

ETD Executive Committee Meeting Minutes 12 February 2008

The Executive Committee Meeting of the ETD was called to order at 2:30 PM on February 12, 2008 by Scott Dunning, Chair of ETD. Attendees were Scott Dunning, Chair of ETD, Ed Tezak, Secretary, Ken Rennels, Treasurer, Tim Ziegler, Assistant Vice Chair for Programs, Tim Brower, Vice Chair Programs, Walt Buchanan, ETD Listserv/ETC Chair, Jerry Tapper, Section Reports, Keith Johnson, Member-at-Large/Strategic Planning, Mike Dyrenfurth, 2008 CIEC ETD Chair, Robert Herrick, Tau Alpha Pi, Gray Crossman, Membership, Sohail Anwar, JET Editor, and Jay Porter, Vice Chair Newsletter/Webmaster, Jim Melsa, ASEE President, Pat Fox, Past ETC Chair, Austin Cheney, ETC Director, Mark Pagano, Jeff Ray, Scott Segalewitz and Ron Land were also present. Carol Richardson, PIC II Chair, was absent.

Jerry Tapper moved to accept the ETD Executive Committee Meeting Minutes of June 24, 2007. The motion was seconded by Ken Rennels and approved unanimously.

New Business:

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Ken Rennels gave the Treasurer's Report as of February 7, 2008. The ETD Operating Account (#FO24) has a balance of \$716.16. The ETD BASS Account (#FB24) has a balance of \$26,487.37. JET payment for three publications totaled \$11,051.18. We will owe one more payment of about \$3,000 then the ETD obligation will be over. There is \$200 due to Frank Gourley. Jay Porter moved to accept the Treasurer's report and Jerry Tapper seconded. The motion carried unanimously.

Program Chair 2008: Tim Brower reported on the 2008 Annual Conference. A total of 260 abstracts were submitted, 8 rejected, 45 abstracts were left without draft papers being submitted and 24 abstracts/draft papers withdrawn. Of these 183 resulted in draft papers. Thirty four technical sessions were approved by ASEE plus a poster session, Rap session, 1 workshop, 8 meetings and two lunches for \$50 each. Seven "Invited Papers" were submitted. Three were returned to regular paper status. All four were reviewed by 4 individuals as well as the Executive Committee. Ron Land recounted the history of the idea of the Invited Paper. This year was the first attempt at a higher level paper which is supported by the Strategic Planning Committee. It appears that the JET Board has the credentials to properly review them. The consensus of the Executive Committee appeared to be that the quality of the papers was the most important issue on whether to accept a paper as an Invited Paper. Jerry Tapper moved that the four papers were not found to have the quality required for Invited Paper status and therefore should be part of the regular technical sessions. Tim Brower seconded and the motion carried unanimously.

ETD Newsletter/ETD Webmaster: The ETD Website (<http://www.engtech.org>) has been on line since the Spring of 2007 and is functional. Jay Porter has

agreed to maintain a separate web site for JET and has received a request for CIEC. He is willing to maintain links but someone has to be responsible for content. The Secretary will forward the minutes of the last several meetings to Jay to be posted on the website.

ETD Listserv: Walt Buchanan reported on the Listserv Members. There are 3921 total members. There are 2668 at 331 four-year colleges, 1011 members at 357 two-year colleges and 242 members at 204 organizations, corporations and government. There are 144 subscribers with non-institutional email addresses.

Elections: Ron Rockland's election report stated that the electronic election for the division officers resulted in the following:

Assistant Vice Chair, Programs	Charles Bachman
Secretary	Ed Tezak
Vice Chair for Newsletter	Jay Porter
Member at Large	Marilyn Dyrud
Asst Conference Chair for CIEC 2009	Paul Villeneuve

Section Reports: Jerry Tapper reported 7 of 12 Sections sent information about section activities at this time. He sent out three requests on the Listserv. As agreed upon at the last meeting the new format for input was reduced. There was considerable discussion on how we can get more info and provide feedback to those who sent in info. Announced that Marilyn Dyrud will take over Section Reports.

ETD Strategic Plan: Keith Johnson reported on the Strategic Planning. The JET Board will develop a survey which will be sent out. JET will also focus on a jury review process. JET will expand the number of papers to provide more opportunities for publishing.

OTHER REPORTS:

PIC II Chair: Carol Richardson was not present hence no report.

ETC Report: Walt Buchanan reported that attendance at ETC was light. He brought up the issue of time required for the length of the CIEC. He noted that one week is too long. There has been a long ongoing discussion on condensing the schedule.

2008 CIEC: Mike Dyrenfurth reported on the problem of constraints. There was an effort to create joint sessions due to limited session rooms. This resulted in 16 sessions being scheduled. Four are joint sessions (2 with CIP, 1 with CED and 1 with CPD), another four are stand alone ETD sessions; there are five organizational business related meetings, two meal functions in addition to the one ETD workshop (subsequently canceled due to low enrollment due to it not being marketed enough). Mike noted that workshops are a means of producing

revenue. ETC may be able to brainstorm and then help promote. He suggested we consider a scheme to promote continuity perhaps a two year rotation.

Per Luther Epting's data at Wednesday Feb 13, attendance at the New Orleans CIEC consisted of: 271 attendees not including 31 companions, 56 of those were ETD participants, 33 of the attendees did not report divisional affiliations and there were 11 others

The hospitality suite will be piggy backed with the other three divisions. Mike suggested that we need to welcome the newcomers and unaffiliated attendees.

Janet Dong, Cincinnati, will be next year's Chair. Ken Rennels is looking into using the CAPS system for CIEC.

TAC of ABET: No Report.

Tau Alpha Pi: Bob Herrick reported that the primary business is to energize student chapters. Jay Porter will host a paper competition for students at the ASEE Conference. Subsequent competitions will be projects with winner to go to ASEE Global Colloquium. Pat Fox suggested that Jay coordinate with the Student Constituent Group. There is a \$25 fee per annum for Tau Alpha Pi Student Chapters to pay back national Tau Alpha Pi to support student national activities.

JET: Sohail Anwar, JET Editor, reported JET is looking into increasing the number of manuscripts that are published. However, they will not increase the numbers unless the papers meet the proper level of quality. Current acceptance rate is 40%. Starting 2009 ETD stops supporting JET. Revenue from advertisement this year was \$19,000 for a balance of \$57,000. JET should be able to sustain itself.

New Business:

Pat Fox will be sending out a Trends and Development Survey in the next couple of weeks. She requested that ETD please promote responses to it.

Bob Herrick announced there will be a national forum. ETD & CIP will take the lead to look at meeting the future needs of industry and enhancing pipeline of students in ET. What is the role of ET in global change? The forum will be held at CIEC in 2009 in Orlando, FA.

Ron Land announced that the Microcontroller Workshop at the next ASEE Annual Conference is partially supported by a grant from the ECETDHA so that it is free.

The meeting was adjourned at 6:00 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division