

Electrical and Computer Engineering Technology
Department Heads' Association Semi-Annual Business Meeting
2010 ASEE CIEC Conference
Hilton Palm Springs, Plaza D
Palm Springs, CA
Tuesday, February 2, 2010
at 5:00 p.m.

Minutes

I. Call to Order (S. Segalewitz)

The meeting was called to order by the Chair, S. Segalewitz, at 5:02 p.m. The agenda and handouts for the meeting were distributed to all in attendance and approved.

The meeting began with an introduction of all in attendance.

The 13 attendees were:

Name & Affiliation

Babak Beheshti - NYIT
Walter Buchanan - Texas A&M University
Ken Burbank - Western Carolina University
Mike Eastman - RIT
Sandy Feola - NCME
Tom Gaudetle - The Mathworks
Tom Hall - Northwestern State University
Bob Herrick - Purdue University
Ron Land - Penn State University
Rich Pfile - IUPUI
Jay Porter - Texas A&M University
Rasoul Saneifard - Texas Southern University
Scott Segalewitz - University of Dayton
Gary Steffen - IPFW

II. Approval of Minutes (G. Steffen)

Approval of the minutes of the June 16, 2009 meeting in Austin, TX was obtained by S. Segalewitz.

III. Election Results (S. Segalewitz)

S. Segalewitz announced that Elaine Cooney of IUPUI was elected to the Chair-Elect position. S. Segalewitz is currently Chair, W. Buchanan is Treasurer, and G. Steffen is Secretary. R. Land, as immediate Past Chair, will be holding an election to fill the 2 and 4 year representative positions.

IV. Treasurer's Report (W. Buchanan)

The Treasurer's Report prepared by Walter Buchanan was distributed and reviewed. The Association's current account balance stands at \$3,822.82. This is a drop of about \$1000.00 from last year. S. Segalewitz explained that we fund two mini-grants and two trips to the CCIT meeting each year totally about \$3,600.00. The membership dues have not been raised in 8

years. A motion passed raising membership dues by \$10.00 annually to \$35.00.

S. Segalewitz reported that ETD might start a mini-grant. We might approach ETD to fund the mini-grants for \$1000.00 and ECETDHA could administer them.

V. Membership Update (W. Buchannan)

W. Buchannan expressed that the membership is currently 79 members. At this moment, we are running ahead of last year's membership numbers.

VI. NCME Overview and Needs Assessment for ECETDHA of IEEE (Sandy Feola)

S. Feola introduced the National Center for Manufacturing Education (NCME). NCME serves as a source of materials, support services, and professional development opportunities for educators and industry professionals. Funded by NFS in 1995, NCME develops powerful tools for curriculum development using activity-based learning and learning modules that are available for immediate plug in. A searchable database, Manufacturing & Engineering Technologies Education Clearinghouse (METEC), contains content of materials submitted by educators from around the world. Topics covered include classroom content and pedagogy. This contains content for the Engineering Technology community.

S. Feola expressed the need to get the word out about METEC. How do we get the word out for people to use and add information to METEC? How do we get exposure? The database at this time only contains electrical and computer technology information for conference proceedings organized by disciplines. The membership is encouraged to get the word out about METEC and NCME should use the ETD Listserv.

VII. Mini-Grant Program (S. Segalewitz)

a. Winter 2010 Award Announcement

There were 8 proposals submitted for the winter mini-grant. This was the most applicants for the mini-grants to date. A single mini-grant for the winter was awarded to Old Dominion University. Their proposal will be placed on the ECETDHA website. This is Old Dominion's second successful proposal.

b. Mini-Grant Procedure

S. Segalewitz distributed proposed changes to the "Guidelines for ECETDHA Mini-Grants". The proposed changes surrounded the conditions that must be met in order for a proposal to be considered for funding. Bullets one and three were accepted without change while minor changes to bullet two were made. A motion passed to update the document. S. Segalewitz will make the needed changes.

VIII. Report on CTAA Activities (T. Hall)

T. Hall reported that new PEVs have been selected and are going through EAB for approval. ABET reviewers are also being reevaluated after 6 years. Two new members of CTAA have been selected.

TAC has decided to test a sampling of DeVry University locations. TAC will only select a couple of DeVry sites to visit. If these sites pass, all sites within DeVry will pass. If any site fails, all sites will fail. This is designed as a cost saving feature for DeVry.

IX. Recruiting ABET/TAC PEVs (S. Segalewitz/ T. Hall)

There is a need for more PEVs from government and industry. The membership is encouraged to seek new PEVs from their advisory boards. Good Faculty is also encouraged to apply. T. Hall will step down as Chair of CTAA in June.

X. Update Assessment Testing Project (R. Land)

A round of testing is set for this spring. Currently the price of the exam is \$80.00 but the cost could be reduced by half with an increase in participants. Some students taking the exam did not feel prepared. A study guide is being planned and should help with this but additional funding will be needed. Information about the exam is difficult to find on the SME website and R. Land will notify SME to have this corrected.

XI. Benefits of ECETDHA membership (All)

S. Segalewitz expressed a need to increase membership. He would like a document highlighting the association. This could include information on the mini-grant and the involvement of ECETDHA with CTAA and IEEE. R. Land will check on reducing the cost of the assessment exam for ECETDHA members. The concept of a database of reviewer information, specified by department heads, was reopened. The database could be created and then publicized to the ECETDHA membership. S. Segalewitz suggested that this might be a duty of the Chair-Elect and will look into it.

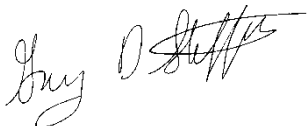
XI. Comments for Good of the Association

The next ECETDHA meeting will be June 2010 in Louisville, KY.

XII. Adjournment of Business Meeting

The meeting was adjourned at 6:32pm.

Respectfully Submitted,



Gary Steffen
Secretary