

ETD Executive Committee Meeting Minutes June 18, 2006

The Executive Committee Meeting of the ETD was called to order at 2:25 PM on June 18, 2006 by Ron Rockland, Chair of ETD. Copies of most of the reports of the ETD officers and committee chairs were provided. Attendees were Ron Rockland, Chair of ETD, Ed Tezak, ETD Secretary, Hal Broberg, Vice Chair Programs, Scott Dunning (arrived at 3:15), Assistant Vice Chair for Programs, John Williams, Vice Chair for Information, Carol Richardson, Past Division Chair, Jerry Tapper, Section Reports, Tim Brower, 2006 CIEC ETD Chair, Robert Herrick (arrived at 3:00PM), Tau Alpha Pi, Abi Aghayere, At-large Mini-Grants and Strategic Planning, Warren Hill 2006 ETLI Chair, and Niaz Latif, JET. Jack Waintraub, Tom Hall and Ron Land were present as observers. Frank Gourley arrived at 2:42 PM. Walt Buchanan, ETD Listserv, arrived at 3:45 PM.

Jerry Tapper moved to accept the ETD Executive Committee Meeting Minutes of January 23, 2006. The motion was seconded by Abi Aghayere and approved unanimously.

New Business:

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Ron Rockland presented the Treasurer's Report for Tim Ziegler as of January 23, 2006. The ETD Operating Account (#FO24) has a balance of \$1,010.00. The ETD BASS Account (#FB24) has a balance of \$9,781.99. 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. Carol Richardson moved to accept the Treasurer's report and Scott Dunning seconded. The motion carried unanimously. Carol Richardson suggested that we delay the payment of \$5,000 to ETC until the money from the 2006 CIEC Conference is distributed so as not to lower the BASS account too much.

Program Chair 2006: Hal Broberg reported on the 2006 Annual Conference. A total of 264 abstracts were submitted with 259 accepted. Of these 184 resulted in draft papers. Thirty four sessions were approved by ASEE plus a poster session (not used). This is the same number as 2005 and one less than the record number in 2004. The 2004 final count was 182, 2005 was 167 and 2006 is 157 (27 draft papers rejected primarily due to faculty members not following rules for ASEE format). Four papers were nominated for best paper.

ETD Newsletter: John Williams reported that the electronic Newsletter is up and running at www.engtech.org. Follow "additional links" and "ETD News". The newsletter is hosted at Alfred State College and has a link from the main page. The development of the newsletter is ongoing. The format of the newsletter has changed as a result of student competition in the Information Technology Department and was uploaded to the web. The first newsletter was posted in January. There were no items directly submitted for posting.

ETD Webmaster: Ron Rockland (for Ken Rennels who is stepping down as webmaster) updated the Executive Committee on the status of the ETD Website. The URL is: <http://www.engtech.org> domain name is owned by ETD until March 21, 2013. Cost of the domain name was donated to ETD by Purdue School of Engineering and Technology, IUPUI. Transfer of engtech.org domain should not be an issue. IUPUI will supply the current website file to the new ETD Webmaster.

Walt Buchanan indicated it could be hosted by Texas A&M. Jack Waintraub indicated that he could accept the ETD Webmaster position for one of his people and it could operate until April 2007 until a current grant runs out. Hal Broberg moved that the domain be moved from IUPUI to Texas A&M, with Tom Lyster as the Webmaster. Carol Richardson seconded and the motion carried unanimously. It was suggested that a counter be installed to record the hits on the site.

ETD Listserv: Ron Rockland (for Walt Buchanan) reported on the Listserv Members. There are 3632 total members. There are 2439 at 304 four-year colleges, 976 members at 353 two-year colleges and 217 members at 186 organizations, corporations and government. There are 107 subscribers with non-institutional email addresses. There is the issue of where the listserv should reside. Northeastern is not interested in continuing to be the host. Walt Buchanan, Texas A&M, is attempting to obtain a Sun station to run Unix and continue to use Listproc because all the bugs have been worked out and everyone is used to it. The current software was unable to compile Listproc in Lynx.

Elections: Carol Richardson reported that the electronic election for the division officers resulted in the following:

Vice Chair for Programs: Tim Brower – Oregon Institute of Technology
Secretary: Ed Tezak – Alfred State College
Vice Chair for Newsletter: Jay Porter – Texas A&M
Member-at-Large: Jerry Tapper – Northeastern University

Section Reports: Jerry Tapper reported 9 of 12 Sections sent information about section activities at this time. He sent out numerous requests on the Listserv. He is still having problems getting input. Some individuals sent in too much and others barely enough. It was agreed that the input format needs to be standardized.

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. There will be a Strategic Planning Meeting on Wed 7:00 - 8:00 AM.

There was considerable discussion about elevating the level of papers and possibly having an independent review process and having an "Invited Paper Session". Hal Broberg moved to approve Goal 3, Strategy 3.C: "Develop policy/procedures for quality control of scholarship at ASEE conferences, in

conjunction with ETC.” Abi Aghayere seconded. Ron Land recommended a friendly amendment to improve the two tier review process i.e., accept the recommendation to improve the review process for 2007 and have Scott Dunning develop a plan for implementing the level two review process and present the plan at the 2007 CIEC Conference. The motion passed unanimously. Ron Rockland will take responsibility for follow up with ETC.

Abi Aghayere will strongly encourage Champions to follow up on their respective strategies.

OTHER REPORTS:

ETC Report: Ron Rockland (for Pat Fox) summarized the ETC Annual Report. The following are other ETC highlights of the Fiscal Year 2005-2006:

ETC had its first Engineering Technology Dean’s Round Table meeting which was held October 4, 2005 in Rochester, New York at the end of the ETLI meeting. The meeting was by invitation only and focused on strategic ET leadership issues.

ETC is working collaboratively with the Corporate Member Council (CMC), the Chair of the CMC attended ETC Executive Committee Meetings and the Chair of ETC attends the monthly meetings of CMC. The Chair of ETC currently serves an active role in the Corporate Member Council.

ETC is proposing a reduced membership fee for two-year institutions in order to encourage these institutions to join ASEE. The rate requested will be half the rate for four-year institutions.

ETC and CMC is working with the EDC and ERC for a joint national award that all members of the four councils would be eligible for - the award would be named after Isadore Davis.

ETC members continue to work on strategies to reach ETC strategic goals and update their Strategic Plan.

ETC Chair and Past Chair are making plans to visit NSF.

2006 CIEC: Tim Brower indicated that of the 86 abstracts ETD 63 papers and presentations were selected for presentation for a total of 21 sessions including 2 workshops and 2 panels. There were 104 individuals registered as affiliated with ETD, 68 CED, 38 CIP, 32 CPD and 22 others. There is some indication that the other divisions want to redistribute the proceeds of the conference and spend more money on social activities.

2007 CIEC: Keith V. Johnson’s report indicated 2007 CIEC has 11 Sessions, 73 abstracts, 2 rejected, 7 withdrawn.

2006 ETLI/ Deans Roundtable: ETLI will be held in Salt Lake City on October 7-9, 2006. The conference will be co-hosted by Salt Lake CC, Utah Valley State

College and Brigham Young University. Warren Hill indicated the Roundtable will be held on Friday and renamed the ET Leadership Roundtable. An industry tour to demonstrate ore mining will follow the conference.

Tau Alpha Pi: Bob Herrick reported the 2005 Tau Alpha Pi Annual Student Conference met in concert with the 2005 ETLI Conference at the Rochester Institute of Technology. This is the first occasion of the student conference being linked to the ETLI Conference. The student conference was moved from the ASEE annual conference to ETLI to provide more personal networking opportunities of the student leadership with the Academic leadership and the corporate leadership. The student conference met Friday evening, September 30, 2005; all day Saturday, October 1, 2005 including a joint dinner with the Corporate Member Council and the ETLI leadership; and Sunday, October 2 in the morning. The students were then encouraged to participate in the ETLI Conference. The Student Leadership Conference was blended into the ETLI Conference so there was no cost to Tau Alpha Pi. There were a total of 11 Tau Alpha Pi students attending including 6 from RIT. Low attendance at a national meeting is a major problem. There needs to be a critical mass of student attendance. He would like to see more student participation. He indicated the need for corporate support for students since travel is a real problem. This year's 2006 Tau Alpha Pi Student Conference is again planned on being held jointly with the ETLI Annual Conference in Salt Lake in October.

TAC of ABET: Tony Brizendine is new chair of TAC as of July 2006. It was suggested that in the future the TAC of ABET report should be a function of the ASEE representative on the ABET Board, in this case Tim Ziegler. Approximately 120 programs were visited this past year.

JET: Niaz Latif reported on Jet. He indicated that JET support from ETD this year was 40% of the cost for the first issue and 30% for the Spring issue. Next year the request will be for 25% for each issue and nothing for the following year.

Carol Richardson moved to direct Tim Ziegler to determine if \$503.75 charged to the BASS account can be moved to the Operating Account and to determine if Operating Funds can be used by ETD to provide support to JET. John Williams seconded. Motion carried.

ETD/ETC Brochure: This item has been discussed in the past but no action has been taken since no money has been available. In view of the improved financial situation in ETD Ron Rockland will initiate dialogue with ETC on the brochure.

ETD Awards: ETD awards were discussed and it was determined that an alumni award would be most appropriate to recognize a successful ET graduate. There is the need for a plan.

ETD By-Laws: Ron Rockland discussed the need to adopt changes to the ETD By-Laws for Vice Chair Program, Assistant Program Chair and Vice Chair for Newsletter. There is also the possibility of redefining Member-at-Large duties. Ron will initiate the dialogue.

The meeting was adjourned at 4:10 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division