

ETD Executive Committee Meeting Minutes January 31, 2005

Amended

The Executive Committee Meeting of the ETD was called to order at 2:03 PM on January 31, 2005 by Carol Richardson, Chair of ETD. John Williams took minutes until Ed Tezak arrived midway during the plagiarism discussion at 2:15 PM. Copies of most of the reports of the ETD officers and committee chairs were provided. Attendees were Carol Richardson, Chair of ETD, Ed Tezak, ETD Secretary, Tony Brizendine, ETD Treasurer, Ron Land, Vice Chair Programs, Hal Broberg, Assistant Vice Chair for Programs, John Williams, Vice Chair for Newsletters, Ken Rennels, ETD Webmaster, Walt Buchanan, PIC II Chair, Mark Pagano, Past Division Chair, Jerry Tapper, Section Reports, David Dvorak, Strategic Planning, Carlos Ortiz, Tom Hall 2005 CIEC Chair, Tim Zeigler, JET, Robert Herrick, ETLI and Tau Alpha Pi, Jack Waintraub and Frank Huband, ASEE Executive Director.

Mark Pagano moved to accept the ETD Executive Committee Meeting Minutes of June 21, 2005, as amended. The motion was seconded by Jerry Tapper and approved unanimously.

New Business:

Plagiarism: One of the reviewers in Ron Rockland's upcoming technical session at the Annual Conference discovered a dozen or so "commonalities" between a submitted paper and one that was published in the 2004 ASEE Proceedings under another division. Ron Rockland queried the author who offered personal reasons for the paper for being wrongly submitted and to withdraw the second paper. The paper has been pulled and will not be published. There was a lengthy discussion about the paper including copyright infringement, ASEE policy and potential legal action. There are two major issues. The first was how to handle the problem. Frank Huband was concerned about limiting potential liability to ASEE. Mark Pagano moved that the current ETD Chair send a letter to the Dean of the individual concerned with a copy sent to his department head and to the author. The letter will be reviewed by Frank Huband before it is sent. The motion was seconded by Walt Buchanan and the motion carried unanimously. Frank left after the plagiarism discussion.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Tony Brizendine presented the Treasurer's Report as of January 27, 2005. The ETD Operating Account (#FO24) has a balance of \$2306.32. The ETD BASS Account (#FB24) has a balance of \$13,827.66. Ron Land moved to accept the Treasurer's report and Jerry Tapper seconded. The motion carried unanimously.

Program Chair 2005: Hal Broberg and 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. It is estimated that 160-165 papers will be presented vice the 182 last year. The review system remains the same as last

year with a moderator, co-moderator and two reviewers and “Super Reviewers” to break ties. Recommendations and comments from last year are contained in the written report. Carol commended both Ron and Hal on their efforts.

ETD Newsletter: John Williams reported that we need to decide where we are going with the Vice Chair for Newsletters position and the format of the newsletter. There is the possibility that the position will be renamed as the ETD Communications Officer in keeping with the evolution of the position and the delivery means of the ETD news. This will be considered during the review of the ETD Guidelines and By-Laws. We need to have a link to the ETD Website.

ETD Webmaster: Ken Rennels updated the Executive Committee on the status of the ETD Website. He is striving to get data bases and links up to date. The new URL is: <http://www.engtech.org> and is in place. He is trying to get ASEE to change the old link to ETD to the new one.

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: Mark Pagano reported the results of the electronic election of division officers via a secure website. New officers 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

Section Reports: Jerome Trapper reported 6 of 12 Sections sent information 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.

ETD Strategic Plan:

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. The goals are:

1. Strengthen ETD as the organization that supports engineering technology faculty. List serve manager may be champion
2. Promote the quality of engineering technology education with a focus on programs, faculty and students.
3. Promote scholarship opportunities for faculty.

The matrix is in its infancy with a few champions identified thus far. The strategic planning meeting tomorrow will be used to start filling in the blanks. Carol asked

everyone at the ETD Executive meeting to pass on any ideas to Dave. Dave invited everyone to the session on Strategic Planning scheduled for Tuesday morning.

OTHER REPORTS:

ETC Report: Pat Fox indicated the ETC is working with CMC, EDC, and ERC to establish a national award. She asked Warren Hill to serve on the Data Committee and Dennis Depew to serve on the International Committee.

2005 CIEC: Tom Hall indicated that 60 abstracts or individuals from ETD have been selected to present 40 peer-reviewed papers and 11 presentations without papers at 12 sessions. There are 102 registered as affiliated with ETD versus 61 last year. A contributing factor is that there are a number of Entrepreneurship Division members attending this year that picked their affiliation as ETD. They hope to become a fifth division participating in CIEC. The Opening Reception will go until 10 PM Tuesday. There is only one awards banquet this year. There will be discussion on whether a single banquet should continue. See addendum for final program changes.

2006 CIEC: Ken Rennels announced that he is the Overall Chair for CIEC 2006 in New Orleans. Headquarters will be Hotel Monteleone located one block from Bourbon Street. Tim Brower will be the ETD Chair for CIEC and was not present at this meeting.

TAC of ABET: Mark Pagano reported that 123 programs were visited at 48 institutions during the 2004 – 2005 visit cycle. All used new TC2K criteria. The NSF funded TEI initiative has completed 12 workshops. Over 660 faculty members from 353 institutions (215 2-yr and 138 4-yr schools) attended them. A Capstone Conference is planned in 2006 for all attendees to share their accomplishments since attending the workshops.

Joe Tamashasky will be Chair of TAC/ABET, replacing Jim Byrne in July 2005.

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: Tin Ziegler reported that Carlos Ortiz is the Finance Editor and Walt Buchanan is the Advertising Manager of JET. Currently ETD pays 40% of cost of publishing JET. For the last few issues we have taken in enough to cover costs. On balance, we still do not have enough to carry an issue without ETD support. That would amount to approximately \$11,000. The current balance is \$7279.29. Four authors have not paid their page charges (\$75/per page) from Spring 2003 (1) and Spring 2004 (3). JET would like ETD to continue to pay 40% until there is enough in the JET account to cover at least one edition. A major problem is getting the status of account information from ASEE.

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.

PIC II Chair/Membership: Walt Buchanan reported there are around 800 members in ETD and they pay the highest dues at \$10. This should help the financial position of the division.

Old Business: ETD still owes \$10,000 for their portion of the McGraw Award Endowment. Carol suggested ETD continue to suspend the mini-grants as a cost savings measure until we can cover the endowment. There were no objections from the Executive Committee to continuing the mini-grant suspensions. Tony Brizendine recommended that we pay \$5000 of our endowment this year. The Executive Committee supported the concept. Carol asked Tony to pay the \$5000. He indicated that we might be able to pay the remainder in June.

Carol will prepare drafts for revised Division Guidelines and By-Laws. ETD needs to identify the ETD Program Chair for CIEC 2007 Palm Springs Conference.

There being no further business meeting was adjourned at 4:00 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division