ETD Business Meeting Minutes 7 February 2013

The Executive Committee Meeting of the ETD was called to order at 7:55 PM on February 7, 2013 by Tim Zeigler, Chair of ETD, in Phoenix, AZ.

John Williams moved to accept the ETD Business Meeting Minutes of June 13, 2012. The motion was seconded by Tom Hall and approved unanimously as amended.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Ken Rennels gave the Treasurer's Report. ETD is in excellent condition. The ETD Operating Account (#FO24) has a balance of $590.00. The allocation from ASEE is one dollar per ETD member. This is a use or lose account from ASEE. The ETD BASS Account (#FB24) has a balance of $75,347.58. We took in $13,092.76 from CIEC. ETD had a positive cash flow for the Annual ASEE meeting for the first time. The allocated amount of $5,000 for mini grants was approved last year. Babak Beheshti moved to accept the Treasurer's report and Jeff Ray seconded. The motion carried unanimously.

Program Chair 2013: Ed Tezak reported for Rasoul Saneifard. 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. Seventy eight articles are presently in draft stage that have been (or are being) reviewed by the reviewers. Four papers are in the final stage. Twenty six authors missed the draft paper submission deadline of 1/7/2013. A total of 168 colleagues reviewed abstracts and papers. Furthermore, a sum of 31 sessions have been requested to accommodate ETD activities, and are shown as follows: Poster Session – 1, Technical Sessions (presentations) – 20, Business Meeting Sessions – 8, Social Functions Sessions – 2.

Vice Chair Communications: Ed Tezak reported for Jay Porter that the Engineering Technology Division page is still operational and can be found at 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 (porter@entc.tamu.edu) updates as required. Recent changes to the website include: JET Website has been updated based on feedback from Tom Hall. Conferences section has been updated. Appropriate minutes and officer lists have been updated based on information either sent in from the different organizations or from information available on the web. Comments, feedback and suggestions about the ETD website should be sent to Jay Porter at porter@entc.tamu.edu.

ETD Listserv: Walt Buchanan reported on the Listserv Members. There are 4170 total members. There are 2725 at 400 four-year colleges, 1030 members at 333 two-year colleges and 411 members at 352 organizations, corporations and
government. There are 197 subscribers with non-institutional email addresses. There are now 56 countries represented.

**Elections:** John Williams reported that the announcement was sent out January 29, 2013 and we are seeking nominations for Chair, Assistant Vice Chair for Programs, Treasurer, Member at Large, and 2014 Assistant CIEC ETD Program Vice Chair. He asked for nominations to be closed February 8, 2013. Nominations are trickling in. Ron Rockland has agreed to host the election when the slate is complete. Please see if there is anyone that you can encourage or nominate so we can have at least two nominees for each position. Send nominations to WilliaJC@alfredstate.edu. It was announced that there would be some funding support for the new program chairs-elect. John will include details in the next request for nominations.

**OTHER REPORTS:**

**PIC II Chair:** Cathy Skokan was not present.

**ETC Report:** Jeff Ray reported that the ETC Exec Board met in October at the ETLI. They are looking at the age old problem of the distinction of ET and Engineering. The next Board Meeting is this coming Friday at 0915. They are discussing restructuring to be more like the Engineering Deans Council.

**2013 CIEC:** Babak Beheshti reported that all ETD Board meetings were moved at ETD’s request to lower the number of days at the conference. ETD has 6 paper sessions and 1 panel discussion. Initial submissions were 38, 25 accepted and 25 still scheduled for presentation. The number of attendees at CIEC is currently 219, with 62 reporting membership in ETD. Ken Rennels will send out post conference CDs for those who want them.

**TAC of ABET:** Carol Richardson, Past Chair ETAC ABET, reported that during the 2011-12 accreditation cycle and summarized her report that she gave at the ET National Forum. Summary follows. The Engineering Technology Accreditation Commission (ETAC) had 32 general reviews, 21 interim reports, four interim visits, and one termination visit. All general reviews and new visits this year were conducted using the new ETAC harmonized criteria and the revised Accreditation Policy and Procedures manual (APPM). In addition, the Commission evaluated 23 new programs and terminated twelve programs at seven institutions. With extensions and terminations, the commission evaluated 193 programs at 78 institutions, a slight decrease of 11 programs and four institutions from the previous year which was up significantly from two years ago. For this cycle, there were no Show Cause Reports or Visits or Not to Accredit actions. ETAC accredited 14 programs in four different countries. Program Educational Objectives, PEOs, are no longer required to be assessed vis-à-vis attainment. ETAC officially approved rewording of the ETAC Scope Statement. The word technology no longer has to be in the title. The complete report is attached. Chuck Hickman announced there is no longer an annual ABET Meeting. The new symposium with several tracks will be offered. See ABET site for details.
**Member-at-Large:** Marilyn Dyrud reported on the archives and ETD Logo contest. Marilyn thanked the committee that included Ken Rennels, Ron Rockland, Tim Ziegler, and Scott Dunning. The winner was Matt Ryker, grad student at Purdue. Scott Segalewitz questioned whether ASEE Board has to approve a logo change. Marilyn will check.

**Tau Alpha Pi:** Jeff Ray reported for Tau Alpha Pi. He encouraged campuses to form a chapter. Fortenbury has supported the use of LinkedIn to establish networking opportunities. We are also attempting to collect contact email addresses for Tau Alpha Pi students and alumni to build a stronger network.

**JET:** Abi Aghayere reported the following: Current Account balance = $75,666.80 enough for 8 issues. (Due to Accounts Receivable, the Projected Balance = $85,310.30). The fall 2012 JET Special Issue on “The Future of Engineering Technology Education” was published. There were 4 papers in the issue plus a guest editorial by the ASEE President, Walt Buchanan. The Guest Editors for the special issue were Tom Hall and Niaz Latif. A number of copies of the fall and spring 2012 issues of JET have been sent to officers of NAE, ASCE, and ABET to create more exposure for Engineering Technology. Spring 2013 JET issue is well on track. The issue will have five papers. There are also a number of papers in the review pipeline for the fall 2013 issue. The current JET Editor-in-Chief (EIC), Abi Aghayere, will be transitioning out of that role to the role of ‘Past Editor’ at the June 2013 JET Board meeting, and the current Production Editor, Charlie Edmonson, will transition into the role of the EIC. The current Manuscript Editor, Vladimir Genis, will transition into the role of Production Editor. The Board has recruited a new JET Manuscript Editor, Susan Scachitti from Purdue Calumet, who will assume her role at the June 2013 JET Board meeting. Members of the JET Editorial Board and Niaz Latif will be presenting a panel session at the CIEC 2013 titled “Writing for Publishing in JET.” Panel members include Marilyn Dyrud, Vlad Genis, Charlie Edmonson, Abi Aghayere and Niaz Latif. Work on populating the JET Website is progressing well, with several new documents sent to Jay Porter to be uploaded to the site. JET Website: http://www.engtech.org/jet/JETHome.html.

**NEW BUSINESS**

**Mini-Grants:** Ken Rennels received three mini-grants proposals. All were EET. All grants met requirements. **TITLE:** *Design of Simulation-Based Wireless Communication Laboratories* $3,240. **PROJECT DIRECTOR:** Te-Shun Chou, Assistant Professor, East Carolina University, Department of Technology Systems, Greenville, NC. **TITLE:** *A Real-World, Off-Grid Renewable Energy Student Design Project* $5,000. **PROJECT DIRECTOR:** Elena V. Brewer, Instructor, Erie Community College, Electrical Engineering Technology Department, Williamsville, NY. **TITLE:** *A Novel On-line Learning Approach for Electrical and Computer Engineering Technology* $4,000. **PROJECT DIRECTOR:** Mohammed Abdallah, Assistant Professor, State University of New
York Institute of Technology SUNYIT, Engineering Technology Department, Utica, NY. All were approved for funding at the Executive Board meeting.

**CIEC Format:** Ken Rennels explained the change in format to condense the ETD portion of the Conference. He needs input and feedback so that he and Angie Hill-Price have information for planning the next conference. A post conference survey monkey will ask about format. Please respond. CIEC Board is looking at the format.

**Deans’ Forum:** Jeff Ray encouraged everyone to attend the Deans’ Forum at 9:00 AM.

**ETLI Format:** Jeff Ray announced that the ETLI will take place October 3-4 in Washington, DC. He encouraged everyone to come to the ETLI Board meeting Friday to discuss the new format for ETLI.

**National ET Forum & Strategic Plan:** Jeff Ray reported that there is no existing strategic plan. They will start working on it as soon as the OPM issue is resolved. There is a meeting 26 February with OPM and federal agencies who were invited to participate. Jeff indicated that a report will be sent following the meeting.

Pat Fox is running for ASEE President. She asked for ETD support.

The meeting was adjourned at 8:45 AM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division