ETD Executive Committee Meeting Minutes 23 June 2013

The Executive Committee Meeting of the ETD was called to order at 2:20 PM on June 23, 2013 by Tim Zeigler, Chair of ETD, in Atlanta, GA. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Rasoul Saneifard, Vice Chair for ASEE Annual Programs, Ragu Athinarayanan, Assistant Vice Chair for ASEE Annual Programs, Marilyn Dyrud, Member-at-Large, Bob Herrick, ET Forum, Jeff Ray, ETC Chair, Carol Richardson, ETAC ABET, Angie Hill Price, CIEC ETD Program Chair, Jay Porter, Communications, Keith Johnson, ETD Chair Elect, Cathy Skokan, PIC II Chair, Scott Danielson, Member-at-Large Elect, Helen McNally, Assistant ETD CIEC Program Chair Elect and Stan Klemetson, Assistant Vice Chair for ASEE Annual Programs Elect. Ron Land, Tom Seybert, Chris Conty and Xiaojing Yuan were also present. John Williams, Past ETD Chair and Fred Walker, Member-at-Large, Walt Buchanan, ETD Listserv, Babak Beheshti, 2013 CIEC ETD Chair and Abi Aghayere, JET Editor were absent.

Ken Rennels moved to accept the ETD Executive Committee Meeting Minutes of February 6, 2013. The motion was seconded by Angie Hill Price 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 $590. This is a use or lose account from ASEE. The Operating Account has a balance of $0.00 since this $590 was allotted to the SUNY Institute of Technology Mini-Grant along with $1,410 from the Bass Account. Erie Community College received grants of $2,500 and $1,620 and the ETD Logo Designer received $1,000 from the BASS Account. The ETD BASS Account (#FB24) has a balance of $70,186.45. Keith Johnson moved to accept the Treasurer’s report and Rasoul Saneifard seconded. The motion carried unanimously. CIEC distribution from the 2013 Conference was $17,654.07. The BASS Account has grown from $15,793.54 in 2005 to $70,186.45 in 2013. Jeff Ray mentioned that ETD has more money than any other division. This was noted at the ASEE Board Meeting. He suggested that ETD consider ways to use the funds in constructive initiatives, perhaps mini-grants.

Program Chair 2013: Rasoul Saneifard gave the following report. 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. The authors were notified of the acceptance or rejection of their abstracts by October 19, 2012. Of those accepted abstracts, 7 were withdrawn by the 1/7/2013 deadline for draft papers. By March 7
papers/abstracts were rejected by the reviewers. 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 to accommodate ETD activities, but only 28 were needed and are shown as follows: Technical Sessions (presentations) – 18, Business Meeting Sessions – 8, Social Functions Sessions – 2. Sessions cancelled were: Technical Sessions - 2, Poster Session, Business Meetings (ETC & ETLI) and one social function. Rasoul stated that the system for handling papers had limitations that restricted management by the program chair. We need the flexibility to have the assistant program chair to have the same access as the chair. Tim indicated he would look into the matter. Ed Tezak asked why only one moderator was assigned since there have always been two. The second assisted in collecting the evaluations as well as acting as a backup if needed. The consensus was that two were better than one since there are times when only one shows up or one has a paper presentation at the same time in another session. Tim Zeigler said we would go back to having two co-moderators.

**Vice Chair Communications:** 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 updates as required to him as indicated below. The biggest problem is getting input from these organizations, especially ETLI. Jay suggested that someone from these organizations needs to be assigned to do the updates. It was suggested that the information is available on a number of websites. 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. If corrections are needed, please provide them as indicated below.

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

**ETD Listserv:** Ed Tezak reported for Walt Buchanan on the Listserv Members. There are 4173 total members. There are 2692 at 400 four-year colleges, 1077 members at 332 two-year colleges and 404 members at 349 organizations, corporations and government. There are now 56 countries represented.

**Elections:** Ed Tezak reported for John Williams on the ETD elections. Approximately 60 ETD members voted. The winners were: Keith Johnson, Division Chair, Stanley Klemetson, Assistant Vice Chair for ASEE Annual Programs, Ken Rennels, Treasurer, Scott Danielson, Member at Large, and Helen McNally 2014 Assistant CIEC ETD Program Chair.
**Member-at-Large:** Fred Walker did not attend the conference due to injuries from an accident in May. He sent in a list of three strategies for the ETD Strategic Plan. Keith Johnson encouraged people to attend the strategic planning meeting Tuesday 4 PM.

**Member-at-Large:** Marilyn Dyrud reported on the ETD Logo contest. After our last meeting at the annual conference, she solicited designs for a new and improved ETD logo, as our current one seemed a little outdated. By the October 15 deadline, we received 26 entries from both faculty and students sponsored by ETD faculty. Our judging committee included Ken Rennels, Ron Rockland, Tim Ziegler, and Scott Dunning. The winner was Matthew Ryker, a student in a graphics designing class at Purdue University. She thanked those who served as judges and especially to the faculty who encouraged their students. She noted that the ASEE Board has approved the logo. She mentioned the update of the JET Webpage on the ETD Website. Last year, the new Chicago style guidelines were added to the ETD website. Very recently, the section on manuscript requirements was added to include more specific information on formatting details (font, size, justification, etc.). The archives are still at Northeastern which no longer has ET programs and does not want to keep them. They take up 50 square feet of shelf space. Ken Rennels proposed moving them to IUPUI and moving to a digital platform. Ken will take on the action to follow up on status of archives and the relocation and reformatting.

**OTHER REPORTS:**

**PIC II Chair:** Cathy Skokan confirmed the logo was approved by the Board. The On-line journal needs to raise cost per paper to $250 to be charged to authors. This would allow Advances in Engineering Education for open access for everyone. Finances for the ASEE show a shortfall of $20,000. Cathy indicated she had a candidate for her replacement.

**ETC Report:** Jeff Ray provided the following report.

**ETC Tagline Adoption**

At the 2012 ASEE Annual Conference the ETC Executive Board voted to adopt the tagline, **“The degree is Engineering Technology, the career is engineering”**

The tagline was developed by Dr. Owe Petersen of the Milwaukee School of Engineering and has appeared in several papers authored by Dr. Petersen in ASEE conference proceedings. Owe trademarked the tagline and has transferred the tagline to ASEE and the Engineering Technology Council for use by ETC member institutions. The tagline is being presented at the 2013 conference at the Engineering Technology National Forum (ETNF) session. The ETNF is a standing committee of the ETC. Any university can now use it for branding.

**ETC Public Policy Initiatives**

As part of the ETNF activities, the ETC has been holding conversations with several federal government agencies to address the GS-0800 standard for
classification of engineers employed by the federal government thanks to the efforts of Ron Land. In person and teleconference focus group meetings have been held with the Office of Personnel Management (OPM) to review and assess the standard with other government agencies including the Department of Transportation, NASA, Corps of Engineers, Department of the Interior, and Department of Labor. We have also held two meetings with the National Academy of Engineering representatives to move forward with a study to address how four year engineering technology graduates can fill the shortage of engineers in the United States, particularly given the resurgence of manufacturing in the country. NAE submitted an NSF grant for the project and we are currently working to secure other external funding for the study. ETNF wants to explore where ETNF goes from here.

ABET Update
Through the many efforts of ETC members serving as ABET volunteers, the name of the engineering technology commission has been changed from the Technology Accreditation Commission (TAC) to the Engineering Technology Accreditation Commission (ETAC). This has been a significant recognition for accredited engineering technology programs around the globe. Construction Management Association of America (CMAA) approved by ABET’s Board of Directors for addition to ABET.

Engineering Technology Leadership Institute (ETLI)
The ETLI is the ETC’s equivalent to the Engineering Deans Institutes. The 2012 ETLI was held in Greensboro, North Carolina in October 2012 hosted by North Carolina A&T University. Panel sessions were held throughout the institute on issues related to the future of engineering technology education from academics, industry, and government representatives. The ETC and ETLI subcommittee approved moving the 2013 ETLI to Washington, D.C. in order to take advantage of the ETC activities occurring in public policy initiatives. The ETLI has typically been sponsored and held on ET campuses. This year the institute will be held October 4, 2013 in Crystal City, Virginia and invitations have gone out to invited speakers. The date coincides with National Manufacturing Day events. The ETLI programming committee is working with ASEE Headquarters to plan and organize the institute. A conference call with US News and World Report was made to promote ET grads and ranking of ET programs similar to engineering programs.

ETC Executive Board Meetings
Meetings of the ETC Executive Board were held at the 2012 ETLI and the 2013 Conference on Industry Education Collaboration in Mesa, Arizona.

Engineering Technology National Forum: Bob Herrick updated the activities of the ETNF as follows: The 2013 ASEE ET National Forum is Monday at 4:30 PM in GWCC A408. They will continue to hold three (3) formal ETNF sessions at ASEE, CIEC and ETLI annual conferences. In addition the ETNF leadership team meets routinely between formal sessions for continuity of effort. ETNF continues to work with the immediate past Chair of ABET ETAC (currently Carol Richardson) as a major liaison. Members change annually at the conclusion of the
ABET July Conference. ABET ETAC updates are presented at each major conference seeking possible input for future recommendations. Ken Burbank is leading the effort with NAE to produce an NSF funded ET Study. Ron Land is leading the effort with the U.S. Office of Personnel Management (OPM) on GS-800 federal description of engineering positions. Significant progress has been made with several conference calls and face-to-face meetings in DC with OPM personnel and federal agencies that use engineers. We are currently waiting for the internal workings of OPM to move the ETNF proposal forward to rewrite the qualification standard.

2013 CIEC: Ed Tezak reported for Babak Beheshti that for the 2013 CIEC Conference, a total of 38 abstracts were received by ETD. The authors were notified of the acceptance or rejection of their submissions by October 10, 2012. A program committee of 4 reviewed abstracts and papers. A total of 34 papers or presentations were accepted for the conference. ETD had 6 paper sessions and there were two moderated forums and no papers were presented in these sessions. The number of attendees at CIEC was 245 with 67 reporting membership in ETD. The ETD share of the profits from the CIEC Conference was $17,654.07. Ken Rennels announced that the proceedings for CIEC 2007-2013 are posted on line.

2014 CIEC: Angie Hill Price reported that the CIEC conference will be held February 5-7, 2014 in Savannah, Georgia. The theme is “Educating for a Sustainable Future.” ETD will offer eight sessions, including the National ET Forum, and the Dean’s Forum. They are soliciting papers on Diversity in Engineering Technology, Sustaining Collaboration between Industry and Education, Assessment: Methods, Techniques and Applications and Potpourri: Sustainability Perspectives for Engineering Technology. The four divisions will host a joint opening reception as well as a joint hospitality event.

ETAC of ABET: Carol Richardson, Past Chair ETAC ABET, reported that during the 2012-13 the Engineering Technology Accreditation Commission (ETAC) had 35 general reviews, 15 interim reports. Three visits were for programs outside the continental United States. Program Educational Objectives, PEOs, are no longer required to be assessed vis-à-vis attainment. The complete report is attached. Amit Bandyopadhyay will be replacing Carol.

Tau Alpha Pi: Ed Tezak reported for Tengiz Sydykov that Tau Alpha Pi currently has 81 active chapters. In calendar year 2012, Tau Alpha Pi inducted 521 new members. Institutional membership and number of inductees is below the three year average. Gaston College has applied and University of Maine re-established their chapters. Chattanooga State Community College is in the process of establishing a chapter. Inactive chapters are Broome CC, DeVry, Kansas City, DeVry, Dallas, DeVry University, Pamona, Lakeland College and University of Toledo. Tau Alpha Pi is solvent. Annual Meeting is on June 26, 2013 at 7:00 AM in Rm A408. Ron Land pointed out that the Tau Alpha Pi Board of Directors conducted a conference call where Norm Fortenberry was seeking ways in which to engage students and advisors at the local chapter level.
JET: Ed Tezak reported for Abi Aghayere the following: Current Account balance is $75,106.26. The Spring 2013 JET issue was published and mailed to subscribers in early May. Five (5) manuscripts have been accepted for publication after undergoing successful peer/editorial board reviews. These manuscripts have been copy edited by the Communications Editor, Marilyn Dyrd, and are already scheduled for the Fall 2013 issue of JET. The copy-edited manuscripts and authors’ bios and contact addresses have been sent to the Copy Editor, Susie Sarapin. There are also currently FIVE (5) additional manuscripts in various advanced stages of review that, if successful, will be part of the Spring 2014 issue. Due to the transition in board leadership, the continuing processing of these five manuscripts will be handed over to the incoming Editor-in-Chief, Chuck Edmonson. Below are the editorial board members effective after the June 25 board meeting in Atlanta: Editor-in-Chief: Charlie Edmonson, Production Editor: Vladimir Genis, Manuscript Editor: Susan Scachetti, Advertising Editor: Walter Buchanan, Communications Editor: Marilyn Dyrd Financial/Subscriptions Editor: Thomas Hall, Copy Editor: Susan Sarapin, Past Editor: Abi Aghayere, Abi noted that it has been his pleasure and honor to have served as the JET Editor-in-Chief for the past two years and he thanked the JET board and the ETD/ETC leadership for their support.

Membership: Ken Rennels said there are 580 members after a peak of 733. Walt had previously suggested in 2010 that someone be responsible for promoting membership. ETD is 4.6% of total ASEE membership. Tim suggested this might be part of the strategic plan. Tim asked if anyone present would be interested in taking on this issue. There was discussion about the number of ET programs and whether it is going up or down. Chris Conty is presenting a paper at the conference vis-à-vis ET textbooks. He has a number of suggestions about promoting new ET textbooks.

OLD BUSINESS:

Action Items: Ed Tezak passed out the action items and asked everyone to annotate them and return to him. ETD action items were updated.

NEW BUSINESS

ASEE 2013 ETD Best Paper: The ETD Best Paper Award was entitled, “A University and Community College Partnership to Meet Industry Needs for Future Workers in Advanced Automotive Technology”, written by Dr. Chih-Ping Yeh, Wayne State University, Dr. Gene Yeau-Jian Liao, Wayne State University and Joseph L Petrosky, Macomb Community College. Rasoul will try to contact them and insure they will be at the Business Meeting Luncheon on Wednesday.

Mini-Grants: Ken Rennels reported that we had awarded 3 mini-grants last year. Ken moved to allocate a total of $15,000 for this year’s mini-grants. Jay Porter seconded and the motion passed. Schools must match funds.
The meeting was adjourned at 3:55 PM.

Respectfully submitted,

Edward G. Tezak
Secretary
Engineering Technology Division

ABET Report for the 2013 ASEE Conference

Engineering Technology Division Meetings

ACCREDITATION ACTIONS

During the 2012-13 accreditation cycle, the Engineering Technology Accreditation Commission (ETAC) visited 35 institutions and reviewed 15 interim reports. Three of the visits were for programs outside the continental United States. All of the statements for these visits or reports will be reviewed at the summer commission meeting in July, 2013 and accreditation actions will be provided to the institutions by September, 2013.

ETAC ACTIVITIES

Changes were made by ABET this past year to Criterion 4, the name of the commission (Technology Accreditation Commission (TAC) to the Engineering Technology Accreditation Commission (ETAC)) , and the scope statement for ETAC in the ABET Accreditation Policy and Procedures Manual (APPM). The revision to section II.E.3.d (1) of the APPM allows a program without technology in the name of the program such as Construction Management to be accredited by ETAC.

The ABET Board of Directors directed all four commissions in October 2012 to revise Criterion 4 in each commission’s criteria for 2013-14 to remove the
requirement for assessment and evaluation of the attainment of program educational objectives (PEOs). PEOs still needed to be reviewed periodically by the program’s constituents.

The Criterion 4 change will be incorporated in all the final statements in this accreditation cycle and ABET headquarters is working with institutions that have interim reports due in the next cycle to implement this change.

The ABET Board of Directors approved a change to the name of commission that accredits engineering technology program in March 2012 on the second reading. ABET Headquarters has provided institutions who have ABET-ETAC accredited programs and professional societies information about the name change and have completed the change of the name of the commission on the ABET website and in the ABET documents. Please notify ABET headquarters if you find TAC in the documents or on the ABET website.

As in the past, the ETAC will invite deans, department chairs, and other institutional representatives to attend the Institutional Representatives’ Day, held during the 2013 Summer Commission Meeting in July. This session provides opportunities to guide attendees about their upcoming reviews. Commission members sit with each of the institutional representatives at the meeting to provide personal insights and to answer questions, and a panel of Executive Committee members advises all participants about accreditation process issues.

Power Point presentations on the ABET sponsored sessions at the 2013 ABET Symposium held in April are available on the ABET web site which was revised in the fall of 2012. The ABET website has the last three versions of the ETAC criteria and the APPM. Accreditation Alerts are also available on the ABET website.
This report was prepared 5/22/2013 by Carol Richardson who is currently the past chair of the Engineering Technology Commission of ABET. Please contact her at Carol.Richardson@rit.edu if you have questions about this report.