



DRAFT AGENDA

ASEE SE Executive Board Meeting

Embry-Riddle Aeronautical University
Daytona Beach, FL

Sunday, March 4, 2018
1:00pm

Called by: Hodge Jenkins
Location: ERAU Campus, Lehman Building Room 134 (LB134)
Attendees: ASEE SE Executive Board and Guests

1.	Welcome and Introductions	Hodge Jenkins
2.	Approval of Minutes of October 2017 Meeting	Cecelia Wigal
3.	Treasurer's Report	Hodge Jenkins for (Daniel Kohn)
4.	Host Site Summary Report <ul style="list-style-type: none">Attendee counts, current budget	Lulu Sun Tim Wilson
5.	Technical Sessions Summary Report for 2018 Conference	Sally Pardue
6.	Paper Management Website Coordinator Report	Tyson Hall
6.	Proceedings Editor Report	John Brocato
7.	Nominating Committee Report <ul style="list-style-type: none">President-Elect Nomination	John Brocato
8.	Section Awards Report for 2018 <ul style="list-style-type: none">Outstanding TeachingOutstanding Mid-Career TeachingOutstanding New TeacherThomas C. Evans Engineering Education PaperOutstanding Conference PaperTilmans-Dion Section ServiceNew Faculty ResearchStudent Poster CompetitionOutstanding Campus Representative	Otsebele Nare Otsebele Nare Otsebele Nare Otsebele Nare Otsebele Nare Otsebele Nare Otsebele Nare David Calamas Kenneth Ball
9.	Student Poster Competition	David Calamas
10.	2019 Annual Meeting Plans: Auburn University	John Hung
11.	Future Annual Meeting Sites <ul style="list-style-type: none">2020 The University of Memphis – Memphis, TN2021 George Mason University – Fairfax, VA2022 The Citadel – Charleston, SC2023 Mississippi State University – Starkville, MS2024 Kennesaw State University – Kennesaw, GA	Monika Bubacz

12.	Zone II Chair Report	Gary Steffen
13.	Campus Representative Report	Kenneth Ball
14.	Newsletter & Website Report	Hodge Jenkins
15.	Council of Past Presidents	Scott Schultz/John Brocato
16.	Review of Open Action Items	Hodge Jenkins
17.	Old Business	Hodge Jenkins
18.	New Business Technical Program Policies <ul style="list-style-type: none"> • Paper length limits • Faculty-written papers on student project: Students co-authors or just subjects? • Research Division Clarification: Student research in technical disciplines vs. Discipline-related research for education goals • Undergrad student research: Paper or strictly student poster? • Class/course scheme to facilitate student research: Should Process or Student Product be allowable as paper focus? Coordination of timing for final papers, early registration, hotel reservations, award notifications.	Hodge Jenkins/ Sally Pardue
19.	Adjourn	

Open Action Items

	Action	Responsible Party	Due Date	Status
1	Determine from the National Office how the section should handle the conference advance so to not be taxed on its return.	Daniel Kohn	Spring 2018 Meeting	Open
2	Ensure with Nationals that financially supporting “best of” award participants at the National Conference is approved use of the BASS account.	Daniel Kohn	Spring 2018 Meeting	Open
3	Update the award amounts for all awards except the Research and Student awards to \$500 on all applicable documents.	Executive Board	Spring 2018 Meeting	Open
4	Recommend how the financial support for the Puerto Rico students and faculty will be dispersed and managed.	Hodge Jenkins ad hoc Committee	January 1, 2018	Open
5	Update the responsibilities description for the Proceedings Editor in the Section Handbook.	John Brocato	Spring 2018 Meeting	Open