

Electrical and Computer Engineering Technology
Department Heads' Association Semi-Annual Business Meeting
2011 ASEE CIEC Conference
Crowne Plaza Hotel Riverwalk, Executive Salon 3
San Antonio, TX
Tuesday, February 1, 2011
4:30 p.m.

Minutes

I. Call to Order (S. Segalewitz)

The meeting was called to order by the Chair, S Segalewitz, at 4:42 p.m. The agenda and handouts for the meeting were distributed to all in attendance.

The meeting began with an introduction of all in attendance.

The 15 attendees were:

Name & Affiliation

Walter Buchanan - Texas A&M University
Tom Hall - Northwestern State Univ.
Bob Herrick - Purdue University
Ron Land - Penn State University
Gary Steffen - IPFW
Ken Burbank - Western Carolina University
Warren Hill - Weber State University
Scott Dunning - University of Maine
Scott Segalewitz - University of Dayton
Mike Rudisill - Northern Michigan University
Austin Asgill - Southern Polytechnic State University
Neal Widmer - Purdue University
Todd Morton - Western Washington University
Jeff Ray - Southern Polytechnic
Chih-Ping Yeh - Wayne State University
Kim Gaines - Augusta Technical College

II. Approval of Minutes (G. Steffen)

Approval of the minutes of the June 22, 2010 meeting in Louisville, KY was obtained by S. Segalewitz.

III. Treasurers Report (W. Buchanan)

W. Buchanan provided a handout on the current cash on hand of \$3617.65. Overall membership has been down over the last couple of years but our revenues have increased because of our increase

in dues. S. Segalewitz did not attend CTAA meeting this year so no charge will occur on the budget.

IV. Membership Update (W. Buchanan)

W. Buchanan distributed the current membership list that listed 72 members. S. Segalewitz indicated that membership is down and provided a review of our membership history. S. Segalewitz is working on an EMAIL to solicit former members. R. Land suggested we ask former members the reason they decided not to renew their ECETDA membership. Institutions are allowed to pay multi-year dues if they desire.

V. Mini-grant Program (S. Segalewitz)

There were three applications for the Winter 2011 mini-grant. Overall the applications were not as strong as in the past but a single project was selected to receive the grant. The High Altitude Balloon Project from Penn State Wilkes-Barre was awarded \$600.00. In years past, we have awarded more than a single mini-grant but only one application really met the criteria this round. One of the applications was not even electrically-related. R. Land suggested that we might consider changing the mini-grant criteria allowing us to not award the mini-grant if no applications are suitable.

VI. Report on IEEE CTAA Activities (T. Hall)

Proposed criteria change has been sent out for comment. This will be out for comment for one year and then will become next year's required criteria. A primary change in the criteria is that Engineering Standards have been added. There are also changes to the goals in computing and to the application of physics and chemistry.

The CTAA selects PIVs and mentors them. CTAA typically helps select those people that serve on TAC. This past year we rewrote the charter and were asked by IEEE to reduce our membership. As a result we went down from three to two voting members from TAC. It was all a money saving idea. Another issue discussed by CTAA was surrounding the sampling of multi-site programs. A dialog on this subject is ongoing. We continue to have good quality conversation with ABET and feel that ABET really wants to listen to their constituents (us). They seem to be listening.

Do you feel like being an evaluator? Please sign up. This is a great way to find out what other programs are doing. You might want to consider approaching a member of your institutions' industrial board as a possible reviewer.

VII. USOPM (S. Segalewitz)

Nothing reported.

VIII. Update on Assessment Testing Project (R. Land)

The project has been in place for two years. We are starting to get some data but we do not yet have a national norm. We hope to have that soon. We have run one beta and two regular rotations of the exam. The exam has been used by 19 programs and about 200 students including a program in India.

Our current focus is on marketing the exam. In early December, R. Land had a webinar with over 50 people in attendance. All attendees were from academia. We are looking into running a JET ad once we obtain additional information from SME. The IEEE is also looking into some other possible venues to promote the exam.

The cost of the exam is still \$85.00. If we can sustain 100-120 exams a year, then we might get the cost down to \$50.00. The long-term goal is to have modules that go beyond the core exam and to deepen the database of question. The next round of testing this spring should shed light on the long-term future of the exam. It is important to do testing each year so a continuous improvement cycle can be established. Please get the word out about the exam.

IX. Nomination/Election of New Officers (R. Land)

A list of current officers with dates of service was distributed. The position of Treasurer and Chair-Elect expires in June 2011. The Chair-Elect is actually a 6 year term with 2 years being Chair-Elect, two years as Chair, and 2 years as Past-Chair. Being an officer in the ECETDHA is a great experience. T. Hall suggested that we might want to see if the IEEE would want to sponsor the organization.

X. Benefits of Membership (All)

There are many benefits of being a member of ECETDHA. The cost

of membership is low. You can network with other engineering technology programs. You can submit mini-grant proposals. You can make recommendations to the CTAA in help forming TAC/ABET criteria. You can help influence the SME/EET outcome assessment tool.

There is a need to continue to work on the EET External Evaluator Database. This would be an excellent resource for members of ECETDHA to use. This could be advertised on the listserv and help generate membership.

At a prior board meeting Sandy Feola introduced MTEC and provided a handout. This is a searchable database of materials submitted by educators from around the world. We were encouraged to use the website and update content information. A champion from ETD is needed for this project. There is a booth in the EXPO hall for additional information on MTEC.

XI. Comments for the Good of the Association (All)

B. Herrick suggested that outreach of ECETDHA could be done through the National Forum. B. Herrick will sit down with ETC and come up with a small paragraph about the National Forum that can be sent out to the ECETDHA membership. R. Land suggested that we send out a report on the mini-grant to the listserv.

A question was raised. Does ECETDHA have its own listserv or do we just use the ETD? S. Segalewitz expressed that maintaining a listserv for just ECETDHA would be problematic. At this time we use the ETD but he will check into a listserv or blog system exclusively for ECETDHA.

XII. Adjournment of Business Meeting

The meeting was adjourned at 5:37pm. Next meeting is June 27, 2011 from 7:00am-8:30am at the 2012 National ASEE Meeting in Vancouver, Canada.

Respectfully Submitted,



Gary Steffen
Secretary