

ECETDHA Business Meeting
Tuesday, June 26th at 7:00am – 8:15am
ASEE 2007 – Honolulu, HI

Agenda

1. Call to Order
2. Approval of February Meeting Minutes*
3. Treasurer's Report*
4. Approval of Proposed Revisions to Association By-laws
 - a. Review of Proposed Changes*
 - b. Call for Approval
5. Approval of Proposed Mini-grants Program
 - a. Review of Terms/Amounts of Grant Awards*
 - b. Call for Approval
6. Nomination/Election of New Officers
7. Report on CTAA Activities
8. Assessment Testing Project Discussion
 - a. Update on Status of Potential Funding from IEEE
 - b. Discussion re. Refining Goal of Project
 - i. BOK/Specialty Modules
 - ii. B.S./A.S. programs
 - iii. Incentives to Use Exam
 - c. Identification of Resources/Volunteers from Association
 - i. Delineation of BOK & Key Specialties (Committee?)
 - ii. Topic Experts/Question Developers
 - iii. Coordinators
 - iv. Funds/Other Resources
 - d. Action Plan – Where to From Here?
9. External P&T Database – Where to From Here?
10. Comments for Good of the Association
11. Adjournment

* – Indicates an attachment is included.

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 on 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-year 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

BY-LAWS

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY DEPARTMENT HEADS ASSOCIATION

Notes:

1. Edited for inclusive language; approved by the membership June, 1992
2. Edited to change the Chair's term of office to two years; approved by the membership June, 1992
3. Edited to change the name from *Electrical/Electronics Engineering Technology Department Heads Association (E/EETDHA)* to *Electrical and Computer Engineering Technology Department Heads Association (ECETDHA)*, approved by the attending members at the 06/19/00 meeting, St. Louis, MO.
4. Draft CHANGES: Edited to change terms of some officers and to convert office of Vice-Chair to Chair-Elect. Edited to allow membership to be contacted by other forms than regular mail, June, 2001, Lyle McCurdy.
5. Version for approval at ASEE 2004 Annual Meeting with above changes incorporated, M. Needler, 6-17-04. Approved by the membership, 6-23-04.
6. Edited to incorporate a single grade of membership as approved by the voting members attending the semi-annual meeting in Salt Lake City, T. Hall, 6-23-04.
7. Edited following 2005 meeting at CIEC, Savannah, to correct/update language in some paragraphs and to place the requirement that members represent programs located within regionally accredited schools, colleges, or universities. T. Hall, 2-7-05
8. Proposals to (1) change term of office of institutional representatives; (2) assign chairmanships of standing committee; (3) identify time frame for appointment of standing committee members each year; and (4) consolidation and reformatting of descriptions of standing committees to improve clarity. Proposed by R. Land 3/6/07

BYLAWS (Proposed)
ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY
DEPARTMENT HEADS ASSOCIATION

March 14, 2007

I. Name and Purpose

1. The name of this organization shall be the Electrical and Computer Engineering Technology Department Heads Association (ECETDHA), hereinafter referred to as the Association.
2. The purpose of the Association shall be the advancement, understanding, and appreciation of electrical, electronic, and related engineering technology programs at all levels.
3. It is further the purpose of the Association to provide a mechanism whereby the collection and dissemination of data, opinions, and viewpoints of engineering technology program administrators may be brought to bear in advancing the above stated goal and meeting such other goals as are deemed appropriate by the Association.

II. Membership and Eligibility

Upon payment of dues, a one fiscal year membership shall be provided to Department Heads, Directors, Coordinators, Program Chairs (or similarly named leaders) of post-secondary programs in Electrical and Computer Engineering Technology that are the responsibility of the Committee on Technology Accreditation Activities (CTAA) of the Institute of Electrical and Electronic Engineers (IEEE). Members must represent programs from institutions that are accredited by one of the Regional Institutional Accrediting Agencies recognized by the U.S. Department of Education.

III. Administrative Year

The administrative and fiscal year of the Association shall be the twelve month period beginning July 1 and ending the following June 30.

IV. Executive Committee

1. The Association shall have an Executive Committee. The Executive Committee will consist of the following members:
 - (a) The Chair of the Association
 - (b) The Chair-Elect of the Association
 - (c) The Secretary/Treasurer of the association
 - (d) The most immediate Past Chair of the Association who is a member and who is willing to serve on the Executive Committee
 - (e) A representative of a two-year ECET program who is a member of the Association and is willing to serve on the Executive Committee,
 - (f) A representative of a four-year ECET program who is a member of the association and is willing to serve on the Executive Committee.
2. The Executive Committee shall have sole responsibility for the financial operation and management of the Association's affairs.

V. Officers and Duties

1. There shall be three officers of the Association -- a Chair, a Chair-Elect, and a Secretary/Treasurer. Each officer shall be a member of the Association.
2. The Association shall also have two institutional representatives, one from a two-year degree granting institution of engineering technology, and one from a four-year degree granting institution of engineering technology. Institutional representatives must be members of the Association.
3. Officer duties:
 - (a) The Chair shall preside at meetings of the Executive Committee, and shall be responsible for the management of the Association and for meeting the needs of the constituency the association represents. The Chair, subject to the approval of the Executive Committee, shall make such appointments to ad hoc and standing committees of the Association as necessary in furtherance of the aims and objectives of the Association.
 - (b) The Chair-Elect shall perform the duties of the Chair in the latter's absence. In addition, the Chair-Elect shall assume such other duties as are delegated by the Chair.
 - (c) The Secretary/Treasurer is responsible for the production and maintenance of accurate minutes and records of the Association. The Secretary/Treasurer is also responsible for the necessary and appropriate transfer of funds, the arranging of audits, and the submission of financial reports as required or directed by the Executive Committee. In the conduct of the office, the Secretary/Treasurer will assume such additional duties as are delegated by the Chair.
 - (d) The institutional representatives will serve to provide input from their respective institutions to the Executive Committee. They may also serve to disseminate information to their respective institutions.

VI. Terms of Office

1. The term of the office of all officers and institutional representative of the Association shall begin July 1 of the year elected and shall end two years later, expiring on June 30 of the second year of the term, except as noted below.
2. The Chair Elect shall serve two years as Chair-Elect, the following two years as Chair, and then two additional years as Past Chair of the Association. Officers shall, in any case, continue until their successors are duly elected and take office.
3. Election for Chair-Elect shall be held in odd-numbered years; term of office shall begin in even-numbered years.
4. Elections for Secretary/Treasurer and institutional representatives shall be held in even-numbered years; terms of office shall begin in odd-numbered years.
5. To ensure full staffing of the Executive Committee at all times, the sitting Chair shall not be eligible for election to consecutive terms. He or she may, however, be re-elected to the Chair position in non-consecutive terms.
6. Consecutive election to Secretary/Treasurer and Institutional Representative positions is permitted.

VII. Standing Committees

1. The following shall be the Standing Committees of the Association:
 - (a) Membership Committee
 - (b) Nominating Committee
 - (c) Publications Committee
2. Duties and Makeup of the Standing Committees are:

(a) Membership Committee:

- Shall review all applications for membership in the Association and will verify the validity and correctness of the information of all applications for the Association. It shall also verify that the applicant satisfies the criteria for membership and report to the Secretary/Treasurer the results of such application reviews.
- The Membership Committee shall consist of a Chair and such other members as deemed necessary by the Executive Committee of the Association. The Chair shall be the Secretary/Treasurer of the Association.

(b) Nominating Committee:

- Shall assist in making nominations and appointments for all elected and appointed positions and committees of the Association.
- Nominating Committee duties shall include:
 - i. Establishing and maintaining an active and up-to-date file of members of the Association who, actually or potentially, constitute the most promising group from which effective management and spokespersons can be drawn.
 - ii. Encouraging of qualified individuals to accept committee assignments or other positions of responsibility that further the growth and understanding of the Association and its goals.
 - iii. Upon request from incoming officers and committee chairs, suggesting names of qualified individuals for positions to be filled.
 - iv. Prior to March 1 of each year, submitting to the Association Secretary/Treasurer a written list containing at least one eligible candidate for each officer and institutional representative position of the Association that is due for election in that year.
 - v. Ascertaining that eligible candidates for election meet the Association's requirements and are willing to serve if elected.
- Membership of the Nominating Committee shall consist of a Chair and at least two other members of the Association. The Chair of the Nominating Committee shall be the most immediate Past Chair of the Association who is able and willing to serve in this capacity. Additional members of the Nominating Committee shall be appointed by the Chair of the Association. With the exception of the individual serving in the capacity of Nominating Committee Chair, no member of the Nominating Committee shall be a current member of the Executive Committee of the Association.

(c) Publications Committee:

- Shall prepare and arrange for suitable means for dissemination of newsworthy items to the membership of the Association.
- Membership of the Publications Committee shall consist of a Chair and such other members as are deemed necessary by the Executive Committee. The Chair shall be the current Chair of the Association.

3. Appointments to standing committees shall ordinarily be for the duration of the current administrative year, but shall, in any case, extend until successor appointments have been made. Committee Chairs will make replacement appointments as soon as practical following the Association's Annual Meeting in June.

4. Except as may be otherwise specified in the Association Bylaws, the committee chairs shall appoint their committee members subject to the ratification of such appointments by the Executive Committee of the Association.

5. If a designated member of the Executive Committee is not able to chair a standing committee as specified above, an alternative member of the Executive Committee shall be assigned to chair that committee and shall be responsible for liaison between it and the Executive Committee.

6. A standing committee Chair may request that the Secretary/Treasurer place items on the agenda for an Executive Committee meeting.

VIII. Affiliation with Other Organizations

The Association may affiliate with other groups or organizations provided the proposed affiliation has been reported on favorably by at least a two-thirds majority of the Executive Committee of the Association and that this affiliation has also been ratified by a majority of the Association members voting at a regularly scheduled meeting of the Association.

IX. Meetings

1. The Association shall hold its Annual Meeting in June of each year.
2. The Association shall hold such additional meetings as are required, provided that notice of such other meetings is given at least 30 days prior to the meeting.
3. Association business shall normally be conducted at the Annual Meeting or at any other meeting for which the required notice has been given. Association business however, may be transacted at any other meeting sponsored by the Executive Committee of the Association.
4. A majority of the members of the Executive Committee shall constitute a quorum at an Executive Committee meeting at which Association business is transacted and that requires a vote to be taken.

X. Finances and Dues

1. The incoming Secretary/Treasurer shall be responsible for the preparation of a budget detailing the expected fiscal operation of the Association's activities for the coming administrative year. The budget shall detail line items of income and expense and shall be presented to the Executive Committee of the Association at its first meeting of the administrative year.
2. Dues for membership in the Association shall be fixed by the Executive Committee of the Association with due regard for the proposed budget for the subsequent fiscal year's operations.
3. Supplementary reports indicating the Association's financial status compared to the budget shall be prepared by the Secretary/Treasurer and presented to the Executive Committee on a timely basis.
4. The Association is authorized to seek and accept gifts and grants from other organizations and individuals in furtherance of the aims and goals of the Association.

XI. Election of Officers and Institutional Representatives

1. Nominations submitted by the Nominating Committee shall be made known to the voting membership of the Association through the means most suitably determined by the Publications Committee on or before April 1 of each year.
2. Additional nominations may be made by a petition signed by at least five voting members of the Association or five percent of the voting membership, whichever is greater, not later than March 15 of each year.
3. In the event there is no contest for any office, the election for that office shall take place at the Annual Meeting by voice vote.
4. In the event there is more than one nominee for any elective position, the election for that position shall be conducted by means of a ballot sent to all voting members.

5. The ballot distributed to members shall also list, for information, the names of the nominees for all uncontested positions.
6. Only votes for nominated candidates shall be counted.
7. A plurality of the votes cast shall be necessary for the election of an officer. The candidates who receive the highest number of votes for the Institutional Representative positions shall be the representatives elected.
8. Should a vacancy occur in the office of Chair of the Association, the Chair-Elect shall take his/her place. A vacancy in any other office or in the positions of Institutional Representative shall be filled through appointment by the Chair with the approval of the Executive Committee. Such appointments shall complete the unfinished term of the replaced.

XII. Amendments to the Bylaws

1. Recommended amendments to the Bylaws and the reasons for such shall be sent to all voting members of the Association at least thirty days in advance of the Annual Meeting or any other meeting called by the Executive Committee.
2. An affirmative vote of at least two-thirds of the eligible voting members present at an Annual Meeting shall be required for enactment.

PROPOSED
GUIDELINES FOR ECETDHA MINI-GRANTS

March 2007

The Electrical and Computer Engineering Technology Department Heads Association (ECETDHA) sponsors a mini-grant program that provides members of ECETDHA an opportunity to receive partial funding for projects that will benefit the Association or advance its goals. These guidelines define what is required to apply for a grant and the obligations of grant recipients to present final results from funded grant activities.

Types of Projects to be Funded

It is the Association's intent to provide considerable latitude in the projects that it chooses to fund. Given that the membership in the Association represents a variety of related but substantively different educational disciplines, it is not necessary that a project benefit the entire spectrum of the Association to receive funding. However, it is expected that a funded project benefit a significant portion of the membership. The benefits could be to a particular educational discipline, the development and use of specific teaching methods, or broader topics benefitting the full spectrum of Association membership. It is also possible that projects be of primary use to a particular college or system as long as the information from the project will also be of interest to the larger ECETDHA community.

Funding Amounts

Grants of any value up to a maximum of \$1000 per project will be awarded. However, it is the intent of the Association that grant funds not be the sole source of support for a funded project. Therefore, applications for grants must include a budget that shows need for an amount at least equal to the amount of the grant request. It is expected that most projects will cost significantly more than the amount of the grant request, even excluding the cost of labor. The requestor is expected to find funds for the remaining requirements of the project from other sources.

Project Results

If awarded funds, the director of a project must, at the conclusion of the project, provide the Association with a report describing the outcome of the project. The report will be made available to the Association membership to ensure broad awareness of the potential benefits accruing from the project. Further, though not required, it is hoped that most projects will result in publication of papers and/or presentation of results at the ASEE's annual conference, the CIEC, the FIE, or possibly submission of an article to the *Journal of Engineering Technology*.

Contents of a Grant Proposal

A proposal request should include:

1. Identification of Project Director, including address, phone number, and e-mail address.
2. An abstract introducing the project and clearly stating the issues motivating the project.
3. A justification statement that defines the purpose of the project, objectives to be achieved, and benefits to the electrical and computer engineering technology community.
4. Specific project results anticipated upon completion of the project.
5. Anticipated time line (two years maximum) clearly identifying key tasks, milestones, and phases of the project.
6. Anticipate budget showing use of the grant funds and a statement of where funds over and above the grant funds will be obtained.

Requests should typically require no more than three (3) typed pages, not including a one page budget statement.

Submission Deadlines

Applications for grants will be accepted twice each year, once prior to the Association's summer business meeting held at the ASEE annual conference and once prior to the Association's winter business meeting held at the CIEC. Summer applications are due by May 1st, and winter applications by December 1st. Applications should be mailed to the ECETDHA Chair. Awards of funds will be decided prior to the upcoming Association business meeting, and any award of funds will be announced at the business meeting.

Review Committee

Review and approval of funding requests will be the responsibility of the Executive Committee of the Association. A unanimous vote of the Committee will be required for approval of funding. The Chair of the Association will forward requests for funding to committee members no less than one month prior to the next Association business meeting. Deliberations will be coordinated by the Chair, and decisions made in time to be announced at the upcoming business meeting.

Sample Funding Request

A sample funding application is attached.

Unused Funds

If the project is not completed, funds must be returned to the Secretary/Treasurer of the Association.

Other Funds

Applicants for funding may use ECETDHA's funding of a project to recruit funds from other sources.

Revisions

Suggestions on project modifications may be made by the Association's review committee, but any such recommendations do not have to be followed for a project to receive funding.

Restrictions

Other than being used in a prudent manner for the approved project, there are no restrictions on the use of grant money.

Copies of Final Report

The project director should provide the ECETDHA with at least 3 copies of the completed project report for inclusion in the ECETDHA archives and working files.

Process for Notification of Grant Awards

- The Chair of the Association will notify the Project Director of a successful grant application upon approval by the grant review committee.
- The Project Director will inform the Chair of the Association where the check should be sent, and provide written agreement to provide the Association copies of the final project report or article and the anticipated date of the report availability.
- The Association Chair will notify the Association Secretary/Treasurer of the approval of the project and where the grant check should be sent.
- The Association Secretary/Treasurer, or his/her successor, will monitor the projects and maintain appropriate files of completed projects to encourage those directors who have not yet completed their projects to do so.
- The Association Secretary/Treasurer will include, as part of the standard Treasurer's report, the status of all in-progress projects at each Association business meeting.

SAMPLE REQUEST FOR AN ECETDHA MINI-GRANT

ALPHA INSTITUTE OF ENGINEERING TECHNOLOGY
ENGINEERING TECHNOLOGY DEPARTMENT
222 West Pike, Anywhere, NI, 54321

PROPOSAL FOR AN ECETDHA MINI-GRANT

ELECTROMECHANICAL MACHINES LABORATORY SURVEY

John Q. Smith
Associate Professor
Telephone 222-333-4444
Fax 222-333-5555

December 1, 2007

Abstract: The grant is requested to fund a survey of colleges to determine the requirements for state-of-the-art requirements for electric motors and controls which are to be used in the teaching of courses in electric motors, controls and an introduction to robotics.

Justification:

Instruction in electrical machines has changed significantly in the last two decades. The graduate of an ET curriculum is now required to know general information about fractional horsepower control motors, stepper motors and solid state motor control, in contrast to being required to design motors and generators of several horsepower.

It is the intent of this proposal to survey colleges offering both AAS and BS programs in EET to determine:

1. The amount of instruction in machines now undertaken.
2. The type of equipment now available in their labs.
3. The type of equipment which should be available
4. The suitability of textbooks available in this discipline.

The purpose of the survey is to help in the updating of various engineering technology curricula in electric motors and controls, by providing information from other institutions to their instruction and equipment available.

Intended Report:

A report will be generated which will summarize the information provided by the colleges responding to the survey, to draw any conclusions which are apparent from the survey results, and to make projections for any requirements which appear to be in order.

It is intended that the report will be in a form suitable for publication in the *Journal of Engineering Technology*.

Time Line:

Development of Survey	Spring 2008
Mailing of Survey	Sept. 2008
Return of Survey	Dec. 2008
Compilation of Data	Spring 2009
Writing of Report	Fall 2009
Submission of Article	Dec. 2009

Budget:

As seen on the budget attached, the mini-grant will help the institution and the faculty member to fund mailing and duplication costs. The additional funds to complete the project will come from the Alpha Institute operating funds.

Postage:	600 colleges @ \$0.40	\$240
Paper and Duplication:		\$360
Telephone:		\$100

Supplies and Misc.		\$700

(\$ Requested \$500.00 from ECETDHA)

Faculty and clerical time and \$200 of handling cost will be cost-shared by Alpha Institute.