

## ETD Business Meeting Minutes 28 June 2011

The Business Meeting of the ETD was called to order at 12:30 PM on June 28, 2011 by John Williams, Chair of ETD.

Frank Hart moved to accept the ETD Business Meeting Minutes of February 3, 2011. The motion was seconded by Ken Rennels and approved unanimously.

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

**Treasurer's Report:** Ken Rennels gave the Treasurer's Report as of March 31, 2011. The ETD Operating Account (#FO24) has a balance of \$668.00. The amount was reduced last year by ASEE due to reallocation based on \$1.00 per member. The amount used to be \$1010, now it was \$684. The ETD BASS Account (#FB24) has a balance of \$48,375.43. Balances are as of March 31, 2011. Jeff Ray moved to accept the Treasurer's report and Ron Land seconded. The motion carried unanimously. The ETD share of income from the CIEC Conference was \$5069 which will be added to the BASS Account. It was noted that the Executive Committee agreed that Mini-grants will be reinstated.

**Program Chair 2011:** Ed Tezak reported for Omer Farook on the 2011 Annual Conference. A total of 195 abstracts were submitted, 1 rejected. There were 155 reviewers. Forty nine total sessions are scheduled. This is up from 43 last year but seven additional sessions that were requested were denied by the ASEE Board. There were 141 papers submitted, 125 were published, 21 withdrawals and 32 were not submitted. Thirty two technical sessions were approved by ASEE for ETD and 2 for IT/IET along with 15 others (meetings, meals, etc). There is one poster session. In response to discussion at the Executive Committee meeting with respect to selection rate of abstracts to accepted papers Mike Dyrenfurth reported on the ERM Division. There were 229 abstracts submitted to ERM for this conference, 142 abstracts were accepted, 77 were rejected and 10 were transferred to another division. This was on par with previous ERM acceptance rates. Of those 142 accepted abstracts, 99 papers were ultimately slated for presentation, 26 did not finish, 14 were withdrawn, and the rest were rejected or transferred to other divisions.

**Vice Chair Communications:** Jay Porter reported on the following: The Engineering Technology Division page is operational and can be found at <http://www.engtech.org>. Revisions are done twice a year. He suggested ETD members visit the website periodically to keep up with the ET National Forum and other ETD issues. All affiliations of the division are listed. Last year he established a forum where issues could be discussed. Since there was virtually no activity the site will be discontinued.

The ETD site requires continuous maintenance and he is asking the officers from the represented groups (ETD, ETC, ETLI, and ECETDHA) as well as other ETD members to continue monitoring the website and sending him updates as required at [porter@entc.tamu.edu](mailto:porter@entc.tamu.edu)

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4065 total members including 61 from Canada. There are 2670 at 378 four-year colleges, 1045 members at 341 two-year colleges and 350 members at 305 organizations, corporations and government. There are 197 subscribers with non-institutional email addresses.

**Member-at-Large:** Ed Tezak reported for Marilyn Dyrud. For the past year, she was charged with two tasks: to contact Larry Wolf about being historian and to design a new logo for ETD. As reported at the CIEC meeting, Larry has graciously accepted the position of historian. Archives are at Northeastern. Marilyn will contact Larry and establish a timeline and proposed plan for transfer. Work on the logo has been stalled, due to the need for new design software. She recently acquired Adobe CS5, which should allow for more creativity and flexibility. She plans to develop several options this summer.

**Guidelines and By-Laws:** Mike Dyrenfurth, Member-at-Large, reported the revised ETD Guidelines and the By-Laws are ready for dissemination to the membership. Mike will send copies to Dwight Wardell after he incorporates the revisions recommended by JET. The By-Laws need to be changed first followed by the Guidelines. The Guidelines and By-Laws will be posted on the ETD Listserv for comments. The membership must vote on the By-Laws then the By-Laws will be forwarded to the ASEE Board for approval. Then the Guidelines may be adopted at a future business meeting.

**Elections:** John Williams reported the following on the ETD Elections. The ETD Election was posted on the website (<http://web.njit.edu/~rockland/ETDvote.htm>), and 135 ETD members voted. Scott Dunning said we owe special thanks to Ron Rockland for his support in handling the website.

The winning candidates were:

Chair, ETD	Tim Ziegler
Assist. Vice-Chair, Programs	Rasoul Saneifard
Treasurer	Ken Rennels
Member at Large	Fred Walker
Vice Chair, ETD Program for CIEC	Babak Beheshti

**ETD Strategic Plan:** Bob Herrick reported that the ET National Forum action chairs continue to meet routinely between conferences (ASEE, CIEC, and ETLI), and there several significant activities under way. The plan is to provide updates at each of the major meetings. Jeff Ray and others met with new Executive Director, Norman Fortenberry, who provided a list of contacts and provided suggestions on how to achieve ETD goals. Guidance included putting a positive spin on how ET grads can serve the country. ETC/ETD needs to develop a white paper, no longer than 2 pages, on hiring ET Grads. This appears to provide an opportunity to place an emphasis on hiring 2-yr grads. The industry survey conducted by Ron Land provided data indicating they hire ET as Engineers. Indications are that ET grads are recognized as performing well in engineering positions. Ron will periodically remind ETD members to ask their advisory board

members to complete the survey on-line and will keep a running summary of the data. Right now the Engineering job classification at OPM does not recognize Engineer Technology graduates as qualified for engineering positions. OPM will not look at standards unless employers and agencies want a change. Mark Pagano approached NASA to write a letter and wants to get other agencies to write in support of hiring ET grads. If anyone has any contacts please send the information to Mark. Mark will develop a template for the letters with the wording that we would like included. Frank Hart suggested using some of our funds to support travel to support this effort. There was consensus agreement.

#### **OTHER REPORTS:**

**PIC II Chair:** Ann Saterbak reported there are a record 3700 attendees at the conference and that all exhibits slots but one were filled. She solicited input on the performance on Monolith. Input should be sent to John Williams. She encouraged the division to spend down the BASS Account. She offered a number of suggestions and encouraged identifying one or more best paper awards. The PIC Chairs have developed a rubric for best papers. John reinforced the idea of identifying a best paper. John has the rubric from Ann for use in evaluation. Monolith can rank papers based on the scores from the reviewers. She announced that identical papers cannot be published in different venues, i.e., section and national meetings. Cathy Skokan was introduced as the new PIC Chair for the next three years. Abi Aghayere noted that JET did not appear to get the same recognition as JEE.

**ETC Report:** Bob Herrick reported that the main focus of ETC has been the ET National Forum. Jeff Ray reported that ETC will vote on the ETC By-Laws at the Council meeting today. ABET representatives will be meeting at the ETC Business Meeting.

**2011 CIEC:** Gary Steffen reported on the CIEC Conference held in San Antonio, TX on February 2-4, 2011. There were 11 technical sessions containing 51 presentations (30 papers and 21 abstracts) scheduled. Because of the inclement weather affecting a majority of the United States, including San Antonio, many presenters were unable to attend. A total of 38 technical presentations were given. The ETD share of the revenue at the CIEC Conference was \$5069.

**2012 CIEC:** Ken Burbank reported on the CIEC Conference in Orlando, FL, at the Hilton Walt Disney World Resort Feb 1-3, 2012. Abstracts will be due in August. Tuesday will feature a free "Writing for Publication" workshop. ET Forum will be Tuesday afternoon.

**TAC of ABET:** ETC and ETD are working on rewording the mission. There is discussion of a possible name change to ETAC. ETC will have TAC/ABET discussions at its meeting scheduled this week.

**Tau Alpha Pi:** John Williams announced the ETD Division Chair will now sit on the Tau Alpha Pi Board. Tau Alpha Pi will meet Wednesday.

**JET:** Abi Aghayere, Editor in Chief, reported on JET. Vlad Genis is the new Manuscript Editor (email) The New Executive Director of ASEE, Norman Fortenberry, wrote a guest editorial in the Spring issue of JET. There was some discussion on page charges.

**NEW BUSINESS:**

**ABET Academic Advisory Meeting:** Jeff Ray and John Williams have been representing ET in two meetings with ABET. The cost of visits is being investigated. They are looking at the format and page limits for the self-study as well as Criterion 2&3 and value of these.

**MISC:** John mentioned a few items that need to be addressed by the division including: strategic plan, membership, mini-grants, best papers, PIC Grants and page charges.

The meeting was adjourned at 2:05 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division