

Minutes of the Electrical Computer Engineering Technology Department Heads Association (ECETDHA) Business Meeting held Thursday, January 26, 2006 at the CIEC conference in Texas Ballroom C, Crowne Plaza Hotel, San Antonio, TX

The meeting was called to order by the Chair, Hal Broberg, at 3:38p.m. The agenda for the meeting was distributed to all in attendance.

The meeting was begun with an introduction of all in attendance. The attendees were:

<u>Name</u>	<u>Affiliation</u>
Charles Bachman	SPSU
Carol Richardson	RIT
Lakshmi Munukutla	ASU Polytech
Scott Segalewitz	Univ. of Dayton
Ron Land	Penn State
Tom Hall	NSU of La
Ron Rockland	NJIT
Hal Broberg	IPFW
Hugh Blanton	ETSU
Ken Reid	IUPUI

It was noted that the attendance was much lower than at previous meetings, and the reason was believed to be because of the meeting being scheduled late on Thursday afternoon of the conference after many conference attendees had gone home.

(Action item) The recommendation was made that the Chair contact the CIEC chair for 2007 and request that next year's meeting be scheduled in the normal Tuesday afternoon time slot.

### AGENDA ITEMS

I. Minutes prepared by Walt Buchanan, the Secretary-Treasurer, for the June 29, 2005 ECETDHA business meeting held at the ASEE Annual Conference in Portland, Oregon were reviewed and approved.

II. Treasurer's Report: The Treasurer's Report, also prepared by Walter Buchanan was reviewed and approved. The Association's current account balance stands at \$4712.42. Membership as of this date stands at 78, which the report noted is ahead of the membership count at this same stage last year.

Because of the state of the budget, it was suggested that the Association should use some of the funds to expand its involvement with the IEEE. In particular, the recommendation was made that the Association fund the Chair to attend meetings of both the IEEE CTAA (Committee for Technology Accreditation Activities) and the IEEE EAB (Educational Activities Board). Although the Association is welcome as a non-voting member at both meetings, the ECETDHA currently only funds travel to the CTAA meeting.

III. CTAA Report: Tom Hall reported on the actions and discussions at the January CTAA meeting. Particularly important in Tom's view is the strong commitment exhibited by the new vice-president in charge of the EAB (Moshe Kam) to including higher education in initiatives and activities of the EAB and putting engineering

technology on equal footing with engineering. The increased level of attention should make this a particularly opportune time for the Association to increase its involvement with the IEEE, which lends support to the idea of the Chair attending EAB meetings as well as CTAA meetings as suggested earlier.

Tom also reported that the CTAA was supportive of and wants to be involved in the effort to work with the SME to develop standardized assessment tests for both core engineering technology concepts and electrical/electronics specialties. The head of EAB, Dr. Kam, indicated that IEEE's preference would be for a joint development and a 'dual branding' of the assessment tools. (See below for additional details re. the SME assessment activities.)

IV. External P&T Reviewer Database: Tom Hall reported on recent activities regarding the proposal to develop a database of qualified people willing to serve as external reviewers for P&T actions. The idea was proposed a year ago but has been held up by a number of concerns (viz., who would be allowed access, criteria for qualifying volunteers, responsibility for reviewing and approving volunteers, etc.). Earlier in the week, to get the proposal moving again, Tom met with Bob Herrick of Purdue and Dhushy Sathianathan of Penn State to identify the best course of action. (Action item) As a result, Bob Herrick, Dhushy Sathianathan, Charles Bachman and a fourth person to be identified have agreed to work out a plan that will let the Association begin to assemble a list of volunteers and make the list available to members. The purpose is to assemble sufficient information to determine how well the idea might work and to establish a baseline for clarifying and resolving concerns that have delayed the project to date.

V. SME Certification/Assessment Test: Tom Hall also reported on the status of the work with SME to investigate the possibility of developing standardized assessment tests for engineering technology. That activity has also been delayed because of delays in SME's work on their core concepts assessment module. Representatives of SME have committed to get back in touch with Tom sometime in February to re-initiate the discussions and to propose a course of action. (Action item) Tom will report developments from this meeting to the Association.

As a related topic, Carol Richardson noted that Elaine Craft at the SC ATE (South Carolina Advanced Technological Education Center) has developed some innovative assessment devices, based on tools available from ACT's workforce development programs, that might be useful as normative assessment tests for engineering technology. She suggested that these should be examined as part of the effort with SME.

VI. Standing committees:

*Nominating committee* -- it was pointed out that the terms of both the 2- and 4-year college representatives expire in June. However, a discussion ensued regarding the duties of these two positions since no specific responsibilities are assigned them in the bylaws. Members present pointed out that the two positions were added to the Association executive board to ensure that there would always be representation of both categories of schools. (Action item) It was suggested that the Chair should consider adding an agenda item to the June meeting to discuss whether additional responsibilities for these positions should be considered.

*Publicity committee* – no report

*Membership committee – no report*

VII. New Business:

*Biomedical programs* – Scott Segalewitz from the University of Dayton reported on the fact that Biomedical Engineering Technology programs are no longer accredited under the auspices of the IEEE. The professional society now responsible for accreditation criteria for Biomedical Engineering and Biomedical Engineering Technology programs is now the BMES (Biomedical Engineering Society). Further, Scott and Ron Rockland from NJIT have been asked to represent Biomedical Engineering Technology programs to the BMES in the development of accreditation criteria. Scott requested that anyone having comments, suggestions, or concerns regarding these issues contact either him or Ron Rockland.

*New definition for EET for use by IEEE* – Lakshmi Munukutla from Arizona State University Polytech reported that she had come across an existing, but very old, definition, published by IEEE, of the expected capabilities of engineering technology graduates. She proposed that this is an appropriate time to take advantage of our involvement with IEEE via the CTAA to update this definition to better reflect current perspectives. (**Action item**) Lakshmi agreed to forward a copy of the existing IEEE document to the executive board of the Association for review and comment. Board members were asked to review the document and provide suggestions to Lakshmi regarding how the document should be updated. Lakshmi will compile and summarize those comments back to the Chair for a decision on further action. The hope is to have an updated definition endorsed by the Association membership and available for recommendation to the CTAA by the time of the June meeting.

Given no further issues for consideration, the meeting was adjourned at 5:43p.m.

Respectfully submitted,

Ron Land (for Walt Buchanan)