

ETD Executive Committee Meeting Minutes June 21, 2004

Amended

The Executive Committee Meeting of the ETD was called to order at 2:30 PM on June 21, 2004 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, Hal Broberg, Incoming Assistant Vice Chair for Programs, Frank Gourley, Pat Fox for Mike O'Hair and Walt Buchanan, Ron Rockland, Vice Chair Programs, Ron Land, Assistant Vice Chair Programs, Jerry Tapper, Tim Zeigler, Scott Segalewitz, Tom Hall, Ken Rennels, David Dvorak, John Williams, Tony Trippe, Bob English, Jack Waintraub and Ed Tezak, incoming Secretary ETD.

Jerry Tapper moved to accept the ETD Executive Committee Meeting Minutes of February 2, 2004, as amended, which were recorded by John Stratton acting for Secretary Rosida Coomar. Motion was seconded by Ron Land and approved unanimously. Carol will post the February minutes on the ETD Web site.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Tony Brizendine presented the Treasurer's Report as of May 31, 2004. The ETD Operating Account (#FO24) has a balance of \$2306.32. The ETD BASS Account (#FB24) has a balance of \$8067.42. The transaction for 40% payment of JET issue has not been posted.

Program Chair: Ron Rockland and Ron Land reported that the numerical score will continue to be used to help evaluate the quality of papers by reviewers. Thirty six sessions were filled with 158 accepted papers, 11% of the ASEE total. The concept of using "Super Reviewers" to break ties to determine acceptance of papers worked well. Recommendations and comments were presented and are contained in the written report. Carol commended both Ron's on their efforts.

ETD Newsletter: Scott Seigalewitz reported that the newsletter is on the University of Dayton Website. Scott will work with John Williams to effect the transition of duties as the new Vice Chair for Newsletters.

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.eng.tech.org> and will be in place by the time conference attendees return from the Annual ASEE Conference.

ETD Listserv: Pat Fox provided a copy of Walt Buchanan's Listserv Members. There are 2116 members at 4-year colleges, 884 at 2-year colleges and 171 members at organizations, corporations and government.

Section Reports: Jerome Trapper reported 8 of 12 Sections sent information about section activities. This is up from 4 on his last solicitation. His biggest problem is getting last minute input. His plea is, "Whatever you are doing... We want to know about it!!!"

ETD Strategic Plan: Dave Dvorak provided the update of the Strategic Plan, specifically the three goals identified for the Division. The goals are:

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

Strategies need to be developed as well as champions for each. Dave thanked Tom Hall for his work.

OTHER REPORTS:

ETC Report: Pat Fox, representing Mike O'Hair, discussed the ETC Meeting in Nashville that developed the 5 ETC Goals. The ETC Business Meeting will go over strategy for goals and review ETC Program located on the ASEE Web Site.

2004 CIEC: Tom Hall, reporting for Carlos Ortiz, indicated that 61 individuals from ETD attended and presented 30 papers at 9 sessions.

2005 CIEC: Tom Hall, Program Chair for CIEC 2005, reported that 59 abstracts were submitted for the 12 technical sessions. He indicated that this is an opportunity to get money based on the number attending. There will not be individual awards banquets for each division. The ETD Division might want to move a major award to be presented at the common banquet. Pat Fox suggested the creation of a new award vice moving one from the Annual Conference. Carol will work out a proposal for initiating recognition. The 2006 CIEC will be New Orleans.

TAC of ABET: Mark Pagano reported there were 92 programs at 42 institutions visited during the 2003-2004 cycle. Of these, 53 programs at 21 institutions chose to be evaluated with TC2K. The 2004-2005 cycle will visit 118 programs at 51 institutions. A total of 19 sets of program criteria have been approved to date.

JET: Tim Zeigler reported the Spring issue went out on time. JET needs the 40% funding from ETD in order to pay its bills. The goal is to build a reserve of \$11,000 so that the ETD support could be reduced. Fall 05 will feature ET Grad Programs edited by Al McHenry. Publication cost for the Fall 2003 issue was \$11,322 vice income of \$11,324 whereas the Spring 2004 cost was \$10,176 vice \$12,735.

Tau Alpha Pi: No Report. Barry Lunt is new chair and was not at this meeting since he was at a separate meeting at another location for Tau Alpha Pi students of which only 7 came.

ETLI: Dave Dvorak reported there were 49 attendees at the ETLI 2003 conference at ASU, East in Mesa. ETLI 2004 will be hosted by the University of Houston October 23-26. They are trying to refocus future ETLI meetings by

looking at partnering with 2 year schools in the immediate vicinity of the conference site in order to increase involvement.

ETD Award Winners: A listing of ETD Award Winners was passed out. It listed:

Robert Mott – James H. McGraw
Ronald H. Rockland – Frederick J. Berger
Lawrence Wolfe – Distinguished Service Citation
Lucy C. Morse, William Troxler and Jack L. Weintraub – ASEE Fellows

Nominations Report: New ETD officers were recognized. They include Hal Broberg (IPFW), Assistant Vice Chair for Programs, John Williams (Alfred State), Vice Chair for Newsletters, Jerome Tapper (Northeastern) Member at Large and Ed Tezak (Alfred State) ETD Secretary. Mark Pagano will remain Chair of Nominating Committee for the new officers to be elected next year.

ETD Long Range Planning Committee: Frank Gourley passed the attached minutes of the Long-Range Planning Committee.

Old Business:

Membership Initiatives: Efforts to recruit 2-year schools needs emphasis. Listserv and ETD Web site need emphasis. It was suggested to cross reference the ETD listserv with the ETD Membership list and recruit those who are on the listserv but not members of ETD.

Financing ETD & JETS: The financial position of the ETD Division is improving. We had shut down Mini-Grants as one means to improve the financial health of the division. We still need to pay \$10,000 for the ETD share of the McGraw Award. ETC has paid their share. The ETD share of the CIEC Conference distribution will help the division. The new dues structure appears to be helping this year.

Mini-Grants: The consensus of the Executive Committee was to continue to suspend the Mini-Grant program for the time being to concentrate on helping JETS become more self sufficient and start contributing to the McGraw Award endowment.

ETD Strategic Planning: Dave Dvorak invited everyone to the session on Strategic Planning scheduled for Monday.

The Meeting was adjourned at 4:30 PM.

Respectfully Submitted,

Edward G. Tezak
Secretary
Engineering Technology Division