ETD Business Meeting Minutes 26 June 2013

The ETD Business Meeting of the ETD was called to order at 12:50 PM on June 26, 2013 by Tim Zeigler, Chair of ETD, in Atlanta, GA.

Tim Zeigler recognized Frank Hart as the McGraw Award winner and Marilyn Dyrud as the Berger Award winner and thanked Rasoul Saneifard for being the ASEE Annual Program Chair for ETD.

Scott Danielson moved to accept the ETD Business Meeting Minutes of February 7, 2013. The motion was seconded by Angie Hill Price and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer’s Report: Ken Rennels gave the Treasurer’s Report. The allocation from ASEE for the ETD Operating Account (#F024) is one dollar per ETD member which amounted to $590. This is a use or lose account from ASEE. The Operating Account has a balance of $0.00 since this $590 was allotted to the SUNY Institute of Technology Mini-Grant along with $1,410 from the Bass Account. Erie Community College received grants of $2,500 and $1,620 and the ETD Logo Designer received $1,000 from the BASS Account. The ETD BASS Account (#FB24) has a balance of $70,186.45. Scott Danielson moved to accept the Treasurer’s report and Tom Hall seconded. The motion carried unanimously.

CIEC distribution from the 2013 Conference was $17,654.07. The BASS Account has grown from $15,793.54 in 2005 to $70,186.45 in 2013 and does not account for the CIEC distribution. Ken commented that Jeff Ray mentioned that ETD has more money than any other division. This was noted at the ASEE Board Meeting.

Program Chair 2013: Rasoul Saneifard gave the following report. For the 2013 ASEE Annual National Conference, several announcements were made through the ETD ListServ requesting abstracts, session titles, and workshops. A total of 122 abstracts were received. The authors were notified of the acceptance or rejection of their abstracts by October 19, 2012. Of those accepted abstracts, 7 were withdrawn by the 1/7/2013 deadline for draft papers. By March 7 papers/abstracts were rejected by the reviewers. Sixty-one articles were reviewed and accepted for publication. Thirty-two authors missed the draft paper submission deadline. Twenty-two were withdrawn by authors. A total of 146 colleagues reviewed abstracts and papers. Furthermore, a sum of 34 sessions were requested to accommodate ETD activities, but only 28 were needed and are shown as follows: Technical Sessions (presentations) – 18, Business Meeting Sessions – 8, Social Functions Sessions – 2. Sessions cancelled were:
Technical Sessions - 2, Poster Session, Business Meetings (ETC & ETLI) and one social function

**Vice Chair Communications:** Ed Tezak reported for Jay Porter. The Engineering Technology Division page is still operational and can be found at [http://www.engtech.org](http://www.engtech.org). 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 updates as required to him as indicated below. The biggest problem is getting input from these organizations, especially ETLI. Jay suggested that someone from these organizations needs to be assigned to do the updates. Recent changes to the website include:

- Conferences section has been updated.
- Appropriate minutes and officer lists have been updated based on information either sent in from the different organizations and information available on the web. If corrections are needed, please provide them as indicated below.

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 4173 total members. There are 2692 at 400 four-year colleges, 1077 members at 332 two-year colleges and 404 members at 349 organizations, corporations and government. There are 193 subscribers with non-institutional email addresses. There are now 56 countries represented.

**Elections:** Ed Tezak reported for John Williams on the ETD elections. Approximately 60 ETD members voted. The winners were: Keith Johnson, Division Chair, Stanley Klemetson, Assistant Vice Chair for Annual Programs, Ken Rennels, Treasurer, Scott Danielson, Member at Large, and Helen McNally 2014 Assistant CIEC ETD Program Vice Chair. Tim thanked the newly elected members for volunteering to serve.

**Member-at-Large:** Fred Walker did not attend the conference due to injuries from an accident in May.

**Member-at-Large:** Ed Tezak reported for Marilyn Dyrud on the ETD Logo contest. We received 26 entries from both faculty and students sponsored by ETD faculty. The winner was Matthew Ryker, a student in a graphics designing class at Purdue University. She thanked those who served as judges and especially to the faculty who encouraged their students. She noted that the ASEE Board has approved the logo. She mentioned the update of the JET Webpage on the ETD Website. Last year, the new Chicago style guidelines were added to the ETD website. Very recently, the section on manuscript requirements was added to include more specific information on formatting details (font, size, justification, etc.). Tim mentioned that the archives are still at Northeastern which no longer has ET programs and does not want to keep them. They take up 50 square feet of shelf space. Ken Rennels reported that IUPUI was willing to take them and the
plan is to move to a digital platform. Ken will take on the action to follow up on the relocation and reformatting.

OTHER REPORTS:

PIC II Chair: Ed Tezak reported for Cathy Skokan. The On-line journal needs to raise cost per paper to $250 to be charged to authors. This would allow Advances in Engineering Education for open access for everyone. Finances for the ASEE show a shortfall of $20,000. Cathy indicated she had a candidate for her replacement. Tom Hall noted that we need an ETD member to run for PIC II Chair.

ETC Report: Ed Tezak reported for Jeff Ray on the following.

ETC Tagline Adoption
At the 2012 ASEE Annual Conference the ETC Executive Board voted to adopt the tagline, “The degree is Engineering Technology, the career is engineering” The tagline was developed by Dr. Owe Petersen of the Milwaukee School of Engineering and has appeared in several papers authored by Dr. Petersen in ASEE conference proceedings. Owe trademarked the tagline and has transferred the tagline to ASEE and the Engineering Technology Council for use by ETC member institutions. The tagline was presented at the 2013 conference at the Engineering Technology National Forum (ETNF) session. The ETNF is a standing committee of the ETC. Any university can now use it for branding.

ABET Update
Through the many efforts of ETC members serving as ABET volunteers, the name of the engineering technology commission has been changed from the Technology Accreditation Commission (TAC) to the Engineering Technology Accreditation Commission (ETAC). This has been a significant recognition for accredited engineering technology programs around the globe. Construction Management Association of America (CMAA) approved by ABET’s Board of Directors for addition to ABET.

Engineering Technology Leadership Institute (ETLI)
The ETLI is the ETC’s equivalent to the Engineering Deans Institutes. The 2012 ETLI was held in Greensboro, North Carolina in October 2012 hosted by North Carolina A&T University. Panel sessions were held throughout the institute on issues related to the future of engineering technology education from academics, industry, and government representatives. The ETC and ETLI subcommittee approved moving the 2013 ETLI to Washington, D.C. in order to take advantage of the ETC activities occurring in public policy initiatives. The ETLI has typically been sponsored and held on ET campuses. This year the institute will be held October 4, 2013 in Crystal City, Virginia and invitations have gone out to invited speakers. The date coincides with National Manufacturing Day events. The ETLI programming committee is working with ASEE Headquarters to plan and organize the institute. Bob Herrick encouraged attendance. A conference call with US
News and World Report was made to promote ET grads and ranking of ET programs similar to engineering programs.

**Engineering Technology National Forum:** Bob Herrick updated the activities of the ETNF as follows. The branding that was mentioned is an ASEE branding not an institutional branding. As part of the ETNF activities, the ETC has been holding conversations with several top federal government agencies to address the GS-0800 engineering qualification standard which establishes minimum requirements for applicants to engineering positions in the federal government. In person and teleconference focus group meetings have been held with the Office of Personnel Management (OPM) to review and assess the standard with other government agencies including the Department of Transportation, NASA, Corps of Engineers, Department of the Interior, Department of Defense, Department of Energy, the Railroad Administration, the Bureau of Land Management, and Department of Labor. They have also held two meetings with the National Academy of Engineering representatives to move forward with a study to address how four year engineering technology graduates can fill the shortage of engineers in the United States, particularly given the resurgence of manufacturing in the country. Significant progress has been made with OPM personnel and federal agencies that use engineers. We are currently waiting for the internal workings of OPM to move the ETNF proposal forward to rewrite the qualification standard. Ron Land’s article opened the door to get dialogue going. ETNF is looking for other issues to promote, e.g., licensure.

**2013 CIEC:** Ed Tezak reported for Babak Beheshti that for the 2013 CIEC Conference, a total of 38 abstracts were received by ETD. A program committee of 4 reviewed abstracts and papers. A total of 34 papers or presentations were accepted for the conference. ETD had 6 paper sessions and there were two moderated forums and no papers were presented in these sessions. The number of attendees at CIEC was 245 with 67 reporting membership in ETD. The ETD share of the profits from the CIEC Conference was $17,654.07.

**2014 CIEC:** Angie Hill Price reported that the CIEC conference will be held February 5-7, 2014 in Savannah, Georgia. The theme is “Educating for a Sustainable Future.” ETD will offer eight sessions, including the National ET Forum, and the Dean’s Forum. She is soliciting papers for sessions on Diversity in Engineering Technology, Sustaining Collaboration between Industry and Education, Assessment: Methods, Techniques and Applications and Potpourri: Sustainability Perspectives for Engineering Technology. The four divisions will host a joint opening reception as well as a joint hospitality event.

**ETAC of ABET:** Amit Bandyopadhyay, who is replacing Carol Richardson, reported that Program Educational Objectives, PEOs, are no longer required to be assessed vis-à-vis attainment. The name of the engineering technology commission has been changed from the Technology Accreditation Commission (TAC) to the Engineering Technology Accreditation Commission (ETAC). The word technology no longer has to be in the name of the program unless the term engineering is included in it. During the 2012-13 the Engineering Technology
Accreditation Commission (ETAC) had 35 general reviews, 15 interim reports. Three visits were for programs outside the continental United States. The complete report is attached. John Williams and Jeff Ray are academic representatives to ABET for ETD and are involved in changes to improve such things as clarity and simplification of display material. Student enrollment and number of graduates have been approved by the policy board and will be required in the next cycle.

**Tau Alpha Pi:** Ed Tezak reported for Tengiz Sydykov that Tau Alpha Pi currently has 81 active chapters. In calendar year 2012, Tau Alpha Pi inducted 521 new members. Institutional membership and number of inductees is below the three year average. Gaston College has applied and University of Maine re-established their chapters. Chattanooga State Community College is in the process of establishing a chapter. Inactive chapters are Broome CC, DeVry, Kansas City, DeVry, Dallas, DeVry University, Pamona, Lakeland College and University of Toledo. Tau Alpha Pi is solvent. Annual Meeting is on June 26, 2013 at 7:00 AM in Rm A408. Tom Hall added that Jeff Ray will be going to initiation ceremonies in his region.

**JET:** Chuck Edmonson reported for Abi Aghayere. Current Account balance is $75,106.26. The Spring 2013 JET issue was published and mailed to subscribers in early May. Five (5) manuscripts have been accepted for publication after undergoing successful peer/editorial board reviews. These manuscripts have been copy edited by the Communications Editor, Marilyn Dyrud, and are already scheduled for the Fall 2013 issue of JET. The copy-edited manuscripts and authors’ bios and contact addresses have been sent to the Copy Editor, Susie Sarapin. There are also currently FIVE (5) additional manuscripts in various advanced stages of review that, if successful, will be part of the Spring 2014 issue. Due to the transition in board leadership, the continuing processing of these five manuscripts will be handed over to the incoming Editor-in-Chief, Chuck Edmonson. Below are the editorial board members effective after the June 25 board meeting in Atlanta: Editor-in-Chief: Charlie Edmonson, Production Editor: Vladimir Genis, Manuscript Editor: Susan Scachitti, Advertising Editor: Walter Buchanan, Communications Editor: Marilyn Dyrud, Financial/Subscriptions Editor: Thomas Hall, Copy Editor: Susan Sarapin, Past Editor: Abi Aghayere. Abi noted that it has been his pleasure and honor to have served as the JET Editor-in-Chief for the past two years, and he thanked the JET board and the ETD/ETC leadership for their support. Tom Hall added that 6 papers will be included in the Spring issue in an effort to spend down the money. This is being done because of the ASEE Board’s interest in the amount of money in the JET and EDT accounts. Vladimir Genis indicated the desperate need for reviewers.

**Membership:** Ken Rennels said there are 580 members after a peak of 733 in 2007. We are losing members. Reversing this trend may become a strategic initiative. There was a discussion on the balance in the ETD BASS account and ETD dues. Dues are currently the highest in ASEE. Since there is interest in the amount of funds in the BASS Account by the ASEE Board and the fact that the dues are the highest, ETD might consider lowering the dues. Other divisions
have raised dues from $1 to $3 and experienced membership losses of 15 to 30%. Ken reported that if we cut our $10 dues in half it would not significantly impact ETD. It was pointed out that ETD is already taking steps to judiciously expend funds by subsidizing ASEE and CIEC Program Chairs. Ken moved to have the ETD Executive Committee consider reducing the dues. Scott Danielson seconded. The motion carried.

NEW BUSINESS

**ASEE 2013 ETD Best Paper:** Tim mentioned that the Best Paper was selected. Tim indicated there would be a brief meeting of the Executive Committee to determine the disposition of the Best Paper Award.

**Mini-Grants:** Ken Rennels reported that we had awarded 3 mini-grants last year. The Exec Committee approved $15,000 for this year’s mini-grants. Schools must match funds and authors must present at CIEC.

Bob Herrick indicated that ETC had voted to support funding for ETNF personnel to conduct efforts such as the GS-800 initiative. Bob asked if ETD could also provide funds to support travel. Ken suggested that ETD should provide funds to ETC rather than to individuals. ETC could then distribute the funds. Tom Hall moved to have the ETD Exec Committee consider providing funds to ETC in support of ETNF initiatives. Ron Land seconded and the motion passed.

Keith Johnson presented a plaque to Tim Zeigler as outgoing Division Chair and Tim Zeigler presented a plaque to Rasoul Saneifard for his service as ASEE Annual Program Chair.

The meeting was adjourned at 2:00 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division
ABET Report for the 2013 ASEE Conference
Engineering Technology Division Meetings

ACCREDITATION ACTIONS

During the 2012-13 accreditation cycle, the Engineering Technology Accreditation Commission (ETAC) visited 35 institutions and reviewed 15 interim reports. Three of the visits were for programs outside the continental United States. All of the statements for these visits or reports will be reviewed at the summer commission meeting in July, 2013 and accreditation actions will be provided to the institutions by September, 2013.

ETAC ACTIVITIES

Changes were made by ABET this past year to Criterion 4, the name of the commission (Technology Accreditation Commission (TAC) to the Engineering Technology Accreditation Commission (ETAC)), and the scope statement for ETAC in the ABET Accreditation Policy and Procedures Manual (APPM). The revision to section II.E.3.d (1) of the APPM allows a program without technology in the name of the program such as Construction Management to be accredited by ETAC.

The ABET Board of Directors directed all four commissions in October 2012 to revise Criterion 4 in each commission’s criteria for 2013-14 to remove the requirement for assessment and evaluation of the attainment of program educational objectives (PEOs). PEOs still needed to be reviewed periodically by the program’s constituents.
The Criterion 4 change will be incorporated in all the final statements in this accreditation cycle and ABET headquarters is working with institutions that have interim reports due in the next cycle to implement this change.

The ABET Board of Directors approved a change to the name of commission that accredits engineering technology program in March 2012 on the second reading. ABET Headquarters has provided institutions who have ABET-ETAC accredited programs and professional societies information about the name change and have completed the change of the name of the commission on the ABET website and in the ABET documents. Please notify ABET headquarters if you find TAC in the documents or on the ABET website.

As in the past, the ETAC will invite deans, department chairs, and other institutional representatives to attend the Institutional Representatives' Day, held during the 2013 Summer Commission Meeting in July. This session provides opportunities to guide attendees about their upcoming reviews. Commission members sit with each of the institutional representatives at the meeting to provide personal insights and to answer questions, and a panel of Executive Committee members advises all participants about accreditation process issues.

Power Point presentations on the ABET sponsored sessions at the 2013 ABET Symposium held in April are available on the ABET web site which was revised in the fall of 2012. The ABET website has the last three versions of the ETAC criteria and the APPM. Accreditation Alerts are also available on the ABET website.

This report was prepared 5/22/2013 by Carol Richardson who is currently the past chair of the Engineering Technology Commission of ABET. Please contact her at Carol.Richardson@rit.edu if you have questions about this report.