ETD Business Meeting Minutes 2 February 2012

The Business Meeting of the ETD was called to order at 7:30 AM on February 2, 2012 by Tim Zeigler, Chair of ETD, in Orlando FL.

Scott Dunning moved to accept the ETD Business Meeting Minutes of June 28, 2011. The motion was seconded by Mike Dyrenfurth and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Ken Rennels gave the Treasurer’s Report, that as of January 30, 2012, the division is in good shape. The ETD Operating Account (#FO24) has a balance of $593.00 based on a dollar per member allocation from ASEE. This is a use or lose account. The ETD BASS Account (#FB24) has a balance of $55,332.67. Balances are as of October 31, 2011. Funds come from dues, CIEC and interest. Walt Buchanan moved to accept the Treasurer’s Report and Scott Segalewitz seconded. The motion carried unanimously.

Program Chair 2012: Ed Tezak reported for Keith Johnson on the 2012 Annual Conference. A total of 128 abstracts were submitted, 7 rejected and 116 in draft form, 5 withdrew. There were 140 reviewers. Forty four total sessions are scheduled, 31 technical, 9 business meetings, 2 workshops and 2 social events, i.e., McGraw dinner and Berger luncheon. Six sessions were rejected by the PIC Chair. Keith is still looking for additional reviewers. Paper reviewer assignments are in progress.

Vice Chair Communications: Ed Tezak reported for Jay Porter. The Engineering Technology Division page is operational and can be found at http://www.engtech.org. The JET website has been recently updated. The ETD site requires continued maintenance and Jay 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.

ETD Listserv: Walt Buchanan reported on the Listserv Members. There are 4138 total members. There are 2729 at 394 four-year colleges, 1040 members at 336 two-year colleges and 371 members at 318 organizations, corporations and government. There are 193 subscribers with non-institutional email addresses. There are now 53 countries represented.

Elections: John Williams was not present. Ed Tezak reported that John is seeking nominations for Assistant Vice-Chair for ASEE Annual Programs, Secretary, Vice-Chair for Communications, Member At Large, and Assistant CIEC ETD Program Chair. He currently has 2 nominees for each position with the exception of the Vice-Chair for ASEE Annual Programs and Assistant CIEC ETD Program Chair. Members were encouraged to nominate individuals so there are at least 2 nominees for each position. He has contacted Ron Rockland to ask if he would host the election electronically when the slate is complete. Send nominations to WilliaJC@alfredstate.edu
ETD Strategic Plan: The 2007 ETD Strategic Plan is the most current version. Fred Walker, Member-at-Large, is taking the lead to revise the plan. Bob Herrick indicated there will be a combined Strategic ETD/ETC planning meeting at the ASEE annual conference in June. He encouraged members to attend and contribute ideas since the plan is for their benefit. ETLI session will host a workshop Sunday of annual conference to enable those who cannot attend the ETLI Conference in the fall to benefit.

ET Forum meets 3 times a year (CIEC, ASEE and ET LI) and coordinates monthly. Ron Land conducted a survey of industrial advisory board members, and JET will be publishing the results comparing engineering and engineering technology graduates in the workplace. The Forum leadership is writing an invited paper for the Fall JET on the future of ET Education. Jeff Ray is drafting a white paper that will be used to attract support from industry and federal agencies. Mark Pagano has drafted a template letter to be used by industry and federal agencies in support of reviewing the U.S. Office of Personal Management’s qualification standard for engineering positions. The JET board will hand out JET issues to politicians. Norman Fortenberry will be given copies and subscriptions and copies will be given to the ASEE president, past president and president elect.

OTHER REPORTS:

PIC II Chair: Cathy Skokan was not present.

ETC Report: Jeff Ray will be contacting institutional representatives to relay the information contained above about the ET Forum activities.

2012 CIEC: Ken Burbank reported that there were 226 attendees from the 4 divisions at CIEC of which 68 were from ETD. Planning for next year’s CIEC conference starts in April. Please forward ideas to him by then.

TAC of ABET: Tim Zeigler is working on insuring 2-year schools remain in ABET. He also reported on the proposal to change the name for the Technology Accreditation Commission (TAC) to the Engineering Technology Accreditation Commission (ETAC). It passed on the first reading at ABET. A second reading must be passed in March before it becomes official.

Member-at-Large: Marilyn Dyrud reported on the following: The ETD Archives will be moved to the Oregon Institute of Technology (metro campus) after OIT moves into its new building in Wilsonville, OR, in fall, 2012. Larry Wolf, our new historian, will arrange for transport of the archive documents to OIT. She announced that a contest to design an ETD Logo will be conducted and a prize, to be determined, will be given with a cost not to exceed $1,000.

Guidelines and By-Laws: Ed Tezak reported on the status of the revised ETD bylaws and guidelines. The proposed revised versions will be posted on the ETD Website requesting the membership to comment via the ETD Listserv. After review of the comments, the final proposed version of the bylaws will be sent to
the membership for an electronic vote prior to the Annual ASEE Conference in June 2012. After the vote, the bylaws will be sent to ASEE for approval. Once the approval is received the membership will be asked to vote on the guidelines.

**Tau Alpha Pi:** Ed Tezak reported for Warren W. Sallade. There are 85 active chapters. He is working to start or reactivate 5 chapters. There are 7 which have been inactive for over 5 years. Efforts are being made to assist current chapter members with employment opportunities. They are starting the process of reviewing the Tau Alpha Pi constitution and bylaws. The next scheduled board meeting is Wednesday, June 13, 2012, 7:00 am – 8:15 am, San Antonio, TX. The Board meeting is open and we encourage everyone to attend.

**JET:** Vlad Genis reported for Abi Aghayere. The JET Board is in the process of digitizing all past issues of the Journal of Engineering Technology dating back from 1983. More manuscripts are needed for the special Fall 2012 issue on the future of Engineering Technology Education. Please help to publicize this special issue and direct potential authors to the guest editors, Tom Hall and Niaz Latif. The JET Board voted to combine the subscription and financial editor positions because of overlap in their duties and Tom Hall is filling the position. Manuscript acceptance rate is 51%. Average length of time from manuscript submission to publication is 9.5 months down from 14 months in 2006. Walt Buchanan is in charge of advertising. Vlad considers JET to be the best place to advertise.

**NEW Business:**

**Mini-Grants:** Ken Rennels announced the revival of the guidelines for mini-grants. Individuals must be members of ETD. These guidelines will be included in the revised guidelines for membership approval. Dollar amounts would be decided at the annual meeting prior to solicitations going out.

**Awards:** Ed Tezak presented Mike Dyrenfurth with a plaque and thanked him for his service as Member-at-Large and for revising the By-Laws and ETD Guidelines.

The meeting was adjourned at 8:30 AM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division