The Business Meeting of the ETD was called to order by Tim Ziegler, Chair of ETD, at 1:10 PM, Wednesday June 13, 2012 in San Antonio, Texas.

Ken Rennels moved to accept the ETD Business Meeting Minutes of February 2, 2012. The motion was seconded by Tom Hall and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer’s Report: Ken Rennels gave the Treasurer’s Report as of March 31, 2012. The ETD Operating Account (#FO24) has a balance of $507.40. There was $85.60 for Award Plaques. Some additional meal expenses will be coming in. The ETD BASS Account (#FB24) has a balance of $57,720.12. Balances are as of March 31, 2012. Carmine Balascio moved to accept the Treasurer’s report and Larry Wolf seconded. The motion carried unanimously. As a comparison Ken mentioned that in 2006 the ETD Bass account was $15,793.54 and has grown to the $57,720.12 balance at this time.

Program Chair 2012: Ed Tezak reported for Keith Johnson. There were 127 papers submitted, 80 were published, 9 rejected. Twenty two technical sessions were approved by ASEE. There is one poster session.

Vice Chair Communications: Ed Tezak reported for Jay Porter. Jay noted that the website is constantly in need of updating. He asked that anyone responsible for updates to do so. Please send comments, feedback and suggestions about the ETD website to Jay Porter at porter@entc.tamu.edu

ETD Listserv: Ed Tezak reported for Walt Buchanan on the Listserv Members. There are 4131 total members. There are 2716 at 397 four-year colleges, 1031 members at 335 two-year colleges and 384 members at 328 organizations, corporations and government. There are 190 subscribers with non-institutional email addresses.

Elections: John Williams reported the following on the ETD Elections. The ETD Election was posted on the website and 50 ETD members voted. John thanked Ron Rockland for running the election. The winning candidates were:

Assistant Vice-Chair, Programs Ragu Athinarayanan
Secretary Ed Tezak
Vice-Chair, Communications Jay Porter
Member at Large Marilyn Dyrud
Vice Chair, ETD program for CIEC Angie Hill Price

Member-at-Large: Fred Walker was unable to attend but sent in his draft on the ETD Strategic Plan. Three goals were outlined and Action Items were cited. This
plan was the outcome of a meeting that occurred with Ken Rennels, Pat Fox and Fred. Tim Zeigler indicated that this was a beginning and he will follow up.

**Member-at-Large:** Ed Tezak reported for Marilyn Dyrud as follows:

Archives: She has contacted Larry Wolf regarding moving the archives from Wentworth in Boston to our new facility at Wilsonville (south of Portland, Oregon). She has yet to hear from him. OIT will occupy the building starting fall term, 2012.

ETD Logo Contest: She sent out an announcement via the ETD listserv regarding our contest on May 19. In addition, she will send out another announcement via the listserv in early September. The deadline for submissions is October 15, 2012. Flyers were distributed at the meeting.

**OTHER REPORTS:**

**PIC II Chair:** Cathy Skokan was not at the conference. Ann Saterbak, former PIC II Chair, substituted for her. Best Paper Award was approved by the ASEE BOD Sunday. ETC Bylaws were also approved. The ETD paper that was entitled “Using Web 2.0 and Social Networking in the Classroom: A Comparison of Faculty and Student Perceptions”, was submitted to PIC II and was selected as the Best Paper for PIC II.

ASEE reported attendance this year was 3700, the highest attendance ever. There were 130 exhibitors of which 30 were new. Session evaluations next year will have a new process. Divisions have the option of collecting them and compiling statistics if they wish. This will no longer be an ASEE function. A Special Projects Fund from PIC Chairs is available to divisions for projects. An announcement will come out in the Fall. Divisions are expected to match funds. Dues will be in two categories next year. Professional-on-Line at $69 and members will receive Prism, etc., on-line. Professional category will be $84 and receive hard copies.

She asked for feedback comments. Mixer reaction was generally good. Exhibit move seen as positive. There were problems with Monolith that cannot detect conflicts and other problems. The system does not support dual sponsorships of sessions. There is no way to mass mail moderators. Communication is a significant problem.

**ETC Report:** Ken Burbank reported that both the Executive Committee and the ETD Board met this week. Ken Rennels was the Berger Award recipient and Ashok Agrawal was the McGraw recipient. Niaz Latif and Keith Johnson are new directors. The Diversity Task Force with Elaine Cooney is being asked to be more active.

**ET National Forum:** Bob Herrick announced that the ET National Forum meets 4 times a year and is the action arm for ETC on national issues. He mentioned the ET Forum session Monday included, ETAC of ABET Initiatives, PE Licensure,
White Paper by Jeff Ray, entitled “Closing the Gap: Addressing the National Call for 10,000 Engineers”. It is now posted on the website and is available in hard copy. Ron Land indicated that we need to target key people and make the case to advocate change. The JET article by Ron Land is getting recognition and can be used as a recruiting tool. There was discussion on multiple pathways to becoming an engineer.

There is a July 20th meeting at NAE with Greg Pearson in concert with the ABET Summer Meeting to be attended by Ken Burbank, Bob Herrick, Jeff Ray and John Williams.

2012 CIEC: Ken Burbank reported on the 2012 CIEC Conference. The Pre-conference work sessions for ETC, ETD, JET, ECETDHA, and ET National Forum were held on Monday and Tuesday. ETD had 6 paper sessions and 1 panel discussion. There were 39 initial submissions, 34 were sent out to reviewers, 28 were accepted, and 22 were presented. Nominees for Best Session and Best Presenter were selected using the evaluation process, and will be presented to the CIEC Board at the June ASEE meeting. The number of attendees was 233, with 69 reporting membership in ETD. The tentative report being submitted to the CIEC Board shows that ETD's portion of the profits will be 34%, based on registrants. At this time, this corresponds to ~$13,000 for the ETD share.

2013 CIEC: Ken Burbank reported for Babak Beheshti, CIEC Program Chair reported that the 2013 CIEC will be held February 6-9, 2013 in Phoenix, AZ. There will be 9 technical sessions and one poster session, a hospitality session and two meetings. Forty papers are proposed. Wednesday, Thursday and Friday format will be used. It was suggested that the CIEC is ideal to interact with industry folks.

ETAC of ABET: Tom Hall reported for Carol Richardson who could not be present at the conference. TAC was renamed ETAC. There is a change to Criterion 3 which differentiates a-k for BS degrees and a-i for AAS degrees. A third change was revising wording of ETAC scope to conform with the other 3 commissions. (See attached Appendix which is the complete ETAC report.)

ETLI: The next meeting is 5-7 October at North Carolina A&T. The 2013 meeting will be moving the location to Washington, DC.

Tau Alpha Pi: Tim Zeigler noted that the goal is to get chapters more active and give advisors guidance and have a national activity. This is seen as a good move since this is the largest student association affiliated with ASEE. Tau Alpha Phi currently has 81 active chapters. As of June 1, 2012, Tau Alpha Pi has added 486 new members year to date.

JET: Abi Aghayere, Editor in Chief Vladimir Genis, reported on JET.

Spring 2012 JET issue is published – Contains a reprint of a 1985 JEE article by
Drs. Cheshier and Kenyon on ET and Engineering Education. Dean Kenyon graciously agreed to write a footnote to his original article. Abi encouraged all to read this footnote on page 45 of the spring issue.

Fall 2012 Special Issue on “The Future of Engineering Technology Education” is well on track with guest editors: Tom Hall and Niaz Latif.

**Membership:** Ken Rennels reported on numbers of members. In 2001 there were 818 in ETD and currently there are 542. ETD is down 40% while the total ASEE overall division membership is up 12% for the same period.

**NEW BUSINESS:**

**ETD Guidelines:** Ed Tezak projected the ETD Guidelines on the screen and he and Ken Rennels explained the Sections on Mini-Grants and Best Paper Award. Mark Pagano moved to accept the guidelines and Tom Hall seconded and the motion carried.

**Mini-Grants:** Ken Rennels announced that the ETD Executive Committee voted to commit $5,000 to the Mini-Grant program for the next year.

A Thank You Plaque was presented by Tim Zeigler to Ken Burbank for being the 2012 CIEC Program Chair. Omer Farook, 2011 ASEE Program Chair, and Keith Johnson, 2012 Program Chair, were not present to receive their plaques.

Carmine Balascio announced that the form for the FE is changing.

The motion to adjourn the meeting was made by Abi Aghayere and seconded by Ken Burbank and the meeting was adjourned at 2:00 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division

**APPENDIX A**

ABET Report for 2012 ASEE Annual Conference

Major revisions were implemented at the beginning of this academic year to the 2011-12 ABET Criteria for Accrediting Engineering Technology (ET) Programs and the 2011-12 ABET Accreditation Policy and Procedure Manual (APPM). Both of these documents (2011-12 and 2012-13 versions) are available on the ABET
website [www.abet.org](http://www.abet.org) under the quick link, Accreditation Criteria, Policies, and Procedures. Many sections of the APPM were revised to clarify ABET policy and procedures and the ET Criteria was revised to harmonize the criteria between the four ABET commissions. The only commission specific criteria in all of the commissions are now Criterion 3 (Student Outcomes) and Criterion 5 (Curriculum). All ABET visits this year were conducted using the new harmonized criteria.

The ABET Board of Directors approved a change to the name of commission that accredits engineering technology program in March 2012. The Technology Accreditation Commission has been changed to the Engineering Technology Accreditation Commission (ETAC). This change is being made in order to: 1) better reflect the graduate attributes and professional competency models for graduates of Engineering Technology programs promulgated by the International Engineering Alliance; 2) align the name of the commission with the majority of degree programs it accredits; and 3) help position ABET accreditation more attractively to ET programs not currently holding ABET recognition. ABET has provided institutions who have ABET-ETAC accredited programs and professional societies information about the name change.

ETAC revised Criterion 3 in the 2011-12 ABET Criteria for Accrediting ET Programs to have different student outcomes for four year and two year programs. ETAC used two definitions from the International Engineering Alliance (IEA) Graduate Attributes and Professional Competencies paper which is available through the IEA website [http://www.ieaagreements.org](http://www.ieaagreements.org). This paper presents the background of developments of international accrediting bodies that have outcomes-based accreditation assessment of programs. The new ETAC criteria use the terms “broadly defined activities” for baccalaureate degree programs and “narrowly defined activities” for associate degree programs. Broadly defined activities are those that involve a variety of resources; that involve the use of new processes, materials, or techniques in innovative ways; and that require a knowledge of standard operating procedures. Narrowly defined activities are those that involve limited resources, that involve the use of conventional processes and materials in new ways, and that require a knowledge of basic operating processes. Institutions that are applying for accreditation for two-year and four-year programs can prepare one self-study document for both programs and submit a second self-study document that lists only the differences such as student outcomes of Criterion 3 between the two programs.

ETAC has been working to revise the scope statement of the commission in the ABET APPM for several years. ETAC met with the Engineering Accreditation Commission (EAC) of ABET in April, 2012 to develop a new scope statement. A scope statement was developed in a joint meeting of the two commissions and will be proposed to the members of the ETAC commission in July 2012. Comments on the new proposed scope statement can be sent to Carol Richardson at Carol.Richardson@rit.edu.

**Proposed ETAC Revision to ABET Accreditation Policy and Procedure Manual**

**Goal for Revised ETAC Scope Statement:**
Bring ETAC statement more in line with the other three Commissions’ statements.

Existing Text for All four Commissions: (pages 6-7 of the 2011-12 ABET Accreditation Policy and Procedure Manual)

II.E.3. A program must be accreditable under at least one or more of the four commissions of ABET:

II.E.3.a. ASAC - Programs accredited by ASAC are those leading to professional practice utilizing science and mathematics along with engineering concepts as a foundation for discipline-specific practice, including the recognition, prevention, and solution of problems critical to society. ASAC accredits a program at the associate, baccalaureate, or masters degree level.

II.E.3.b. CAC - Programs accredited by CAC are those leading to professional practice across the broad spectrum of computing, computational, information, and informatics disciplines. CAC accredits a program at the baccalaureate degree level.

II.E.3.c. EAC - Programs accredited by EAC are those leading to the professional practice of engineering. EAC accredits a program at the baccalaureate or masters degree level.

II.E.3.c. (1) EAC - All engineering program names must include the word “engineering” (with the exception of naval architecture programs accredited prior to 1984).

II.E.3.d. TAC - Programs accredited by TAC prepare baccalaureate degree graduates for careers as engineering technologists and prepare associate degree graduates for careers as engineering technicians. TAC accredits a program at the associate or baccalaureate degree level.

II.E.3.d. (1) TAC - The name of every TAC-accredited program must include the word “technology,” but the preferred title would include the phrase “engineering technology.”

Proposed Revision to Section II.E.3.d:

II.E.3.d ETAC – Baccalaureate programs accredited by ETAC are those leading to the professional practice of engineering technology. Associate degree programs prepare graduates for careers as engineering technicians. ETAC accredits a program at the associate or baccalaureate degree level.

II.E.3.d. (1) ETAC - The name of every ETAC-accredited program that includes the word “engineering” in the name of the program must also include the word “technology.”