ETD Business Meeting Minutes 22 June 2010

The Business Meeting of the ETD was called to order at 12:55 PM on June 22, 2010 by John Williams, Chair of ETD.

Warren Hill moved to accept the ETD Business Meeting Minutes of February 3, 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 June 20, 2010. The ETD Operating Account (#FO24) has a balance of $0.00. This is a “use or lose” account and is allocated at $1010 each year. The ETD BASS Account (#FB24) has a balance of $36,503.73. Balances are as of March 31, 2010. Dues income and interest from November to March was $2,317.46. Expenditures include 2010 CIEC Hospitality Room of $193.88 and ETI Penn State Public Broadcasting (Pending) of $2,752.08. Ken noted that the ASEE allocation will go down since the algorithm is based on one dollar per member. We have fulfilled our obligation to JET. Ron Rockland moved to accept the Treasurer’s report and Mike Dyrenfurth seconded. The motion carried unanimously.

Program Chair 2010: Ed Tezak reported for Charles Bachman on the 2010 Annual Conference. Forty three total sessions are scheduled. There were 139 paper submissions of which 83 papers accepted, 38 withdrawals and 4 abstracts and 14 papers rejected. Twenty seven technical sessions were approved by ASEE for ETD and 3 for IT/IET along with 13 others (meetings, meals, etc.). Five ETD papers were nominated, by reviewers, for “Best Paper”, and paper # 0394 by Owe Petersen “Future of Engineering Technology” was submitted to Ann Saterbak for the PIC II “Best Paper” award.

Vice Chair Communications: Ed Tezak reported for Jay Porter who could not be present. The Engineering Technology Division page is still operational and can be found at http://www.engtech.org. The page requires continued maintenance and so he 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. In January, he discussed a new forums site that was created and could be used by ETD and its affiliates to interact. While a few people have joined the forum, it is not an effectively used resource yet. 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 4024 total members. There are 2692 at 372 four-year colleges, 997 members at 342 two-year colleges and 335 members at 287 organizations, corporations and government. There are 192 subscribers with non-institutional email addresses. There are now 50 countries represented.
Members at Large:

Membership: Mike Dyrenfurth was given the mission to review membership. He has requested demographic information from ASEE HQ and is awaiting a response.

Guidelines and By-Laws: Mike reported that he has drafted an update to the Guidelines and By-Laws. He will send out an email to those who volunteered to help update the draft and also to those who are key individuals who were not present at the Executive Board meeting. He will post the new version for comment by the ETD membership after Executive Board revises it.

Branding/Logo: Marilyn Dyrud’s new assignment will be to work on marketing/branding and developing an ETD Logo.

Elections: Ron Rockland reported the ETD Election results as follows:

Assistant Vice-Chair, Programs Keith Johnson
Vice-Chair for Communications Jay Porter
Secretary Ed Tezak
Member-at-Large Marilyn Dyrud
Vice Chair, ETD Program for CIEC Ken Burbank

Elections should be announced in October. Ron will energize Scott Dunning.

National Forum/ETD Strategic Plan: Bob Herrick reported the National Forum has been looking at prioritizing the top issues facing ET and has pared them down to four. One of the goals is to make the definition of ET less complicated. Job classification at the federal level is one main issue. ET graduates are precluded from numerous jobs based on the current classification. Reclassification is on hold due to President Obama’s priorities on job creation. Survey will go out to industry. The last six conferences have involved this discussion. The ETD Strategic Plan is currently on hold awaiting action of the ET National Forum.

OTHER REPORTS:

PIC II Chair: Ann Saterbak, PIC II, reported that ETD is the most active Division in PIC II. In October the allocation from ASEE will go down. The Division needs a Best Paper award and ETD should create a monetary award. Smoothpaper is being replaced by Monolith. Monolith will be the access point for divisions to interface with ASEE for all actions of which paper submission is only one item. There will be training videos for authors and program chairs. The system will be updated on the fly. Ron Rockland asked whether there will be a review process incorporated. Ann will bring the issue forward. Attendance is down this year. Mike Dyrenfurth suggested bringing student members to grow future membership.
ETC Report: Tom Hall reported that Frank Huband retires November first. The ASEE Board will appoint an Interim Director. The Board will make the final decision on the permanent Director at the CIEC Board Meeting.

2010 CIEC: Ed Tezak reported for Paul Villeneuve that attendance was down 10% and corporate sponsorship was down 30%. Divisions will get more money this year from the conference than in the past. The CIEC Board still has to vote on it. Scott Dunning reported that Paul Villeneuve was very frugal with expenditures at the CIEC Conference in an attempt to provide more income to the divisions. The other three divisions will probably reverse that effort next conference.

2011 CIEC: Gary Steffen, CIEC ETD Chair, reported on the upcoming CIEC Conference scheduled for February 2-4, 2011 at the Crown Plaza Riverwalk in San Antonio, TX. This year’s conference theme is “Transforming the Education of the Future Generations in Engineering and Engineering Technology.” A call is currently underway for Papers and Abstract with the deadline for submission of August 29, 2010.

TAC of ABET: Warren Hill incoming Chair of TAC, described the three main issues before TAC. The first is the harmonized criteria that will be published next year. Second, ABET is redoing the Self Study to make it more simplified. Only critical items will be required and many of the charts will be deleted. Third, they are redoing the Policies and Procedures Manual.

Tau Alpha Pi: Tom Hall reported that Tau Alpha Pi Board is in need of volunteers to re-energize our national honor society.

JET: Abi Aghayere, noted that JET is in great financial condition with approximately $63,000 in the bank. That is equivalent to being able to publish six issues. He is soliciting reviewers for JET. He encouraged everyone to get their library to subscribe and place institutional ads. Walt Buchanan asked the members to encourage their Industrial Advisory Board members to place ads.

New Business:

ABET Academic Advisory Council: John Williams described the formation of the ABET Academic Advisory Council. ETC and ETD will each choose a representative to belong to this council. Warren Hill moved that the Past-Past-Chair be the ETD representative. Walt Buchanan seconded and the motion passed unanimously.

ABET: Phillip Borrowman, ABET President Elect, added that there will be a total of four ET representatives to the Advisory Council and the ABET Board will pick the other two. There will be about 30 representatives total and they will meet before the ABET Annual Meeting. He invited everyone to the Annual Meeting. Sessions will be user orientated. ABET is embarking on training new PEVs and retraining veteran PEVs. There were 80 new accreditation requests this year and Phillip emphasized the need for more PEV volunteers.
**CCSSIEE Review:** Creating a Culture for Scholarly and Systematic Innovation in Engineering Education. Tom Hall is going to follow up with Leah Jamieson. A report is posted on the ASEE website. A survey was sent out to 100 institutions. Phase Two of the report will be done in December.

**NCME Center:** Steve Wendel from Sinclair College described the National Center for Manufacturing Education and passed out a URL where additional information can be found. [www.meteconline.org](http://www.meteconline.org)

The meeting was adjourned at 2:15 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division