

Electrical and Computer Engineering Technology  
Department Heads' Association Semi-Annual Business Meeting  
CIEC Meeting 2009  
Royal Plaza Hotel  
Orlando, FL  
Tuesday, February 3, 2009  
at 5:00 p.m.

Minutes

1. Call to Order (R. Land)

The meeting was called to order by the Chair, Ron Land, at 5:03 p.m. The agenda and handouts for the meeting were distributed to all in attendance and approved.

The meeting began with an introduction of all in attendance.

The 13 attendees were:

Name & Affiliation

Walter Buchanan - Texas A&M University  
Tom Hall - Northwestern State Univ.  
Bob Herrick - Purdue University  
Ron Land - Penn State University  
Ron Rockland - NJIT  
Scott Segalewitz - University of Dayton  
Gary Steffen - IPFW  
John Stratton - Rochester Inst. of Tech.  
Ken Burbank - Western Carolina University  
Byron Garry - SDSU  
Mike Eastman - Rochester Inst. of Tech.  
Rich Pfile - IUPUI  
Scott Danielson - ASU

2. Approval of Minutes (R. Land)

Approval of the minutes of the June 24, 2009 meeting in Pittsburg, PA was obtained by Ron Land.

3. Treasurer's Report (W. Buchannan)

The Treasurer's Report prepared by Walter Buchanan was reviewed and approved. The Association's current account balance stands at \$5,591.21. This year's membership is currently running ahead of last year's record breaking membership.

4. Mini-Grant Awards (R. Land)

- a. Status report on June 2008 award

Ron Land expressed that reports for the 2008 mini-grants can be found on the ECETDHA website. One Honors Thesis "ECET Honors Robotics Exploration" was awarded in June and the report showed success.

b. December 2008 Award Announced

Ron Land reported that seven applications for the min-grant were received and evaluated. Three of the applications were awarded as follows:

1. Professor Scott Schneider of The University of Dayton -- Professor Schneider has been awarded \$700 for the development and fabrication of a low-cost, single-channel amplifier and signal conditioning unit to support teaching of automated data acquisition and measurement/instrumentation systems in ET programs.
2. Professor Jerry Newman of The University of Memphis -- Professor Newman has been awarded \$391 for the development and assembly of supplemental training kits and equipment for a summer training program for high school girls to introduce them to engineering/technology and to give them hands-on experience with technical devices.
3. Professor Luciano Boglione of The University of Massachusetts at Lowell -- Professor Boglione has been awarded \$1000 for the design and fabrication of a printed circuit board implementing a microwave circuit capable of illustrating characteristics of transmission lines. The purpose is to create a tool that will help students understand industry-wide standards related to microwave circuitry and to experience

The deadline for the next round of Mini-Grants will be May 1, 2009. A call will be placed on the listserv.

5. Report on CTAA Activities (T. Hall)

Tom Hall expressed that ABET has now taken over the training of new program evaluators. This training includes an online portion and a two day mock visit. IEEE has one additional step for new program evaluators to learn specific criteria. There were sixteen new program evaluators. The first year of ABET evaluator training was met with success but suggestions for changes have been made. A total of 55 program evaluators were assigned this past year to 58 different programs (28 were 2 year programs).

ABET will be trying to get into international program evaluation. A concern was expressed on how we will look for international applicants.

Currently there are no differences between an academic and industrial PEV. Their pay rates are the same. Industrial PEVs makeup only 15% of the total number of evaluators but a 50-50 split is the written goal. The commissioner balance is good with a 50-50 balance of industrial to academic representation.

#### 6. Assessment Testing Project Update (R. Land)

Ron Land mentioned that last June 20 volunteers came together to identify the body of knowledge. This body was broken into core topics. The more advance topics were set aside to first focus on the core topics. More than a dozen people were involved in repeated phone conversations in the development of 340 core test questions. Each question underwent an examination process where at least three reviewers were involved. SME believes this is an adequate number for an initial core exam. A third level question review process is being arranged and should take place in Detroit at the end of February. Once this meeting is complete, a beta trial will be piloted this spring.

This exam will be online and assessment results will be available within days. SME can slice the assessment data however we like and students will be provided their individual results. There are 10 programs interested in the beta exam and we are hoping to have 100 students take the beta.

A secure test development website has been setup containing the multiple choice core questions. If the core question exam is a success, we can expand the topic areas in phase II and look for additional funding for specialty exams.

#### 7. Discussion of Future of EET/ECET - Plans for ETLI (R. Land)

Bob Herrick had a good session on the future of EET/ECET and will hopefully have future follow up sessions. The current focus of ETLI is ET 2020. What will be ET in 2020? This will investigate the relationship between Engineering Technology and Engineering. Hopefully this discussion takes ideas and will turn them into action.

A panel is being formed with industry and government representatives on ETLI. This panel will hopefully address the lack of government classification for ET. We are looking for industry people to be involved on the committee.

8. Nomination/Election of New Officers (R. Land)

Ron Land reviewed the current list of officers and expressed our stability. Ron and Tom Hall will discuss nominations for the "Chair-Elect" position.

9. Comments for Good of the Association

The question was raised "Are we ever involved with the Dean's council?" Tom Hall articulated that ETLI asked a number of council members to meet with us two years ago and maybe we should invite them to a future event. He expressed that this group is standalone and is not really associated with ASEE or IEEE. It might be sponsored by the IEEE in the future because of their increasing role in higher education.

10. Adjournment

The meeting was adjourned at 6:01 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gary Steffen".

Gary Steffen  
Secretary