**Closing the Sunday Night Reception—Housekeeping Announcements**

1. Acknowledgement of those involved for the arrangements for the reception, and any sponsors.  
   **Lulu Sun**
2. Announce any shuttle service schedules for transporting attendees to breakfast and/or technical session locations.
3. Information pertaining to parking as it applies to this conference.
4. Conference registration times and locations for those yet to have registered.

**Registration at The Shores Hotel Lobby (8am-5 pm)**

1. **Information on breakfast. Where and when. You need to stress that various divisions will be meeting to elect officers, and unit officers during breakfast.**
2. Reaffirm when Main Plenary Session and keynote speech is to be held and who the speaker is.

**7:00 a.m. 8:30 a.m. Breakfast & Division Meetings Atlantic**

**9:30 a.m. 12:00 noon Student Poster Session River**

**8:40 a.m. 9:45 a.m. Welcome and Keynote Richard Petty**

**On Creating a Collaborative and Inclusive Environment**

**Donna Riley, Ph.D.**

**Kamyar Haghighi Head of the School of Engineering Education**

**Professor of Engineering Education**

**Purdue University**

1. Any other pertinent information.

**Monday AM—Main Plenary Session**

1. Good Morning, I’m Hodge Jenkins of Mercer University and the current ASEE Southeastern Section President. The 2018 ASEE SE Section Conference is now in session.

Welcome to everyone here in attendance. It’s wonderful to have so many colleagues and students here, sharing their ideas for the future of engineering education.

1. It’s a pleasure to be the Guests of our Hosts ERAU and the Shores Resort. Thank you to ERAU President Butler and Dean MirMirani for their support of this conference. A special thanks to our very capable Host Site Coordinator Dr. Lulu Sun, Dr. Tim Wilson and ERAU team
2. I’d like to Acknowledge the hard work of the Technical Program Chair Sally Pardue, Paper Management Website Coordinator Tyson Hall for pulling together the technical program, and John Brocato, Our new Proceeding Editor for creating the Proceedings web page
3. Let’s acknowledge and thank all those who put on seminars or workshops as part of this conference, and the Workshop coordinator Dr. Yan Tan.
4. A special thanks to conference sponsors who helped to defray the cost MiSumi, NSF ATE Community, ERAU College of Engineering and the office of Undergraduate research
5. I’d like to acknowledge some special guests, keynote speaker Dr. Donna Riley, the Kamyar Haghighi Head of the School of Engineering Education, Dr. Louis Martin-Vega, our Immediate Past President of the ASEE , Dr. Gary Steffen , our Zone II Chair, and ?
6. Our Conference Theme this year is so appropriate, “Educating the engineer of the future.” New engineering graduates can expect to be practicing engineers 40, 50, 60 years from. And we’ve got to educate and train them NOW. That’s quite a challenge. I’m glad that so many colleages are here to take that challenge. We have \_\_\_registered attendees plus over\_\_\_ students participating in the poster competition. And \_\_\_\_ technical presentations are scheduled today and tomorrow.
7. With out any further delay, I would like to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for welcoming remarks.

\*\*\*\*\*

1. \*\*\*\* Introduction of keynote speaker by an appropriate person.
2. \*\*\*\*\* Keynote Speech
3. Thank you Dr. Riley for an inspiring talk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. make any housekeeping announcements:

* First Technical Sessions begin at 10:
* Student Poster Session is already underway in the River room and continues until 12noon
* The Break Refreshments are also in the River Room
* Lunch will be held in the Atlantic Room Starting at 12:15 Parking issues

12. Conclude the Plenary Session

## Procedure for Electing Division and Unit Officers

**Monday Morning**

Breakfast served in one large room where everyone attending the conference will eat together, but grouped within the room according to the below Divisions. During breakfast the following divisions will hold their annual meetings, conduct business, and elect division officers:

**Administrative Division**

**Instructional Division**

**Research Division**

**Professional Skills Division**

**K-12 Division**

\*\*\*\*\*

Immediately following breakfast, but before the first morning session, ***Unit Officers for the Programs Unit*** (Chair—who is also a Section Vice President, Vice Chair, and Secretary) will be elected, see section 4.1.

## Procedure for Electing Division and Unit Officers

**Tuesday Morning**

Breakfast served in one large room where everyone attending the conference will eat together, but grouped within the room according to the below Divisions. During breakfast the following divisions will hold their annual meetings, conduct business, and elect division officers:

Bioengineering Division

Civil Engineering Division

Engineering Graphics Division

Engineering Technology Division

Industrial Engineering Division

Computer Engineering Division

Chemical Engineering Division

Electrical Engineering Division

Mechanical Engineering Division

Software Engineering Division

Immediately following breakfast, but before the first morning session, ***Unit Officers for the Awards & Recognition Unit*** (Chair-who is also a Section Vice President, Vice Chair, and Secretary) will be elected, see Section 4.2.

Following the Awards unit election***, Officers for the Publications and Promotions*** Unit (Chair-who is also a Section Vice President, Vice Chair, and Secretary) will be elected, see Section 4.2.

**Monday’s Luncheon**

1. Thanks again to ERAU and The Shores Resort for providing us with excellent venue and delicious food.
2. I’d like to introduce Dr. Louis Martin-Vega, our Immediate Past President of the ASEE and Dean of the College of Engineering at NC State University. His talk is about the NAE Grand Challenges

\*\*\*\*Talk \*\*\*\*\*\*

1. After lunch housekeeping announcements

* Afternoon sessions will begin 1:45 PM
* Awards Banquet will be at 6:30 PM in the Atlantic room with a Social half-hour beginning at 6:00 with a cash bar.
* Turn floor over to the Chair of the Instructional Division, Tanya Kunberger to introduce the Thomas C. Evans Instructional Paper Award winner(s) who will then present their paper.

1. Introduce the winner of the Thomas C. Evans Engineering Education Paper Award is given to the author or authors of the most outstanding paper pertaining to engineering education from a member of the Southeastern section.

Dr. Courtney Faber (UT-Knoxville) for the paper entitled “Engineering Students’ Epistemic Cognition in the Context of Problem Solving”. The paper was co-authored by Dr. Lisa Benson (Clemson University). The paper was published in the October 2017 edition of the Journal of Engineering Education.

## Appendix D - Example Annual Meeting Agenda

**ASEE Southeastern Section**

**Annual Meeting**

Date

Location

Time

1. Call Annual Meeting of the Southeastern Section to order President

2. Moment of silence for any colleagues who have passed away President

3. Approval of Minutes from Previous Annual Meeting Secretary

4. Nominating Committee Report for Election of Officers Immediate Past President

5. Nominations from Floor. Hold Elections President

6. Report on next year’s conference Next Year’s

Site Coordinator

7. Call for Papers for next year’s conference Next Year’s

Site Coordinator

8. Report on future meeting sites President

9, Old Business President

10. New Business President

11. Section Resolutions Outgoing President Elect

12. Turn meeting over to new President New President

13. Award plaque to outgoing President New President

13. Other business New President

14. Adjourn