

Minutes of the Electrical and Computer Engineering Technology Department Heads Association (ECETDHA) Business Meeting at the 2007 ASEE, June 26, 2007, 7:00 a.m., Tuesday, in Room 303B, Honolulu Conference Center - Honolulu, HI.

The meeting was called to order by the Chair, Ron Land, at 7:00 a.m. Members of the METDHA came by and were very appreciative of our refreshments which were arranged for by Ron Land! 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 25 attendees (two are missing here) were:

<u>Name</u>	<u>Affiliation</u>
Cal Poly Pomona	Gerald Herder
DeVry University	Amin Karin
Florida A&M University	Thomas Bellarmine
Kansas State- Salina	Saeed Khan
Michigan Technological U.	Nasser Alaraje
NJIT	Ron Rockland
Northwestern State U.	Tom Hall
Old Dominion University	John Hackworth
Penn State U.- Erie	Robert Weissbach
Prairie View A&M	Cajetan M. Akujuobi
Purdue University	Bob Herrick
RIT	Carol Richardson
RIT	Chance Glenn
RIT	John Stratton
Southern Poly	Brent Jenkins
SUNY-OCC	Ramesh Gaoukar
Texas A&M	Walter Buchanan
Texas A&M	Jay Porter
University of Dayton	Scott Segalewitz
University of Maine	Scott Dunning
Wayne State U.	Chih-ping Yeh
Weber State University	Bill Clapp
Western Washington U.	Todd Morton
Buffalo State	Ilya Grinberg

Approval of the minutes of the February 8, 2007 meeting in Palm Springs 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 \$5,847.75. Membership as of this date stands at 84.

Proposed revisions to the association's By-laws were approved and are now noted in the By-Laws. The proposed Mini-grants Program new version was approved. The "Guidelines for ECETDHA Mini-Grants" and the updated "By-Laws" will be sent to the membership (Note: copies are also available in the ECETDHA section of ETD's website <<<http://www.engtech.org/>>>. ECETDHA postings are found under the 'Organizations' tab on the ETD homepage.).

Mini-grants of up to \$1,000 will be available to the membership. Deadlines for grant applications are May 1 and December 1 each year. The Chair will notify the membership of the approaching deadlines well in advance of the due date. The grant guidelines were changed to show that proposals should be submitted electronically and to indicate eligible applicants included faculty and staff of programs/schools represented by a member of the association.

Bob Herrick of Purdue reported on the "External P&T Reviewer Database" and where we are going from here. Ron Land will follow up with his director, Dhushy Sathianathan, to determine if a 'trial' website can be established to initiate this system and test its feasibility.

There was also a discussion of the "Assessment Testing Project" and an update on the status of potential funding from IEEE. This included:

- a. Discussion re. Refining Goal of Project
 - i. BOK/Specialty Modules
 - ii. B.S./A.S. programs
 - iii. Incentives to Use Exam
- b. Identification of Resources/Volunteers from Association
 - i. Delineation of BOK & Key Specialties (Committee)
 - ii. Topic Experts/Question Developers
 - iii. Coordinators
 - iv. Funds/Other Resources
- c. Action Plan - Where to From Here

The CTAA Report was made by Tom Hall as follows:

a. Recruiting: Members are encouraged to visit www.TryEngineering.Org and look around the site. It has become very popular developed and presented by IEEE to help attract secondary school kids to engineering/technology. This site was designed to be discipline neutral. Any comments or suggestions can be forwarded to Tom Hall.

b. Retention: IEEE is working on a new project known as "Real World Engineering." IEEE has a request for proposals for workshops and discovery based projects on the web site below. Timelines are very short, but there is an honorarium of \$5000 for selected proposals.

<http://www.ieee.org/web/education/university/RealWorldEngineering>

c. IEEE Program Criteria Reviews:

- the proposed change to add "engineering standards" to the EET criteria has been forwarded to the Educational Activities Board for approval and submission to ABET as "proposed program criteria." Proposed criteria will most likely be included in the 2008-2009 TAC Criteria and not be effective until the 2009-2010 cycle.

- the Computer ET criteria will be reviewed by CTAA this year.

d. ABET General Criteria: There will be a new round of "harmonization" of criteria in the coming year. ABET is attempting to make the general criteria as standard as possible across the four accrediting commissions.

e. ABET PEV Training: ABET is assuming responsibility for training new Program Evaluators. IEEE will no longer conduct initial training of PEVs. The good news is that ABET will fund the training, including travel and lodging. This should help in efforts to recruit PEVs from industry and government. Training will include "pre-work" done on-line prior to a one-day "in-class" training session. Classroom training will consist primarily of a simulated visit with small groups and mentors.

Current officers of the ECETDHA are:

Chair: Ron Land

Past Chair: Tom Hall

Sec/Treas: Walter Buchanan

4-Yr Rep: Charlie Bachman

2-Yr Rep: Surinder Jain

Scott Segalewitz was elected the new Chair-elect. The 2-year and 4-year reps will continue until we get on the new election schedule.

The meeting was adjourned at 8:15 a.m.

Respectfully submitted,

Walter Buchanan,
Secretary-Treasurer