

## ETD Business Meeting Minutes 24 June 2008

The Business Meeting of the ETD was called to order at 1:30 PM on June 24, 2008 by Scott Dunning, Chair of ETD. Copies of the February 14, 2008 minutes from the CIEC Business Meeting were provided.

Jerry Tapper moved to accept the ETD Executive Committee Meeting Minutes of February 14, 2008. The motion was seconded by Ron Rockland and approved unanimously.

### **New Business:**

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

**Treasurer's Report:** Ken Rennels gave the Treasurer's Report as of June 22, 2008. The ETD Operating Account (#FO24) has a balance of \$1,010.00. The ETD BASS Account (#FB24) has a balance of \$28,554.46. There is \$200 due to Frank Gourley. We are obligated to make one more payment to JET. Mark Farrell moved to accept the Treasurer's report and seconded by John Kudlac. The motion carried unanimously.

**Program Chair 2008:** Tim Brower reported that a total of 160 Final Papers are listed for publication and presentation at the annual conference in 34 technical sessions. A summary of the evolution of papers from abstract submittal to final paper follows:

• Abstracts submitted:	260
• Abstracts rejected:	8
• Abstracts stranded without submitting draft paper:	45
• Abstracts and draft papers withdrawn by author:	24
• Draft papers submitted:	183
• Draft papers rejected:	7
• Final papers submitted:	176
• Final papers eliminated by ASEE due to non fee payment or withdrawn by author:	16
• Final papers in program:	160

Next year "Invited Paper" initiative will be tried again. Last year we tried this but none were accepted.

**ETD Newsletter/ETD Webmaster:** Jay Porter reported that he continued to maintain and update the website at the request of the various societies. The updates include:

- Creating a JET website to be maintained as part of the webmaster's duties.
- Creating an archive of meeting minutes at the request of ETECDHA and ETD. These archives are accessible from respective organization link on the website.

- Updating conference website links as necessary.
- Adding information on the ECETDHA grants.
- Updating bylaw info, etc as it was given to him. Items that might be out of date:
- - o ETD Officers (2007-2008)
  - o ETD Strategic Plan (June 2007)
  - o ETC Board Members (2006-2007)
  - o ETC Strategic Plan (2006)
  - o ETLI Officers (2006)
  - o ETLI Minutes (June 2007)

Jay discussed putting together the first electronic newsletter. The Executive Board identified the following individuals to take responsibility for a 2 to 3 paragraph write-up (w/ pictures):

- - o ETD – Scott Dunning
  - o ETC – Tom Hall
  - o ETLI – Ken Rennels
  - o ECETDHA – Ron Land
  - o METDHC – Tim Brower
  - o TAP – Jay Porter
  - o JET – Sohail Anwar
  - o Berger & McGraw Awards Ed Tezak (Pictures)
  - o CIEC - Paul Villeneuve
  - o Promotional Material – Ron Rockland contact Sinclair

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 3721 total members. There are 2625 at 337 four-year colleges, 1008 members at 356 two-year colleges and 238 members at 204 organizations, corporations and government.

**Elections:** Ron Rockland's reported that the electronic election for the division officers resulted in the following:

Assistant Vice Chair, Programs	Charles Bachman
Secretary	Ed Tezak
Vice Chair for Newsletter	Jay Porter
Member at Large	Marilyn Dyrud

**Section Reports:** Jerry Tapper reported that after 3 Activities Calls 12 of 12 Sections sent information about section activities. This is the first time in over 6 years that he received something from every section. As agreed upon previously the new format for input was reduced. He announced that Marilyn Dyrud will take over Section Reports. In the future the report will be linked to the ETD WebSite. Jerry will forward his archived reports.

**ETD Strategic Plan:** Keith Johnson reported on Goal #1 that was developed at the CIEC Conference in February. This included a table that summarized Goal 1 and the various *strategies* associated with that goal (Specific individuals or groups were identified to serve as *champions* in implementing the action items associated with the strategy. *Timeframes* have also been established for each strategy, and the *status* and/or *evidence* of each strategy is noted.)

In addition, the report supported the Establishment and Advertisement of an ETD “Invited Paper” Session and establishment of a Division Best Paper Award.

## **OTHER REPORTS:**

**PIC II Chair:** Ed Tezak reported for Carol Richardson. We provided her with the new ETD By-Laws that were revised and approved June 26, 2007 so they can be taken for the ASEE Board for approval.

Carol Richardson recommended we use the BASS Account to have a monetary award for the Best Paper in the Division. Jerry Tapper moved to create an ETD Best Paper Award in the amount of \$750 in accordance with ASEE Guidelines. Ken Rennels seconded and the motion passed unanimously. The Vice Chair for Programs in consultation with the Assistant Vice Chair for Programs is in the best position to make the final decision and make the presentation at the author at the ETD Business Meeting on Tuesday of the Annual Conference.

There was discussion that the number of technical sessions for next year will be reduced. Carol reported that it will be based on the number of abstracts submitted.

There is a proposal sponsored by the ASEE President James Melsa and others entitled “Strengthening the Performance of Engineering and Technology Educators Across the Disciplines (SPEED)”. This program will help new tenure-track engineering and technology faculty be better prepared to take on their educational mission. These educators would be certified as an Educational Engineering and Technology Scholar once they complete the SPEED Program.

All divisions can only have technical sessions if full papers are submitted. In the past some divisions only required an abstract. This will not have any effect on ETD since that is already required.

**ETC Report:** Walt Buchanan invited everyone to the ETC Board meeting in Room 403 to be updated on ETC.

**2008 CIEC:** Mike Dyrenfurth sent his report on the problem of constraints. Ed Tezak gave the following summary. There were 16 sessions scheduled. brainstorm and then help promote. He suggested we consider a scheme to promote continuity perhaps a two year rotation.

Per Luther Epting's data at Wednesday Feb 13, attendance at the New Orleans CIEC consisted of: 271 attendees not including 31 companions, 56 of those were ETD participants.

Janet Dong, Cincinnati, will be next year's Chair.

**2009 CIEC:** Paul Villeneuve reported that the sessions are maxed out. The first week of February is planned. The hotel is the Royal Plaza Hotel.

**TAC of ABET:** Scott Dunning reported that 56 visits are scheduled for the coming year. Last year was the lowest number of visits in recent years. This past year approximately 52% got 6 year general reviews and 45 of 48 received interim reports and not interim visits. The pool of TAC evaluators is down. Scott encouraged members of ETD to volunteer.

**Tau Alpha Pi:** No Report. Jay Porter indicated that 3 students will be presenting the first ever paper competition Wednesday at 4:30 PM in Rm 316.

**JET:** Sohail Anwar reported that 1100 copies of the Spring 08 were printed at a cost of \$11,000. ETD members received 800 of these. For others the cost was \$25 for two issues. There are now five manuscripts per issue, up one since ETD wanted to see more opportunities for faculty to publish. JET has two new initiatives involving electronic submission of manuscripts and electronic reviews.

#### **New Business:**

Pat Fox working on the Engineering Technology Trends and Developments Survey. ETC has approved \$750 and she is asking for ETD to match that amount. Walt Buchanan moved to approve \$750 for the Trends Survey. Frank Hart seconded and the motion passed unanimously.

Frank Gourley reminded ETD of the website containing the Directory of Engineering Technology Institutions and Programs. The URL is [WWW.ETD.WVUTECH.EDU](http://WWW.ETD.WVUTECH.EDU)

Phil Dunn moved for adjournment, The motion was seconded by Jerry Tapper.

The meeting was adjourned at 1:58 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division