ETD Business Committee Meeting Minutes 6 February 2014

The Business Committee Meeting of the ETD was called to order at 8:00 PM on February 6, 2014 by Keith Johnson, Chair of ETD, in Savannah, GA. This was followed by the introduction of attendees and recognition and welcome of the Red Stars attendees at their first CIEC conference.

Angie Hill Price moved to accept the Business Committee Meeting Minutes of June 26, 2013. 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. The allocation from ASEE for the ETD Operating Account (#F024) is one dollar per ETD member which amounted to $580. This is a use or lose account from ASEE. The ETD BASS Account (#FB24) has a balance of $91,568.38 up from $70,186.45. There will be some expenses to be paid from this amount, including honorarium of $1000 each for three Best Paper Awards and $15,000 that was allocated at the 2013 ASEE Conference for mini-grants in 2013. Of these expenses, $580 will come from the operating account, with the remainder coming from the BASS account. The CIEC distribution from the 2013 Conference was $17,654.07. The amount this year will be less. ETD was out of money in 2002 in Montreal at which time the division started collecting dues and stopped supporting the JET. Jeff Ray moved to accept the Treasurer’s report and Jay Porter seconded. The motion carried unanimously.

Mini-Grants: Ken Rennels reported on Mini-Grants. Last year ETD gave out 3 Mini-Grants. A primary requirement was that they present at CIEC or publish in JET. Two Red Stars presented in this year’s CIEC. Twelve grants were submitted this year. The committee come up with 6 possible projects which totaled $14,990. Five reviewers used. The committee looks for give-back.

Program Chair 2013: Ragu Athinarayanan reported as follows: For the 2014 ASEE Annual Conference, several announcements were made through the ETD ListServ requesting abstracts, session titles, and workshops. Abstract submissions for ETD began on September 9, 2013, and ended on October 20, 2013. A total of 122 abstracts were received. The authors were notified of the acceptance or rejection of their abstracts by November 9, 2013. Of those accepted abstracts, 13 were withdrawn by the 1/5/2014 deadline for draft papers. As of today seven papers/abstracts were rejected by the reviewers. Eighty five articles are presently in draft stage and have been (or are being) reviewed. Ten papers are in the final stage. Fifteen authors missed the draft paper submission
deadline of 1/5/2014. A total of 46 colleagues reviewed abstracts and papers. Furthermore, 22 sessions have been requested of which 14 are Technical Sessions (presentations), 8 are Business Meetings, and 2 are Social Functions. ETD has also accepted co-Sponsorship for 6 sessions, including: 2 panels of invited speakers, 2 Business Meetings, 1 Social Function, and 1 Distinguished Lecture. ETD is currently reviewing sessions and will confirm all arrangements by the deadline of April 27, 2014. The best paper procedure used in the past will be used this year pending the adoption of new criteria.

**Vice Chair Communications:** Jay Porter reported as follows. 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 him updates as appropriate (see below).

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. The officer lists have been updated as they are received.

Everyone was reminded to send updates to Jay for posting in a timely manner. He has no other reliable way of receiving current information than through active participation of members. This especially includes updated organization lists and current organization minutes. Getting these posted as soon as possible is critical to keeping the memberships up to date with our activities. He has also put the new logo on the ETD website. Tom Hall mentioned that JET information is on the website. The current website URL [http://www.engtech.org](http://www.engtech.org) is a carryover from the past. Jay will find out if [http://www.ETD.org](http://www.ETD.org) is available for use.

Please send comments, feedback and suggestions about the ETD website to Jay Porter at porter@entc.tamu.edu.

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4215 total members of which 2709 are at 407 four-year colleges, 1090 are at 332 two-year colleges, and 416 members are at 360 various organizations, corporations and government. Of these 416 members 194 have non-institutional email addresses. The membership now has 59 countries represented.

**Elections:** Tim Ziegler reported on the ETD elections. The following positions are up for election: Vice Chair Communications, Secretary, Assistant Vice Chair for ASEE Annual Programs, Member at Large and Assistant CIEC ETD Program Chair. He asked members to send him nominations.
OTHER REPORTS:

PIC II Chair: Ed Tezak reported for Cathy Skokan.

She needs volunteers for reviewers for the PIC Best Paper. Last year she had a great group that made the process an easy one. She should receive up to 11 papers and would like to limit the paper review to two or three per reviewer. She is also in need of an informal PIC II assistant for the annual meeting. She tries to attend every business meeting, but sometimes there are three business meetings at the same time. She is looking for a volunteer.

The time line reminder for Best Paper.
- Divisions and Constituent Committees submit their Best Paper (one per group) to their respective PIC Chair
- Each PIC Chair selects the Best Paper from their PIC
- From the five Best Papers selected from each PIC, the Best Conference Paper is selected by the PIC chairs and provided to ASEE

The topics that were discussed over the weekend at the PIC Chair meeting:
- Reviewed and looked at updates to the Special Projects Fund call for proposals
- Reviewed Best Paper process
- Responded to Board request for method to increase paper quality,
- Suggested Rubric for Best Paper be used for all paper reviews recognizing that individual divisions/constituent committees might have additional criteria
- Reviewed deadlines and reaffirmed a desire to make them firm and to try to avoid holiday seasons
- Feeler out for a new constituent committee in Optical Engineering coming from a growing interest in optics and photonics
- ASEE web site needs revision, especially in the search engine

ETC Report: Jeff Ray provided the following report.

Engineering Technology Leadership Institute (ETLI):

Held for the first time in 38 years in Washington, D.C. on Friday, October 4, 2013. The Institute was focused on the “Impact of the B.S. Engineering Technology Graduate on the U.S. Workforce”. Eighty registered attendees attended the conference from multiple academic, professional societies, and government and non-government entities, not including ASEE Staff. Overall feedback from an ASEE conducted survey was positive. Planning for the 2014 ETLI is underway; the conference will again be held in Arlington, VA. A contract has been signed to hold the ETLI through 2016 at the same location. The 2014 ETLI will be held on Friday, October 10, 2014. Jeff asked members to attend the ETLI planning Friday
Program Chair 2013: Ed Tezak reported for Rasoul Saneifard. For the 2013 ASEE Annual National Conference a total of 122 abstracts were received. Of those accepted abstracts, 7 were withdrawn. 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, but only 28 were needed and were: Technical Sessions (presentations) – 18, Business Meeting Sessions – 8, Social Sessions – 2.

2014 CIEC: Angie Hill Price reported on the current conference. The ETD offerings for the 2014 CIEC consist of five paper sessions, three panel sessions: National ET Forum, ET Dean's Panel, JET Board Members presentation on publishing, and a free workshop: “Expanding Student Engagement and Sustainability of Tau Alpha Pi Honor Society”. A joint hospitality session sponsored by all of the divisions is being offered on Wednesday evening of the conference. The ETD has 54 registered attendees as of 1/31/14, with 213 attendees overall. This conference total includes 23 who did not identify a division. The total attendance for the 2013 CIEC in Phoenix was 245. The final number of ETD paper presentations is 20. In addition, one paper was accepted, then withdrawn by the presenters due to lack of travel funding. Papers were not submitted for seven additional abstracts that were accepted. Hospitality session co-sponsored by ETD tonight in Rm 716.

ETAC of ABET: No report.

Member-at-Large: Marilyn Dyrud reported that her major activity has been distributing the new logo to whoever needs it. She, John Williams and Ron Land were charged with developing review guidelines for conference papers. They have traded some information and plan to have the document ready for the ASEE Conference in Indianapolis.

Member-at-Large: Scott Danielson reported that the 2007 version of the Strategic Plan is on the ETD Website. He has the 2012 version as well as the old 2006 word version. The ETC plan is what the ET Forum is doing but not what ETD should be doing. ETD should concentrate on benefits to the members.

Tau Alpha Pi: Ed Tezak reported for Tengiz Sydykov.

Chapter and Membership Status
Currently there are 81 active chapters. In calendar year 2013, fifty-four Chapters inducted 488 new members. For 2013 both institutional membership and the number of inductees are significantly below the average mark as compared to the previous three years.

New Chapters
Gaston College, a public community college in Dallas, NC, applied to establish a Tau Alpha Pi chapter.
University of Maine re-established their chapter after being inactive for five years.
Chattanooga State Community College, a public community college in Chattanooga, TN, is in the process of submitting the required documents to establish a Tau Alpha Pi chapter.

Inactive Chapters
The following chapters have not had an inductee for five consecutive years and will go into inactive status in 2013. If you know anyone at these schools, please reach out to them.
- Broome Community College (2008)
- DeVry, Kansas City (2008)
- Devry, Dallas (2007)
- DeVry University, Pomona (2008)
- Lake Land College (2007)
- University of Toledo (2008)

Financials
Although Tau Alpha Pi remains financially solvent, we need to look for ways to enhance the revenue streams. Some of the possible new revenue sources could be through sales of memorabilia, expansion of membership to graduate students, and sale of popular consumer products (i.e. flash drives) as fundraisers at local chapters. Tau Alpha Pi Board is planning to reach out to colleges with ABET accredited ET programs which have not established a local chapter.

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<th>FY 2010</th>
<th>FY 2011</th>
<th>FY 2012</th>
<th>FY 2013</th>
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Recent Activity
- Tau Alpha Pi web-site has been updated to a new platform WordPress. WordPress allows for easy updates to the web-content as well as a refreshed design. This change creates savings in terms of ASEE-IT labor charges.
- Poster design competition has been created to increase student involvement on campuses. An announcement has been circulated amongst Chapter Advisors to pass along to the student members.
- A survey was created to collect feedback for the headquarters to better understand needs and challenges of the local chapters. The survey is accessible through the following link: [https://www.research.net/s/DJ3CTM3](https://www.research.net/s/DJ3CTM3) Please feel free to contact Ashok Agrawal (a.agrawal@asee.org) or Tengiz Sydykov (t.sydykov@asee.org) should you have any questions.

JET: Chuck Edmonson reported that the current account balance is $85,166.25. The Fall 2013 JET issue was published and mailed to subscribers in November
2013. Four (4) manuscripts have been accepted for publication after undergoing successful Peer and Editorial Board reviews. These manuscripts have been copy edited by the Communications Editor, Marilyn Dyrud, and are scheduled for the Spring 2014 issue of JET. The copy-edited manuscripts and authors’ contact information have been sent to the Copy Editor, Susie Sarapin. There are currently four (4) additional manuscripts in various stages of review, that, if successful, will be part of the Fall 2014 issue. The Editorial Board had a transition of positions effective with the June 2013 ASEE meeting in Atlanta. The Board now consists of:

- Editor-in-Chief: Charlie Edmonson
- Production Editor: Vladimir Genis
- Manuscript Editor: Susan Scachitti
- Advertising Editor: Walter Buchanan
- Communications Editor: Marilyn Dyrud
- Financial/Subscription Editor: Thomas Hall
- Copy Editor: Susan Sarapin
- Past Editor: Abi Aghayere

Jeff Ray asked about average turnaround from submission to publication. Chuck Edmonson said it was 12 months.

**NEW BUSINESS**

Walt Buchanan suggested consideration for ways to shorten the away time for faculty for the CIEC Conference. He suggested it start over a weekend. He encouraged members to look into the changes. One possibility is to move the Opening Reception to Wednesday. Ken Rennels indicated that the idea to shorten the meeting has been proposed by ETD for the last 10 years. However, it has been voted down by the other divisions. Based on signed contracts the changes may not occur until 2019 or 2020.

The meeting was adjourned at 8:45 AM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division