

North Central Section-American Society for Engineering Education
Executive Board Meeting

Minutes

Oakland University
Science and Engineering Building, 8th Floor Conference Room
Rochester Hills, MI

Friday, November 8, 2013
1:00 p.m. – 4:00 p.m.

Present: Ahmed Abel-Mohti, Betsy Aller, Roland Arter, Barbara Bernal, Dan Budny, Subramaniam Ganesan, Greg Gunn, Andy Kline, Andy Milks, Kathleen Ossman, Kenneth Reid, Karinna Vernaza (via Skype), Kumar Yelamarthi

- The meeting was called to order about 1:05 p.m. Introductions were made around the table. The chair, A. Kline, asked for additions to and approval of the agenda. No changes were suggested.
- The minutes of the April 5, 2013 NCS board meeting at Hitchcock Hall, The Ohio State University, Columbus, OH, were reviewed. The minutes were accepted.
Motion to accept the minutes as read: K. Yelamarthi.
Seconded by: A. Milks.
Vote to accept motion: Unanimous.
- Spring '14 Conference Report – S. Ganesan, the 2014 Program Chair submitted an overall conference report. A general discussion followed. Major points:
 - The conference will be hosted by Oakland University, Rochester Hills, MI, April 4-5, 2014.
 - Hotel rooms are available at several local hotels (listed in the newsletter).
 - Free parking is available at the university on a first come, first served basis.
 - Deadlines for abstracts, and the extended abstracts, posters and papers that follow were discussed and established. Abstracts will be submitted by January 11, 2014. Final papers must be submitted by March 8, 2014.
 - Paper must have at least three key words and be submitted via Easychair. Further information is listed on the ASEE NCS website.
 - Papers and extended abstracts will be submitted for peer reviewing. Focus on positive feedback.
 - Standard poster sizes were discussed. Will look for templates.
 - Registration dates and fees for the 2014 conference were set and will be published in the newsletter and listed on the ASEE NCS website.
 - The projected income is \$15,000. Most consider this to be high, although a more exact amount could not be determined at this time.
 - Banquet, reception and luncheon details were discussed.
 - It was agreed to purchase 500 flash drives (memory sticks or thumb drives) and emboss them with the ASEE logo for distribution at future ASEE NCS conferences included the 2014 conference. The estimated cost is \$2,000. This will be addressed by D. Budny.

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Motion to purchase 2,000 flash drives: B. Aller.

Seconded by: A. Abel-Mohti.

Vote to accept motion: Unanimous.

- The conference fees were reviewed and will be as follows for the upcoming conference.

Registration Type	Final Date	Members	Students
Early Registration	March 8	\$150.00	\$50.00
Registration	March 22	\$175.00	\$50.00
Late Registration	April 4	\$200.00	\$75.00

- The amounts of the prize money were reviewed and will remain the same for the upcoming conference.
- The 2014 ASEE NCS conference report was accepted.
- Web Master Report – K. Yelamarthi established active links between the national and the NCS websites. He will established a link with the University of Cincinnati (2015 ASEE NCS Conference) in the future.
The report was accepted.

- The Treasurer's Report was presented by the Treasurer, A. Milks. Summary:

4/25/13 Operating account balance: \$550.00.

4/25/13 Ossmen, Kathleen – Outstanding Teacher Award: \$-550.00.

11/8/13 Operating account balance: \$0.00.

4/5/13 BASS account balance: \$11,520.36.

Total BASS account disbursements: \$1,095.00.

Total BASS account revenue: \$1,828.67.

11/15/12 BACC account Balance: \$12,654.03. (This balance is slightly off. The BASS interest allocations were in error and will be corrected by the next board meeting.)

All Section activities that require that expenditures must be stated in the meeting minutes of the ASEE North Central Section executive board to be considered reimbursable by the national ASEE office.

Motion to accept the Treasurer's report as presented: C. Gunn.

Seconded: B. Aller.

Vote to accept motion: Unanimous.

- The Dean of the Engineering College, Dr. Louay Chamra, addressed the meeting. He welcomed us and pledged the full support of the engineering college for the upcoming conference. He also explained that there are several full time faculty positions open in the engineering college. He asked that we spread the word and announce these open positions in ASEE NCS newsletter.

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- The spring 2013 Conference Report, ASEE NCS, Columbus, OH, was sent from Robert Gustafson.

Registration: 73 professional, 90 students.

Presentations:

Full papers 32 faculty, 28 students – 60 total

Extended abstracts 13 faculty, 6 students – 19 total

Posters 3 faculty, 13 students – 16 total

There were several workshops.

Income: \$17,638.61, includes \$1,000 seed money *

Expenses: \$16,260.54

Balance: \$1,378.07, including \$1,000 seed money.

* From the final 2013 ASEE NCS conference report.

However, I regret to have to inform you that we have not been able to collect full payment for the meeting registration through the firm (ACTEVA) doing the processing of registration. From what we can learn about the firm at this point, it does not appear that we will be likely to receive the funds. I am not at liberty to share the exact amount owed with you at this time. However, the OSU College of Engineering has agreed to make up the difference, minus the \$1,000 seed money originally received. Therefore we will not be returning funds to the NC Region based on this meeting. Neither are we expecting the section to make up for the losses beyond the seed money.

The 2013 ASEE NCS conference report was accepted.

- Best paper –The same judging processes and forms will continue to be used. Everyone on the board agreed to serve as peer reviewers.
The report was accepted.
- Vice Chair Report – K. Yelamarthi is seeking candidates for the Best Teacher award of 2014. The names for Best Teacher award must be submitted through the national ASEE website.
The report was accepted.
- Past Chair's Report – C. Gunn had no report.
- Campus Representative Coordinator Report – B. Aller attended the campus rep meeting at the national ASEE convention and reported on that meeting.
The report was accepted.
- Zone II Chair Report – B. Bernal presented the following report. She also led a brief discussion about the possible location of a 2017 Zone conference. (During the year of a Zone conference the Sectional conferences will not be held.)

Zone II Report for Fall 2013 Section Meetings

ASEE Zone II Activities:

- Best Zone II Paper selection from the three Sections' best papers - "Engaging K-12 Teachers in Engineering Innovation and Design: Lessons Learned from a Pilot NSF Research Experience for Teachers Program" by Margaret Pinnell, Suzanne Franco, Sandi Preiss, Rebecca Blust and Renee Beach from University of Dayton and Wright State University.
- Outstanding Campus Representative for Zone II selection - Christopher J. Rowe from Vanderbilt University.

Zone II Election Results:

- Chair-Elect, Zone II (see in Sept. 2013 Prism "Board Profiles")

Ruby Mawasha
Assistant Dean, College of Engineering & Computer Science
Wright State University

Gary Steffen (109 votes)
Associate Professor and Chair
Computer, Electrical, & Information Technology.
Indiana University/Purdue University, Fort Wayne

Proposal for a Zone II Conference in 2017

Presentation was given to the three sections about a possible joint conference in 2017. This Zone II Conference would take the place of the separate section conferences. Each section executive boards would vote towards this proposal in Fall 2014. If accepted, the Fall 2015 executive board meeting for the three sections would include a presentation about the call for papers, workshops, student posters and awards for the joint Zone II Conference.

Possible Venue for the 2017 Conference,

Southeastern proposed: Florida or Charlotte, NC
Indiana/Illinois proposed: Louisville or Nashville are possible driving venues.
Note: National ASEE 2017 will be in Columbus, Ohio

Illinois/Indiana Section

- Fall 2013 – Executive Board Meeting Conference Call, Oct. 28, 2013 2pm-4pm.
- Annual conference at Rose-Hulman Institute of Technology, Terre Haute, Indiana on Friday and Saturday March 7-8, 2014.

Southeastern Section

- Fall 2013 – Executive Board Meeting in Atlanta, GA on October 24-25, 2013.

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- 2014 Annual Conference at Mercer University in Macon, GA on Sunday to Tuesday March 30-April 1, 2014.

North Central Section

- Ruby Mawasha is the new Zone II Chair Elect!
- Fall 2013 – Executive Board Meeting in Oakland University, Rochester on Friday, Nov. 8, 2013.
- 2014 ASEE NCS Conference will be held at Oakland University, Rochester, MI, Friday and Saturday April 4-5, 2014

Barbara Bernal, Zone II Chair
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A discussion followed and the report was accepted.

- Chair's Report – A. Kline had no report
- Newsletter Editor Report – R. Arter: the Fall 2013 newsletters are forthcoming. A rough draft was presented at the meeting. The Fall 2013 issue will cover the upcoming 2014 NCS conference, the past 2013 NCS conference and major announcements. The report was accepted.
- K. Ossman asked that the 2015 ASEE NCS conference be held at the University of Cincinnati, Cincinnati, OH. The board unanimously agreed. She asked for seed money and will establish exact dates.
- Old Business and/or New Business – Looking for location for 2016 conference. No other old or new business was proposed or discussed
- Good of the Order – None.
- Adjournment - Motion to adjourn: A. Milks
Seconded: C. Gunn.
Vote to accept motion: Unanimous.
Meeting adjourned at 4:10 pm, 11/8/13.

Respectfully submitted,



Roland Arter
Secretary