

## ETD Executive Committee Meeting Minutes 1 February 2010

The Executive Committee Meeting of the ETD was called to order at 1:00 PM on February 1, 2010 by John Williams, Chair of ETD, in Palm Springs, CA. Attendees were Scott Dunning, Past Chair of ETD, Ed Tezak, Secretary, Ken Rennels, Treasurer, Omer Farook, Assistant Vice Chair for Programs, Walt Buchanan, ETD Listserv, Tom Hall, ETC Chair, Ex Officio, Marilyn Dyrud, Member-at-Large/Section Reports, Mike Dyrenfurth, Member-at-Large, Rasoul Saneifard, 2010 CIEC ETD Chair, Gary Steffen, 2011 CIEC ETD Chair, Jay Porter, Vice Chair, Communications. Jeff Ray, Ron Land, Scott Danielson, Tom Seybert, Niaz Latif, Mark Pagano, ET Forum, Bob Herrick, ET Forum, Tony Gregory, Chair, ETLI Board and Paul Villeneuve, CIEC General Conference Chair were also present. Charles Bachman, Vice Chair Programs and Sohail Anwar, JET Editor were absent.

Ken Rennels moved to accept the ETD Executive Committee Meeting Minutes of June 14, 2009. The motion was seconded by Mike Dyrenfurth and approved unanimously.

### **New Business:**

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

**Treasurer's Report:** Ken Rennels gave the Treasurer's Report as of February 1, 2010. The ETD Operating Account (#FO24) has a balance of \$1100.00. This is a "use or lose" account. The ETD BASS Account (#FB24) has a balance of \$30,122.23. Balances are as of October 31, 2009. Dues income from October to December is yet to be posted by ASEE. There were no expenditures since 31 October. Dues income is down due to a drop in membership. Mike Dyrenfurth moved to accept the Treasurer's report and Omer Farook seconded. The motion carried unanimously.

**Program Chair 2010:** Omer Farook reported for Charles Bachman, on the 2010 Annual Conference. A total of 140 abstracts were submitted, 5 rejected. Forty three total sessions are scheduled. There were 102 papers submitted, 10 withdrawals and 23 were not submitted. Twenty seven technical sessions were approved by ASEE for ETD and 3 for IT/IET along with 13 others (meetings, meals, etc). Paper reviewer assignments will be completed by the time of the CIEC meeting and additional reviewers are requested.

**Vice Chair Communications:** Jay Porter reported the ETD page is still operational and can be found at (<http://www.engtech.org>). The page requires continued maintenance and so he is asking the officers from the represented groups (ETD, ETC, ETLI, and ECETDHA) to continue monitoring the website and sending him ([porter@entc.tamu.edu](mailto:porter@entc.tamu.edu)) updates as required.

In June, the continued publication of a newsletter was discussed. At that time, it was suggested that in lieu of a newsletter, Jay look at the creation of an

interactive web resource where the individual organizations could post information, questions, etc... It is a social networking site, a free online resource, operated by a third party. Jay has created a forums site that can be used by ETD and its affiliates to interact. He considers this an experiment and time will tell if it is going to be used or not. The forums support web-based posting of topics with the ability to reply and start threads, an ability to post pictures that are relevant to ETD, and an ability to post events. Review of the new forums page can be accessed from the engtech.org website or directly at <http://engineering-technology-division-forum.socialgo.com>. The access code is **engtech**.

#### Items for discussion

- Still need ETD pictures that can be used on the website.
- Tom Hall asked if a notice would be sent whenever anyone posted an item.
- Jay needs several updates for the site including:
  - o Check ETD Officer List
  - o ETD Sections Activity Report – need Feb and June 2009 reports
  - o Check ETC Officer List
  - o ETLI 2010 Web Link
  - o ETLI Officers/Bylaws/EXCOM Members links are very out of date
  - o ECETDHA 2009 Membership List

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4035 total members. There are 2702 at 366 four-year colleges, 1004 members at 346 two-year colleges and 329 members at 279 organizations, corporations and government. There are 195 subscribers with non-institutional email addresses. There are now 50 countries represented.

**Elections:** Scott Dunning indicated that he will initiate action on officer elections within the next week. Positions to be filled are:

Assistant Vice-Chair, Programs  
Vice-Chair for Newsletters/Webmaster  
Secretary  
Member-at-Large  
Chair Elect CIEC ETD

**Section Reports:** Marilyn Dyrud, Member-at-Large, reported 4 of 12 Sections sent information about section activities at this time. She will send out a call for “official” section representatives. She is looking for suggestions on how we might get better feedback. The major question is whether there is any value in trying to get these reports. There was much discussion on how to identify section representatives.

**Guidelines and By-Laws:** Mike Dyrenfurth, Member-at-Large, reported on the 54 page ETD Guidelines and the By-Laws. In the process he generated a series of questions vis-à-vis ETD membership. They included demographics, i.e., 2 and 4-year faculty, age, regional participation and length of membership. Other issues

dealt with attraction of members, services, trends, vision, mission, goals, commitment and history of ETD graduates.

There are inconsistencies between among the By-Laws (2007), Guidelines and practice. Therefore, he will mark these up the guidelines and post them for comment and have an update ready for the June meeting. Last Guidelines update was 1997. Mike emphasized the need for continuity and a formalized transition of duties of officers. Mike will contact Carol Richardson to see if she still has the information that Mark Pagano passed to her when she became Division Chair.

He recommended that he and John Williams draft a set of proposed revised By-Laws and share them with the executive committee.

**ETD Strategic Plan:** Next session will be at 3 PM today. The plan is currently on hold awaiting action of the ET National Forum.

#### **OTHER REPORTS:**

**PIC II Chair:** Ann Saterbak was not present. John Williams provided information that Ann had sent him. For next year, ASEE will readjust operating money to each division based on membership. As in the past, \$1/member is allocated. This policy will continue, but since the allocations based on membership numbers have not been updated in a few years, some divisions may notice a difference. Additional funds are allocated based on Division activities. ETD allocation for Operating Funds has been \$1100.

**ETC Report:** Tom Hall reported two things. ETC gained 2 members and lost one. Frank Hart is appointed interim Chair Elect and Ken Burbank is appointed Interim Director. He reported the creation of a standing committee for the National ET Forum and appointed Bob Herrick as Chair. Bob encouraged participation at the ET Forum on Tuesday.

**2010 CIEC:** Rasoul Saneifard reported three workshops had been proposed but only the National Forum II was scheduled. Eleven Sessions were scheduled with one removed. Of the 46 abstracts/papers that were submitted, one was withdrawn, one removed due to double submission and one rejected. As of January 26, 2010 Mike Matthews reported registration included 207 total participants of which 56 were ETD and 32 with no affiliation. He recommended that approximate budget ranges should be allocated for division expenses. Also Dates and times of all meetings should be scheduled at least 4 months prior to the conference.

Paul Villeneuve made a plea for people to consider presenting papers at CIEC since attendance puts money in ETD. ETD needs to ID an assistant for ETD CIEC Chair so they can get up to speed. (This issue will be discussed below under New Business.)

Scott Dunning reported that the CIEC Management team had high marks for Rasoul Saneifard for organizing the ETD portion of the conference.

**TAC of ABET:** Niaz Latif indicated TAC has started the process for assigning evaluators. New training is in place and is underway. Scott Dunning reported that more institutions were found deficient this past year than in the past. Evaluator training is scheduled in Baltimore in April and before the ASEE Annual Conference. Harmonization is coming and documentation will be published tentatively at the October ABET Board Meeting. University of Phoenix is being evaluated for IT at this time by CAC. DeVry is also interested in national accreditation.

**Tau Alpha Pi:** Jay Porter reported that Tau Alpha Pi tried to do a robotics competition but it was cancelled due to lack of interest.

**JET:** Tom Hall reported Sohail Anwar, JET Editor, is setting up a database of reviewers. The issue of plagiarism arose due to an old case where a person submitted a bogus paper and his institution was notified and he was fired. A suit is currently ongoing. ASEE Board is going to try to write guidelines on plagiarism.

JET now has a good data base for subscribers. JET has cleaned up those who have not paid. \$65,000 plus is now in the coffers. Mike Dyrenfurth brought up the idea of indexing.

**ACTION ITEMS:** Starting with the 2009 CIEC Conference Ed Tezak established the concept of Action Items which were to be completed. This is the first conference where these were reviewed to see if the tasks were completed. John Williams reviewed these.

In February 2009 the paper review practice was discussed. Moderator and Program Chair responsibilities were included in the discussion. Ron Rockland (in-charge), Ron Land, Keith Johnson and Pat Fox volunteered to be on the ad hoc committee to develop recommendations on the review practice for ASEE and/or CIEC papers to include Moderator and Program Chair responsibilities. This has not yet occurred. There was discussion of the issue. The practice of super-reviewers was used at one point to be a tie breaker for papers evaluated and ended in a 2-2 tie for approval. As smoothpaper evolved the practice was discontinued.

In February 2009 there was a discussion of combining the Rap Session and the Strategic Planning Session. This is now planned. Tom Hall did ask National Instruments to sponsor the Rap Session/Strategic Planning Meeting at ASEE. They are willing to do so.

Ken Rennels suggested that formalized ACTION ITEMS with responsibilities be added to the minutes.

## **New Business:**

**Award Nominations:** Walt Buchanan noted that solicitations have not resulted in many nominees for ETD awards. He suggested that someone be designated to push awards for ETD members.

Pat Fox announced the approval of the Isadore Davis Award. Four councils and one division had supported this industry award.

**Membership:** Walt Buchanan made a pitch about encouraging people to join ETD. Membership is down from previous years. Over the years it has dropped from over 800 to over 700. He suggested we needed to have a person designated to send out a plea every month on the ETD listserv. Tom Hall brought up the issue of "Contact Memberships". The Deans have an allocation of four such memberships. Some folks are not signing up for ETD even though they get ASEE Membership free. (Follow-up with Dwight Wardell indicated that Contact Memberships pay no dues, including Division dues and there is no mechanism to bill individuals for Division dues. If Divisions want to collect dues from these individuals the initiative has to go from Division Chairs to the PICs and on to the ASEE Board.)

**CIEC Format:** 2015 is probably the first time that the conference might be shortened due to contracts. If ETD wants to push a change a proposal needs to be put forth to the CIEC Board. Scott Dunning is the ETD site-planning Rep. There is an option for someone in ETD to volunteer to be an assistant financial planner.

**Restored ETD Session:** John Williams reported on the restoration of the ETD Session 442 on Thursday. This involves Leah Jamieson and the CCSSIEE (Creating a Culture for Systematic and Scholarly Innovation in Engineering Education) Report Review. This will augment the ET National Forum initiative.

**McGraw Award Banquet:** Frank Hart is looking for an off-site place for the McGraw Award Banquet.

**CIEC Program Chair:** CIEC Program Chair term of office was discussed. There was discussion as to whether a change to the By-Laws would be needed to establish a Chair Elect. Consensus was that it was not necessary unless ETD wanted to make the position a member of the ETD Board. Although the CIEC Chair Elect position did not formally exist Gary Steffen filled that role this past year. Scott Dunning moved to establish a 3-year cycle for the program chair of CIEC, i.e., Program Chair Elect CIEC, Chair and Past Chair to include the attendance of the Chair Elect and Chair at the planning meeting for the upcoming conference. Omer Farook seconded and the motion passed unanimously.

The meeting was adjourned at 3:00 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division