**Action Items from the Fall 2018 Meetings of the ASEE SE Section**

**October 11-12, 2018**

Table 1: Action Items from Fall 2018 Executive Board Meeting.

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| **Action (Fall 2018)** | **Responsible Party** | **Due Date** | **Status** |
| **1** | Determine if we can put more money into the research account from the BASS account for use for awards, etc. | Danie Kohn | March 10, 2019 | Open |
| **2** | Determine the process for how Nationals recognizes seed money for Host Sites so that it is not subject to the 30% fee. | Daniel Kohn | Dec 1, 2018 | Closed(Oct 12, 2018) |
| **3** | Establish a target balance in the BASS account for the end of the fiscal year (end of September).  | Daniel KohnTim Wilson | March 10, 2019 | Open |
| **4** | Determine a means to disseminate to the Puerto Rican population the offer for Section financial support for their attendance at the ASEE SE Conference. | Tim WilsonDaniel KohnTodd Schweisinger(ad hoc committee) | December 1, 2018 | Open |
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Table 2: Action Items from Fall 2018 Conference Site Planning Meeting.

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| **Action (Fall 2018)** | **Responsible Party** | **Due Date** | **Status** |
| **1** | Compose a description of the graduate school symposium, its cost and benefits, and send to Section members for recruiting participation. | Anna Howard | December 1, 2019 | Open |
| **2** | Create a means to collect permissions from students for sharing their contact information to participants of the graduate school symposium.  | Tyson HallAnna Howard | March 10, 2019 | Open |
| **3** | Determine the Research Division mission. | David CalamasChuck Newhouse, | March 10, 2019 | Open |
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Table 3: Action Items from Fall 2018 Conference Technical Program Planning Meeting.

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| **Action (Fall 2018)** | **Responsible Party** | **Due Date** | **Status** |
| **1** | Review the present Division Chair Responsibilities: Paper Review document and revise for accuracy then disseminate to the Division Chairs. | Chuck NewhouseSally Pardue | November 1, 2019 | Open |
| **2** | Provide the Division Chair Responsibilities: Paper Review document to the Section Secretary for the minutes.  | Chuck Newhouse | November 1, 2019 | Open |
| **3** | Add a question on the paper evaluation form on whether the paper meets the required format and a link to the Author Instructions on the Section website.  | Tyson HallChuck Newhouse | November 1, 2019 | Open |
| **4** | Summarize for the Division Chairs the main formatting issues that should be fixed before a paper is accepted as a document.  | John Brocato | November 1, 2019 | Open |
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