

ETD Executive Committee Meeting Minutes 31 January 2011

The Executive Committee Meeting of the ETD was called to order at 2:00 PM on January 1, 2011 by John Williams, Chair of ETD, in San Antonio, TX. 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, Gary Steffen, 2011 CIEC ETD Chair, Ken Burbank, Assistant CIEC ETD Chair, Jay Porter, Vice Chair, Communications, Bob Herrick, ET Forum. Jeff Ray, Ron Land, Tom Seybert, Mark Pagano, Jim Otter, Neal Widmer and Grant Richards were also present. Sohail Anwar, JET Editor, Scott Dunning, Past ETD Chair, were absent.

Mike Dyrenfurth moved to accept the ETD Executive Committee Meeting Minutes of June 20, 2010. The motion was seconded by Ken Rennels 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 \$1000. The ETD BASS Account (#FB24) has a balance of \$46,358.69. Balances are as of December 31, 2010. Another dues payment will be added shortly. We lost approximately \$900 at the Annual Conference due to increased meal costs. Walt Buchanan moved to accept the Treasurer's report and Keith Johnson seconded. The motion carried unanimously.

Program Chair 2011: Omer Farook reported for 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. The ETD Board Meeting will be Sunday in place of the currently listed Rap Session. Paper reviewer assignments will be completed February 5, 2011 and additional reviewers are requested.

Vice Chair Communications: The Engineering Technology Division page is still operational and can be found at <http://www.engtech.org>. In addition to periodic updates sent in by members of ETD and its affiliates, Jay Porter has recently made several updates to the site including:

- o Adding Marilyn Dyrud's 2009 ET Bibliography. The 2010 Bibliography is in progress but will be posted as soon as it is available, probably this summer.

- Removed links that are not being updated. This includes links to meeting minutes, etc
- Updating the Conferences page.

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 (porter@entc.tamu.edu) updates as required. Items that might currently be out of date include:

- ETD (John Williams)
 - Bylaws (2007)
 - Strategic Plan (2007)
 - Activity Reports (June 2008)
 - ET Dept Heads 2 yr (Jan 2010)
- ETC (Frank Hart)
 - Bylaws (2004)
 - Strategic Plan (2006)
- ECETDHA (Scott Segalewitz)
 - Bylaws 2008
 - Meeting Minutes (June 2009)
 - Minigrant Guidelines (Jan 2010)
 - Minigrants Winners (2009)
 - Membership list (2009-2010)
- ETLI (Tony Gregory)
 - Bylaws 1994
 - Meeting Minutes (?)
- National ET Forum (Robert Herrick)

Walt Buchanan announced that ETLI is to be held at Texas A&M in November 2011. He encouraged participation.

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 will follow up with Scott to determine when results are final:

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.

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

In addition, in her written report she wanted to thank the Board for redefining her new duties as Member-at-Large and deleting the Section Activities Report requirement.

Guidelines and By-Laws: Mike Dyrenfurth, Member-at-Large, reported on the revised ETD Guidelines and the By-Laws. In the interest of time he did not elaborate on the changes but indicated that he and John Williams and Ed Tezak would review the proposed changes. (Subsequently the three met and 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 an electronic 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 attendance at the Wednesday Session and suggested that ETD adopt direction from this forum. The panel includes Norman Egbert, VP, Engineering & Technology, Rolls Royce, Lueny Morell, Program Manager Hewlett Packard Labs, Fred Walker, Dean College of Applied Science & Tech, RIT and F. Barry Lawrence, Leonard & Valerie Bruce Chaie & Director, Industrial Distribution Program, Texas A&M.

ETD Strategic Plan: The plan is currently on hold awaiting action of the national ET National Forum. ET Forum will update attendees on Tuesday of CIEC. Bob Herrick indicated that effort will continue with Forum initiatives, definition of engineering technology, etc. ASEE Survey response was weak from ET. Only 7 responses were from ET out of 100. Engineering response was 70/100. The Forum is also looking at future curriculum and national trends. 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.

OTHER REPORTS:

PIC II Chair: Ann Saterbak was not present. John Williams provided information that Ann had sent him. Monolith is functioning. She reported that half of the divisions had a reduction in the number of sessions that they had requested for the annual meeting and the ASEE Board spread out prime time sessions. There was also a reduction in workshops and Distinguished Lecturers. Marilyn Dyrud suggested limiting the number of papers in order to limit 7 AM Sessions. Ron Land noted that this is an ASEE problem that the division cannot solve.

John Williams distributed the paper template, Best Paper Award Summary Sheet, to be used ASEE wide. Ron Land asked the rhetorical question of who the reviewers are that will select the best paper? None are known to this group and this generated a discussion concerning the capabilities of reviewers. There was also the discussion on creating a possible workshop to educate reviewers. John Williams will speak to Ann Saterbak about implementation of the Best Paper Template.

ETC Report: There was no report since Frank Hart was at the ASEE Board Meeting. However, he submitted a retroactive report which follows:

National ET Forum update: Action teams working on ET issues include:
Partnership with Industry
Marketing and Branding and
Partnership with Professional Societies.

Activity with these teams has been brisk and challenging. Teleconferences with team chairs are being used for momentum. Finding administrative time for ETC member institutions to gather data from industry and graduates is a challenge. ETC needs to be able to respond in a timelier manner. Federal job classification for ET graduates has gained momentum and contact with legislators is happening. More supporting evidence is needed. This forum is our major activity.

Dialogue with ABET: Michael Milligan, Executive Director of ABET, and Phillip Borrowman, President of ABET, met with ETC members to establish better dialogue. Areas of concern and common threads have been identified. An ABET Advisory Council has been established and two ET members have been appointed. The first meeting was held at the ABET Annual Meeting. At the same meeting, the ETC chair participated in a panel discussion involving TAC, EAC, and CAC concerns. ETC has proposed a new definition for use in the ABET Policy and Procedure Manual.

Membership: With ASEE staff assistance, a letter inviting qualified institutions to become institutional members was mailed to those who are qualified. A new push

is on to gain international members since we have international programs now accredited by ABET.

Tau Alpha Pi: ETC is working with ASEE staff to provide stability for this honorary fraternity.

Confusion: Engineering Technology enjoys a better definition in the academic world than in industry.

2011 CIEC: Gary Steffen reported that there are fifteen sessions scheduled. There are 30 papers and 53 presentations and 3 special sessions, ET Forum, ABET Harmonization and a Joint CIP presentation. 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.

TAC of ABET: 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 a session on how ABET could help ET.

Tau Alpha Pi: John Williams announced that there is a meeting tonight. There are 91 active chapters with 550 active student members. The ETD Division Chair now sits on the Tau Alpha Pi Board.

JET: John Williams said that JET has \$ 63,000 in its account. JET is self-sufficient and no longer needs to be subsidized by ETA. Marilyn Dyrud noted that JET is considering a special issue on the future of ET. She has been added to the Board. Tom Hall reported after the meeting that JET projected balance as of Jan 13, 2011 was \$76,046.92.

ACTION ITEMS: John Williams quickly reviewed these. Notations were made to the spreadsheet provided separately.

Membership: Mini grants have been successful for Electrical Engineering Technology to encourage membership. It was basically accepted that funneling money back into the Division was a good idea. Some brainstorming ideas were proposed. The possibility of paying page charges to encourage individuals to join ETD and publish in JET was discussed but rejected since it would amount to subsidizing JET. Mike Dyrenfurth proposed that ETD support the concept of making mini-grants support strategic outcomes. Ken Rennels suggested bringing up that idea at the general membership meeting Thursday and soliciting ideas.

CIEC Format: Discussion about length of CIEC occurred at CIEC Board meeting today. Cost is an issue. There is currently no formal initiative to change the format.

ETD Activities at CIEC: John Williams encouraged participation in the following ETD Activities:

Meet the Stars Reception- Tuesday 5:00-6:00

CIEC EXPO & Meet/Greet- Tuesday 6:30-8:00

CIEC EXPO & Refreshment Break – Wednesday 10:30-11:00

CIEC EXPO & Fiesta Break – Wednesday 3:30-4:00

The meeting was adjourned at 3:35 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division