

ETD Executive Committee Meeting Minutes 2 February 2009

The Executive Committee Meeting of the ETD was called to order at 2:30 PM on February 2, 2009 by Scott Dunning, Chair of ETD. Attendees were Scott Dunning, Chair of ETD, Ed Tezak, Secretary, Ken Rennels, Treasurer, Charles Bachman, Assistant Vice Chair for Programs, Tim Ziegler, Vice Chair Programs, Walt Buchanan, ETD Listserv, Tom Hall, ETC Chair, Marilyn Dyrud, Member-at-Large/Section Reports, Keith Johnson, Member-at-Large/Strategic Planning, , Janet Dong, 2009 CIEC ETD Chair, Sohail Anwar, JET Editor, Paul Villeneuve, CIEC Assistant General Chair and Ron Rockland, Past ETD Chair. Ron Land, Rich Pfile and Pat Fox were also present.

Ron Rockland moved to accept the ETD Executive Committee Meeting Minutes of June 22, 2008. The motion was seconded by Walt Buchanan and approved unanimously.

New Business:

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Ken Rennels gave the Treasurer's Report as of February 2, 2009. The ETD Operating Account (#FO24) has a balance of \$1010.00. The ETD BASS Account (#FB24) has a balance of \$30,610.71. Balances are as of November 30, 2008. We owe one more payment of about \$3,000 then the ETD obligation will be over. We lost \$49 at 2008 CIEC. It looks as if we will also lose money again this year. Profits from the conference are pro-rate amongst the four divisions. ETD can live on the dues. However, ETD cannot depend on CIEC reimbursement as in the past. We either have to recruit more members, increase CIEC attendance or raise dues if there is a need for funds. Tom Hall moved to accept the Treasurer's report and Ron Land seconded. The motion carried unanimously.

Program Chair 2009: Tim Zeigler reported on the 2009 Annual Conference. A total of 181 abstracts were submitted, 9 rejected, 11 reassigned and 10 abstracts/draft papers withdrawn. Thirty three technical sessions were approved by ASEE plus a poster session along with 11 others (meetings, meals, etc). Thirty paper sessions are projected. There were 60 moderators/co-moderators assigned to Paper sessions and 11 to others. Draft papers are due to be submitted 6 Feb 09.

ETD Newsletter/ETD Webmaster: Jay Porter was not in attendance but submitted his report. Ed Tezak reported for him. The ETD Website (<http://www.engtech.org>) has undergone a major overhaul. Through ET feedback (especially Frank Gourley) the new format has been updated. A newsletter with articles from ETD and affiliate associations has been added and put on line in January. A new JET website was created and tested and is on line and functional. Jay noted a need for pictures that can be used on the ETD website and solicited suggestions. He also wanted to know how often the ETD newsletter should be updated. Frank Gourley sent a set of ETD Guidelines to

Jay that was last updated in 1997. Ed Tezak indicated that he had reviewed the document and that a number of the duties have changed and some job titles had changed. One of the biggest changes was the increase of electronic means of conducting business. The 54 page ETD Guidelines were discussed at length. Scott Dunning will review the ETD Guidelines and assign responsibility for revision. 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.

ETD Listserv: Walt Buchanan reported on the Listserv Members. There are 3915 total members. There are 2645 at 344 four-year colleges, 997 members at 350 two-year colleges and 273 members at 238 organizations, corporations and government. There are 166 subscribers with non-institutional email addresses.

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

Chair	John Williams
Assistant Vice-Chair, Programs	Omer Farook
Treasurer	Kenneth E. Rennels
Member at Large	Michael Dyrenfurth

Section Reports: Marilyn Dyrud reported 3 of 12 Sections sent information about section activities at this time. She sent out three email requests and one post to the ETD Listserv. She is looking for ideas for generating more of a response.

ETD Strategic Plan: Keith Johnson reported on the Strategic Planning. He feels that there might be the need to revise the plan.

OTHER REPORTS:

PIC II Chair: Carol Richardson was not present hence no report.

ETC Report: Tom Hall reported that attendance at ETLI was well attended. Next year it will be at Penn State on the 24th of October. He passed out handouts on the Forum at CIEC on the Future of ET education on February 3, 2009. The plan is that ETLI will extend this discussion in October.

2009 CIEC: Janet Dong reported there are 28 ETD papers in 9 sessions being scheduled. Last year we had 16 sessions. One workshop is scheduled, one panel discussion and one forum with CIP. There are 7 pre-conference meetings. Rasoul Saneifard, Texas Southern University, will be next year's ETD CIEC Program Chair for 2010. There was concern about the fact that he had not been to a CIEC conference. Pat Fox agreed to mentor him. The method of picking the new CIEC Program Chair needs to be revised. At present the second place finisher for Asst-Vice Program Chair for the ASEE Annual Conference has

traditionally been appointed as the ETD Program Chair for CIEC. Scott suggested adding an Assistant Conference Chair for CIEC to the yearly ETD election to act as an understudy to move up the following year as is done for the ASEE Annual Conference. There was much discussion about deadlines and dates for CIEC programs and papers. ETD is the only division that stresses publication of CIEC Conference Proceedings. Ron Rockland, Pat Fox and Scott Dunning will work on setting up the session topics and the submittal timelines.

TAC of ABET: No Report. Tim Zeigler volunteered that he will bring TAC/ABET information to the ASEE meeting. Ken Rennels noted that “harmonizing” is the main issue. Efforts are being made to harmonize criteria and the documents (self study and PEV instructions, etc.). ABET is trying to figure out how to accredit distance learning programs delivered 100% on-line.

Tau Alpha Pi: No Report.

JET: Sohail Anwar, JET Editor, reported that 1125 copies of the Fall 08 issue were printed. This includes ETD members and libraries. Now JET has increased manuscripts from 4 to 5 per issue. They have a 40% acceptance rate. There is increasing focus on applied research which is valuable to the ET community. Based on ET feedback the ET Bibliography will shift from the JET to the ETD website with a link to JET. Starting 2009 ETD will stop supporting JET. JET should be able to sustain itself from here on. Sohail thanked ETD for it's past support.

New Business:

Walt Buchanan commented on the position of Historian. Tom Hulbert is retired and there is a need for someone to take over this responsibility. Frank Gourley was suggested as a possible replacement and Ken Rennels will approach him.

The meeting was adjourned at 4:30 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division