

Electrical and Computer Engineering Technology Department Heads' Association
Semi-Annual Business Meeting ** CIEC 2008 ** New Orleans, LA

Tuesday, February 12, 2008 at 5:00 p.m.

Minutes

The meeting was called to order by the Chair, Ron Land, at 5:00 p.m. The agenda for the meeting was distributed to all in attendance and approved. The meeting was begun with an introduction of all in attendance. The 19 attendees (a CIEC record) were:

<u>Name</u>	<u>Affiliation</u>
IPFW	Gary Steffen
IUPUI	Rich Pfile
Northwestern State U.	Tom Hall
Old Dominion University	John Hackworth
Penn State- New Kensington	Ron Land
Purdue University	Bob Herrick
RIT	John Stratton
RIT	Mike Eastman
RIT	Steve Ciccarella
SME	Debbie Clark
SME	Kris Beauchamp
Southern Poly	Charlie Bachman
Texas A&M University	Jay Porter
Texas A&M University	Walter Buchanan
University of Dayton	Scott Segalewitz
University of Maine	Scott Dunning
Weber State University	Bill Clapp
Weber State University	Steve Green
Western Carolina University	Ken Burbank

Approval of the minutes of the June 26, 2007 meeting in Honolulu was obtained by Ron Land.

The Treasurer's Report prepared by Walter Buchanan was reviewed and approved. The Association's current account balance stands at \$4,647.76. Membership as of this date stands at 76.

Ron Land reported on the Mini-Grants Awards Program. The first awards were made in January, 2008. The Association's mini-grant program officially got off the ground last December with the acceptance of our first set of proposals. Seven proposals were submitted from seven different schools (Purdue, Old Dominion, Rochester Institute of Technology, Texas A&M -Corpus Christi, Dutchess Community College, Florida A&M, and University of Central Missouri). Funding requests ranged from a minimum of \$590 to the maximum permitted award of \$1000. All were quality proposals, but the Association guidelines permit no more than two awards each cycle. The awards in this inaugural cycle went to Dr. Steve Hsiung of Old Dominion University and Professor Dan Barbuto of Dutchess County Community College. Dr. Hsiung's award will support a workshop at ASEE's 2008 Annual Conference to demonstrate and distribute a newly-developed PIC microcontroller training system and associated curricular materials. Professor Barbuto's award will support the design and development of an inexpensive PLC trainer setup, including associated teaching materials, test programs, and demonstration circuits. Design and construction details and related curricular materials will be made available to Association members at the project's completion. Congratulations to both Steve and Dan. Full details of the proposal process and requirements can be found through the Association's link on the ETD website <<<http://www.engtech.org/>>>. Complete details of Steve's and Dan's projects can be found there as well.

The planned update to grant award guidelines is as follows. The process of evaluating this first set of grant requests highlighted some weakness in the evaluation process. In their current form, the grant guidelines have only one specific requirement for proposals to be considered, and that is the project must have promise of "benefit to the Association." While clearly an important constraint, this one criterion provides little guidance to the executive committee regarding exactly what should be considered in determining the expected "benefit." As a result, the Chair with the help and concurrence of the executive committee will be proposing an update to the guidelines this spring. The proposed update will be e-mailed to the membership well in advance of the June meeting at ASEE in Pittsburgh so that an approval vote can be taken at that time.

Ron Land reported on the nomination/election of new officers. Elections are due next year, i.e., Secretary, Treasurer, 4-Year Rep., and 2-Year Rep. Be thinking of nominations or volunteering. Current officers and terms are as follows:

<u>Position</u>	<u>Current Officer Holder</u>	<u>Term Expires</u>
Chair	Ron Land	June 2010
Chair-elect	Scott Segalewitz	Begins June 2008
Immed. Past Chair	Tom Hall	June 2010
Sec. /Treasurer	Walter Buchanan	June 2009
4-Year Rep	Charlie Bachman	June 2009
2-Year Rep	Surrinder Jain	June 2009

The CTAA Report was made by Tom Hall as follows:

1. Program evaluator education

- ABET has assumed responsibility of training for new PEVs.
- The good news is that ABET is paying for most of the transportation and lodging costs associated with this training.
- PEVs must complete on-line pre-training exercise before attending the face-to-face training.
- The face-to-face training is conducted as a mock visit.
- IEEE continues to work on its own on-line training. This will be used for refresher training and for new PEVs to received additional training prior to their face-to-face ABET training.

2. Program criteria reviews

- The changes in the EET program criteria were forwarded to the IEEE Educational Activities Board last summer.
- Input has been collected for changes to the Computer ET program criteria and presented to CTAA. The proposed changes in wording will be presented to the ECETDHA membership this spring.
- CTAA agreed to move the review of program criteria forward one semester. The members should receive a request to comment on the EMET and TET program criteria later this semester.

3. PEV selection

- PEV applications will be submitted directly to ABET in the future rather than to the societies
- Selections will be based on the ABET Competency Model

Ron Land reported on IEEE Educational Resources as follows:

1. 'Try Engineering' webpage <<<http://www.tryengineering.org/home.php>>>

- Lesson plans for a variety of technical topics - particularly good for introductory courses to intrigue new students or for introducing secondary school students to engineering and technology
 - Recruiting tools (introduce your local HS guidance counselors, teachers, and parents to these so they can pass them along to their students):
 - + "Explore Engineering"
 - + Play 'engineering' games
 - + Ask real engineers your question
 - + Find a university
 - + Investigate the lives of real engineers
 - Your organization can add programs to the site to advertise them to potential students
 - IEEE is also looking for input re. other useful information and/or specific topics that could be added to the site
2. Teacher In-service Program for HS - training for IEEE volunteers to work with HS teachers to bring engineering & technology subjects to pre-university students
 3. Real-world Engineering Projects - call for projects from university faculty to design exciting, relevant projects for freshman engineering & technology students that require them to use critical thinking skills to solve engineering problems in a meaningful context and excite them about careers in technical fields.

Ron Land reported on the "External P&T Reviewer Database" and where we are going from here. He also reported on the second Interface Article from the Association. It will also appear on the ETD Listserv.

Ron Land plus Debbie Clark and Kris Beauchamp of SME reported on the Assessment Test Project. As of late December, the project to develop a prototype assessment test for electronic and electrical engineering technology graduates officially became a reality. Thanks to the sponsorship and endorsement of IEEE's outgoing Vice President of Educational Activities, Dr. Moshe Kam, the Institute has authorized \$75k to fund this project. Staff members from the Society of Manufacturing Engineers test development group, along with representatives of the IEEE, have been assigned the role of managing and guiding the development process, and volunteers from the Association have signed on to develop the technical details of a 'body of knowledge' to be covered by the test and to develop actual test questions. The management team and body-of-knowledge teams are listed below.

Current plans call for a draft of a prototype test to be available for review late this summer and ready for a trial run by the end of the year. Full details of the project plan can be found on the Engineering Technology Division website <<<http://www.engtech.org/>>>. Just click on the 'Organizations' tab at the top of the page and follow the link to 'ECET.'

Project Management Team:

- Debbie Clark (chair) - SME
- John Pan - SME
- Arnie Peskin - IEEE
- Carolyn Solimine - IEEE
- Tom Hall - IEEE/ECETDHA
- Ron Land - ECETDHA

Body of Knowledge Team:

- Bill Clapp, Weber State University
- Charlie Bachman, Southern Polytechnic State University
- Scott Dunning, University of Maine
- Michael Eastman, Rochester Institute of Technology
- Tom Hall, Northwestern State Univ.
- Ron Land, Penn State University-New Kensington Campus0

- Beshara Sholy, Saint Louis University
- John Hackworth, Old Dominion University
- William Stanley, Old Dominion University
- Dave Loker, Penn State-Erie (part-time)
- Bob Dreyer, Chattanooga State Technical Community College (part-time)

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Walter Buchanan". The signature is written in a cursive style with a large initial 'W'.

Walter Buchanan,
Secretary-Treasurer