

Electrical and Computer Engineering Technology Department Heads'  
Association  
Semi-Annual Business Meeting \*\* CIEC \*\* Palm Springs, CA

February 8, 2007 at 9:00 a.m.

Minutes

Minutes of the Electrical and Computer Engineering Technology Department Heads Association (ECETDHA) Business Meeting at the 2007 CIEC, Thursday, February 8, 2007 at 9:00 a.m., Caliente Room, Hilton Palm Springs Resort, Palm Springs, CA

Attendees:

Name	Affiliation
Ron Land, Chair	Penn State (ETCE)
Ron Rockland	New Jersey Institute of Technology
Tom Hall	Northwestern State U. of LA
Beshara Sholy	Saint Louis University
Teresa Hall	South Dakota State University
Bill Clapp	Weber State University
John Robertson	Arizona State University, Polytechnic Campus
Charles Bachman	Southern Polytechnic State University

The meeting was called to order by the Chair, Ron Land, at 9:00 a.m. The agenda for the meeting was distributed to all in attendance and approved.

Approval of the minutes of the June 2006 meeting in Chicago was obtained by the chair.

The Treasurer's Report prepared by Walter Buchanan was reviewed and approved. The Association's current account balance stands at \$5,882.34. Membership as of this date stands at 74. Funds are primarily intended to allow the chair to attend meetings of the Committee on Technology Accreditation Activities (CTAA) and the Educational Activities Board (EAB) of IEEE. However, see the discussion below regarding additional uses of the association's funds.

Old Business

1. Ron Land gave a summary of two ongoing initiatives of the association:

a. Development of a Nationally-Normed Assessment Instrument: IEEE is decisively engaged with SME on the development of an assessment instrument for IEEE-related ET programs. Currently, IEEE is working on an agreement with SME, and the IEEE Vice President is looking to provide funds for development costs. Ron pointed out that as soon as the administration is worked out, we will be recruiting subject matter experts to work with SME on the instrument itself. Ron Rockland recommended that the assessment include more of the "a-k" outcomes than merely "a-b," the "technical" outcomes. John Robertson agreed.

b. Promotion and Tenure Reviewer Database: Ron Land has discussed this with several people, including Bob Herrick who has been the lead on this project. Ron is hoping to get this off the ground and running soon without relying on an on-line database until security issues are

resolved with having the information on-line. Further information on this activity will be sent to the membership via e-mail in the near future.

2. A report on the January CTAA meeting was made by Tom Hall. He reported on several items:

a. CTAA's involvement with ABET on the "Participation Project:" The Participation Project is based on reports that society Program Evaluators (PEV's) are technically proficient but some lack communication and social skills needed in the field. To resolve this, ABET intends (with society participation) to launch a new generic PEV application form and to provide all of the PEV training in house rather than through the societies. Both of these ideas need work, and IEEE is thoroughly involved in the process.

b. CTAA and CEAA are nearing the rollout of on-line, situational-based PEV training. PEV's will be asked to respond to brief situations by writing findings using the ABET T-11 format. Trainee responses will be sent to the CTAA mentor, who will respond to the trainee. The beta version of this looks promising. More to follow.

c. Comments from the membership on ABET's new renumbered criteria (with the addition of new Criterion 1 - Students) were provided to CTAA. These comments were forwarded by IEEE to ABET.

d. All are encouraged again to visit TRYENGINEERING.ORG, a website that exists to encourage young people to get interested in all disciplines of engineering and engineering technology.

e. The membership's comments on the current EET program criteria were presented by Tom Hall to CTAA. The committee tentatively approved (for comment) one addition to the EET criteria. This is covered in more detail below.

#### New Business

1. Standards in Education: Tom Hall brought before the group a proposed change to the Electronic(s) Engineering Technology program criteria. This change is based the work of the IEEE "Standards in Education Task Force" (SETF). IEEE has requested that all engineering and engineering technology program criteria contain a requirement to include engineering standards in education. This idea was enthusiastically endorsed by the attendees at the meeting. Tom will send out the proposed change separately for comment by the membership. [Note: "engineering standards" refers to a broad spectrum of standards and is in no way intended to mean IEEE standards alone.]

2. ECETDHA By-laws: Ron Land has proposed some changes to the association's by-laws—specifically in the terms of office for the two-year and four-representatives and in the definition of the standing committees. Ron will send these proposals to the membership separately. If acceptable to the membership, a vote for formal approval of the changes will be held at the June meeting.

3. Uses of Funds: On a recommendation by Walt Buchanan, the treasurer, Ron proposed some additional uses of the treasury. Two items were supported by the small group in attendance. These were to help fund any travel needed to develop the assessment instrument (paragraph 1.a. in old business), and to develop a system of mini-grants (similar to those given by ETD in the past) to support efforts of members. Ron

agreed to develop and disseminate draft guidelines for grant awards this spring with the purpose of obtaining membership approval at the June meeting.

Current officers of the ECETDHA are:

Chair: Ron Land

Chair-Elect: Currently vacant

Past Chair: Tom Hall

Sec/Treas: Walter Buchanan

4-Yr Rep: Charlie Bachman

2-Yr Rep: Surinder Jain

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Walter Buchanan,  
Secretary-Treasurer