

## ETD Executive Committee Meeting Minutes June 24, 2007

The Executive Committee Meeting of the ETD was called to order at 4:35 PM on June 24, 2007 by Ron Rockland, Chair of ETD. Copies of most of the reports of the ETD officers and committee chairs were available. Attendees were Ron Rockland, Chair of ETD, Ed Tezak, Secretary, Tim Ziegler, Treasurer and incoming Assistant Vice Chair for Programs, Ken Rennels, incoming Treasurer, Scott Dunning, Vice Chair Programs, Tim Brower, Assistant Vice Chair for Programs, Walt Buchanan, ETD Listserv/ETC Chair, Carol Richardson, Past Division Chair and incoming PIC II Chair, Jerry Tapper, Section Reports, Keith Johnson, 2007 CIEC ETD Chair and Incoming Member-at-Large, Mike Dyrenfurth, 2008 CIEC ETD Chair, Robert Herrick, Tau Alpha Pi, Abi Aghayere, Member-at-Large/Strategic Planning, Gray Crossman, PIC II Chair/ Membership. Al McHenry, Mark Pagano and Paul Villeneuve were also present. Jay Porter, Vice Chair Newsletter/Webmaster, was absent.

Jerry Tapper moved to accept the ETD Executive Committee Meeting Minutes of February 5, 2007. The motion was seconded by Scott Dunning and approved unanimously.

### **New Business:**

### **OFFICER and ETD COMMITTEE REPORTS:**

**Treasurer's Report:** Tim Ziegler gave the Treasurer's Report as of June 24, 2007. The ETD Operating Account (#FO24) has a balance of \$796.16. The ETD BASS Account (#FB24) has a balance of \$26,562.90. JET has asked for payment for the next three publications totaling \$11,000. Bottom line thus will be about \$15,000. The Operating Account must be zeroed out by the end of September. There is \$200 due to Frank Gourley (Ron to send email). We still have copies of the History of ET. Books are available for the cost of shipping. Scott Dunning moved to accept the Treasurer's report and Jerry Tapper seconded. The motion carried unanimously.

**Program Chair 2007:** Scott Dunning reported on the 2007 Annual Conference. A total of 204 abstracts were submitted with 197 accepted. Of these 157 resulted in draft papers. Thirty three sessions were approved by ASEE plus a poster session (not used). This is one less than 2006 and three less than the record number of 36 in 2004. The 2004 final count was 182, 2005 was 167 and 2006 was 184. Eight moderators declined attendance at the last minute. Scott Dunning sent copies of letters to their deans. An invited speaker session was discussed for the next conference. Scott Dunning indicated the need for three super reviewers for these papers and the need to have the papers reviewed early for early decision. It was suggested that one reviewer come from the JET Board.

**ETD Newsletter/ETD Webmaster:** Walt Buchanan indicated the Jay Porter had done a great job with the web site. Jay was not present but his report stated that the ETD Website (<http://www.engtech.org>) has been on line since the Spring of 2007. The new site has been restructured to make things easier to find. A

graphic site map was provided with the report. Old links have been removed or updated. He requested suggestions for a better graphic/logo that is representative of ETD. He is looking for suggestions for new content. He is looking to starting a biannual newsletter on the site.

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 3785 total members. There are 2570 at 313 four-year colleges, 980 members at 355 two-year colleges and 235 members at 197 organizations, corporations and government. There are 125 subscribers with non-institutional email addresses. We are growing at the rate of about 100 per year.

**Elections:** Carol Richardson's report from CIEC stated that the electronic election for the division officers resulted in the following:

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 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.

**ETD Strategic Plan:** Abi Aghayere reported on the six most important strategies for ETD. No change from the CIEC report. The June 2006 Report is posted on the ETD Website (<http://www.engtech.org>). The body of knowledge issue is becoming more important. What is required for engineering licensing?

#### **OTHER REPORTS:**

**PIC II Chair:** Gray Crossman reported that our reviewers need to do a better job of reviewing to enhance credibility. Papers could be submitted to other divisions if we are restricted.

**ETC Report:** Walt Buchanan announced that Pat Fox was elected Vice President for Public Affairs and First Vice President of ASEE and Carol Richardson was elected as PIC II Chair and Vice President for PICs. He also reported that the By-Laws need to be updated. Amendments need to be approved by ASEE. The ASEE Board decided that Boston, Toronto or Atlanta may be the ASEE convention site in 2013. A survey of the membership for their preference will be forthcoming.

**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.

**2008 CIEC:** Mike Dyrenfurth reported plans for CIEC in New Orleans in 2008. The hotel is small and there is a lack of rooms. There will be fewer total sessions. The French Quarter is cleaner than ever before. There are 35 papers beginning the review process. The CIEC Team has designed a brochure to promote CIEC in New Orleans. No formal logo exists for ETD. Mike suggested a downloadable logo be provided on the ETD website. Business breakfast and meeting will be planned for ETD. There will be no separate Awards Dinner. A few questions need to be answered. Does ETD want its own Hospitality Room e.g., Preservation Hall? Mike will get a quote on the cost. A CIEC Boat Ride is proposed for all divisions.

Mike needs two volunteers for CIEC Booth on Tuesday of this conference. Scott Dunning volunteered and Ken Rennels indicated that his wife Diana will help.

**TAC of ABET:** No Report.

**Tau Alpha Pi:** Bob Herrick reported that there are 72 active chapters and 27 inactive. There is one application for a new chapter and there are four potential chapters.

**JET:** Niaz Latif submitted a report on Jet. Cost of publication was \$9,658.86. There are 230 subscribers other than ETD members. Advertisements totaled \$19,560.00. Net balance (Cash balance + Receivables – Payables) is \$4,578.82. Bass Account balance is \$44,455.47. Walt Buchanan said increased advertising rates will be discussed at the next meeting.

**ETD By-Laws:** Ron Rockland discussed the need to adopt changes to the ETD By-Laws required by ASEE as well as corrections to the title of Vice Chair for Newsletter and to change the method of election voting from mail ballot to email. Carol Richardson moved to accept the changes and Scott Dunning seconded and the motion carried unanimously. Ron will reword the current By-Laws and bring the new version to the Business Meeting for a vote by the membership.

**New Business:** It was suggested to use money in the BASS account for building ETD Membership. Perhaps a stipend from CIEC/ASEE to enhance the opportunity to attend the annual conference or possibly award authors money for the best ETD Paper.

The meeting was adjourned at 6:00 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division