



SECTION:

THE ENGINEERING TECHNOLOGY DIVISION

SUBJECT:

Overview

The Engineering Technology Division (ETD) of ASEE has as its principal function the support of individual member interests related to the field of engineering technology. Its membership is composed of public and private two and four-year engineering technology educators from all over the world, as well as representatives from industries that employ engineering technology graduates. A number of engineering educators are also members.

It sponsors national and regional meetings, publishes a newsletter, promotes studies of engineering technology, and publishes a journal. The Engineering Technology Division acts as a general forum for the exchange of ideas pertinent to the disciplines, administration, and industrial interests in engineering technology education. It offers members an opportunity to become involved in up-to-date information exchange and personal contacts with others sharing similar interests.

Activities of the Division

The Engineering Technology Division (ETD) sponsors (or co-sponsors) 30+ sessions at the ASEE Annual Conference in June. These sessions are planned to appeal to both faculty and administrators in two and four-year engineering technology programs, as well as employers utilizing engineering technology graduates. ETD is one of four co-sponsoring Divisions of the Conference for Industry and Education Collaboration (CIEC) each January (or February). The Conference is structured to encourage interaction between industry and education representatives and to meet professional development needs of the participants. ETD also sponsors sessions at some of the ASEE Geographic Section Meetings held during the year. These sessions encourage communication by members of the engineering technology community who are in close geographic proximity to each other.

The ETD Newsletter is published twice a year by the Division. Information on activities of interest to engineering technology educators and employers is included in the Newsletter. The Journal of Engineering Technology is published twice a year by the Division. It consists of articles written by Engineering Technology educators.

The Engineering Technology Division sponsors "mini-projects" at the national level of interest to engineering technology educators. The results of these projects are made available to the membership as they are completed.

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Twelve individuals serve as Section Representatives for ETD. The ETD Section Representatives serve as contact persons for individuals and institutions in the geographic sections delineated by ASEE. The role of the Section Representatives is to promote the participation of members at the geographic section level, recruit news for the Newsletter, promote membership, and stimulate participation in Division activities. A Section Activities Coordinator works with these twelve representatives.

Department chair groups have been established and function with national officers to represent discipline interests. In addition special interest groups (SIGS) have been formed to represent several new and expanding areas of interest for engineering technology educators.

ETD has several ad hoc committees that are engaged in issues of interest to engineering technology educators. The Division appoints committees as necessary to respond to concerns of the membership.

Focus of the Division

Some areas of focus of Division activities include improving the visibility of engineering technology in educational and industrial communities, increasing the participation of engineering technology educators in the Division, promoting quality engineering technology programs, establishing a series of resource publications to assist engineering technology faculty and administrators, increasing involvement of engineering technology educators at the section and local levels, encouraging additional involvement of the membership in meeting the goals of the Division, and identifying ways to clarify and support the role of engineering technology education through interaction with other segments of the educational community.

Invitation

The Engineering Technology Division encourages anyone with an interest in engineering technology to join the Division, participate in its activities, and share in an exchange of concerns, information, and ideas.



SECTION:

RESPONSIBILITIES AND FUNCTIONS OF OFFICERS AND COMMITTEES

SUBJECT:

A Division or committee officer, upon accepting an office, also accepts a charge for accomplishment. Officers have a working--not honorary--position. They are responsible for planning and achieving objectives, maintaining effective communications with other appropriate individuals, properly representing the membership, adhering to deadlines, promoting the Division/Society, and keeping the Division informed of what happens in their area of responsibility. Officers are expected to cause things to happen.

General Charge

The purpose of the Engineering Technology Division shall be the promotion and development of Engineering Technology Education consistent with the purpose of the Society as stated in Article I, Section 2 of the Constitution of ASEE.

Meetings

The Executive Committee normally meets twice a year. One meeting is at the ASEE Annual Conference to plan the Annual Business Meeting, and the other is at the Conference for Industry and Education Collaboration (CIEC). Other Division/committee officers are encouraged to report on activities at the Annual Business Meeting and at the open session of the Executive Committee.

Division committees and Section Representatives are encouraged to schedule at least one meeting during the year. Normally these are held at the ASEE Annual Conference or at the CIEC.

In addition, officers and committee members should interact during the year by mail and telephone.

Reports

The ETD Chair will normally contact Division/committee officers prior to the ASEE Annual Conference and the CIEC for a progress report. A report of the year's activities is presented to the membership at the Annual Business Meeting.

Appointments

Committee officers, committee members, and Section Representatives are appointed by the ETD Chair and confirmed in consultation with the Executive Committee.

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Inability to Serve

Should the occasion arise that an elected officer is unable to serve, the Bylaws should be followed. If a committee officer, committee member, or Section Representative is unable to fulfill committee responsibilities, that individual should resign and a recommended replacement be identified for appointment at the discretion of the Chair.

Specific Charges

Each Division/committee officer has the responsibility to take the necessary action to discharge duties thoroughly and promptly. Specific charges are:

Executive Committee

Serves as a screening/recommending group on issues of major concern that are brought before the Division. May act on behalf of the Division if necessary. Assists in determining the agenda for the Annual Business Meeting of the Division. Meets at the ASEE Annual Conference and at the CIEC. Committee membership is identified in the ETD Bylaws.

Chair

Provides leadership for the Division, establishes active pattern of two-way communication, orients, motivates, offers assistance, and provides recognition for efforts of the Division officers, chairmen, coordinators, and Section Representatives. Communicates with ASEE headquarters staff and other council and Divisional representatives as necessary. Conducts business meetings and meetings of the Executive Committee. In alternate years, presides at the ETC/ETD Annual Banquet. Attends Professional Interest Council (PIC) II meetings and serves as a member of the CIEC Board for four years (two as Chair of ETD and two as Past-Chair).

Vice-Chair for Programs

Responsible for planning and carrying out the ETD program at the ASEE Annual Conference. Serves as coordinator for the Conference program planning session; identifies program moderators, session topics, and potential speakers; assists moderators in planning sessions as needed; compiles information supplied by moderators and sends it to the appropriate ASEE staff member; works with the local committee in planning meal functions and entertainment; plans Annual ETC/ETD Banquet; and publicizes the ASEE Annual Conference through the ETD Newsletter and special flyers distributed at the Conference.

Assistant Vice-Chair for Programs

Responsible for the peer review process of papers submitted for the ETD program for the ASEE Annual Conference. Encourages moderators and speakers to submit their papers for review and publication in the Conference Proceedings and maintains and updates list of paper reviewers. Also assists the Vice-Chair for Programs as assigned.



Vice-Chair for Newsletters

Publishes and distributes the Newsletter twice a year. Responsible for soliciting information and compiling, printing, and distributing the Newsletter.

Secretary

Records, disseminates, and files the minutes of the Executive Committee Meetings, and the business meetings of the division. All minutes are disseminated to the Executive Committee and the historian, and via the ETD Newsletter, to the membership.

Treasurer

Keeps financial records and receives and disburses money of the Division. Makes semi-annual reports regarding the status of the ASEE budgeted and BASS accounts.

Member(s)-At-Large (2)

Participates on the Executive Committee with other officers of the Division in planning and conducting ETD affairs. Shares viewpoints in deliberations based on ETD goals and personal experience. One member-at-large serves as a Mini-Grant Coordinator. The second Member-at-Large serves as the Section Activities Coordinator.

Membership Committee Chair

Contacts prospective new members in the educational and industrial communities, welcomes new members, informs new members of opportunities in and services of the Division, and supplies information on membership to individuals on request. Works with Membership Committee to develop techniques and programs for recruiting and retaining new members, informs Section Representatives of new members, makes special efforts to recognize new members to make them feel a part of the Division, and assesses member services needed by the membership. Maintains liaison with the ETD Chair and the Director of Member Activities at ASEE headquarters.



CIEC/ETD Program Chair

Responsible for the ETD program at the Conference for Industry and Education Collaboration. Identifies topics, program moderators, and potential speakers. Works with program moderators to prepare final program for CIEC General Chair. Attends general pre-planning sessions at the CIEC in the spring at the site, and at the ASEE Annual Conference.

Section Representative(s) (12)

Maintains contact with institutions in the geographic section to promote ETD activities at the section level. Promotes ETD sessions at section meetings, solicits Newsletter information, contacts new members, provides suggestions for ASEE Annual Conference sessions, promotes attendance at the ASEE Annual Conference, and solicits articles on engineering technology for Prism, the JOURNAL OF ENGINEERING EDUCATION and the JOURNAL OF ENGINEERING TECHNOLOGY. Maintains liaison with the ETD Section Activities Coordinator.

Section Activities Coordinator

Maintains contact with the 12 Section Representatives regarding ETD activities at the section level. Works with Section Representatives to promote sessions on engineering technology at geographic section meetings. Facilitates communication among Section Representatives. Maintains liaison with ETD Chair, Newsletter Vice-Chair, and others as appropriate. Recruits Section Representatives (for ETD Chair's approval) as necessary and monitors the success of the Section Representative function. Reports section activities at the Executive Committee meetings.

Mini-Grant Coordinator

Recruits and coordinates the review of grant proposals of benefit to the Division membership. Based on recommendations of the review committee (Executive Committee), requests funding of the project and monitors its progress. Channels results of project to appropriate sources for action and dissemination.

Nominating Committee

Prepares the slate of officers (utilizing the input of members at the Annual Business Meeting of the Division) for election by the membership. Submits the ballot to the Chair for distribution in the fall Newsletter. Receives and counts the ballots prior to CIEC. Reports results to the Chair. Election of officers who take office on even years: Vice-Chair for Newsletters; Secretary; and Member-At-Large. Election of officers who take office on odd years: Chair; Treasurer; and Member-At-Large. The Assistant Vice-Chair for Programs shall be elected each year and serve one year in that capacity and one year as Vice-Chair for Programs in the second year of the term. Also, identifies individuals for recommendation by the ETD Executive Committee to the incoming President of ASEE for appointment to society committees. The Committee is appointed by the Chair of ETD and shall consist of the immediate past chairs of ETD (as chair) and ETC, and a past elected officer of ETD.



Historian

Identifies and summarizes information of historical interest pertaining to ETD. Coordinates collection of information for archives. Appointment is coordinated with ETC and ETLI.

Ad Hoc Committees

Long Range Planning Committee

Identifies and initiates activities which will further the goals and purposes of the Division, using strategic planning goal statements, and membership input as base for planning.

Membership Committee

Assists the ETD Membership Chair to develop techniques and programs for recruiting and retaining new members, to inform Section Representatives of new members, to make special efforts to recognize new members and make them feel a part of the Division, and to assess services needed by the membership.

Journal of Engineering Technology

The purpose of the Journal of Engineering Technology (JET) is to provide a quality, peer reviewed, scholarly journal for ETD members and others interested in engineering technology. The Journal publishes articles which contribute to the body of knowledge of engineering technology and is published semiannually - once in the spring and once in the fall. The Journal is mailed to all dues paying members of ETD.

Background

The ETD Executive Committee at its February 1, 1983, meeting approved a polling of ETD members concerning the initiation of a \$5.00 annual dues toward the Journal. Following a positive vote by the ETD membership and final approval by the ETD Executive Committee at its June 22, 1983, meeting, the JET Editorial Board published its inaugural issue (Volume 1, Number 1) the spring of 1984.



Organization

The JET Editorial Board determines policy and operating procedures. The Board consists of six members; past editor, editor in chief, production editor, advertising editor, manuscript editor, and subscription editor. The advertising, manuscript, and subscription editors are appointed to the Editorial Board for two year terms, are eligible for reappointment, and provide the pool of candidates for the position of Production Editor. Once appointed to the position of production editor, succession to editor--in-chief and past editor is automatic. All appointments begin and end at the end of business at the Annual ASEE Conference. The production editor serves as treasurer for the Board and provides financial reports to the ETD Treasurer. Appointments to the Board are determined by the nomination committee consisting of the past editor, editor-in-chief, and production editor, the past editor serves as chair.

Financial Support

Expenses incurred by the Editorial Board for typesetting, layout, printing, mailing, and miscellaneous are covered from a number of sources. In addition to support from the ETD dues, income is also generated by selling advertisements in the Journal, subscriptions to libraries and non-ETD members, and bulk subscriptions to institutions. Income has been supplemented by grants from ETD and contributions from institutions and individuals. An independent annual audit of financial transactions is conducted and reported to the treasurer of ETD and the Executive Committee of ETD.



SECTION:

BY-LAWS: ENGINEERING TECHNOLOGY DIVISION

SUBJECT:

Effective June 25, 1980
(Revised June 27, 1995)

Article I
NAME

The name of this organization shall be the Engineering Technology Division of the American Society for Engineering Education.

Article II
OBJECTIVE

The purpose of this Division shall be the promotion and development of Engineering Technology Education, and shall be consistent with the purpose of the Society as stated in Article I Section 2 of the constitution of ASEE.

Article III
MEMBERSHIP

Membership shall consist of those members of the Society who are interested in the objectives of the Division and annually pay division dues.

Article IV
OFFICERS

- Section 1. The officers of this Division shall consist of a Chair, Vice-Chair for Programs, Vice-Chair for Newsletters, Assistant Vice-Chair for Programs, Secretary, Treasurer and two Members-at-Large.
- Section 2. The Chair, Treasurer and one Member-at-Large shall be elected for terms of two years starting in the odd-numbered years. The Vice-Chair for Newsletters, Secretary and second Member-at-Large shall be elected for terms of two years starting in the even-numbered years. The Assistant Vice-Chair for Programs shall be elected each year and serve one year in that capacity and one year as Vice-Chair for Programs in the second year of the term.
- Section 3. Nominations for these offices shall be made by a committee appointed by the Chair, and by members at the Annual Business Meeting of the Division. Only those individuals who have previously held elected office in the Engineering Technology Division shall be eligible for nomination as Chair. Elections will be held by mail ballot in fall of each year. Elected officers shall assume their offices at the conclusion of the ASEE Annual Conference following the election. Election will be by majority vote of those voting.

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- Section 4. The Vice-Chair for Programs shall be responsible for the ETD program at the ASEE Annual Conference during his or her term of office. The Assistant Vice-Chair for Programs shall be responsible for peer review process of papers submitted for the ETD program at the same ASEE Conference.
- Section 5. The Chair and Vice-Chair may not succeed themselves, although a Vice-Chair may be elected to the position of Chair.
- Section 6. In case of vacancy in the office of the Chair, that office shall be filled by the Vice-Chair for Programs.
- Section 7. The Chair shall fill by appointment any vacancies in other offices occurring between Annual Business Meetings of the Division. The terms of these appointments shall be for the period from the time of appointment to the next Annual Business Meeting of the Division.

Article V MEETINGS

- Section 1. The Executive Committee shall arrange for an Annual Business Meeting of the Division to be held concurrently with the Annual Conference of the Society. A second business meeting of the Division may be held annually as deemed necessary by the Executive Committee. A normal time for this meeting would be at the Annual Conference for Industry and Education Collaboration (CIEC). Interested persons, other than members of the Division, shall be eligible to attend all meetings, except closed executive sessions.
- Section 2. Special meetings of the Executive Committee may be called by the Chair as needed upon reasonable notice to the membership of the Committee.
- Section 3. A quorum at any regular or special meeting of this Division shall be the number present at the time and in the place designated for the meeting.



Article VI
EXECUTIVE COMMITTEE

- Section 1. The Division shall be directed by an Executive Committee composed of the following:
- The Chair
 - The two (2) Vice-Chairs
 - The Secretary
 - The Treasurer
 - The Chair of the Engineering Technology Council
 - The immediate past Chair of the Division
 - Two members elected at Large
 - The Assistant Vice-Chair for Programs
- Section 2. Five members of this group will constitute a quorum.
- Section 3. The Executive Committee will normally meet twice annually: (1) before the Annual Business Meeting at the ASEE Annual Conference; and (2) at the Annual Conference for Industry and Education Collaboration (CIEC).

Article VII
COMMITTEES

- Section 1. The Chair shall appoint such committees as are deemed necessary to accomplish the objectives of the Division and designate the Chair thereof.
- Section 2. The Division shall have an Historian appointed by the Chair.

Article VIII
PARLIAMENTARY AUTHORITY

- Section 1. The rule contained in Robert's Rules of Order (latest edition) shall govern the Division in all cases to which they are applicable, and in which they are consistent with the Constitution and Bylaws of the ASEE and the Bylaws of this Division in all cases the Constitution and Bylaws of the Society shall govern.
- Section 2. Any action by this Division shall be invalid if it is in conflict with the Constitution or Bylaws of the ASEE.



Article IX
AMENDMENTS TO BYLAWS

- Section 1. These Bylaws may be amended by a two-thirds affirmative vote of those members voting at the Annual Business Meeting.
- Section 2. Proposed amendments shall be circulated to the membership of the Division at least thirty (30) days before the annual meeting at which adoption is desired, unless it is unanimously agreed at the annual meeting to introduce an amendment at that same meeting.
- Section 3. These Bylaws may also be amended by two-thirds affirmative vote of the members of this Division obtained by letter ballot. Only those letter ballots received by mail within thirty (30) days of the mailing out date shall be counted.
- Section 4. Amendments may be submitted by a majority vote of the Executive Committee of this Division or by a petition to the Executive Committee signed by not less than twenty-five (25) members of the Division.



EXECUTIVE COMMITTEE
ENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Work with ABET/TAC on accreditation of engineering technology programs.	Continuous	ABET/TAC
Establish a cooperative working relationship with CIP to clarify the role of engineering technology graduates in industry.	Continuous	CIP
Encourage maintenance of "engineering technology" in program titles.	Continuous	ABET
Approve funding of mini-grants.	June & Feb. Continuous	Mini-Grant Coordinator
Provide counsel and approval on items of interest to the division membership.	Continuous	ETD Chair
Set policy for the division.	Annual Conference CIEC	
Contribute to the on-going operation of the division.	Continuous	ETD Officers & Committee Chairs

CHAIRENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Promote selection of minorities and women as appropriate officers and committee members in ETD.	Continuous	Nominating Committee
Promote Section Representative activity.	Continuous	Section Activities Coordinator
Encourage the formation of ASEE local chapters to promote meetings between two- and four-year faculty and industry.	Continuous	Committee on Chapters
Submit to ASEE the names of officers for receipt of ETD "Guidelines".	February	ASEE Director of Member Activities
Coordinate and stimulate division activities.	Continuous	ETD membership, officers, committee chairs, Newsletter
Communicate with Executive Committee, officers, and committee chairs.	Continuous	Executive Committee, officers, committee chairs
Communicate concerns and activities of the division with others in ASEE.	Continuous	Executive Director, PIC II Chair, CIEC Executive Board, other division officers
Appoint ETD-CIEC Program Chair	May 18	
Serve as member of CIEC Board (Chairs Board every four years)	Continuous	CIEC Board Members, Past ETD Chair



VICE-CHAIR FOR PROGRAMS

ENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Coordinate planning for the ETD program for the ASEE Annual Conference. (See information from ASEE on program planning responsibilities.)	Continuous, Concentrated June through December	ETD Chair, ETC Chair, Session Moderators, ASEE Headquarters Staff
Promote author/speaker opportunities.	June, September, February	All Division members, Annual Conference Attendees, ETD Vice-Chair for Newsletters
Hold program planning session at ASEE Annual Conference before one responsible for.	June	Previous Vice-Chair for Programs, Conference Attendees
Identify session moderators.	June (at program planning session)	ASEE Annual Conference Attendees
Attend workshop for Division Program Chairs at ASEE Annual Conference.	June	ASEE Headquarters Staff
Coordinate with other Divisions of ASEE for joint sponsorship of programs at ASEE Annual Conference.	June through mid-September	Division Program Chairs
Plan get-acquainted events for ETD at ASEE Annual Conference.	June	ETD Chair
Promote sessions on minorities and women at ASEE Annual Conference.	June	Women in Engineering, Minorities in Engineering, ETC Minority Action Committee
Promote sessions on curriculum and instruction at ASEE Annual Conference.	June through mid-September	Educ. Res. & Methods Exper. & Lab-Oriented Studies



<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Promote sessions on student advising and retention at ASEE Annual Conference.	June through mid-September	ASEE Guidance Committee
Promote sessions on using the latest educational techniques in classroom and laboratory.	June through mid-September	Educ. Res. & Methods Exper. & Lab-Oriented Studies
Promote ETD program.	June, September, February	Annual Conference Attendees, ETD Vice-Chair for Newsletters, CIEC Conference Attendees
Provide program planning information to ASEE Headquarters staff as required.	August through January	ASEE Headquarters Staff, Session Moderators
Pass program planning information on to next Vice-Chair for Programs.	April through July	Assistant Vice-Chair for Programs



ASSISTANT VICE-CHAIR FOR PROGRAMS
ENGINEERING TECHNOLOGIC DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Develop and maintain list of reviewers for ASEE Conference papers.	June through November	ETC, ETD members ET Department Heads Groups
Work with ASEE Annual Conference moderators in assigning reviewers for session papers.	November through December	Session moderators
Submit call for papers in Prism for ASEE Annual Conference of year following present year.	January 15	
Submit call for papers to ETD Newsletter for ASEE Annual Conference of year following January present year.	March 15	Vice-Chair for Newsletters
Work with current Vice-Chair for Programs in pre-planning of ETD program at next ASEE Annual Conference.	May through June	Vice-Chair for Programs



VICE-CHAIR FOR NEWSLETTERS

ENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Request information for Newsletter. from ETD officers, section reps, committee chairmen, others	August 15 January 15	
Receive information for Newsletter.	September 15 February 15	
Include column in ETD Newsletter by ASEE Executive Director, ETD Chair, etc.	September 15 February 15	ASEE Executive Director
Publish ETD Newsletter.	October 15 March 15	
Distribute ETD Newsletter, including electronic distribution.	November 15 April 15	ASEE Headquarters (Provide mailing labels)
Include call for papers for next year's annual meeting in Newsletter.	November 15	Vice-Chair for Programs
Include interest survey in Newsletter for ASEE Annual Conference	April 15	Vice-Chair for Programs
Include call for papers for CIEC meeting in Newsletter	February	CIEC/ETD Program Chair
Publicize CIEC Program in Newsletter.	September 15	CIEC/ETD Program Chair
Publicize ASEE Annual Conference Program in Newsletter.	February 15	Vice-Chair for Programs

SECRETARYENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Record, disseminate, and file the minutes of Executive Committee Meetings and ETD Business Meeting(s).	June and February*	Executive Committee, ETD Historian
Provide minutes for ETD Newsletter.	August and February	Vice-Chair for Newsletters ETD Membership
Transfer files to incoming Secretary.	Termination	Incoming Secretary of Office

TREASURERENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Keep financial records.	Continuous	ETD Chair, ASEE Business Manager
Receive and disburse funds.	Continuous	Vice-Chair for, Newsletters, Mini-Grant Coordinator, ETD Chair, ASEE Business Manager
Receive interim financial reports from Journal of Engineering Technology Production Editor	January 10 & May 30	Journal of Engineering Technology Production Editor
Receive final financial report from Journal of Engineering Technology Production Editor.	October 30	Journal of Engineering Technology Production Editor
Make reports on status of accounts (budgeted and BASS).	June and February	ASEE Business Mgr., Executive Committee

*Typically June and February. Minutes should be typed and disseminated within 30 days of the meeting.

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MEMBERSHIP COMMITTEE CHAIRENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Contact new members.	Monthly	Division Chair, ASEE Headquarters
Apprise new members of opportunities to participate in ETD activities.	Monthly	Division Chair, ASEE Headquarters
Coordinate with CIP to recruit individual industrial members into ASEE.	Continuous	CIP Membership Chair
Carry out activities to recruit new members.	Continuous	Newsletter Chair, ASEE Headquarters

CIEC/ETD PROGRAM CHAIRENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Help identify preliminary CIEC (Conference) theme.	Prior to, or at, CIEC Planning Breakfast	Sponsoring Divisions, CIEC General Chair
Help establish format of Conference.	Prior to, or at, CIEC Planning Breakfast	CIEC Executive Board
Plan division program.	During or immediately following CIEC, Feb/Mar	Sponsoring Divisions Program Chairs, CIEC General Chair
Attend CIEC planning sessions.	Feb/Apr/June	CIEC Program Planning Committee



<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Identify session moderators.	During or immediately following CIEC, Feb/March	CIEC Program Planning Committee
Send call for papers to ETD Newsletter	March 15	Vice-Chair for Newsletters
Session moderators identify/confirm speakers.	Feb/April	Session Moderators
Finalize program planning.	During or immediately following April Planning Meeting	CIEC Program Planning Committee
Submit speaker information for CIEC Proceedings.	June	CIEC General Chair CIEC Publications Committee
Publicize division program.	June/ASEE, Fall Newsletter	Vice-Chair for Newsletters, ETD Chair
Identify A/V equipment needs.	December	CIEC Publications Committee, Local Arrangements Chair
Pass information on to next ETD/CICC Program Chair.	CIEC Planning Breakfast	Next ETD/CIEC Program Chair
Coordinates CIEC program with ETD Chair.	Continuous	

SECTION REPRESENTATIVESENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Promote ETD member participation in guidance activities in immediate areas.	Continuous	Technical Career Council, ABET, Prof. Societies
Contact new members.	Monthly	Section Activities Coordinator, ETD Membership Chair
Promote engineering technology programs at Section meetings.	Continuous	Section Activities Coordinator, ETD Membership Chair
Promote Section and regional activities on engineering technology.	Continuous	Section Activities Coordinator
Recruit news from institutions for ETD Newsletter.	mid-August mid-January	Vice-Chair for Newsletters

SECTION ACTIVITIES COORDINATORENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Maintain active Section Representatives.	Continuous	ETD Chair, ETD Section Chairs
Promote section activities on engineering technology.	Continuous	Section Representative

MINI-GRANT COORDINATORENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Make known to the divisional membership through announcements at meetings and in the ETD Newsletter that the ETD may provide partial funding for projects that will benefit the division, and provide directions for writing the mini-grant proposal.	Continuous	Vice-Chair for Newsletters
Mini-grant proposals received by the coordinator.	1 month prior to ETD Executive Committee action	Applicant
Review and clarify, as necessary, and Executive distribute to the ETD Executive Committee members the mini-grant proposals requiring action.	15 days prior to ETD Executive Committee action	ETD Committee
Present status reports on mini-grants in progress or recently completed to ETD Executive Committee.	ETD Executive Committee Meeting	ETD Executive Committee
Present new mini-grant proposals to ETD Executive Committee for funding action.	ETD Executive Committee Meeting or by letter	ETD Executive Committee
If a mini-grant is funded, notify ETD Treasurer to disburse the monies to the individual responsible for the mini-grant	Within 2 weeks of ETD Executive Committee action	ETD Treasurer
Notify mini-grant proposer of the action of the ETD Executive Committee on the proposal.	Within 2 weeks of ETD Executive Committee action	Applicant



<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Provide follow-up to ensure that the project is being completed consistent with the proposal and that appropriate assistance and support are provided.	Continuous	Applicant
Make reports to the ETD Executive Committee and membership at scheduled meetings.	Annual Conference (Board and Business Meetings) CIEC (Board Meeting)	ETD Chair, Executive Committee
After the results of funded projects have been accepted by the ETD Executive Committee, see that the results are printed and disseminated to the division membership through appropriate channels.	Within 6 months after completion	ETD Vice-Chair; Editor ETC Publications Committee Chair
Maintain a file of all mini-grant correspondence, actions, and project results which will be forwarded on to the next mini-grant coordinator.	Continuous	

NOMINATING COMMITTEEENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Submit names of engineering technology nominees for ASEE Society committees.	March	ASEE incoming President, ETD Executive Committee
Promote selection of minorities, women, and industrial representatives as appropriate officers and committee members in ETD. Solicit nominations.	Continuous	Membership
Present nominations for ETD officers to membership.	September	Vice-Chair for Newsletters, ETD Chair



<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
Send ballots to ETD membership. Receive and count ballots.	November January	Membership
Report results of ballot to ETD Executive Committee and membership at CIEC.	February	ETD Executive Committee, Membership
Publish results of ballot in ETD Newsletter.	March 15	Vice-Chair for Newsletters

LONG RANGE PLANNING COMMITTEEENGINEERING TECHNOLOGY DIVISION
ASEE

Program of Work Schedule

<u>Activity</u>	<u>Due Date</u>	<u>Others Involved</u>
ETD Strategic Planning	June and February	Executive Committee, Persons Responsible for Projects
Provide assistance and guidance, on request, for short-term projects.	Continuous	ETD Chair, Persons Responsible for Projects
Identify new projects/directions for ETD.	June and February	ETD Membership
Recommend officer/individual to undertake projects.	June and February	Executive Committee
Make recommendations for ETD Executive Committee approval.	June and February	Executive Committee, ETD Chair
Assist in planning and implementing projects.	Continuous	Persons Responsible for Projects
Review and Revise ETD Guidelines	Bi-Annually	



SECTION:

ETD NEWSLETTER

SUBJECT:

The Engineering Technology Division Newsletter is sent to all members of ETD and is normally published two times a year. The Vice-Chair for Newsletters is responsible for compiling information for the Newsletter and having it printed, addressed, and mailed. The Vice-Chair may solicit help from the Section Representatives, other members, and officers of ETD in compiling news. Funds of the Division are normally used for printing, folding, stapling, addressing and mailing the Newsletter.

Organization

The Newsletter can be organized under a variety of topics. Some categories that have been used in the past include: Chair's Corner, Institutional and Program News & Notes, Division Officers and Committee Chairs (Fall), ASEE Annual Conference Report (Fall), ETD Business Meeting (Fall), Membership Report, Call for News, Bylaws (infrequently), Engineering Technology Publications, Publication Schedule, Technifacts, Preliminary Program for ETD/ETC (Spring), ASEE Annual Conference information (Spring), Announcement of Meetings & Workshops (co-) sponsored by ETD, Election of Officers (Fall), Call For Articles for Engineering Education, other Division activities, and items affecting engineering technology education.

Compiling Information

The Division officers and committee chairs, past editors, Section Representatives, and past issues of the Newsletter can be helpful in providing information necessary to prepare the Newsletter for printing.

Newsletter headings are supplied by ASEE each year to the Newsletter editor. Other special headings and "cuts" may be extracted from ASEE publications or prepared by a headliner service.

Printing

The cost of printing copies of the Newsletter with camera-ready copy, printing two sides, folding, and stapling depends on the number of pages the printer used and other related factors. It may be cost effective to seek bids prior to deciding on a printer. A professional mailing service may be contracted to put labels on, package by zip code, and send out if mailing is handled locally.

Electronic Distribution

Beginning in the Fall of 1996, the Newsletter will also be produced in electronic format.

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Mailing

In preparation for mailing the Newsletter, labels for ETD members can be requested from ASEE. Chelsea labels (computer generated) should be requested. If the Newsletter is to be sent to community college institutions (non-members), labels can be ordered from AACJC at a cost of \$35. The address for AACJC is Suite 410, One Dupont Circle, Washington, DC 20036.

ASEE headquarters will mail Newsletters on request and charge it to the Division's account. In this case, the ASEE Postal Permit must be printed on the Newsletter. However, if mailing is done locally, a Bulk Rate Postal Permit may be purchased from the local Post Office. To make an application for a permit, you have to show that the mail is from a non-profit organization. Usually a copy of the ASEE Constitution and Bylaws in Engineering Education is sufficient. The permit will cost about \$40 per year.

If mailing is done locally, the current cost of mailing should be determined and a deposit made in advance with the Post Office to cover the mailing cost. The Post Office will return the money not used.

All Newsletters sent to Canadians require separate handling. Labels must be separated from other labels. Newsletters sent to Canada must each be placed in an envelope and sent by First Class mail.



SECTION:

ETD ANNUAL CONFERENCE PLANNING GUIDELINES: ETD VICE-CHAIR FOR PROGRAMS

SUBJECT:

The objectives of the Engineering Technology Division sessions at the ASEE Annual Conference are to provide a medium for information exchange on current engineering technology interests, provide a stimulus for professional development of engineering technology educators, and provide visibility at national level for engineering technology education. The ETD Vice-Chair for Programs has major responsibility for the success of the ETD sessions. The planning is a year-long process and requires close coordination with the ASEE Member Activity staff and with the Program Chairs of other Divisions. Following is information to assist the ETD Vice-Chair for Programs in planning the ETD sessions.

ETD ANNUAL PROGRAM RESPONSIBILITIES

Technical Sessions Arrangements

Administer the overall planning of ETD annual program.
Plan all ETD-sponsored events.
Establish session schedule.

Session planning guidelines:

Table with 2 columns: ETD Attendance Categories and Approx. % Breakdown. Rows include Administration (50%), Instructional (50%), Electrical/Electronic/Computers (20%), Mechanical/Manufacturing/Industrial (15%), Civil/Architectural/Environmental (8%), and Math/Science/General Education (7%).

Recommended number of speakers per session: 3-5

Recommended make-up of symposiums:

- Two-year AAS interests
Four-year BET interests
Industrial interests
Professional association interests
Co-sponsoring Division interests

Session attendance: Recommended range of 20 to 70 except for rap sessions with recommended range of 5 to 25.

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Information to expect from ASEE:

Program Guidelines, Officers Orientation Manual, Instructions for Speakers, Division Program Chairs Addresses, Occasional Memos, Session Information Forms

Deadlines: See ASEE Program Guidelines to develop deadlines similar to the Sample Planning Calendar attached.

Recruit topics for sessions (preferably at ETD Planning Session).

Recruit moderators for sessions (preferable at ETD Planning Session).

Responsibilities of Session Moderators:

Determine overall direction of session for which responsible.

Recruit speakers and identify titles of presentations.

Recruit Division co-sponsors for program.

Respond (promptly) to planning form requests with completed and revised forms as appropriate.

Submit all session papers to be published in the proceedings to peer reviewers as supplied by the Assistant Vice-Chair for Programs.

Provide speakers with conference information, instructions, and audiovisual needs survey forms.

Moderate session.

Fill out session information forms.

Write thank you letters to speakers.

Work with ETC Program Chair for allocation of sessions.

Contact co-sponsors to confirm tentative commitment made by moderators.

Assure that major Division and discipline interests are represented.

Help identify potential speakers for moderators to recruit.

Maintain contact with moderators throughout year as required for overall planning.

Inform moderators early of the schedule for peer review and paper publication.

Fill out planning forms required by ASEE for final approval and re-submission moderators.

Review returned planning forms from moderators and forward to ASEE as required prior to respective deadlines.

Maintain lines of communication with moderators, co-sponsoring Program Chairs, and ASEE headquarters.

Provide moderators with instructions for speakers, paper preparation information, and audiovisual needs form as required.

Maintain contact with ETD Chair and ETC Chair regarding program.

Meal Arrangements

Arrange breakfast(s) and luncheon(s) through ASEE Headquarters staff.

One breakfast and three luncheons are normally scheduled. To maintain meals within a reasonable cost, the luncheons should normally not require transportation.



Banquet Arrangements

Plan Annual McGraw Award Banquet and Social Hour for Tuesday evening of the Conference.

The Program Chair of ETC does all arrangements in odd years (1983, 1985, etc.) and the Program Chair of ETD does all arrangements in even years. In odd years, the ETD Chair serves as Moderator, and in even years, the ETC Chair serves as Moderator. The chair not serving as moderator shall introduce those past award recipients who are in attendance.

Arrange Banquet, transportation (if necessary), and complimentary tickets through ASEE headquarters staff. Banquet entertainment and flowers may be handled directly utilizing ETD members at the host institution.

Banquet Planning:

Meal for 80-100 with head table, entertainment, social hour (Glenco MacMillan/McGraw-Hill), award, speech by award winner, flowers for head table, guest tickets for head table, normally a sit-down (vs. buffet) affair.

Females at head table receive corsages; males at head table receive boutonnières.

Head table should have a podium, microphone, and PA system.

Banquet expenditures to come from ticket sales. Should include meal, transportation costs, guest tickets (approximately \$180), flowers (\$60), table place cards, and audiovisuals, etc.

The current year's Moderator will send out invitations to the head table and guests.

Other expenditures: Entertainment - BASS fund
Social Hour - McGraw-Hill Book Company
Photographer - BASS fund

Head Table Seating:

- Guest Tickets:
- 1) President-Elect of ASEE or PIC-II Chair (or Chair-Elect)
 - 2) Spouse of ASEE President-Elect or PIC-II Chair
 - 3) McGraw Award Recipient
 - 4) Spouse of McGraw Award Recipient
 - 5) McGraw-Hill Representative
 - 6) Spouse of McGraw-Hill Representative



- Remaining Invitees:
- 1) ETC Chair
 - 2) ETD Chair
 - 3) Chair of McGraw Award Committee
 - 4) ETD Program Chair
 - 5) ETC Program Chair

Reserved tables required for past McGraw Award recipients (approximately 20 people).

Social Hour Contact:
(and McGraw Representative)

Mr. John Beck
Executive Editor
Glencoe MacMillan/McGraw-Hill
936 Eastwind Drive
Westerville, OH 43081
614-899-4248
800-848-1567
FAX 614-899-4379

Recommend that two bars be set up.

Awards Banquet Program:

After the Awards committee has selected the recipient for the current year, ASEE Member Affairs contacts the recipient to verify that person's attendance at the June awards ceremony, and, to get biographical information and a picture. That information is communicated to McGraw-Hill. McGraw-Hill, using the standard format produces the program, and brings it to the ETC/ETD McGraw Award Banquet for placement on the dinner tables. McGraw-Hill also prepares the certificate and the check which goes to the recipient.

Publicity

Provide program information to ASEE as requested and directed during the year.
Provide Vice-Chair for Newsletters with information on ETD Conference Program for both fall and spring newsletters.
May provide information on ETD Program to ETD Geographical Section Program Chairs for publicity at section meetings.
May provide information on ETD Program to CIEC Program Chair for publicity at mid-winter meeting.

Annual Meeting Duties

Identify persons to receive complimentary registrations and submit to PIC Council Chair.
Check to make certain all banquet arrangements have been completed.
Check with moderators at the Conference both before the Conference begins and before (or during) their sessions.
Count attendance at each Division-sponsored event.

Post-Mortem

Write thank you letters to moderators.



SAMPLE LETTER
TYPE ON ASEE STATIONARY

February 28, 1985

Bruce C. Skinner
Head, Department of Engineering
U.S. Coast Guard Academy
William Street
New London, CT 06320

Dear Bruce,

The ETC-ETD Annual Banquet will be held on Tuesday evening, June 18, 1985, during the 1985 Annual Conference of ASEE at Georgia Institute in Atlanta.

It is traditional that the Chair of the Professional Interest Council II and his wife be our guests for this occasion and sit with us at the head table. The banquet is scheduled for 7:00 p.m. and will be preceded by a social hour sponsored by McGraw-Hill starting at 6:00 p.m.

As you may know, black ties and white coats need not be worn by the honored guests at the head table.

We hope that you and your wife will be able to join us as our guests for this auspicious occasion.

Sincerely,

Anthony L. Tilmans
Chair, Engineering
Technology Division

Edward T. Kirkpatrick
Chair, Engineering
Technology Council

ETK:kr

cc: R. Pare, Vice-Chair
for Programs, ETD

R. Sisson, Vice-Chair
for Programs, ETC

Date:

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SAMPLE LETTER
TYPE ON ASEE STATIONARY

April 23, 1986

Dr. Edmund T. Cranch
President
Wang Institute of Graduate Studies
Tyng Road
Tyngsboro, MA 01879

Dear Dr. Cranch,

On behalf of the Executive Committees of the Engineering Technology Division, Dr. Harris Travis, Chair, and the Engineering Technology Council, I wish to invite you and Mrs. Cranch to be head table guests at the James E. McGraw Award Banquet on Tuesday evening, June 24, 1986. This is Event #2747 at the ASEE Annual Meeting in Cincinnati and will be held aboard the Becky Thatcher Riverboat. Buses to the Riverboat may be boarded in front of the Clarion Hotel at 6:15 and 6:45 p.m.

Kindly reply by June 2, 1986.

Sincerely,

Edward T. Kirkpatrick
Engineering Technology Council

ETK/rs

Date:
June 30, 1997

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SAMPLE LETTER
TYPE ON ASEE STATIONARY

April 23, 1986

Ms. June Sefcik
Gregg Division
McGraw Hill Book Company
1221 Avenue of the Americas
New York, NY 10020

Dear Ms. Sefcik,

In this letter I would like to follow-up on the phone call you received from Mrs. Regina Ramos of this office.

It will be helpful for you to know that last year we worked with Connie Kestella, your Director of Professional Services, in order to make arrangements for the James E. McGraw Award Banquet at the Annual Conference of the American Society for Engineering Education. I am attaching a copy of her letter of May 14, 1985 which is self-explanatory and may be helpful to you.

My role is to work with Dr. Harris Travis in making the arrangements for the Banquet and to act as Master of Ceremonies.

Have you received the name and biographical information concerning the McGraw Award winner from our ASEE Award Committee?

Do you have all of the information needed so that you will be able to print the brochure?

Following tradition, someone from your office should contact the following person in order to make arrangements for the open bar. This contact person is: Ms. Violet Webster, B. B. Riverboat, P. O. Box 1007, Covington, KY 41012 - (606) 261-8500.

Mr. Don Hepler from your New York office made the presentation last year. Who from the Gregg Division will be present to make the Award presentation this coming year on Tuesday evening, June 24, 1986? Attached please find a preliminary copy of the invitation to sit at the head table. This invitation gives the details concerning the Banquet and we would like to send an invitation to your representative when you give us the name.

Kindly call either Mrs. Ramos or me if we can be helpful in providing additional information.

Sincerely,

Edward T. Kirkpatrick

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SAMPLE LETTER
TYPE ON ASEE STATIONARY

July 25, 1986

Mr. Don Hepler
Editor-in-Chief
McGraw Hill Book Company
1221 Avenue of the Americas
New York, NY 10020

Dear Don,

I wish to thank you for participating in the McGraw Award Banquet at the ASEE Annual Meeting in Cincinnati. This award recognizes "our best" and encourages others to emulate their good works.

Please pass along our appreciation to the appropriate people at McGraw Hill Book Company.

Sincerely,

Edward T. Kirkpatrick
President



ETD/ETC MCGRAW AWARD BANQUET

TUESDAY, JUNE 24, 1986 - EVENT #2747

AGENDA

6:30 - 7:30 p.m. - SOCIAL HOUR

- WELCOME

INTRODUCTION: HEAD TABLE GUESTS

DR. ED CRANCH - GREETINGS FROM THE BOARD

DR. HARRIS TRAVIS - GREETINGS FROM ETD

PREVIOUS MCGRAW AWARD WINNERS

RAY SISSON - OF ETC

PROFESSOR BOB WEAR - CHAIR OF THE MCGRAW AWARD COMMITTEE

MCGRAW AWARDEE - DR. TONY TILMANS

(SPEECH)

PASS THE GAVEL TO THE NEW CHAIR OF THE ETC - DR. RAY SISSON



SECTION:

ETD PEER REVIEW PROCESS GUIDELINES: ASSISTANT VICE-CHAIR FOR PROGRAMS

SUBJECT:

The objective of the peer review process is to ensure the high quality of ETD session papers published in the ASEE Annual Conference Proceedings, by providing qualified peer reviewers. The Assistant Vice-Chair for Programs is responsible for the recruitment of peer reviewers and the maintenance of a current list of reviewers. Reviewers may be solicited from a variety of sources including Engineering Technology Department Head groups, the Engineering Technology Council, and the ETD community-at-large, utilizing the ETD Listserve. He/she is also responsible for providing the names of reviewers to session moderators to be utilized in the review of session papers. All papers to be published in the ASEE Annual Conference Proceedings must be reviewed. The procedure is as follows:

- 1) At the ASEE Annual Conference, preceding that for which papers are to be reviewed, solicitation of reviewers is initiated. Chairs of ET Department Head groups and the Engineering Technology Council are contacted. Additional reviewers are solicited utilizing the ETD Listserve in late summer and early fall. Potential reviewers are asked to provide information regarding areas of expertise as well as address information including phone, fax, and e-mail numbers. A peer reviewers list is developed.
- 2) In late fall, the Assistant Vice-Chair for Programs obtains a list of senior moderators for the next ASEE Annual Conference and informs moderators of the availability of peer reviewers. Moderators are asked to inform the Assistant Vice-Chair which papers (including topic) in their respective sessions were to be published in conference proceedings and needed reviewing.
- 3) Before the Christmas break (or immediately after), the names of three reviewers are sent to the moderators for each paper to be published as well as three copies of the standard review form contained in this section. The same reviewers may be used for all papers in a particular session if they are closely related. It is the moderator's responsibility to ensure the reviews are conducted properly.
- 4) If moderators have more papers than they can accommodate in their sessions, they inform the authors of those papers not selected that they may still be presented in the Poster Session and reviewed and published. The moderator then sends the papers of those interested to the Assistant Vice-Chair for Programs who takes on the responsibility for having those papers reviewed.
- 5) The schedule of the peer review process coincides with that published by ASEE Headquarters and may vary slightly from year to year. The Vice-Chair for Programs is responsible for providing this schedule to session moderators and the Assistant Vice-Chair.
- 6) The Assistant Vice-Chair for Programs passes his/her reviewer list to his/her successor at the ASEE Annual Conference. The new Assistant Vice-Chair may contact those individuals to see if they wish to continue.

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APPRECIATION AWARDS

The ETC, ETLI and ETD hereby declare that while the James H. McGraw Award serves the purpose of recognizing outstanding service in engineering technology education, and the Frederick J. Berger Award serves the purpose of recognizing excellence in an engineering technology education program; this council, institute and division shall seek to 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 important contributions to Engineering Technology education.
2. 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.
3. 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

ETC Chair Chair-Elect Past-Chair Secretary Treasurer Director	ETD Chair Past-Chair Vice-Chair for Programs Vice-Chair for Newsletters Secretary Treasurer Members-at-Large
--	--

II. AWARD PROCEDURES:

A. RETIREMENT AWARD

- 1. Nominations may be submitted by any 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 E. T. 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 to 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 contact Southern College of Technology, Assistant to the President, (404) 424-7320 and arrange for engraving a plaque on or before October 1.

Note: The specifications for the plaque as agreed in November 1986 are: 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 of 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 persons 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 College Council] or [Engineering Technology Division] (as appropriate). [19__] to 19__]
ASEE logo and ETC or ETD logo as appropriate.

The plaques will be delivered to the appropriate chair elect at the coming ASEE annual meeting by an attending representative of Southern Tech. Funding for plaques is to be provided from ASEE accounts of the appropriate 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 certificates from ASEE Headquarters, Member Affairs, having the certificates appropriately inscribed by ASEE with persons name, name of institution, ASEE related office (e.g. Secretary-Engineering Technology Division, or Director-Engineering Technology Leadership Institute), dates of service and the signatures of ASEE President and Executive Director.
 - b. Presentation at Business meeting.



GUIDELINES FOR MINI-GRANT PROPOSALS

The Engineering Technology Division (ETD) sponsors a mini-grant program which provides members of ETD an opportunity for receiving partial funding on projects which will benefit the division or a segment of the engineering technology community. This set of guidelines is intended to help in the development of the document to be submitted to request the grant and in the presentation of the final report.

WHAT PROJECTS?

ETD intends to give as much latitude as possible to its members in the choice of projects. The project should benefit ETD itself or a significant portion of the engineering technology community. It may benefit a particular discipline or the entire spectrum. It may be of use to a particular college or system, so long as the information will also be of interest to the larger ETD community.

HOW MUCH?

The maximum grant is \$500.00 per project. A budget should be submitted which will show the expenditure of at least that amount. Most projects will cost significantly more than the \$500.00, even if the cost of labor is excluded. The project director is to find funds for the remaining requirements from his/her institution or other sources.

END RESULT?

A report must be submitted at the conclusion of the project. It is hoped that most projects will have as a report an article to be submitted to the Journal of Engineering Technology, although actual publication in JET would be at the discretion of the editors. Other forms of information dissemination could be through a presentation at the Annual Meeting of ASEE or at CIEC, if these be more appropriate to the particular topic.

PROPOSAL DOCUMENT

The proposal document should include:

1. Identification of Project Director, Including address and telephone number.
2. An abstract which includes an introduction and statement of the issue.
3. The justification which includes the purpose of the project, objectives and goals to be achieved, and benefits to the engineering technology community.
4. Specific anticipated project results to be provided on completion of the project.
5. Anticipated time line (two years maximum) identifying key phases.
6. Anticipate budget for use of the mini-grant funds and a statement of where those funds over and above the mini-grant funds and a statement of where those funds over and above the mini-grant will be obtained.

No more than three (3) pages of writing will be anticipated, not including a one page budget statement.

DATES FOR SUBMISSION

Proposal deadlines are May 1 and December 10 of each year. Mail to the ETD mini-grant coordinator.

SAMPLE DOCUMENT

A sample proposal is attached.

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LIST OF PROJECTS APPROVED

A list of previously approved projects is attached.

UNUSED FUNDS

If the project is not completed, funds should be returned to the ETD Treasurer.

LOGOS

Final work should include ASEE and ETD logos.

OTHER FUNDS

ETD recognition of project may be used in recruiting funds from additional sources.

REVISIONS

Suggestions on project modifications may be made by review committee but do not have to be followed by project director to receive funds.

RESTRICTIONS

Other than using the funds for the approved project in a prudent manner, there are no restrictions on how the money is to be used.

COPIES OF FINAL WORK

The project director should provide the ETD mini-grant coordinator with at least 3 copies of the completed project for inclusion in the ETD library and working files.

PROCESS UPON APPROVAL

The Mini-Grant Coordinator will notify the Project Director upon approval by ETD.

The Project Director will notify the Mini-Grant Coordinator where the check should be sent, and provide written agreement to provide the Mini-Grant Coordinator copies of the final document or article at the specified date.

The Mini-Grant Coordinator will notify the ETD Treasurer of the approval of the project and of where to send the check.

The Mini-Grant Coordinator, or his/her successor will monitor the projects to keep an appropriate file of completed projects and to encourage those directors who have not yet completed their projects to do so.



SAMPLE REQUEST FOR AN ETD MINI-GRANT

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

PROPOSAL FOR AN ETD MINI-GRANT

ELECTROMECHANICAL MACHINES LABORATORY SURVEY

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

January 11, 1993

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.
- and
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.

This report will be in a form suitable for publication in the Journal of Engineering Technology.



Time Line:

Development of Survey	-	Spring 1994
Mailing of Survey	-	Sept. 1994
Return of Survey	-	Dec. 1994
Compilation of Data	-	Spring 1995
Writing of Report	-	Fall 1995
Submission of Article	-	Dec. 1995

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 @ \$0.30	\$180.00
Paper and Duplication:		\$200.00
Telephone:		\$100.00

Supplies and Misc.		\$480.00

(\$ Requested \$250.00 from Mini-Grant>)

Faculty and clerical time by Alpha Institute.



SECTION:

MISSION STATEMENT

SUBJECT:

The Engineering Technology Division is an advocate of engineering technology education and committed to nurturing the professional growth of engineering technology educators, enhancing the quality of engineering technology programs, and promoting public service through the profession.

VISION/GUIDING PRINCIPLES

This mission is achieved by fostering activities, interaction, cooperation, and communication among engineering technology educators and others affected by engineering technology education; thus stimulating excellence in the technological education of society.

Certain primary endeavors establish the focus of the Engineering Technology Division as it strives to foster excellence in the technical education of society. Specifically the Engineering Technology Division:

1. Provides local, section, national, and international meetings to meet the diverse needs of the engineering technology community.
2. Publishes a refereed journal and a semi-annual newsletter.
3. Promotes articulation of technical program curricula, including technology preparation at the K-12, diploma, certificate, associate, baccalaureate, masters, and doctorate levels.
4. Stimulates quality, accountability, and responsiveness of engineering technology programs in institutions.
5. Provides professional recognition of excellence and achievement of engineering technology educators.
6. Promotes membership and encourages participation of individual members in the Division, and incorporates their many and diverse talents.
7. Maintains a forum for interaction of engineering technology educators and the community of business, industry, and government contemporaries.
8. Initiates studies and disseminates information pertaining to engineering technology education to the broad community of business, industry, government, and education.
9. Serves as a professional, technical, and human resource for engineering technology educators facing the challenges of the future.
10. Maintains an archival record of engineering technology education, achievements, developments, and history.

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STRATEGIC ACTION PLANS

SUBJECT:

Vision #1:

Provide local, section, national, and international meetings to meet the diverse needs of the engineering technology community.

Strategies:

1. Promote the participation of ETD members in the ASEE Annual Conference and the College Industry Education Conference (CIEC). [V-C Newsletter, V-C Program, Chair]
2. Provide leadership in coordinating/conducting the ASEE Annual Conference and the College Industry Education Conference. [Prog Chair-CIEC, V-C Prog, Chair]
3. Promote preparation and review of papers by presenters for the Proceedings of the ASEE Annual Conference and the CIEC. [Moderators, V-C Prog]
4. Promote offering engineering technology sessions at ASEE Section meetings. [Section Act Coord, Sect Rep]
5. Promote conference sessions both for two-year and four-year engineering technology educators. [V-C Prog, ETD Board]
6. Promote ETD members participation in all appropriate divisions of the Society. [Chair, V-C Prog]
7. Stimulate and assist with international conferences related to engineering technology. [Chair, (ETC International Comm)]
8. Promote engineering technology activities at ASEE sponsored meetings at the local/regional level. [MAL-Sections]

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Vision #2:

Publish a refereed journal and a newsletter.

Strategies:

1. Develop a reliable source of financial support for the Journal of Engineering Technology. [JET Board, ETD Treasurer, ETD Chair]
2. Promote preparation and submission of articles for Journal. [JET Board]
3. Promote preparation and submission of news items for ETD Newsletter. [V-C Newsletter, Committee Chairs]
4. Publish JET and ETD Newsletter semi-annually. [JET, V-C Newsletter]

Vision #3:

Promote articulation and transferability of technical program curricula, including technology preparation at the K-12, diploma, certificate, associate, baccalaureate, masters, and doctorate levels.

Strategies:

1. Promote dissemination of information related to establishing guidelines for articulation and transfer. [Chair, V-C Prog, V-C Newsletter, ETD Promotion Comm]
2. Promote dissemination of information on transferability to BS and graduate programs. [Chair, V-C Prog, V-C Newsletter, ETD Promotion Comm]
3. Promote dissemination of information on establishing pathways through levels. [Chair, V-C Prog, V-C Newsletter, ETD Promotion Comm]
4. Promote dissemination of information on tracking of student performance through levels. [Chair, V-C Prog, V-C Newsletter, ETD Promotion Comm]
5. Promote dissemination of information on aids to help institutions in establishing agreements. [Chair, V-C Prog, V-C Newsletter, ETD Promotion Comm]



Vision #4:

Stimulate quality, accountability, and responsiveness of engineering technology programs in institutions.

Strategies:

1. Promote awareness of ABET accreditation and guidelines. [V-C Newsletter]
2. Promote awareness of NICET, SME, PE, and other certification/registration exams. [V-C Newsletter]
3. Promote graduate follow-up studies and reporting. [Chair, V-C Newsletter, V-C Prog]
4. Promote quality improvement process. [Chair, V-C Newsletter, V-C Prog, Dept Head Groups]

Vision #5

Provide professional recognition of excellence and achievement of engineering technology educators.

Strategies:

- Continue, or implement, recognition of:
1. Retiring individuals [MAL]
 2. Professional development [MAL]
 3. Best paper for ASEE Annual Conference [MAL]
 4. Best session for ASEE Annual Conference [MAL]

Vision #6

Promote membership, encourage participation of individual members in the Division, and incorporate their many and diverse talents.

Strategies:

1. Identify ETD committees and committee chairs in the ETD Newsletter. [Chair, V-C Newsletter]



2. Provide brochure promoting membership in the Division. [Membership Comm]
3. Extend invitation to work on committees. [Chair, Comm Chairs]
4. Promote annual meeting events in newsletter. [V-C Newsletter]
5. Welcome new members: [Chair, Membership Comm]
 - Invite to participate in committees
 - Give names to Committees
 - Respond to responses received.
 - Provide orientation for new members preceding Rap Session (Sunday night, post-picnic).
 - Get Acquainted luncheon.
 - List of new members printed in Newsletter.
 - Link new members with existing members.
6. Facilitate networking by providing Rap Sessions, hospitality suites, membership lists, attendance rosters, etc. [V-C Prog, Chair, V-C Newsletter]
7. Seek attendance list for ASEE Annual Conference with division attendance breakdown in registration packet. [(ETC) (ASEE)]
8. Provide channels for people who want to be active to become active through committee structure, newsletters, program announcements. [Chair]
9. Contact ETC representatives to promote membership. [Membership Chair]

Vision #7

Maintain a forum for interaction of engineering technology educators and the community of business, industry, and government contemporaries.

Strategies:

1. Plan and participate in the CIEC. [Chair, CIEC Prog Chair]



2. Promote interaction with Professional societies through membership participation in national committees related to education, career advisement and guidance, engineering technology, etc. [Chair, V-C Prog, Dept Head groups]
3. Promote interaction within disciplines. [V-C Prog]
4. Promote interaction with other divisions of ASEE. [Chair, V-C Prog]

Vision #8

Initiate studies and disseminate information pertaining to engineering technology education to the broad community of business, industry, government, and education.

Strategies:

1. Promote ET in other organizations and publications such as: Chronicle of Higher Education, professional societies, etc. [ETD Promotion Comm]
2. Provide pre-conference program planning sheet for ASEE Annual Conference and CIEC in the Fall ETD Newsletter. [V-C Prog, CIEC Prog Chair, V-C Newsletter, ETD Promotion Comm]
3. Promote applications for Mini-grants. [MAL - Mini Grants, ETD Promotion Comm]
4. Promote dissemination of studies and information through journal, newsletter, and conferences. [V-C Newsletter, ETD Promotion Comm]
5. Promote development/dissemination of monographs. [ETD Promotion, (ETC Publ Comm)]
6. Maintain current list of Institutions and Programs such as ET Directory. [ETD Promotion Comm]
7. Provide ETD-related information and photos to appropriate groups and individuals. (News releases regarding meetings, events, publications, and individuals.) [ETD Promotion Comm]



Vision #9

Serve as a professional, technical, and human resource for engineering technology educators facing the challenges of the future.

Strategies:

1. Disseminate information on resource publications such as ET directory and other monographs. [Chair/Ad Hoc Committee, (ETC Publ Comm), ETD Promotion Comm]
2. Encourage activity of Special Interest Groups at ASEE Annual Conference. [SIG Coordinator]
3. Promote small group discussions at society meetings. [V-C Prog]
4. Encourage industry interaction [CIEC Prog Chair]
5. Sponsor Rap Session(s) [V-C Prog]

Vision 10

Maintain an archival record

1. Provide minutes of all Board and Business meetings to the Archives. [Secy]
2. Provide committee reports, treasurers reports, etc, to the Archives. [Secy]
3. Provide updated ETD Guidelines to the Archives. [Goals & Activities Comm]
4. Provide photos of significant events to Archives such as McGraw/Berger Awards, Conferences, etc. [ETD Photographer(s), Archivist]
5. Recognize awardees and retirees in publications. [Chair, V-C Newsletter]
6. Provide JET and other publications sponsored by ETD to Archives. [JET Board, Chair, (ETC Publ Comm)]
7. Monitor, record and provide feedback on the progress in carrying out the vision statements and strategies of the Division. [Goals & Activities Comm]

APPENDIX

Mini-Grants Awarded

- 1992 - Analysis of Mechanical Design Engineering Technology and Related Programs to Support Curriculum Development
Michael R. Kozak, Univ. of North Texas
(Report requested as JET article if possible)
- 1991 - Survey of Audio Visual Materials to Support Technical Specialty Areas
Robert Herrick, Purdue University and
ETD Publications Committee
(Proposed as an ETD Publication.)
(Requested a copy of report for Mini-Grant file.)
- 1990 - Survey of Instruction in Electromagnetic Fields and Waves in Electrical Engineering Technology Curricula
Steve Walk, EET, University of Maine
(Requested final report, 1992.)
- ??? - Group Technology and Its Influence in the Educational Community
Dan Sharp, MET, University of Dayton
(Active 1990, Report requested by Richard Moore.)
- 1987 - Computer Software for Engineering Technology
Robert J. Buczynski, Penn State Berks Campus
Monograph, Publications Committee, ETCC, ETD, ASEE 1988
Copies: Mini-Grant File and ETD Archives
- 1986 - Technological Interface Media for Education
David W. Brown, Kansas Tech. Inst.
- 1984 - Survey of Competency Requirements of Engineering Technology Administrators
Frank Gourley
Monograph, Publications Committee,
ETCC, ETD, ASEE 1985
Copies: Mini-Grant File and ETD Archives
- 1983 - Current Status of Accredited Baccalaureate Programs in Electronic Engineering Technology
Lyle McCurdy, Arizona State Univ.
Monograph, with T. Kanneman
Characteristics of TAC/ABET Accredited Baccalaureate Programs in
Electronic Engineering Technology: Organization, Curricula
and Objectives.
Publications Committee, ETCC, ETD, ASEE 1986
Copies: Mini-Grant File and ETD Archives



- 1982 - Women in Engineering Technology Programs
Diane T. Rudnick, Suffolk Univ.
Recruiting Women and Men into Engineering
Technology Programs: Findings of the ETD/DEC Study
Monograph, Publications Committee,
ETCC, ETD, ASEE 1984
Copies: Mini-Grant File and ETD Archives
- 1982 - Survey of Graduate BET Students
Harris Travis, Southern Tech
- 1981 - Survey of Non-Renewal and Non-Members
James D. Forman, RIT
Completed 1981
- 1980 - Reference Materials for the Technical Library
James Weatherly, Murray State U.
Frank Gourley, Carolina Power and Light
Monograph, Publications Committee, ETCC, ASEE 1982
- 1980 - A Survey of Administrator Development Needs
Issac A. Morgulis, Ryerson Poly. Inst.
Completed 1980
- 1980 - Faculty Development Survey
Issac A. Morgulis, Ryerson Poly, Inst.
- 1980 - Developing A Brochure About Engineering Technology
Harris Travis, Purdue Univ.
Completed June 1981
A second grant for printing was approved in Jan. 1981
- 1980 - National Listing of Institutions Offering Engineering Technology Programs
James P. Todd, Cal. State Poly. Univ., Pomona
Printed in Newsletter