

Electrical and Computer Engineering Technology
Department Heads' Association Semi-Annual Business Meeting
2010 ASEE Annual Conference
Kentucky International Convention Center, 105
Louisville, KY
Tuesday, June 22, 2010
7:00 a.m.

Minutes

I. Call to Order (S. Segalewitz)

The meeting was called to order by the Chair, S Segalewitz, at 7:04 a.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 29 attendees were:

Name & Affiliation

Walter Buchanan - Texas A&M University
Tom Hall - Northwestern State Univ.
Bob Herrick - Purdue University
Ron Land - Penn State University
Ron Rockland - NJIT
Gary Steffen - IPFW
Ken Burbank - Western Carolina University
Chuck Hickman - IEEE
Nasser Alaraje - Michigan Technology University
Warren Hill - Weber State University
Bill Clapp - Weber State University
Scott Dunning - University of Maine
Olusegun Adeyemi - Grambling State University
Scott Segalewitz - University of Dayton
Elaine Cooney - IUPUI
Rasoul Esfahani - DeVry University
Sami Antoun - DeVry University
C.P. Yeh - Wayne State University
Mike Rudisil - Northern Michigan University
Jim Lookadoo - Pittsburg State University
Roy Pruett - Bluefield State College
Steve Wendel - Sinclair
Essaid Bouktache - Purdue University Calumet
Ilya Grinberg - Buffalo State
John Stratton - RIT
Austin Asgill - Southern Polytechnic State University
Randy Buchanan - USM

G. Thomas Bellarmine - FAMU
Mike Eastman - RIT

II. Approval of Minutes (G. Steffen)

Approval of the minutes of the February 2, 2010 meeting in Palm Springs, CA was obtained by S. Segalewitz.

III. Treasurers Report (W. Buchanan)

S. Segalewitz reported on behalf of W. Buchanan who was momentarily attending another meeting. The distributed treasurers report shows cash on hand of \$1,459.89 as of June 15, 2010. Disbursements show the mini-grant and a single trip to the CTAA meeting. Funds are low but do not reflect the annual membership dues that are currently to be collected. Membership cost is \$35.00 annually which reflects the \$10.00 increase dues voted on at the February 2, 2010 meeting in Palm Springs. The increase in membership cost was required to help cover the addition trip to the CTAA meeting.

IV. Membership Update (W. Buchanan)

S. Segalewitz reported on behalf of W. Buchanan who was momentarily attending another meeting. The distributed membership list showed 86 members for this year. Membership in the past has been typically about 90 members. The decrease in membership could be a reflection of the economy or incorrect contact information. S. Segalewitz will contact institutions that did not renew and he asked the meeting attendees to review the current membership list for accuracy. The invoice for annual membership was also distributed.

V. Mini-grant Program (S. Segalewitz)

The last awarded mini-grant was to Old Dominion University. Old Dominion has not yet filed the mini-grant final report and S. Segalewitz will follow-up with them. Another call for mini-grants will take place in September 2010.

Changes were approved to the mini-grant program at the February 2, 2010 meeting in Palm Springs. These included: 1. The project director must be from an ECETDHA member institution. 2. Project director can only receive a mini-grant once every three years. 3. If a final mini-grant report is not received, the awarded

institution is not eligible for another award until the report is submitted.

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

C. Hickeman (IEEE) reported on behalf of T. Hall who was momentarily attending another meeting. The CTAA met about a week ago. Conversation at CTAA, that most pertained to ECETDHA, surrounded the ABET plan to use sampling techniques in accrediting programs of institutions who exist at multiple locations. CTAA felt that ABET was not effectively communicating with the involved societies, including the IEEE, in this matter. Considerable time was also spent at the meeting streamlining committees, identifying duties and assigning responsibilities. CTAA is also concerned with the selection of PEVs who reside outside of the United States. CTAA will be working with the IEEE to streamline the process and ensure proper procedure.

S. Segalewitz explained that the CTAA interfaces with the IEEE on matters surrounding the accreditation of technology programs. The CTAA elects commissioners for TAC and makes decisions on the PEVs. The IEEE is the largest group within TAC and has the most commissioners with 7. The sampling technique being used by ABET for accrediting programs at multiple locations is beginning the second round of sampling. The results from the first round will be presented at the commission meeting later this year. It is important for ABET to keep us informed and create transparency.

VII. 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. Applications can be filled out and given to S. Segalewitz or T. Hall.

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

R. Land reported that the first production run of the assessment test was completed this spring. There were 77 students in 8 different programs. Of these programs, 6 were new and 2 programs were initially involved in the pilot testing of the exam. A number of schools who participated in the pilot exam did not participate in the production exam due to the economy and funding.

The handout provided reflected some interesting facts. The scores of the pilot exam closely match the scores of the production exam. This data will be continually monitored on future exams looking for trends. Also the comments provided by the test users were extremely positive.

The exam must be sustainable and the division needs to get the word out. It will take 100-120 exams each year to make it self-sustaining. The current cost is \$100.00 but should decline as more students take the exam. The future exams may include specialized modules but this will not be done until the exam is sustainable.

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

A list of current officers with dates of service was distributed on the reverse side of the agenda. The position of Treasurer, Secretary, 2-Year representative and 4-Year representative expire in June 2011. R. Land will be soliciting nominations for these positions. If a member has interest in serving, see R. Land.

X. Manufacturing and Engineering Technologies Education Clearinghouse (MTEC)

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

XI. Benefits of ECETDHA Membership (All)

An open discussion took place on the benefits of membership in the association. R. Land indicated that membership showed a service activity, allowed for a voice within the IEEE through the CTAA, and provided a singular voice for the ECET community. T. Hall expressed that ECETDHA is a conduit directly to TAC/ABET.

XII. Comments for the Good of the Association

S. Segalewitz expressed that we need to revisit the external database. The database can provide a location to find external evaluators for promotion and tenure.

A question was raised about the lack of attendance at the ECETDHA meeting during the CIEC conference. Generally this is the only other time, other than the national conference, that we can meet.

W. Buchanan distributed a flyer on the ETLI conference taking place at Texas A&M in November.

XIII. Adjournment of Business Meeting

The meeting was adjourned at 8:10am. Next meeting in San Antonio at CIEC Feb 1, 2011 from 4:30pm-6:00pm

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Gary Steffen".

Gary Steffen
Secretary