

ETD Executive Committee Meeting Minutes February 5, 2007

The Executive Committee Meeting of the ETD was called to order at 2:06 PM on February 5, 2007 by Ron Rockland, Chair of ETD. Copies of some of the reports of the ETD officers and committee chairs were provided. Attendees were Ron Rockland, Chair of ETD, Ed Tezak, ETD Secretary, (Tim Ziegler, Treasurer, was absent and delayed by the airlines), Scott Dunning, Vice Chair Programs (arrived at 2:54 PM), Tim Brower, Assistant Vice Chair for Programs, Jay Porter, Vice Chair for Newsletter/ETD Webmaster, Walt Buchanan, ETD Listserv/ETC Chair, Pat Fox, Past ETC Chair, Carol Richardson, Past ETD Chair, Jerry Tapper, Member-at-Large, Keith Johnson, 2007 CIEC ETD Chair, Robert Herrick, Tau Alpha Pi (arrived at 2:20 PM), Abi Aghayere, Strategic Planning/JET Board Member, Warren Hill, 2006 ETLI Chair (arrived at 2:42 PM), Niaz Latif, JET Editor, Sohail Anwar, incoming JET Editor, Mark Pagano, ETD Nominating Committee. Gary Steffen and Ron Land were present as observers.

Jerry Tapper moved to accept the ETD Executive Committee Meeting Minutes of June 18, 2006. The motion was seconded by Keith Johnson and approved unanimously.

New Business:

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Tim Ziegler was stranded in Atlanta and could not give the Treasurer's Report. Ron Rockland read from Tim's report dated February 5, 2007. The ETD Operating Account (#FO24) has a balance of \$0.00 but a deposit from ASEE of \$1,010.00 is expected for this year. The ETD BASS Account (#FB24) has a balance of \$23,094.74. Carol Richardson moved to accept the Treasurer's report and Jerry Tapper seconded. The motion carried unanimously. Ron Rockland indicated that we have not paid the \$5,000 that we agreed to pay at the CIEC Conference to finish the McGraw Award Commitment. The ASEE service fee for maintaining awards is no longer being charged. Pat Fox indicated she needs to figure out the status of payments from ETD. Carol Richardson needs to be reimbursed for awards presented last year and for one for this year. Ed – Carol found out that she was reimbursed when she got home – do you want to put this here, or just leave it as what we discussed at the meeting?

Program Chair 2007: Tim Brower reported the following information. A total of 204 abstracts 264 were submitted for review and 197 were accepted. Of these, 161 ultimately resulted in draft papers. ASEE approved 33 technical sessions for ETD to accommodate these papers. This is one less than last year and three less than the record number of 36 in 2004. This is sixty lower than our record number of 264 abstracts submitted last year. We will have to see how many of the abstracts turn into accepted papers. The 2006 final count was 184 with 167 in 2005 and 182 in 2004.

The paper review process this year is following the example from the last few years. Tim Brower has arranged for a moderator, co-moderator and two reviewers for each technical session. All four will review all papers assigned to that session, and all are encouraged to use the standardized review form. Acceptance or rejection of papers will be decided by a majority vote of the four reviewers. In the event of a split vote, an additional level of review will be used to decide the outcome.

In addition to the technical sessions, ETD/ETC also have the following activities scheduled: One workshop, three meal events and fifteen meetings. The meal events were not as expensive as Chicago so they were reinstated.

- A Sunday Workshop: "Teaching Embedded Systems with the PIC18
- Microcontroller that will be facilitated by Ramesh Gaonkar from SUNY OCC
- Campus, Syracuse, NY and John Magrane from Microchip Technology Inc.
- We are scheduling three "meals"
- Monday: Berger Award "Luncheon" and Get Acquainted Session
- Tuesday: ETD Business "Luncheon" and the McGraw Award Dinner Banquet. These meetings are now luncheons because the cost is lower than the Chicago meeting.
- Fifteen Meetings –
- Sunday: ETD Executive Board Meeting, IT/IET Business Meeting
- Monday: ETD Rap Session, JET Board Meeting, ETC Strategic Planning Meeting
- Tuesday: Civil Dept. Heads Meeting, ECET Dept. Heads Meeting, ET Deans Roundtable, ETC Business Meeting, ETD Business Meeting and Lunch, ETLI Executive Meeting, MET Dept. Heads Meeting
- Wednesday: ETD Strategic & Long-Range Planning Meeting, ETD Program Planning for 2008, Industrial Technology Interest Group Meeting

ETD Newsletter/ ETD Webmaster: As of January 9, 2007, the ETD website has been physically moved to Texas A&M University. In addition, information from the various ET organizations has been sought and posted to make the website current. Most links have been updated.

The title and/or job description of the Vice-Chair, Newsletter needs to be changed to reflect the new role and responsibilities of this position. The Newsletter will be incorporated into the WebSite and not published on paper.

The current site is somewhat ad-hoc with links to various other ET organizations and affiliates. The site maintains various information for ETC, ETLI, ETD, ETECDHA, METDHC, CETDHC, etc. He is looking to solicit guidance for what should (and should not) be posted on this site and the best way to obtain the information needed to keep the site current. He is working on a new look and feel. The URL is: <http://www.engtech.org>

ETD Listserv Walt Buchanan reported on the Listserv Members. The list started 12 years ago with 30 plus members on a distribution list. There are now 3627 total members. There are 2528 at 312 four-year colleges, 973 members at 361 two-year colleges and 226 members at 193 organizations, corporations and government. There are 116 subscribers with non-institutional email addresses.

Elections: Carol Richardson reported that the electronic election for the division officers resulted in the following: Only 124 out of 742 members voted.

Division Chair: Scott Dunning - University of Maine
Assistant Vice-Chair for Programs: Tim Zeigler - Southern Polytechnic State U.
Treasurer: Ken Rennels - Indiana U. Purdue U. @ Indianapolis (IUPUI)
Member-at-Large: Keith Johnson - East Tennessee State University

Section Reports: Jerry Tapper reported 9 of 12 Sections sent information about section activities at this time. He sent out four calls on the Listserv. He is still having problems getting input. He thanked those who contributed. Reports need only send out with one or two sentences along with a web site where info might be found about an activity.

ETD Strategic Plan: Abi Aghayere reported on the six most important strategies for ETD. Progress reports from the Strategy or Action Item Champions are in the full report, which will be posted on the ETD website. There was a Strategic Planning Meeting right before this meeting.

Regarding one of these action items, Abi would like to remind ETD members to consider nominating their ETD colleagues for the ASEE awards next year (the various awards can be found at the ASEE website)

One of these strategies is scholarship. There was some discussion on encouraging ET faculty to produce articles and the need to publish them. JET was suggested as the appropriate arena. At this time there is no need to publish an additional issue of JET since the number and quality of submitted manuscripts does not warrant it.

OTHER REPORTS:

ETC Report: The ETC is continuing to work on the Strategic Plan, which is now spearheaded by Tom Hall. We have selected six goals to concentrate on this next year. The highlight of the year was the 2nd Annual ET Deans and Administrators Roundtable, which was held before the ETLI in October in Salt Lake City. Mike O'Hair and Pat Fox did a great job with organizing this event. The ETC is also working to coordinate more events with the other councils within ETC. Increasing membership is another key goal this next year. ETC is concerned with the number of 2-year programs that are dropping accreditation.

2007 CIEC: Keith Johnson indicated that of the 73 abstracts submitted, 46 papers and 3 presentations (without papers) were selected for 10 sessions. Two abstracts were rejected and 7 withdrawn. There is a problem with multiple submissions by individuals who then did not come to the conference. There was discussion about maintaining a list of chronic no-shows. Carol Richardson suggested that a hard date be established for registration of authors. There is a large erratum for room assignments. In the past the rooms were assigned to each division for the presentations.

2008 CIEC: No Report. Mike Dyrenfurth only registered for Thursday. CIEC will be in New Orleans in 2008.

2006 ETLI/ Deans Roundtable: ETLI was held in Salt Lake City on October 7-9, 2006 with 60 attendees. The conference was co-hosted by four schools; Salt Lake CC, Utah Valley State College and Brigham Young University.

Tau Alpha Pi: Bob Herrick indicated that he is continuing to serve as President of Tau Alpha Pi primarily for lack of volunteers to assist. He is looking for volunteers to participate in Tau Alpha Pi. It requires two meetings a year. Ron Rockland will add a call for volunteers for Tau Alpha Pi when he sends out the call for nominations for ETD officers.

TAC of ABET: No report. (Tim Ziegler, ASEE TAC/ABET Representative was absent and delayed by the airlines.)

JET: Niaz Latif reported on JET. Four papers are ready for the Spring issue, Last fall JET printed 1300 copies. That number will be reduced to 1125 copies this Spring. Excess copies are available for sale to non-subscribers. The JET balance is around \$6700. JET will be requesting support from ETD for 30% of the cost of the Spring issue. The request will be for 25% for the next two issues (Fall, 07 and Spring, 08) and none thereafter. At this time there is no need to publish an additional issue of JET since the number and quality of submitted manuscripts does not warrant it.

PIC II Chair/ETD Membership: No report.

Two and Four Year Surveys: Pat Fox indicated that the Two and Four Year Surveys need to be updated and resent to institutions with ET programs. She was looking for volunteers to review the survey questions. She is not looking for major changes so that these surveys can be compared to the results of previous surveys. Ron Rockland suggested she send it to Board for comment.

Due to time constraints a number of items on the agenda could not be addressed. It was suggested that they might be discussed in teleconference calls. It is believed that ASEE funds are available for this purpose.

The meeting was adjourned at 3:32 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division