

## ETD Executive Committee Meeting Minutes 22 June 2008

The Executive Committee Meeting of the ETD was called to order at 4:30 PM on June 22, 2008 by Scott Dunning, Chair of ETD. Attendees were Scott Dunning, Chair of ETD, Ed Tezak, Secretary, Ken Rennels, Treasurer, Charles Bachman for Tim Ziegler, Assistant Vice Chair for Programs, Tim Brower, Vice Chair Programs, Walt Buchanan, ETD Listserv/ETC Chair, Jerry Tapper, Section Reports, Paul Villeneuve, Asst Conference Chair for CIEC 2009, Jay Porter, Vice Chair Newsletter/Webmaster, Ron Rockland, Past ETD Chair, Carol Richardson, PIC II Chair and Jeff Ray.

Jerry Tapper moved to accept the ETD Executive Committee Meeting Minutes of February 12, 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. Ron Rockland mentioned that we might consider using the money from the Operating Account for marketing if any is left. Jay Porter moved to accept the Treasurer's report and Jerry Tapper seconded. 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- Abstracts and draft papers withdrawn by author: 24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- Final papers eliminated by ASEE due to non fee payment or withdrawn by author: 16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

None of the 7 submitted "Invited Papers" were accepted. Best paper recommendation was submitted to PIC II Chair Carol Richardson. Tim went into the submitted reviews in SmoothPaper of each of the 8 papers recommended by moderators for best paper and selected "AC 2008-1995: NONCOGNITIVE CHARACTERISTICS OF INCOMING ENGINEERING STUDENTS COMPARED TO INCOMING ENGINEERING TECHNOLOGY STUDENTS: A PRELIMINARY EXAMINATION".

There was discussion about the problem of some reviewers/moderators and authors not doing a very good job at what should have been their responsibilities. On the other hand there were others who had done a superb job. Moreover it was suggested that the ETD Vice Chair for Programs write to the school of the individuals who have done an outstanding job and commend them for their service and performance. In addition, the Vice Chair should send a list to the Assistant Vice Chair for Programs of individuals that did a poor job of moderating/reviewing or author performance.

Several scheduling conflicts were noted and it was suggested that these be addressed for future conferences. A most notable conflict was between ETC and CIEC Board Meetings.

**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 me. 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-ups (w/ pictures) for:

- o ETD – Scott Dunning
- o ETC – Tom Hall
- o ETLI – Ken Rennels

- ECETDHA – Ron Land
- METDHC – Tim Brower
- TAP – Jay Porter
- JET – Sohail Anwar
- Berger & McGraw Awards Ed Tezak (Pictures)
- CIEC - Paul Villeneuve
- 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 election report stated 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.

**ETD Strategic Plan:** Keith Johnson sent in his full report but was not present. 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.

Ken Rennels reported that the current Engineering Technology Division Strategic Plan incorporates the following:

ETD Strategic Plan Goal #1 Strengthen ETD as the organization that supports engineering technology faculty.

Strategy 1 Action Item: Compile a clearinghouse of journals and other publications to be shared with ET faculty.

As one of the champions of this action item, Ken is compiling a list of publications that are acceptable for ET faculty promotion and tenure purposes. Please send

the following information to him directly at [krennels@iupui.edu](mailto:krennels@iupui.edu). Do not reply to the listserv. He will share the results of the feedback.

1. Type of Institution (2-yr, 4-yr)
2. Types of publications recognized for promotion and/or tenure (e.g. referred journals, referred conference proceedings, invited papers, etc.)
3. List of acceptable journals or other publications.
4. Any additional information that would assist in creating a publications clearinghouse to support the ET community.

## **OTHER REPORTS:**

**PIC II Chair:** Carol Richardson needs 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 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 reported Tom Hall will be taking over from Walt at the end of this conference and the Chair Elect is Dhushy Sathianathan.

Walt asked the Board to encourage attendance at the McGraw Dinner which is currently low. ETC Board meeting is tomorrow and everyone is invited to attend.

**2008 CIEC:** Mike Dyrenfurth sent his report on the problem of constraints. Ed Tezak gave the following summary. There were 16 sessions scheduled. Four joint sessions (2 with CIP, 1 with CED and 1 with CPD), another four stand alone

ETD sessions; there were five organizational business related meetings and two meals. 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. Ken Rennels is looking into using the CAPS system for CIEC.

**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.

Jerry Tapper discussed the problem with TAC ABET PEV's. Ken Rennels reported that the issue of inconsistency is being addressed by the ABET Board.

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

**JET:** No Report. Ken Rennels indicated that it appears that JET has money and should be asked whether the last ETD payment can be waived.

**New Business:**

Ken Rennels promoted ETLI Conference being hosted by the Department of Engineering Technology at IUPUI October 18-20, 2008. The theme is "Growing Engineering Technology in a Competitive Environment". The conference will feature a tour of the Indianapolis Motor Speedway Museum and dinner at speedway.

The meeting was adjourned at 6:10 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division