The Executive Committee Meeting of the ETD was called to order 4:30 PM on June 20, 2010 by John Williams, Chair of ETD, in Louisville, KY. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Omer Farook, Assistant Vice Chair for Programs, Walt Buchanan, ETD Listserv, Tom Hall, ETC Chair, Ex Officio, Marilyn Dyrud, Member-at-Large, Mike Dyrenfurth, Member-at-Large, Ken Burbank, Vice Chair ETD Program 2011. Ron Land, Tom Seybert, Mark Pagano, Bob Herrick, ET Forum, and Paul Villeneuve, 2010 CIEC General Conference Chair were also present. Jay Porter, Vice Chair, Communications, Scott Dunning, Past Chair of ETD, Rasoul Saneifard, 2010 CIEC ETD Chair, Gary Steffen, 2011 CIEC ETD Chair, and Sohail Anwar, JET Editor were absent. Charles Bachman, Vice Chair Programs arrived at 5:45 PM

Walt Buchanan moved to accept the ETD Executive Committee Meeting Minutes of February 1, 2010. The motion was seconded by Omer Farook and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer's Report: Ken Rennels gave the Treasurer's Report as of June 20, 2010. The ETD Operating Account (#FO24) has a balance of $0.00. This is a "use or lose" account and is allocated at $1010 each year. The ETD BASS Account (#FB24) has a balance of $36,503.73. Balances are as of March 31, 2010. Dues income and interest from November to March was $2,317.46. Expenditures include 2010 CIEC Hospitality Room of $193.88 and ETLI Penn State Public Broadcasting (Pending) of $2,752.08. There is no more obligation for JET. ETD may need some money for CIEC travel. Mike Dyrenfurth moved to accept the Treasurer’s report and Walt Buchanan seconded. The motion carried unanimously.

Program Chair 2010: Omer Farook reported for Charles Bachman on the 2010 Annual Conference. Forty three total sessions are scheduled. There were 139 paper submissions of which 83 papers accepted, 38 withdrawals and 4 abstracts and 14 papers rejected. Twenty seven technical sessions were approved by ASEE for ETD and 3 for IT/IET along with 13 others (meetings, meals, etc.). Five ETD papers were nominated, by reviewers, for “Best Paper”, and paper # 0394 by Owe Petersen “Future of Engineering Technology” was submitted to Ann Saterbak for the PIC II “Best Paper” award. The paper from the Design in Engineering Education Division, #1221: “An Experimental Investigation of the Innovation Capabilities of Engineering Students” won the award. At this time, one author has reported losing his academic position and consequently will not attend the conference. It was necessary to locate replacements for three moderators because they also could not attend. The numbers of papers is significantly down. Location may have an impact along with the recession. Omer is looking for suggestions for next year. Paul Villeneuve made an appeal to move technical session emphasis from ASEE Annual conference to CIEC so that ETD can benefit
from the cost sharing from the CIEC. There is no cost sharing at the ASEE Annual meeting.

John Williams mentioned that we achieved sponsorship for the Rap Session and Strategic Planning. He encouraged much more attendance since National Instruments has agreed to sponsor the session and will be present. A request for maximum participation will be made at the Berger Award Luncheon.

**Vice Chair Communications:** Ed Tezak reported for Jay Porter who could not be present. The Engineering Technology Division page is still operational and can be found at [http://www.engtech.org](http://www.engtech.org). The page requires continued maintenance and so he 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. In January, he discussed a new forums site that was created and could be used by ETD and its affiliates to interact. While a few people have joined the forum, it is not an effectively used resource yet. As a reminder, the forum can be accessed from the engtech.org website or directly at [http://engineering-technology-division-forum.socialgo.com](http://engineering-technology-division-forum.socialgo.com). The registration code is **engtech**. Ron Rockland asked about what we can do to spread Engineering Technology to other divisions.

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4024 total members. There are 2692 at 372 four-year colleges, 997 members at 342 two-year colleges and 335 members at 287 organizations, corporations and government. There are 192 subscribers with non-institutional email addresses. There are now 50 countries represented. Walt mentioned the action item to send out an appeal for new members monthly.

**Members-at-Large:** Section Reports have been discontinued. ETD Guidelines and By-Laws are discussed below.

**Elections:** Ron Rockland reported the ETD Election results as follows:

- Assistant Vice-Chair, Programs: Keith Johnson
- Vice-Chair for Communications: Jay Porter
- Secretary: Ed Tezak
- Member-at-Large: Marilyn Dyrud
- Vice Chair, ETD Program for CIEC: Ken Burbank

Elections should be announced in October. Ron will energize Scott Dunning.

**ETD Strategic Plan:** Meeting will be combined with the Rap Session. It will be advertised at the Berger Luncheon on Monday.
OTHER REPORTS:

PIC II Chair: John Williams announced that the allocation from ASEE for the operating Budget will be one dollar per member vice the $1010 as in the past. This will amount to a several hundred dollar reduction in revenue. John is looking for details of a special projects fund. Ann Saterback is meeting with the PIC II at this time. Also Smoothpaper is being replaced. The two issues Charlie Backman noted were membership and Best Paper Awards. We need to get the membership up.

ETC Report: Tom Hall reported that Rm 108 will be the location of the National Forum. ABET Executive Director coming in to speak at the ETC Board Meeting which will allow ETC to put issues on the table.

2010 CIEC: Paul Villeneuve reported that attendance was down 10% and corporate sponsorship was down 30%. Divisions will get more money from the conference than in the past. The Board still has to vote on it.

2011 CIEC: Ed Tezak reported for Gary Steffen on the upcoming CIEC Conference scheduled for February 2-4, 2011 at the Crown Plaza Riverwalk in San Antonio, TX. This year’s conference theme is “Transforming the Education of the Future Generations in Engineering and Engineering Technology.” General Conference Structure (ETD): Monday January 31, 2011: Pre-Conference Business meetings. Tuesday February 1, 2011: Pre-Conference activities including Golf Outing, workshop (1 ETD workshop planned) and the ET National Forum. Conference Wednesday February 2 – Friday February 4, 2010 A conference at a glance is available at the CIEC Booth 228 in the Exhibition. There will be five joint sessions with other divisions and approximately seven paper sessions. The general format of the conference is similar to years past. A call is currently underway for Papers and Abstract with the deadline for submission of August 29, 2010. The ETD Awards (Best Presentation and Best Session) from CIEC 2010 have been selected for presentation at the CIEC 2011 conference.

TAC of ABET: Ron Rockland indicated that Devry is asking ABET to do a sampling of 12 of their 36 sites for their accreditation. Tom Hall reported that this is going forward and the lowest rating at any of these 12 sites will be the finding for the entire system.

Tau Alpha Pi: Tom Hall reported that Tau Alpha Pi Board is in trouble and needs to be energized. He suggested that this be brought up at the luncheon meetings and request volunteers to serve on the Board.

JET: Sohail Anwar, JET Editor, is not at the conference. Tom Hall reported that finances are looking good. Ken Rennels reported that JET has $60,300 as of March 31st.
**ACTION ITEMS:** Items were reviewed and updated. They are listed separately on the attached spreadsheet. Note there are two tabs, one is OPEN items and one is Closed.

**NEW BUSINESS:** The following issues surfaced but were not discussed in detail:

**Officer Nominations** – ETD needs to focus on increased nominations. Solicitations will be made by mid-October. Scott Dunning will follow up.

**Membership Decline** – Membership is declining and will have an effect on ASEE Funding. The trend must be reversed.

**Membership Secretary** – Appointment needed. This is being reviewed with the ETD guidelines and bylaws.

**Monthly List Serve** – Walt suggested John Williams send out a monthly appeal.

**Mini Grants** - No discussion.

**CIEC Format & ETD Meetings** – John Williams noted that CIEC takes up a whole week and was looking for a way to shorten the academic member’s commitment by rescheduling the Executive and Business Meetings. Paul Villeneuve indicated that the earliest this could happen would be the 2012 CIEC Conference.

**National ET Forum and Strategic Plan** – ETD Strategic Plan is coupled to the results of the National ET Forum deliberations and its update is currently on hold.

**CCSSIEE Review** – Creating a Culture for Scholarly and Systematic Innovation in Engineering Education. Tom Hall is going to follow up with Leah Jamieson. A report is posted on the ASEE website. A survey was sent out to 100 institutions. Phase Two of the report will be done in December.

**NCME Center** - Steve Wendel from Sinclair College was supposed to brief their NCME Center but was not present.

**Guidelines and By-Laws:** Mike Dyrenfurth, Member-at-Large, reported on the 54 page ETD Guidelines and the By-Laws. He indicated that the major problem is inconsistencies. Mike provided 14 pages of suggested improvements. He recommended posting this draft and soliciting comments. Ron Land suggested that individuals present at the meeting raise their hands if they are willing to read the document and make comments by August. There was agreement on this issue. Mike will send out an email to those who volunteered and also to those who are key individuals who were not present at the meeting. Ron Rockland suggested that a box be available to input comments rather than exchange email input. Mike agreed to work with Jay Porter to make this happen.
The meeting was adjourned at 6:10 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division