

Electrical and Computer Engineering Technology
Department Heads' Association Semi-Annual Business Meeting
ASEE Annual Meeting 2008 ** Pittsburgh, PA
Tuesday, June 24, 2008 at 7:00 a.m.

Minutes

The meeting was called to order by the Chair, Ron Land, at 7:00 a.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 21 attendees were:

<u>Name</u>	<u>Affiliation</u>
Nasser Alaraje	Michigan Tech. Univ.
Charles Bachman	Southern Polytechnic
Walter Buchanan	Texas A&M University
Rasoul Esfahani	DeVry Univ. - Columbus
Ilya Grinberg	Buffalo State Univ.
John Hackworth	Old Dominion University
Tom Hall	Northwestern State Univ.
Bob Herrick	Purdue University
Mark Hoebr	Erie Community College
Steve Hsiung	Old Dominion University
Saeed Khan	Kansas State at Salina
Warren Koontz	Rochester Inst. of Tech.
Ron Land	Penn State University
Jim Lookadoo	Pittsburg State Univ.
Jay Porter	Texas A&M University
Ron Rockland	NJIT
Scott Segalewitz	University of Dayton
Carl Spezia	Southern Illinois Univ.
Gary Steffen	IPFW
John Stratton	Rochester Inst. of Tech.
Chih-ping (CP) Yeh	Wayne State University

Approval of the minutes of the February 12, 2008 meeting in New Orleans 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 \$5,213.70. Membership as of this date stands at 92, an association record!

Ron Land reported on the Mini-Grants Awards Program as follows:

December 2007 awards

Two mini-grants were awarded in December, one to professor Steve Hsiung of Old Dominion University and one to professor Dan Barbuto of Dutchess Community College. Professor Hsiung's award provided partial funding for a workshop, conducted at the ASEE conference, to demonstrate and distribute a PIC Microcontroller training system. Professor Hsiung was present at the meeting and gave a brief overview of the results of the workshop. In summary, 22 people representing 20 different institutions attended the workshop. All attendees received both the PIC

microcontroller training board and peripherals along with the training materials developed by professor Hsiung.

Professor Barbuto's grant provided partial funding for development of an inexpensive PLC training platform and associated training materials. Details of the project will be presented at the 2008 SAME-TEC (Semiconductors, Automated Manufacturing, Electronics-Training & Education Conference) in Austin, Texas in July.

Details of both projects can be found on the ECETDHA page of the ETD website at <<<http://engtech.org/>>> by following the Organizations link to the ECET section.

June 2008 award announcement

One mini-grant was awarded in June, and it went to Professor Daren Wilcox and his honor student, Joshua Galloway, both of Southern Polytechnic State University. This mini-grant partially funds the development, as a senior honors project, of an inexpensive, autonomous robot capable of finding and marking the location of unexploded land mines without being destroyed. If successful, it is hoped that the project might provide a prototype device for use in underdeveloped countries plagued by unexploded mines and where economics prohibit the use of expensive methods. Again, details of the proposal can be found at the same website noted above.

The CTAA Report was made by Tom Hall as follows:

PEV Assignments: Last year only 36 IEEE PEVs were needed, so many did not receive an assignment. This year more than 50 will be assigned. As always, first priority in assignments goes to the newly training PEVs.

PAVE Training: This was the first full year of ABET PAVE training for new PEVs. Overall, the training—with on-line prework and follow-on face-to-face training appears to be excellent. CTAA gathered data on problem areas from trainers, mentors, and trainees to forward to ABET for continuous improvement.

Program-specific Criteria: CTAA completed its review of the Computer Engineering Technology program criteria and forwarded same through IEEE channels to ABET. This coming year, the Electromechanical and Telecommunications ET program criteria will be reviewed. Requests for comments will be forwarded to the ECETDHA membership.

Ron Land gave an update of the Assessment Testing Project as follows:

The project to develop a nationally-normed assessment test is well underway with more than twenty volunteers from ECETDHA involved. A body of knowledge has been defined and organized according to "core" and "specialty" topics. Core topics represent those areas of study that would be expected to be part of any electrical or electronics engineering technology program, regardless of its particular academic orientation. Specialty topics would be those areas that may or may not

be covered by a specific program, and test elements in these areas would be taken at the discretion of the school and program using the test. Body of knowledge development, training on question writing practices, and question review processes have all been conducted via periodic web-based conference sessions, and that process will be continued throughout the remainder of the project. Current efforts are focused on developing questions for the core topics test.

As of the time of this meeting approximately 90 core topic questions have been created by ECETDHA volunteers, and initial review process to accept those questions has started. About 20 of the questions have gone through a group consensus review and have been approved. A face-to-face session to continue reviewing of existing questions is scheduled following this business meeting. From this point forward, question generation and question review and approval process will continue in parallel, again using primarily on-line conferencing methods.

Full details of the activities of the group involved in this project, as well as details of the body of knowledge and the questions that have been produced are available at:

www.personal.psu.edu/rel9/EET_Test/ {upper & lower case matter}

Ron Land asked for approval to change the Bylaws as follows:

Two changes to the bylaws are up for approval. One is in response to a suggestion made at the last business meeting, which was to separate the office of secretary/treasurer into two positions - secretary and treasurer. The second was to correct the terms of office and years of election of members of the executive committee. The changes were necessary to make the election cycles and terms of office consistent with the adjustment in positions that occurred in 2007 to accommodate the early retirement of the past Association chair. The proposed changes were distributed to the entire membership in March of 2008 for consideration.

The membership voted to approve the bylaws changes. The new bylaws will be posted on the Association website (see above for URL).

Ron Land conducted a discussion and vote on change to mini-grant guidelines as follows:

In reviewing mini-grant proposals, the executive committee recognized that, while the current guidelines require proposers to provide some of the funds for a project, they do not specifically require that the proposer provide at least half of the required project funding. The executive committee felt that the sharing requirement was intended to mean that the Association would share costs of an approved project up to 50% of the expected expense of a project but not more. Thus, the proposed guidelines modify the sharing language to clarify that funding from the Association will not exceed half of the anticipated cost of a proposal.

The guidelines were also modified to provide greater clarity regarding what the executive committee considers when evaluating grant proposals. This change identifies five criteria that will be considered. They are: breadth of appeal, innovation and creativity, practicality, affordability, and timeliness of the proposed project.

The proposed changes to the guidelines were approved. The new guidelines will be posted on the Association website (see above for URL).

Bob Herrick of Purdue conducted a discussion on the future of EET/ECET for what was the right strategy for program evolution. It was decided that strategies for increasing enrollment were critical and that a forum with representatives from industry would be necessary to discuss the best strategy to move forward. Those with thoughts about how to pursue this issue or who are interested in participating/organizing such a forum are encouraged to contact Bob.

Ron Land reported on the nomination/election of new officers. Gary Steffen was nominated for Secretary. We will be doing an e-mail vote when we also have the nominees for the program reps.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Walter Buchanan". The signature is written in a cursive, slightly slanted style.

Walter Buchanan,
Secretary-Treasurer