

## **ETD Executive Committee Meeting Minutes 14 June 2009**

The Executive Committee Meeting of the ETD was called to order at 4:30 PM on June 14, 2009 by Scott Dunning, Chair of ETD. Attendees were Scott Dunning, Chair of ETD, Ed Tezak, Secretary, Ken Rennels, Treasurer, Tim Ziegler, Vice Chair for Programs, Charles Backman, Assistant 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, Mike Dyrenfurth, incoming Member-at-Large/Strategic Planning, Janet Dong, 2009 CIEC ETD Chair, Rasoul Saneifard, 2010 CIEC ETD Chair, Paul Villeneuve, 2010 CIEC General Chair and Ron Rockland, Past ETD Chair, John Williams, incoming ETD Chair, Omer Farook incoming Assistant Vice Chair Programs, Jay Porter, Newsletter/Webmaster. Frank Gourley, Ahmed Khan, Mark Pagano, Ron Land, Muying Oui and Bob Herrick were also present.

Omer Farook moved to accept the ETD Executive Committee Meeting Minutes of February 2, 2009. 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 16, 2009. The ETD Operating Account (#FO24) has a balance of \$0.00. The ETD BASS Account (#FB24) has a balance of \$29,031.21. Balances are as of June 16, 2009. More dues are expected to raise the total. Final JET payments have been made. Also ETD is awaiting CIEC input. Walt Buchanan had suggested to possibly re-instate mini-grants. Tom Hall suggested the possibility of using funds for a Best Paper Award. Walt Buchanan moved to accept the Treasurer's report and Keith Johnson seconded. The motion carried unanimously.

**Program Chair 2009:** Tim Zeigler reported on the 2009 Annual Conference. A total of 181 abstracts were submitted, 151 accepted, 9 rejected, 11 reassigned and 10 abstracts/draft papers withdrawn. There were 113 submitted, 9 withdrawn or rejected resulting in 104 papers presented by 93 authors. Thirty three technical sessions were approved by ASEE but only 29 scheduled along with 11 others (meetings, meals, etc). There was a decision at CIEC to cut the number of papers to a minimum of three rather than cutting sessions. There were 60 moderators/co-moderators assigned to Paper sessions and 11 to others. The numbers for the Berger and McGraw meals are down.

**ETD Newsletter/ETD Webmaster:** Jay Porter reported that three significant changes have been made to the ETD website. First, with the help of a student in Texas A&M University's ET program, we have made a major overhaul of the website. Hopefully, the site is now more professional and user-friendly. Second, we have added a newsletter with articles from ETD and its affiliate organizations. This newsletter was put online at the beginning of January and provides a framework for future newsletters. Finally, a new JET website was created and

tested last June. The website is now online and functional. Jay is looking to update the following:

- ETD Strategic Plan Report - last updated June 2007
- ETD Meeting Minutes - last updated June 22/24 2008
- ETD Sections Activity Report
- ETC Officer List – last updated in 2007
- ETLI Officer List and Minutes – last updated in 2007

He plans to update the newsletter twice a year. He solicited pictures to be included. After further discussion Jay indicated he will look into the possibility of setting up a place where individuals can post things. This may be in lieu of a newsletter.

**ETD Listserv:** Ken Rennels reported for Walt Buchanan on the Listserv Members. There are 3969 total members. He is predicting 4000 in the Fall. There are 2674 at 349 four-year colleges, 1008 members at 345 two-year colleges and 287 members at 252 organizations, corporations and government. There are 181 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. Three sections are joining forces for the first Zone IV meeting. She solicited input on ideas.

**ETD Strategic Plan:** Keith Johnson reported on the Strategic Planning. He noted that the last few times the strategic planning meeting has been scheduled at 7:00 AM and no one shows up. Scott suggested combining the time slot for Strategic Planning Session with the Rap Session for next year. Tom Hall will contact National Instruments about sponsoring the event.

#### **OTHER REPORTS:**

**PIC II Chair:** Carol Richardson was not present. She had previously suggested proposing a Best Paper Award.

**ETC Report:** Tom Hall reported on the National Forum: "Future of Engineering Technology Education" Workshop at the CIEC Conference in February 2009. There was excellent discussion on the shrinking pipeline of students and graduates, the growing demand for technology graduates, and the evolving skill sets needed to remain competitive in a global economy. The third session of the

Forum will be in Monday June 15 listed as ETC Strategic Planning at 2:15 PM. The ASEE Board just approved John McDonough as a life member.

John Stratton, RIT is the James H. McGraw Award winner for 2009.

ETLI will be at Penn State main campus October 24-25, 2009. The fourth session of the National Forum will be held there. Three panels are planned. One with industry representatives, one with 7 Deans that have both engineering and engineering technology programs and one representing the prominent two-year colleges. A fourth session will combine the results of each of the first three.

**2009 CIEC:** Janet Dong reported there are 28 ETD papers in 9 sessions being scheduled. Four presenters cancelled and 4 did not show. One workshop was scheduled, one panel discussion and one forum with CIP. There were 7 pre-conference meetings. Sixty three of the 225 attendees were from ETD and 20 did not report divisional affiliation. Rasoul Saneifard, Texas Southern University will be ETD CIEC Program Chair for 2010.

### **Recommendations for the future were extracted from Janet's Report.**

1. That ETD increases the years of overlap for their CIEC program planners to two. This would mean that we appoint the program planners two years in advance of the conference they operate instead of our current practice of one year
2. That we assign conference promotion and marketing responsibilities to the immediate past program planner
3. That we incorporate an initiative to systematically identify and offer high quality workshops to the profession and to market them to the department heads and deans of the profession
4. That the division create a high quality digital logo file to be used in all marketing efforts
5. The coming year ETD program chair should attend the previous year's CIEC conference and get familiar with the conference and meet the current ETD chair to better plan coming year's ETD programs

Paul Villeneuve, 2010 CIEC General Chair CIEC Gen Conf Chair, encouraged attendance at the CIEC Conference. Ron Rockland noted that two Divisions use CIEC as their main conference and want more extravagant undertakings whereas ETD uses CIEC as a money maker. Paul indicated he is cutting costs for next year's conference. Rasoul Saneifard, 2010 CIEC ETD Chair, announced that 10 sessions and 3 workshops are scheduled. Deadline is August 31<sup>st</sup> for papers and abstracts. There is a problem with format as well as timelines for submission. Ken Rennels has been producing a CD the past few years from the papers that were submitted and he reformatted them to match ASEE format. He receives them as late as mid January. Tom Hall thought he might have a

template for format. There was much discussion of options that might be used possibly along FIE guidelines.

**TAC of ABET:** No Report. Ron Rockland noted that safety might be an issue. It is an EAC ABET issue. There is a new ABET Director, Michael Milligan. Frank Gourley asked if there was interest in accrediting ET Masters programs. TAC is now going overseas to accredit programs in other countries.

**Tau Alpha Pi:** No Report.

**JET:** Tom hall. Spring issue just came out. Advertisements are down but basic financial health is OK.

**Historian/Archivist:** Ken Rennels approached Frank Gourley who respectfully declined to take on the task. Marilyn suggested Larry Wolf as a possibility and will approach him. Frank suggested that ETD should look for a long term solution. Mike Dyrenfurth suggested librarians might be approached since they have a presence at ASEE. Ken Rennels will approach his librarian.

**New Business:**

Frank Gourley suggested the Division encourage institutions to update their information in the on-line ET Directory of Institutions and Programs. He is in discussion with ASEE about moving the Website to ASEE.

Frank indicated that there is some effort toward reactivating the old NICET tests in ET disciplines and that may be an opportunity for the division to be involved.

Ron land reported on a Beta Test for a nationally-normed assessment test of EET programs. One hundred twenty questions were selected. Thirteen different programs in 8 states and one foreign country participated. A second test is planned for the Fall of 09.

Ken Rennels moved to adjourn and Ron Rockland seconded.

The meeting was adjourned at 6:00 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division