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| **ASEE SE Fall 2017**  **Conference Technical Program**  **Planning Meeting** | |  | | --- | | **October 6, 2017** | |  | | **Microtel Inn & Suites Atlanta GA** | |

**Meeting Minutes**

**Meeting called by:** Hodge Jenkins

**Attendees:**



The meeting was called to order at 9:05am.

Motion was made by Laura Moody to accept the minutes of the Fall 2016 Conference Technical Program Planning meeting with suggested revisions by John Brocato. Motion seconded by Anna Howard. Minutes approved.

**Statistics on Abstract Submission (Sally Pardue)**

The technical program has received abstracts or proposals for the following for the conference:

* 100 full papers
* 30 work in progress
* 21 undergraduate posters
* 2 workshop proposals

The present representation has a nice depth and breadth and come from the individual Divisions is:

* Administration 16
* Chemical Engr 4
* Civil Engr 8
* Comp Engr and Tech 8
* Elect Engr 9
* Engr Tech 5
* Ind Engr 4
* Instructional 18
* K-12 11
* Mech Engr 24
* Professional Skills 16
* Software Engr 2

There are many papers on assessment, flipped classrooms, and service learning. This could lead to special sessions on these topics. The papers in the professional skills may lead to a number of topical threads. Some commented that it would be nice to group like TOPIC papers together instead of like technical divisions.

If someone comes to Sally with a compelling reason to add a paper she is willing to make that happen.

**Paper Submission/Review Process (Sally Pardue)**

There were two extensions on the abstract submission call. Paper drafts are due November 10th and reviews of the drafts are expected to be back to authors by December 8th. Final papers are due January 5th, 2018. Author drafts should include line numbers. Presently full papers are expected to be 6 pages, but the template will be revised to read “suggested maximum length is 6 pages”. **(Action Item)** Presenting authors can register by January 19th to get the early bird rate.

Sally is requesting that Division Chairs go online now to OpenConf and sign up as the division chair to review papers. The Key Code is ***DivCode***. For those signing up to review papers, the code is ***aseerev***. After you get into the system you should create your own password. Each Division Chair should select ONLY their division.

The abstract acceptance Sally sent to authors requested that authors volunteer as a reviewer for other papers. Sally is drafting a letter for the division chairs to send to its members to request them to also be paper reviewers. The goal is to have 3 reviewers per paper. Reviewers will not review papers in the division in which their paper is in. Reviewers may not review papers from authors at their own institutions. Sally will assign the papers to the divisions. The division chairs will ensure that papers are reviewed. Upon completion of the review process by the divisions,

Sally will send acceptance/rejection letters to the author. Sally has to request the paper management system to send this letter.

Sally wants to create an instructional document to help division chairs get through the steps of the paper review process. Sally will create a test division and test conference paper to create a paper review process instruction sheet with screen shots. **(Action Item)**

**Other Conference Information**

***Registration***

Registration will open in mid-November. Calls for workshops will go out prior to November. Tyson will create a Workshop division in OpenConf to manage these proposals. **(Action Item)** The Conference Workshop Coordinator is the assigned division chair.

The conference will have early, regular, and late registration fees. The student fee will be $100. Regular and student registration will end February 17th, 2018. Students cannot register after this date. Monika suggested that early bird registration date be included on the website’s author important dates page.

It was suggested to have registration at Embry-Riddle on Sunday near the reception since attendees may be on campus for workshops before attending the reception.

***Hotel***

There is a suggestion to extend the hotel rate to attendees for a few days after the conference. Tim stated the rate is good 3 days before and 3 days after the conference. Conference rate is $159 a night.

***Business Meeting – Executive Board meeting***

The Executive Board meeting is scheduled for 3:00pm on Sunday of the conference. The Board recommends that the meeting be on the Embry-Riddle campus so members can attend a tour if they desire. Tim will make this change. **(Action Item)**

**Other Business**

Tim gave an update on the conference budge that includes projected sponsor cost. He stated they are looking at a different level of cost for students since students may not need to receive gift bags and thumb drives.

Attendees agreed that a Zone II Conference seems reasonable once every 7 years.

**Adjournment**

Beth Todd moved to adjourn. Seconded by Anna Howard. Meeting adjourned at 10:27am.

**Action Items**

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| **Action** | | **Responsible Party** | **Due Date** | **Status** |
| **1** | Add to the template for full papers that the “suggested maximum length is 6 pages”. | Hodge Jenkins | Dec 1, 2017 |  |
| **2** | Create a test division and test conference paper to create a paper review process instruction sheet with screen shots. | Sally Pardue | Fall 2018 |  |
| **3** | Create a Workshop division in OpenConf to manage workshop proposals. | Tyson Hall | Dec 1, 2017 | Closed |
| **4** | Arrange to have the Spring 2018 Executive Board meeting on the Embry-Riddle campus. | Tim Wilson | Dec 1, 2017 | Closed |
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