can be tracked and accessible. But there is a cost for this ($25 per paper to ASEE National). Barbara suggests doing this next year, not this year. However, to do this we are required to use ASEE monolith. Barbara suggests that she and Tyson determine the cost to do this and bring it to the spring meeting. **(Action Item)**

***Papers from Zone II Conference***

Sally Pardue suggested that the ASEE SE website Publications page have a link for papers from the 2017 Zone II Conference. The present link is to the Conference page which does not include a link to the papers. Tyson Hall suggested obtaining a pdf of the papers similar to that for the 2016 conference. **(Action Item)**

**Old Business**

None

**New Business**

None

**Adjournment**

Anna Howard motioned to adjourn, seconded by Daniel Kohn. Unanimously approved. Section members moved on to dinner.

**Action Items**

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| **Action** | **Responsible Party** | **Due Date** | **Status** |
| **1** | Provide a record of attendance from each section at the 2017 Zone II Conference. | Barbara Bernal | Spring 2018 | Open |
| **2** | Create a call for workshops for the spring 2018 conference for an electronic mailing.  | Tim Wilson | Dec 1, 2017 | Closed |
| **3** | Add the copyright agreement to the electronic submission action of the conference papers.  | Tyson Hall | Dec 1, 2017 | Open |
| **4** | Link the document archives site to the ASEE SE Section website.  | Hodge JenkinsDaniel Kohn | Summer 2018 | Open |
| **5** | Determine cost of using ASEE National to house section conference papers.  | Barbara BernalTyson Hall | Spring 2018 | Open |
| **6** | Obtain a link to the 2017 Zone II Conference papers.  | Tyson Hall | Spring 2018 | Open |
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