

ETD Executive Committee Meeting Minutes 26 June 2011

The Executive Committee Meeting of the ETD was called to order by John Williams, Chair of ETD, at 2:30 PM, Sunday June 26, 2011 in Vancouver, British Columbia, Canada. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Omer Farook, Vice Chair for Programs, Keith Johnson, Assistant Vice Chair for Programs, Walt Buchanan, ETD Listserv, Marilyn Dyrud, Member-at-Large, Mike Dyrenfurth, Member-at-Large, Ken Burbank, 2012 CIEC ETD Chair, Jay Porter, Vice Chair, Communications, Bob Herrick, ET Forum, Abi Aghayere, JET Editor in Chief and Jeff Ray, ETC Chair. Ron Land, Mark Pagano, Ron Rockland, Jai Agrawal, Owe Petersen, Ben O Uwakweh, and Aram Agajianian were also present.

Mike Dyrenfurth moved to accept the ETD Executive Committee Meeting Minutes of January 31, 2011 as corrected. The motion was seconded by Ron Land 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. There was no activity since the CIEC Conference. 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 \$48,375.43. Balances are as of March 31, 2011. The ETD Board needs to determine how it will be used. Owe Peterson moved to accept the Treasurer's report and Walt Buchanan seconded. The motion carried unanimously. The ETD share of income from the CIEC Conference should be about \$5000.

Program Chair 2011: Omer Farook reported 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. Jay Porter questioned the acceptance rate of abstracts to accepted papers. Omer explained that the biggest problem was with Monolith. There was little control left to the program chairs over the assignment of reviewers in the program. The system is flawed since the backgrounds of the reviewers may not match the topic of the papers. ETD may need to form its own review process. John Williams will go the PIC Meeting and see if he can find out the experience of other divisions.

Vice Chair Communications: Jay Porter reported on the following:
The Engineering Technology Division page is still operational and can be found at <http://www.engtech.org>.

The ETD site requires continued maintenance and 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) updates as required. Items that might currently be out of date include:

- ETD (John Williams)
 - Bylaws (2007)
 - Strategic Plan (2007)
- ETC (Jeff Ray)
 - Board Members (2009-2010)
 - ASEE Website out of date?
 - Bylaws (2004)
 - Strategic Plan (2006)
- ECETDHA (Scott Segalewitz)
 - Bylaws 2008
 - Meeting Minutes (June 2009)
- National ET Forum (Robert Herrick)

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.

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.

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

Member-at-Large: Marilyn Dyrud reported 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. John asked Marilyn to establish a timeline for transfer and a proposed plan. She will contact Larry. 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. The Guidelines and By-Laws should be posted on the ETD Listserv. The By-Laws need to be changed first followed by the Guidelines.

Membership must vote on the By-Laws then they will be forward to the ASEE Board for approval. Then the Guidelines may be adopted at a business meeting. However, he recommends that the ETD Officers interact with the JET Executive to insure that the sections of the Guidelines and By-Laws are consistent with JET practice. He recommended that JET take the initiative to suggest changes.

ETD Strategic Plan: The ETD Strategic Plan is on hold awaiting the formulation of the ETC Plan based on the ET National Forum. Bob Herrick reported the following:

The National ET Forum was formally instituted within ETC as a standing committee at the 2010 ASEE Conference.

The Forum initiative was introduced at the 2008 ETLI by Robert Herrick, Mike O'Hair, and Mark Pagano. At the 2009 CIEC Conference, the Engineering Technology Division (ETD) and the Engineering Technology Council (ETC), in conjunction with the College Industry Partnership (CIP) Division of ASEE held a major Forum to launch a new strategic initiative to help engineering technology (ET) programs across the country to enhance their ability to provide applied engineering talent for the future. The three groups invited ASEE corporate partners to the table to strategize on what initiatives might be pursued to make the largest positive impact on the current and imminent pool of graduates being educated for future technical positions. From this 2009 CIEC Forum, four initial Action Teams were formed with leaders and members. The Forum Action Teams continue to be very active with the leadership telecommunicating between ET National Forum major sessions at ASEE, ETLI, and CIEC conferences.

- Robert Herrick Chair
- Mark Pagano ETC and ETD Initiatives
- Mark Stratton Partnerships with Professional Societies
- Jeff Ray Partnerships with Industries
- John Williams Marketing and Branding

Please refer to the Engineering Technology Web Page for further information about previous activities <http://www.engtech.org/> as well as ongoing activities.

OTHER REPORTS:

PIC II Chair: Ann Saterbak was not present. John Williams will report at the business meeting if Ann cannot be present.

ETC Report: Jeff Ray reported that ETC will vote on the ETC By-Laws at the Council meeting this week. ABET representatives will be meeting at the ETC Business Meeting. The National ET Forum is scheduled Monday.

2011 CIEC: Ed Tezak reported for Gary Steffen 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 conference also included 4 special ETD sessions: ET National Forum, Technical Innovations, ABET Harmonization 2011-2012 and a joint session with CIP. The overall audience attendance to each session was very good. Approximate conference registration was 247 people with 65 confirmed as ETD and another 59 indicating no division affiliation. There is a possibility that 28 of the 59 will be identified as ETD. Final numbers will be presented at the CIEC Executive Board meeting at the 2011 ASEE National Conference.

The following awards were presented to ETD members at CIEC 2011:

Best Presentation - CIEC 2010 in Palm Springs:

Ken Rennels, Indiana University Purdue University Indianapolis
Healthcare, Life Sciences and Engineering Technology

Best Session - CIEC 2010 in Palm Springs:

Faculty Scholarship, Research, and Development in Engineering Technology -
Session: ETD 444

Moderator: Walter W. Buchanan, Texas A and M University

Presenters:

Vladimir Genis, Drexel University

Phillip Cochrane, Indiana State University

Alan Hadad, University of Hartford

William Clapp, Weber State University

Walter W. Buchanan, Texas A and M University

TAC of ABET: 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. Sohail Anwar is now Past Editor. Niaz Latif is now off the board. Walt Buchanan will continue as Ad Editor, Tom Hall remains Secretary/Treasurer, Vald Genis is the new Manuscript Editor, Marilyn Dyrud is Communications Editor, New Subscription Editor is Mileta Tomovic and Susie Sarapin is the Copy Editor. The New Executive Director of ASEE, Norman Fortenberry, wrote a guest editorial in the Spring issue of JET. There is \$71,000 in the account which will cover about 8 issues. JET is going to do a special issue on the Future of Engineering Technology education. They will ask for papers to be submitted. Tom Hall and Niaz Latif will be the editors.

NEW BUSINESS:

ABET Academic Advisory Meeting: Jeff Ray and John Williams have been representing ET in 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.

Membership and Awards: Walt Buchanan suggested mini-grants be reestablished to help encourage membership. Ken Rennels volunteered to help get the Mini-grants restarted. Ken moved that ETD re-establish the mini-grants. Walt Buchanan seconded. Mike Dyrenfurth suggested that the purpose of the mini-grants be specified. Ron Land pointed out that the guidelines are already in existence. After much discussion Ken indicated the he will draft a proposal for the guidelines and bring it back to the Executive Committee.

2012 CIEC: Ken Burbank reported on the CIEC Conference in Orlando, FL, at the Hilton Walt Disney World Resort. Abstracts will be due in August. ET Forum will be Tuesday afternoon. It was suggested that the workshop be reworded as Writing for Publication vice Writing for JET. The Executive Committee agreed to offer the workshop at no cost.

The meeting was adjourned at 4:35 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division