SECTION:01

THE ENGINEERING TECHNOLOGY DIVISION: Overview

1.1 Overview

The Engineering Technology Division (ETD) of the American Society for Engineering Education (ASEE) has as its principal function the support of the profession and practice of engineering technology and member interests related to the field. Its membership is composed of public and private two- and four-year engineering technology educators from all over the world, college and university students in engineering technology, as well as representatives from industries that employ engineering technology graduates,.

The division sponsors national and regional meetings, maintains a website and listserv, communicates with members and others in the profession, promotes studies of engineering technology, and publishes a scholarly journal. The division also acts as a general forum for the exchange of ideas pertinent to the disciplines, administration, and industrial interests in engineering technology education and advancement of the profession. It offers members an opportunity to become involved in up-to-date information exchange and personal contacts with others sharing similar interests.

The ETD operates in collaboration with a number of other organizations also focused on or related to the engineering technology profession. These groups are depicted in Figure 1.

1.2 Activities of the Division

The ETD plans, organizes, and sponsors (or co-sponsors) numerous sessions at the ASEE Annual Conference. These sessions are planned to appeal to both faculty and administrators in two- and four-year engineering technology programs, as well as employers utilizing engineering technology graduates. ETD is one of four co-sponsoring divisions of the Conference for Industry and Education Collaboration (CIEC) each January or February. The CIEC is structured to encourage interaction between industry and education representatives and to meet professional development needs of the participants. ETD also sponsors sessions at some of the ASEE geographic section meetings held during the year. These sessions encourage communication by members of the engineering technology community who are in close geographic proximity to each other.

The ETD's website is used as the division's primary communication vehicle and the *Journal of Engineering Technology* is the primary publication. The ETD listserv is maintained as a service to the profession at large to facilitate communications among members and non-members alike. Information on activities of interest to engineering technology educators, students and employers is disseminated by both vehicles. The *Journal of Engineering Technology* is published twice a year by the division. It consists of articles written by and for engineering technology educators.
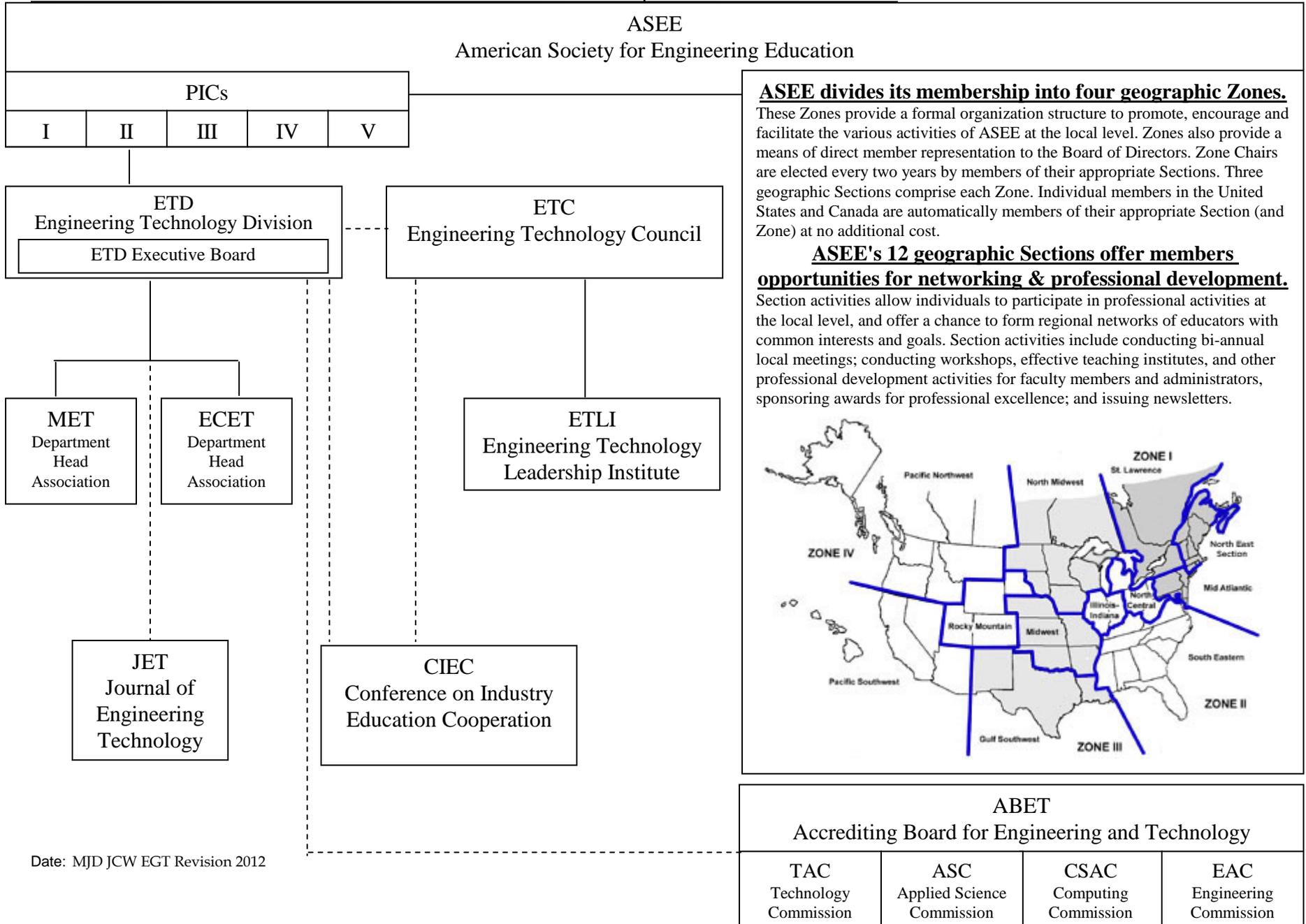
In addition to the above activities, the engineering technology division initiates, collaborates with, supports and or promotes a variety of other activities on behalf of the practice and enhancement of the profession.

ASEE
American Society for Engineering Education

PICs

I	II	III	IV	V

ETD
Engineering Technology Division

ETD Executive Board

ETC
Engineering Technology Council

MET
Department Head Association

ECET
Department Head Association

ETLI
Engineering Technology Leadership Institute

JET
Journal of Engineering Technology

CIEC
Conference on Industry Education Cooperation

ASEE divides its membership into four geographic Zones.
These Zones provide a formal organization structure to promote, encourage and facilitate the various activities of ASEE at the local level. Zones also provide a means of direct member representation to the Board of Directors. Zone Chairs are elected every two years by members of their appropriate Sections. Three geographic Sections comprise each Zone. Individual members in the United States and Canada are automatically members of their appropriate Section (and Zone) at no additional cost.

ASEE's 12 geographic Sections offer members opportunities for networking & professional development.
Section activities allow individuals to participate in professional activities at the local level, and offer a chance to form regional networks of educators with common interests and goals. Section activities include conducting bi-annual local meetings; conducting workshops, effective teaching institutes, and other professional development activities for faculty members and administrators, sponsoring awards for professional excellence; and issuing newsletters.

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ABET
Accrediting Board for Engineering and Technology

TAC Technology Commission	ASC Applied Science Commission	CSAC Computing Commission	EAC Engineering Commission

1.3 Organization

The division's operation is guided by an executive committee consisting of the division chair, vice-chair for ASEE annual program, assistant vice-chair for ASEE annual program, vice-chair for communications, secretary, treasurer, two members-at-large, the chair of the engineering technology council (ex-officio), and the immediate past chair of the division.

The ETD has also established department head associations for Electrical & Computer Engineering Technology and for Mechanical Engineering Technology. These function with national officers to represent interests of the respective disciplines.

ETD establishes ad hoc committees to engage in issues of interest to engineering technology educators. As specified in the *ETD Guidelines* Section 2.4, the division chair appoints committees as necessary to respond to concerns of the membership.

1.4 Focus of the Division

Some areas of focus of division activities include improving the visibility of engineering technology in educational, industrial, and other employer communities, increasing the participation of engineering technology educators in the division; promoting quality engineering technology programs; encouraging publications to assist engineering technology faculty and administrators, increasing involvement of engineering technology educators at the section and local levels; encouraging additional involvement of the membership in meeting the goals of the division; and identifying ways to clarify and support the role of engineering technology education through interaction with other segments of the educational community.

1.5 Commitment to Inclusiveness

The ETD encourages and welcomes anyone with an interest in engineering technology to join the division, participate in its activities, and share in an exchange of concerns, information, and ideas. Membership is open to anyone interested in engineering technology and who is current with their dues, pursuant to the division's *Bylaws*.

RESPONSBILITIES AND FUNCTIONS OF OFFICERS AND COMMITTEES

2.1 General Charge

A division or committee officer, upon accepting an office, also accepts a charge for accomplishment. Officers have a working--not honorary--position. They are responsible for planning and achieving objectives, maintaining effective communications with other appropriate individuals, properly representing the membership, adhering to deadlines, promoting the ETD and ASEE, and keeping the division informed of what happens in their area of responsibility.

The purpose of the ETD shall be the promotion and development of engineering technology education consistent with the purpose of the society as stated in Article I, Section 2 of the Constitution of the ASEE.

2.2 Meetings

The ETD executive committee normally meets twice a year: at the ASEE Annual Conference and at CIEC. Both meetings are open to members of the Division and guests. All division/committee officers are responsible to report on activities at the both meetings of the executive committee.

Division committees are encouraged to schedule at least one physical meeting during the year and additional physical or virtual meetings as appropriate. Normally these are held at the ASEE Annual Conference or at the CIEC. In addition, officers and committee members should interact, using appropriate and timely mechanisms throughout the year.

2.3 Reports

The ETD chair shall contact division/committee officers prior to the ASEE Annual Conference and the CIEC for a progress report. Each officer is responsible to file, with the division chair and secretary, an electronic report of the year's activities and make it available (in paper form) to the attendees at the two annual meetings. The secretary and vice chair for communications collaborate to publish such reports on the division's website as appropriate.

2.4 Appointments

Committee officers and committee members are appointed by the ETD chair and confirmed in consultation with the executive committee.

2.5 Inability to Serve

Should the occasion arise that an elected officer is unable to serve, the Bylaws should be followed. If a committee officer or committee member is unable to fulfill his or her responsibilities, that individual should resign and a recommended replacement be identified for appointment at the discretion of the division chair.

2.6 Specific Charges

Each division/committee officer has the responsibility to take the necessary action to discharge duties thoroughly and promptly. Specific charges are listed below:

2.6.1 Executive Committee

The ETD executive committee serves as a screening/recommending group that identifies issues of major concern to be brought before the division. It may act on behalf of the division if necessary. The committee also assists in determining the agenda for both business meetings of the division. The committee meets at the ASEE Annual Conference and at the CIEC. Collectively, the executive committee is responsible to nominate appropriate individuals for divisional and ASEE awards. Committee membership, as identified in the ETD Bylaws, Article 6 Section 1, and consists of: the division chair, vice-chair for programs, assistant vice-chair for programs, vice-chair for communications, secretary, treasurer, two members-at-large, the chair of the engineering technology council (ex-officio), and the immediate past chair of the division.. A quorum of five voting members is required for official actions.

2.6.1.1 ETD Division Chair

The division chair is elected by the membership. He/she provides leadership for the division, establishes an active pattern of two-way communication, orients, motivates, offers assistance, and provides recognition for efforts of the division officers, chairmen, coordinators, and communicates with ASEE headquarters staff and other council and divisional representatives as necessary. The chair conducts business meetings and meetings of the executive committee. In alternate years, the chair presides at the ETC/ETD Annual Banquet. The chair also attends Professional Interest Council (PIC) II meetings and serves as a member of the CIEC Board for four years (two as chair of ETD and two as past-chair). He/she serves on ETC and Tau Alpha Pi Boards to facilitate cooperation among the associations. The last duty of the division chair is to formally induct the new division officers at the end of the ASEE's Annual Conference concluding his term. The chair's term is two years.

2.6.1.2 Vice-Chair for ASEE Annual Programs

Elected initially as assistant vice-chair for ASEE Annual Programs, she/he is responsible for planning and carrying out the ETD program at the ASEE Annual Conference. This vice-chair also serves as coordinator for the conference program planning session; identifies program moderators, session topics, and potential speakers; assists moderators in planning sessions as needed; compiles information supplied by moderators and sends it to the appropriate ASEE staff member; works with the local committee in planning meal functions and entertainment; plans Annual ETC/ETD Banquet; and publicizes the ASEE Annual Conference through the ETD

listserv, website and other vehicles such as special flyers distributed at the CIEC. The vice-chair's term is one year as assistant vice-chair and one year as vice-chair.

2.6.1.3 Assistant Vice-Chair for ASEE Annual Programs

Elected by the division membership, the assistant vice-chair for ASEE Annual Programs is responsible for the overall program and success of the ETD's conference program. She/he conducts the peer review process of papers submitted for the ETD program for the ASEE Annual Conference and also encourages moderators and speakers to submit their papers for review and publication in the conference proceedings. The assistant vice-chair maintains and updates lists of paper reviewers and session moderators and he/she also assists the vice-chair for ASEE annual programs as requested. The term is one year as assistant vice-chair and one year as vice-chair.

2.6.1.4 Vice-Chair for Communications

Elected by the division membership, the vice-chair for communications maintains the division's website, and collects and distributes information of interest to the membership. The vice-chair is responsible for soliciting information and compiling, generating, and distributing the division's communications. The term is for two years, but individuals may be re-elected.

2.6.1.5 Secretary

Elected by the membership, the secretary records, disseminates, and files the minutes of the executive committee meetings, and the business meetings of the division. All minutes are disseminated to the executive committee and the historian, and via the ETD website, to the membership. The term is for two years, but individuals may be re-elected.

2.6.1.6 Treasurer

Elected by the membership, the treasurer keeps financial records and receives and disburses money of the division. He/she makes semi-annual reports regarding the status of the ASEE budgeted and BASS accounts at each of the executive committee and business meetings. The term is for two years, but individuals may be re-elected.

2.6.1.7 Member(s)-At-Large (2)

Elected by the membership on alternating years, members-at-large participate on the executive committee with other officers of the division in planning and conducting ETD affairs. They are responsible to share viewpoints, based on ETD goals and personal experience, in deliberations and to attend to other duties as assigned by the division chair. The term is for two years, but individuals may be re-elected.

2.6.1.8 Chair of the Engineering Technology Council (ETC)

The chair of the ETC is an ex-officio member of the ETD executive committee. She/he is responsible primarily for effective liaison between ETD and ETC. At the discretion of the ETC Chair, a designated representative may serve this role.

2.6.1.9 Immediate Past Chair of the ETD Division

This officer holds ETD executive committee membership by virtue of his/her prior position in the ETD and is primarily responsible for effective continuity of ETD activities and transmission of organizational history. In addition, the immediate past chair of the division is responsible for compiling the annual slate of officers for divisional elections.

2.6.2 Other Officers & Committees

2.6.2.1 CIEC ETD Program Chair

Elected by the division membership as the Assistant CIEC ETD program chair, the CIEC ETD program chair is responsible for the ETD program at the Conference for Industry and Education Collaboration. Duties include identifying session topics, program moderators, and potential speakers for the conference. Once session topics are identified, the program chair issues a call for papers, identifies manuscript reviewers, and facilitates the entire manuscript review process. Once final papers are selected, the program chair works with the program moderators to prepare the final program for the CIEC general chair. The program chair works with the ETD and ETC leadership to identify and schedule the division meetings before the conference. The CIEC ETD program chair attends general pre-planning sessions at the CIEC in the spring at the planned conference's site and at the ASEE Annual Conference. The term is one year as the assistant CIEC ETD program chair and one year as the CIEC ETD program chair.

2.6.2.2 Assistant CIEC ETD Program Chair

Elected by the division membership, the assistant CIEC ETD program chair is responsible for assisting the CIEC ETD program chair in the conduct of the ETD program at the Conference for Industry and Education Collaboration. During the conference, the assistant program chair handles the session and speaker evaluations, and, using this data, the award winners are selected. The term is one year as the assistant CIEC program chair and one year as the CIEC ETD program chair.

2.6.2.3 ET Historian

The ET historian is appointed by the ETD Chair, in cooperation with ETC, ETLI, *JET* and CIEC. The historian identifies and summarizes information of historical interest pertaining to engineering technology and the various associations serving this profession. The ET historian

coordinates collection of relevant information and interacts, as appropriate, with archive personnel.

2.6.2.4 Listserv Manager

The listserv manager is appointed by the ETD Chair. The listserv manager updates and manages the listserv for the division and provides a report which breaks down the members by two- and four-year institutions as well as organizations, corporations, and government agencies. He/she provides instructions on how to use the listserv to the members.

2.6.3 Nominating Committee

Headed by the ETD's immediate past chair, this committee prepares the slate of officers (utilizing the input of members at the annual business meeting of the division) for election by the membership. The committee submits the ballot to the chair for distribution in the fall and subsequently receives and counts the ballots prior to the CIEC. The committee, through the ETD's immediate past chair, reports election results to the division chair. Election of ETD officers are staggered. On even years the following officers are elected: vice-chair for communication, secretary, and member-at-large 1. On odd years elections are for the: chair, Treasurer, and member-at-large 2. The assistant vice-chair for ASEE annual programs shall be elected each year and serve one year term in that capacity and the subsequent year term as vice-chair for ASEE annual programs in the second year of the term. The assistant chair for the CIEC ETD program shall be elected each year and serve one year term in that capacity and the subsequent year term as chair for the CIEC ETD program in the second year of the term. The nominating committee also identifies individuals for recommendation by the ETD executive committee to the incoming president of ASEE for appointment to society committees. The committee is appointed by the chair of ETD and shall consist of the immediate past chairs of ETD (as chair) and ETC, and a past elected officer of ETD.

2.6.4   Ad Hoc Committees

The division chair and/or the executive committee may appoint ad hoc committees as necessary to further the activities of the division. Each committee will receive a specific charge, membership, and term, and it is expected that they will generate progress and annual reports as do other division committees. Such committees could include but are not limited to, strategic planning, and recruiting/membership.

2.6.5. Journal of Engineering Technology

2.6.5.1 JET Background and Purpose

At its February 1, 1983, meeting, the ETD executive committee approved a polling of ETD members concerning the initiation of $5.00 annual dues toward the journal. Following a positive vote by the ETD membership and final approval by the ETD executive committee at its June 22, 1983, meeting, the *Journal of Engineering Technology* Editorial Board published its inaugural issue spring 1984. After supporting *JET* during its establishment phase, the division spun off *JET* as a financially independent entity within the engineering technology division of ASEE.

The purpose of the *Journal of Engineering Technology* is to provide a quality, peer-reviewed, scholarly journal for ETD members and others interested in engineering technology education. The journal publishes articles that contribute to the body of knowledge of engineering technology and is published semiannually, in the spring and fall. Each dues-paying ETD member receives a copy.

2.6.5.2 JET Organization

The *JET* Editorial Board determines policy and operating procedures. The board consists of nine members; past editor, editor-in-chief, financial editor, production editor, advertising editor, manuscript editor, copy editor, communications editor, and subscription editor. The advertising editor, financial editor, copy editor, subscription editor and the communications editor are non-rotating positions. The manuscript editor is appointed to the editorial board for a two year term, and is eligible for reappointment, and usually ascends to the position of production editor. Once appointed to the position of production editor, succession to editor-in-chief and past editor is automatic. The financial editor serves as treasurer for the board and provides financial reports to the ETD treasurer. Board appointments to the board are determined by a nomination committee consisting of the past editor, editor-in-chief, and production editor; the past editor serves as chair. All appointments begin and end at the end of business at the ASEE Annual Conference.

SECTION:03
GUIDELINES FOR MINI-GRANT PROGRAM

3.1 Overview

The Engineering Technology Division (ETD) sponsors a Mini-Grant Program which provides members of the division an opportunity for partial funding on projects which will benefit ETD or a segment of the engineering technology community. This set of guidelines is intended to help in the development of the proposal to be submitted to request the grant and in the presentation of the final report.

3.2 Project Types

ETD intends to give as much latitude as possible to ETD members in the choice of projects. The project should benefit ETD itself or a significant portion of the engineering technology community. Ideally, a project will be aligned with the ETD Strategic Plan and benefit the entire engineering technology spectrum. It may focus on a single discipline and/or be of use to a particular college or system, so long as the results will benefit the larger ETD community.

3.3 Funding Levels

The ETD Executive Committee will allocate funds to the Mini-Grant program annually at the summer Executive Committee meeting. ETD funding provided for projects must be matched by the recipient or their institution. Match can be monetary or in-kind. The level of Mini-Grant funding will be announced to the ETD membership via the ETD Listserv and ETD website. Successful applicants are eligible to receive 50% of the funding immediately upon approval of the proposal with the remaining funding sent when the deliverables requirement is fulfilled. The ETD Mini-Grant Project Director must be a member of the Engineering Technology Division of ETD to qualify for funding.

3.4 Deliverables

A report must be submitted at the conclusion of the project to the ETD Executive Committee which includes details regarding how the ETD funding was used and the type and amount of the matching funds. The recipient is strongly encouraged to publish the findings in an article to be submitted to the Journal of Engineering Technology (JET), although actual publication in JET would be at the discretion of the editors. Additionally, the recipient will present their findings or results at the Conference for Industry and Education Collaboration (CIEC).

3.5 Proposal Document

The proposal document should include:

1. Identification of Project Director, including institution and contact information.
2. An abstract which includes an introduction and statement of the issue.
3. The justification which includes the purpose of the project, objectives and goals to be achieved, and benefits to the engineering technology community.
4. Specific anticipated project results to be provided on completion of the project.
5. Anticipated time line (two years maximum) identifying key phases.
6. Anticipated project budget showing the use of Mini-Grant and matching funds. A statement detailing the source of matching funds on in-kind must be included.
7. Two page curriculum vitae using ABET format for the Project Director.

Proposal Document should be of no more than three (3) pages not including a one page budget, Project Director curriculum vitae and any supporting appendices.

3.6 Submission Procedure

Request for Proposals (RFP) for Mini-Grant submission will be published in August of years the Mini-Grant is available via the ETD Listserv and ETD website. The RFP will include submission instructions.

3.7 Sample Document

A sample proposal is attached.

3.8 Unused Funds

If the project is not completed, all ETD funds will be returned to the ETD Treasurer.

3.9 Logos

Final work should include ASEE and ETD logos.

3.10 Revisions

Suggestions on project modifications may be made by ETD Mini-Grant Review Committee but their inclusion is at the discretion of the Project Director.

3.11 Restrictions

There are no restrictions on how the funding may be used other than using the funds for the approved project in a prudent manner.

3.12 Copies of Final Work

The project director should provide the ETD Mini-Grant coordinator with digital copy of the completed project for inclusion in the ETD archive.

3.13 Process Upon Approval

A representative of the ETD Executive Committee will notify the Project Director upon approval of the proposal. The Project Director will contact the ETD Treasurer regarding transfer of funds and submission of a written agreement to provide the ETD Executive Committee a copy of the final report at the date specified in the proposal. The ETD Executive Committee will monitor the project status and may request status reports periodically.

3.14 Sample Request for an ETD Mini-Grant

ETD MINI-GRANT PROPOSAL

TITLE: Recruiting Non-Traditional Students to Engineering Technology

PROJECT DIRECTOR: John Q. Smith
Associate Professor
Phone: 222-333-4444
Fax: 222-333-5555
Email: faculty@institution.edu

INSTITUTION: Northsouthwestern Institute of Engineering Technology
Engineering Technology Department
222 West Pike, Anywhere, NI, 54321

Date

Abstract

Justification

Project Objective or Goals

Time Line

Development of Survey	Spring 201x
Mailing of Survey	September 201x
Return of Survey	December 201x
Compilation of Data	Spring 201x
Submission of Report	Fall 201x
Submission of JET Article	December 201x
Presentation at CIEC	February 201x

Budget

Item:	ETD Funding Amount	Match Amount

Source of matching funds and/or details of in-kind match

Project Director Curriculum Vitae

ETD Guidelines

Appendices

SECTION:04
BEST PAPER AWARD FOR THE ENGINEERING TECHNOLOGY DIVISION

4.1 Overview

To be implemented starting with the ASEE 2012 Annual Conference pending approval by ASEE Awards Policy Committee and the Board of Directors; and incorporated into the Division Guidelines.

4.2 Purpose

The Engineering Technology Division will recognize the best paper accepted for presentation in a session sponsored or co-sponsored by the Division at the Society's Annual Conference and Exposition.

4.3 Criteria

To be considered for this award, the paper must be presented at the Society's Annual Conference and Exposition and published in the conference proceedings in the year awarded. The paper must have been peer-reviewed and the final version must have been accepted for publication through the Division's review process.

The standards for this award are meant to be dynamic and to evolve over time. To this end, only a minimum set of standards are specified in this document. To be considered for this award a paper must meet the following:

The paper's author(s) must demonstrate an appreciation for and understanding of engineering technology education.

The paper must advance the engineering technology education literature.

The paper must be well written and as such reflect positively on the Division and the society.

4.4 Award

The award for the best paper will be a separate plaque for each author and a monetary award of $1000 to be split between all authors. Funds for the Best Paper Award will be available from the ETD BASS account. The Best Paper Award will be presented at the Engineering Technology Division Business Lunch during the Society's Annual Conference.

4.5 Selection Process

The Division's Vice Chair for ASEE Annual Programs, in consultation with the peer reviewers, will identify not less than three and no more than five papers that best meet the criteria for this

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award. The award winner will be selected from this pool. The best paper winner will be automatically nominated for competition for the PIC II Best Paper Award.

The Division's Vice Chair for ASEE Annual Programs shall provide copies of the papers in the pool to each of the Executive Committee members of the Division who shall constitute the award committee. The Vice Chair for ASEE Annual Programs shall supply copies of the papers in the pool to the committee within two weeks of the close of final paper acceptance. The committee will be allowed at least thirty days to read and evaluate the papers. Voting shall be by e-mail and will be done by each member of the committee ranking her/his top three choices (3 points for top, 2 points for 2nd, and 1 point for 3rd). The Vice Chair for ASEE Annual Programs will sum the points, tally the results and notify the Division Chair of the results. In the case of a tie, the Division Chair will cast the deciding vote. The Vice Chair for ASEE Annual Programs will then report the results to the entire Executive Committee.

4.6 Best Paper Award Committee

The Best Paper Award Committee of the Division consists of the following officers of the Division:

> Division Chair
> Division Past Chair
> Vice Chair for ASEE Annual Programs
> Assistant Vice Chair for ASEE Annual Programs
> Secretary
> Treasurer
> Vice Chair Communications
> (2) Members at Large
> ETC Chair

Any of the above officers of the division, who are also an author of a paper in the pool, must excuse themselves from the voting process.

4.7 Modification Process

Modification of this award process requires either an e-mail vote on the modifications by the entire membership of the Division or a vote by the membership attending the annual business meeting of the Division during the Annual Conference and subsequent approval by the ASEE Awards Policy Committee.