ETD Executive Committee Meeting Minutes 10 June 2012

The Executive Committee Meeting of the ETD was called to order by Tim Ziegler, Chair of ETD, at 2:15 PM, Sunday June 10, 2012 in San Antonio, Texas. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Keith Johnson, Vice Chair for Programs, Rasoul Saneifard, Assistant Vice Chair for Programs, Marilyn Dyrud, Member-at-Large, Ken Burbank, 2012 CIEC ETD Chair, Jay Porter, Vice Chair for Communications, Bob Herrick, ET Forum, Abi Aghayere, JET Editor in Chief, Jeff Ray, ETC Chair, John Williams, Past Chair, Ragu Athinarayanan, Assistant Vice Chair for 2013 Programs, and Angie Hill Price, 2013 CIEC ETD Vice Chair. Ron Land, Michael Dyrenfurth, Harry Cooke, Tom Seybert, Chad Laux, Ahmed Khan, Omer Farook, Dennis Mueller, and Mack Mofidi were also present. Fred Walker, Member-at-Large, Walt Buchanan, ETD Listserv were not present.

Mike Dyrenfurth handed out a draft of the "The Engineering Technology Division (ETD) and its Context" document that is to be handed out at the Mixer. It identifies a number or ASEE organizations and explains their functions along with their acronyms to assist new and old ASEE members understand their interaction. It is a living document and input is welcome.

Ken Rennels moved to accept the ETD Executive Committee Meeting Minutes of January 30, 2012. The motion was seconded by Jay Porter and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer’s Report: Ken Rennels gave the Treasurer’s Report as of March 31, 2012. The ETD Operating Account (#FO24) has a balance of $507.40. There was $85.60 for Award Plaques. This is a “use or lose” account. The ETD BASS Account (#FB24) has a balance of $57,720.12. Balances are as of March 31, 2012. Keith Johnson moved to accept the Treasurer’s report and Omer Farook seconded. The motion carried unanimously. As a comparison Ken mentioned that in 2006 the ETD Bass account was $15,793.54 and has grown to the $57720.12 balance at this time. We now have flexibility to support things such as Best Paper and Mini-Grants.

Program Chair 2012: Keith Johnson reported on the 2012 Annual Conference. There were 142 reviewers. There were 127 papers submitted, 80 were published, 9 rejected. Twenty two technical sessions were approved by ASEE. There is one poster session. There were problems with Monolith that cannot detect conflicts and other problems. The system does not support dual sponsorships of sessions. There is no way to mass mail moderators. Communication is a significant problem.

Vice Chair Communications: Jay Porter reported on the following:

The Engineering Technology Division page is still operational and can be found at
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 me ([porter@entc.tamu.edu](mailto:porter@entc.tamu.edu)) updates as required. Items that might currently be out of date include:

- **ETD**
  - Will post final Guidelines and Bylaws once approved
  - Removed link to section activity reports
  - Added 2010 Bibliography (Dyrud)

- **ETC**
  - Updated the bylaws

- **ETLI**
  - Have initiated contact with Ben Uwakweh to update ETLI data, but have not heard back yet
  - Posted a link for the 2012 ETLI Conference

- **ECETDHA**
  - Minutes are not current - Need minutes for June 2011, Feb 2012

- **National ET Forum (Robert Herrick)**
  - Added link to the JET paper, “Engineer Technologist Are Engineers”
  - Working with Bob Herrick to update information

Please send comments, feedback and suggestions about the ETD website to Jay Porter at [porter@entc.tamu.edu](mailto:porter@entc.tamu.edu)

**ETD Listserv:** Ed Tezak reported for Walt Buchanan on the Listserv Members. There are 4131 total members. There are 2716 at 397 four-year colleges, 1031 members at 335 two-year colleges and 384 members at 328 organizations, corporations and government. There are 190 subscribers with non-institutional email addresses. Jay asked to check with Walt to discuss trends.

**Elections:** John Williams reported the following on the ETD Elections. The ETD Election was posted on the website and 50 ETD members voted. John thanked Ron Rockland for running the election.

The winning candidates were:

- Assistant Vice-Chair, Programs: Ragu Athinarayanan
- Secretary: Ed Tezak
- Vice-Chair, Communications: Jay Porter
- Member at Large: Marilyn Dyrud
- Vice Chair, ETD program for CIEC: Angie Hill Price

**Member-at-Large:** Fred Walker was unable to attend but sent in his draft on the ETD Strategic Plan. Three goals were outlined and Action Items were cited. This plan was the outcome of a meeting that occurred with Ken Rennels, Pat Fox and Fred.
**Member-at-Large:** Ed Tezak reported for Marilyn Dyrud as follows:

**Archives:** She has contacted Larry Wolf regarding moving the archives from Wentworth in Boston to our new facility at Wilsonville (south of Portland, Oregon). She has yet to hear from him. OIT will occupy the building starting fall term, 2012.

**ETD Logo Contest:** After a delay that she profusely apologized for, she sent out an announcement via the ETD listserv regarding our contest on May 19. In two days, she received three entries. She will bring copies of a flyer about the contest to put on the ETD table at the division mixer. In addition, she will send out another announcement via the listserv in early September. The deadline for submissions is October 15, 2012.

**Update JET Webpage:** The new guidelines for Chicago style have been added to the ETD website. To access, go to www.engtech.org and click on “Publications”; click again on “JET Web Site.” On the JET page, click on “Author’s Guide” and scroll down to the second bullet. Click on “style guide.”

Marilyn arrived late but reaffirmed these comments.

**OTHER REPORTS:**

**PIC II Chair:** Cathy Skokan was not at the conference. Ann Saterbak, former PIC II Chair, is substituting for her but is running the PIC II meeting concurrently so she could not attend. Mike Dyrenfurth volunteered to depart the ETD meeting and represent Tim Ziegler at the PIC II meeting.

**ETC Report:** Jeff Ray reported that ETC will vote on the ETC By-Laws at the Council meeting this week. ABET representatives will be meeting at the ETC Executive Committee. The National ET Forum is scheduled Monday. Ron Land authored an article about Engineering Technology and Engineering in the spring issue of JET. The issue was sent to ASEE President, President Elect, Past President, Council Chairs and VPs so they would understand what is going on in ET. It was well received by all. Tau Alpha Pi will be directing it’s effort toward a big focus in engaging with students. ASEE dues will increase this year. An increase for annual conferences fees is coming for next year. ASCE is pushing for a master of science as the professional degree requirement for a PE license. There are several sessions this week and members are encouraged to attend. ASCE is the only professional organization for it. A number of other professional organizations have voiced opinions against it.

**National ET Forum:** Bob Herrick reported on the recent leadership changes. Ron Land is now the leader of “ETC and ETD Initiatives”, replacing Mark Pagano. A new leadership position was created for “ETAC of ABET Initiatives” with Carol Richardson as the charter leader.
ET National Forum session is scheduled for MON, 6/11/12 4:30-6:00, Session ME 636A, San Antonio Convention Center, 004B. Agenda includes: ETAC of ABET Initiatives (Tom Hall presenting for Carol Richardson, see Appendix), PE Licensure (Harry Cooke presenting for Carol Richardson), ET National Forum, White Paper (Jeff Ray), JET to constituents, ET Support Letter (Ron Land), IAB Survey Follow-up (Ron Land & Jeff Ray), Next Steps – Participant Engagement.

July 20th meeting at NAE with Greg Pearson in concert with ABET Summer Meeting to be attended by Ken Burbank, Bob Herrick, Jeff Ray and John Williams.

2012 CIEC: Ken Burbank reported on the 2012 CIEC Conference. The Pre-conference work sessions for ETC, ETD, JET, ECETDHA, and ET National Forum were held on Monday and Tuesday. The ETLI Board meeting was moved to Wednesday morning (at their request) to lower the number of days at the conference, and the meeting was well attended. The Tuesday workshop was cancelled due to low enrollment. ETD had 6 paper sessions and 1 panel discussion. There were 39 initial submissions, 34 were sent out to reviewers, 28 were accepted, and 22 were presented. Nominees for Best Session and Best Presenter were selected using the evaluation process, and will be presented to the CIEC Board at the June ASEE meeting. The number of attendees was 233, with 69 reporting membership in ETD. The tentative report being submitted to the CIEC Board shows that ETD’s portion of the profits will be 34%, based on registrants. At this time, this corresponds to ~$13,000 for the ETD share. Ken Rennels generated and mailed copies of the papers and presentations to those that requested CD’s. There is a companion website as well: http://www.indiana.edu/~ciec2012/ Next year.

2013 CIEC: Ed Tezak reported for Babak Beheshti, CIEC Program Chair reported that the 2013 CIEC will be held February 6-9, 2013 in Phoenix, AZ. There will be 9 technical sessions and one poster session, a hospitality session and two meetings. Thirty seven papers are proposed.

ETAC of ABET: Carol Richardson could not be present at the conference but submitted the detailed report that is included as Appendix A to these minutes. Tim Zeigler reported that only criteria 3 & 5 have not been harmonized.

Tau Alpha Pi: Warren Sallade sent in the following report:

Tau Alpha Pi currently has 81 active chapters. As of June 1, 2012, Tau Alpha Pi has added 486 new members year to date. This compares favorably with 2010 (419 inductees/90 chapters & with 2011 (491 inductees/85 chapters).

We are in the process of approving our newest chapter at Central Piedmont Community College, Charlotte, NC. Other schools we are actively working with are Old Dominion, Union University, LA Tech, Penn State-Harrisburg and Gaston College. Please let us know if you know anyone at these schools that could help us establish a chapter.
Over the past year, we lost DeVry-Dallas, Prince Georges Community College – Maryland, Michigan Tech, and Penn State-Dubois. These chapters did not have an inductee for five consecutive years and are now inactive.

Our Board meeting is scheduled for Wednesday, June 13, 2012 from 7:00 am – 8:30am in room 007B - Convention Center. We encourage members of the Technology Division to attend. I have enclosed a copy of the agenda for your review. As you can see, we have been reviewing the Tau Alpha Pi constitution & bylaws and have updates and changes to discuss. We will also be electing a new President as well as starting the nomination process for two Board seats that become open January 1, 2013.

**JET:** Abi Aghayere, Editor in Chief, reported on JET. The *JET* Board has completed the digitizing of all past issues of the Journal of Engineering Technology dating back from 1984. Current Account balance = $73,113.26 (Due to Accounts Receivable, the Projected Balance = $76,300.26) Spring 2012 *JET* issue is published – Contains a reprint of a 1985 *JEE* article by Drs. Cheshier and Kenyon on ET and Engineering Education. Fortunately, through the help of Carol Richardson and Bob Herrick, we were able to locate both authors. Dean Kenyon graciously agreed to write a footnote to his original article. Abi encouraged all to read this footnote on page 45 of the spring issue. Fall 2012 Special Issue on “The Future of Engineering Technology Education” is well on track –

- Guest Editors: Tom Hall and Niaz Latif
- Total manuscripts received = 10
- Number of invited manuscripts = 3 (These are undergoing JET Board Review only)
- Number of other manuscripts received = 7 (These are undergoing JET peer review and if successful will proceed to the JET Board Review stage)
- Potential maximum number of papers for the Special Issue = 6
- Successful manuscripts that do not make it into the Special Issue will be considered for publication in future issues of JET

The *JET* Brochure project is complete and we have printed 2000 copies. Marilyn Dyrud, *JET* Communications Editor, wrote an abstract for a CIEC panel on “Publishing in JET,” which has been accepted as a regular session. There will be no fee for this session. Panel members consist of Marilyn Dyrud, Vlad Genis, Charlie Edmonson, Niaz Latif, and Abi Aghayere.

**Membership:** Ken Rennels reported on numbers of members. In 2001 there were 818 in ETD and currently there are 542. ETD is down 40% while the total
ASEE overall division membership is up 12% for the same period. Jay Porter offered to send out an announcement every two months. He asked Tim Zeigler to draft something.

OLD BUSINESS:

ETD Action Items: Ed Tezak reviewed the action items and noted updates.

NEW BUSINESS:

ETD Guidelines: Ed Tezak passed out the draft ETD Guidelines that will be distributed at the Business Meeting for a vote. Marilyn suggested using the new ASEE logo on the Guidelines. Ed agreed to fix it.

ASEE 2012 ETD Best Paper: Tim Ziegler announced the ASEE BOD approved the awarding of the Best Paper Award. Four papers were submitted this year but Keith only received 3 votes. Ron Land suggested that we need to form a rubric with the criteria and weighted point scale. Jay Porter suggested we pass out the criteria to the membership ahead of time and that there will be a Best Paper Award. Jay Porter moved to delay presenting the Best Paper Award until next year. Keith Johnson seconded. Motion carried. Marilyn suggested appointing a committee to develop criteria for guidelines for initial review. John Williams, Ron Land, Marilyn Dyrud will develop the guidelines.

Mini-Grants: Ken Rennels indicated that he planned to propose that $4700 be allocated to the Mini-Grant program. He noted that the new guidelines indicated that the Exec Committee would set the amount each year. Ken Rennels moved to set $4700 aside to support Mini-Grants for the coming year. A friendly amendment to increase the amount to $5000 was made by John Williams. Keith seconded and motion passed.

Tim Ziegler mentioned several highlighted events on the ETD schedule and encouraged attendance.

The motion to adjourn the meeting was made by Keith Johnson and seconded by Ken Burbank and the meeting was adjourned at 4:00 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division
APPENDIX A

ABET Report for 2012 ASEE Annual Conference

Major revisions were implemented at the beginning of this academic year to the 2011-12 ABET Criteria for Accrediting Engineering Technology (ET) Programs and the 2011-12 ABET Accreditation Policy and Procedure Manual (APPM). Both of these documents (2011-12 and 2012-13 versions) are available on the ABET website www.abet.org under the quick link, Accreditation Criteria, Policies, and Procedures. Many sections of the APPM were revised to clarify ABET policy and procedures and the ET Criteria was revised to harmonize the criteria between the four ABET commissions. The only commission specific criteria in all of the commissions are now Criterion 3 (Student Outcomes) and Criterion 5 (Curriculum). All ABET visits this year were conducted using the new harmonized criteria.

The ABET Board of Directors approved a change to the name of commission that accredits engineering technology program in March 2012. The Technology Accreditation Commission has been changed to the Engineering Technology Accreditation Commission (ETAC). This change is being made in order to: 1) better reflect the graduate attributes and professional competency models for graduates of Engineering Technology programs promulgated by the International Engineering Alliance; 2) align the name of the commission with the majority of degree programs it accredits; and 3) help position ABET accreditation more attractively to ET programs not currently holding ABET recognition. ABET has provided institutions who have ABET-ETAC accredited programs and professional societies information about the name change.

ETAC revised Criterion 3 in the 2011-12 ABET Criteria for Accrediting ET Programs to have different student outcomes for four year and two year programs. ETAC used two definitions from the International Engineering Alliance (IEA) Graduate Attributes and Professional Competencies paper which is available through the IEA website http://www.ieaagreements.org. This paper presents the background of developments of international accrediting bodies that have outcomes-based accreditation assessment of programs. The new ETAC criteria use the terms “broadly defined activities” for baccalaureate degree programs and “narrowly defined activities” for associate degree programs. Broadly defined activities are those that involve a variety of resources; that involve the use of new processes, materials, or techniques in innovative ways; and that require a knowledge of standard operating procedures. Narrowly defined activities are those that involve limited resources, that involve the use of conventional processes and materials in new ways, and that require a knowledge of basic operating processes. Institutions that are applying for accreditation for two-year and four-year programs can prepare one self-study document for both programs and submit a second self-study document that lists only the differences such as student outcomes of Criterion 3 between the two programs.

ETAC has been working to revise the scope statement of the commission in the ABET APPM for several years. ETAC met with the Engineering Accreditation Commission (EAC) of ABET in April, 2012 to develop a new scope statement. A scope statement was developed in a joint meeting of the two commissions and will be proposed to the members of the ETAC commission in July 2012.
Proposed ETAC Revision to ABET Accreditation Policy and Procedure Manual

Goal for Revised ETAC Scope Statement:

Bring ETAC statement more in line with the other three Commissions’ statements.

Existing Text for All four Commissions: (pages 6-7 of the 2011-12 ABET Accreditation Policy and Procedure Manual)

II.E.3. A programs must be accreditable under at least one or more of the four commissions of ABET:

II.E.3.a. ASAC - Programs accredited by ASAC are those leading to professional practice utilizing science and mathematics along with engineering concepts as a foundation for discipline-specific practice, including the recognition, prevention, and solution of problems critical to society. ASAC accredits a program at the associate, baccalaureate, or masters degree level.

II.E.3.b. CAC - Programs accredited by CAC are those leading to professional practice across the broad spectrum of computing, computational, information, and informatics disciplines. CAC accredits a program at the baccalaureate degree level.

II.E.3.c. EAC - Programs accredited by EAC are those leading to the professional practice of engineering. EAC accredits a program at the baccalaureate or masters degree level.

II.E.3.c. (1) EAC - All engineering program names must include the word “engineering” (with the exception of naval architecture programs accredited prior to 1984).

II.E.3.d. TAC - Programs accredited by TAC prepare baccalaureate degree graduates for careers as engineering technologists and prepare associate degree graduates for careers as engineering technicians. TAC accredits a program at the associate or baccalaureate degree level.

II.E.3.d. (1) TAC - The name of every TAC-accredited program must include the word “technology,” but the preferred title would include the phrase “engineering technology.”

Proposed Revision to Section II.E. 3.d:

II.E.3.d ETAC – Baccalaureate programs accredited by ETAC are those leading to the professional practice of engineering technology. Associate degree programs prepare graduates for careers as engineering technicians. ETAC accredits a program at the associate or baccalaureate degree level.

II.E.3.d. (1) ETAC - The name of every ETAC-accredited program that includes the word “engineering” in the name of the program must also include the word “technology.”