

## ETD Business Meeting Minutes February 3, 2005

Amended

The General Membership Business Meeting of the ETD was called to order at 1:05 PM on February 3, 2005 by Carol Richardson, Chair of ETD

Warren Hill moved to accept the minutes of the June 21, 2005. The motion was seconded by John McDonough and approved unanimously.

### OFFICER and ETD COMMITTEE REPORTS:

**Treasurer's Report:** Carol announced that the Division is now in the black. She summarized the Treasurer's Report as of January 27, 2005 that Tony Brizendine presented at the Executive Committee Meeting on Monday, January 31, 2005. The ETD Operating Account has a balance of \$2306.32. The ETD BASS Account has a balance of \$13,827.66. Ron Land moved to accept the Treasurer's report and Tom Hall seconded. The motion carried unanimously.

**Program Chair 2005:** Ron Land reported on the upcoming Annual Conference. Thirty five sessions, one less than the record last year, were approved by ASEE. A total of 247 abstracts were submitted with 217 accepted. Of these, 177 resulted in draft papers, 159 have been accepted so far. It is estimated that 160 papers will be presented vice the 182 last year.

**ETD Webmaster:** Carol reported for Ken Rennels on the status of the ETD Website. The new URL is: <http://www.engtech.org> and is in place. He has gotten ASEE to change the old link to ETD to the new one. The link is up.

**ETD Listserv:** Walt Buchanan discussed the Listserv Members. It has now stabilized. There are 2362 members at 294 four-year colleges, 960 members at 348 two-year colleges and 190 members at 165 organizations, corporations and government.

**Elections:** Carol gave Mark Pagano's election report. The results of the electronic election of division officers via a secure website are:

ETD Chair – Ron Rockland, NJIT

ETD **Assistant** Vice-Chair Programs – Scott Dunning, University of Maine

ETD Treasurer – Tim Zeigler, SPSU

ETD At-large Mini-Grants and Planning – Abi Aghayere, RIT

They will assume their positions after the June 2005 Business Meeting.

**Section Reports:** Jerome Trapper reported 6 of 12 Sections sent information to him about section activities at this time. This is down 2 on his last solicitation.

Timing is such that the number of reports at CIEC is always lower than that reported at the time of the ASEE Annual Conference. His biggest problem is getting input. He requested input from the members.

**ETD Strategic Plan:** Dave Dvorak thanked the participants who were present at the planning session Tuesday, February 1, 2005. The plan is an extrapolation of the start that Pat Fox had done. Dave Dvorak reported that the initial strategies for each of the division goals have been developed and a matrix to implement them has been created which includes: identifying Champions, Action Items, Time Frame and Status/Evidence. He requested that individuals check out the ETD site for the link to the Plan and provide input.

### **OTHER REPORTS:**

**ETC Report:** Pat Fox presented Mike O'Hair a gift for his efforts to develop the ETC Strategic Plan.

**2005 CIEC:** Tom Hall indicated he had nothing to add.

**2006 CIEC:** Tim Brower will be the ETD Chair for the 2006 Conference. He requested ideas and volunteers to moderate and review. Email will follow.

**TAC of ABET:** Carol will post Mark Pagano's TAC/ABET report on the website. Initiatives are underway in the ABET Accreditation Council to propose more consistent definitions for student and graduate "level of achievement". Efforts are being made to reduce the 12 terms now in use to 2 or 3 and be consistent for all four commissions.

**JET:** Walt Buchanan reported for Tim Ziegler. JET is breaking even on its publication and is becoming self-sufficient. Walt requested ads and manuscripts.

**ETLI/ Tau Alpha Pi:** Bob Herrick, Chair of ETLI, reported the conference will be at RIT this year. There will be several firsts. The Tau Alpha Pi Conference will be moving from the ASEE Annual Conference to the ETLI Conference. TAP will meet Saturday and PMC will also meet. Mike O'hair is bringing the ET equivalent of the Deans Institute to the conference. That will bring four entities together at the same time. Weber State will be the host for the 2006 Conference.

**Old Business:** ETD still owes \$10,000 for their portion of the McGraw Award Endowment. Carol announced ETD is sending our first endowment payment of \$5,000 in the near future. It might be possible to pay the remainder when we update our financial situation in June.

Carol will prepare drafts for revised Division Guidelines and By-Laws. They will be posted on the ETD Website for comment and suggestions.

**ETD Newsletter:** John Williams reported the new direction for the Newsletter. It will be going to electronic form and placed on the ETD Website as soon as the content and format are determined.

There being no further business meeting was adjourned at 1:30 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division