

## ETD Business Meeting Minutes 3 February 2011

The Business Meeting of the ETD was called to order at 7:50 AM on February 3, 2011 by John Williams, Chair of ETD.

Ken Burbank moved to accept the ETD Business Meeting Minutes of June 22, 2010. The motion was seconded by Michael Dyrenfurth and approved unanimously.

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

**Treasurer's Report:** Ken Rennels gave the Treasurer's Report as of January 31, 2011. The ETD Operating Account (#FO24) has a balance of \$668.00. This is a "use or lose" account. The amount was reduced last year by ASEE due to reallocation based on \$1.00 per member. The amount used to be \$1010. The ETD BASS Account (#FB24) has a balance of \$46,358.69. Balances are as of December 31, 2010. Sources of income are dues and income from this conference. Jeff Ray moved to accept the Treasurer's report and Walt Buchanan seconded. The motion carried unanimously.

**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, 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. Paper reviewer assignments will be completed February 5, 2011 and additional reviewers are requested.

**Vice Chair Communications:** Ed Tezak reported for Jay Porter.

The Engineering Technology Division page is still operational and can be found at <http://www.engtech.org>.

Last January, the new forums site was created for use by ETD and its affiliates. Currently, the forum has eight members but is not being actively used. If any ETD sub-groups would like to try it as a communication tool for their activities, please let Jay know and he will work with you to see if it can fit your needs. As a reminder, the forum can be accessed from the engtech.org website or directly at <http://engineering-technology-division-forum.socialgo.com>. The registration code is **engtech**.

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4072 total members. There are 2685 at 380 four-year colleges, 1034 members at 345 two-year colleges and 353 members at 299 organizations, corporations and government. There are 198 subscribers with non-institutional email addresses. There are now 52 countries represented.

**Elections:** Scott Dunning was not present. John Williams announced that balloting will end on 28 February. John encouraged members to vote.

Positions to be filled and candidates:

Division Chair: Omer Farook & Tim Zeigler  
Assistant Vice-Chair, Programs: Rasoul Saneifard  
Treasurer: Ken Rennels & Ali Eydgahi  
Member-at-Large: Fred Walker & Michael Kozak  
Chair Elect CIEC ETD: Babak Beheshi

**Member-at-Large:** Marilyn Dyrud reported that she successfully approached Larry Wolf as a possible historian/archivist. He graciously agreed. Larry asked for help in locating historical/archive material. John Williams thanked Larry for his volunteering and welcomed him.

Marilyn has created several potential logos for ETD to be used in marketing activities.

**Guidelines and By-Laws:** Mike Dyrenfurth, Member-at-Large, reported on the revised ETD Guidelines and the By-Laws. He met with a couple members of the Executive Committee and they agreed on the draft proposal. The proposed revised version will be posted on the ETD Website. In addition, the Guidelines will be sent to the membership for comment via the ETD Listserv. After review of the comments the final proposed version will be sent to the membership for a vote prior to the Annual ASEE Conference in June 2011.

His other main effort was to organize an Interactive Panel of experts to discuss what Engineering Technology Departments should be doing about innovation. He encouraged members to take ideas home from the panel.

**ETD Strategic Plan:** The plan is currently on hold awaiting action of the national ET National Forum. Bob Herrick gave a brief history of the ET Forum and indicated that effort will continue with four Forum initiatives. Follow up of the ET Forum at the CIEC Conference will continue at the ASEE Annual Meeting in June and the ETLI Conference in the Fall of 2011. There will be a report out every three months. Tom Hall created a survey for engineering institution. ET was added at a later date. One hundred engineering institutions and 100 ET institutions were surveyed. Survey response was weak from ET with only 7 responses out of 100. Engineering response was 70/100. Bob Herrick indicated that The ET community needs to be more responsive to these types of efforts. As a follow-up Ron Land created a survey to be posted on the ETD Website which will be used to generate data to be used to support ET efforts and initiatives. He will send our reminders every two weeks to CIEC Conference participants to access the survey. Participants were encouraged to approach their Industrial Advisory Committees for input.

## **OTHER REPORTS:**

**PIC II Chair:** Ann Saterbak was not present. John Williams provided information that Ann had sent him. Monolith is functioning but did not fix Smoothpaper problems. She reported that half of the divisions had a reduction in the number of sessions that they had requested for the annual summer meeting. There was also a reduction in workshops and Distinguished Lecturers.

John Williams announced that a Best Paper Award Summary Sheet is to be used ASEE wide. John will speak to Ann Saterbak, PIC II Chair, about implementation of the Best Paper Rubric. Attendees were asked to nominate best papers if they are acting as a reviewer.

**ETC Report:** Frank Hart encouraged support of ET Forum initiatives. He suggested getting Industrial Advisory Board members to help get the data. ABET met with representatives of ETC and ETD to see how they could help. ABET asked for two members from each to attend ABET Meeting. Frank Hart and John Williams attended. Frank also presented session on how ABET could help ET. His retroactive report for ETD is recorded in the Executive Committee Minutes at this conference.

**ASEE HQ:** Lyle Fiesel, Acting Director ASEE, made an appearance at the meeting. He reported that the ASEE Board has interviewed candidates and will have a decision by the end of March.

**2011 CIEC:** Gary Steffen reported that there are fifteen sessions scheduled. There are 30 papers and 53 presentations planned and 3 special sessions, ET Forum, ABET Harmonization and a Joint CIP presentation. Possible extra sessions will be scheduled on Friday to accommodate those presenters who had problems getting here due to weather. Gary reported preliminary registration included 247 total participants of which 65 were ETD and 90 plus with no affiliation. There were 28 new individuals who were presenting in ETD session that Gary is counting as ETD participants since that has an impact on ETDs share of the profits of the conference.

**TAC of ABET:** Warren Hill, TAC Chair, reported that TAC & rest of the commissions are preparing training material for evaluators. The next visits will be conducted under the revised criteria as well as the revised self-study. Warren asked that those preparing their self-study let him know of any issues that surface. ABET is trying to align the self-study with the criteria. They have tossed out extraneous material, e.g., they have reduced the number of tables in Appendix D from 4 to 2. Last year TAC evaluated 161 programs at 69 institutions, 5 of which were international. As more international programs request ABET accreditation it will place more of a burden on volunteer evaluators since a longer time commitment will be involved. He solicited interest in becoming a commissioner. Since TC2K the trend has been to require more interim reports vice "not to accredit" new programs or "show causes". TAC is looking to the possibility of changing its name to ETAC.

**Tau Alpha Pi:** John Williams reported that there are 91 active chapters with 550 active student members. He solicited volunteers to serve on the Board. The ETD and ETC Chairs now sits on the Tau Alpha Pi Board.

**JET:** Abi Aghayere announced that JET is doing well. A special publication is under consideration for an issue on the future of ET. Tom Hall and Niaz Latif are in charge. Marilyn Dyrud has recently been added to the Board as the Publishing Editor. Abi is taking over as the overall Editor and Sohail Anwar will move to Past Editor. Abi put out a plea for a manuscript Editor to enter the Board by the June meeting. Tom Hall reported after the meeting that JET projected balance as of Jan 13, 2011 was \$76,046.92.

**Membership:** John Williams mentioned we have money to support membership recruitment. He solicited ideas. Walt Buchanan mentioned the Mini-grant Program as a possibility of targeting junior faculty. Carl Lundgran suggested getting students to co-author and present at conferences and pay for them. Creating a brochure was suggested which included a mission statement that could be handed out. ETD student chapters were also mentioned. Bob Herrick said ETD needs to advertise to our membership what we are doing with the ET Forum, e.g., contacting congressmen & senators to educate them about ET and Personnel Management to redefine recognized positions so that our graduates would qualify for hiring in various government positions.

**ETLI:** Walt Buchanan passed out a flyer for ETLI to be held at Texas A&M in November 2011. He encouraged participation.

**CIEC 2012:** Contact Ken Burbank for ideas such as innovation, success stories, etc. for the next CIEC.

John recommended that reservations at Vancouver need to be done now.

The meeting was adjourned at 8:45 AM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division