

ENGINEERING TECHNOLOGY COUNCIL

OPERATING PROCEDURES MANUAL

Revised February 2, 2004 - Approved

by ETC Executive Committee February 2, 2004 – Bylaw changes

sent to ASEE Board of Directors for Approval – June 20, 2004

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A. BYLAWS – ENGINEERING TECHNOLOGY COUNCIL

I. NAME

The name of this organization shall be the Engineering Technology Council, herein called the ETC, of the American Society for Engineering Education (ASEE).

II. MISSION

The Engineering Technology Council of ASEE is the national organization that speaks for engineering technology education and is committed to promoting quality education and creative endeavors in engineering technology.

III. GOALS

To accomplish this mission:

1. The ETC will strengthen its position as the national organization that speaks for engineering technology education.
2. The ETC will promulgate the definition of engineering technology.
3. The ETC will promote quality engineering technology education.
4. The ETC will develop leaders for engineering technology education.
5. The ETC will develop appropriate guidelines and promote scholarship for engineering technology educators.

IV. MEMBERSHIP

1. Membership of ETC shall consist of all the Technical Colleges as defined in Article 1, Section 2b and 2d of the ASEE Bylaws (Revised June 24, 1990).
2. An institutional representative shall be designated by the administrative head of each of the Technical College members from among persons who are individual members of ASEE.
3. Each member of ETC shall have one vote. The vote for each member institution shall be cast by the person authorized by the member as its institutional representative to ETC. Written proxies on behalf of the voting representative are permitted.
4. Each candidate for Technical College institutional membership shall apply in writing to the Executive Director of the Society, with a copy to the ETC Chair.

V. OFFICERS

1. The officers of ETC shall consist of a Chair, a Chair-Elect, a Secretary-Treasurer, and five (5) Directors all elected for terms of two years each. ETC officers must be ETC representatives to the council for their institutions.
2. The Chair-Elect, Secretary-Treasurer, and two (2) Directors shall be elected for terms starting in even-numbered calendar years. The Chair's term of office starts in an even-numbered calendar year. The Chair-elect becomes chair at the end of the term of office or upon vacancy of the Chair.
3. Three (3) Directors shall be elected for terms starting in odd-number calendar years.
4. At least one Director Position will be an ETC representative from a Two-Year Institution.
5. Nomination and elections.
 - a. The ETC Chair shall appoint a Nominating Committee of five members within sixty (60) days following the annual meeting. This committee shall include the immediate past chairs of ETC, ETD & ETLI and two ETC members. Appointment is for one year.
 - b. The Nominating Committee shall nominate two or more members for each vacancy to be filled at the regular annual election of officers.
 - c. The Chair of the Nominating Committee shall mail a letter ballot containing these nominations, with spaces provided for writing the names of other candidates, to all voting members of ETC not later than March 1 of each year.
 - d. A simple plurality of the votes received not later than March 31 shall elect.
6. The ETC Chair shall appoint persons to fill vacancies occurring on the Executive Board. Such appointment shall be effective only until the next annual meeting, when ETC shall elect persons to fill such vacancies for the remaining terms of the offices. The election under such circumstances, to serve a term of less than two (2) years, shall not count as a term in office for purposes of determining eligibility for election to additional terms.
7. The Chair, the Chair-Elect, and Directors may not serve in the same office for two consecutive elected terms, but may be elected again after one term has elapsed. No limitation shall be placed upon the number of consecutive terms that may be served by the Secretary-Treasurer.

8. The term of newly elected officers, except those filling vacancies, shall begin immediately following the Annual Conference of ASEE. The terms of office for those elected to fill vacancies shall begin immediately after their election and shall continue for the duration of the remainder of the term.
9. The ETC Chair shall perform the executive duties, which usually fall upon that office. The Chair shall, by virtue of office in ETC, hold office as a member of the ASEE Board of Directors.
10. The Chair-Elect shall serve in the absence of the chair.

VI. MEETINGS

1. ETC shall hold its annual business meeting at approximately the same time and place as the Annual Conference of ASEE.
2. Additional meetings of ETC may be scheduled at other times during the year at the call of the Chair.
3. The Secretary shall be responsible for notifying the membership at least thirty (30) days prior to the date of any meetings of ETC other than at the Annual Conference.
4. Ten percent (10%) of the ETC membership shall constitute a quorum.

VII. EXECUTIVE BOARD

1. The ETC Executive Board shall consist of the Chair, Chair-Elect, Secretary-Treasurer, the five Directors, the immediate Past Chair, and the Chair of the Engineering Technology Division. The Chair of the Engineering Technology Leadership Institute and the Engineering Technology Education Historian shall be ex-officio members, without vote.
2. The Chair, Chair-Elect, and Secretary-Treasurer of ETC shall fill these same offices on the Executive Board.
3. The President, Executive Director, and Treasurer of ASEE shall be ex-officio advisory members, without vote, of the Executive Board of ETC.
4. The functions and duties of the Executive Board shall be as follows:
 - a. During intervals between meetings of ETC, the Executive Board shall formulate the general policies of ETC.

- b. The Executive Board shall authorize all official publications of ETC subject to the provisions of Article VIII, Section 2, of the ASEE Constitution (Revised March, 1990).
 - c. The Executive Board shall, not less than sixty (60) days before the end of the fiscal year, prepare a budget for the following fiscal year to be submitted to the Board of Directors of ASEE by the ETC Chair.
 - d. The Executive Board shall receive and account for all gifts of funds or property to ETC, and shall have charge of all matters relating to the expenditures of funds budgeted to the Council by the Board of Directors of ASEE, the making of contracts, and the approval of bills for payment by ASEE Headquarters to cover expenses of ETC.
5. The Executive Board shall meet at the call of the Chair. The ETC Executive Board meets as a group three times a year at the annual ASEE Conference, the ETLI meeting, and the CIEC Conference.
 6. A quorum of the Executive Board for the transaction of business shall be four (4) of its members.

VIII. COMMITTEES

1. The ETC Chair, with the advice of the Executive Board, shall appoint such committees or group(s) as are deemed necessary to complete strategies necessary to accomplish the strategic plan goals and shall designate the Chair or champion thereof.
2. The Engineering Technology Education Historian, as designated by the Engineering Technology Division, shall serve as the ETC Historian.

IX. ENGINEERING TECHNOLOGY LEADERSHIP INSTITUTE (ETLI)

1. ETLI is a standing unit of ETC, operating under a separate ETLI Bylaws and Executive Council Bylaws dated October 1984, with revisions dated November 4, 1986. The ETLI Bylaws and operating procedures shall not conflict with ETC and ASEE Constitution and Bylaws.
2. The chair of ETLI shall serve as an ex-officio non-voting member of the ETC Executive Board, and the Chair of the ETC Executive Board shall be an ex-officio non-voting member of the ETLI Executive Council.
3. The ETLI shall implement no amendments to, or circumscription of, its Bylaws and operating procedures without prior approval of the ETC Executive Board.

4. Amendments to this Bylaw (Article IX) which may affect ETLI as a standing until of ETC and the conditions thereof must also be adopted by ETLI according to Section 1 of Article XI of its Bylaws.

X. FINANCES

1. Dues paid for membership in ETC shall be specified in the Bylaws of ASEE and shall be paid to the ASEE Headquarters.
2. The fiscal year of ETC shall be from July 1 through June 30.

XI. PARLIAMENTARY AUTHORITY

1. The meeting shall be conducted according to Robert's Rules of Order.
2. Any action by ETC shall be invalid if it is in conflict with the Constitution or Bylaws of ASEE.

XII. AMENDMENTS TO BYLAWS

1. Recommendations for Amendments may be submitted by a majority vote of the Executive Board or by a petition to the Executive Board signed by not less than ten (10) members of ETC.
2. These bylaws may be amended by a two-thirds vote of the members of ETC present and voting at any annual meeting or by a two-thirds vote of the ETC members obtained by letter ballot. Approval of Amendments by a simple majority of the ASEE Board of Directors is required before such amendments become effective.
3. Only those letter ballots received by mail within thirty (30) days of the mailing-out date will be counted.
4. Amendments to be presented for action at the annual meeting shall be published in the official publication of ASEE or circulated to the members of ETC by mail, not less than fifteen (15) days prior to the annual meeting.

Revised and approved the ETC Executive Committee on February 2, 2004. Changes sent to ASEE Board of Directors for Approval on June 20, 2004.

B. OFFICERS, DUTIES AND RESPONSIBILITIES

I. Individuals elected as officers of ETC assume those offices immediately following the ASEE Annual Conference in June.

II. Chair:

1. The Chair will conduct official meetings of ETC and the Executive Board. In addition to the required annual meeting this normally includes meetings in conjunction with:
 - a. ETLI: This meeting is intended as a working session for committees, and includes an Executive Board meeting.
 - b. CIEC: This meeting is intended as an opportunity for Champions of strategic plan strategies to report on progress to the Executive Board.

Sample agendas are included in Appendix 1.

2. The Chair prepares an agenda for each of the above meeting and mails it to all officers and committee chairs at least thirty days prior to the meeting.

The Chair is responsible for the establishment of Champions of strategies that are specific to the goals as set forth in the ETC strategic plan 2003-2006. The Champions along with others chosen will work on specific action items related to a strategy under a specific goal. Progress on the strategies will be reported back to the ETC membership and Executive Board in a timely manner

3. The Chair appoints persons to fill vacancies occurring on the Executive Board (see Bylaws).
4. The Chair serves on the ASEE Board of Directors and is under a commitment to attend all meetings of the Board. Normally, the Board meetings at the annual meeting, a Fall Planning Meeting (at the site of the next annual meeting), and, at the CIEC meeting.

The Chair is eligible for election by the ASEE Board to the Executive Committee as Vice President of Institutional Councils. Such election should require attendance at two or three additional meetings.

The Chair may take items from ETC for action by the ASEE Board. A brief verbal report of council activity is normally given at each board meeting.

5. The Chair submits a report of annual ETC activities to the membership and the ASEE Board at the June meeting.

6. The ASEE Board lists the McGraw Award Banquet as an ETC responsibility, and as an ETC activity enjoys priority scheduling. For this reason, the awards banquet should always be listed as the ETC/ETD McGraw Award Banquet.

Responsibility for planning the annual banquet rests with the Program Chair (Chair-Elect) of ETC. In even numbered years, the ETD Chair functions as master of ceremonies. In odd numbered years, the Chair of ETC functions as master of ceremonies. (Please refer to Appendix 2 for additional information).

7. Each spring, the Chair, upon recommendation from the Committee on Appointment to Society Committees, submits a list of ETC nominees for society committees to the ASEE Chair-Elect.
8. The Chair serves as a member of a seven person Berger Award Selection Committee appointed by the President of ASEE. The committee is also composed of the current ETD Chair and the immediate past chairs of ETC and ETD (as of January 1 of the award year). The most senior immediate past chair shall be that year's committee chairperson. Three full-time engineering technology faculty members (with greater than 50% annual teaching load), nominated by the ETC institutional representatives and selected each year by ETC at the annual meeting, shall complete the composition of the committee.
9. The Chair serves as ex-officio member of the Engineering Technology Awards Committee. (See Appendix 4)
10. The Chair submits a request prepared by ETC Treasurer for ASEE Operating Budget to ASEE Headquarters. Date of submission is established by ASEE Headquarters and is typically November 1.

III. Chair-Elect:

1. The Chair-Elect conducts meetings of ETC or the Executive Board in the absence of the Chair.
2. The Chair-Elect serves as Chair of the ETC Long Range Planning Committee.
3. The Chair-Elect serves as Program Chair for ETC and should attend the planning session at the annual meeting and the Fall Planning Conference. Each session at the annual conference requires completion of appropriate planning forms (see Appendix 3) working in conjunction with the program chair of ETD.

Program plans for ETLI and CIEC are achieved by communicating with the program chair of those two organizations.

Sessions to be arranged at various meetings:

a. Annual Meeting:

1. Executive Board Meeting

2. ETC/ETD Banquet

ETC/ETD McGraw Awards Banquet: The chair-elect is responsible for planning this event. This is ordinarily accomplished by locating a volunteer at the host institution who will function as the local contact person and assist by advising and making local arrangements. (For more detail on the requirements and process involved, see Appendix 2).

3. Berger Award Luncheon

4. ETC Business Meeting

5. Committee Meetings

b. ETLI

1. Executive Board meeting

c. CIEC

1. Executive Board meeting with Committee Chairs

IV. Secretary – Treasurer

1. Treasurer Duties

- a. Compile a Treasurer's report for each Executive Board and/or Business meeting using the financial statements received quarterly from ASEE Headquarters.

BASS Account – funds accumulated by ETC from ETC/ETLI meeting. Funds roll over to next year.

ASEE Operating Account – funds appropriated by ASEE for annual operations and travel by Chair to Board Meetings. Funds do not roll over.

- b. Submit bills authorized by the Chair to the ASEE Business Manager for payment and specify account number. (Note: checks are written and mailed by Headquarters).

2. Secretary Duties

- a. Record minutes at all ETC Business and Executive Board meetings. Mail minutes to all members and affiliate members of ETC within 60 calendar days.
- b. Conduct mailings (e.g. ballots, surveys, etc.) as directed by Chair.
- c. Receive and count votes on bylaw issues and report to the Executive Board within 15 calendar days.

ASEE
ENGINEERING TECHNOLOGY COUNCIL

DATE	CHAIR	CHAIR-ELECT	SECRETARY/TREASURER
By AUGUST 30	Appoint Nominating Committee	Chair ETC/LRPC.	
SEPTEMBER			
By SEPTEMBER 30	Attend ASEE Planning session (if held). Attend ASEE Board meetings.	Check on progress of local arrangements of McGraw Banquet.	
OCTOBER 7	Copy nominations for retirement award to Chair ETLI and ETD.		
	Send letter to members and affiliates urging participation at PRE-ETLI.		
	Send agenda of ETC committee sessions and topics where possible.		
	Separate duplicate mailing to officers and committee chairs.		

ASEE
ENGINEERING TECHNOLOGY COUNCIL

DATE	CHAIR	CHAIR-ELECT	SECRETARY/TREASURER
OCTOBER/NOVEMBER	Attend ETC/ETLI. Chair Executive Board meeting.	Attend ETC/ETLI	Attend ETC/ETLI. Submit minutes of June meeting for approval. Record minutes and distribute to Executive Board and committee chairs within one month. Treasurer's Report.
NOVEMBER	Submit ASEE Operating Budget request.		Prepare ASEE Operating Budget request.
By JANUARY15	Prepare agenda for ETC/CIEC meeting.		
FEBRUARY	Attend CIEC. Conduct ETC Executive committee meeting. Attend ASEE Board meeting.	Attend CIEC.	Attend CIEC. Submit minutes of November meeting for approval. Record minutes.

Appendix 1-1

Engineering Technology Council

EXECUTIVE BOARD MEETING

SAMPLE AGENDA

1. Approval of minutes of ETC Executive Board Meeting at the Annual or CIEC Conference.
2. Secretary/Treasurer's Report.
3. Business Items:
 - 3.1 ASEE Headquarters Report
 - 3.2 Berger & McGraw Awards update
 - 3.3 Review ETC Goals and Accomplishments
 - 3.4 Committee Structure and Changes
 - 3.5 Annual/CIEC Conference update
4. Other business items (old or new)
5. Announcements
6. Adjournment

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Engineering Technology Council

BUSINESS MEETING

SAMPLE AGENDA

1. Minutes of previous meeting
2. Business arising from the previous minutes
3. Chair's Report
4. Treasurer's Report
5. Committee Reports
6. Other Business
7. Announcements
8. Adjournment

Appendix 2

McGraw/Glencoe Awards Banquet

ETC PROGRAM CHAIR DUTIES

Work with John Beck of Glencoe from the very beginning.

1. Arrange for a suitable site preferably within walking distance from the headquarters hotel for 140-170 people.
2. Select Menu.
3. Arrange for head table:
 - Seating:
 - Complimentary Tickets:
 1. Chair-elect of ASEE and guest.
 2. PIC II Chair (or Chair-elect) and guest
 3. McGraw Award recipient and guest
 4. Glencoe representative and guest
 - Others:
 1. ETC Chair and guest
 2. ETD Chair and guest
 3. Chair of McGraw Award Committee and guest
 4. ETC Program Chair and guest
 5. ETD Program Chair and guest
4. The moderator will send invitations to all head table-complimentary ticket recipients.
5. Work with moderator to arrange seating at head table and provide place cards.
6. Provide a corsage or boutonniere for all at head table.
7. Reserve two tables for past recipients.
8. Work with Glencoe regarding number of extra complimentary tickets.
9. Work directly with hotel/restaurant to arrange the reception.

Appendix 3

SAMPLE PLANNING CALENDAR FOR ETC PROGRAM CHAIR

June	Attend Programs Chair Session at Annual Conference.
July	Preliminary program outlined. Specific items: <ol style="list-style-type: none">1. Sunday afternoon Committee meetings.2. Monday ETD Department Heads Breakfast.3. Wednesday ETC Executive Council Breakfast.4. Tuesday McGraw Banquet (Odd Years Only).5. Wednesday Berger Award Luncheon.6. Wednesday afternoon ETC Business Meeting.7. Other Sessions as requested by members.
September 10	DEADLINE FOR RECEIPT OF FORMS A, A-W AND B AT ASEE
September 30	Preliminary Advance Program sent to Program Chairs
October 15	DEADLINE FOR RECEIPT OF FORMS A1 & C AT ASEE
February 1	Advanced program is mailed to membership.
February 5	DEADLINE FOR RECEIPT OF FORM D AT ASEE
April 1	DEADLINE FOR ALL CHANGES IN FINAL PROGRAM FORM E IS DUE AT ASEE
June	Annual Conference

Appendix 4

ENGINEERING TECHNOLOGY

APPRECIATION AWARDS

The ETC, ETLI and ETD hereby declare that while the McGraw Award serves the purpose of recognizing outstanding service in engineering technology education, and the Berger Award serves the purpose of recognizing excellence in an engineering technology education program; this council, institute and division shall acknowledge individuals who have otherwise made important contributions to engineering technology education. Two categories of awards are hereby established.

I. AWARD CATEGORIES

A. RETIREMENT AWARD

Criteria: The following criteria guidelines shall be used.

1. Recipients shall, in the opinion of the selection committee, have made contributions to Engineering Technology education.
- B. Recipients shall be individual members of ASEE and shall have been actively involved in ETC or ETLI or ETD or TAC/ABET for a number of years as determined by the selection committee.
- C. Recipients shall be either:
 - a. retiring within or at the end of the academic year nominated, or within or at the end of the coming academic year. Or,
 - b. changing career paths such that their involvement with the engineering technology academic community will cease or become incidental.
4. A recipient may receive this award only one time.

B. SERVICE AWARD

Criteria:

1. Recipients shall have served in their elected capacity for the period to which elected.
2. The following elected officers shall be recognized:

Chair
Chair Elect
Past Chair
Secretary
Treasurer
Director

II. AWARD PROCEDURES:

A. RETIREMENT AWARD

1. Nominations may be submitted by an individual ASEE member to the chair of ETC, ETLI, or ETD.
2. Nominations shall be in writing and shall certify each of the guidelines specified in the criteria above.
3. An ET Award Committee, consisting of the ex-officio members:

Chair of ETC
Chair of ETLI and
Chair of ETD

Will copy nominations received on or before September 14 of each year, by each of the other members.

4. The Chair of ETC will, by telephone contact or letter, determine the approval or disapproval of award(s) by consensus (or majority vote).
5. The Chair of ETD will arrange for engraving a plaque on or before October 1.

Note: The specification for the plaque is:

Cost: \$40.00

Dark wood, 9 inches by 12 inches.

Brass plate, 8 inches by 11 inches.

Inscription: To name in recognition of dedicated service to Engineering Technology Education.

This nth day of month, year.

Logos of ETC, ETD and ETLI and ASEE inscribed at artists discretion.

The plaque(s) will be delivered to the awarding chair at the coming ETLI by an attending representative from Southern Tech. Funding for plaques will be appropriated from ETD budget(s) as determined by the ETD chair.

6. Each Chair will inform the respective nominator(s) in writing of the action by the committee. The appropriate chair will inform the award recipient of the committee action within 15 calendar days. The recipient will be encouraged to be present at the upcoming ETLI for presentation of the award.
7. Plaques will be presented to recipients at the next ETLI immediately following the award decision. The presenter will be the appropriate Chair as determined by the Award Committee. In the event a recipient is unable to attend the ETLI, the plaque will be delivered by an ASEE member or by mail.

B. SERVICE AWARD – PLAQUE

1. A plaque will be presented to the outgoing chair of ETC or ETD at the annual business meeting.
2. The Chair-Elect of the Council or Division as appropriate will contact Southern College of Technology, Assistant to the President, (404) 424-7230, and arrange for engraving a plaque on or before April 1 of the year in which the person's term will end.

Note: The specifications for the plaque as agreed in February 1987 are:

Cost: \$40.00

Dark wood, 9 inches by 12 inches.

Brass plate, 8 inches by 11 inches.

Inscription: To name in Appreciation for service rendered as Chair [Engineering Technology Council] or [Engineering Technology Division] (as appropriate). [Year] to [year]
ASEE logo and ETC or ETD logo as appropriate.

Funding for the plaques is to be provided from ASEE accounts appropriate to the council or division.

3. The award will be presented to the outgoing chair by the incoming chair at the annual business meeting.

C. SERVICE AWARD – CERTIFICATE

1. Certificates of appreciation will be presented during the business meeting at the Annual Meeting (June for ETC & ETD, November for ETLI) to officers and directors who are completing their elected term of office.
2. The respective chair will be responsible for:
 - a. Securing blank certificates from ASEE Headquarters, Members Affairs (No cost)
 - b. Having certificates appropriately inscribed with persons name, name of institution, ASEE related office (e.g. Secretary-Engineering Technology Division, or Director-Engineering Technology Leadership Institution) and dates of service.
 - c. Securing signatures of ASEE President and Executive Director.

Suggestion: Deliver certificates to Executive Director of ASEE as early as possible at the annual meeting and pick up signed forms from Member Affairs staff.

- d. Presentation at Business meeting.

THE AWARD:

The purpose of the Frederick J. Berger Award is to recognize and encourage both programmatic and individual excellence in engineering technology education. It is presented to both the engineering technology school and department and to the primary implementing individual that has demonstrated outstanding leadership in curriculum, scholarly contributions, innovative techniques, or administration in engineering technology education.

Established in 1990, the award consists of \$500 and a bronze medallion, with representations of Professor Berger and of the Tau Alpha Pi logo inscribed. The academic department recognized receives \$500 and an inscribed plaque.

The award is presented by Professor Berger or his designee at the ASEE Annual Meeting during the Frederick J. Berger Award Luncheon (which shall also function as the ETC Business Meeting), and at the ASEE Annual Banquet.

BENEFACTOR:

Frederick J. Berger has been acclaimed for his many noteworthy contributions as an engineering technology educator. These include his service for many years at City University of New York (BCC) as a professor, department chairman, engineering science coordinator, and the founder of (and faculty advisor to) the Tau Alpha Pi and IEEE chapters at his institution. His accomplishments also include his active participation for many years in professional societies such as ASEE and ABET. While a professor, he inspired and guided students to become scholastic achievers and successful professionals. He fostered character and leadership qualities.

Professor Berger built Tau Alpha Pi and directed it to national prominence as the professional honor society for the engineering technologies. During his tenure as Executive Director-Secretary, the Society has grown to have active chapters in almost all institutions with TAC/ABET accredited programs. He founded the Tau Alpha Pi annual Journal and has been its editor.

In recognition of his significant contributions, Professor Berger was awarded forty citations and honors nationally. In essence, the recipient of the Berger Award shall have evidenced the educational ideals and philosophy of Professor Berger and of Tau Alpha Pi.

It is through Professor Berger's generosity that this award is perpetually endowed.

QUALIFYING CRITERIA FOR THE AWARD:

An individual must have made a significant impact on a qualifying engineering technology school or program by implementing one or more of the following criteria. The award jointly recognizes the individual and the activity, the individual and the program, the individual and the department, or the individual and the school.

1. Exemplary and discernible contributions to engineering technology education, and advancement of the professional status of engineering technology students.
2. Outstanding curricular development, evidence of superior subject matter competence by students, course development and updating, and academic student advisement.
3. Scholarly contributions including improvement of engineering technology education through authoring textbooks, syllabi, computer applications, active memberships in professional societies, and participation in professional development activities.
4. Innovative techniques involving excellence in teaching and the ability to guide students to scholastic achievement, character growth, and leadership potential. Innovative techniques involving laboratory updating, equipment acquisition and utilization, teaching models and aids, and the integration of lab exercises with lecture presentations.
5. Administrative support for course development, placement assistance, acquiring quality buildings and facilities, linking with industry, and selecting, retaining, and developing outstanding faculty.

A qualifying institution must be an ASEE Technical College Member, and must have at least one associate or baccalaureate level program accredited by TAC/ABET. A qualifying department must be housed within a qualifying institution.

The institution shall also have an active Tau Alpha Pi Chapter on campus.

NOMINATIONS:

Nominations should be made by an engineering technology school or department in fulfillment of the qualifying criteria. Since it is the intent of the award to recognize the implementing individual, as well as the qualifying activities, a vita (maximum two pages) for the person most associated with the activity must be included in the nomination packet. Attendance at the award luncheon and the Society's annual awards banquet by the recipient is required. The nomination is to be signed by the Dean (or the top administrator supervising the engineering technology program) and the President of the institution, indicating that they not only endorse

appropriateness of the recognition, but they also will financially support the attendance of the recipient at the luncheon and banquet. No individual department shall receive the award more than once, and no institution shall receive two awards within any five-year period. An individual or department may be re-nominated. A nomination may be reactivated for up to two additional years after the submission year upon written request from the appropriate official of the institution in which the department is housed or where the nominee was employed during the activities recognized by the award.

FORWARDING:

Forward one original and seven copies of the complete nominations to ASEE Headquarters by the deadline published in the calendar year of the award. The nomination should not exceed six pages excluding the vita. The selection committee will not consider additional supporting materials.

SELECTION COMMITTEE:

The seven person Berger Award Selection Committee shall be composed of the current and most immediate past chairs of the Engineering Technology Division (ETD) and the Engineering Technology Council (ETC) of ASEE (as of January 1 of the award year), as well as three full time engineering technology teaching faculty members (with greater than a 50% annual teaching load) nominated by ETC institutional representatives and selected each year by the ETC at the Annual ASEE Meeting.

Strategic Plan Document – 2003-2006

American Society for Engineering Education

Engineering Technology Council

Introduction to Strategic Planning

Strategic plans help provide direction and meaning to everyday activities within organizational environments. The vision, mission, values, goals, and relationships with the external environment guide the strategic plan. Additionally, strategic plans serve as a framework against which physical, fiscal, and human resources are allocated; programs are created and/or modified; organizational structures are changed; decisions are made; opportunities are initiated; support activities are aligned; and overall performance evaluated.

People and Processes Involved in Strategic Planning

For the strategic plan to achieve its true purpose—that is, a framework against which a series of decisions can and should be made— involvement from those who will work under the auspices of the strategic plan is necessary. The following table highlights past, present, and future activities associated with the strategic planning process for the ETC:

Time:	Activity:
<i>September, 2002</i>	<ul style="list-style-type: none"> ● Mike O’Hair, Pat Fox, and Stephen Hundley met to review previous ETC initiatives and to develop strategic planning process.
<i>October, 2002</i>	<ul style="list-style-type: none"> ● A group of ETC faculty, administrators, and other stakeholders participated in a situational analysis at the ETLI, which included examining internal strengths and weaknesses of ETC and external opportunities and threats in the broader engineering technology field. Additionally, five broad goals for ETC were articulated.
<i>January,</i>	<ul style="list-style-type: none"> ● Using the five goals for ETC as a framework, a group of ETC faculty,

<i>2003</i>	administrators, and other stakeholders developed specific strategies associated with each goal.
<i>Spring, 2003</i>	• Additional comments/input from ETC members were sought, and the results were synthesized, summarized, and disseminated.
<i>June, 2003</i>	• Final adoption of ETC strategic plan at ASEE National Meeting in Nashville, TN, and implementation of strategic plan for ETC.
<i>October, 2003</i>	• ETC Board members met to update action items, time frames, champions, and status/evidence for strategies.

Outcomes of Strategic Planning

Situational Analysis: Summary of Challenges and Opportunities Facing ETC

Challenges

- There is no widely accepted definition of engineering technology outside the ET community.
- The title of engineering technologist has no general acceptance in industry.
- Some engineering education has moved in the direction of "more applied" and toward engineering technology.
- Reduced financial resources are a threat to higher education particularly in the current economic climate.
- Vocational education is moving toward engineering technology.
- There is a need to create a more diversified pool of students who seek engineering technology education.
- There are insufficient working capital and unidentified resources for ETC to adequately promote engineering technology education.

Opportunities

- More and more companies desire our product (engineering technology graduates) that our institutions are producing; hence, there will be an increased demand for engineering technology programs.
- Secondary education movements such as Project Lead the Way are enhancing the pool of potential engineering technology students with better academic preparation.
- Engineering technology programs have an opportunity to attract more minorities and females. Currently the percent of both are very low compared to engineering and science.

- Soft skills like communications and teamwork are desired by industry. The ETC recognizes these skills as a definite strength of engineering technology education. The ETC should encourage enhancement of these skills and encourage different learning processes such as process.
- Engineering technology should encourage various instructional delivery methods. The ETC should encourage use of various methods among its members.
- Many international opportunities for engineering technology programs exist including two-way exchanges of faculty and students. Programs will benefit because of an enhanced global viewpoint, an increased ability to serve the needs of industries having an international presence, and increased student enrollment. Engineering technology programs typically turn out the type of graduates that many international companies are looking for.
- There are opportunities to strengthen the ETC by attracting more institutional members, and by raising funds to support activities that promote engineering technology education.
- ET can provide new educational opportunities in new emerging technologies.
- There is an increasing need for applied research.
- There is an increasing desire in some institutions to move into ET graduate programs.
- ET should get involved in the National Academy of Engineering.

Mission Statement

The Engineering Technology Council of ASEE is the national organization that speaks for engineering technology education and is committed to promoting quality education and creative endeavors in engineering technology.

Overview of Goals

- Goal #1:* The ETC will strengthen its position as the national organization that speaks for engineering technology education.
- Goal #2:* The ETC will promulgate the definition of engineering technology.
- Goal #3:* The ETC will promote quality engineering technology education.
- Goal #4:* The ETC will develop leaders for engineering technology education.
- Goal #5:* The ETC will develop appropriate guidelines and promote scholarship for engineering technology educators.

Strategies for Implementing Goals

The tables that follow summarize each goal and the various strategies associated with each goal (Specific individuals or groups were identified to serve as champions in implementing the action items associated with each strategy. Timeframes have also been established for each strategy, and the status and/or evidence of each strategy is noted.)

Goal # 1	The ETC will strengthen its position as the national organization that speaks for engineering technology education.	
Strategy 1.A	<ul style="list-style-type: none"> Increase ETC memberships. 	
	Champion(s):	Mike O’Hair* and Tom Hall
	Action Item(s):	Define at least five reasons why a four year ET institutions and a two year ET institutions would want to join ASEE/ETC.
	Timeframe:	October 2003 –January 2004
	Status/Evidence:	
Strategy 1.B	<ul style="list-style-type: none"> Develop alternative approaches to attract new members to ETC, particularly 2-year schools. 	
	Champion(s):	Jim Otter* and Walt Buchanan
	Action Item(s):	Develop a list of at least three effective methodologies to distribute information to prospective new ETC members.
	Timeframe:	October2003 – January 2004
	Status/Evidence:	
Strategy 1.C	<ul style="list-style-type: none"> Develop a working definition of Engineering Technology at both 2- and 4-year levels. 	
	Champion(s):	Walt Buchanan* and Doug Barber
	Action Item(s):	Solicit input from ETD/ETC members on current definition of ET. Come up with three options to be discussed at the CIEC meeting.
	Timeframe:	January 2003 – January 2004
	Status/Evidence:	Walt collected feedback on the current definition of engineering technology from members of the ETD list serve. The summary is attached?????
Strategy 1.D	<ul style="list-style-type: none"> Clarify the role and mission of ETC. 	
	Champion(s):	Mike O’Hair*, Pat Fox, Walt Buchanan
	Action Item(s):	Meet with leaders of ASEE, EDC, TAC-ABET, and others to discuss role of ETC.
	Timeframe:	October 2003 – ongoing
	Status/Evidence:	(1) Leaders of ETC met with leaders of ASEE January 2003 to discuss the role of ETC within ASEE, ETC leaders will continue dialog with current President of ASEE and Frank Huband. From this effort, ETC was asked to participate in the Go For It Magazine for Middle and High School Students. Several articles in the magazine were specifically written with engineering technology in mind.

Strategy 1.E	<ul style="list-style-type: none"> • Increase the visibility of ETC within ASEE and externally.
	Champion(s): Walt Buchanan* and Tim Ziegler
	Action Item(s): Establish ETC and TAC/ABET interface standing committee to address issues related to strengthening engineering technology education in the United States and discuss how both organizations can work together to support colleges and universities with TAC/ABET programs.
	Timeframe: June 2003 – January 2004
Status/Evidence:	
Strategy 1.F	<ul style="list-style-type: none"> • Improve and coordinate ET communication, ETC website and publications, ET education website.
	Champion(s): Wiley McKensie*, Ken Rennels, Carol Richardson and Frank Gourley
	Action Item(s): Publicize the ETE website as Image and Marketing Tool for engineering technology education for ASEE members. Look for other ways to improve publication and communication efforts for ET including updating and improving website for ETC. Get ASEE to mirror ETC web site on ASEE web site. Work with Eric to update ETC information on ASEE web site.
	Timeframe: June 2003 – January 2004
Status/Evidence:	

Goal # 2	The ETC will promulgate the definition of engineering technology.	
Strategy 2.A	<ul style="list-style-type: none"> Partner with industry and government stakeholders to make them aware of ET. 	
	Champion(s):	Mike O’Hair, Pat Fox*, and Lakshmi Munukutla
	Action Item(s):	Meet with members of Corporate Members Council (CMC), find out how ETC can work with the CMC.
	Timeframe:	June 2003 – January 2004
	Status/Evidence:	<p>Report February 2002 – Mike O’ Hair and Pat Fox met with Isadore Davis, Chair of CMC, and several other members of the CMC Executive Committee on February 2, 2004 at the CIEC meeting, to discuss ways in which CMC and ETC could work together. The meeting was successful. Pat will stay in touch with the CMC group by attending their monthly phone meetings and by keeping them informed of what ETD is doing. CMC invited Pat to attend their symposium which she did the last day of CIEC.</p>
Strategy 2.B	<ul style="list-style-type: none"> Work to get government job classification(s) for ET graduates. 	
	Champion(s):	Warren Hill* and Jack Waintrab
	Action Item(s):	Define job classification.
	Timeframe:	June 2003- January 2004
	Status/Evidence:	
Strategy 2.C	<ul style="list-style-type: none"> Increase contacts with K-12 specifically related to ET. 	
	Champion(s):	Warren Hill*, Mike O’Hair and Carol Richardson
	Action Item(s):	Get ETC representative on K-12 task force for ETC. Promote Project Lead The Way to other ETD/ETC members.
	Timeframe:	June 2003 - ongoing
	Status/Evidence:	<p>(1) Letter and DVD was sent about Project Lead The Way to ETC to ETD members on August 22, 2003 from David Wormly, chair of EDC and Mike O’Hair, chair of ETC.</p> <p>(2) Note: ASEE will establish K-12 division in June 2004. Mike O’Hair and Warren Hill will be apart of the first board.</p>

Goal # 3	The ETC will promote quality engineering technology education.	
Strategy 3.A	<ul style="list-style-type: none"> Promote the accreditation of 2- and 4-year ET programs, particularly through state higher education boards/commissions. 	
	Champion(s):	Walt Buchanan* and Tim Ziegler
	Action Item(s):	Continue to endorse and value ET 2 and 4 year ABET accreditation programs. Establish ETC and TAC/ABET interface standing committee to address issues related to strengthening engineering technology education in the United States and discuss how both organizations can work together to support colleges and universities with TAC/ABET programs.
	Timeframe:	June 2003 – January 2004
	Status/Evidence:	
Strategy 3.B	<ul style="list-style-type: none"> Promote professionalism in ET via professional society memberships and activities. 	
	Champion(s):	Mike O’Hair and Carol Richardson*
	Action Item(s):	First Priority is to increase the membership and involvement in ETC/ETD/ASEE. Chair of ETC will send note to leaders of ETC on list serve to support the ASEE dean’s program for new membership and to support new members joining ETD.
	Timeframe:	June 2003 – January 2004
	Status/Evidence:	
Strategy 3.C	<ul style="list-style-type: none"> Increase the sharing of ET-related best practices among and between K-16 stakeholders. 	
	Champion(s):	Tom Hall*, Dave Dvorak, Jack Waintrab, and Robert Mott
	Action Item(s):	(1) Investigate how to help TAC/ABET with Best Practices thru external funding opportunities. (2) Promote recently funded NFS engineering technology and engineering education resource centers to promote best practices.
	Timeframe:	June 2003 – January 2004
	Status/Evidence:	

Goal # 4	The ETC will develop leaders for engineering technology education.	
Strategy 4.A	<ul style="list-style-type: none"> Partner with ETLI to increase leadership development opportunities for ETC members. 	
	Champion(s):	Doug Barber *, Tom Hall and Ken Rennels
	Action Item(s):	Encourage ETLI to provide leadership development type opportunities for ETC, ETD members. Assist ETLI with promoting leadership institute.
	Timeframe:	June 2003 – January 2004
	Status/Evidence:	
Strategy 4.B	<ul style="list-style-type: none"> Expand leadership development and other programmatic efforts to online contexts. 	
	Champion(s):	Wiley McKensie*, and Ken Rennels
	Action Item(s):	Survey ETC/ETD members to see what types of programs would be of interest.
	Timeframe:	June 2003 – January 2004
	Status/Evidence:	

Goal # 5	The ETC will develop appropriate guidelines and promote scholarship for engineering technology educators.	
Strategy 5.A	<ul style="list-style-type: none"> In collaboration with ETD, develop guidelines for scholarship in engineering technology. 	
	Champion(s):	Warren Hill*, Tony Brizindine, Wiley McKenzie, Virgil Cox, Abi Aghayere, and Dale Palmgren
	Action Item(s):	(1) Survey and report to ET deans/directors/chairs to find out what are the current requirements for scholarship in various types of institutions. (2) Next step make sure that ET administrative community has access to the paper. Get feedback from ET administrators on the paper. Decide what are the next steps.
	Timeframe:	October 2002 - Ongoing
	Status/Evidence:	(1) A group of ET faculty and administrators, surveyed the ET community and reported the results in a paper at the ASEE 2003 annual conference entitled "The Scholarship Horizons in Engineering Technology: Choosing the Best Path". The paper also addressed issues in scholarship for ET faculty.
Strategy 5.B	<ul style="list-style-type: none"> Provide resources and opportunities for faculty development initiatives in ET. 	
	Champion(s):	
	Action Item(s):	Put on hold. Wait for information from ETD.
	Timeframe:	
	Status/Evidence:	
Strategy 5.C	<ul style="list-style-type: none"> Benchmark activities related to scholarship within the ET community. 	
	Champion(s):	Wiley McKenzie * and Pat Fox
	Action Item(s):	Categorize current ETC institution members
	Timeframe:	October 2002 – January 2004
	Status/Evidence:	
Strategy 5.D	<ul style="list-style-type: none"> Promote and monitor the growth of scholarship within the ET community. 	
	Champion(s):	
	Action Item(s):	Put on hold. Wait for information from ETD.
	Timeframe:	
	Status/Evidence:	