

American Society for Engineering Education

Civil Engineering Division

Minutes – Executive Board Meeting

San Antonio, Texas

11 June 2012

Attendance Roster

The following individuals were in attendance at the Executive Board Meeting:

Kevin Sutterer	Ron Welch	Norm Dennis
Asghar Bhatti	Tom Lenox	Matthew Roberts
Yusuf Mehta	Kevin Hall	Michael Woo
Brock E. Barry	Mikhael Gershfeld	Fatih Oncul
Wasim Barham		

(Note: Division Chair, Shashi Nambisan was unable to attend the meeting. Immediate Past President, Kevin Sutterer led the meeting on Shashi's behalf.)

1 Call to Order

Kevin Sutter for Shashi Nambisan

The meeting was called to order at 0705 in Room 006C of the Henry B. Gonzalez Convention Center.

2 Agenda & Minutes

2.1 Additions or Corrections to the Agenda

Kevin Sutterer for Shashi Nambisan

Prior to the meeting, Tom Lenox had coordinated the addition of a new business item, but that item was not included on the printed version of the agenda. The item was added.

Kevin Sutterer noted that an additional new business item will be the requirement of the Executive Board to address officer elections.

2.2 Approval of Agenda

Kevin Sutterer for Shashi Nambisan

Kevin Hall moved to accept the agenda as amended, Norm Dennis seconded the motion, and the agenda was approved.

2.3 Approval of 2011 Meeting Minutes

Kevin Sutterer for Shashi Nambisan

Brock Barry noted that the minutes had been circulated electronically among the Secretary-Treasurer, Division Chair, and Immediate Past Division Chair shortly after last year's meeting. Hard copy of the minutes was provided to all in attendance at the meeting. Kevin Hall moved to accept the minutes, Matt Roberts seconded the motion, and the motion carried by vote.

3 CE Division Leadership

3.1 Introduction of New Officers for 2012-2013

Kevin Sutterer for ***Shashi Nambisan***

Chair:	Asghar Bhatti (also Rep to ASCE- CC&A)
Vice Chair/Program Chair:	Matt Roberts (also Rep to ASCE- EdAC)
Secretary-Treasurer:	Brock E. Barry (2010-2012), new TO BE ADDRESSED
New Director (2012-2015):	TO BE ADDRESSED
Newsletter Editor:	TO BE ADDRESSED
Continuing Directors:	Yusuf Mehta (Senior Director) Kevin Hall (Midterm Director)

3.2 Review of Future Leadership Responsibilities

Kevin Sutterer for Shashi Nambisan

(See Attachment I – CE Division Leadership)

4 ASEE CE Division & Related ASCE Reports

4.1 Program Chair for 2012 Meeting

Asghar Bhatti

Paper and Reviewer statistics
Abstracts Submitted: 92
Draft Papers Submitted: 58
Final Papers Submitted: 44
Technical Sessions: 9
Reviewers: 110

Logistical details of the RAP session and the Division Banquet were provided.
(See Attachment II)

4.2 Secretary-Treasurer

Brock E. Barry

Executive Board Meeting minutes and the Treasurer's report were distributed to those in attendance. General Membership Meeting minutes will be distributed at the General Membership Business Meeting. Several reimbursement requests have been filed for expenses associated with the Division social events in advance of the meeting.

4.3 PIC I Business Meeting

Kevin Sutterer for Shashi Nambisan

Kevin Sutterer and Asghar Bhatti attended the meeting yesterday.

Issues associated with session evaluation forms were discussed. Evaluation forms will not be used during the current annual meeting. As suspected, in recent years, ASEE has done nothing with collected session evaluation forms.

PIC I bylaws are making some minor revisions.

Four Divisions received financial support through a proposal process. Six proposals were received. Funding is for outreach to membership during the annual meeting. Funding amounts to \$500 with an obligation for the Division to match. The CE Division did not submit a proposal this past year.

There is a trend toward making a change in the selection process for the PIC I best paper award. The current process consists of each Division sending a nomination of a paper from the prior year's meeting and then the PIC I Chair makes the selection. The current proposal is to move towards a PIC I committee that will make the selection. Each of the 13 Divisions in PIC I will nominate a member and then the PIC I Chair will select the committee consisting of five members. Discussion ensued regarding an alternative means of appointing a rotating panel of individuals to this committee.

Best Paper for PIC I from last year's annual meeting comes the Engineering Economics Division.

Increase in dues is projected for this year. However there will be an option for members to become a "paper free" member at a reduced dues rate.

There is a perceived ethics violation in the process of registering for the conference. ASEE believes that many faculty members co-author a paper with a student, registering the paper at the student rate, and then the faculty member attends. Anticipate change in registration and paper fee process as early as next year.

5 Supporting & Special Committee Reports

5.1 Awards Committee

Dennis Fallon (Chair), Norm Dennis, Kevin Sutterer

Recipients of this year's CE Division Awards are:

Gerald R. Seeley Fellowship – Michelle Oswald, Bucknell University

Glen L. Martin Award – Harry Cook, RIT

George K. Wadlin Award – Wilfred Nixon, University of Iowa

5.2 Nominating Committee

Kevin Sutterer (Chair), Norm Dennis, Shashi Nambisan

Norm sent nominations to Shashi in March, but Division leadership election was stalled.

Board discussed that the elections need to be addressed during this annual meeting.

Norm shared the prior nominations: Andrea Welker for Secretary/Treasurer and Brock

E. Barry for Freshman Director. Additional nominations will be solicited at the General

Membership Meeting. Voting is only required for contested positions. If required,

voting will be conducted during the General Membership Meeting. Kevin Hall and Ron

Welch will count ballots. Webpage and newsletter are appointed positions (do not

require a vote).

5.3 Membership Committee

Yusuf Mehta (Chair), Matt Roberts, Kevin Hall

The Division has seen a fairly drastic drop in membership in recent years. As of June 2011 Division membership was 621. ASEE does not have more recent data to share with us.

5.4 ASCE Education Activities Report

Ping Wei

A complete report will be provided during the General Membership Meeting. ASCE is restructuring the committee system. Changes are expected prior to the next ASEE meeting.

5.5 Bylaws

Matt Roberts

Changes were made to the by-laws in 2010 for the wording for the Seeley Award. The CE Division by-laws have not been updated on the Division webpage since 2006. Norm Dennis stated that he personally sent the revised by-laws to Wayne Davis at ASEE in 2010. Norm will send those to Yusuf Mehta and request that he push them to Wayne again. Norm also recommended that we send a copy of the CE Division Executive Board Meeting Minutes for that year showing that the changes were approved. Ron Welch noted that the Division is obligated to update their by-laws every 10 years, at a minimum.

5.6 Newsletter

Michael Woo

Michael did not receive enough information or pictures from last year's meeting to generate a newsletter. He will personally collect information and images this year to pass along to the incoming newsletter editor. Ron Welch noted that the newsletter needs to go out in August.

5.7 CE Division Web Site

Michael Woo

No report. Ron Welch noted that all old newsletters are now available on the CE Division website, external to ASEE, which is maintained at The Citadel. <http://CEE.citadel.edu/asee-ce-division>

5.8 Historian's Report

Ron Welch

Official report the Historian will be made at the business meeting.

Ron expressed sincere thanks to Tom Lenox for his ten years of services as THE Historian for the Division and for the organized manner in which his records were maintained.

6 Membership of Supporting & Special Committees for 2012-2013

6.1 Awards

Norm Dennis (Chair), Kevin Sutterer, Shashi Nambisan

6.2 Nominations

Shashi Nambisan (Chair), Kevin Sutterer, Asghar Bhatti

6.3 Membership

Kevin Hall (Chair), Yusuf Mehta, (Freshman Director to be elected)

6.4 Bylaws

Yusuf Mehta

7 Other Business/Discussions

Tom Lenox expressed concern about the available seating and room arrangement for several of the planned CE Division sessions for this year. General discussion ensued regarding what is perceived as a failure on the part of ASEE to hear and react to our session space needs. Norm Dennis recommended that the Division Chair or Program Chair contact ASEE and request session attendance data for the CE Division session for the past three years, in writing. Asghar will perform this task.

Tom Lenox presented a detailed recommendation that the title of the CE Division's Glenn L. Martin Best Paper Award be changed to the Glen L. Martin and Stephen J. Ressler Best paper Award. The award has been presented to COL Stephen J. Ressler five times. Tom provided a handout that detailed some of Steve's significant contributions and award associated with the CE Division and engineering education. Discussion ensued regarding possibility of alternatively creating an additional Division award that carries Steve's name. The issue will be placed on the agenda for the General Membership Meeting.

8 Adjournment

Kevin Sutterer for Shashi Nambisan

The Executive Board Meeting was adjourned at 0830.

Minutes prepared by Brock E. Barry, Secretary-Treasurer

Attachments:

I – CE Division Leadership

II – CE Division RAP Session & Banquet Details

Attachment I

ASEE CE Division Leadership (updated June 2012)

Position	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Immediate Past Chair	Kristen Sanford Bernhardt	Ron Welch	Dennis Fallon	Norman Dennis	Kevin Sutterer	Shashi Nambisan
Chair & ASCE Comm. Liaison	Ron Welch (EdAC)	Dennis Fallon (CC&A)	Norm Dennis (EDAC)	Kevin Sutterer (CC&A)	Shashi Nambisan (EdAC)	Asgar Bhatti (CC&A)
Vice Chair & Program Chair	Dennis Fallon (CC&A)	Norm Dennis (EdAC)	Kevin Sutterer (CC&A)	Shashi Nambisan (EdAC)	Asgar Bhatti (CC&A)	Matt Roberts (EdAc)
Senior Director	Norm Dennis	Kevin Sutterer	Shashi Nambisan	Asgar Bhatti	Matt Roberts	Yusuf Mehta
Mid-Term Director	Kevin Sutterer	Shashi Nambisan	Asgar Bhatti	Matt Roberts	Yusuf Mehta	Kevin Hall
Freshman Director	Shashi Nambisan	Asgar Bhatti	Matt Roberts	Yusuf Mehta	Kevin Hall	TBA
Sec/Treasurer	Yusuf Mehta	Yusuf Mehta	Yusuf Mehta	Brock Barry	Brock Barry	TBA
Newsletter Editor	Matt Roberts	Matt Roberts	Michael Woo	Michael Woo	Michael Woo	TBA
Historian	Tom Lenox	Tom Lenox	Tom Lenox	Tom Lenox	Ron Welch	Ron Welch
Webmaster	Michael Woo	Michael Woo	Michael Woo	Michael Woo	Michael Woo	TBA
Educational Policy*	Shashi Nambisan Peter Hoadley	Norb Delatte/Fred Meyer/Andrea Welker	Kristen Sanford Bernhardt/Sean St. Clair	Norm Dennis/ Wilf Nixon	Kristen Sanford Bernhardt/ Steve Burian	
Effective Teaching*	Steve Ressler Kevin Hall	Kevin Hall/Claude Villiers	Andrea Welker/Sulapha Peethamparan	Kevin Hall/ Ron Welch	Kevin Hall/ Ron Welch	
Instructional Technology*	Kevin Sutterer Jim Nau	Michael Woo/William Barry	Paul Richards / Seamus Freyne	Asgar Bhatti/ Jim Hanson	Kevin Sutterer/ Jim Hanson	
Professional Practice*	Brock Barry Keith Plemmons	Brock Barry/Yusuf Mehta	Brock Barry/ Yusuf Mehta	Brock Barry/ Yusuf Mehta	Brock Barry/ Andrea Welker	
ASCE Liaison Committee*	Jim O'Brien	Jim O'Brien	Jim O'Brien	Jim O'Brien	Jim O'Brien	Jim O'Brien
Awards *	Wilf Nixon (Chair) Jim Hanson Kristen Sanford Bernhardt	Jim Hanson (Chair) Kristen Sanford Bernhardt Ron Welch	Kristen Sanford (Chair) Ron Welch Dennis Fallon	Ron Welch (Chair) Dennis Fallon Norm Dennis	Dennis Fallon (Chair) Norm Dennis Kevin Sutterer	Norm Dennis (Chair) Kevin Sutterer Shashi Nambisan
Nominating *	Kristen Sanford Bernhardt (Chair) Ron Welch (J. Hanson)	Ron Welch (Chair) Dennis Fallon Kristen Sanford Bernhardt	Dennis Fallon (Chair) Rod Welch Norm Dennis	Norm Dennis (Chair) Dennis Fallon Kevin Sutterer	Kevin Sutterer (Chair) Norm Dennis Shashi Nambisan	Shashi Nambisan (Chair) Kevin Sutterer Asgar Bhatti

*Standing Committee on **Educational Policy** also includes the Curriculum Development topic.

Awards Committee: Three most recent living CE Division Past Chairs, most senior Past Chair is Awards Committee Chair.

Nominating Committee: Chair is immediate past CE Division Chair, others are current CE Division Chair and an active past chair appointed by Vice Chair (usually previous immediate past chair).

Other comments/information on Division Committees and positions:

The **Newsletter Editor** is appointed by the Executive Committee for a three-year term.

The **Historian** is appointed by the Executive Committee for a five-year term.

The **Membership Committee** includes the three directors with the mid-term director serving as Chair.

The **By-laws** also assign the **Senior Director** responsibility for conducting an annual review of the Bylaws (to keep them current) and to be **Parliamentarian** at Division meetings.

Civil Engineering Division RAP Session

Monday, June 11, 2012

6:00 pm

Meet at the
Ticket Sports Pub
420 E. Houston, San Antonio TX 78205
(A Two Blocks Walk from the Convention Center)

Drinks (2 Tickets) and Light Snacks

6:45 pm: From in Front of the Ticket Sports Pub
Board Bus for University of Texas, San Antonio
Bus Leaves at 7 PM

~ 7:30 PM – Remarks by Professor Athanassios T. Papagiannakis
R.F.McDermott Professor and Chair
Dept. of Civil and Environmental Engineering
University of Texas - San Antonio

Fruit Punch & Light Snacks

Tour CEE Labs

9:00 pm: Bus Leaves for Return to the Convention Center

Civil Engineering Division Banquet Program

Menger Hotel

A Historic Hotel A Block from the Convention Center
204 Alamo Plaza,
San Antonio, TX 78205

Tuesday, June 12, 2012

6:45 pm

Cocktails

Dinner

Welcome and Introductions – Kevin Sutterer

Recognition of the Past CE Division Chairs Present – Ron Welch

Recognition of Session Moderators – Asghar Bhatti

ASCE Awards Presentation – Ping Wei

CE Division Awards Presentation – Dennis Fallon

New Bylaws Provisions – Tom Lenox

Closing Remarks

Kevin Sutterer

Dinner Menu

Cocktails (2 tickets)

Menger's Signature Tortilla Soup

Green Salad

Choice of Chicken Milanese or Grilled Salmon Filet
Served with your choice of Menger's Famous Baked Potato,
Rice Pilaf or Linguini Pasta and Vegetable du jour

Chocolate Mousse

Tea & Coffee