ETD Business Committee Meeting Minutes 6 February 2015

The Business Committee Meeting of the ETD was called to order at 7:50 AM on February 6, 2015 by Ed Tezak, Secretary of ETD, in Palm Springs, CA. This was followed by the introduction of attendees and recognition and welcome of the Red Stars attendees at their first CIEC conference.

Scott Danielson moved to accept the Business Committee Meeting Minutes of June 18, 2014. The motion was seconded by Dave Goodman and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer’s Report: Ken Rennels gave the Treasurer’s Report. The ASEE accounting group is still undergoing CY2014 close-out and an audit so official data are not available. Data that is available is based on unaudited financial statements from ASEE dated 9/30/2014. It does not include income/expenses associated with the ETD events at the ASEE summer meeting in Indianapolis. It does include deposits and disbursements made since 9/30/2014 but does not reflect potential interest income. The allocation from ASEE for the ETD Operating Account (#F024) is one dollar per ETD member which is estimated at about $580. This is a use or lose account from ASEE. The ETD BASS Account (#FB24) has a balance of $66,051.63 as of 9/30/2014. The CIEC distribution from the 2014 Conference was $6467.22. Ken will update the Treasurer’s Report when the ASEE audit is final.

Mini-Grants: Ken Rennels reported on Mini-Grants. One of the 2014 awardees requested waiver of rules of the mini-grant requirement, i.e., to publish and attend the CIEC due to the health of his mother. The Board decided to have him present next year. Ken gave thanks to Ron Land, Marilyn Dyrud and Pat Fox who helped him rate the applications. There was 10 applications amounting to $40,000. The top applicant did not supply a letter of support and was discounted. He will be instructed to reapply next year. Ken proposed to fund the remaining top rated application and partially fund the second applicant. Scott Danielson moved to fund the top applicant for $4,900 and to fund approximately half of the $9,925 requested by the second best applicant. Walt Buchanan seconded and the motion passed unanimously.

ETAC/ABET: Scott gave a brief report on ETAC. There were 193 programs evaluated that included 27 new programs. Seventeen programs were terminated. Applied Engineering is being considered as a new ETAC program.
**Strategic Plan:** Scott Danielson led the discussion of the strategic plan. It is made up of two goals with strategies for each along with action items. ETD has attempted to identify persons responsible for each strategy. It is intended to be changed as needed. ETD needs to identify responsible persons for the blank ones. The second goal is to build ETD membership. Jay Porter plans to send out membership pleas four times a year. It was suggested that reminders be sent to department heads once a month. Another suggestion was to send it to the institutional reps. Jay will attempt to identify department heads and send out a reminder every two months. Strategy 1 under Goal 2 was addressed previously by Ken Rennels under the Mini-Grants discussion as noted above. Strategy 2 to enhance submissions to JET seems to be working. Submissions are up and the acceptance rate is at 6%. Some papers are too technical and are not within the scope of JET. It was suggested that ETD members consider submitting their work and also consider being a reviewer. Good reviewers are needed. Strategy 3 is to encourage participation in ETLI and CIEC. Strategy 4 is to generate a systematic approach for nominating for national awards and to possibly develop new awards. Scott Danielson mentioned the quality of awards was discussed at the Executive Board Meeting. Training session for reviewers was also discussed.

Strategy 3 under Goal 1 was initiated. Verna Fitzsimmons sent out the survey and it is being analyzed. Copies were furnished to the attendees. Survey responses numbered 83 with only 6 from 2 year schools. The majority of responses indicated that 75% of the schools had both engineering and engineering technology programs with 21% having engineering technology only. Part of the questions targeted strategic plans. There was a definite interest in branding. Faculty development and scholarship were viewed as important. In Florida the two year programs have two camps, ABET and non-ABET. Their goal is for the 18 programs to have a path to the 4 year programs. ABET affiliation is going down and non-ABET is going up. Tony Brizendine suggested that ETD might provide some form of mentorship for two year programs that want to get ABET accreditation. There was discussion about how ETD can help both groups.

Marilyn moved and Jim seconded to adjourn.

The meeting was adjourned at 8:47 AM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division