ETD Executive Committee Meeting Minutes 30 January 2012

The Executive Committee Meeting of the ETD was called to order at 2:15 PM on January 30, 2012 by Tim Zeigler, Chair of ETD, in Orlando, FL. Attendees were Ed Tezak, Secretary, Ken Rennels, Treasurer, Keith Johnson, Vice Chair for Annual Programs, Rasoul Saneifard, Assistant Vice Chair for Programs, Walt Buchanan, ETD Listserv, Marilyn Dyrud, Member-at-Large, Fred Walker, Member-at-Large, Ken Burbank, 2012 CIEC ETD Chair, Jay Porter, Vice Chair, Communications, Bob Herrick, ET Forum, Jeff Ray, ETC Chair, Abi Aghayere, JET Editor, Carol Richardson, TAC ABET, Norman Fortenberry ASEE and Dwight Wardell, ASEE. Ron Land, Tom Seybert, Mark Pagano, Mike Dyrenfurth, Vladimir Genis, Asok Agrawal and Jim Frendewey were also present. John Williams, Past ETD Chair and Babak Beheshti, Assistant CIEC ETD Chair, were absent.

Ken Rennels moved to accept the ETD Executive Committee Meeting Minutes of June 26, 2011. The motion was seconded by Keith Johnson and approved unanimously.

OFFICER and ETD COMMITTEE REPORTS:

Treasurer’s Report: Ken Rennels gave the Treasurer’s Report, that as of January 30, 2012, the division is in good shape. The ETD Operating Account (#FO24) has a balance of $593.00. 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 $55,332.67. In 2005 we had $6,000. Balances are as of October 31, 2011. Some plaques have been purchased and that is the only outstanding expense. Funds come from dues, CIEC and interest. Ken Burbank moved to accept the Treasurer’s report and Keith Johnson seconded. The motion carried unanimously.

Program Chair 2012: Keith Johnson reported for on the 2012 Annual Conference. A total of 128 abstracts were submitted, 7 rejected and 116 in draft form, 5 withdrew. There were 140 reviewers. Forty four total sessions are scheduled, 31 technical, 9 business meetings, 2 workshops and 2 social events, i.e., McGraw dinner and Berger luncheon. Six sessions were rejected by the PIC Chair. Keith is still looking for additional reviewers. Paper reviewer assignments are in progress.

Vice Chair Communications: Jay Porter reported the Engineering Technology Division page is still operational and can be found at http://www.engtech.org. The JET website has been recently updated. 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@ente.tamu.edu) updates as required. A number of items having to do with the ETD website were brought up to date and responsibility assigned.
ETD - Ed Tezak will be posting final Guidelines and By-Laws rewrite on the ETD website for comment by the membership. Final ASEE 2011 Executive Committee Minutes approved above were already posted on the website in draft form. Executive Committee consensus is to remove the Section Activity Reports from the website since they are no longer required. Marilyn Dyrud will post the 2010 Bibliography.

ETC - Jeff Ray will send updated bylaws to Jay to post

ETLI - Ben Uwakweh was identified as the ETLI point of contact and Jay will coordinate with him to establish the 2012 ETLI Conference link

ECETDHA - Cooney was identified to update the officer list and Minutes from 2009 to present.

National ET Forum - Robert Herrick will coordinate update of videos and pictures with Jay)

JET - Marilyn Dyrud and Tom Hall will provide input on updated changes.

**ETD Listserv:** Walt Buchanan reported on the Listserv Members. There are 4140 total members. There are 2729 at 394 four-year colleges, 1040 members at 336 two-year colleges and 371 members at 318 organizations, corporations and government. There are 193 subscribers with non-institutional email addresses. There are now 53 countries represented.

**Elections:** John Williams was not present. Ed Tezak reported that John is seeking nominations for Assistant Vice-Chair for ASEE Annual Programs, Secretary, Vice-Chair for Communications, Member At Large, and Assistant CIEC ETD Program Chair. He currently has 2 nominees for each position with the exception of the Vice-Chair for ASEE Annual Programs and Assistant CIEC ETD Program Chair. There is only one candidate willing to do either. Exec members were encouraged to nominate individuals so there are at least 2 nominees for each position. He has contacted Ron Rockland to ask if he would host the election electronically when the slate is complete. Send nominations to WilliaJC@alfredstate.edu

**ETD Strategic Plan:** The 2007 ETD Strategic Plan is the most current version. The plan is currently on hold awaiting action of the national ET National Forum. Bob Herrick is the Chair. There are 4 working groups involved with the ET Forum.

- **Mark Pagano** - *ETC and ETD Initiatives*
- **Mark Stratton** - *Partnerships with Professional Societies*
- **Jeff Ray** - *Partnerships with Industries*
- **John Williams** - *Marketing and Branding*

Ron Land has collected the survey data from industrial advisory boards. Questions are, “Where do we go next with the survey and what do we do with the data?” A white paper is being drafted by Jeff Ray that describes ETD/ETC better. The idea is to educate industry as to the value of ET graduates. Bob Herrick views the Forum as the action arm of ETD/ETC. His report is below.
OTHER REPORTS:

PIC II Chair: Cathy Skokan was not present. Jeff Ray recommend Tim Zeigler invite her to the ETD meeting at the ASEE annual conference.

ETC Report: Jeff Ray reported ETLI went well. They are developing a white paper along with ET Forum discussion. He wants to get more recognition from industry.

ET Forum: Bob Herrick announced the ET Forum will be held Tuesday at 2:45 in the Cypress Room. The agenda will include the following information: ET Forum leaders continue to stir the pot elevating the national level of conversation, contacts and impact. Ron Land will be presenting an Industrial Survey update and lead a discussion on targeting a future survey at the Forum. Ron Land will hand out a draft copy of his Spring JET paper about the Industrial Survey at the Forum. The Forum leadership is writing an invited paper for the Fall JET on the future of ET Education. Jeff Ray will be sharing his White paper that will be used to attract support from industry and federal agencies. Mark Pagano will be sharing at the Forum an updated template letter to be used by industry and federal agencies in support of reviewing the U.S. Office of Personnel Management’s qualification standards for engineering positions. Jeff Ray will be sharing at the Forum a potentially excellent window of opportunity presented by President Obama during his State of the Union speech last week on “Roadmap to Renewal”. Carol Richardson will be sharing at the Forum the latest from ABET and seeking input. Walt Buchanan will be presenting from his viewpoint as ASEE President Elect at the Forum.

Membership: With ASEE staff assistance, a letter inviting qualified institutions to become institutional members was mailed to those who are qualified. A new push is on to gain international members since we have international programs now accredited by ABET.

Tau Alpha Pi: Warren W. Sallade was not present but provided the following detailed report.

- **Chapter Status** – Tau Alpha Pi currently has 85 active chapters. In calendar year 2011, Tau Alpha Pi inducted 583 new members. This is the highest number of inductees in the past five years. The 583 inductees came from 53 of the 85 active chapters.
- **New Chapters** – Currently Warren is working with the following schools to establish new chapters or in re-activate those that had dropped off the active roles. If anyone has contacts at these schools, please feel free to contact them or send the names to Warren.
  - Old Dominion University
  - Union University
• Louisiana Tech
• Central Piedmont CC
• Penn State University – Harrisburg Campus

• **Inactive Chapters** – The following chapters have not had an inductee for the past five consecutive years. Warren is starting the process of contacting each of these schools notifying them of the situation and to see what assistance we can be provided to keep them active. Again, any information anyone can provide to Warren is welcome.

• DeVry University – Dallas (last inductee-June 2006)
• Prince Georges CC-(last inductee- March 2006)
• Penn State University-Dubois Campus- (last inductee-February 2006)
• Michigan Tech- (last inductee- February 2006)
• Penn State University –Hazelton Campus- (September 2006)
• Prairie View- (last inductee February 2007)
• Lake Land Community College- (last inductee May 2007)

• **Current initiatives** – Efforts are being made to assist current chapter members with employment opportunities. Tau Alpha Pi currently has a job opportunity job site on their home page. Our goal is to make connections with ASEE corporate members as well as with the Tau Alpha Pi alumni group on *Linkedin*. Currently there are over 200 past Tau Alpha Pi members registered on this site. Consideration is being given to having a chapter competition with the winners attending the ASEE Annual Conference. Cash prizes or a chapter recognition award are possibilities. The difficult part is to have a competition that is equitable across all chapters with a theme that includes everyone. Ideas and comments are welcome. A process is underway to review the Tau Alpha Pi constitution and bylaws. Since ASEE assumed responsibility for Tau Alpha Pi in 1997, there have been changes and updates (with chapter approval) but they need to be part of the bylaws/constitution.

• **Tau Alpha Pi Board of Directors**

• Ron Land – Penn State University – New Kensington, PA Campus
• Craig Chin – Southern Polytechnic State University
• Ken Rennels – IUPUI
• Stanley Ihekweazu – South Carolina State University
• Chip Ferguson – Western Carolina University
• Austin Asgill – Southern Polytechnic State University
• Justin Jackson (President) – Weber State University
• Dennis Mueller – DeVry University – Fremont, CA

• Jeffrey Ray, Chair, ASEE Engineering Technology Council
• John Williams – Alfred State
• Dr. Norman L. Fortenberry – Executive Director, ASEE
• **Next Scheduled Board Meeting** – Wednesday, June 13, 2012, 7:00 am – 8:15 am, San Antonio, TX. The Board meeting is open and we encourage everyone to attend.

Norman Fortenberry said ASEE is attempting to offer more value to Tau Alpha Pi members. A camp is being proposed to bring in 300 students for a leadership experience.

2012 CIEC: Ken Burbank reported the following: Monday and Tuesday Pre-conference work sessions for ETC, ETD, JET, ECETDHA, and ET National Forum. The ETLI Board meeting was moved at their request to lower the number of days at the conference to 7:00 AM Wednesday. The Tuesday workshop is cancelled due to low enrollment. This topic was suggested last year, yet only two people signed up for the workshop. The $75 fee was “required” in order to cover expenses. There was some discussion on workshops. Mark Pagano mentioned the possibility of offering scholarships for attendance. Ken Rennels suggested tying mini-grants to scholarships. ETD representation is requested at the Red Star reception and the three EXPO times. ETD has 6 paper sessions and 1 panel discussion. Submissions were low. Initial submissions was 39, 34 went out to reviewers, 28 accepted, 22 still scheduled for presentation. The number of attendees at CIEC is currently 224, with 68 reporting membership in ETD.

TAC of ABET: Carol Richardson, Chair TAC ABET, reported on the proposal to change the name for the Technology Accreditation Commission (TAC) to the Engineering Technology Accreditation Commission (ETAC). It passed on the first reading at ABET. A second reading must be passed in March before it becomes official. There is a proposed change to the Accreditation Policy and Procedures Manual (APPM) having to do with international accords. She is looking for feedback on the items she distributed. She asked that members share the attachment she sent out and solicit comments.

Member-at-Large: Marilyn Dyrud reported on the following two areas:

• **Archives**
  OIT (metro campus) is scheduled move into the new building in Wilsonville, OR, in fall, 2012. Larry Wolf, our new historian, made a trip this fall to Boston, intending to examine the current archives. However, his wife, Barbara, was in an accident and they had to depart suddenly. Once she is mended, Marilyn is confident that Larry will complete his examination of the archives and arrange for their transport to OIT. The board might want to extend some financial remuneration for the move.

• **ETD Logos**
  She brought nine copies of potential logos to the meeting, as the file is too huge to send via email. Norman Fortenberry indicated that ASEE is going to come up with a uniform standard so he suggested not expending too much time, money and effort since it might have to change in a couple of years. Fred Walker offered to have a couple of his students create other
options. Marilyn will chair a contest for the membership to create a logo. Ken Burbank moved to conduct a contest to design a logo and give an I-Pad as a prize. Jay Porter seconded. Ken Rennels offered a friendly amendment to limit the cost to $1000. Motion approved unanimously.

**Guidelines and By-Laws:** Ed Tezak reported on the status of the revised ETD bylaws and guidelines. The proposed revised versions will be posted on the ETD Website requesting the membership to comment via the ETD Listserv. After review of the comments the final proposed version of the bylaws will be sent to the membership for an electronic vote prior to the Annual ASEE Conference in June 2012. After the vote the bylaws will be sent to ASEE for approval. Once the approval is received the membership will be asked to vote on the guidelines.

**JET:** Abi Aghayere reported the following: The JET Board is in the process of digitizing all past issues of the Journal of Engineering Technology dating back from 1983. Current Account balance is $75,696.80 which equates to 7 issues. (Projected balance is $83,435.30) More manuscripts are needed for the special Fall 2012 issue on the future of Engineering Technology Education. Announcements have been sent out on the listserv by Tom Hall. Please help to publicize this special issue and direct potential authors to the guest editors, Tom Hall and Niaz Latif. The JET Board voted to combine the subscription and financial editor positions because of overlap in their duties and Tom Hall is filling the position. Manuscript acceptance rate is 51%. Average length of time from manuscript submission to publication is 9.5 months and the trend has been going down. There are fewer quality manuscript submissions. Some of the initiatives that the JET board has implemented for generating good manuscripts for publication include: JET Ad in Prism – September and January issues, periodic announcements on the ETD listserv and announcements at ETD Business meetings Abi is looking for other ideas for how to generate good manuscripts for publication in JET. Contact Abi, Marilyn Dyrud or Vlad Genis.

**Mini-Grants:** Ken Rennels handed out the revised guidelines for mini-grants. These will be included in the revised guidelines for membership approval. Individuals must be members of ETD. Dollar amounts would be decided at the annual meeting prior to solicitations going out. Marilyn Dyrud moved and Ken Burbank seconded to adopt the proposed mini-grant guidelines with the proviso that indirect costs are not eligible for mini-grant funding. Motion passed. There was discussion about tying mini-grants with workshop scholarships.

**CIEC Format:** There was considerable discussion about moving meetings to shorten the conference for ETD attendees. No consensus was reached.

**ACTION ITEMS:** ETD action items were updated. There was considerable discussion about quality of papers and Best Paper Award. Tim Zeigler will coordinate effort with Dwight Wardell.
ETD Activities at CIEC: Ken Burbank encouraged participation in the following:

- **Meet the Red Stars Reception** - Tuesday 4:30pm to 5:30pm
- **CIEC Opening Reception** - Tuesday 6:30pm-8:00pm
- **ETD Get Acquainted Breakfast** - Wednesday 7:30am-8:45am
- **CIEC EXPO & Refreshment Break** - Wednesday 10:30am-11:00am
- **CIEC Industry Day Lunch** - Wednesday 12:45pm to 2:00pm
- **CIEC EXPO & Refreshment Break** - Wednesday 3:30pm-4:00pm
- **ETD Hospitality Event** - 5:00pm to 7:00pm
- **CIEC EXPO & Refreshment Break** - Thursday 8:30am-9:00am
- **ETD Business Meeting Breakfast** - Thursday 7:30am-8:45am
- **CIEC Awards Lunch** - Thursday 12:45pm to 2:00pm

The meeting was adjourned at 5:00 PM.

Respectfully submitted,

Edward G. Tezak  
Secretary  
Engineering Technology Division