

## ETD Executive Committee Meeting Minutes June 12, 2005

The Executive Committee Meeting of the ETD was called to order at 2:30 PM on June 12, 2005 by Carol Richardson, Chair of ETD. Copies 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 and 2006 CIEC Chair, Mark Pagano, Past Division Chair, David Dvorak, Strategic Planning, Tim Zeigler, JET Editor and incoming ETD Treasurer, Carlos Ortiz, incoming JET Editor, Scott Dunning, incoming Assistant Program Vice Chair, Frank Gourley, Long Range Planning, Ron Rockland, Incoming ETD Chair, Abi Aghayere, Member-at-Large, Tom Hall, and Jack Waintraub were guests.

David Dvorak moved to accept the ETD Executive Committee Meeting Minutes of January 31, 2005, as amended. The motion was seconded by Ron Land, and approved unanimously.

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

**Treasurer's Report:** Tony Brizendine presented the Treasurer's Report as of June 6, 2005. The ETD Operating Account (#FO24) has a balance of \$1010.00. The ETD BASS Account (#FB24) has a balance of \$8,210.15. Carol Richardson reported that we should get about \$7,900 from the last CIEC. Ken Rennels corrected her to say it would be \$8,900. Tony indicated that he would like to use this to pay the balance of \$5,000 that we owe for the McGraw award. Ron Land moved to accept the Treasurer's report and Scott Dunning seconded. The motion carried unanimously.

**Program Chair 2005:** Hal Broberg and Ron Land reported on the 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. Of these 165 papers will be presented for the second year in a row. The review system remains the same as last year with a moderator, co-moderator and two reviewers and "Super Reviewers" to break ties, which occurred for 13 papers of which 6 were rejected. Recommendations and comments are contained in the written report. Ron wrote a paper in support of elevating the paper review process to increase prestige to ET Papers. Nancy Denton is presenting a paper tomorrow on this subject. The level of scholarship is the issue. Carol asked for volunteers to form an ad hoc committee to come up with recommendations for greater recognition of ET papers. Tom Hall, Abi Aghayere, Ron Land and a JET appointed individual will be the committee. Carol thanked and commended both Ron and Hal on their efforts.

**ETD Webmaster:** Ken Rennels updated the Executive Committee on the status of the ETD Website. The links are all up to date. The URL is: <http://www.engtech.org>. He developed an ETD External Reviewer Database to assist ET programs in locating external reviewers by discipline. Individuals would

apply to be put on the searchable database. Much discussion over implementation ensued. Tom Hall will take the issue to the ET Department Heads at this conference. He and Ken Rennels will work on the proposal.

**ETD Newsletter:** John Williams reported that the ETD Website will be the medium for the Newsletter. For instance, Section Reports, Officer Reports from semi-annual meetings, General Information, Election Results, Features and Visitor Reports. He will coordinate with Ken Rennels for implementation.

**Section Reports:** Jerome Tapper is having surgery and his reports are attached.

**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

#### **OTHER REPORTS:**

**2006 CIEC:** Ken Rennels, Overall Chair for CIEC 2006 in New Orleans thanked Tom Hall for his work on CIEC 2005. 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. However, he provided the following information: 86 abstracts were submitted and accepted. He is putting them into 19 1.5 hour sessions. Included are 2 panel discussions and 2 workshops. Ken passed out the brochures that Tim developed.

**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.

TAC is working on increasing the diversity of membership on TAC. 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 three and be consistent for all four commissions.

**JET:** Tim Ziegler reported the following Board Member Changes effective June 13, 2005: that Niaz Latif (Editor in Chief), Sohail Anwar (Production Editor), Walt Buchanan (Advertising Editor), Paul Wilder (Subscription Editor), Carlos Ortiz (Manuscript Editor), Barry Lunt (Financial Editor) and Tim Zeigler (Past Editor) of

JET. The Spring issue is late but will come out. Advertising income is \$7005 thanks to Walt Buchanan. 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. JET would like ETD to continue to pay 40% until there is \$12,000 in the JET account to cover at least one edition. The Special Focus Issue on Graduate Education will be put out in the Fall. Carol thanked Tim for his efforts and those of his staff for their handling of the finances. Carlos Ortiz indicated that no paper will go to reviewers unless authors agree to pay page charges. Accounts receivable is about \$17,000 such that JET is about just about self sufficient.

**ETLI/ Tau Alpha Pi:** Carol Richardson 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:**

**Plagiarism:** Carol Richardson reported on a plagiarism case that was reported at the Exec Committee Meeting at CIEC 2005. The paper was rejected for presentation and publication. The Dept Chair of the author was notified and requested the paper. He reported that he and the Dean are working on the disposition of the individual. This was the first time such a case has been reported to ASEE HQ. Mark Pagano suggested an addition to the ETD Guidelines.

**Mini-Grant Status:** Carol Richardson indicated that possibly funds should be expended on the Website in lieu of mini-grants for the time being. No one objected.

**ETD Guidelines:** Carol Richardson reported that the Guidelines have not been revised at this time. She suggested that they should be revised every two years with the outgoing Division Chair having the responsibility.

#### **ETD Strategic Planning Review of Action Items:**

Dave Dvorak reported that the ETD Strategic Plan is on the Website. There is a session the day after the McGraw Hill Banquet. He suggested that guidance be placed in the plan with priorities for funding. He will bring hard copies to the Get Acquainted Luncheon. Carol suggested scheduling a specific session at the CIEC to do Strategic Planning.

#### **New Business:**

**ETD/ETC Brochure:** Carol Richardson suggested that we produce a brochure to distribute for the purpose of recruiting members. Tony Brizendine moved to spend \$500 to produce a brochure for ETD. Mark Pagano seconded and the motion passed unanimously.

**Future Retiring ETD Officer Awards:** Carol recommended that awards be given to outgoing officers. Carol indicated that the past Chair should be responsible for the presentations.

Ken Rennels indicated that a combined Awards Banquet at CIEC 2005 was done. The three other divisions recognized retiring individuals with their most prestigious awards. ETD did not. He suggested ETD recognize retiring individuals at future CIEC conferences. Ron Rockland suggested an award for an industry person. This would be a good task for one of the Members-at-Large. Ken Rennels moved to create an ET Alumni Career Award for an industry award. Dave Dvorak seconded and the motion passed unanimously.

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

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division